



Shipping Instructions

Introduction

Merkur Expo Logistics GmbH have been appointed as official forwarder and customs clearance agent for **ICASSP 2014** in Firenze. The Fortezza da Basso is located in the city center of Firenze. For safety and time reasons no other contractor will be permitted to operate the lifting into the venue. The range of services provided by Merkur Expo Logistics include:

- Transport, national or international
- Access permission for trucks
- Temporary or permanent customs clearances
- Coordination of deliveries, delivery time slot management
- Unloading, delivery to exhibition-stands, forklifting
- Storage of empty boxes and crate during the event
- Storage for brochures/give-away items during the event with delivery service to stand
- Perishable Storage for Beverages on request
- On-site assistance and super-vision
- Other Services on request

This shipping manual will assist your preparation for the correct and timely dispatch of exhibits to Firenze. Please follow the instructions closely.

Important Notes

All shipments sent to ICASSP 2014 must be preadvised with the attached order form sheet.

Due to the restricted area, the limited space and the tight time-schedule all unloading operations are strictly operated by Merkur Expo Logistics only. Trucks have to request an access permission and time slot for unloading / loading and need to leave the loading area immediately after the process is finished. Please request your preferred loading time slots by sending the "Freight & Loading Form" to Merkur Expo Logistics until **21st of April 2014**. You may also use this form to request freight services. Please dispatch your trucks arriving according to the pre-arranged time of arrival.

Trucks arriving after the loading time must face waiting time until the next free time-slot is available. In general waiting time may occur for which Merkur cannot be held responsible.

Please note that we consequently discourage from the usage of courier services for exhibition shipments!

All courier services have serious problems to guarantee an in-time delivery of shipments especially when it is related to customs clearance. Please bear in mind that many suppliers of printed matters offer deliveries by using courier services. We will not overtake any reliability for lost or delayed shipments sent by courier companies. Please get in contact with us at any time to find safer and keen solutions for your shipments.



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Important Dates

Build Up:	05.05.2014 / 13.00 – 18.00
Break Down:	10.05.2014 / 08.30 – 17.00
Access Permission / Time Slot Request:	21.04.2014
Arrival domestic deliveries Firenze:	05.05.2014 / Time-Slot required
Arrival International Shipments by truck:	28.04.2014 / Advanced Receiving Warehouse Germany
Arrival Airfreight Airport Frankfurt:	21.04.2014
Arrival Seafreight Port Hamburg:	14.04.2014

Please note that shipments arriving later than above mentioned are subject to late arrival surcharges of 25 %

Labeling (Bag Inserts / Stand Material) and Packaging

All shipments, direct or to our advance receiving warehouse must be labeled with an appropriate label, which you find attached to this manual. Please do not use any other labels than the attached and separate Bag Inserts, Exhibition Material and Promotional Material as well as temporary and definitive material strictly.

All goods must be delivered on pallets and in sufficient packaging.

Merkur will unload all vehicles by forklift, and will deliver to stands. It is essential therefore that all goods are safely packed and comply with the sizes detailed above. Merkur will not overtake any liability for damages caused due to insufficient packages.

Shipping Instructions

Road Freight

Groupage / Courier Shipments

All exhibit material / shipments (except full loads of stand-material) must make use of the advance receiving warehouse. Shipments will be accepted by the advance receiving warehouse from **21.04.-28.04.2014**.

Please consign your shipment to:

Schmidt Peterslahr
c/o **ICASSP 2014 Firenze**
Att: Merkur Expo Logistics GmbH
Exhibitor / Boothnumber / Bag Inserts Only / Sponsor
Auf dem Hühchen 2
56587 Oberhonnefeld
Germany

From our warehouse in Germany we are organizing an exclusive groupage trucking just for **ICASSP 2014**. So we can guarantee an coordinated, in-time, delivery up until the stand.



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Full Load Trucks / Part Load Trucks / Direct Deliveries to venue

All arriving trucks must request a time-slot at Merkur Expo Logistics by using the "Freight & Loading Form" sheet attached. You will get back the permission, connected to the specific time-slot and your truck. Please request your time slot up- until **21.04.2014**.

Please address your direct deliveries to:

*ICASSP 2014
Fortezza da Basso
C/o Exhibitor / Booth Number
Viale Strozzi
IT 50129 Firenze*

International Shipments by Air- or Seafreight

We highly recommend the use of our specialized, local agents for arranging transport and customs clearance. Please get in contact with us and we connect you with one of our agents in your specific country.

