

The 3rd World Congress on Controversies to  
Consensus in Diabetes, Obesity and  
Hypertension (CODHy)  
13-16, May, 2010  
Prague, Czech Republic

Dear Exhibitor, Stand Builder & sponsor

**Kindly note that Hermes/Merkur is the sole official on-site agent nominated by ComtecMed to handle all in/out shipments arriving to this congress. All cargo/ shipment will be moved in/ moved out from the building only via the official nominated agent.**

We are pleased to inform you of the arrangements for shipping, international freight forwarding, customs clearance and on-site services for CODHy Congresses Prague, 2010.

**Contact Details:**

Hermes & Merkur  
Mr. Motty Wizman  
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Please mark these important dates:

<b>SERVICE</b>	<b>DEADLINE</b>
Door to door (Europe)	April 28, 2010
Shipment via warehouse	May 5-7, 2010
Exhibition goods - Direct deliveries to Congress venue	Subject to pre confirmation and time slot by Hermes <b>May 11, 2010 at 24:00</b>
Airfreight	Please ask for instructions
Move out	May 16, 2010 at 12:30-20:00

## Services

Hermes/Merkur would be happy to help your company to arrange your shipment as per your needs. You are welcome to choose from the following ways of transportation for your shipment:

- Door to door
- Advance warehouse
- Direct delivery
- Airfreight
- Courier

### 1. Door to door

Hermes-Merkur can arrange pick up from any address and deliver directly to your stand.

### 2. Shipment via warehouse

Shipment via warehouse should be delivering to the following address:

Schenker spol. s r.o.  
Komunardů 36  
170 00 Praha 7  
Phone: 420 266706 256,-257,-258  
Person in charge: Mr. Petr Slabý

Please specify the following:

CODHy Congress 2010, Exhibitor's Name / Hall / Booth:

### 3. Direct deliveries to Congress venue

**Subject to pre confirmation and time slot by Hermes.**

**Domestic Cargo / Courier shipments / Full load trucks**  
Hilton Hotel  
Pobřežní 1, 186 00  
Czech Republic

Please note that Hilton Prague doesn't have a forklift or any other manipulation items at their disposal.  
Therefore we recommend delivery to our warehouse

**4. Airfreight - please ask for separate instructions**

**Insurance**

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

**Payment terms**

In order to avoid any delay in delivery of your cargo, please make sure to fill out the attached material handling form and return it to our attention

All invoices must be settled by exhibitors / contractors and agents in advance. Shipments will be held in storage until the invoices are paid in full. Please notify Hermes immediately about any requirements relating to invoices.

Please note that all payments are in Euros.

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

**Terms and conditions**

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

Best Regards,

**Mekur Expo Logistics / Hermes exhibition and projects**

## **Exhibitors tariffs**

For stand construction, exhibit items, promotion material  
The below rates is based on the following 1 CBM=300 KG

### **Via advance warehouse**

Shipment arriving at the warehouse will be handled as follows:

- Delivery to the warehouse
- Storage
- Pickup from storage and transfer to the venue
- Unloading and delivery to the final point

### **Handling tariff**

Min charge € 218.00

Each CBM or part of € 156.00 (each CBM=300 KG)

### **Goods delivered directly to the venue**

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

### **Handling tariff**

Min charge € 185.00

Each CBM or part of € 105.00 (each CBM=300 KG)

### **Handling of empty cases**

€65.00 Min 2 CBM

### **Forwarding commission and on-site supervision**

Per shipment € 130.00

### **Air freight shipment**

Please contact Hermes for quotation

### **Remarks**

The above rates are form Move in / Move out

Services that are not mentioned above are subject to a rate offer

Surcharge:

17:00- 24:00 additional 30% on total charges move in/out

Weekend & holidays additional 75% on total charges move in/out

Best Regards Hemes / Merkur

**Remarks**

⇒ The above rates are for inbound / outbound shipments

⇒ Each CBM will be charged as full CBM

⇒ **Surcharge for overtime**

Mon – Fri            after 18:00            +25%

Mon - Fri            after 21:00            +50%

Weekends and holidays +100%

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

You are welcome to contact Hermes for any question or special request

Best Regards

Hermes/ Merkur