Dear Exhibitor/Stand Builder,

*Merkur Expo Logistics GmbH* is the official on-site logistics agent nominated by *Kenes Group* to handle all in/out shipments arriving to IPVC 2020 Conference. We are a full door to door service company. As such, we are pleased to update you regarding the services and guidance as how we dispatch shipments to the event.

**Onsite Handling**
Due to security, insurance and organizer policy, *Merkur Expo Logistics* 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**
*Merkur Expo Logistics GmbH*
Contact: Ms. Zehavit Akerman
Mobile: +972 52 511 4982
E-mail: akerman@merkur-expo.com

**Please note these important dates:**

<table>
<thead>
<tr>
<th>Service</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Door to door</td>
<td>For this service please contact <em>Merkur</em></td>
</tr>
<tr>
<td>Airfreight Shipments</td>
<td>For this service please contact <em>Merkur</em></td>
</tr>
<tr>
<td>Shipment via Germany Advance Warehouse</td>
<td>No later than Monday, March 16, 2020 &lt;br&gt;<em>We highly recommend to use this option, storage is free of charge.</em></td>
</tr>
<tr>
<td>Exhibition goods - Direct Deliveries to Conference Venue</td>
<td>Sunday March 22, 2020 from 10:00</td>
</tr>
<tr>
<td>Move-out</td>
<td>Friday March 27, 2020</td>
</tr>
</tbody>
</table>
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) Marketing and Promotional Material (Yellow label)
(2) Exhibition goods-for exhibition stands only (Red label)
(3) BAG inserts (Green label)

Services, Delivery Address and 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 conference. This will assist in reducing costs and ensuring timely delivery.

2. Air freight shipment
Please contact Merkur for, shipping instructions and labels. Documents must be sent to Merkur 5 working days before dispatching the goods, Cargo arriving beyond deadlines - an additional 30% handling surcharge will be added.

3. Shipment via Germany advance warehouse
Warehouse Address:
Merkur Expo Logistics GmbH
C/O Schmitt Peterslahr
Auf dem Hohchen 2
56587 Oberhonnefeld – Germany
Dirk Dewald: +49 2634 / 95 44 50
C/O IPVC 2020 – Barcelona , SPAIN
Exhibitor name: ______________________

4. Direct Deliveries to Conference Venue / Domestic Cargo
Venue address:
CCIB – Barcelona International Convention Centre
Placa de Willy Brandt, 11-14, 08019 Barcelona, Spain

Entry to the loading area is subject to confirmed time slot & pre alert.
- Every van / truck / car needs a time slot for unloading.
- Trucks arriving without confirmed time slot must face waiting time until the next free time- slot is available. In general, waiting time may occur for which Merkur cannot be held responsible.
- Due to tight time-schedule, all unloading operations are strictly operated by Merkur only.
- Trucks must leave the unloading area immediately after unloading is finished.
5. Courier Shipments – Customs cleared only

It is NOT recommended to use international courier service.
In case of sending a courier shipment, please be sure to send us a full ‘Pre-advice’ with the full details of the shipment: courier company, number of pieces and tracking number.
All courier shipments must be send on D.D.P terms (delivery duty paid).

All courier shipments are totally beyond our control so we cannot be responsible for any problems concerning customs release which might cause a delay in delivery.

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
All goods must be fully insured with all risk coverage. Insurance can be provided upon request.
We regret that we can take no responsibility for goods after delivery to the exhibitors stand regardless if the exhibitor is present or not.

Heavy & Oversized Shipments
A heavy and oversized shipment 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 7 days prior to delivery. A detailed layout should also be provided to better assist our onsite operations.

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

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).

Merkur Expo Logistics wishes you a successful experience
Dear Exhibitor / Stand Builder / PR Company,

Please return the below form fully filled in to MERKUR
E-mail: zehavitak@hermes-exhibitions.com

**Pre advise - Material handling form**

<table>
<thead>
<tr>
<th>Congress name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Exhibitor name</td>
<td></td>
</tr>
<tr>
<td>Stand #</td>
<td></td>
</tr>
</tbody>
</table>

**Shipment information**

<table>
<thead>
<tr>
<th>Service requested</th>
<th>Door to Door</th>
<th>Germany Advance Warehouse</th>
<th>Direct to Venue</th>
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<table>
<thead>
<tr>
<th>Shipper’s name</th>
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<tbody>
<tr>
<td>E mail address</td>
<td></td>
</tr>
<tr>
<td>Tel #</td>
<td></td>
</tr>
<tr>
<td>Purchase order #</td>
<td></td>
</tr>
<tr>
<td>Truck size</td>
<td></td>
</tr>
<tr>
<td>Courier tracking #</td>
<td></td>
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<tr>
<td>Airway bill number (AWB #)</td>
<td></td>
</tr>
<tr>
<td>Number of pieces</td>
<td></td>
</tr>
<tr>
<td>Weight in Kg</td>
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</tr>
<tr>
<td>CBM</td>
<td></td>
</tr>
</tbody>
</table>
Billing details

This is to confirm that the payment for handling the above cargo will be Covered by our company.

