



**21st European Congress
on Gynaecological Oncology**
Nov 2-5, 2019 | Athens, Greece



EXHIBITOR MANUAL 2019

Information contained in this manual is considered binding.

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IMPORTANT ADDRESSES

EXHIBITION AND SPONSORING

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E Industry.ESGO2019@congrex.com

CATERING

Intercatering
Ms Georgia Stavradi
Xanthou 3
Glyfada / Greece 16674
T +30 210894 6625
E [gstavraki@intercatering.gr](mailto:gstavradi@intercatering.gr)
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REGISTRATION

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Peter Merian-Strasse 80
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CONGRESS VENUE

Megaron Athens International Conference Center
Vass. Sofias & Kokkali St 1
115 21
Athens / Greece
W www.maicc.gr

HOTEL

Congrex Switzerland Ltd.
Ms Nicole Hirschmann
Peter Merian-Strasse 80
4002 Basel / Switzerland
T +41 61 690 94 11
E Hotel.ESGO@congrex.com

LOGISTICS AND FREIGHT

Merkur Expo Logistics
Mr Bernd Blum
Rheinstrasse 2
65760 Eschborn / Germany
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E bernd.blum@merkur-expo.com



IMPORTANT DATES & DEADLINES

5 July 2019	Deadline for submission of Company logo and description
10 July 2019	Deadline for reduced registration fee
5 August 2019	Deadline for advertisement artwork for final programme
23 August 2019	Deadline for submission of stand plans showing the location of technical supplies for general approval
6 September 2019	Deadline for ordering: ¹ <ul style="list-style-type: none">• Technical supplies• Modular stand construction• Furniture for rent• Hostesses• Booth catering• Lead retrieval system
15 September 2019	Deadline for pre-ordering the exhibitor badges
27 September 2019	Deadline for ordering working passes (mandatory during build-up and dismantling)
16 October 2019	Submit freight, clearing and loading form to Merkur Expo Logistics
2 – 5 November 2019	21 st European Congress on Gynaecological Oncology

¹ A surcharge will be applied to all prices after September 6th. For further details please see page 14.





DO YOU NEED A HOTEL ROOM FOR YOUR STAY?

**Simplify your congress experience by booking with our
hotel & accommodation service**

We offer rooms in hotels located in easy access to the venue. Our aim is to make your congress experience as enjoyable as possible.

Individual exhibitors can make their hotel bookings online via the congress website: <https://profile.congrex.com/Congrex/esgo2019>

For group bookings please get in touch with us via e-mail at:
Hotel.ESGO@congrex.com



KEY INFORMATION

DELIVERY¹ / BUILD-UP OF BOOTHS / DECORATION

Thursday	31 October 2019	13.00 – 20.00
Friday	1 November 2019	07.00 – 20.00

EXHIBITION DATES AND HOURS

Saturday	2 November 2019	08.30 – 20.30
Sunday	3 November 2019	10.00 – 16.30
Monday	4 November 2019	10.00 – 16.30
Tuesday	5 November 2019	10.00 – 13.00

DISMANTLING OF BOOTHS

Tuesday	5 November 2019	14.00 ² – 23.30
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All hours are subject to possible changes due to the scientific programme. The exhibition organiser will keep you informed.

¹ For delivery and pick up of booth material please note that a strict off-loading schedule will be operated on site. Please complete the Merkur Expo Logistics "Freight, clearing and loading" form. Vehicles without confirmed slot will only be granted access AFTER all pre-booked vehicles have been seen to. It is compulsory for all contractors delivering booth material and reloading empties to use the off-loading/loading services of Merkur Expo Logistics.

² Important note: At 13.30, smaller exhibitors may take down their pop-up booths, decoration material etc. The bigger booths are also allowed to start dismantling. However, empties will only be delivered to the booths at 14.00 (after the Plenary Session has finished). This is to minimise noise disruptions to the sessions.



1. EXHIBITOR REGISTRATION

1.1 WORKING PASSES

During build-up / dismantling, working passes are required for stand builders and other contractors working for exhibitors.

