



## EXHIBITORS MANUAL

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Dear Sponsors and Exhibitors,

I'm pleased to welcome you to the 19th Congress on the Menopause that will be held in Melbourne from October 19 to 22 at the Melbourne Convention and Exhibition Centre (MCEC).

This Sponsors and Exhibitors Services Manual contains relevant information to assist you in the participation at the Congress (both scientific events and exhibition) and it does not replace in any way the personal agreements drawn up with each Company.

Please take your time to read all its content thoroughly, to fill in the forms correctly and to make sure that you comply with the deadlines.

If you are not the person directly responsible for the set-up and dismantling of your company's stand, please forward this information to the correct person.

If you have any question or require special assistance please do not hesitate to contact us.

We look forward to seeing you in Melbourne and wish all of us a successful Congress and Exhibition.

Best regards,

Maria Grazia Vacca

Btcongress CEO



WWW.BTCONGRESS.COM

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# Contacts

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## **Congress Venue**

### **Melbourne Convention and Exhibition Centre**

Convention Centre Place,  
South Wharf, Melbourne Australia

## **Registrations**

Individual registrations: please register online on [www.imsmelbourne2024.com](http://www.imsmelbourne2024.com)

Group registrations (more than 10)  
[ims2024reg@btcongress.com](mailto:ims2024reg@btcongress.com)

## **Onsite organizing matters Hostesses & Services**

### **BTcongress**

Maria de La Luz Martin Mannocchi  
[imscompanies@btcongress.com](mailto:imscompanies@btcongress.com)

SKYPE. [mluz.martin](https://www.skype.com/people/mluz.martin)

T. +39 068546198

## **Exhibitor Services team (Catering/AV)**

### **MCEC**

[exservices@mcec.com.au](mailto:exservices@mcec.com.au)

## **Organizing Secretariat**

### **Biomedical Technologies srl**

[www.btcongress.com](http://www.btcongress.com)

## **www**

[imsmelbourne2024.com](http://imsmelbourne2024.com)

## **Administrative, billing, accounting**

### **BTcongress**

Daniela Formisano

[ims2024reg@btcongress.com](mailto:ims2024reg@btcongress.com)

T. +39 070340293

## **Shipping - Forwarding agent**

### **Merkur**

Marco Diges

[marco.diges@merkur-expo.com](mailto:marco.diges@merkur-expo.com)

## **Booth furnitures**

### **Harry the Hirer**

Maxine Gattuso

[maxineg@harrythehirer.com.au](mailto:maxineg@harrythehirer.com.au)

Tel: +613 9429 6666

View our products online at:

[www.harrythehirer.com.au/hireshop/exhibition/products](http://www.harrythehirer.com.au/hireshop/exhibition/products)

# Important dates

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## SEPTEMBER 15<sup>TH</sup>

### Send to [imscompanies@btcongress.com](mailto:imscompanies@btcongress.com)

- ▶ PDF previews of leaflets for display
- ▶ Company logo
- ▶ Stands setting-up projects for approval

## SHIPMENTS

**Deadline pre-advise of shipment** 27.09.2024  
**Deadline arrival of shipment** 03.10.2024  
**Deadline time slot for direct delivery** 03.10.2024

## BUILD-UP

October 18	08.00am–11:00pm
October 19	05.00am–07:00am

Extra-time can be requested to [imscompanies@btcongress.com](mailto:imscompanies@btcongress.com) and will be charged and invoiced separately

## EXHIBITION

October 19	10.30-16.30
October 20	11.00-12.30 and 16.15-18.00
October 21	11.00-12.30 and 14.30-16.00

