



IML – MESSE LOGISTIK GMBH

We are proud to inform that the Organizer, the Exhibition Management and the Convention Center have appointed IML – Messe Logistik GmbH as their international freight forwarder, customs broker and on-site handling agent for ISMB/ECCB 2007.

We are able to offer our full transport service to you as exhibitor, your stand contractor, printer or other supplier.

The following is an overview of our services:

- pick up at your premises
- transport arrangements by road, air or sea
- customs clearance on temporary or permanent basis or under Carnet-ATA
- storage before delivery
- inbound delivery directly to your booth during the official move-in hours
- handling of empties
- repacking of your exhibits
- transport arrangements for return shipments

As official freight forwarder we are obliged to provide first class service. By using our service, you can be sure that we will follow up with your needs and that the material handling will be coordinated with yourself, the exhibition manager, the stand contractor and the show-site responsible. Also a representative of IML will be available on-site during move-in, exhibition hours and move-out to be your one-stop contact.

Due to the restricted access to the Show-Site, we kindly ask you for a regular update of your shipments.

For additional information please do not hesitate to contact

IML – Messe Logistik GmbH
Austria Center Vienna
Bruno-Kreisky-Platz 1
A-1220 Wien
Phone: +43/1/26069-2205 and 2203
Fax: +43/1/26069-2204
e-mail: robert.kokoschik@iml-vienna.at
or
e-mail: paul.schmidt@iml-vienna.at

We are looking forward to being of service and wish you all success at this event.



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IMPORTANT INFORMATION

- 1.) IML – Messe Logistik GmbH has been appointed official international forwarder, customs broker and on-site handling agent.
- 2.) Please read our Shipping Instructions carefully.
- 3.) Within the Austria Center Vienna, the material must be handled by the appointed on-site handling agent (IML – Messe Logistik GmbH). You are free to use your own crew or your stand contractors to offload/reload and handle your material.
- 4.) All truck drivers must check in at the IML On-Site office on Level U3 upon arrival. They will be directed to the unloading/reloading position as soon as a spot is free. All truck drivers must stay at their trucks. **NO PARKING OF TRUCKS AT THE UNLOADING/RELOADING POSITION.** If you offload/reload and handle the material on your own, please make sure not to block others. Security staff will be on duty to secure a smooth offloading/reloading process.
- 5.) The use of forklifts inside the exhibition Halls is not allowed.
- 6.) The providing of forklift only includes the lift from the truck to placed outside the halls. If a delivery to stand is required, we offer a special all-in rate.
- 7.) Donot consing your material to “Austria Center Vienna” directly. Your shipment will not be accepted.
- 8.) It is the law in Austria that noise reduced trucks with a total weight over 7,5 to. are not allowed to drive in the time from Saturday 15 hrs to Sunday 22 hrs. On assigned holidays trucks are not allowed to drive from 0 hrs to 22 hrs.
- 9.) Due to the location of the Austria Center, work outside the halls can only be provided Monday – Friday in the time from 8 hrs – 22 hrs and on Saturday and Sunday from 8 hrs – 20 hrs. This includes offloading, loading and handling of empties. Please check with the exhibition management for the specific congress time table.
- 10.) It is the exhibitors responsibility to label all empty boxes properly. Empty labels are available at the Freight Forwarders desk. We will remove empty boxes on a regular basis.
- 11.) It is the exhibitors responsibility to repack and label all outbound packages.
- 12.) It is also the exhibitors responsibility to give clear instructions on how to return your packages. All necessary forms are available at the Freight Forwarders desk.



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TRANSPORT AND CUSTOMS CLEARANCE INFORMATION AND INSTRUCTIONS

In order to offer you the best means of transport and to arrange for delivery in time please contact.