Please send a name list (Excel format) to Industry.ESGO2019@congrex.com by 27 September 2019.

1.2 EXHIBITOR BADGES (BOOTH STAFF)

As the exhibition area has an entrance control, name badges must be ordered for booth staff and other persons involved. Exhibitor badges provide access to only the exhibition and not the sessions. Exhibitor staff wishing to have access to the exhibition outside the official exhibition opening hours, e.g. in the mornings to prepare the exhibit, must be in possession of an exhibitor badge. However, they do not need to register as regular congress participants.

Exhibitors are entitled to the following complimentary badges depending on their booth size:

- $\geq 12 \text{ m}^2$ 3 badges
- $7 - 9 \text{ m}^2$ 2 badges
- $\leq 6 \text{ m}^2$ 1 badge

Additional badges will be charged with EUR 150 excluding VAT each. Badges ordered on-site will be charged at 175 EUR.

To register your personnel, we will send you a link by the end of July with further information on how to enter all the required details of your personnel. Each e-mail address can only be used once, therefore please indicate the individual e-mail address for each staff member. The individual confirmation with general information and the barcode will be sent out around 10 days before the conference starts. This confirmation is required to obtain the personal badge at the self-print stations.

Deadline for pre-ordering the badges 15 September 2019

Transferable Company badge

One transferable company badge will be issued per booth; this badge gives access to the lecture halls. The company badge has to be picked up at the Exhibition Service desk, no online registration is required for this badge.

Staffing of the booth

As a courtesy to those attending ESGO 2019 conference and to your fellow exhibitors, we ask that all exhibitors open their exhibit on time and staff it with at least one person throughout each day until the scheduled closing of the exhibition on Tuesday.

Additional full congress registrations

Further full congress registrations can be made at regular rates by registering online at:

<https://congress.esgo.org/registration/>



2. TECHNICAL INFORMATION

2.1 ORDERING ADDITIONAL SERVICES

Your orders for technical supplies and most of the exhibition services have to be ordered via the Congress Organiser. Please use the [order form](#) (click for download).

The following services can be ordered:

Technical supplies

- Modular stand construction
- Furniture for rent
- Power supply

Place your order on time to ensure the best possible service from Congrex Switzerland Ltd. By placing your order within the stated deadline, you will be rewarded with our lowest prices on products and services. After 6 September 2019, a 25% surcharge will be added to orders for all products and services including quotations that are received after the deadline. Orders that are placed during the official installation or during the event will be subject to 50% surcharge.

2.2 COMPANY DESCRIPTION & LOGO

Each exhibitor has the opportunity to publish the company description in the mobile app. In order to collect the data for the ESGO 2019 mobile app you will receive a link by e-mail to register your company description.

Deadline for submitting

5 July 2019

2.3 ELECTRICITY

Work and 24-hour electricity

The electricity for the stands is turned on every day one hour before the event opens and turned off one hour after closing. If you have refrigerators, freezers and computers or anything else that needs to run continuously, you need to order an electrical connection with 24-hour electricity. Place your order by 6 September, 2019.

The Exhibition Organiser and/or Megaron accepts no liability whatsoever for any products ruined because the exhibitor connected their own appliances to the regular power supply.

Electricity network in sections

The electricity network is divided into sections. For safety reasons, the electricity in a section cannot be connected until all installations within that section are completed.

People allowed to install electricity

All electrical power connections to the Centre's electrical power distribution system must be carried out by certified electrical contractors.

Cable running and electrical power sockets

Power supply skirting boards are installed up to stand walls. Do not block these with your own materials. To run electricity to your stand, the venue will use the closest utility channels in the floor. Keep this in mind when you are marking your power sockets on the drawing, so you avoid difficult cable-running. The utility channels are usually marked by dotted lines on the placement proposal drawing. You may only use the electrical power sockets you have ordered. Spotlights may not extend more than 35 cm over an aisle.