Empty crates need to be moved out before 11:00pm on October 18

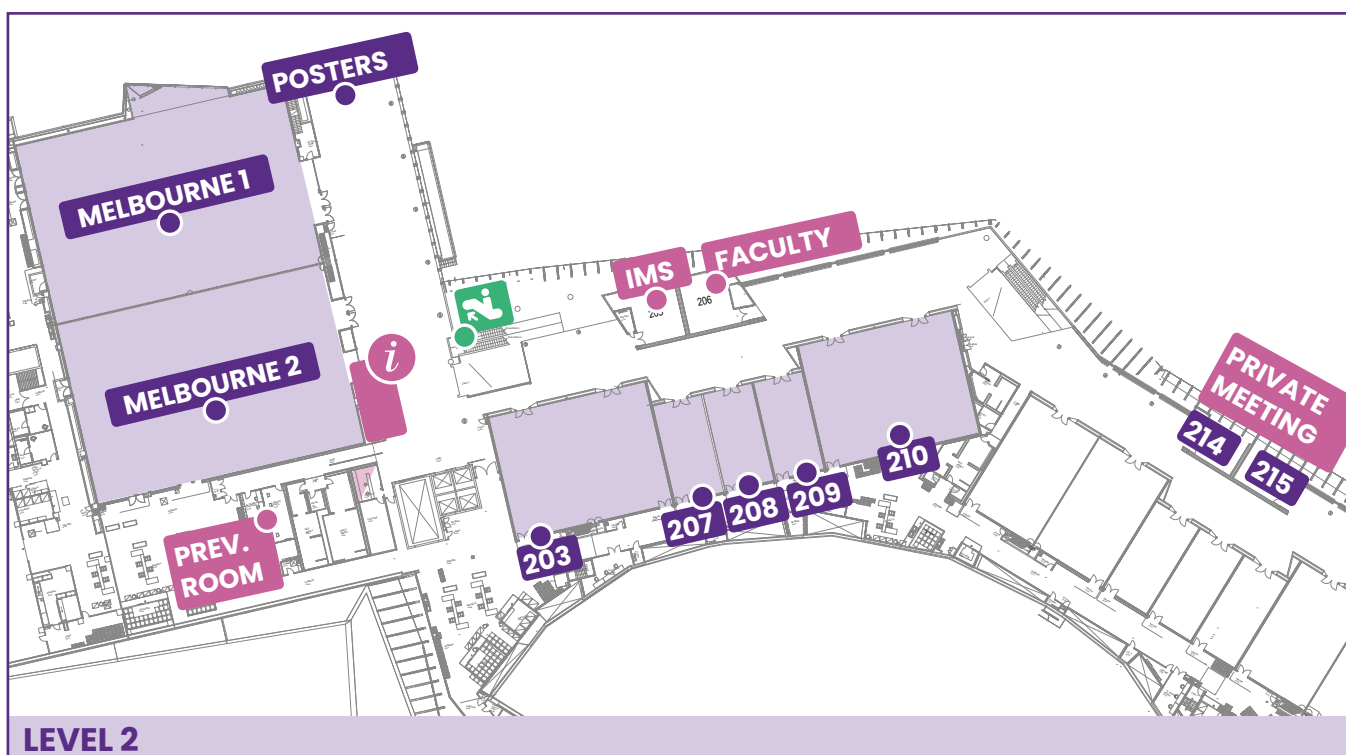
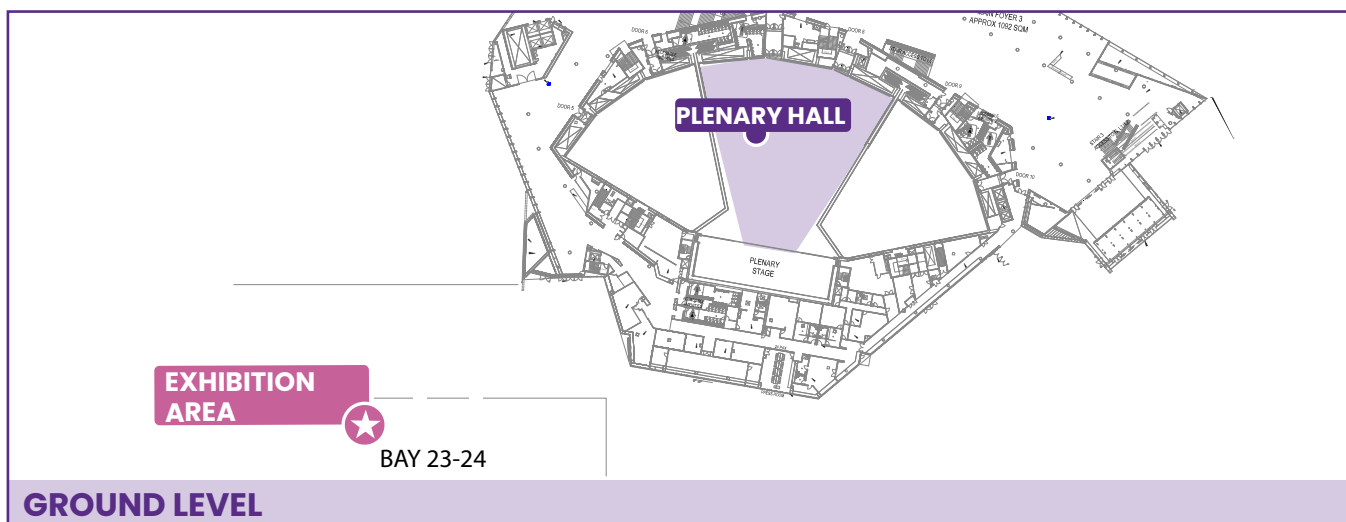
## BREAK DOWN

October 21	05.30pm–11:00pm
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## HELP DESK

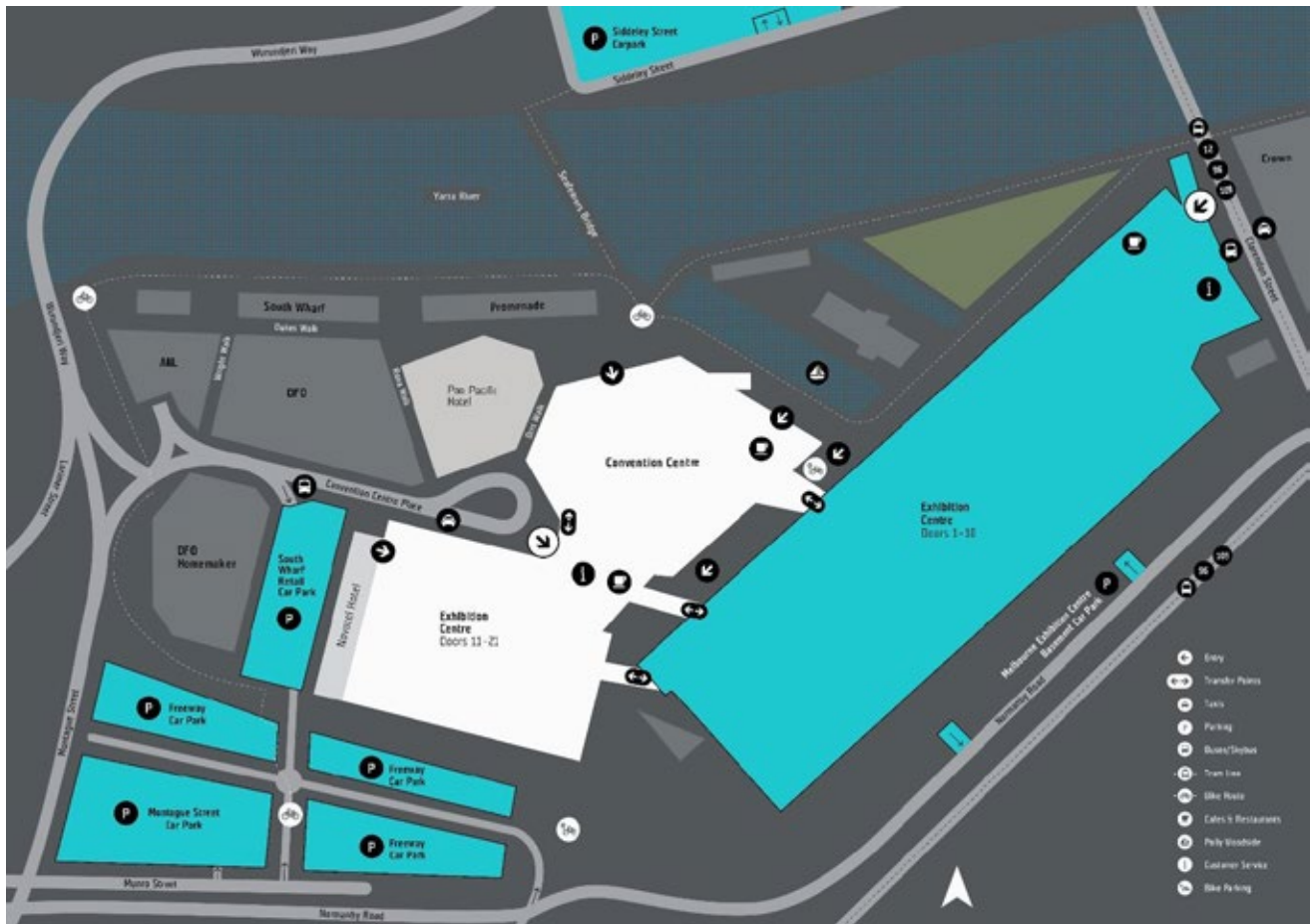
October 18	11:30am–06:30pm
October 19	07:00am–08:00pm
October 20	07:00am–07:00pm
October 21	07:00am–07:00pm
October 22	07:00am–01:30pm

