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INDTECH 2018

30. – 31.10. 2018 – Exhibition Center Vienna

Shipping manual

Tariff

Templates



We are pleased to be the preferred international forwarder for “INDTECH 2018”.
As the sole official exhibition forwarder from Reed Exhibition Vienna we have an onsite office and warehouse at the showground in Vienna.

We will offer you all logistic-works before, during and after show.

- .) Transport to and from show-site
- .) Storage before, during (empties, consumables) and after the show
- .) Timely delivery and pick up from the stand
- .) Customs clearance
- .) Workers for unpacking and packing

Projectmanager DHL:

Thomas Hausmeister	+43 (0)1 7283160 8700	thomas.hausmeister@dhl.com
Isabella Krapf	+43 (0)1 7283160 8712	isabella.krapf@dhl.com

DEAD LINES:

To avoid waiting times we need **your order** until: 19.10.2018
But at least **2 days before** shipment will arrive in Vienna

Kind of transport	point of destination	latest arrival date
Ocean Freight FCL/LCL		on request
Airfreight	Vienna Airport	25.10.2018
Truck direct deliveries	Vienna exhibition ground	as per move in date
Truckshipments for storage	Vienna exhibition ground	daily (mo.–fr. 08:00 – 16:00)

PLEASE SEND YOUR PRE-ALERT MESSAGE WITH A COPY OF ALL DOCUMENTS, BEFORE DESPATCHING THE GOODS.

After receiving your doc. we will check them and send you our “green light”, if everything is right.

CONSIGNING INSTRUCTIONS:

All freight should be shipped **prepaid** and consigned as follows:

DHL Freight – Trade Fairs Events
Trabrennstr. 5 / **DHL office container in front of hall A/B**
A-1020 Vienna Fairground

Attn.: Thomas Hausmeister tel.: +43 (0)1 728 31 60
c/o: INDTECH 2018

exhibitor: _____ hall: _____ stand: _____



DOCUMENTARY REQUIREMENTS

- Your order / or DHL order form
- Invoice in english or german 2-fold
issued to the exhibitor c/o INDTECH 2018 , hall: _____ stand: _____
- Carnet ATA – optional
letter of authorization to handle the Carnet
issued to DHL Global Forwarding (Austria) GmbH

CUSTOMS CLEARANCE

As per customs regulations all invoices must include following points:

- HTC codes
- Quantity from each items
- Weight
- Value (fair market value to avoid a possible value adjustment by the Customs)
separate value from each kind of product
- Origin of the goods
- CIF term
- Serial no – if available / product description

Goods which shall be returned after the show, **must be packed separate** from give -
aways, prospects and consumables.



TERMS - BASICS

To the tariff for trade fairs & exhibitions at the exhibition ground Vienna

1.) The exhibition freight handling tariff is valid for all operations and services undertaken on the Vienna fair ground by the official forwarding agent of Reed Messen Wien GmbH. This includes all onsite handling of freight and carrying out of all necessary formalities for domestic and foreign shipments for exhibitors and their agents and partners (stand constructors, carriers etc.) on the fairground Vienna. The freight handling tariff is based on actual valid regulations, wages, rates and calculated on a 5 day week. All rates are calculated on net basis. The VAT will be added due to legal definitions on the forwarding bills and expelled separately. All hires and expenses are payable as soon as the service has provided. Onto the final invoiced amount will a capital financing costs advance commission of 3% be charged. This commission is deductible in case of payment within 14 days.

2.) The billing occurs is per shipment / order / exhibitor

3.) Missing information's (for example weight, dimensions) becomes when necessary and possible determinate and complemented. In all cases are following minima valid:

Individual packages	500,00 kgs	Value:	€	10.000,00
Shipments up to 6 loading meters	4000,00 kgs	Value:	€	25.000,00
Shipments up to 13,60 loading meters	10000,00 kgs	Value:	€	50.000,00

4.) The exhibition forwarders liability ends with the delivery of the exhibition goods or empty packing materials to the exhibition booth, even if the exhibitor or his representative is not present. With regard to the return transport said liability is only resumed with the collection of the exhibition goods from the booth, even if the shipping documents and/or an transport order were delivered to the exhibition forwarder office prior to the collection. If the exhibition booth has been left without the goods being fetched, that always happens so onto the danger of each exhibitor.