2.4 INTERNET ACCESS

ESGO 2019 strongly recommends getting in touch with the Exhibition Organiser for all connection needs. **Exhibitors are required to declare all devices and required internet connections to the Exhibition Organiser by 6 September 2019.** This is to avoid interferences between Wi-Fi devices on stands (routers, access points, controllers etc) and ensure a smooth exhibition operation for all involved. Through this we can guarantee a consistent Wi-Fi availability (channel and signal strength) throughout the exhibition halls.

Any undeclared wireless devices installed on the stands may interfere with the Wi-Fi network. The Exhibition Organiser and / or the Megaron reserve the right to require exhibitors to modify the setting and / or remove undeclared devices if deemed necessary.

A free congress Wi-Fi network will be available in the exhibition hall during ESGO 2019. This Wi-Fi will be available for delegates during the event.

If exhibitors do not follow these recommendations, the Exhibition Organiser cannot be held responsible for failing network connections or its quality for professional use on the stands.

2.5 BOOTH CATERING

Only the officially appointed caterer has the sole rights for the distribution of any article of food or drink for consumption on site. For further information please contact:

Intercatering
Ms Georgia Stavraki
E gstavraki@intercatering.gr

2.6 BOOTH CLEANING

At the end of the day, the corridors will be cleaned. Booth cleaning during the congress can be ordered separately.

After the congress, you must leave your stand swept clean and remove all floor tape. For all waste left on the stand, the cleaning costs will be invoiced to the exhibitor.

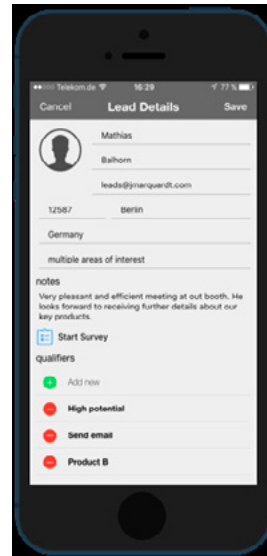
2.7 WASTE DISPOSAL

During build-up and dismantling, all booth builders and their staff are responsible for delivering waste to the provided skip.

For environmental reasons, all exhibitors are kindly requested to reduce their waste to a minimum.



3. LEAD RETRIEVAL SYSTEM



Scan the visitors' QR-Codes with our premium iPhone rentals. Capture, comment and qualify your prospective clients straightaway. Conduct custom surveys and easily implement your company's opt-in text.

Key Features

- Offline scanning
- Edit lead details immediately after scanning
- Fully customised surveys (multiple choice, rating questions, etc.)
- Customised Opt-In function
- Custom qualifiers, comments and notes
- Graphical lead and qualifier statistics
- Automated cloud backups
- Simple login via QR code
- Valuable reports including contact information, such as email and postal address
- Dedicated on site support

For more details and prices, please contact the Congress Organiser.

Order deadline

6 September 2019



4. GENERAL HOUSE RULES

4.1 DURING SET-UP / DISMANTLING

All exhibitors are requested to adhere to the following:

- Any person under 16 is prohibited from accessing the exhibition areas or loading bay ramp during designated move-in & move out periods for reasons of safety
- The consumption of alcohol is strictly forbidden during designated move-in & move - out periods, both on the loading ramp and in designated exhibition areas.
- High visibility vests or high visibility clothing must be worn at all times on the loading bay ramp.
- Smoking is permitted only in certain designated areas of the Centre.

4.2 DANGEROUS GOODS

No dangerous goods are to be brought onto the premises without the formal approval of the Centre.

Prior to approval for the use of any dangerous goods being granted, the Centre will require documentation detailing a justifiable reason for its use and how associated risks will be controlled.

Risk controls need to address transportation, storage and handling.

4.3 DANGEROUS / NOXIOUS SUBSTANCES

Centre management will request the removal of any dangerous goods or hazardous substances that have not been approved for use at the Centre, or if they are being misused.

