



# EXHIBITORS' TECHNICAL MANUAL

Dear Exhibitor,

This Exhibitors' Technical Manual contains important information designed to assist you in preparing for the ICFL 22 Exhibition. Please read the information in this manual, carefully.

Please forward this manual to everyone who is working on this project, including your Booth builder.

The Exhibition will take place on the Third International Conference on Fatty Liver (ICFL 22), set to take place in Vienna, on 28 – 30 April 2022 in:

*Austria Center Vienna (ACV), Bruno-Kreisky-Platz 1, 1220 Wien, Austria*

For your convenience, the manual has been divided into sections:

**Section 1:** General Information

**Section 2:** Exhibition Floor Plan, List of Exhibitors

**Section 3:** Exhibition Services

**Section 4:** Technical Information

**Section 5:** Delivery Regulations and Instructions

Please do not hesitate to contact us for further information or assistance.

We look forward to welcoming you in Vienna and wish you a successful meeting and Exhibition.

Best Regards,

**Zornitza Marinova**

**Project Coordinator**

Email: [zmarinova@kenes.com](mailto:zmarinova@kenes.com)



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**Conference Organizer**

**Kenes International**

Rue François-Versonnex 7

1207 Geneva, Switzerland

Email: [reg\\_icle22@kenes.com](mailto:reg_icle22@kenes.com)

**Exhibition Manager and COVID officer**

Mrs. Zornitza Marinova

**Kenes International**

Tel: +359 895 760 579

Email: [zmarinova@kenes.com](mailto:zmarinova@kenes.com)

**Sponsorship and Exhibition Sales**

Nikol Karabelova

**Kenes International**

Email: [nkarabelova@kenes.com](mailto:nkarabelova@kenes.com)

Tel: +359 882 288 754

**Venue Address:**

**Austria Center Vienna (ACV)**

Bruno-Kreisky-Platz 1,

1220 Wien, Austria

Austria

[Website](#)

**Website**

For updated information regarding Conference, please visit the congress webpage:

<https://icfl.kenes.com/>

**Audio Visual Coordinator**

**SIMUL**

Tel: +49 (0)159 040 462 24

Email: [yaniv@simul-europe.com](mailto:yaniv@simul-europe.com)

[Website:](#)

**Registration and Accommodation**

Ms. Mariya Georgieva

**Kenes International**

Tel: +359 893 059 005

Email: [reg\\_ICFL22@kenes.com](mailto:reg_ICFL22@kenes.com)

**Shipping and logistics**

Bern Blum

**Merkur**

Email: [bernd.blum@merkur-expo.com](mailto:bernd.blum@merkur-expo.com)

Tel: + 49 175 5880 291

**BUILDER**

**SEG**

Mr. Ivaylo Alexiev

Email: [ivoal@seg.bg](mailto:ivoal@seg.bg)

Tel.: + 359 89 877 0977

[Website](#)



## SECTION 1: General Information

**Dates: 28-30 April 2022**

### Exhibition Related Contacts Table

Action Item	Deadline	Contact Person
Company profile	As soon as possible, not later than 25 March 2022	Via Kenes Exhibitor's Portal <a href="https://exhibitorportal.kenes.com">https://exhibitorportal.kenes.com</a>
Designed Booth Approval	As soon as possible, not later than 25 March 2022	
Text for Fascia (Shell Scheme stands only)	As soon as possible, not later than 25 March 2022	
Badge Order Available only after submitting company profile	As soon as possible, not later than 25 March 2022	
Information regarding booths delivery (for Space only)	07 April 2022	Mr. Bern Blum <a href="mailto:bernd.blum@merkur-expo.com">bernd.blum@merkur-expo.com</a>
Electricity *	07 April 2022	Mr. Ivaylo Alexiev <a href="mailto:ivoal@seq.bg">ivoal@seq.bg</a>
Shell Scheme Extras*	07 April 2022	
Furniture Rental*	07 April 2022	
Graphics/Signage *	07 April 2022	