5.) Empty packing materials will be collected and stored by the official forwarder only upon specific order. If there are empties still in the halls just prior to the opening of an event, the official forwarder is authorized to remove them upon the organizers request, even if no explicit order was given by the exhibitor. The charges incurred are for the exhibitors account. Empty packing materials will be insured only upon specific written order. Only empty packing materials can be regarded as empties. No liability will be accepted for possible contents.

6.) Eventually externally recognizable damages must be recorded on the working/delivery order by receiving the goods. All claims of whatever nature must be made in written at the forwarders office immediately. Verbal claims alone cannot be accepted.

7.) A transport insurance which reduces your entrepreneur risk in regard to the different liability limitations can be provided by the official forwarder against your separate order

8.) All orders are undertaken strictly as per the "Austrian Forwarders Terms and Conditions" latest issue. Copies are available on request in our office.

9.) SVS prohibition customers must announce this in writing before/while placing the order.

10.) This tariff is valid for all exhibitions, which are organized by "Reed Messen Wien". Please ask for our valid tariff for all other shows

11.) Vienna is venue for all parts always



Freight handling tariff for fairs and exhibitions at Vienna fairground

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1.) Unloading and delivery to the booth of individual pieces up to 2500,-- kgs

Individual shipments of more than 2500 kg – add. Point 4

Volume ratio: 3x measuring (1cbm. = min. 333,-- kg)

1a	Unloading at forwarders warehouse up to Free delivered booth (first touch) Incl. Storage	Courier shipments –per piece- up to 15,-- kg Minimum up to 200,-- kg Each add. 100,-- kg	€ 42,00 € 95,00 € 26,50
1b	Unloading direct at the exhibition hall up To free delivered booth (first touch) Exclusive Storage	Minimum up to 2.000,-- kg Each add. 100,00 kg Maximum up to 6 Ldm. Maximum up to 14 Ldm.	€ 140,00 € 3,50 € 235,00 € 309,00
1c	Deliveries in the congress centre	Additional to point 1b	Point 4a

2.) Customs clearance

2a	Cancellation or settlement of transit documents	Per declaration	€ 52,00
2b	Customs clearance in bond , incl. 1 customs tariff item	Per clearance Each add. Customs tariff item	€ 145,00 € 10,90
2c	Definitive Customs clearance, incl. 1 customs tariff item	Per clearance Each add. Customs tariff item	€ 145,00 € 10,90
2d	Proportionately customs examination fee	Per clearance	€ 53,00
2e	Issuing of a EUR 1	je	€ 35,00

3.) Handling of empties, packed goods, consumables, incl. all surcharges

3a	Handling of the empties Pick up, storage during the show, redelivery	Per cbm. Minimum	€ 57,00 2 cbm.
3b	Handling of packed goods Pick up, storage during the show, redelivery	Per cbm. Minimum	€ 67,00 2 cbm.
	Flat charge for hand palett trucks	Per piece	1 cbm.
	Flat charge for ladders	Per piece	2 cbm.
3c	Handling of consumables, prospects, etc.	Per delivery and cbm.	€ 67,00



Freight handling tariff for fairs and exhibitions at Vienna fairground

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4.) Jobs at the booth (packing, assembly aids, manpower, etc)

Un- and Reloading will be charged according to point 1

Supply of manpower

Invoicing only by full hours. Approach and departure is included in the rates

4a Transport worker	Per hour and worker	€ 40,50
	Minimum	2 hours
4b Supervisor / skilled packer	Per hour and worker	€ 43,50
	Minimum	2 hours