Company details ____________________________ VAT No. ________________

Email ____________________________ Phone ________________

Address ______________________________________________________

For payment by credit card please approach MERKUR.
Inbound / out bound

1. Air Freight
From free arrival airport up to free delivered booth including:
Transfer from airport to the warehouse
Transfer from warehouse to the show site
Delivery to the booth
1 CBM = 167 kg

Minimum per shipment € 325.00
Up to 250 kg € 2.20/ Kg
Up to 500 kg € 2.05/ Kg
Up to 1000 kg € 1.85/ Kg
Above 1000 kg each additional kg € 1.65/ Kg

Airport taxes, storage, fees etc. will be calculated as per outlay € 155.00/Min
Outlay fees + 15% for pre-payment

2. Handling via Warehouse / courier shipment
We highly recommend to send all goods to the Germany advance warehouse.
From free arrival warehouse up to free delivered booth
Including intermediate storage
1 CBM = 333 kg

Shipment up to 25 kg € 125.00
Shipment up to 50 kg € 175.00
Shipment over 50 Kg € 75.00/ CBM/Min 3 CBM

3. Direct Delivery to Venue
From free arrival venue up to free delivered stand, first time spotted:
1 CBM = 333 kg 1 LDM = 4 CBM

Shipment up to 25 kg € 105.00
Shipment up to 50 kg € 155.00
Shipment over 50 Kg € 65.00 / CBM/Min 3 CBM
Truck 7.5t € 750.00
Truck 13.6 M € 1,350.00

4. Customs Formalities
Carnet ATA
Temporary importation under ATA Carnet € 190.00

Temporary Importation
Temporary importation and/or re-exportation
With commercial invoice € 190.00
Customs bond fee 2% CIF Value € 185.00 /Min
Use of our VAT reg number for import / export € 125.00
Permanent Importation
Per shipment / per document / per exhibitor € 190.00
Duties & Taxes as per outlay. Fees for an advanced payment of duty & tax + 15% for pre-payment
Local T form – from/To venue € 190.00
International T form € 225.00
Cancelation of Transit document € 175.00

Additional cost
• Customs inspection € 180.00
• Special Clearances
  Food, beverages, pharmaceuticals etc. Available upon request
• Courier charges For handover of import shipping documents / € 90.00 /per documents
• Use of agent import tax registration number € 95.00/ per entry
• Transit document € 145.00
• International T form / cancelation € 185.00

Other Charges
• Handling of empties (including storage) € 65.00 / CBM /Min 3 CBM
• Storage of full goods, € 75.00 /CBM
• Forwarding commission - per order / shipment € 75.00
• On-site representative for service / support € 55.00

Outbound Handling Charges
The same rates will apply for outbound services.

Please Note:
The above rates do not include local VAT that will be charged where applicable.
The above rates are for services provided from Mon – Fri, 08:00 – 17:00.
Overtime surcharge (17:00 – 22:00) – additional 35% on total move in/out charges.
Overtime surcharge (20:00 – 08:00) – additional 75% on total move in/out charges.
Saturday Sunday & Holidays – additional 100 % on total move in/out charges

Insurance
All goods must be fully insured with all risk coverage. We regret that we can take no responsibility for goods after delivery to the exhibitors stand regardless if the exhibitor is present or not.

All the above is excluded vat.
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<tr>
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Merkur Expo Logistics GmbH  
65760 Eschborn – **Germany**  
Tel: +49 6173 966 95 11  
Att: Mr. Bernd Blum  
**For IPVC 2020 - BARCELONA - SPAIN**  

Box No. ______ of ______
EXHIBITION GOODS
For the Exhibitor’s Stand Only

Exhibitor Name

Stand/Booth Number

Contact Person

Mobile Phone

Direct to Venue

CCIB – Barcelona International Convention Centre
Placa de Willy Brandt, 11-14,
08019 Barcelona, Spain

For IPVC 2020 - BARCELONA - SPAIN

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Merkur Expo Logistics GmbH  
C/O Schmitt Peterslahr  
A U F D E M  HÖHCHE N 2  
56587 Oberhonnefeld, **Germany**  
Dirk Dewald: +49 2634 / 95 44 50  
**For**: IPVC 2020 - BARCELONA - SPAIN  

Box No. ______ of ________
Marketing/Promotional Material

Exhibitor's Name

Contact Person

Mobile Phone

Merkur Expo Logistics GmbH
65760 Eschborn – Germany
Tel: +49 6173 966 95 11
Att: Mr. Bernd Blum
For: IPVC 2020 - BARCELONA - SPAIN

Box No. _______ of _______

Air Freight Shipments
Marketing/Promotional Material

Direct to Venue

Exhibitor's Name

Contact Person

Mobile Phone

CCIB – Barcelona International Convention Centre
Placa de Willy Brandt, 11-14,
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For IPVC 2020 - BARCELONA - SPAIN

Box No. _______ of _______
### Marketing/Promotional Material
**Via Germany Warehouse**

<table>
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<th>Domestic Cargo / Courier Shipments</th>
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Dirk Dewald: +49 2634 / 95 44 50  
**For : IPVC 2020 - BARCELONA - SPAIN**

Box No. _______ of ________
### INSERTS

**VIA GERMANY WAREHOUSE**

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56587 Oberhonnefeld, **Germany**  
Dirk Dewald: +49 2634 / 95 44 50  
For: IPVC 2020 - BARCELONA - SPAIN

Box No. _______ of _______
INSERTS
For Congress Bags

Air Freight Shipments

Exhibitor or Company Name

Stand/Booth No. (if relevant)

Contact Person

Mobile Phone

Merkur Expo Logistics GmbH
65760 Eschborn – Germany
Tel: +49 6173 966 95 11
Att: Mr. Bernd Blum
For IPVC 2019 - BARCELONA - SPAIN

Box No. _______ of _______