# Congress Venue



# Car Parking

If you wish to park your car at the MCEC, you can look for the Exhibition Centre Basement Car Park, 16 Normanby Road, Southbank (Height restriction: 2.2 meters; Parking bays: 1045). The cost of AUD22 per day



# Sponsored Symposia



# Services and Advertising for Symposia

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## SERVICES FOR SYMPOSIA

### Available services for symposia are:

- » Additional A/V equipments and services in congress halls
- » Symposia audio registration and filming
- » Voting System
- » Food and beverage
- » Pictures
- » Barcodes Scanner

Each delegate badge will be marked with a barcode: it is possible to rent barcode scanners in order to know who or how many people are present in a certain hall or in your booth.

- » Slide projection with Company logo

Sponsored symposia organizers are allowed to project a slide with the company logo or any other advertising before the start of the Symposium. The file has to be received by our Secretariat at least 15 days before the start of the Congress.

### Request services

All these services can be provided by the official organizers only.

Send your requests to [imscompanies@btcongress.com](mailto:imscompanies@btcongress.com)

## ADVERTISING A SPONSORED SYMPOSIUM

### Approval of advertising flyers

Any flyer including the Congress logo or the International Menopause Society (IMS) logo has to be approved beforehand by the Organizing Secretariat. Please send your flyer for approval to [imscompanies@btcongress.com](mailto:imscompanies@btcongress.com)

Flyers not including the Congress logo or the IMS logo will not need approval from the Organizing Secretariat.

### Distribution of flyers in the halls

Distribution of advertising flyers at the entrance or exit of a specific congress hall is possible only by the Company sponsoring a session in that same hall.

### Distribution of flyers in the Exhibition Area

Sponsoring Companies are not allowed to distribute flyers in the exhibit area, except in the area right in front of their booth. Flyers distribution can be organized from the beginning of the Congress, also by means of hostesses and stewards hired by the Sponsoring Company.

### Distribution of flyers during networking events

Only companies sponsoring networking events are allowed to distribute their advertising flyers at the entrance or inside the venue where the event they are sponsoring is taking place.

### Totem and roll-up banners

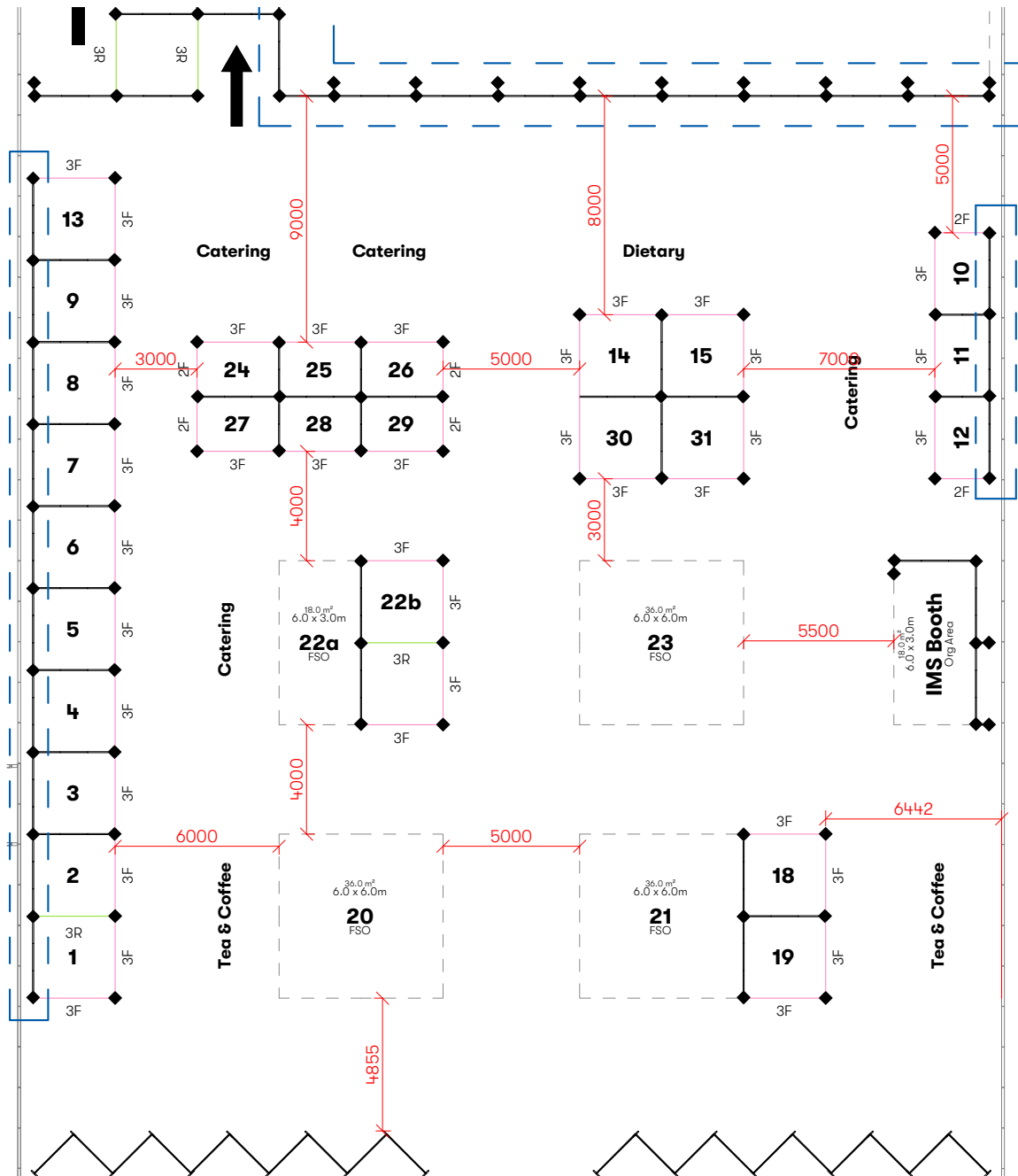
It is allowed to place up to 3 totem or roll-up banners in the path between the entrance of the venue and the Hall where the Symposium/Lecture/Debate is taking place, starting from 15 minutes before the beginning of the session. The totem and roll-up will have to be removed 15 minutes before the end of the session.



