



Shipping Instructions

Introduction

Merkur Expo Logistics GmbH, Eschborn has been appointed as sole official forwarder and customs agent for the upcoming 51st *Internationalen Fachausstellung Bergen und Abschleppen (IFBA)* in Kassel. Our services include

- national or international transports
- temporary and permanent customs clearances, Carnet ATA, customs bond
- Advance Receiving Warehouse, Just-in-Time-deliveries
- On-site services, unload/reloading,
- Storage of empties / accessible storage

These shipping instruction will assist in shipping your material to IFBA in a safe and timely manner.

Important Dates

Move In: 03. June 2025, 12:00 - 18:00 h
 04. June 2025, 09:00 - 18:00 h

Move Out: 07. June 2025, 14:00 - 20:00 h

Advance Receiving Warehouse

The venue does not accept any shipment prior to the official move-in. You are invited to direct your shipment to our advance receiving warehouse from where we consolidate and ship your goods to Kassel Fairground. This offer should be limited to LTL-shipments only. Please consign your shipment to following address:

Merkur Expo Logistics GmbH
Im Steinigen Graben 7
63571 Gelnhausen
c/o IFBA 2025
Exhibitor Name: **PLEASE INDICATE** _____
Stand number: **PLEASE INDICATE** _____

Deadline: 24. Mai 2025



Full Loads / Part Loads (Address for CMR)

Please consign any direct loads to following addresses

Merkur Expo Logistics GmbH
Messe Kassel
Damaschkestraße,
34121 Kassel
c/o IFBA 2025
Exhibitor Name: PLEASE INDICATE _____
Stand number: PLEASE INDICATE _____

Storage and empties

Empty boxes and packaging material are collected and stored safely during the exhibition. All boxes should be sturdy enough to be repacked and reused after the end of the congress. Empties are stored outside the Congress Center and are not accessible after collection. Merkur Expo Logistics GmbH cannot be held responsible for damaged or lost material in the empties. If you require accessible storage of promotional materials, please let us know seven days before the opening of the congress. Smaller quantities of storage material can be handed over to our employees on site.

Insurance

We strongly recommend that all exhibitors take out insurance to cover transportation to and from the exhibition, as well as during the exhibition and storage. Please note that Merkur Expo Logistics GmbH does not take out insurance unless requested to do so in writing. It is the exhibitor's responsibility to ensure that appropriate security measures are taken to guarantee the safety of any goods left on the stand. Merkur Expo Logistics GmbH is not liable for loss, theft, or misappropriation.



Basic contractual conditions

All services are invoiced according to the official Forwarding & Handling tariff and are based on advance payment, unless otherwise agreed. All work is subject to the German Forwarders' Terms and Conditions, CMR (latest version), ADSp Trading Conditions (latest version) and the Merkur Expo Logistics GmbH liability policy in conjunction with the conditions and tariffs for trade fair transportation. Further information can also be found on our website at www.merkur-expo.com. The liability of Merkur Expo Logistics GmbH ends with the delivery and begins with the collection of the freight at the exhibition stand. It is the exhibitor's responsibility to ensure the safety of the material until it is collected by Merkur Expo Logistics GmbH. Our invoices are due immediately after invoicing without further notice. Customers who are not known to us or with whom we have not agreed payment terms will be asked to pay our costs before the start of the event or on site during the event or before returning their exhibits.

Contact

In Case of any contact please do not hesitate to contact us.

Address: Merkur Expo Logistics GmbH | Rheinstrasse 2 | 65760 Eschborn
Phone: +49 6173 966 95 13
Fax: +49 6173 966 95 29
Mob. +49-170 222 9525
Email: patricia.zintel@merkur-expo.com
Web: www.merkur-expo.com



Order Form Sheet

Please return by

24.05.2025

Email Address:

patricia.zintel@merkur-expo.com

Please mark:

- LTL groupage / Advance Warehouse
- Direct Delivery

Exhibitor	
Halle / Stand #	
Contact	
Telephone #	

Delivery Date/Time	
Shipment Details (Number of pieces, weight, vol)	

Billing Details	
Company	
Contact	
E-Mail	
Road	
ZIP Code	
City	
Country	
VAT #	
PO if needed	

- ⇒ Merkur Expo Logistics is the sole official forwarder for IFBA 2025
- ⇒ The following tariff will be applicable for our services
- ⇒ Please use this order form to book our services
- ⇒ Please use the shipping label underneath



OFFICIAL HANDLING TARIFF

1. Transport of groupage and LTL ex arrival advance warehouse to stand	
Pro 100 kgs *	€ 38,00
*1 cbm = 333 kg, m/m 1 cbm	
2. Forklift-assistance	
forklift with driver, up to 5 to., per hour or part thereof m/m 1 h	€ 125,00
3. Storage of empties incl. collection and re-delivery	
Per Collo, per cbm, m/m 2 cbm.	€ 48,00
4. Surcharges Point 1 and 2	
Saturday	+25 %
Sunday	+50 %
Night Surcharge, after 20:00 h	+50 %
Delay Surcharge	+25 %
5. Customs Formalities	
Temporary Customs Clearance, Carnet ATA	€ 99,00
Temporary Customs Clearance, Proforma-Invoice	€ 165,00
Bond Fee (Minimum 25,00 Euro)	1.5 % of CIF Value
Permanent customs clearance, max. 3 tariff headings	€ 125,00
Each additional heading	€ 10,00
Outlay Fee Duty / Taxes	10 %
Customs inspection	According to expense
5. Basic Service Charge / File Fee	
€ 35,00	
<u>A.m. charges do not include the following:</u>	
❖ VAT if applicable	
❖ transport coverage if needed	
❖ any additional services required	



SHIPMENT - LABEL

Shipper Name:	
Shipper Address:	
Exhibitor	
Stand Number	
Number of pieces:	
Weight:	

To be delivered to:
Merkur Expo Logistics GmbH
Im Steinigen Graben 7
63571 Gelnhausen
c/o IFBA 2025, Kassel