



TRANSPORT AND CUSTOMS CLEARANCE INFORMATION AND INSTRUCTIONS FOR SHIPMENTS TO ADVANCE RECEIVING WAREHOUSE

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: April 7th, 2015

Shipping Pre-Advice:

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

Documentation/Packing

We require 3 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. HTS No. (Customs Tariff No./customs heading) must be mentioned for each item. A product brochure and/or description must be attached to the Proforma Invoice/Packing List wherever possible.

For all EU shipments, we require 2 originals of a Packing List either on your letterhead or the attached form can also be used.

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

Case Marking

Please use the attached Label.



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Courier Shipments

In order to avoid problems in handling and customs clearance, the above given instructions are also valid for courier shipments. 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.

TARIFF FOR SHIPMENTS TO ADVANCE RECEIVING WAREHOUSE

Incoming (1 cbm = 333,- kgs)

from free arrival advance warehouse facility:

Offloading and handling to the booth incl. intermediate storage, providing of forklift, pallet truck and laborer

MINIMUM	per shipment	EUR	125,00
301 - 500 kgs	per 100 kgs	EUR	41,00
501 - 1.000 kgs	per 100 kgs	EUR	36,00
1.001 - 1.500 kgs	per 100 kgs	EUR	33,00
1.501 - 2.500 kgs	per 100 kgs	EUR	31,00
over 2.500 kgs	upon request		

Handling of courier shipments only

Up to 20 kgs	per shipment	EUR	35,00
Up to 50 kgs	per shipment	EUR	55,00
Intervention with courier company		EUR	25,00

Customs clearance charges (Temporary, permanent, Carnet-ATA)

Up to 500 kg	per clearance	EUR	115,00
501 - 2.500 kg	per clearance	EUR	190,00
over 2.500 kg	per clearance	EUR	230,00
+ Temporary import bond 1% of CIF value, Minimum		EUR	50,00
+ per additional customs tariff No., past 1		EUR	8,00
T-Document Registration to customs		EUR	60,00
Issuing of T-Document		EUR	60,00
T-Document Security (Export only) 0,2% of CIF value, Minimum		EUR	25,00
Cancellation of Temporary import bond (Export only)		EUR	55,00



Handling of empty packaging materials

Pick up, storage and return	per cbm	EUR	50,00
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Handling of full goods

Pick up, storage and return	per cbm	EUR	55,00
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Working hours

Normal working hours:	Monday - Friday	7.00 am - 7.00 pm	
Overtime:	Monday - Friday 7.00 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
SVS (Mandatory forwarders insurance)
Documentation per Invoice/order EUR 20,00
Bank charges (for all Non-EU payments by wire transfer)
0,5% from Invoice amount, Min. EUR 15,-
Financing fees in the amount of 4% from our invoice amount

Outgoing

Same services, same rates