

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 Costem 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.

Contact Details:

Hermes

Mr. Motty Wizman

mottyw@hermes-exhibitions.com

T +972 8 9146421

M +972 52 6021958

Please mark these important dates:

SERVICE	DEADLINE
Door to door (Europe)	October 12, 2015
Shipment via warehouse	October 15, 2015
Exhibition goods - Direct deliveries to Congress venue	October 22 ,2015 Subject to pre confirmation and time slot by Hermes
Airfreight	Please ask for instructions

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

Schenker Deutschland AG

Servicegebäude Süd

Jafféstr. 2

14055 Berlin

Patrick Thierling

+49 30 - 301 2995 441

Exhibitors name:

For Costem 2015 congress

3. Direct deliveries to Congress venue

Andel's Hotel Berlin

Landsberger Allee 106

10369 Berlin

We highly recommend to send the goods in advance to the advance warehouse

4. Airfreight -

Please ask for separate instructions

You may 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 customs.

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 Local forwarders terms and conditions

Best Regards,

Hermes exhibition and projects

Exhibitors' Tariffs

For stand construction, exhibit items, promotion material
The below rates are 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 transfer to the venue
- Unloading and delivery to the final point

Handling tariff (each CBM=333 KG)

Min charge € 218.00

Each CBM or part of € 156.00

Goods delivered directly to the venue

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

Handling tariff (each CBM=300 KG)

Min charge € 185.00

Each CBM or part of € 95.00

7.5 trailer €990.00

13.6 trailer €1650.00

50% surcharge for loose cargo

Handling of empty cases

Min 2 CBM €75.00

Forwarding commission and on-site supervision

Per shipment €130.00

Air freight shipment

Please contact Hermes for quotation

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 CBM

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

Best Regards,

Hermes exhibitions