\*List included

### Social Events at The Exhibition Area

You are cordially invited to the Welcome Reception which will be held in the Exhibition Hall on **28 April 2022 at 19:00 hrs.**



## SECTION 2: Exhibition Schedule, Exhibition Floor Plan & List of Exhibitors

### Exhibition Timetable – *subject to change*

<b>Move in and logistics</b>		
Door to door shipments	Please contact Merkur: Mr. Bern Blum <a href="mailto:bernd.blum@merkur-expo.com">bernd.blum@merkur-expo.com</a>	
Airfreight shipments		
Shipment via Advance warehouse in Germany	<b>No later than 21<sup>st</sup> of April</b>	
Exhibition goods - Direct deliveries to Congress venue	Subject to time slot	
<b>Set up</b>	27 April 2022 For all Stands	08:00-18:00
<b>Decoration Only</b>	28 April 2022	08:00-09:30
<b>Exhibitions Opening Hours</b>	28 April 2022	15:00-20:00 (end of Welcome Reception)
	29 April 2022	10:00-19:00
	30 April 2022	09:30-13:15
<b>Dismantling / Breakdown</b>	30 April 2022	14:30-18:00

Dismantling of the stands before the official hour is not permitted.

### Please Note:

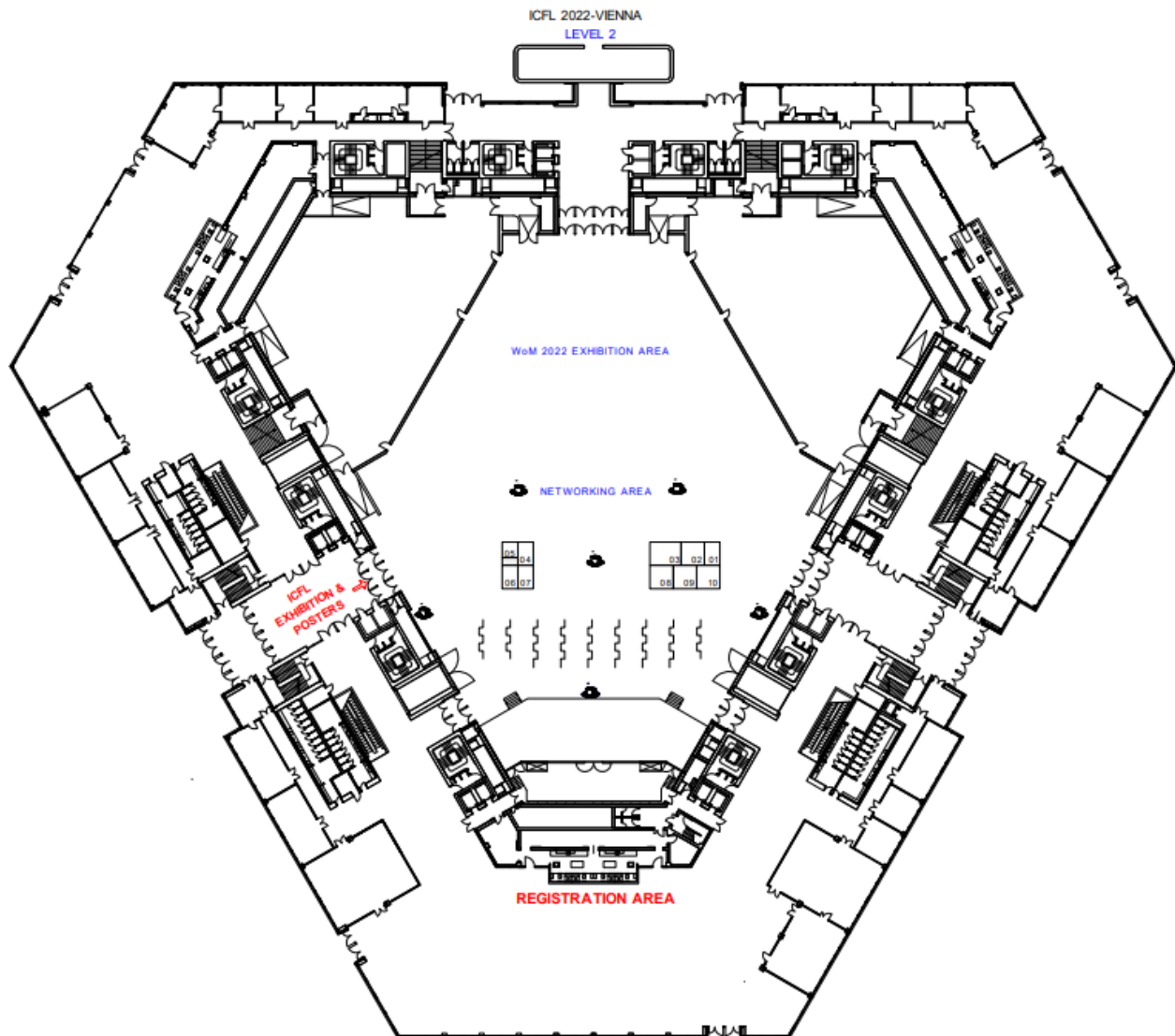
- Empty crates and packaging material must be removed after set-up and no later than **17:00 hrs. on 27 April 2022**
- All aisles must be clear of exhibits and packaging materials for cleaning.
- Any equipment, display aid or other material left behind **after 18:00 hrs. on 30 April 2022** will be considered discarded and abandoned. Any charges incurred for waste removal will be sent to the exhibitor.

