



## **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 12<sup>th</sup>, 2016

### **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.



## TRANSPORT AND CUSTOMS CLEARANCE INFORMATION AND INSTRUCTIONS FOR SHIPMENTS TO ADVANCE RECEIVING WAREHOUSE (continued)

### 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 |
|-----------------------------|---------|-----|-------|

### **Handling of full goods**

|                             |         |     |       |
|-----------------------------|---------|-----|-------|
| Pick up, storage and return | per cbm | EUR | 55,00 |
|-----------------------------|---------|-----|-------|

### **Working hours**

|                       |                                   |                   |        |
|-----------------------|-----------------------------------|-------------------|--------|
| Normal working hours: | Monday - Friday                   | 8.00 am - 6.00 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