

Date Nov 5, 2017



Dear Exhibitor/Stand Builder,

Hermes-Merkur is the official handling agent for KENES congresses in 2018.

We are a full door to door service company.

As such, we are pleased to update you regarding arrangements for shipping, international freight forwarding, customs clearance and onsite services.

Onsite Handling

Due to security, insurance and organizer policy, Hermes-Merkur is the exclusive handler inside the venue. No other company is permitted to handle cargo within the venue.

Please note that companies, stand builders & PR companies may make their own arrangements to deliver and retrieve goods directly to the warehouse/venue entrance.

Contact Details:

Hermes Exhibitions & Projects Ltd.

Contact: Ms. Zehavit Akerman

Tel: + 49 6173 966 95 28

Mobile: +972 52 511 4982

E-mail: zehavitak@hermes-exhibitions.com

Please note these important dates:

SERVICE	DEADLINE
Door to door shipments	Please contact Hermes – Merkur
Airfreight shipments	Please contact Hermes – Merkur
Shipment via Germany warehouse	No later than Feb 23,2018
Shipment via Paris warehouse	No later than Feb 26,2018
Exhibition goods - Direct deliveries to Congress venue	Feb 28, from 11:00 subject to confirmation in advance
Dismantling	Saturday March 3 ,2018 15:00-23:00

Shipment Categories

All shipments must be packed, labeled and sent according to the appropriate category (see below). Please use only the attached labels. Please do not mix different types of shipments in one box.

Categories:

- (1) Insert-for participant bags**
- (2) Marketing/promotion material-for unmanned display**
- (3) Exhibition goods-for exhibition stand only**

Services, Delivery Address & Shipping Instructions

1. Door to Door Shipment

We offer companies consolidated trucking services from starting point to venue as part of consolidated international shipments for the congress. This will assist in reducing costs and ensuring timely delivery.

Please contact Hermes Merkur for shipping instructions and labels.

2. Airfreight Shipments

Please contact Hermes Merkur for shipping instructions and labels.

IMPORTANT !!! Please do not send any airfreight shipment unless you receive very specific instructions for invoices, packing list, etc.

3. Shipment via Frankfurt Warehouse (including courier shipments)

Warehouse address:

Merkur Expo Logistics GmbH
Schmitt Peterslahr
AUF DEM HOHCHEM 2
56587 Oberhonnefeld - Germany
Att: Dirk Dewald
Tel: +49 2634 95 44 50
Notify:
Congress name _____
Name of Exhibitor _____
Stand no. _____

4. Direct Deliveries to Congress Venue

Domestic Cargo / courier shipments / full load trucks

Delivery Address:

Palais de Congrès of VIPARIS
2 place de la Porte Maillot
75017 Paris, France

For full load trucks arriving directly to the venue, please make sure to send time slot **request form**.

All truck from are subject for an entrance fees as per the following:

7.5 t	€ 185.00 each side
13.6 t	€ 250.00 each side

Exhibitor / Stand builders who will used HERMES – MERKUR won't be charged.

Courier Shipments to Paris

Courier shipments (FedEx, UPS etc.) **Cannot be send direct to venue
Please send all shipments the following address:**

Paris Warehouse

Consignee:

E.S.I.

2 rue du Meunier – ZAC du Moulin

95700 Roissy en France

c/o Merkur

Congress name _____

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 shipment must be send DDP (Delivery duties paid) terms .

Courier charges for handover of import shipping documents € 85.00/ document.

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

Dangerous Cargo

Exhibitors need to complete a special form for dangerous goods. These forms will be provided upon request and the completed forms should reach us before shipment is dispatched. There will be surcharge of 100% for handling this kind of shipment.

Insurance

It is the shipper / exhibitor responsibility to have comprehensive insurance coverage whilst in transit storage and onsite for the duration of the exhibition and return.

We will not accept any responsibility for loss or damage of the exhibitor's equipment.