### Off Exhibition Information

Please do not leave any visible valuable items at your stand. In addition, please consider hiring extra security for your Booth before\after Exhibition Operating hours.



## Exhibition Floor Plan





**List of Exhibitors** (as of 16 March 2022)

<b>Company Name</b>	<b>Booth No</b>	<b>Booth Size</b>	<b>Booth Type</b>
Novo Nordisk	01	6 sq.m	Shell Scheme
Thera Technologies	04	6 sq.m	Shell Scheme
Pandorum Technologies	05	4 sq. m.	Shell Scheme
Apollo Endosurgery	07	6 sq.m	Shell Scheme
Madrigal Pharmaceuticals	08	9 sq.m	Shell Scheme





### **SECTION 3: Exhibition Services**

#### **Exhibitors' Badges**

All exhibitors are required to be registered and will receive a badge displaying the exhibiting company name. Individual participant names will not appear on badges in order that they may be used interchangeably between staff members.

Exhibitor badges will be given as per your contract.

Any additional exhibitor's badges will be charged an exhibitor registration fee **EUR90**

The Exhibitors badges allow access to the exhibition area, catering and Welcome Reception.

Additional Exhibitor badges can be ordered online via the Exhibitor's Portal:

<https://exhibitorportal.kenes.com>

Please make sure that your Company Profile has been submitted **before** placing an order

**Deadline: 07 April 2022**

Each exhibitor will be contacted with login details to access the Exhibitor's Portal.

All personnel are required to wear badges to access the Exhibition. Company representatives not wearing their badges will not be allowed to access the Exhibition. Company name badges are for the use of company personnel for Booth manning purposes and should not be used by companies to bring visitors to the Exhibition. Exhibitor badges will not be mailed in advance and may be collected from the onsite registration desk.

#### **Access for Deliveries**

Please be advised that neither the Organisers nor the venue can accept deliveries on an exhibitor's behalf. All arrangements for cost and handling must be made with Merkur:

Bern Blum

Email: [bernd.blum@merkur-expo.com](mailto:bernd.blum@merkur-expo.com)

Tel: + 49 175 5880 291

#### **On Site Exhibition Manager and COVID officer**

If you need the Exhibition Manager on-site, please contact congress registration desk.

