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:

IML – Messe Logistik GmbH
Bruno-Kreisky-Platz 1
Austria Center Vienna
A-1220 Wien
Phone: +43/1/26069-2205
Fax: +43/1/218 61 61 - 2204
e-mail: robert.kokoschik@iml-vienna.at

Consigning instructions and delivery address for partial loads, shipments by groupage truck and courier service:

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

Deadline for arrival in Vienna: July 11th, 2011

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

Exhibitors name and Booth No.
ISMB 2011
C/o IML – Messe Logistik GmbH
Bruno-Kreisky-Platz 1
Austria Center Vienna
A-1220 Wien

DELIVERY ONLY POSSIBLE DURING THE OFFICIAL MOVE-IN PERIOD.

Shipping Pre-Advice:

Copy of Airwaybill, B/L, Waybill or CMR as well 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 a Proforma Invoice/Packing List either on your letterhead or the attached form can also be used.

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. Each Proforma Invoice/Packing List must be signed and stamped. Hand written Invoices are not acceptable. Items with 0,- value are not acceptable.

Alternatively, a Carnet-ATA for Exhibition Goods and Standbuilding material, being completely re-exported, can be used.

For all EU shipments, we require 5 originals of a Packing List either on your letterhead or the attached form can also be used.

CASE MARKING

Please use the attached Label.

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.
Invoices will be sent by e-mail. If originals are required, please inform us accordingly.
Payment can be made by Credit Card (VISA and MASTERCARD), cheque and wire transfer.