Heavy & Oversized Shipments

Heavy and oversized shipments applies to any single exhibit in excess of 1000 kg and 5 CBM that requires the use of a forklift mobile crane for installation.

Exhibitors with heavy and oversized exhibits must inform us at least seven days prior to delivery. A detailed layout should also be provided to better assist our onsite operations.



Payment terms

In order to ensure move in/out of your shipment/s, please complete and sign the attached material handling form/payment confirmation and return it to our attention.

Please note that your signature will be used as payment guarantee based on the general tariff.

Please notify "Hermes - Merkur" immediately about any requirements relating to invoices. All invoices must be settled by exhibitors/contractors and agents **in advance** of the congress. In case of non-payment of invoices, shipments will be held in storage until the invoices are paid in full.

Please note that all payments are in €.

Any services not outlined in the attached tariff will be quoted on an individual basis.

Terms and conditions

All orders are accepted exclusively on the basis of the local & German forwarders terms and conditions (ADSp).

We wish you a successful experience!

HERMES-MERKUR

INSERTS VIA PARIS WAREHOUSE

Domestic Cargo / Courier Shipments

Exhibitor or Company Name

Stand/Booth No. (if relevant)

Contact Person

Mobile Phone

Consignee:

E.S.I.

2 rue du Meunier – ZAC du Moulin

95700 Roissy en France

For: NGC 2018 - PARIS, FRANCE

Box No. _____ of _____

**INSERTS
VIA GERMANY WAREHOUSE**

Domestic Cargo / Courier Shipments

Exhibitor or Company Name

Stand/Booth No. (if relevant)

Contact Person

Mobile Phone

Merkur Expo Logistics GmbH
C/O Schmitt
Peterslahr
A U F DE M HÖHCHEN 2
56587 Oberhonnefeld, Germany
Dirk Dewald: +49 2634 / 95 44
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For: NGC 2018 - PARIS, FRANCE

Box No. _____ of _____

Marketing/Promotional Material
For Congress Unmanned Display

VIA PARIS WAREHOUSE

Exhibitor's Name

Contact Person

Mobile Phone

Consignee:

E.S.I.

2 rue du Meunier – ZAC du Moulin

95700 Roissy en France

Congress : NGC 2018 - PARIS , FRANCE

Box No. _____ of _____

Marketing/Promotional Material

For Congress Unmanned Display

Via Germany Warehouse

Exhibitor's Name

Contact Person

Mobile Phone

Merkur Expo Logistics GmbH
C/O Schmitt Peterslahr
A U F DE M HÖHCHEN 2
56587 Oberhonnefeld – Germany
Congress : NGC 2018 - PARIS , FRANCE

Box No. _____ of _____

EXHIBITION GOODS
Via PARIS Warehouse

Domestic Cargo / Courier Shipments

Exhibitor or Company Name

Stand/Booth No.

Contact Person

Mobile Phone

Consignee:

E.S.I.

2 rue du Meunier – ZAC du Moulin

95700 Roissy en France

For :NGC 2018 - PARIS , FRANCE

Box No. _____ of _____

EXHIBITION GOODS

For the Exhibitor's Stand Only

Direct to Venue

Exhibitor Name

Stand/Booth Number

Contact Person

Mobile Phone

Palais de Congrès of VIPARIS
2 place de la Porte Maillot
75017 Paris, France
Att: NGC - CONGRESS 2018

Box No. _____ of _____

EXHIBITION GOODS
Via Germany Warehouse

Domestic Cargo / Courier Shipments

Exhibitor or Company Name

Stand/Booth No.

Contact Person

Mobile Phone

Merkur Expo Logistics GmbH

C/O Schmitt Peterslahr

A U F D E M HÖHCHEN 2

56587 Oberhonnefeld, Germany

Dirk Dewald: +49 2634 / 95 44 50

For :NGC 2018 - PARIS , FRANCE

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