



# FEFCO Technical Seminar 2017

11<sup>th</sup> – 13<sup>th</sup> October – Exhibition Center Vienna

Shipping manual

Tariff

Templates



We are pleased to be the preferred international forwarder for **FEFCO 2017**.  
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:**

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**DEAD LINES:**

Kind of transport	point of destination	latest arrival date
Ocean Freight FCL/LCL		on request
Airfreight	Vienna Airport	05.10.2017
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 / hall D / 3<sup>rd</sup> floor  
A-1020 Vienna Fairground

Attn.: Thomas Hausmeister tel.: +43 (0)1 728 31 60  
c/o: FEFCO 2017

exhibitor: \_\_\_\_\_ hall: \_\_\_\_\_ stand: \_\_\_\_\_



## DOCUMENTARY REQUIREMENTS

- Your order / or DHL order form
- Invoice in english or german 2-fold  
issued to the exhibitor c/o DRUPALCON 2017, hall: \_\_\_\_\_ stand: \_\_\_\_\_
- Carnet ATA - optional

## 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 a 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.) Vienna is venue for all parts always



### 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) <b>Incl. Storage</b>	Courier shipments –per piece- up to 15,-- kg	€	<b>40,00</b>
		<b>Minimum</b> up to 200,-- kg	€	<b>92,00</b>
		Each add. 100,-- kg	€	25,50
1b	Unloading direct at the exhibition hall up To free delivered booth (first touch) <b>Exclusive Storage</b>	<b>Minimum</b> up to 2.000,-- kg	€	<b>135,00</b>
		Each add. 100,00 kg	€	3,40
		<b>Maximum up to 6 Ldm.</b>	€	<b>225,00</b>
		<b>Maximum up to 14 Ldm.</b>	€	<b>298,00</b>

### 2.) Customs clearance

2a	Cancellation or settlement of transit documents	Per declaration	€	50,00
2b	Customs clearance <b>in bond</b> , incl. 1 customs tariff item	Per clearance	€	<b>140,00</b>
		Each add. Customs tariff item	€	10,60
2c	Definitive Customs clearance, incl. 1 customs tariff item	Per clearance	€	<b>140,00</b>
		Each add. Customs tariff item	€	10,60
2d	Proportionately customs examination fee	Per clearance	€	<b>51,00</b>
2e	Issuing of a EUR 1	je	€	27,00

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

3a	<b>Handling of the empties</b>	Per cbm.	€	<b>55,00</b>
	Pick up, storage during the show, redelivery	Minimum		2 cbm.
3b	<b>Handling of packed goods</b>	Per cbm.	€	<b>65,00</b>
	Pick up, storage during the show, redelivery	Minimum		2 cbm
	Flat rate for hand palette trucks	per piece		1 cbm
	Flat rate for ladders	per piece		2 cbm
3c	<b>Handling of consumables, prospects, etc</b>	per delivery and cbm	€	<b>65,00</b>

### 5.) Additional charges

5a	Exhibition logistics fee, incl. Telephone, documentation per in- and outbound; each	per 100,-- kg	€	<b>1,60</b>
		Minimum	€	4,00
		Maximum	€	80,00
5b	Deduction, by receiving the order until 24hours before working start	On Pos. 5a		<b>-50%</b>
5c	SVS Forwarders insurance	Based on SVS Tabelle		
5d	Customs bond fee in- and outbound; each way 0,50% on the Value	Minimum	€	<b>26,00</b>
5e	Not deductible outlay fee for taxes, duties, freights 3% of the amount	Minimum	€	<b>26,00</b>
5f	Translation	Per page	€	<b>9,30</b>



## 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	€	<b>25,00</b>
Transport up to free arrival Vienna fairground	Each add. 100 kg	€	8,90
7b Pick up from the airport Vienna/Schwechat	Minimum up to 100 kg	€	<b>32,00</b>
Transport up to free arrival Vienna fairground	Each add. 100 kg	€	9,90
Add.: local airport handling charges			

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

## 10.) Additional services, not mentioned here

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