



**12th International
Congress on
Autoimmunity**
Athens, Greece
28 November – 1 December 2020



Date: 05.01.2020

Dear Exhibitor/Stand Builder,

Merkur Expo Logistics GmbH is the official on-site logistics agent nominated by *Kenes Group* to handle all in/out shipments arriving to AUTOIMMUNITY 2020 Conference.

We are a full door to door service company. As such, we are pleased to update you regarding the services and guidance as how we dispatch shipments to the event.

Onsite Handling

Due to security, insurance and organizer policy, *Merkur Expo Logistics* is the exclusive handler inside the venue. No other company is permitted to handle cargo within the venue.

Please note that companies, stand builders & PR companies may make their own arrangements to deliver and retrieve goods directly to the warehouse/venue entrance.

Shipments sent directly to the venue prior to November 26 will be refused by Conference Centre.

Contact Details

MERKUR EXPO LOGISTICS GMBH

Contact: Ms. Zehavit Akerman

Mobile: +972 52 511 4982

E-Mail: akerman@merkur-expo.com

Please note these important dates:

Service	Deadline
Door to door	For this service please contact MERKUR
Airfreight Shipments	For this service please contact MERKUR
Shipment via Germany advance Warehouse	No later than Monday, November 18, 2020 by 12:00.
Exhibition goods - Direct Deliveries to Congress Venue	Thursday, November 26, 2020.
Move out – dismantling	Tuesday, December 1, 2020.



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Shipment Categories

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All shipments must be packed, labeled and sent according to the appropriate category (see below). Please use only the attached labels. Please do not mix different types of shipments in one box.

Categories:

- (1) **Insert-for participant bags**
- (2) **Marketing and display**
- (3) **Exhibition goods-for exhibition stand only**

Services, Delivery Address and Shipping Instructions

1. Door to Door Shipment

We offer companies consolidated trucking services from starting point to venue as part of consolidated international shipments for the congress. This will assist in reducing costs and ensuring timely delivery.

2. Air freight shipment

Please contact MERKUR for timetable, shipping instructions and labels.

3. Shipment via Germany advance warehouse

Warehouse Address:

Merkur Expo Logistics GmbH
C/O Schmitt Peterslahr
A U F D E M HÖHCHEN 2
56587 Oberhonnefeld – Germany
Dirk Dewald: +49 2634 / 95 44 50
Autoimmunity 2020/ Exhibitor's name

4. Direct Deliveries to Congress Venue

Merkur Expo Logistics GmbH
c/o Autoimmunity 2020
Megaron Athens International Conference Centre
Leoforos Vasilissis Sofias and Kokkali 1
GR – 115 21 Athens
Autoimmunity 2020/ Exhibitor's name / stand number

Domestic Cargo / Courier Shipments

Entry to the loading area is subject to confirmed time slot & pre alert.



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5. Courier Shipments – Customs cleared only

It is not recommended to use a courier service especially for a non-European shipment.

All courier shipments are totally beyond our control so we cannot be responsible for any delay / problem if they cannot be released from the local customs and / or are delay in delivery.

In case of sending a courier shipment, please be sure to send us a pre-advise with the full details of the shipment: courier company, number of pieces and tracking number, invoice and packing list..

All Courier shipments must be send on DDP terms (Delivery duty paid).

Please contact MERKUR for shipping labels to each of the categories.

Dangerous Cargo

Exhibitors need to complete a special form for dangerous goods. These forms will be provided upon request and the completed forms should reach us before shipment is dispatched. There will be surcharge of 100% for handling this kind of shipment.

Insurance

All goods must be fully insured with all risk coverage. Insurance can be provided upon request. We regret that we can take no responsibility for goods after delivery to the exhibitors stand regardless if the exhibitor is present or not.

Heavy & Oversized Shipments

A heavy and oversized shipment applies to any single exhibit in excess of 1000 kg and 5 CBM that requires the use of a forklift mobile crane for installation.

Exhibitors with heavy and oversized exhibits must inform us at least seven days prior to delivery. A detailed layout should also be provided to better assist our onsite operations.

Payment Terms

In order to ensure move in/out of your shipment/s, please complete and sign the attached **Material Handling form/payment confirmation** and return it to our attention.

Please note that your signature will be used as payment guarantee based on the general tariff.



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Please notify “Merkur” immediately about any requirements relating to invoices. All invoices must be settled by exhibitors/contractors and agents **in advance** of the congress. In case of non-payment of invoices, shipments will be held in storage until the invoices are paid in full.

Any services not outlined in the attached tariff will be quoted on an individual basis.

Terms and conditions

All orders are accepted exclusively on the basis of the local & German forwarders terms and conditions (ADSp).

MERKUR team wish you a successful experience!