Prior to the congress, if you have any queries regarding your participation at ICFL 22 please feel free to contact the Exhibition Manager:

**Mrs. Zornitza Marinova**

**Kenes International**

Tel: +359 895 760 579

Email: [zmarinova@kenes.com](mailto:zmarinova@kenes.com)





## SECTION 4: Technical Information

### Space Only Booths

Exhibitors using independent contractors are required to submit the following for the organizer approval:

1. A scaled drawing (scaled 1:200 DWG), including elevation views of the proposed Booth to be built.
2. Utility connections: electrical, gas, air, water and drainage - a list of all appliances
3. The name and contact details of their construction company.

Please submit the files through the Kenes Exhibitor's Portal:  
<https://exhibitorportal.kenes.com>

Each exhibitor will be contacted with login details to access the Exhibitor's Portal.

### Deadline: 01 April 2022

- All exhibits are to be displayed to avoid blocking aisles, obstructing adjoining stands, or damaging the premises.
- Exhibitors are kindly requested to allow sufficient see-through areas that ensure clear views of surrounding exhibits.
- Construction finish must be perfect in all the stand's visible areas, including rear sides.
- No shell scheme Boothfitting or display(s) may exceed a height of 2.5M or extend beyond the boundaries of the site allocated. This includes company names, advertising materials and logos provided by the exhibitor.
- Advertising on the boundary with other stands is prohibited.
- Multilevel structures are not permitted.
- The **maximum building height** for the top of all elements in the stands is **2.5 meters**.
- **Ceiling Rigging** is not permitted
- Shell Scheme/ and space only booths do not include electricity and electrical connections. For electricity, please contact

**Mr. Ivaylo Alexiev**

E-Mail: [ivoal@seg.bg](mailto:ivoal@seg.bg)

Tel.: + 359 89 877 0977

- The Organizers will not approve stands that do not comply with the accepted standards until the necessary changes have been made.
- If you require additional Booth equipment (Furniture, Graphics, etc.), please contact:



**Mr. Ivaylo Alexiev**

E-Mail: [ivoal@seg.bg](mailto:ivoal@seg.bg)

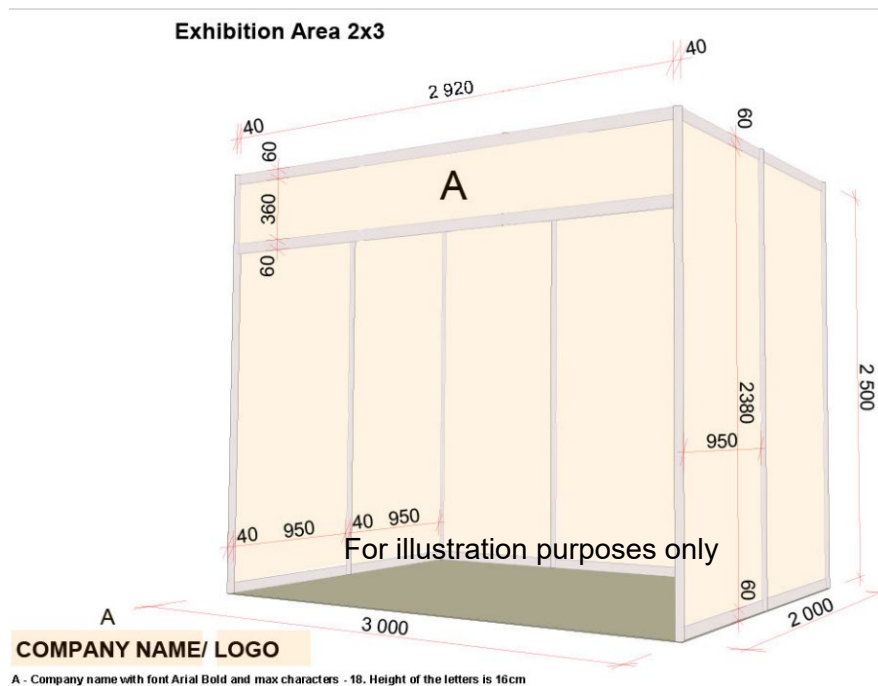
Tel.: + 359 89 877 0977

### Shell Scheme Booths

To ensure the smooth and efficient installation and dismantling of your Booth, an official Booth Contractor has been appointed (See SECTION 5: official contractors).

