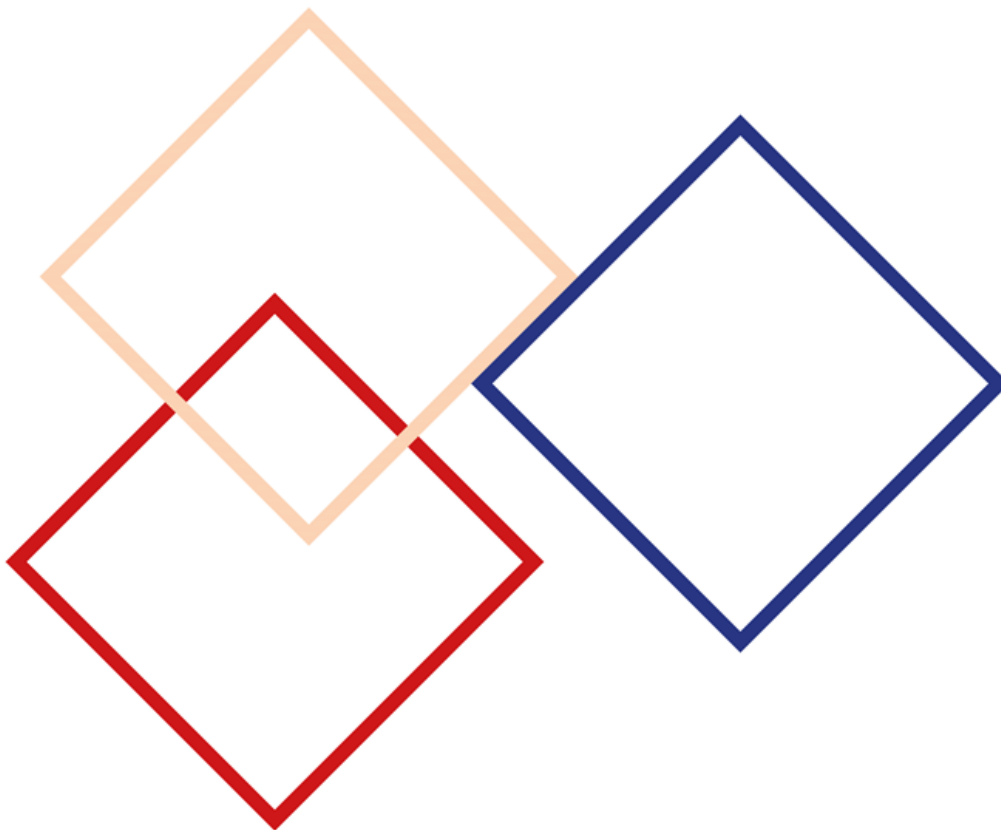


SHIPPING GUIDELINES & TARIFFS



AMB Ausstellungsservice und Messebau GmbH

Division Logistics
Messeplatz 1
AT – 8010 Graz

tel. +43 316 8088 150
e-mail: office@amb-logistics.at

AMB Logistics is the only official forwarder and customs broker allowed to operate inside the Venue of Graz.

1. CUSTOMS CLEARANCE INFORMATION & DOCUMENTATION

Documentation Dates:

All documentation need to be sent to AMB Logistics in advance and need to be approved before the shipment departure.

- Bill of Lading (for sea freights) or Airway bill (for airfreights) or CMR (road shipments)
- Pro-forma Invoice & Packing List
- All documents required depending on the nature of the goods. Please, contact us for more information.

Transports from Austria and Europe (EU)

For transports within Austria and the European Union, there are no specific regulations concerning the transportation. In case of self-transportation, AMB Logistics will need a notice of arrival and order confirmation for the delivery, including the preferred times of delivery, in order for you to get a time slot on-site.

Transports outside Europe (customs clearance required)

For transportations outside the EU, there are numerous customs regulations which have to be adhered. Fundamentally, following types of customs clearance are in application:

- **Permanent importation (payment of import duties & taxes)**

For marketing material, consumable goods, as well as goods meant to remain in the European Community, a permanent import clearance has to be done. It is mandatory to provide commercial invoice and packing list. Depending on the country of exportation, there may be additional regulations which have to be respected.