Supply of equipment

Invoicing only by full hours. Approach and departure is included in the rates

4c 3,5 to. Forklift , incl. driver	Per hour and forklift	€ 115,00
	Minimum	1 hour
4d 5,0 to. Forklift , incl. driver	Per hour and forklift	€ 118,00
	Minimum	1 hour
4e 8,0 to. Forklift , incl. Driver	Per hour and forklift	€ 134,00
	Minimum	1 hour
4f 30to. Mobile crane , incl. Driver	Per hour and crane	€ 140,00
	Minimum	4 hours
4g 40to. Mobile crane , incl. Driver	Per hour and crane	€ 160,00
	Minimum	4 hours

Additional equipment

4h Hand palette truck – caution (deposit) € 100,00	Per hour	€ 20,00
4i Handcart – caution (deposit) € 100,00	Per hour	€ 17,00
4j Plastic- or metal strip machine	Per hour	€ 8,50
4k Heavy duty trolley (set = 2 pieces)	Per hour	€ 26,00
4l Crane hook + shackle	Per hour	€ 19,00
4m Scissor lift , working high ness	Per day and piece	€ 139,00
Picking up and redelivery	each	€ 129,00
4n Cherry picker , working high ness up to 12 meters	Per day and piece	€ 139,00
Picking up and redelivery	each	€ 129,00

5.) Additional charges

5a Exhibition logistics fee, incl. Telephone, documentation per in- and outbound; each	per 100,-- kg	€ 1,80
	Minimum	€ 6,00
	Maximum	€ 85,00
5b Deduction, by receiving the order until 24hours before working start	On Pos. 5a	-50%
5c SVS Forwarders insurance	Based on SVS Tabelle	
5d Customs bond fee in- and outbound; each way 0,80% on the Value	Minimum	€ 28,00
5e Not deductible outlay fee for taxes, duties, freights 3% of the amount	Minimum	€ 28,00
5f Translation	Per page	€ 9,30



Freight handling tariff for fairs and exhibitions at Vienna fairground

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6.) Surcharges- working in overtime, holiday, weekend

Surcharge for the tariff item	1	2	3	4a – 4j
Overtime (Mo.-Fr.) 17.00-22.00 und 06.00-08.00h	50%	50%	-	50%
Night (daily) 22.00 – 06.00h	100%	100%	-	100%
Saturday 06.00 – 22.00h	50%	50%	-	50%
Sunday and holidays (whole day)	100%	100%	-	100%

7.) Transport to the fairground

Volume ratio: 3x measuring (1cbm. = 333,--kg)

7a Pick up from DHL groupage package terminal Vienna	Minimum up to 100 kg	€	27,00
Transport up to free arrival Vienna fairground	Each add. 100 kg	€	9,30
7b Pick up from the airport Vienna/Schwechat	Minimum up to 100 kg	€	35,00
Transport up to free arrival Vienna fairground	Each add. 100 kg	€	10,30
Add.: local airport handling charges			

8.) Additional material

8a	Cardboard box (59 x 39 x 36cm)	Per piece	€	5,20
8b	Bubble foil	Per meter	€	2,70
8c	Tape	Per roll	€	3,20
8d	Wedge large	Per piece	€	2,20
8e	Wedge small	Per piece	€	2,10
8f	Nails	Per kg	€	4,00
8g	Wire (1brunch = 5,5kg)	Per brunch	€	21,50
8h	Metal strip	Per meter	€	1,40
8i	PVC strip	Per meter	€	1,10
8j	Cardboard box, incl. Palette	Per piece	€	37,20
8k	Euro – Palette	Per piece	€	18,20

9.) Charges for return transport / Outbound handling as per Pos. 1 - 8

10.) Additional services, not mentioned in this tariff

If you need any kind of additional service, please do not hesitate to ask for a separate and individual quotation