



The 22nd World Congress on Controversies in Obstetrics, Gynecology & Infertility (COGI) Budapest, Hungary - September 17-19, 2015

Hermes is an all-inclusive door to door service company. It is the only official on-site agent nominated to handle all in/out shipments that arrive for the **COGI Congress** which will take place on September 17-19, 2015.

All cargo/shipments will be moved in/moved out from the venue only via the official nominated agent.

On-site Handling

Please note that you may use any transport company outside of the venue. However, no other company is permitted to deliver, operate or handle goods inside of the venue.

Contact Details:

Hermes Exhibition and Project

mottyw@hermes-exhibitions.com

Motty Wizman: M +972- 52 6021958

Please note these important dates:

<u>DEADLINE:</u>	<u>SERVICE</u>
September 2, 2015	Door to door shipments ready for pick up in Europe
September 2, 2015	Air freight shipment to CDG airport
September 11, 2015	Shipment via Budapest warehouse, <u>customs cleared</u>
September 17, 2015 at 08:00	Exhibition goods - direct deliveries to the venue

Air freight shipments

IMPORTANT!!! Please do not send any air freight shipments unless you receive specific instructions for invoices, packing list, etc.

Shipping via warehouse

Schenker Ltd.

Leshegy utca 30., Szigetszentmiklós, Prologis Park Budapest –
Sziget, 2310-Hungary

c/o **COGI Congress**

"Name of Exhibitor"

"Stand Number"

Direct deliveries to congress venue

Domestic Cargo /Courier shipments / Full load trucks

September 17, 2015 at 08:00 with advanced notification sent to the organizers

Address:

Syma Event and Congress Centre

Dózsa György str. 1.

H-1146 Budapest

Courier Shipments

It is not recommended to use a courier service for shipping your goods to the congress venue. If you choose to send a courier shipment, please be sure to notify us in advance with all of the shipment details. This includes the name of the courier company, number of pieces and tracking number.

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 the shipment is dispatched. There will be a surcharge of 100% for handling this kind of shipment.

Insurance

All goods must be fully insured with all risk coverage. Insurance can be provided upon request. Please note that we cannot take any responsibility for the goods after they have been delivered to the exhibitors stand regardless of whether the exhibitor is present or not.

Heavy & oversized shipments

A heavy and oversized shipment applies to any single exhibit in excess of 1000kg and 5CBM 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 on-site operations.

Pre alert & Payment terms

In order to ensure move in/out of your shipment(s), please complete the pre-alert document and sign the attached material handling form/payment confirmation and return it to us. Please note that your signature will be used as a 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 prior to the congress. In the event that an invoice is not paid, the shipments will be held in storage until all invoices are paid in full.

Please note that all payments are in Euros (€).

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

Terms and conditions

All orders are accepted exclusively on the basis of the local forwarder's terms and conditions (ADSp).



Exhibitors' Tariffs

Stand construction, exhibit items, promotion material
The below rates are based on the following 1 CBM=300 KG

Via advance warehouse

A shipment that arrives at the warehouse will be handled in the following way:

- Delivery to the warehouse
- Storage
- Pick-up from storage and transfer to the venue
- Unloading and delivery to the final destination

Handling tariff	In €
Min charge	218.00
Each CBM or part of (each CBM=330 KG)	95.00

Goods delivered directly to the venue

Shipments arriving at the venue will be unloaded and delivered to the final destination.

Handling tariff	In €
Min charge	185.00
Each CBM or part of (each CBM=300 KG 1 LDM = 4 CBM)	80.00
Full load trucks 7.5	860.00
Full load trucks 13.6	1800.00

Additional charges

Handling tariff	In €
Handling of empty cases (per CBM Min 2 CBM)	80.00
Forwarding commission and on-site supervision (per shipment)	130.00

For air freight shipments, please contact Hermes for a quotation.

Remarks

- The above rates are for move in/move out
- Services that are not mentioned above are subject to a rate offer
- Surcharge on total charges move in/out:
 - 17:00-24:00 additional 50%
 - 24:00-08:00 additional 50%
 - Weekend & Holidays additional 100%
- Each CBM will be charged as full CBM

Above rates are subject to VAT for permanent shipments & EEC customers.



Logistics services for INSERTS

Do not mix insert material with other material, such as display or exhibition.
Please use the 'BAG INSERTS - LABEL'

Packing and shipping instructions

Send shipping details (tracking number, number of pieces, etc.) to:
Hermes Exhibition and Project
mottyw@hermes-exhibitions.com
Motty Wizman: M +972- 52 6021958

Marking

Place a sample of your insert in the package itself.
Boxes must have the '**BAG INSERTS - LABEL**'
Make sure to number the boxes on the label

Method of shipping

- Door to door service
- Advance warehouse
- No direct deliveries will be accepted at the hotel
- Air freight shipments
IMPORTANT!!! Please do not send any airfreight shipment unless you receive very specific instructions for invoices, packing list, etc.

Please note these important dates:

<u>DEADLINE:</u>	<u>SERVICE</u>
September 2 ,2015	Door to door shipments ready for pick up in Europe
September 2, 2015	Air freight shipment to CDG airport
September 11, 2015	Shipment via Budapest warehouse, Customs cleared
September 14, 2015 at 08:00	Exhibition goods - Direct deliveries to the venue

No direct delivery to the venue will be accepted unless it was arranged in advance with Hermes

Warehouse address:

Schenker Ltd.
Leshegy utca 30.,Szigetszentmiklós,Prologis Park Budapest – Sziget,2310-Hungary
c/o COGI Congress
"Name of Exhibitor"
"Stand Number"

"Bag inserts"

IMPORTANT: Inserts that do not arrive by the deadline will not be included in the participants' bags.
Shipments that arrive without pre-alert and payment confirmation will not be accepted.

Shipment steps

Shipments arriving to the warehouse will be handled as follows:

- Received at the warehouse
- Storage
- Pickup from storage
- Unloading and delivery to the Congress venue.

Handling tariff	In €
Each CBM=300 KG	
Minimum charge	218.00
Each CBM or part of	95.00

Rate offer for: door to door services, air freight shipment please contact Hermes

Pre-advice & Payment terms

In order to ensure delivery of your inserts, please complete the pre-alert document and sign the attached material handling form/payment confirmation and return it to our attention. Please note that your signature will be used as a 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 prior to the congress. In the event that an invoice is not paid, shipments will be held in storage until the invoices are paid in full.

Please note that all payments are in Euros (€).

For enquiries and further information please contact:

Hermes exhibition and Project

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