# Booths and Exhibition area



# Exhibition area map



This map can be subject to minor changes

## THE EXHIBIT SPACE INCLUDES:

- » Raw floor space-only
- » Cleaning of public areas

## THE EXHIBIT SPACE DOES NOT INCLUDE:

- » Display booth
- » Daily cleaning service of the rented area
- » Furniture
- » Supplementary equipment
- » Insurance and any other items not included in the item "included"
- » Electricity

SEPTEMBER 15

Send to [imscompanies@btcongress.com](mailto:imscompanies@btcongress.com)

- » Stands setting-up projects for approval
- » Compliance and Order Forms

# Stand Design

Please note that as a general rule the MCEC Event Operations Specialist or Logistics Manager will endeavour to inspect all stands to ensure that they are safe and do not pose a hazard to any user at MCEC. MCEC reserves the right to request modification or close any stand which is deemed to be a safety hazard. Custom stand plans and upgrades will need to be approved by the organiser.

## Stand materials

- » Must not cause dampness, stain or be readily ignitable.
- » Must not be capable of emitting toxic fumes should ignition occur
- » Crepe paper, corrugated cardboard, straw, hay, untreated hessian, untreated material fabrics or
- » PVC sheet (except on floors as a protective membrane) requires prior approval from MCEC.
- » Sawdust, tan bark or wood chips of reasonable size may be used to decorate floors, with the below considerations:
- » A protective membrane is laid first and chips are kept slightly moist at all times.
- » A fire extinguisher must be provided by the exhibitor and be placed in a prominent location on the stand.
- » Any fabric used in the construction or decoration of a stand, including the stand ceiling, must be treated with a fire retardant. MCEC will require proof of treatment.
- » Moving machinery or equipment likely to injure a member of the public or a swimming pool or spa containing water, must be separated from the public by a physical barrier and supervised at all times.
- » Fountains, aquariums, spas, rock pools and swimming pools can be displayed, provided suitable provisions are made to prevent water leakage onto the floor.
- » No core drilling or fixing into any floor or wall is permitted.

## Stand height

Any stand with a **height greater than 2.4m must be approved** by the organiser.

## Stand flooring

- » Flooring that is between **32mm and 115mm high** requires a bevelled edge which does not exceed an angle of **30 degrees or a grading of 1:1.4**. This bevelled edge is to be incorporated within the stand space and not encroach into the aisle.
- » All flooring that **exceeds 115mm** in height is deemed to be a step. If the stand is to be occupied by the general public or exhibition attendees, a ramp must be provided within the allocated stand space.

## Stand visibility

- » MCEC requires all stands to be open for visual inspection at all times.
- » No stands are to be covered or blocked by fabric or material at any time as this can be a fire safety hazard.
- » MCEC will conduct regular stand visual safety inspections and need to be able to sight the stand build.

## Lighting

- » All stand lighting must be **2.2 metres** above the floor level. Any variation must be approved through the event organiser.
- » High-powered lights such as floods or spots must not be placed within 500mm of flammable material. All portable light fittings must have a Certificate of Suitability or a Certificate of Approval from Australian or New Zealand Electrical Safety Regulators.

## Testing and tagging

- » Every piece of electrical equipment that is brought on-site must be tested and tagged in accordance with relevant Australian Standards prior to use.
- » Exhibitors must ensure that all loose cables are secured to avoid tripping hazards.

## Sustainable stand design

To help prevent waste, reusable or recyclable materials in custom stand designs are strongly encouraged. Materials that are destined for landfill, such as MDF, PVC and corflute, are strongly discouraged. Organisers are charged a higher rate for landfill waste.

## Stand certification

Certification by an engineer is required for:

- » Stands of two storeys or more, where the second or subsequent storey will be occupied (note: if the floor of any occupied area is more than 1.5m above the ground level, it will be deemed to be a two-storey structure whether the bottom area is occupied or not)
- » Any structures within stands that are constructed with steel. Certification is required to confirm the structural integrity of the stand.

The exhibitor, or the builder of the stand, is responsible for proving that the stand is structurally sound and safe for occupancy. The engineer must certify that the design of the stand complies with Australian Standards and the structural parts of the Building Code of Australia 2006 regulation 1507. Before the stand is occupied, the exhibitor must engage an engineer to inspect the stand after it has been constructed to complete the certification process and confirm that additional fire safety measures have been carried out. All costs for the certification process are the responsibility of the exhibitor or stand builder. It is the responsibility of the organiser to ensure that all information, plans and evidence of certification are collated and provided to MCEC prior to the opening of the exhibition.

# Stand package

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## Modular booth package

The Aspen exhibition booth is a complete modular system with a flush white wall finish. Each wall panel is a complete set consisting of an aluminium frame skinned with 3mm white PVC.

As a complete frame system, there are no extrusions resulting in a near-flush wall finish.

Exhibitors are requested to contact Harry the hirer should a wall display be required.

Screws, nails, bolts, glue, paint and double-sided adhesive tape and Velcro will permanently damage the panels, exhibitors are requested not to use them.

## Inclusions

- » All open aisle frontages will have a printed fascia sign with stand number and company name inserted in an aluminium frame. The clear height under the fascia is 2100mm.
- » 2 x LED spotlights are supplied per 9sqm, mounted behind the fascia.
- » 1 x single 4amp power point per stand
- » Venue carpet

## Stand name confirmation

All fascia signage must be confirmed by **Friday 27th September 2024**

Any Stand name signs not confirmed by the due date will be printed with the company name as supplied by the Show Organiser.



**Harry  
the hirer**®



**Aspen**

- Flush frame system
- White wall finish
- Tool less installation
- Light box fascia option

## Upgrade options

- Variety of panel finishes
- Printed wall panels
- Printed fabric banner inserts
- Fabric fascia inserts
- Wall shelving
- Slat walling
- Clothing rails
- Inbuilt cabinets
- Raised floors

Your Harrys contact: Maxine Gattuso - maxineg@harrythehirer.com.au Tel: +613 9429 6666  
<https://www.harrythehirer.com.au/hireshop/exhibition/products>

# Booth Services and Rules

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## Food and beverage

Food and beverage can be only supplied by the MCEC. If you need any food and beverage you can contact Maria de La Luz Martin Mannocchi [imscompanies@btcongress.com](mailto:imscompanies@btcongress.com)

## Food safety regulations

All exhibitors supplying and displaying food as part of their exhibit will be responsible for complying with relevant standards, including registering as a temporary food premises with the City of Melbourne. Exhibitors are also responsible for determining the food safety and handling requirements for their products before an event.

