



**The 12th World Congress
on Controversies in Neurology (CONy)**
March 22-25, 2018 | Warsaw, Poland

SHIPPING INSTRUCTIONS

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 2018 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.

Venue :

DoubleTree by Hilton Hotel & Conference Centre Warsaw

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
Air freight	13.03.2018
Shipment via warehouse Custom cleared shipments	16.03.2018
Setup	22.03.18 from 07:00
Move out	24.03.18 from 18:00

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:



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12th World Congress on Controversies in Neurology (CONy) 2018
c/o NETLOG POLSKA SP. Z O.O.
UL.PRADZYNSKIEGO 12/14
01-222 WARSZAWA

3. Airfreight -

Please ask for separate instructions

4. Currier shipments

It is not recommended to use currier companies.

please be sure to send us a pre-advise with the full details of the shipment:
courier company, number of pieces and tracking number.

All courier shipment must be send DDP (Delivery duties paid) terms .

Courier charges for handover of import shipping documents € 85.00/ document.

Shipments that arrive without pre alert and payment confirmation will not be accepted.

5. ADDRESS FOR ROAD TRANSPORT DIRECTLY TO THE SHOW SITE:

12th World Congress on Controversies in Neurology (CONy) 2018
ul. Skalnicowa 21, 04-797 Warszawa / Poland
DoubleTree Hilton Hotel
c/o NETLOG POLSKA SP. Z O.O.

6. General information

All shipments should be send on conditions DDP

Permanent entries

Can be done only for goods to be consumed during the congress.

Any permanent entry is subject to payments of import duties and taxes

Temporary entry

We strongly recommend using ATA Carnet

You my 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 costumes.

Insurance

All goods must be fully insured with all risk coverage. 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 based on the local forwarders terms and conditions



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Exhibitors' Tariffs

Via advance warehouse

Shipment arriving at the warehouse will be handled as follows:

Delivery to the warehouse

Storage

Pickup from storage and transfer to the venue

Unloading and delivery to the final point

1 cbm = 300.-Kg / 1 Ldm = 4 cbm

Min charge € 218.00

Per CBM € 95.00

Direct delivery

Shipment up to 50 kg

€95.00

From truck to stand

€ 75.00 per CBM Min 4 CBM

1 cbm = 300.-Kg / 1 Ldm = 4 cbm

Handling of empty cases

Min 2 CBM

Min 2 CBM

€75.00

Forwarding commission and on-site supervision

Per shipment

€130.00

Airfreight shipment

Please contact Hermes for quotation

Use of Agent import tax registration

€ 125.00

Remarks

The above rates are for Move in / Move out

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 50%

Weekend & Holidays additional 100%

Each CBM will be charged as full

Shipment arriving with no pre alert are subject to 25% surcharge

1 CBM= 300 Kg 1ldm= 4 CBM, Rounding to complete CBM

Above rates are subject to VAT for permanent shipments & EEC customers

Best Regards,
Hermes exhibitions