

**The 1st World Congress on Controversies in
Ophthalmology (COPHy)
4 - 7 March, 2010
Prague, Czech Republic**

Dear Exhibitor, Stand Builder & Sponsor

Kindly note that Hermes/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/out from the building only via the official nominated agent.

We are pleased to update you regarding arrangements for shipping, international freight forwarding, customs clearance and on-site services for COPHy Congress Prague, 2010.

Contact Details:

Hermes & Merkur
Mr. Motty Wizman
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Please mark these important dates:

SERVICE	DEADLINE
Door to door (Europe)	Feb 17, 2010
Shipment via warehouse	Feb 26 – Mar 1, 2010
Exhibition goods - Direct deliveries to Congress venue	Subject to pre confirmation and time slot by Hermes March 3 , 2010 at 24:00
Airfreight	Please ask for instructions
Move out	Mar 7, 2010 at 12:30-22:00

Services

HERMES/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

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

2. Shipment via warehouse

Shipments via warehouse should be delivered to the following address:

Schenker spol. s r.o.
Komunardů 36
170 00 Praha 7
Phone: 420 266706 256,-257,-258
Person in charge: Mr. Petr Slabý

Please specify the following:
Cophy Congress 2010, Exhibitor Name / Hall / Booth

3. Direct deliveries to Congress venue

Subject to pre confirmation and time slot by Hermes

Domestic Cargo / Courier shipments / Full load trucks

Clarion Congress Hotel
Freyova Street 33,
Prague 9, 190 00,
Czech Republic

Please note that Clarion Hotel Prague doesn't have a forklift or any other manipulation items at their disposal.
Therefore we recommend delivery to our warehouse.

4. Airfreight - please ask for separate instructions

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 German forwarders terms and conditions (ADSp).

Best Regards,

Mekur Expo Logistics / Hermes exhibition and projects

Exhibitors' tariffs

For stand construction, exhibit items, promotion material.
The below rates is based on the following 1 CBM=300 KG

Via advance warehouse

Shipment arriving at the warehouse will be handled as follows:

- Delivery to the warehouse
- Storage
- Pickup from storage and delivery to the venue
- Unloading and delivery to the final point

Handling tariff

Min charge € 218.00

Each CBM or part of € 156.00 (each CBM=300 KG)

Goods delivered directly to the venue

Shipment arriving to the venue will be unloaded and delivered to the final point.

Handling tariff

Min charge € 185.00

Each CBM or part of € 105.00 (each CBM=300 KG)

Handling of empty cases

€65.00 Min 2 CBM

Forwarding commission and on site supervision

Per shipment € 130.00

Air freight shipment

Please contact Hermes for quotation

Remarks

The above rates are form Move in / Move out

Services that are not mentioned are subject to rate offer

Surcharge:

17:00- 24:00 additional 30% on total charges move in/out

Weekend & holidays additional 75% on total charges move in/out

Best Regards Hemes / Merkur

Remarks

⇒ The above rates are for inbound / outbound shipments

⇒ Each CBM will be charged as full CBM

⇒ **Surcharge for overtime**

Mon – Fri after 18:00 +25%

Mon - Fri after 21:00 +50%

Weekends and holidays +100%

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

You are welcome to contact Hermes/Merkur for any questions or special requests.

Best Regards

Hermes/ Merkur