Please note, beverage products are considered by the Melbourne City Council to be foodstuffs in the context of food handling and safety, including the issue of temporary food premises licenses therefore exhibitors must ensure they comply with legislative requirements.

More information about temporary and mobile food premises within the City of Melbourne can be found on <http://www.melbourne.vic.gov.au/business/permits-and-approvals/hospitality-businesses/pages/temporary-mobile-food-premises.aspx>

## Storage and Empties

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

If you require accessible 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.

## Extra power supply

Electrical service is available throughout the exhibition area, electricity for the each exhibit space is agreed in each contract. It will not be possible to apply on site for extra power supply. Exhibitors in need of extra power supply are required to apply at least **20 days before the starting date of the Congress**. Please contact [imscompanies@btcongress.com](mailto:imscompanies@btcongress.com).

## Additional Services

All additional services like furniture, accessories, electrical requirements, floor carpeting, stand cleaning are the responsibility of the Exhibitor. All measurements shown on the floor plan are approximate and Biomedical Technologies reserves the right to adjust the floor plan as may be deemed necessary to meet the needs of the exhibition.

## Insurance

The exhibitor formally declares that his staff is insured, and covered by social security and other labor and tax obligations foreseen in the legislation in force, declining the MCEC any possible claim or involvement in these matters.

The exhibitors are responsible for the damage caused to the installations rented by all staff under his orders or the public in general, which attends the acts organized during the Congress or Exhibition.

## Damage

Any expenses incurred due to damage to the building, either external or internal, or incurred by third parties (including employees) caused by the COMPANY/EXHIBITOR and/or any of its members of staff will be charged by the MCEC to the COMPANY.

## Fire awareness

It's illegal to:

- » block or congest emergency exits
- » block the access route to an emergency exit
- » obscure or cover emergency exit signs
- » store equipment or any other item in the fire stairs
- » block open fire or smoke doors or any doors leading to fire stairs

## Exhibitor disputes

Exhibitors agree that any legal disputes or actions between Biomedical Technologies and an Exhibitor resulting from the participation in the exhibition will be governed by the laws of Italy.

## Payments

Payments shall be done in accordance with the terms and conditions foreseen in the Confirmation Order already sent to you.

# Build up and break down

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## Rules

- » Empty crates need to be moved in **before 11:00pm on October 18<sup>th</sup>**
- » No work in the stand is permitted after the exhibition is opened. Any extra hour will have to be approved by the Organizing Secretariat and an extra cost will be applied.
- » Exhibits shall not be removed and displays shall not be dismantled either partially or totally, before the closing time on the last day of the congress.
- » No vehicles will be allowed in the loading area **before 05:30pm October 21<sup>st</sup>**, this to allow the return delivery of the empty crates to the stands. If you use your own transport company to pick-up your goods after the exhibition, please note that all goods not evacuated on **October 21<sup>st</sup> at 11:00pm** will be collected by Merkur. All costs incurred will be charged to the exhibitor.
- » The exhibition area shall be left free of persons and objects **by October 21<sup>st</sup> at 11:00pm.**
- » Any exception to this times schedule must be requested and approved in advance by Biomedical Technologies Srl. Without specific prior request the building up and dismantling will not be allowed out of the congress centre hours.

## Exhibitor badges

All individuals representing an exhibiting company are required to register as an exhibitor and wear the appropriate badge. This applies to personnel staffing a particular booth for the duration of the exhibition as well as for those who will be visiting for a short period of time.

## Move In /Out

All contractors, tradespeople, exhibitors and event staff are to wear high visibility safety vests at all times whilst in the Exhibition Bays and loading dock area during move in and move out of all exhibitions.

Closed toe shoes are also required and children under 15 are not permitted. Any cutting or sawing that is required must be completed in the wash bay located on the loading dock. This removes the risk of interfering with other contractors onsite and reduces the level of cleaning required prior to the event opening.

# Handling and shipment



## General information

**Merkur Expo Logistics GmbH** has been appointed as the sole official freight forwarder, customs broker, and handling agent for IMS2024 in Melbourne. For safety and time reasons, no other contractor is permitted to operate freight movements inside the venue.

The services offered by **Merkur Expo Logistics GmbH** include:

- Transport, national and international
- Temporary or permanent customs clearances
- Coordination of deliveries, delivery time and slot management
- Unloading, delivery to exhibition-stands
- Storage of empty boxes and crates during the event
- Accessible storage for brochures and give-away items during the event
- On-site assistance and supervision

## Important

Please note there are certain conditions for operating freight movements in this venue.

All trucks will be unloaded via loading dock. There will be no forklift available / no pallet jacks and freight can only be moved on trolleys. Maximum size for shipments therefore 80x60x80 / 70 kgs per individual piece.

## Shipments via warehouse

- All shipments must be sent within given deadline to our advanced receiving warehouse
- The venue does not accept shipments that are sent directly
- Only full truckloads of stand construction materials can be delivered directly to the venue (subject to the confirmed time slot and only within the official set-up times)
- All other shipments must be sent via the warehouse
- The handling of your shipment will be charged according to the official processing rate
- All shipments must be announced in advance using the enclosed order form
- A time slot for unloading must be requested for all direct deliveries



## **Full load trucks / direct deliveries**

Due to the limited space and tight schedule, all unloading operations will be carried out exclusively by **Merkur Expo Logistics GmbH**.

All vehicles must arrive at a pre-arranged time for unloading. Please request your preferred unloading times by sending the order form to **Merkur Expo Logistics GmbH** within the specified deadline (first come, first served). Trucks must leave the unloading area immediately after unloading has been completed (max. 45 min.).

Please note: No acceptance of shipments before the first day of set-up.

Trucks arriving after the confirmed loading time must expect to wait until the next free time slot is available. In general, waiting times may occur for which **Merkur Expo Logistics GmbH** cannot be held responsible.

## **International shipments / printed matter and bag inserts**

All international shipments must be sent to our advanced receiving warehouse.

Please do not send courier shipments directly to the venue unless this has been confirmed by us.