Shell Scheme which has been pre-booked with Kenes includes the following:

- 2.5m high, white infill panels
- Fascia with one company name
- Carpet



### Booth Package does not include:

- Furniture
- Booth cleaning

### Fascia Sign

Please submit your fascia order by **01 April 2022**

You can submit your design/Facia on the Exhibitors' Portal:

<https://exhibitorportal.kenes.com>

Each exhibitor will be contacted with login details to access the Exhibitor's Portal.



If text for your fascia is not received by this date, we will provide you with a fascia title as per your application form.

If you wish to print your logo on the board, instead of the name or in addition to the name, this can be ordered at additional cost via the official contractor.

### **Technical Information and Regulations for Shell Schemes Booths**

- All basic shell scheme Booths will be designed and built by the Official Booth Contractor
- Exhibitors are not allowed to make any alterations to the structure of the Booths or remove any integral parts from the Booths. Exhibitors wishing to remove or change the location of any standard equipment (e.g. spotlights) within the Booth should indicate clearly on the location plan and forward it together with clear instructions to D&P Company.
- No shell scheme Booth-fitting or display(s) may exceed a height of 2.5 m. or extend beyond the boundaries of the site allocated. This includes company names, advertising materials and logos provided by the exhibitor.
- No painting is allowed, no usage of nails or screws.
- Double sided tape can be used to affix lightweight items.
- No tape, nail or fixture of any kind is allowed to be affixed to the partitions, floor, ceiling or fascia.
- Exhibitors are liable to any damage caused to their Booth fixtures, fittings at the fair.

### **Exhibition Area**

The Exhibition is being held in Hall A, Level 2

### **Floor**

The floor in the Exhibition Hall is wood.

No adhesive stickers and fixtures of any kind are allowed on the floor.

There are no water connection /sewage facilities within the Exhibition Hall.

### **Pillars**

There are no pillars in the Exhibition Hall (please refer to the above floor plan).

### **Raised floor/Platform**

The general height may not exceed 100mm. However, please note that if your Booth has a platform higher than 4.5 cm, you are required to provide a ramp for disabled access

### **Build-Up Height**

- The Exhibition area has a low ceiling height.



- **The maximum building height** for the top of all elements in the stands is **2.5 meters**
- Shell scheme stands build up is **2.5m**

Exhibitors who will have stands higher than the maximum permitted height will not be allowed to set-up their stands.

### **Ceiling Rigging**

For Ceiling hanging please contact **Constanze Huber**; e- mail: [constanze.huber@acv.at](mailto:constanze.huber@acv.at)

### **Electricity and Electrical Installations**

According to the regulations, the electrical installations for the exhibition will only be connected to the power supply after being checked and approved by the official contractor.

Only the official contractor is authorized to provide the electrical switchboard for the power points. Thus, every exhibitor should order an electrical switchboard from the official contractor and to pay for the electrical consumption according to his power needs.

For electricity and electrical installations on your stand please contact:

**Mr. Ivaylo Alexiev**

E-Mail: [ivoal@seg.bg](mailto:ivoal@seg.bg)

Tel.: + 359 89 877 0977

### **Internet & Wi-Fi**

A free Wi-Fi access will be provided to all visitors, suitable for basic web browsing.

Name: ICFL22

Password: icfl2022

### **Security**

Neither the organizers nor the hotel can accept responsibility for security of the stands and their contents or damage to and theft of any goods. Exhibitors are responsible for the security of their Booth and equipment.

Individual Booth security may be ordered.