EORI number – If the customer/exhibitor doesn't have an EORI number yet they have to fill in, sign and stamp the attached EORI application form and send it back to us. We will forward that form to the responsible Austrian authority – free of charge. For more information about the EORI number please follow the link:

https://www.bmf.gv.at/zoll/fuer-unternehmen/eori-antragsverfahren/eori-antragsverfahren.html#Antrag_auf_Registrierung

- **Temporary customs clearance**

For exhibition material, which will be re-exported after the show, a so called temporary import customs clearance is intended to avoid payment to import duties – the customs clearance of exports will equally be effected by AMB Logistics after the event. Depending on the country of exportation, there may be additional regulations which have to be followed.

- **Customs clearance on ATA Carnet**

For exhibition material and stand building material, which definitively will be re-exported from Austria, a so called ATA Carnet, which is only designated for fairs and exhibition material, can be completed by the exporter. The ATA Carnet has to be approved by the chamber of commerce in the country of exportation and subsequently needs to be dealt with by the customs authorities. AMB Logistics will arrange all customs formalities needed! We are at your disposal for help and assistance any time.

2. Arrival deadlines

Transport Mode	Airport / Port / Terminal	Arrival Deadline
Airfreight	Graz (GRZ)	7 working days before desired delivery date
FCL Ocean Freight	Koper Seaport	10 working days before desired delivery date
LCL Ocean Freight	Koper Seaport	15 working days before desired delivery date
Truck (EU shipments)	Graz venue	2 hours before desired delivery to booth
Truck (non EU shipments)	Graz venue	24 hours before desired delivery to booth

All cargo arriving after above mentioned deadlines will be subject to a **50% Late Arrival Surcharge** with no guarantee for timely delivery. Delayed delivery does not waive the surcharge. Shipments arriving earlier, will be charged on-site storage fees as per official price list.

3. Consignment instructions

Documents such as Seaway Bill, Express Bill of Lading or Master Airway Bill must show following consignee and notify party:

Consignee:

AMB Ausstellungsservice und Messebau GmbH

Division Logistics

Messeplatz 1

8010 Graz, Austria

tel. +43 316 8088 150

office@amb-logistics.at

Notify:

Name of the exhibitor

Exhibitor's name

Hall No., Booth No.

4. Warehouse delivery

The goods can be sent by our clients to our warehouse or contract the transport services with us. The cargo can be stored in our warehouse up to 5 days before the beginning of the show and 5 days after the end of the show without any additional cost.

5. Case Marking

Please label each package/pallet individually and number each packages/pallet (1 of...Total / 2 of...Total /etc.). Must include the next information, attached you find the document to be used:

EXHIBITION NAME:

EXHIBITOR NAME: HALL & STAND NUMBER:

C/O AMB LOGISTICS

CBM & WEIGHT

PACKAGE NUMBER: X OF X

Forwarding Handling Rates

1. Forwarding and storage of groupage cargo

Storage of exhibits before the start of the exhibition incl. unloading at the warehouse, storage and removal from storage and delivery to booth each 100 kg (volume factor: 1 cubic meter = 333 kg)

€ 28,00

2. Forklift incl. driver

- a) Forklift up to 3,0 to per starting full hour
b) Forklift up to 5,0 to per starting full hour
c) Forklift up to 10,0 to per starting full hour

€ 95,00

€ 115,00

€ 135,00

to a) + b) travelling time and setup time: 0,5 hours per input
to c) the minimal calculation for forklifts incl. driver and travelling time is 2 hours

3. Forklift incl. driver – short service

till max. 20 minutes – incl. travelling time and forwarding agency fee

€ 85,00

4. Mobile cranes incl. driver

- a) Mobile cranes up to 30 to per starting full hour – m/m 4 hours
b) Mobile cranes up to 40 to per starting full hour – m/m 4 hours
c) Mobile cranes up to 40 to per starting full hour

€ 140,00

€ 150,00

on request

calculation per starting full hour – incl. travelling time and setup time

5. Truck incl. driver

Truck to 6,0 to capacity with tall lift per starting full hour
travelling time and setup time: 0,5 hours per input

