

Logistics services for inserts

"Hermes" had been nominated as the sole logistic agent for the COSTEM 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 Mr. Motty Wizman: mottyw@hermes-exhibitions.com.
- c) Please mark on the package "Insert for COSTEM participants' bags." C/O Schenker Number parcels, e.g: 1/1, 1/2, 1/4
- d) Note: Do not mix insert **material** with other material, such as display or exhibition, please mark clearly "Insert for Participants' Bags".

Advance warehouse delivery address (customs cleared, carrier shipments)

Schenker Deutschland AG
Servicegebäude Süd
Jafféstr. 2
14055 Berlin
Patrick Thierling
+49 30 - 301 2995 441
Exhibitors name:
For COSTEM 2015 congress

Deadline:

October 15, 2015

Important Note:

The above date if for custom cleared goods only

**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.**

Shipment steps

Shipment arriving to warehouse will be handled as follows:

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



Handling tariff Per Exhibitor / per shipment Normal working hours only (each CBM=333 KG)

Use of our Import registration number	€ 85.00
Minimum charge	€190.00
50-100 KG	€ 218.00
101-300 Kg	€275.00
300-500 Kg	€325.00
From 501 Kg Per each additional 100 Kg	€ 58.00

Direct shipping (no cost):

You may choose any freight forwarder with which to send your goods, however please note that neither Hermes nor ComtecMed will be held responsible for goods clearance in the case they are held in customs, or undelivered on time to ComtecMed

Indicate the name of Congress: **COSTEM 2015 congress**

Address:

Andel's Hotel Berlin
Landsberger Allee 106
10369 Berlin

Important Note:

- Dates: Please send the shipment to be delivered to the venue until October 15, 2015
- We Highly recommend not sending Courier shipment directly to the venue as this can be lost and not monitor by the congress organizer
- Goods sent via Carrier Company must be send under DDP conditions (DDP is a shipping term specifying that the sender is responsible for all costs associated with delivery of the goods to the venue)

Important Note:

Shipments that will arrive after the above date are not guaranteed to get inserted into the congress bags.

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.

For enquiries and further information
Please contact Mr. Motty Wizman

Email: mottyw@hermes-exhibitions.com

Tel: +972 8 914 6421

**Best Regards,
Hermes**