### **Booth Cleaning**

The Organizers will arrange for general cleaning of the Exhibition premises (excluding exhibits and displays) prior to the opening of Exhibition and daily prior to opening thereafter.

### **Waste Removal**

Exhibitors are responsible for the removal of all refuse/waste from the Exhibition area.

Any discarded waste, including promotional material, left behind will be removed by the organizers at the expense of the exhibitor concerned.

### **Rules and Regulations -*Binding for all exhibitors and their subcontractors***

### **Children/Animals**

No person under the age of 16 years can be admitted to the Exhibition, either during Build-Up, Open Days or Breakdown. This rule also applies to Exhibitors' children and must be rigidly



enforced to comply with the safety regulations of the exhibition. It is also not permitted to bring animals into Venue.

#### **Build-Up & Dismantling Period**

During the period of build-up and dismantling, it is prohibited to consume alcoholic beverages in the working area as well as to perform work under the influence of alcohol and drugs.

The Exhibitors and contractors are required to wear the necessary personal protective equipment such as safety footwear, protective helmets, eye protection, and hand protection required by the specific work activity.

#### **Damage to the Building**

Exhibitors are liable for all damage caused to floors, walls, and pillars during the installation, Exhibition, and dismantling periods. No adhesive stickers and fixtures of any kind are allowed on floors, walls, and pillars.

#### **Disposal of Material**

It is obligatory to collect and dispose of all material during the build-up or dismantling of the event.

When the dismantling period is over, the exhibitor loses any right to claim losses or damage to property left behind. Any costs incurred by the venue in removing this property will be charged to the exhibitor.

#### **Fire Regulations**

Booth material and fittings must be non-flammable or impregnated with fire-retardant chemicals. As a general rule, easily inflammable synthetic substances, foam polyester, and no fireproof straw and reeds are prohibited.

#### **Fire Insurance (compulsory)**

Exhibitors must be insured against fire.

#### **Health & Safety**

- It is the responsibility of the Booth holder to ensure the health, safety and welfare of all employees, contractors and visitors as far as is reasonably practicable throughout the event and to follow the currently acting COVID measures.
- It is recommended that the Booth holders appoint a supervisor for the stand, with the specific responsibility for ensuring the health & safety of their staff and Booth builders. It is advisable that a Risk Assessment is completed for the Booth and submitted to the Organizer.
- The COVID officer for the congress is Mrs. Zornitza Marinova, email: [zmarinova@kenes.com](mailto:zmarinova@kenes.com), mob: +359 895 760 579
- We follow the COVID safety regulations concerning conferences very strictly and publish regularly changes on our website. As the regulations change from day to day, please follow our travel safe page.



### **Hanging of Posters, Banners etc.**

Hanging of posters, banners or decals, stickers or similar items, on the walls, floors, ceilings, or pillars within or outside the installations of the venue are not allowed without a prior written authorization.

### **Insurance (compulsory)**

While every reasonable precaution will be taken to protect the exhibitors' property while on display at the Exhibition, it must be clearly understood that the organizers, the management of the venue and the official contractors can accept NO liability for any loss or damage sustained.

You are also responsible for insuring against any legal liability incurred with respect to injury or damage to property belonging to third parties. In addition to this, you should protect your expenditure against Abandonment and Cancellation or curtailment of the event due to reasons beyond our control.

### **Liability**

Companies are responsible for all property damage as well as any loss or injury caused by their property, agents or employees. Companies will indemnify the organizers against all claims and expenses arising from any damages.

If for any reason whatsoever the Exhibition needs to be abandoned, postponed, or altered in any way, either in whole or part, or if the organizers find it necessary to change the dates of the Exhibition, the organizers shall not be liable for any expenditures, damages or loss incurred in connection with the Exhibition.

The organizers shall further not be liable for any loss which the Exhibition or Exhibition contractors may incur due to the intervention of any authority which prevents or restricts the use of the venue or any part thereof in any manner whatsoever.