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Bruno-Kreisisky-Platz 1
Austria Center Vienna
A-1220 Wien
Phone: +43/1/26069-2205
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e-mail: robert.kokoschik@iml-vienna.at
or
Phone: +43/1/26069-2203
Fax: +43/1/26069-2204
e-mail: paul.schmidt@iml-vienna.at

Consigning instructions and delivery adress for partial loads, shipments by groupage truck, LCL ocean shipments and courier service to our advance warehouse facility:

IML – Messe Logistik GmbH
Bruno-Kreisisky-Platz 1
Austria Center Vienna
A-1220 Wien
Exhibitors name:
Booth No.:

Consigning instructions for shipments by air:

IML – Messe Logistik GmbH
Bruno-Kreisisky-Platz 1
Austria Center Vienna
A-1220 Wien
Exhibitors name:
Booth No.:

ALL AIRFREIGHT SHIPMENTS MUST ARRIVE AT AND BE ROUTED TO VIENNA AIRPORT ONLY.



Consigning instructions for FCL ocean shipments:

IML – Messe Logistik GmbH
Bruno-Kreisisky-Platz 1
Austria Center Vienna
A-1220 Wien
Exhibitors name:
Booth No.:

SHIP ONLY UP TO CFS/CY VIENNA. DONOT SHIP FREE DOOR.

Latest arrival in Vienna: July 11th, 2007

Consigning instructions and delivery adress for Full Truck Loads to Show-Site for direct handling to the booth:

Exhibitors name and Booth No.
ISMB 2007
C/o IML – Messe Logistik GmbH
Bruno-Kreisisky-Platz 1
Austria Center Vienna
A-1220 Wien

DELIVERY ONLY POSSIBLE DURING THE OFFICIAL MOVE-IN PERIODE.

SHIPMENTS ARRIVING BEFORE THE OFFICIAL MOVE-IN PERIODE, OR WHERE A DIRECT HANDLING TO THE BOOTH IS NOT POSSIBLE OR REQUESTED, WILL BE TRANSFERRED TO THE ADVANCE WAREHOUSE FACILITY.

Shipping Pre-Advice:

Copy of Airwaybill, B/L, Waybill or CMR aswell as of Invoice, Packing List or Carnet-ATA, must be faxed or e-mailed latest 2 working days prior to arrival of your shipment.

DOCUMENTATION/PACKING

For all Non-EU shipments, we require 5 originals of the attached Proforma Invoice/Packing List.

Carnet-ATA for Exhibition Goods and Standbuilding material, being completely re-exported, should be used and is strongly recommended.

It is imperative to pack and invoice separated by Customs Status (temporary imports, give aways). Austrian Customs must be able to easily sort out which item is packed in which package. Any charges as unpacking, repacking, etc. will be passed on to yourself.

For all EU shipments, we require 5 originals of the attached Packing List for EU shipments.



CASE MARKING

ISMB 2007

C/o IML – Messe Logistik GmbH

Exhibitor:

Stand No.

Case No.of.....

Measurements

Gross weight

Net weight

COURIER SHIPMENTS

Shipping by courier (i.e. UPS, TNT, FEDEX, DHL, etc.) is very common. But, we faced problems with courier shipments in the past. In order to avoid problems in handling and customs clearance, the above given instructions are also valid for courier shipments. Please find below the most important information.

- The Waybill must show the Exhibitors name and Booth No.
 - The Proforma Invoice/Packing List must accompany the shipment.
- We are aware that booking a shipment via Internet gives you the possibility to print out an Invoice aswell. But, this invoice does not show all necessary information that customs requires.

TERMS OF PAYMENT

All inbound handling charges are payable prior to delivery to the booth.

All outbound handling charges are payable immediately after receipt of invoice.

Payment can be made by Credit Card (VISA and MASTERCARD), cheque and wire transfer.



