

SHIPPING AND HANDLING SERVICE

FORM 29 – Handling Services
Shipping Instructions

FORM 29 - HANDLING SERVICES - MERITEX



Exhibitor Company Name:		Stand #:
Exhibitor Company Address:		Order Deadline: 1 SEP 2021
City, State / Country, Zip Code:	Phone Number:	Company VAT No:
Order Contact:	Email:	
Date:	Company Stamp and Signature:	

THE CONFIRMATION OF THIS ORDER AND ITS RECEIPT BY MERITEX INTERNATIONAL IS DEEMED CONCLUSIVE EVIDENCE OF THE CUSTOMER'S AGREEMENT TO PAY THE TOTAL COSTS OF SERVICES ORDERED FROM THE DATE ON THE FORM.

1. ARRIVAL ON SITE, GOODS REGISTRATION, HANDLING, DELIVERY TO STAND OR TO STORAGE

On site handling	Day	From	To	Hours Tot.	Cost/Hour	TOTAL
1.1) Unloading (Build-up days – 2 hours minimum) *					€/h 250.00	
1.2) Reloading (Break-down days – 2 hours minimum) *					€/h 250.00	
1.3) Crane Services – Outdoor, build-up (minimum 3 hours)					€/h 350.00	
1.4) Crane Services – Outdoor, teardown (minimum 3 hours)					€/h 350.00	

* N.B.: For full truck unloading/reloading the minimum charge is of 4 hours.

Receiving Courier shipments on site	Cost	TOTAL
1.5) Pieces up to 10 Kg.	€ 50.00	
1.6) Pieces up to 100 Kg.	€ 100.00	

2. ON SITE CHARGES FOR STORAGE, EQUIPMENT AND LABOUR

DESCRIPTION	Cost	TOTAL
2.1) Standard empty case storage	€ 65.00 per cbm, min 2 cbm	
2.2) Priority return empty case storage	€ 85.00 per cbm, min 2 cbm	
2.3) Secure storage before / after the show	On request	
2.4) Trolley service from vehicle to stand area (deliveries up to 100kg only)	€ 50.00 per 30 minutes	
2.5) Unskilled Labor	€ 50.00 per hour, min 1 hour	

3. OVERTIME CHARGES AND AGENCY FEE

DESCRIPTION	Cost	TOTAL
3.1) Between 18:00hrs and 22:00hrs during normal week days	50% surcharge on all rates	
3.2) After 22:00hrs until 05:00hrs the following morning	100% surcharge on all rates	
3.3) Weekends and holidays	100% surcharge on all rates	
3.4) Agency fee (per exhibitor/file)	€ 50.00	
<u>SAVE MONEY! CHECK THE DEADLINE</u> <u>SURCHARGES FOR LATE ORDERS:</u> AFTER DEADLINE: 50% surcharge ON SITE ORDERS: 100% surcharge	AMOUNT €	
	20% VAT € If applicable	
	TOTAL €	

Important! Shipments arriving before 23rd of September 2021 must be sent to advanced receiving warehouse (see Shipping Instructions)

Important! All courier shipments will be delivered to stand once payment is settled

Please send to: MERITEX INTERNATIONAL Tel.: +44 1392 454999 - Fax +44 1392 454998
E-mail: dan@meritex.co.uk

SHIPPING INSTRUCTIONS

Meritex International have been appointed as the official exhibition freight forwarders and handling agent for OMC 2021. Only Meritex International can operate and provide forklifts, cranes, and workers used for the purpose of unloading vehicles, and delivery to stands inside the halls.

- CONTACT DETAILS

Meritex International Freight Services Ltd
 The Coach House
 20 Northernhay Street
 Exeter, Devon, EX4 3ER
 United Kingdom

Attn: Dan Sweet / Rasa Margyte
 Tel: +44 1392 454999
 Email: dan@meritex.co.uk
 rasa@meritex.co.uk
 Web: www.meritex.co.uk

- BOOKING OF SERVICES

All handling services should be booked by using FORM 29. This can be found in the technical manual or just send us your request by email to dan@meritex.co.uk

All handling services must be booked before 1st September 2021. If not booked in time, there will be a 50% surcharge on all on-site rates.

If you require a quote for transport that includes the onsite handling, please contact us by e-mail: dan@meritex.co.uk

Please contact Meritex International for all shipping and customs clearance information before sending any shipments to Ravenna.

Meritex International will have a fully operational service office on site, manned by Meritex personnel. All shipments that have been notified to Meritex can be tracked from this desk. All exhibitors / contractors should report here during the show for completion of return instructions and supply of pre-printed labels.

A courier collection point will be available for those exhibitors wishing to use courier services for the dispatch of goods at the close of the exhibition.