### **Promotional Activities**

- All demonstrations or instructional activities must be confined to the limits of the Exhibition stand.
- Advertising material and signs may not be distributed or displayed outside the exhibitor's stands.
- Sound equipment must be regulated and directed into the Booth so that it does not disturb neighboring exhibits.
- Exhibition Management reserves the right to require the exhibitor to discontinue any activity, noise, or music that is deemed objectionable.





### **Special Effects**

Special effects lighting, live music, smoke and laser projection may not be used in the stands. No permission will be given for projection in the aisles or on the walls of the hall.

### **Smoking Policy**

The ICFL22 is non-smoking congress.

**Participation by exhibitors is dependent upon compliance with all rules, regulations and conditions stated herein.**

### **SECTION 5: Delivery Regulations and Instructions**

Merkur Expo Logistics GmbH has been appointed the official forwarding agent and clearance agent for all Kenes congresses. We offers the following services: customs clearance, delivery to the booth, freight forwarding, manpower & trolleys for un-loading/loading during build-up and dismantling, storage of empty crates, transportation to and from the Exhibition Hall.

For security, insurance, and efficiency reasons, Merkur Expo Logistics is the sole official agent to handle cargo inside the venue. Booth builders are prohibited from using trolleys during set-up and dismantling periods.

Kindly note that Merkur the official agent is the exclusive agent for move in and move out of the venue.

Exhibitors and booth builders are free to deliver their goods or to pick their goods up from outside

the venue. Those who use their own facilities up to the venue are requested to coordinate their time schedule and unloading of their cargo into the venue with Merkur .

### **Covid 19 - Health and Safety for your experience**

Exceptional times call for exceptional safety measures. That is why we have been working with instructions to create a multi-layered safety approach. We are adapting as necessary whilst leading the move in/ out

Please inform Merkur, who will be your main contact person.

This person will be responsible for your stand onsite

**Please make sure to get final Instructions and regulations close to congress date.**

**Involve Merkur in your planning your timetable and needs.**

### **Contact Details:**

Merkur Expo Logistics

Contact: Irit Sofer

Mobile: +972 – 52- 8890129





E-mail: [irit.sofer@merkur-expo.com](mailto:irit.sofer@merkur-expo.com)

Bernd Blum

Merkur Projekt Manager

Tel.: + 49 (0) 6173 966 95 11

Fax.:+ 49 (0) 6173 966 95 29

Cell: + 49 (0) 175 5880 291

@: [Bernd.Blum@Merkur-expo.com](mailto:Bernd.Blum@Merkur-expo.com)

**Please note these important dates:**

Due to Covid make sure to get update instruction closer to the congress

**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**

Please contact Merkur for instructions

**IMPORTANT !!!** Please do not send any airfreight shipment unless you receive very specific instructions for invoices, packing list, etc.

**3. Shipment via Germany Advance Warehouse**

Merkur Expo Logistics GmbH

c/o Gebr. Thomaidis GmbH

Joseph-Bautz-Straße 19

63457 Hanau - Germany

Congress name        ICFL Vienna

Name of Exhibitor \_\_\_\_\_

Stand no. \_\_\_\_\_

Attention for all shipments we need a full pre-advice in advance Please send your full pre-advice to Merkur

Shipments with insufficient information's or missing pre-advice might be delayed

**4. Direct Deliveries to Congress Venue**



### Domestic Cargo / full load trucks

#### Delivery Address:

Austria Center  
Bruno-Kreisky-Platz 1,  
1220 Wien, Austria

For delivery direct to the venue, please make sure to send time slot request No later than 3 working days prior to delivery .Please contact Merkur for final Covid regulations

### **5. Courier Shipments**

please be sure to send us a pre-advise with the full details of the shipment: courier company, number of pieces and tracking number. Please be aware, that we highly recommend routing the shipment via our warehouse in Vienna which will occurs extra charges

*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.*

### **6. Shipment Categories – labels**

All shipments must be packed, labeled, and sent according to the appropriate category (see below). Please do not mix different types of shipments in one box.

