

HERMES

EXHIBITIONS & PROJECTS LTD.



Dear shipper

Hermes-is the official handling agent for KENES congresses in 2016.

We are a full door to door service company.

As such, we are pleased to update you regarding arrangements for shipping, international freight forwarding, customs clearance and onsite services.

Onsite Handling

Due to security, insurance and organizer policy, Hermes 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.

Contact Details:

Hermes Exhibitions & Projects Ltd.

Contact: Ms. Zehavit Akerman

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Please note these important dates:

SERVICE	DEADLINE
Door to door shipments	Please contact Hermes
Airfreight shipments Arrival to airport	June 10,2016
Exhibition goods - Direct deliveries to Congress venue	June 22,2016



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Shipment Categories

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/promotion material-for unmanned display

(3) Exhibition goods-for exhibition stand only

Services, Delivery Address & 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. Airfreight Shipments

All documents must be sent 7 working days in advance to goods departure

Customs (ACS)

All goods imported to Australia Temporary or final importation must be cleared by the Australian customs (ACS) and quarantine (DAFF)

Do not send unless there is green light from Hermes .

Import of goods is subject to import prohibitions and restrictions.

Australian quarantine (DAFF)

Food plant animal products from overseas including many common souvenirs could introduce some of the worlds diseases to Australia.

Please send all airfreight shipments to Adelaide airport only.

Airway bill (AWB) must be sent prepaid and consigned to:

Consignee:

MAWB : SCHENKER Australia PTY LTD

5 Frederick Road

Royal Park

SA 5014 - Australia

c/o MASCC Adelaide 2016 Congress

Name of Exhibitor _____

Stand no. _____

HAWB MASCC Adelaide 2016 Congress

Name of Exhibitor _____

Stand no. _____

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Documents:

Import	2	x	MAWB
	2	x	HAWB
	3	X	CIPL/ ATA CARNET
	1	X	LOA

Customs clearance customs clearance Authority letter with ABN/ with out ABN
Temporary importation Temporary import guarantee

Do not mix Temporary and final importation.

3. Via advance ware house - Customs cleared goods only

Documents: 1 x service booking form

SCHENKER Australia PTY LTD
5 Frederick Road
Royal Park
SA 5014 - Australia
c/o **MASCC Adelaide 2016 Congress**

4. Direct Deliveries to Congress Venue

Domestic Cargo /courier shipments / full load trucks

Delivery Address:
Adelaide Convention Centre
North Terrace, Adelaide
South Australia 5000
Australia

Exhibition goods will be accepted July 1 **from 09:00**

Please make sure to send time slot request form

Documents: 1 x service booking form

5. Courier Shipments

It is not recommended to use a courier service for shipping your goods to the congress venue. 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.

All courier shipment must be send DDP (delivery duties paid) terms .
Courier charges for handover of import shipping documents \$ 85.00/ document.
Shipments that arrive without pre alert and payment confirmation will not be accepted.



Documents: 1 x consignment note /docket
1 x shippers letter of instructions & delivery

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

It is the shipper / exhibitor responsibility to have comprehensive insurance coverage whilst in transit storage and onsite for the duration of the exhibition and return. We will not accept any responsibility for loss or damage of the exhibitor's equipment.

Heavy & Oversized Shipments

Heavy and oversized shipments apply 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.

Please notify "Hermes" 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.

Please note that all payments are in US\$

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 & forwarders terms and conditions (ADSp).

We wish you a successful experience!
HERMES EXHIBITIONS & Projects.