



## **IML – MESSE LOGISTIK GMBH**

We are proud to inform that the Congress Secretariat, the Exhibition Management and the Convention Center have again appointed IML – Messe Logistik GmbH as their international freight forwarder, customs broker and on-site handling agent for EGU 2015.

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
- 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.

Please do not hesitate to contact

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



## **IML – MESSE LOGISTIK GMBH**

### **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.  
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.
6. Do not consign your material to “Austria Center Vienna” directly. Your shipment will not be accepted.
7. 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.
8. It is the exhibitors responsibility to label all empties properly. Empty labels will be distributed during move-in periode. We will remove empties on a regular basis.
9. It is the exhibitors responsibility to repack and label all outbound packages.
10. It is also the exhibitors responsibility to give clear instructions on how to return your packages. All necessary forms will be distributed during the event.
11. Please take special note of the instructions for documentation.
12. Returning of empties takes time. A certain delivery time cannot be guaranteed.
13. Retransport arrangements may take same days. On top of this comes the transit time for transport. Please take this into account when planning the return. A quicker handling is possible, but information must be received well in advance. Express handling charges may apply.

### **LIABILITY/INSURANCE**

1. The handling tariff is valid for all services provided on the premises of Austria Center Vienna.
2. Basis of calculation is 1 cbm = 333 kgs
3. The invoicing is per shipment.
4. The exhibition forwarders liability ends with the delivery of the exhibition goods or empties to the exhibition booth, even if the exhibitor or his representative is not present. Liability for retransport begins upon the collection of the exhibition goods from the booth, even if the shipping documents and/or a transport order has been handed over to the exhibition forwarder prior to the collection.



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### **LIABILITY/INSURANCE (continued)**

5. Empties will be collected and stored by the official forwarder only upon specific order/signing our Worksheet. If empties are still in the halls prior to the opening of an event, the official forwarder is authorized to remove them upon the organizers request, even if no specific order was given by the exhibitor. The charges are for the exhibitors account. Empties are not insured. Empties are not accessible. No liability will be accepted for contents left in empties.
6. Any visible damages must be recorded on the working/delivery order by receiving the goods. All claims of whatever nature must be made in writing at the forwarders office immediately. Verbal claims cannot be accepted.
7. The Austria Center Vienna is not a customs bonded area. No customs bonded material must be removed from the venue. All customs bonded material removed from the venue prior to release from the exhibition forwarder will result in duties and taxes and heavy fines.
8. All business is undertaken subject to the terms and conditions for Austrian Forwarding Agents „Allgemeine Österreichische Spediteurbedingungen AÖSp“, in the wording subject to the relevant publication in „Wiener Zeitung“. Payable and actionable in Vienna.
9. SVS prohibition customers must announce this in writing before/while placing the order.

### **TERMS OF PAYMENT**

Invoices will be sent by e-mail only.

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.

Services ordered on-site, p.ex. providing of forklift, handling of empties, are due for immediate payment, i.e. payment at the time of ordering.

Payment can be made in cash, by Credit Card (VISA and MASTERCARD) or by wire transfer. Personal or foreign cheques are not acceptable.

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.

**The exhibitor accepts these Important Information/Liability/Insurance/Terms of payment with placing an order and by completing and returning the attached Contract for Payment.**