

HERMES

EXHIBITIONS & PROJECTS LTD.



The 10th World Congress on Controversies in Neurology (CONy)

March 17-20, 2016 | Lisbon, Portugal

Dear Exhibitor, Stand Builder & Sponsor

Kindly note that Hermes is the sole official on-site agent nominated by ComtecMed to handle all in/out shipments arriving to this congress. All cargo/ shipment will be moved in / moved out from the building only via the official nominated agent.

We are pleased to inform you of the arrangements for shipping, international freight forwarding, customs clearance and on-site services for CONy congress.

Please note that you may use any transport company up to the venue door. However, no other company is permitted to deliver, operate, and handle goods inside the venue.

Contact Details:

Hermes

Mr. Motty Wizman

mottyw@hermes-exhibitions.com

T +972 8 9146421

M +972 52 6021958

Please mark these important dates:

SERVICE	DEADLINE
Door to door (Europe)	March 7, 2016
Shipment via warehouse	No later than March 11, 2015
Setup	March 17, at 08:00 No direct deliveries are recommended
Exhibition date	March 18- March 20
Move out	March 20, at 15:00



Services

Hermes would be happy to help your company to arrange your shipment as per your needs. You are welcome to choose from the following ways of transportation for your shipment:

- Door to door
- Advance warehouse
- Direct delivery
- Airfreight
- Courier

1. Door to door

Hermes can arrange pick up from any address and deliver directly to your stand.

2. Shipment via warehouse

Shipment via warehouse should be delivered to the following address:

Merkur Portugal Expo Logistics
c/o "Cony 2016"
"Name of Exhibitor"
"Stand Number"
EN 10, km 126,5
Ponte Silveira
2615-001 Alverca
Portugal

3. Direct deliveries to Congress venue

Venue : Sana Lisboa Hotel
Av. Fontes Pereira de Melo 8
1069-310 Lisbon, Portugal

Please note: It is highly recommended to send all goods via the ware house due to trucking restrictions. The Hotel is located in the downtown, the truck needs permission and limited to max 3,5 ton.

4. Airfreight -

Merkur Portugal Expo Logistics
c/o Exhibitors Name / Hall / Stand
CONy 2015
EN 10, km 126,5
Ponte Silveira
2615-001 Alverca

Notify:
portugal@merkur-expo.com

You may choose any freight forwarder with which to send your goods, however please note that neither Hermes nor Comtec will be held responsible for goods clearance in the case they are held in customs.

Insurance

All goods must be fully insured with all risk coverage. Insurance can be provided upon request. We regret that we cannot take responsibility for goods after delivery to the exhibitors stand regardless whether the exhibitor is present or not.

Payment terms

In order to avoid any delay in delivery of your cargo, please make sure to fill out the attached material handling form and return it to our attention

All invoices must be settled by exhibitors / contractors and agents in advance. Shipments will be held in storage until the invoices are paid in full. Please notify Hermes immediately about any requirements relating to invoices.

Please note that all payments are in Euros.

Any services not outlined in the tariff attached will be quoted on an individual basis.

Terms and conditions

All orders are accepted exclusively on the basis of the Spanish forwarders terms and conditions

Exhibitors' Tariffs

For stand construction, exhibit items, promotion material
The below rates are based on the following 1 CBM=333 KG

• **Via advance warehouse**

Shipment arriving at the warehouse will be handled as follows:
From free arrival ware hose up to Unloading and delivery to the final point

Handling tariff (each CBM=333 KG)	
Min charge	€218.00
101-300 Kg	€275.00
300-500 Kg	€355.00
From 501 Kg Per each additional 100 Kg	€ 58.00

• **Goods delivered directly to the venue**

Shipments arriving at the venue will be unloaded and delivered to the final point. Due to logistics limitation we highly recommend not to send goods directly to the venue

Full truck	€1200.00
Half trailer	€ 745.00
Per CBM	€ 75.00 Min 3 CBM

• **Air freight shipment**

Please ask for rate offer

• **Handling of Empties**

Per CBM or part off € 75.00 Min 3 CBM

HERMES

EXHIBITIONS & PROJECTS LTD.

- **Remarks**

- The above rates are for Move in / Move out
- Forwarding and onsite services € 125.00
- Services that are not mentioned above are subject to a rate offer
- Surcharge on total charges move in/out:
 - 17:00- 24:00 additional 50%
 - 24:00-08:00 additional 75%
 - Weekend & Holidays additional 100%
 - Each CBM will be charged as full CBM
- Above rates are subject to VAT for permanent shipments & EEC customers
- **Goods should have full insurance**

Best Regards,
Hermes exhibitions