4.4 FIRST AID

The centre has First Aid facility with a fully qualified nurse which operates on the actual days of the event itself.

4.5 FINANCIAL LIABILITY

Megaron MAICC and Congrex Switzerland Ltd accept no financial liability whatsoever for costs arising as a result of any waiting times in connection with e.g. installation/dismantling, delivery of products, etc.

4.6 FIRE SAFETY

All materials used for stand construction or display should be fireproof and non-combustible, meaning materials that conform to the standards laid out in either the Greek Fire Safety Regulations categories 0 or 1 or 2 www.fireservice.gr, or the equivalent German regulations categories A1 or A2 or B1 www.din.de, or the equivalent American NFPA regulations categories A or B www.nfpa.org

4.7 HAZARDOUS SUBSTANCES

Centre approval must be obtained if exhibitors wish to use hazardous substances as part of a demonstration.



4.8 MACHINERY WITHIN EXHIBITS

Machinery or equipment likely to jeopardise the health or safety of any person is prohibited.

Sensitive equipment especially with variable speed drives, any cause nuisance tripping of Residual Current Devices (RCDs). Therefore, prior notice is required with all relevant technical specifications.

All machinery should be fitted with guarding, fencing, immobilisation locks etc., to ensure a safe environment for all staff and visitors. Signage above the machine is not acceptable as a protective method.

Any person operation equipment or machinery during an exhibition must be the current holder of the relevant certificate or license, as required by law, to operate such equipment.

Equipment Weight

Maximum weight for equipment is 500 kg /m². For any piece of equipment, display, vehicle or machinery weighing over this amount and to be transported and or displayed inside the Centre, prior written approval is required from the Centre. Full details of the display items must be submitted in writing, along with a scale drawing, outlining dimensions and specifications to the congress organiser.

4.9 FIRE SAFETY / EMERGENCY PROCEDURES

The MAICC Megaron complies with all statutory requirements in the area of provision for emergencies. In the event of an emergency it is requested that everyone follow the instructions of the MAICC staff.

All visitors are requested to familiarise themselves with the emergency exits, the assembly area located close to their immediate area and to be conversant with the general emergency evacuation procedure.



5. EXHIBITION RULES

5.1 WORK ENVIRONMENT RESPONSIBILITY

In your role as an exhibitor, you assume responsibility for construction management and compliance with work environment rules and other applicable laws and rules. Alternatively, you may appoint a construction manager for your stand or construction at the event you are taking part in or organising.

Megaron MAICC and Congrex Switzerland Ltd accept no liability whatsoever for construction design and construction responsibility.

Rubber mallets, dust extractors and climbing

Use a rubber mallet or equivalent to reduce noise levels when installing lighting girders. Climbing on girders is strictly forbidden. Saws, grinders, polishers or similar should be fitted with a dust extractor.

Protective railings

The construction of platforms, stages and catwalks exceeding a height of 60 cm must have a 110 cm handrail.

Safety inspection rounds

Representatives of Megaron make regular safety inspection rounds before and during events to minimise risks of injury / damage and to ensure a high level of safety. Any issues raised during an inspection round must be remedied immediately. As an exhibitor you will be billed for any costs arising as a result of such issues.

Safety shoes

The use of safety shoes is a necessity in areas where trucks may be in use. These rules apply at the production areas at Megaron, during installation and dismantling of the stand. The employer is responsible for complying with the rules, meaning that you as an exhibitor or external stand builder is responsible for your staff wearing safety shoes. The safety shoes should have a toecap and a closed off heel, protection class level S1 at the lowest.

5.2 STAND CONSTRUCTION

All temporary structures, including stands, must be structurally sound. Structures deemed unstable must be modified or removed from the exhibition. Structure 2.4 meters or more in height may require certification by an engineer.

The execution of welding works or any other similar activities, including the use of tools incorporating flame or high heat is prohibited in the Centre.

Painting

Suitable and adequate drop sheets must be used when painting custom stands and display. Items required to be placed on exiting marble floors during set-up / dismantling periods should be stored on corrugated paper or other means of soft sub flooring. Other display materials must be positioned on suitable protection sheets.

