



THE 13th WORLD CONGRESS ON
CONTROVERSIES IN NEUROLOGY
APRIL 4-7, 2019 | MADRID, SPAIN

Logistics services for shipment and inserts

"Merkur expo logistics" had been nominated as the sole logistic agent for the Congress.

For handling services to your participants' bags inserts, you are kindly requested to follow the following shipping instructions:

Packing and Shipping instructions

- a) Place a sample of your insert on the package itself.
- b) Please send shipment details (tracking number, number of packages, etc) to Akerman Zehavit e mail : akerman@merkur-expo.com
- c) Please mark on the package "Insert for participant's bags."
- d) Number parcels, e.g: 1/1, 1/2, 1/3
- e) Note: Do not mix insert material with other material, such as display or exhibition, please mark clearly "Insert for Participants' Bags".

Airfreight shipments

Airfreight to Madrid must arrive no later than
Please ask for instructions and rate offer

25.3.2019

Advance warehouse delivery address (customs cleared, courier shipments)

Shipment arriving to warehouse will be handled as follows:

- Received at the warehouse
- Storage
- Pickup from storage
- Unloading and delivery to the convention center

Delivery address:

Madrid Marriott Auditorium Hotel & Conference Center
Avda de Aragón, 400 - 28022 Madrid, SPAIN
Napoles room
C/O Merkur expo logistics
Cony congress April 4-7

Goods must arrive to the venue no later than

1.4.2019

Please note that all shipments are handled by Merkur Logistic and handling fees will apply. Direct shipments will be only accepted if forwarded to Merkur for processing.

Courier shipments **Customs cleared only**

It is highly recommended not to use courier service.

All courier shipments are totally beyond our control so we cannot be responsible for any delay / problem if they cannot be released from the Italy customs and / or are delay in delivery.

In case of sending a courier shipment, 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 Shipments must be sending on DDP terms (delivery duty paid).

All inserts must be delivered to the advance warehouse

Important Note:

Inserts that do not arrive by the deadline will not be included in the participants' bags. Shipments that arrive without pre alert and payment confirmation will not be accepted.

Insurance

We strongly recommend that all shippers, senders arrange insurance coverage to include transit to and from the exhibition, whilst on display and in storage. Please note that Merkur Expo Logistics do not insure automatically unless asked to do so in writing. It is the exhibitors' responsibility to ensure that if goods are left on the stand, adequate security measures are taken to ensure the security of such items. Merkur Expo is not liable for any losses, theft or pilferage.

Handling tariff Per Exhibitor / per shipment (each CBM=333 KG)
From free arrival advance ware house up to inserts bag line

Min charge	€ 205.00
Per CBM	€ 95.00
Use of our import tax registration	€ 125.00

For enquiries and further information
Please contact Mrs Akerman Zehavit
Email : akerman@merkur-expo.com

Best Regards,
Merkur expo logistics