Every arriving shipment must be preadvised with B/L / AWB, Customs Documents and Shipping informations by using the "Freight and Loading Form" (no need for an time-slot request). Please send your preadvise 5 working days before arrival of shipment by latest.

Consigning Adress for AWB / B/L:

Merkur Expo Logistics GmbH
C/o **ICASSP 2014**
Rheinstrasse 2
65760 Eschborn
Germany

Airport of arrival (AIR) FRA / Frankfurt, Germany
Port of arrival (SEA) HAM / Hamburg, Germany

Customs Clearence

Temporary entries (goods returning to origin after the show):

- Carnet ATA for temporary imports , min. 4 Packing Lists attached
- Commercial Invoice (separated from permanent entries) , 4 copies
- Packing list, 4 copies



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All exhibits / material entered under temporary importation are subject to control and examination by Italian customs for Inward and Outward movements. Goods under temporary bond cannot be sold during the show, any sale operation must be reported to Italian Customs Authorities, otherwise heavy penalties might incur. Please contact us in the case you intend to sell any temporary goods.

Permanent entries (goods to be consumed during the show):

We can clear on definitive basis consumable materials such as brochures, giveaways and other promotional materials. The following documents are needed for the customs clearance:

- 4 Originals of Proforma Invoice / packing List in English, showing: No. of units / weights / sizes / total no. of boxes / values / full description of items in English, including serial number, model and customs code nr. (Brussels Nomenclature)
- Please issue separate Invoices for Temporary Importation (Exhibits) and Permanent Importation (Consumables & advertising material).

Proforma-Invoices must be addressed to :

Merkur Expo Logistics GmbH
C/o **ICASSP 2014**
Rheinstrasse 2
65760 Eschborn
Germany

- Certificate of Origin (Form A / EUR.1) if applicable

You may use the attached template. Temporary & permanent material must be packed separately, in different boxes.

Restricted products:

The following products are restricted and need special requirements and health certificates:

- pharmaceutical products
- any kind of food or beverages
- dangerous / hazardous products

If you are planning to ship food from a non-EU-country please get in touch with us at least four weeks prior to the opening of the congress.



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Storage

Empties

Empty boxes and packing material will be collected and safely stored during the show. All boxes should be strong enough to unpack and re-use them after closure of the congress. The empties will be stored outside the congress-centre and are not accessible after collection. Merkur Expo Logistics cannot be held responsible for any material damaged or lost inside the empties.

Accessible Storage

If you require assessable storage of promotion material please let us know seven days prior to the opening of the congress. Small quantities of storage material can be handed over to our on-site staff.

Temperature Controlled Storage (+4°C / -18°C)

If you require assessable storage of promotion material please let us know seven days prior to the opening of the congress. Small quantities of storage material can be handed over to our on-site staff.

Charges for handling of empties are mentioned in the service manual under point 3. Accessible storage and temperature controlled storage on request.

Insurance

We strongly recommend that all exhibitors arrange insurance coverage to include transit to and from the exhibition, whilst on display and in storage. Please note that Merkur Expo Logistics do not insure automatically unless asked to do so in writing. Please note that it is the exhibitors' responsibility to ensure that if goods are left on the stand, adequate security measures are taken to ensure the security of such items. Merkur Expo are not liable for any losses, theft or pilferage.

Basic Conditions of Contract

All services will be billed according to the official ICASSP 2014 Forwarding & Handling Tariff.

All work undertaken is subject to the Italian Forwarders terms and conditions, CMR, newest edition, ADSp trading terms and conditions latest edition and the Merkur Expo liability policy, in conjunction with the conditions and rates for trade fair transportation.

The liability of Merkur Expo ceases with delivery and commences with collection of freight at the exhibition stand. It is the exhibitors responsibility to ensure the security of material until collected from the stand by Merkur Expo Logistics.

The logo for ICASSP 2014 features a stylized 'C' composed of several overlapping, curved segments in shades of blue, green, and yellow. To the right of this graphic, the text 'ICASSP 2014' is displayed in a large, bold, sans-serif font. 'ICASSP' is in white, and '2014' is in orange. Below this, the full name of the conference, 'IEEE INTERNATIONAL CONFERENCE ON ACOUSTICS, SPEECH AND SIGNAL PROCESSING', is written in a smaller, white, all-caps sans-serif font.

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No unauthorised credit will be accepted. Our invoices will be due immediately after issuance without any further notice. Customers not known to us or with whom we have not agreed any terms of payment, will be asked to pay our expenses before the event starts or on-site during the event and before return shipping of their exhibits.

Contact Details:

For all exhibitors or suppliers:

Merkur Expo Logistics GmbH

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