Flooring

For move-in and move-out of constructions, trolleys and other items which are not hand carried, the Centre required the use of temporary access runs of corrugated cardboard, carpet or similar material to protect the marble and / or wooden floors.

Each stand must be constructed on top of carpet or other fully protective flooring laid onto the Centre's wooden or marble floors. Wherever it is necessary to secure any carpet or protective flooring to the Centre's own floors (i.e. with double sided tape, gaffer etc.) it should be done in such a way as to avoid leaving any adhesive tapes indicated as above).

Raised Floors / Stairs / Ramps within stands

The following regulations are essential to reduce the frequency of slip and trip incidences. General regulations relating to raised floors and ramped edges are as follows:

- All raised floor sections must be clearly distinguishable from areas of the surrounding floor space.



- All raised floor sections or ramped edges must not contain sharp or dangerous edges and must not cause a trip hazard.
- Ramped edges should be of a non-slip construction or coated with a non-slip finish.
- Thin decorative flooring such as carpet, vinyl, matting, wood or the like, must have the edges taped down or firmly secured, and must not be deemed to cause a trip hazard.
- Permission must be granted by Centre management before installation of landscape style flooring such as bark, pebbles, dirt, railway sleepers and other loose materials. This type of flooring must be steady under foot and must not be deemed to cause a trip hazard. Further regulations apply to the installation and removal of these materials from the venue floor.
- The mix of ramped and square edges on any raised area must be kept to an absolute minimum. If a ramp is installed, it must be clearly distinguishable from the remainder of the raised floor surrounding it. To reduce the risk of trip hazards, a handrail, block-off panel or suitable barrier of 900 mm minimum in height must be installed.

5.3 SHELL SCHEME

Exhibitors who wish to rent a modular stand may book the respective service through the conference organiser. Please be aware that it is mandatory for each exhibitor to build walls.

5.4 LINE OF SIGHT

The primary objective of creating a line of sight through the open sides of the stands is to keep the view throughout the exhibition as free as possible. The line of sight minimum height must be 2 m.

5.5 BUILD-UP

Consumption of alcohol on the premises during the build-up and dismantling is prohibited.

Time for stand work

The halls are open for installation work up to the day before the event, unless otherwise specified. The day before the event, all building work and all transports with forklifts must be completed no later than 16.00. After 16.00 we will only drive away your empties for storage. The empties must be marked with special labels. We do not take responsibility for goods left in the packaging.

Do not block the aisles

You may still be in your stand after 16.00, but remove all goods and other items from the aisles. We have the right to remove any remaining goods and store them at your expense.

Goods transport during the event

For safety reasons, goods transports during an ongoing event may only take place one hour before the event opens. Otherwise, only lighter goods may be brought in. Please contact Merkur Expo Logistics for further details.

Dismantling

You can begin dismantling your stand as soon as indicated under Key Information. However, remain within your own exhibit space until the stored goods and empties have been brought to the hall. This will ensure that the dismantling process proceeds as smoothly as possible for everyone. You can then access loading bays as instructed by Merkur Expo Logistic's staff. Consumption of alcohol on the premises during dismantling is prohibited.

Do not leave anything behind

Carefully mark all goods that will be picked up by a transport company. Megaron is entitled to remove or store items that have been left behind for five days, or deliver them to an agreed address at the exhibitor's



expense. Unmarked goods will be disposed of if we do not successfully manage to identify the owner.

Dismantling routes

Contact the staff of Merkur Expo Logistics when you are ready to remove your belongings.

You are not allowed to store any of your material in surrounding stands or in marked transport gangways.

Megaron's instructions from security guards and hall managers must be followed.

5.6 STAND ACTIVITY / PROMOTIONAL ACTIVITIES

Companies may organise stand activities in line with the information they have to communicate with the delegates. Stand activities should be focused on the product and scientific information to be communicated. Companies should ensure that the perception of the activity is above all one of transfer of knowledge.

