



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

SHIPPING INSTRUCTIONS

Dear Exhibitor, Stand Builder & Sponsor

Kindly note that Merkur 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 the 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 :
Madrid Marriott Auditorium Hotel & Conference Center
Avenida de Aragon No 400,
Madrid 28022 Spain

Contact Details:
Merkur expo logistics
Zehavit Akerman
akerman@merkur-expo.com
Tel 972-52-5114982

Please mark these important dates:

SERVICE	DEADLINE
Air freight	25.3.2019
Shipment via warehouse Custom cleared shipments	No later than 1.4.2019
Direct delivery	3.4.2019 upon time slot
Move out	7.4.2019 from 18:00

Services

Merkur 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

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

2. Airfreight -

Please ask for separate instructions

3. Shipment via warehouse

Shipment via warehouse should be delivered to the following 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

4. Courier shipments

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).

Courier charges for handover of import shipping documents € 125.00/ document.

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

5. Direct delivery to site

Madrid Marriott Auditorium Hotel & Conference Center
C/O Merkur expo logistics
Cony congress April 4-7

6. General information

All shipments should be send on conditions DDP

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

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 = 333.-Kg / 1 Ldm = 4 cbm

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

Direct delivery	
Shipment up to 50 kg	€ 95.00
From truck to stand	€ 75.00 per CBM Min 4 CBM
1 cbm = 333.-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
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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 75%

Weekend & Holidays additional 100%

Each CBM will be charged as full

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

1 CBM= 333 Kg 1ldm= 4 CBM, Rounding to complete CBM

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

Best Regards,

Merkur expo logistics