Your shipment must arrive at our warehouse within the specified period and be provided with the appropriate shipping label.

For shipments in connection with customs clearance, please contact us. We require documentation (invoices, packing lists, etc.) for the receipt of your shipment. Please do not send any consignments without confirmation from us.

Shipments arriving without prior notice will be charged at 95.00 euros + expenses at cost in addition to the handling rate.

Please do not send any restricted products or contact us to check whether your goods require further documentation.

## Maximum weight & dimensions

All goods, except for small consignments that can be transported by hand, must not exceed the dimensions and weights listed below. **Merkur Expo Logistics GmbH** will unload all vehicles via loading dock and deliver the goods to the stands. It is therefore important that all goods are securely packaged and labeled with the official congress labels. **Merkur Expo Logistics GmbH** assumes no responsibility for damages caused by insufficient packaging.

Size of the shipment: Please inform us if you have shipments that exceed 80x60x80 / 70 kgs per individual piece.

## Storage and empties

Empty boxes and packaging material can be collected and stored safely during the exhibition. Please contact us if you require the handling of empties during showtime as we have to prebook the storage offsite from venue.

All boxes should be sturdy enough to be repacked and reused after the end of the congress. Empties are stored outside the Congress Center and are not accessible after collection. **Merkur Expo Logistics GmbH** cannot be held responsible for damaged or lost material in the empties. If you require accessible storage of promotional materials, please let us know seven days before the opening of the congress. Smaller quantities of storage material can be handed over to our employees on site.

## Insurance

We strongly recommend that all exhibitors take out insurance to cover transportation to and from the exhibition, as well as during the exhibition and storage. Please note that **Merkur Expo Logistics GmbH** does not take out insurance unless requested to do so in writing. It is the exhibitor's responsibility to ensure that appropriate security measures are taken to guarantee the safety of any goods left on the stand. **Merkur Expo Logistics GmbH** is not liable for loss, theft, or misappropriation.

## **Basic contractual conditions**

All services are invoiced according to the official Forwarding & Handling tariff and are based on advance payment, unless otherwise agreed. All work is subject to the German / Australian Forwarders' Terms and Conditions, CMR (latest version), ADSp Trading Conditions (latest version) and the **Merkur Expo Logistics GmbH** liability policy in conjunction with the conditions and tariffs for trade fair transportation.

**Merkur Expo Logistics GmbH's** responsibility ends with the delivery of the exhibitor's consignment to the stand during the set-up phase, regardless of whether the exhibitor is present or not. Items remaining on the stands after the official dismantling time will be removed at the exhibitor's expense.

Further information can also be found on our website at [www.merkur-expo.com](http://www.merkur-expo.com). The liability of **Merkur Expo Logistics GmbH** ends with the delivery and begins with the collection of the freight at the exhibition stand. It is the exhibitor's responsibility to ensure the safety of the material until it is collected by **Merkur Expo Logistics GmbH**. Our invoices are due immediately after invoicing without further notice. Customers who are not known to us or with whom we have not agreed payment terms will be asked to pay our costs before the start of the event or on site during the event or before returning their exhibits.

## **Contact Details |**

Office | Merkur Expo Logistics GmbH | Rheinstraße 2 | DE - 65760 Eschborn

T.: +49 (0) 6173 966 95-0

E.: [info@merkur-expo.com](mailto:info@merkur-expo.com)

I.: [www.merkur-expo.com](http://www.merkur-expo.com)

## Airfreight Inbound Handling

<b>Import Terminal Fee &amp; Transfer Costs, Air Cargo Automation Fee / Import Doc Fee</b> If airline arrival charges increase, we will charge as per outlay	Minimum AU\$ 615.00 per AWB AU\$ 555.00 + AU\$ 1.50 per KG based on chargeable weight / per AWB
<b>Inbound handling from collection Airport up to delivered events venue as per instructions (via MEL warehouse) during official Move in Dates</b>	AU\$ 2.25 per KG based on chargeable weight Minimum AU\$ 875.00 per shipment
<b>Service Charge – Inbound</b>	AU\$ 215.00 per shipment
<b>Customs Clearance - ATA Carnet</b>	AU\$ 385.00 per Carnet
<b>Customs Clearance - permanent entry</b>	AU\$ 325.00 per invoice (incl. first 5 lines) AU\$ 15.00 per extra line
<b>Customs Clearance - temporary entry ( up to AU\$ 150.000 total value</b>	2.5 % of CIF value - Minimum AU\$ 485.00
<b>Quarantine Lodgement &amp; Declaration &amp; Release</b>	AU\$ 395.00 per shipment / per AWB
<b>Import Duties &amp; Taxes</b>	As per outlay + 15%
<b>Any other customs or quarantine related charges such as additional attendance, customs examination, quarantine treatment etc. are billed as per receipt + 10% outlay charge</b>	

**Important Note: Handling from venue (loading dock) up till stand and vice versa not included and will be charged as indicated under ON-SITE HANDLING.**

## Airfreight Outbound Handling

<b>Outbound handling from collection at stand / exhibition venue up to delivered to Airport ( via MEL warehouse)</b>	AU\$ 2.25 per KG based on chargeable weight Minimum AU\$ 875.00 per shipment
<b>Service Charge –Outbound</b>	AU\$ 215.00 per shipment
<b>Export Clearance ATA Carnet</b>	AU\$ 385.00 per Carnet
<b>Cancellation - temporary entry or General Export Clearance</b>	AU\$ 325.00 per invoice / per EDN

<b>Export Formalities / Airline Transfer / THC</b>	Minimum AU\$ 615.00 per AWB AU\$ 555.00 plus AU\$ 1.50 per KG based on chargeable weight / per AWB
<b>Terminal Security Fee / Primary Screening</b>	AU\$ 0.85 per KG / Minimum AU\$ 315.00 per AWB
<b>Secondary Screening (if applicable)</b>	AU\$ 0.50 per KG / Minimum AU\$ 285.00
<b>Return A/F rates up to destination airport</b>	please contact us for a quote based on current air freight rates
<b>Any additional requirements such as customs examination, Battery declarations, quarantine treatment etc. are billed as per receipt + 10% outlay charge</b>	

**Important Note: Handling from stand up till loading dock and vice versa not included and will be charged as indicated under ON-SITE HANDLING.**