The projection of films and slides; any amplification with the aid of loudspeakers; the production of music and/or sound; as well as the use of lighting, computer monitors and television screens is acceptable within the stand space as long as no disturbance is caused.

The official language is English. Therefore, all flyers, items for distribution, promotional materials and presentations on stands as well as information on stand displays must be in one of these languages.

Exhibitors are fully and solely responsible for information they display, presentations they hold and items they distribute to delegates.

5.7 SUBMISSION OF PLANS

Every exhibitor must submit an exact statement of the dimensions of their stand as well as plans and descriptions of this stand.

The drawings must clearly indicate, in English, the planned layout, equipment and furnishing of the stand, including the signage and visuals. The location of power outlets, electricity cables, moving parts, details of raised floors, water as well as telephone and ventilation installations must also be indicated. Please supply:

- a scaled top view drawing
- a scaled side view drawing
- a three-dimensional drawing (or photograph)
- a description of the design with the materials used
- fire reaction certificates of these material

Indicating the various heights and the open transparent spaces will, in principle, be sufficient. If special construction is planned (information towers, moving parts, etc.), additional information will have to be submitted.

Technical plans

Booth plans with the detailed location of technical supplies (electricity / internet etc.) have to be sent to the Exhibition Organiser.

Deadline for submission of booth and technical plans to the Exhibition Organiser in min. scale 1:200 / 1:100: 23 August 2019



6. TRANSPORT AND LOGISTICS

Merkur Expo Logistics is the ESGO 2019 Official Forwarder, Customs Clearance agent and Handling Agent

For safety and time reasons, no other contractor will be permitted to operate the lifting into the venue. The range of services provided by Merkur Expo Logistics include:

- Transport, national or international:
- Temporary or permanent customs clearances
- Coordination of deliveries, delivery time slot management
- Unloading, delivery to exhibition stands, fork lifting
- Storage of empty boxes and crate during the event
- Accessible storage for brochures and give-away items during the event
- On-site assistance and super-vision

Contact Details:

For all international exhibitors or suppliers:

Merkur Expo Logistics GmbH

Mr. Bernd Blum

T +49-6173 966 9511

E Bernd.Blum@Merkur-expo.com

6.1 GENERAL DATES

Build up

31 October 2019	13.00 - 20.00
1 November 2019	07.00 - 20.00

Dismantle

5 November 2019	14.00 - 23.30
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6.2 CONSIGNING OF SHIPMENTS AND DEADLINE ROAD FREIGHT

6.2.1 Packing / Maximum Weight and Dimensions

The maximum of each pallet can be:

- Maximum length: 250 cm
- Maximum width: 100 cm
- Maximum height: 200 cm
- Maximum weight: 1000 kg

All goods must be delivered on pallets. Merkur will unload all vehicles by forklift, and will deliver to stands by pallet-jacks. It is essential therefore that all goods are safely packed and comply with the sizes detailed above.

In case of problems with this dimension please get in touch with us before shipping to find an individual solution.

6.2.2 Full Load Trucks / Part Load Trucks Scheduled Unloading / Re-Loading

Due to the limited space of the venue and the tight time-schedule all unloading operations are strictly operated by Merkur Expo only. Trucks have to leave the unloading area immediately after unloading is finished.

All vehicles must arrive at a pre-appointed time for unloading. **Please request your preferred unloading time slots by sending the "Freight & Loading Form" to Merkur Expo until Wednesday, October 16 2019.** You may also use this form to request freight services from Merkur Expo.

Click to download [the form](#) here.

Unloading time slots will be given until 25 October 2019. Please dispatch your trucks arriving according to the prearranged time of arrival.



Delivery address

Merkur Expo Logistics GmbH
c/o ESGO 2019
Megaron Athens
International Conference Centre
Leoforos Vasilissis Sofias and Kokkali 1
GR – 115 21 Athens
c/o Name of Exhibitor / Exhibit number

Trucks arriving after the loading time must face waiting time until the next free time-slot is available. In general waiting time may occur for which Merkur cannot be held responsible.