Labels for the below will be send upon request

**Insert-for participant bags**

**Display**

**Exhibition goods**

### **7. 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.

### **8. 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.

### **9. 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.

## **10. Payment terms**

### Terms of Payment

1. Invoices will be sent by e-mail only.
2. The invoicing is per shipment.
3. Full payment of the incoming handling charges must be received prior the delivery to the booth.
4. The outgoing handling charges are payable immediately after receipt of our invoice.
5. Payment can be made, by credit card ( AMEX, VISA and MASTERCARD ) or by wire transfer. Personal or foreign cheques are not acceptable.
- 6 .vat will be added
7. 1,5% interest per month will be charged on overdue payments

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. Any services not outlined in the attached tariff will be quoted on an individual basis.

Please notify “ Merkur” immediately about any requirements relating to invoices.

**Please note that all payments are in €.**

## **11. Terms and conditions**

All orders are accepted exclusively on the basis of the local & German forwarders terms and conditions (ADSp).

DATE: \_\_\_\_\_

Dear Exhibitor / Stand Builder / PR Company,

Please return the below form fully filled in to Merkur

E-mail: [bernd.blum@merkur-expo.com](mailto:bernd.blum@merkur-expo.com)



**a Pre advise - Material handling form**

<b>Congress name</b>	ICFL Vienna
<b>Exhibitor name</b>	
<b>Stand #</b>	

**b Shipment information**

<b>Service requested</b>		
<b>Door to Door</b>	<b>Germany Advance Warehouse</b>	<b>Direct to Venue</b>

<b>Shipper's name</b>	
<b>Invoicing address &amp; VAT No.</b>	
<b>Tel #</b>	
<b>Purchase order #</b>	
<b>Truck size</b>	
<b>Courier tracking #</b>	
<b>Airway bill number (AWB #)</b>	



<b>Number of pieces</b>	
<b>Weight in Kg</b>	
<b>CBM</b>	
<b>7.5-ton truck</b>	
<b>Full load 13.6 truck</b>	



**c Payment details**

This is to confirm that the payment for handling the above cargo will be covered by our company.

**Payments by credit card additional 3.00 % service fee will be added for AMEX 3.5%.**

**We cannot guarantee services for any cargo arrival without a pre-advise and payment confirmation!**

**Inserts  
Via Germany Warehouse**

Domestic Cargo / Courier Shipments

Exhibitor or Company  
Name

Stand/Booth No.

Contact Person

Merkur Expo Logistics  
GmbH

c/o Gebr. Thomaidis GmbH  
Joseph-Bautz-Straße 19  
63457 Hanau Germany

**Congress:**

ICFL

Box No. \_\_\_\_\_ of \_\_\_\_\_



## EXHIBITION GOODS Via Germany Warehouse

Domestic Cargo / Courier Shipments

Exhibitor or Company  
Name

Stand/Booth No.

Contact Person

Merkur Expo Logistics  
GmbH  
c/o Gebr. Thomaidis  
GmbH  
Joseph-Bautz-Straße  
19  
63457 Hanau  
Germany

**Congress:**

ICFL 22

Box No. \_\_\_\_\_ of \_\_\_\_\_





## EXHIBITION GOODS

For the Exhibitor's Stand Only

Exhibitor Name

Stand/Booth Number

Contact Person

Mobile Phone

**Direct to Venue**

Austria Center  
Bruno-Kreisky-Platz  
1,  
1220 Wien, Austria

**Congress:** ICFL

Box No. \_\_\_\_\_ of \_\_\_\_\_



## EXHIBITION GOODS

### Air freight

Exhibitor or Company Name

Stand/Booth No.

Contact Person

Mobile Phone

C/O Merkur expo logistics

Eschborn,

Germany 65760

Tel.: +49 6173 966 95 11

Att: Mr Bernd Blum

Congress:

ICFL

Box No. \_\_\_\_\_ of \_\_\_\_\_