## Courier Shipments

<b>Receipt of DDP Courier Shipment at MEL warehouse / Registration / Warehouse Handling In &amp; Out and basic transport to event venue - including delivery to your stand - during official move in dates</b>	MINIMUM CHARGE AU\$ 500.00 per shipment  AU\$ 405.00 base charge + AU\$ 2.95 per KG 1 CBM = 250 KGS
PLEASE CONTACT US TO CONFIRM OUR DELIVERY ADDRESS AND ENSURE YOU PROVIDE YOUR COMPLETED ADVANCE WAREHOUSE BOOKING FORM PRIOR TO CARGO ARRIVAL - CARGO MUST ARRIVE WITHIN OUR ARRIVAL DEADLINES AS INDICATED ON THE BOOKING FORM OR LINK PROVIDED	
SAME CHARGES ARE APPLICABLE FOR OUTBOUND HANDLING / MOVE OUT AFTER EVENT AND RETURN TO GEL DEPOT FOR COLLECTION	
Please note: All Courier Shipments must be send under DDP Terms and preadvised before arrival of shipment. Otherwise shipment will be rejected. Free storage time: Max 5 days before arrival deadline.	

## On-Site Handling

<b>Moving freight from Convention Center loading dock to event space or vice versa during Move in or Move Out</b>	Minimum AU\$ 325.00 / 2 cbm AU\$ 165.00 per cbm
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## Handling of empties

Handling of empties Incl. Pick up from loading dock, storage offsite, redelivery to loading dock	AU\$ 165.00 per cbm/ Minimum 3 cbm
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**Important Note: Handling from venue (loading dock) up till stand and vice versa not included and will be charged as indicated under ON-SITE HANDLING.**

THIS TARIFF IS ONLY VALID IN CONJUNCTION WITH OUR SHIPPING INSTRUCTIONS PLEASE ENSURE THESE INSTRUCTIONS ARE FOLLOWED OTHERWISE WE CAN NOT GUARANTEE CLEARANCE AND DELIVERY REQUIREMENTS.

INBOUND & OUTBOUND HANDLING CHARGES ARE BASED ON CHARGEABLE WEIGHT ( AIR FREIGHT 1 CBM = 167 KGS )

PLEASE CONTACT US FOR A REVISED QUOTE SHOULD YOU INTEND TO SEND A CONSOLIDATION OF FREIGHT - THIS TARIFF IS BASED ON ONE EXHIBITOR PER SHIPMENT.

It is the responsibility of the consignor/exhibitor to take out comprehensive insurance cover during transportation, storage and on site for the duration of the exhibition and return. We accept no responsibility for loss of or damage to the exhibitor's equipment.

All services are provided on basis of the German Forwarding Terms and Conditions (ADSp).  
Place of fulfillment is Frankfurt/M.

## ORDER FORM

### WAREHOUSE SHIPMENTS

*This is a compulsory form for all exhibitor or supplier.*

Deadline for receipt 27.09.2024  
 Please return by e-mail marco.dinges@merkur-expo.com

Exhibitor Name	
To be delivered to:	
Volume of shipment Indicate number of pieces, weight, and volume	
Type of shipment Indicate exhibition goods, stand fitting material, printed matters, bag inserts)	
Tracking / AWB Number In case of courier shipment	
Hall / Stand No.	
Contact name on-site	
Phone no.	
<b>Invoice Details</b>	
Company Name	
Contact Person	
Mail	
Street	
ZIP Code	
City	
Country	
VAT #	
PO Number if necessary	

- Merkur Expo Logistics GmbH is sole official forwarder for IMS 2024
- All shipments will be charged based on the official handling tariff.
- All shipments must be pre-advised by using this form sheet.
- Please note the information on logistical processing.
- All shipments must have the official congress labels attached to the shipping instructions.
- All service based on prepayment

---

Date

---

Customer signature

All services are invoiced according to the official <<<[IMS2024 Forwarding & Handling Tariff](#)>>>. All work is subject to the German Forwarders' Terms and Conditions, CMR (latest version), ADSp Trading Conditions (latest version) and the Merkur Expo Logistics GmbH liability policy in conjunction with the conditions and tariffs rates for trade fair transportation. For further Information visit our website at [www.merkur-expo.com](http://www.merkur-expo.com). The liability of Merkur Expo Logistics GmbH ends with delivery and begins with the collection of the freight at the exhibition stand. It is the exhibitor's responsibility to ensure the safety of material until it is collected Merkur Expo Logistics GmbH.



**ORDER FORM**  
**DIRECT DELIVERIES**

*This is a compulsory form for all exhibitor or supplier.*

Deadline for receipt                              03.10.2024  
Please return by e-mail                            marco.dinges@merkur-expo.com

Exhibitor Name	
Stand builder	
Truck size	
Truck plat no	
Preferred Time slot Unloading:	
Preferred Time slot Reloading:	
Hall / Stand No.	
Contact name on-site	
Phone no.	
Invoice Details	
Company Name	
Contact Person	
Mail	
Street	
ZIP Code	
City	
Country	
VAT #	
PO Number if necessary	

- Merkur Expo Logistics GmbH is sole official forwarder for IMS2024
- All shipments will be charged based on the official handling tariff.
- All shipments must be pre-advised by using this form sheet.
- Please note the information on logistical processing.
- All shipments must have the official congress labels attached to the shipping instructions.
- All services based on prepayment

---

Date

---

Customer signature

All services are invoiced according to the official <<<[IMS2024 Forwarding & Handling Tariff](#)>>>. All work is subject to the German Forwarders' Terms and Conditions, CMR (latest version), ADSp Trading Conditions (latest version) and the Merkur Expo Logistics GmbH liability policy in conjunction with the conditions and tariffs rates for trade fair transportation. For further Information visit our website at [www.merkur-expo.com](http://www.merkur-expo.com). The liability of Merkur Expo Logistics GmbH ends with delivery and begins with the collection of the freight at the exhibition stand. It is the exhibitor's responsibility to ensure the safety of material until it is collected Merkur Expo Logistics GmbH.

