



Merkur Expo Logistics is pleased to be the sole official international forwarder and on-site service provider for **Web Summit 2019**. It is our goal to simplify the exhibitors experience by Web Summit exhibitors by providing seamless international transport and on-site handling services for **Web Summit** exhibitors. Our services include advance cargo receiving, customs clearance facilities, international transportation, empty case storage and on-site handling assistance.

Show Dates

Deadline	Date
Deadline for partner shipments to be confirmed with Merkur	October, 11
Deadline for last sea freight LCL shipments	October, 16
Deadline for last air freight shipments	October, 23
Deadline for onsite storage orders	October, 28
Advanced receiving date (warehouse opens)	October, 23-31
Advanced warehouse open for receiving (with surcharge)	November, 1-3
Move-in dates	November, 1-3
Move-out dates (max 3.5 ton vans)	November, 7 (7pm-10pm) and November 8 (8am-4pm)

For cargo arriving after October 31, an additional 25% handling surcharge will be added. MERKUR will make all reasonable efforts to ensure the delivery before the show opens; however, no guarantees can be given.

Documents Required

If your cargo arrives under customs bond, following documentation will be required

- Commercial Invoice & Packing List
- Telex release of BL
- Copy of AWB
- Insurance Policy (if insured)

All documents must be in English and sent to Merkur prior to shipment departure to obtain approval.

Consignment Instructions

Via Warehouse:

Merkur Expo Logistics

For Web Summit 2019

Estrada da Arrovela

Quinta do Pinheiro – Fracção K

2615-184 Alverca - Portugal

Name of exhibitor:

Stand Number:



Direct Shipments:

Merkur Expo Logistics

Feira Internacional de Lisboa

Rua do Bojador, Parque das Nacoes

1998-010 Lisboa - Portugal

Name of exhibitor:

Stand Number

Air Freight:

Merkur Expo Logistics

For Web Summit 2019

Estrada da Arrovela

Quinta do Pinheiro – Fracção K

2615-184 Alverca - Portugal NIF

513 844 287

Name of exhibitor:

Stand Number:

Do not send any shipments directly to venue prior to November 3. The venue will refuse early deliveries. Please use the advance warehouse for early deliveries.

You may choose any freight forwarder to send your goods, however, please note that Merkur will not be held responsible for goods clearance in the case they are held in customs.

Please note: All exhibition goods, dispatched either by sea freight or airfreight, shall be consigned "Freight Prepaid". A 10% outlay commission will be imposed on all "Freight Collect" consignments.



Customs Information

- Customs codes

Please make sure that your invoice has HT codes to identify the exact merchandise you are sending

- Descriptions

Please use clear and detailed product descriptions to allow us to make a proper Customs entry

- Serial numbers

Please indicate the serial numbers and model of your goods. If serial numbers are not available please include a picture of the items

- Values

Use values that represent fair market value to avoid a possible value adjustment by Customs.

- Origin of the goods

Please indicate the Country of origin of the goods you are sending

- CIF terms

Please indicate in your invoice that the goods are CIF. Otherwise Customs, in order to determine the value of your goods, may add the transport charges to the declared value

- Goods to be returned after the fair

Please add the following declaration: "Invoiced goods are for display purposes and will be re-exported at the end of the show"

- Literature and giveaways

Such items must be listed on a separate invoice with individual values indicated and must be separately packed. Generally, such items are subject to import duties



MERKUR cannot make Customs entry on shipments where invoices indicate general descriptions such as "Exhibition goods" or "Stand-fitting materials" or "Giveaways". Nor can MERKUR make entry on invoices that indicate lump sum value only. In these instances, entry will be delayed until detailed invoices are received from the shipper.

Please send your pre-alert message with a copy of all documents, before dispatching the goods to portugal@merkur-expo.com.

Insurance

All goods must be fully insured with all risk coverage. Insurance can be provided upon request. We cannot take responsibility for goods after delivery to the exhibitors stand regardless whether the exhibitor is present or not.

GENERAL CONDITIONS

- Rates will be calculated on 1 cbm=167kg for air freight and 1 cbm=300kg for road freight volume/weight ratio.
- Rates are applicable to single unit not exceeding one of the following dimensions cm 350x200x200(h) and 2.000 kg of gross weight.
- Merkur will offer storage of shipments 10 days before and 10 days after the show. Long-term warehousing can be provided only upon specific agreement.
- The empty storage service is only intended for empty packing materials. Merkur will not be responsible for the damage or loss of any material and/or goods left inside.
- Merkur is not responsible for goods left unattended at the stand at the closing of the event.
- All services must be paid before the end of the exhibition by credit card, cheque or cash unless otherwise agreed.
- Third party charges, demurrage, detention or storage charges, incurred for reasons beyond our control will be billed as per outlay + 10%.
- All rates are subject to 23% VAT, where applicable.

YOUR LOGO

STANONO

COMBINED COMMERCIAL INVOICE & PACKING LIST NUMBER

NAME OF EXHIBITOR: ADDRESS

TELEPHONE FAX, JWIIWIU

CONSIGNEE FOR,

A: RE-EXPORT AFTER EXHIBITION B: DISPOSED OF/CONSUMED C: GIVEN AWAY ISOLO

* PLEASE TICK WHERE APPLICABLE

Table with columns: CASE NO., DIMENSIONS (LXBXH), VOLUME (m³), WEIGHT (kg) (GROSS, NETT), DESCRIPTION OF GOODS (IN PORTUGUESE | ENGLISH HARMONIZED COOE), INTERNATIONAL QUANTITY, VALUE (I) (UNIT VALUE, TOTAL VALUE), REMARKS (A, B, C). Includes a TOTAL row at the bottom.

WORLDWIDE EXPORTS, INC. 10000 WILSON AVENUE, SUITE 100, BOSTON, MA 02116, USA

Signed for and on behalf of Date

Name in Block Letters Page nr 1 of 1

Authorized Signature (To be signed in blue ink)

Event | Show

Web Summit 2019



Shipper | Expedidor

TYPE YOURDETAILS

Consignee | Destinatário

MERKUR EXPO LOGISTICS

**For Web Summit
2019 Estrada da
Arrogela
Quinta do Pinheiro – Fracção K
2615-184 Alverca - Portugal
TEL: +351 91 979 20 39**

Hall | Hal

TYPE NUMBER OR LETTER

Stand-Nº | Numero Stand

TYPE NUMBER OR LETTER

Nº of pieces | Total Volumes

TYPE NUMBER OR LETTER

Weight | Peso

TYPE NUMBER OR LETTER

Dimensions | Dimensões

TYPE NUMBER OR LETTER