



The 8<sup>th</sup> World Congress on  
**CONTROVERSIES IN OPHTHALMOLOGY**

*Anterior Segment · Glaucoma · Retina*

MADRID, SPAIN • MARCH 30- APRIL 1, 2017

## 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 COPHy 2017 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 :**

Marriott Madrid Auditorium Hotel  
Avenida de Aragon No 400  
Madrid, 28022  
Spain

**Contact Details:**

Hermes  
Mr. Motty Wizman  
[mottyw@hermes-exhibitions.com](mailto:mottyw@hermes-exhibitions.com)  
T +972 8 9146421  
M +972 52 6021958

Please mark these important dates:

<b>SERVICE</b>	<b>DEADLINE</b>
Air freight	5 working days before delivery to stand
Shipment via warehouse Custom cleared shipments	3 working days before delivery to stand
<b>Setup</b>	March 30th 07:00-17:00
<b>Move out</b>	April 1st 17:00-24:00



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### 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:

Delivery address  
RESA EXPO LOGISTICS/ EYGER- COPHy 2017  
For: Exhibitor name  
C/ Eduardo Torroja 22- Nave 10  
28823 Coslada – Madrid  
Bárbara Helguero  
Direct Tel.: +34 91 669 40 79

#### **3. Airfreight -**

Please ask for separate instructions

#### **4. Currier shipments**

It is not recommended to use currier companies.

Courier shipments above a certain weight ( aprox 10 Kg ) and value (40.00\$ ) cannot be cleared by courier companies require a Spanish importer of records  
Shipments must be accompanied by a proforma invoice, some products are restricted by customs

#### **5. 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

**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
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**Forwarding commission** and on-site supervision

Per shipment	€130.00
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**Airfreight shipment**

Please contact Hermes for quotation

Use of Resa 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 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