6.3 GROUPAGE / COURIER SHIPMENTS

All exhibit material / shipments excluding full loads of stand-material must make use of the advance receiving warehouse. *Please do not send an shipments direct to Venue, acceptance can't be guaranteed.*

International shipments will be accepted by the advance receiving warehouse until October 23, 2019.

Please consign your shipment to

Merkur Expo Logistics GmbH
c / o Schmitt Peterslahr
AUF DEM HÖHCHEN 2
56587 Oberhonnefeld / Germany
c/o ESGO 2019
Exhibitor:_____ Booth No.:_____

Air freight

Airport of arrival: Frankfurt (FRA)
Arrival deadline: 18 October 2019

Ocean freight On Request

Consigning Address for AWB and B/L

This is not a delivery address:
Merkur Expo Logistics GmbH
c / o ESGO 2019
Rheinstrasse 2
65760 Eschborn /Germany

6.4 CUSTOMS CLEARANCE (APPLICABLE FOR NON-EU-COUNTRIES ONLY)

Temporary entries (goods returning to origin after the show):

- Carnet ATA for temporary imports
- Packing list

Please use Carnet ATA only. All exhibits / material entered under temporary importation are subject to control and examination by German customs for Inward and Outward movements. Goods under temporary bond cannot be sold during the show, any sale operation must be reported to German Customs Authorities, otherwise heavy penalties might incur. Please contact us in the case you intend to sell any temporary goods.

Permanent entries (goods to be consumed during the show):

We can clear on definitive basis consumable materials such as brochures, giveaways and other promotional materials.

- 3 Originals of proforma invoice / packing list in English, showing: No. of units / weights / sizes / total no. of boxes / values / full description of items in English, including serial number, model and customs code nr. (Brussels Nomenclature)
- Please issue separate Invoices and separate packing for Temporary Importation (exhibits) and Permanent Importation (consumables & advertising material).

Proforma-Invoices must be addressed to :

**Merkur Expo Logistics GmbH
Rheinstrasse 2
65760 Eschborn / Germany**

- Certificate of Origin (Form A / EUR.1) if applicable
Temporary & permanent material must be packed separately, in different boxes.



Restricted products:

The following products are restricted and need special requirements and health certificates:

- Pharmaceutical products
- Any kind of food or beverages

If you are planning to ship food from a non-EU country please get in touch with us at least four weeks prior to the opening of the congress.

6.5 LABELLING (BAG INSERTS / STAND MATERIAL)

All shipments to our advance receiving warehouse must be labelled with an appropriate label, which you find attached to this manual. Please do not use any other labels than the attached.

Click to download:

[Bag Insert Label](#)

[Bag Insert Label Advance Receiving Warehouse](#)

[Exhibition Material Label](#)

[Exhibition Material Label Advance Receiving Warehouse](#)

6.6 SHIPPING ADVISE

All shipments to the ESGO 2019 need to be pre-advised. Please send us all relevant shipping-details (carrier, AWB-No) as soon as available.

6.7 STORAGE

Empties

Empty boxes and packing material will be collected and safely stored during the show. All boxes should be strong enough to unpacking and re-use them after closure of the congress. The empties will be stored outside the congress center and are not accessible after collection. Merkur Expo Logistics cannot be held responsible for any material damaged or lost inside the empties.

Accessible Storage

If you require assessable storage of promotion material please let us know seven days prior to the opening of the congress. Small quantities of storage material can be handed over to our on-site staff.

6.8 INSURANCE

We strongly recommend that all exhibitors arrange insurance coverage to include transit to and from the exhibition, whilst on display and in storage. Please note that Merkur Expo Logistics do not insure automatically unless asked to do so in writing. Please note that it is the exhibitors' responsibility to ensure that if goods are left on the stand, adequate security measures are taken to ensure the security of such items. Merkur Expo is not liable for any losses, theft or pilferage.