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Incoming

Handling charges

from free arrival Vienna Airport:

Handling (but excluding payment of Airport related charges), transport to Austria Center Vienna, offloading and handling to the booth incl. providing of forklift, pallet truck and labourer, 1 cbm = 167,- kgs

MINIMUM (- 300 kgs)	per shipment	EUR	176,00
301 - 500 kgs	per 100 kgs	EUR	52,50
501 - 1.000 kgs	per 100 kgs	EUR	47,00
1.001 - 1.500 kgs	per 100 kgs	EUR	42,50
1.501 - 2.500 kgs	per 100 kgs	EUR	39,50
over 2.500 kgs	per 100 kgs	EUR	37,00

from free arrival advance warehouse facility:

Offloading and handling to the booth incl. intermediate storage, providing of forklift, pallet truck and labourer, 1 cbm = 333,- kgs

Up to 500 kgs Minimum 300 kgs	per 100 kgs	EUR	40,50
501 - 1.000 kgs	per 100 kgs	EUR	36,00
1.001 - 1.501 kgs	per 100 kgs	EUR	31,50
1.501 - 2.500 kgs	per 100 kgs	EUR	30,00
2.501 - 5.000 kgs	per 100 kgs	EUR	26,25
over 5.000 kgs	per 100 kgs	EUR	23,25

from free arrival Austria Center Vienna:

Offloading and direct handling to the booth incl. providing of forklift, pallet truck and labourer, 1 cbm = 333,- kgs

Up to 500 kgs Minimum 300kgs	per 100 kgs	EUR	27,00
501 - 1.000 kgs	per 100 kgs	EUR	24,00
1.001 - 1.501 kgs	per 100 kgs	EUR	21,00
1.501 - 2.500 kgs	per 100 kgs	EUR	20,00
2.501 - 5.000 kgs	per 100 kgs	EUR	17,50
over 5.000 kgs	per 100 kgs	EUR	15,50

Customs clearance

Up to 500 kg	per clearance	EUR	95,00
501 - 2.500 kg	per clearance	EUR	190,00
over 2.500 kg	per clearance	EUR	230,00
+ Temporary import bond 0,6% of CIF value, minimum		EUR	35,00
+ per additional customs tariff No.,past 1		EUR	4,50
Carnet ATA	per clearance	EUR	125,00
T-Document Registration to customs		EUR	55,00
Issuing of T-Document		EUR	55,00



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Handling of empty packaging materials:

Pick up, storage and return per cbm EUR 50,00

Providing of labourer/Fork Lift for your assistance upon your special request:

Labourer	per hour Min. 1 hour	EUR 33,50
Forklift 2,5 to incl. driver	per hour Min. 1 hour	EUR 82,50
Forklift 4 to incl. driver	per hour Min. 1 hour	EUR 102,50
mechanical Highlifter 3 m – 400 kgs	per hour Min. 1 hour	EUR 50,00
plus EUR 50,00 delivery and collection charges per order/highlifter		

Normal working hours: Monday - Friday 7.00 am - 5.00 pm

Overtimes:	Monday - Friday 5.00 pm – 7.00 am	+ 50%
	Saturday	+ 50%
	Sunday, public holidays	+ 100%

Miscellaneous fees:

Duties and taxes for final importation as per official receipt + 10% advance payment fee
50% Late arrival surcharge for all shipments arriving 3 working days or less prior to requested delivery date
50% Surcharge for loose cargo
Charges payable to Steamship line, Airline or agent (p.ex. Demeurrage, Detention, agency fees, etc) at cost + 10% advance payment fee
Overtime surcharge
SVS (Mandatory forwarders insurance)
Road-Pricing

Container trucking ex CY/CFS Vienna incl. return of empty Container	EUR 350,00
Airport related charges per kgs chargeable weight	EUR 0,40
Customs brokers commission per 100 kgs	EUR 5,00
Documentation per Invoice/order	EUR 10,00
Bank transfer fee per Invoice/order	EUR 10,00
Financing fees in the amount of 4% from our invoice amount	

Outgoing

Same services, same rates

Terms of payment

Full payment of the incoming handling charges must be received prior to delivery to the booth.
The outgoing handling charges are payable immediately after receipt of our invoice.
Prices are net +20% VAT, no VAT for exhibitors from outside the EU or EU exhibitors providing their VAT Registration No.
1,5% interest per month will be charged on overdue payments.