€ 120,00

6. Manpower

- a) transport worker per starting full hour
b) Supervisor per starting full hour

€ 45,00

€ 55,00

to a) + b) travelling time and setup time: 0,5 hours per input

7. Equipment for rent

- a) manually pallet jack max. 2,0 to per starting full hour (Deposit: € 100,-)
b) mobile working platform

€ 20,00

on request

8. Empties storage / full good storage over the exhibition period

Collection from booth, storage and re-delivery to the booth:
(during weekdays within the normal working hours 08:00 – 17:00 o'clock)

empties storage, Minimal charges flat rate
per begun cubic meter

€ 250,00

€ 60,00

full good storage, Minimal charges flat rate
per begun cubic meter

€ 260,00

€ 70,00

9. Customs clearance of exhibitions good

- Preparation for the import transit customs clearance € 70,00
-Carnet ATA import or export customs clearance € 170,00
-Free up to 3 customs tariff numbers € 165,00
-Customs clearance up to 3 customs tariff numbers € 165,00

- Temporary import declaration up to 3 customs tariff numbers € 165,00
-Re-export customs declaration up to 3 customs tariff numbers € 165,00
-for each further tariff number € 15,00
-Bond Fee / Value of goods + 3,00%

10. Forwarding agency fee

forwarding commission for fair / exhibition
each working sheet

€ 55,00

11. SVS – Forwarders insurance

According to the valid bonus table of the SVS insurer

12. First floor surcharge

surcharge for mantling and dismantling, empties and full goods according to point 1) 8)

+25%

13. Overtime and surcharges

Charging for performances outside the normal office hours, overtime:

Monday – Friday	06:00 am – 08:00 am 17:00 pm – 20:00 pm	+ 25 %	Saturday	06:00 am – 21:00 pm	+ 50%
Monday – Friday	20:00 pm – 22:00 pm	+ 50 %	Saturday	21:00 pm – 12:00 am	+ 100%
Monday – Friday	22:00 pm – 06:00 am	+ 100%	Sunday + Holiday	12:00 am – 12:00 am	+ 100%

General terms / Notes

The forwarding rate for goods transported to and from the fair/exhibition/congress applies to all services rendered by the forwarding agent. The fair/exhibition/congress costs are based on the currently valid regulations, wages and fees and refer to a 5-day work week. The freight rate rare net prices. The VAT (value added tax) is added separately to the bill of conveyance in compliance with legal requirements.

The expenses for material planning and arrangements of the forwarding agent are covered by fair/exhibition/congress logistics and forwarding commission.

The liability of the official fair/exhibition/congress forwarding agent shall end with the placement of the exhibition goods in the exhibitor's stand, even if the exhibitor on his representative is not present. Delivery to the specified stand commences on the first official day of stand construction. In the case of a return transport liability shall not commence until the goods are actually collected from the stand even if the shipping documents have been issued previously at the office of the official forwarding agent. We do not assume liability for shipment, storage and packaging of goods which were not transported through our company.

Acceptance and storage of empties during an exhibition will be arranged only on specific request. Loaded pallets (full goods) have to be listed separately on the order. Additional insurance for the storage of empties and full goods can only be issued on special demand.

EMPTYES / FULL GOODS left at the fair/exhibition/congress halls after the official times for stand construction and dismantling shall be transported by the official fair/exhibition/congress forwarding agent upon the request of the fair organiser at the exhibitor's expense, even if no order has been received.

Complaints have to be sent to our office at the Fair Logistics Center in writing immediately after receiving the goods, oral complaints are not sufficient.

Transport insurance will reduce your risk and protect you from various liability limitation clauses. We are able to offer you tailor-made insurance coverage at a reasonable premium at your request.

Transport insurance RVS/SVS/LVS as well as forklift and liability insurance is generally issued for the value of your listed goods.

ATTENTION: It is necessary to disclose before the award of contract to AMB Logistics in writing, if you are listed as an RVS/SVS prohibition customer.

Payment for all forwarding services is based on the officially valid fair/exhibition/congress rate. Payment is strictly net and is due immediately upon receipt.

The Austrian General conditions for Forwarders (AÖSp) shall apply to all services rendered.

Place of jurisdiction shall be Graz.