## LABEL WAREHOUSE SHIPMENT:

<b>Shipper Name:</b>		
<b>Shipper Address:</b>		
<b>EXHIBITOR NAME:</b>		
<b>STAND NUMBER:</b>		
<b>Tracking Number:</b>		
<b>Type of shipment</b> (Bag Inserts or Exhibition Goods, please indicate)	<b><u>Bag Inserts</u></b> (to be delivered to bag Insert line)	<b><u>Exhibition Goods</u></b> (to be delivered to stand)
<b>Number of pieces:</b>		
<b>Weight:</b>		

**To be delivered to:**

GEL Events Pty Ltd  
 17 Randor Street Campbellfield VIC,  
 3061 Australia  
 c/o IMS 2024

EXHIBITOR: \_\_\_\_\_  
 STAND NUMBER: \_\_\_\_\_

**FOR IMS 2024**



## LABEL DIRECT DELIVERIES

<b>EXHIBITOR NAME:</b>	
<b>STAND NUMBER:</b>	
<b>STANDBUILDER CONTACT:</b>	
<b>Number of pieces:</b>	
<b>Weight:</b>	

# Order Forms and Compliance



# Certificate of compliance with regulations



**SUBMIT** to [imscompanies@btcongress.com](mailto:imscompanies@btcongress.com) within September 15

The Legal Representative \_\_\_\_\_  
of the Company (full corp. name) \_\_\_\_\_  
Country \_\_\_\_\_ | City \_\_\_\_\_ | State \_\_\_\_\_  
Address \_\_\_\_\_ | Zip \_\_\_\_\_  
Phone \_\_\_\_\_ | Email \_\_\_\_\_ | Booth n° \_\_\_\_\_

The exhibitor formally declares that his staff is insured, and covered by social security and other labor and tax obligations foreseen in the legislation in force, declining the MCEC / Biomedical Technologies any possible claim or involvement in these matters.

The organizers/exhibitors are responsible for the damage caused to the installations rented by all staff under his orders or the public in general, which attends the acts organized during the Congress or Exhibition.

Prevention of Industrial Risks. If an intervention of an alien company is required for a different business activity in our workplace, be aware that the different activities may interfere and create a risk situation different than the ones specified at the risks evaluation.

## Declaration

- » I have been given a copy of the Exhibitor manual with the MCEC information and rules and have read all the articles and declare that I will be personally responsible for ensuring that the exhibition space that I will set up will conform to the technical regulations issued.
- » I hereby hold harmless from any and all liability the organising body and third parties in any way involved in the event and renounce all claims and/or recourses against the organising body and aforementioned third parties for any harm to persons or damage to the property of others in the event of failure to implement the provisions of the Regulations;
- » I will indemnify any damage suffered directly by the organising body or third parties.

**Date**  
\_\_\_\_\_

**Stamp and signature**  
\_\_\_\_\_

# Furnishing Materials



**SUBMIT** to [imscompanies@btcongress.com](mailto:imscompanies@btcongress.com) within September 15

The Legal Representative \_\_\_\_\_  
 of the Company (full corp. name) \_\_\_\_\_  
 Country \_\_\_\_\_ | City \_\_\_\_\_ | State \_\_\_\_\_  
 Address \_\_\_\_\_ | Zip \_\_\_\_\_  
 Phone \_\_\_\_\_ | Email \_\_\_\_\_ | Booth n° \_\_\_\_\_

The installation will be implemented by  the following Company \_\_\_\_\_  the Exhibitor  
 Only the materials indicated below, in the quantities stated and with the following certificates attached will be used.  
 The booth will be equipped with n. \_\_\_ fire extinguishers, type approved for class A, B, C fires, with a nominal capacity of 6 to 9 kg.

1. WALLS COVERING (Type and sup. sq. m.)	Certificate
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
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_____	_____
_____	_____
_____	_____

Date \_\_\_\_\_

Stamp and signature \_\_\_\_\_

# Declaration of ex post fire-retardant treatment



**SUBMIT** to [imscompanies@btcongress.com](mailto:imscompanies@btcongress.com) within September 15

Company (full name) \_\_\_\_\_  
Country \_\_\_\_\_ | City \_\_\_\_\_ | State \_\_\_\_\_  
Address \_\_\_\_\_ | Zip \_\_\_\_\_  
Phone \_\_\_\_\_ | Email \_\_\_\_\_ | Booth n° \_\_\_\_\_

### Certificate to be filled in by the company that performed the fireproofing

The company has duly fireproofed the following materials:

- 1) description of the material treated \_\_\_\_\_
- 2) dimensions (sq. m.) \_\_\_\_\_
- 3) trade name of the product utilised for the fireproofing \_\_\_\_\_
- 4) quantity of the product used (Kg.) \_\_\_\_\_
- 5) date of the operation \_\_\_\_\_
- 6) type of use of the fireproofed material \_\_\_\_\_

we attach for said material a copy of the pilot Certificate No. \_\_\_\_\_

of \_\_\_\_\_ issued by \_\_\_\_\_ (\*\*\*)

stating the fire reaction class of the material which the manufacturer of the fireproofing product refers to in relation to the conditions of use and installation.

We attach a copy of delivery note No. \_\_\_\_\_ of \_\_\_\_\_  
relating to the purchase of the fireproofing product.

The Company that carried out the fireproofing accepts full civil and criminal liability for the performance of the fireproofing treatment and expressly declares that:

- » The manufacturer's conditions for the application of the fireproofing product have been strictly complied with;
- » After fireproofing, the material has not been washed, ironed, vacuum-cleaned etc.;
- » The material has been stored in a totally dry place after the treatment.

\*\*\* Give the name of the authorised laboratory that carried out the fire reaction test.

**Date**  
\_\_\_\_\_

**Stamp and signature**  
\_\_\_\_\_



**FORM D**

# Declaration that ex Post Fire-retardant treated material has been used



**SUBMIT** to [imscompanies@btcongress.com](mailto:imscompanies@btcongress.com) within September 15

The Legal Representative \_\_\_\_\_  
of the Company (full corp. name) \_\_\_\_\_  
Country \_\_\_\_\_ | City \_\_\_\_\_ | State \_\_\_\_\_  
Address \_\_\_\_\_ | Zip \_\_\_\_\_  
Phone \_\_\_\_\_ | Email \_\_\_\_\_ | Booth n° \_\_\_\_\_

**Certificate to be filled in by the stand builder company**

**Declares**

- » That the previously fireproofed material referred to in Form C will be used to set up said stand;
- » The fireproofed material has not been washed, ironed, vacuum-cleaned etc.;
- » After fireproofing, the material has been stored in a totally dry place.

**Date**  
\_\_\_\_\_

**Stamp and signature**  
\_\_\_\_\_

FORM E

# Stand builders list



**SUBMIT**

to [imscompanies@btcongress.com](mailto:imscompanies@btcongress.com) within October 1<sup>st</sup>

<https://ismmelbourne2024.com/wp-content/uploads/IMS24-BUILDER-LIST-FORM.xls>