- IMPORTANT DEADLINES

AIR FREIGHT to UK (LONDON HEATHROW)
AIR FREIGHT to Italy (BOLOGNA)

Tue 7 September 2021
Fri 10 September 2021

ROAD FREIGHT to UK for consolidation
ROAD FREIGHT to Italy advanced receiving warehouse

Fri 10 September 2021
Fri 17 September 2021

If you cannot meet these deadlines, we must be advised in advance so that we can try and make special clearance arrangements to meet the exhibition opening date. **Late arrival surcharges will be applicable if above deadlines cannot be met.**

- **CUSTOMS CLEARANCE**

TEMPORARY IMPORT - ATA CARNET

All exhibitors are strongly recommended to issue a Carnet ATA for all their exhibits. Please attach a packing list to each Carnet ATA showing the exact gross weight and number of packages.

PERMANENT IMPORT – COMMERCIAL INVOICE

For all consumable material, eg. brochures and give-aways a separate commercial invoice and separate package is required.

IMPORTANT: Please email Meritex International all draft documents for approval before shipping.

- **CONSIGNEE INSTRUCTIONS**

Direct Air freight to UK (London Heathrow airport):

AIT Worldwide Logistics Ltd
Units 1-2 McKay Trading Estate,
Blackthorne Road, Colnbrook,
Berkshire, SL3 0AH

Notify:

"Name of Exhibitor"

OMC 2021 Ravenna

HALL / STAND NO: _____

c/o Meritex International

Direct Air freight to Italy (Bologna airport):

ADRIATIC AIR CARGO,
Via G. Di Vittorio 21B, 40013 Castelmaggiore (BO)
Tel. +39-051-7092222

Notify:

GOGEFRIN SPA

Mr. Sillian Rizzati / Mrs. Alessandra Pedrazzi / Tel : +39 045 8623094

"Name of Exhibitor"

OMC 2021 Ravenna

HALL / STAND NO: _____

c/o Meritex International

Important: Please send us AWB copy, flight details, copy of invoice / ATA Carnet / packing list in advance for approval.

- **DIRECT DELIVERIES TO OMC 2021**

During OMC 2021 build-up and break down period, access to the venue will be controlled at all times. Due to the venue regulations, in order to avoid congestion, the marshalling system will be in place for all vehicles delivering stand materials, supplies and exhibits.

All drivers must report to the MERITEX representative at the marshalling area and a ticket giving access to the area will be issued. The vehicles will be positioned in queues relating to each offloading dock and called forward once space is available.

Delivery address:

Exhibitor name / Hall / Stand N° _____ - OMC 2021
Palazzo delle Arti Mauro De André
Viale Europa, 1
48122 Ravenna

Notify:

Meritex International Freight Services

IMPORTANT: Please contact us in advance in order to book offloading time and equipment for all direct shipments arriving at the venue. Only Meritex International can provide mechanical handling and labour on site for OMC 2021.

- **ADVANCE RECEIVING WAREHOUSE**

Meritex, in conjunction with our local contractors, will provide full advance receiving facilities in Italy and UK. This will enable the shipment of materials to Ravenna well in advance of move in dates and ensure timely delivery to stand.

Delivery address in Italy:

COGEFRIN SPA,
Via Marabini 8
40013 Castelmaggiore (BO), Italy
Mr. Sillian Rizzati / Mrs. Alessandra Pedrazzi / Tel. +39 045 8623094

Notify:

"Name of Exhibitor" / OMC 2021 Ravenna / HALL / STAND NO: _____

Delivery address in UK:

Meritex International Freight Services Ltd
C/O DJG Warehousing, Unit 34, Grace Business Centre
Willow Lane Industrial Estate, Mitcham, Surrey, CR4 4TQ
Attn: Dan Sweet / Tel. +44 1392 454 999

Notify:

"Name of Exhibitor" / OMC 2021 Ravenna / HALL / STAND NO: _____

IMPORTANT: Please notify Meritex International for all direct shipments sent to the warehouse.

- **COURIER DELIVERIES**

All courier shipments must be sent on freight prepaid / Delivered Duty / VAT paid basis, including customs clearance and charges. Goods that are sent 'Freight collect' will not be accepted unless requested in advance.

Courier shipments sent directly to the Venue, can only be accepted from **23rd September 2021**. All shipments arriving prior this date must be addressed to Advanced receiving warehouse.

Please be aware that courier shipments above a certain weight and value cannot be customs cleared by the courier companies therefore a commercial invoice must travel with the goods for the import formalities, please contact Meritex International for more information.

Please note: If you send your shipment by courier, Meritex will not be responsible or liable for non-delivery, delays, or additional charges incurred.

- **PACKING AND MARKING**

All shipments for both import and re-export goods must be packed securely in weatherproof cases in order to withstand the handling and outdoor storage conditions. All packages should be easily opened and re-sealed.

All packing must be clearly labeled on two sides as below:

"Name of Exhibitor"
OMC 2021 Ravenna
HALL / STAND NO: _____
No. of box / Total no of boxes

- **INSURANCE**

Meritex International recommend that exhibitors insure their goods from door to stand and return. We are able to offer all risk insurance cover on request. Please contact us if you require a quotation.

- **PAYMENT TERMS**

Under our standard trading conditions, unless credit terms have been agreed in advance, invoices are payable immediately upon uplift of goods. Return consignments will only be released upon full settlement of account. Our terms and conditions require that all transportation, customs clearance and delivery charges be paid in advance unless other arrangements have been made by our international agents.