6.9 BASIC CONDITIONS OF CONTRACT

All services will be billed according to the official ESGO 2019 Forwarding & Handling Tariff.

All work undertaken is subject to the German Forwarders terms and conditions, CMR, newest edition, ADSp trading terms and conditions latest edition and the Merkur Expo liability policy, in conjunction with the conditions and rates for trade fair transportation.

The liability of Merkur Expo ceases with delivery and commences with collection of freight at the exhibition stand. It is the exhibitors responsibility to ensure the security of material until collected from the stand by Merkur Expo.

No unauthorised Credit will be accepted. Our invoices will be due immediately after issuance without any further notice. Customers not known to us or with whom we have not agreed any terms of payment, will be asked to pay our expenses before the event starts or on-site during the event and before return shipping of their exhibits.

Contact details for all international exhibitors or suppliers:

Merkur Expo Logistics GmbH

Mr. Bernd Blum

T +49-6173 966 9511

E Bernd.Blum@Merkur-expo.com



6.10 HANDLING RATES ESGO 2019

1. INBOUND	EURO (€)
1.1 Air Freight From free arrival Frankfurt airport up to free delivered booth including: <ul style="list-style-type: none"> • Transfer from airport to the warehouse • Transfer from warehouse to the show site • Delivery to the booth • 1 CBM = 333 kg 	Monday – Friday normal working hours 08:00 – 17:00
Minimum per shipment	325.00
Up to 250 kg	2.05 / kg
Up to 500 kg	1.55 / kg
Up to 1000 kg	1.40 / kg
Above 1000 kg each additional kg	1.35 / kg
Airport taxes, storage, fees etc. will be calculated as per outlay, Fees for an advanced payment	10%
1.2 Truck Freight Groupage From free arrival D-56587 Gierenderhöhe- Germany warehouse up to free delivered booth including: <ul style="list-style-type: none"> • Unloading and transfer to show site • Delivery to the booth • 1 CBM = 333 kg 	
Shipment up to 50 kg	75,00
Min	175,00
Per additional 100 kg	32,00
1.3 Truck Freight Full Loads From free arrival venue up to free delivered stand, first time spotted	
Per CBM or part of	75.00 / CBM / Min. 3 CBM
Truck 7.5 T	760.00
Truck 13.6 M	1.475.00
1.4 Courier Shipments From free arrival venue up to free delivered stand, first time spotted	
Shipments up to 25 kg	105.00
Shipments up to 50 kg	65.00 / CBM / Min. 2 CBM
From free arrival warehouse up to free delivered stand, first time spotted	
Shipments up to 25 kg	135.00
Shipments up to 50 kg	105.00 / CBM / Min. 2 CBM



2. CUSTOMS FORMALITIES	
2.1 Carnet ATA Temporary importation under ATA Carnet	190.00
2.2 Temporary Importation Temporary importation and / or re-exportation with commercial invoice	240.00
Customs bond fee	1.5% CIF VALUE Min. 150.00
2.3 Permanent Importation Per shipment / per document / per exhibitor	190.00
Duties & Taxes as per outlay. Fees for an advanced payment of duty & tax	10%
2.4 Customs Inspection	55.00
2.5 Special Clearances (food, beverages, pharmaceuticals etc.)	Upon request
3. OTHERS	
3.1 Handling of empties (including storage)	95.00 / CBM / Min. 2 CBM
3.2 Forwarding commission - per order / shipment	75.00
3.3 On-site representative for service / support on-site - per order / shipment	55.00
4. OUTBOUND - Same rates will apply for outbound services	

REMARKS

SURCHARGES
Overtime surcharge (17:00 – 24:00) additional 50% on total move in / out charges
Overtime surcharge (24:00 – 08:00) additional 100% on total move in / out charges
Saturday additional 25% on total move in/ out charges
Sunday and holidays additional 50% on total move in / out charges
Late arrive surcharge for handling of shipments after deadline: 100 %





**SEE YOU SOON
IN
ATHENS**
