1. **Floor loading capacity / floor covering:**
   - Ground floor is made out of stone and only allow a loading capacity of 350 Kg per square meter.
   - Upper floor is made out of wood and only allow a loading capacity of 250 Kg per square meter.
   - All materials as pallets, crates, boxes, loose material must not be put on the floor at Hofburg, if the floor is not protected by protective cover such as carpet, blankets or similar. Protective cover (carpet tiles) can be rented at Fairexx.

2. **Main Cargo Entrance** door has a width of 140 cm and a height of 250 cm.

3. **Main Cargo lift** to upper floor has a length of 410 cm, a width of 140 cm and a height of 200 cm.

4. **Deliveries to upper floor:**
   - No pallets jacks or other trolley are allowed at upper floor. For deliveries to Upper floor all goods must be packed on special trolley which are provided by Hofburg. Rough dimensions of trolley: Length 150 cm / width 100 cm.

5. **Use of Twin-Sided-Adhesive-Tape:**
   - Fixing twin-sided-adhesive-tape directly to the floor is **NOT** permitted. You must cover the floor surface with special protective tape “TESA 4128” first. Tape can be ordered at Hofburg, Vienna in advance. Single rolls of tape can be bought at Hofburg at any time.
FOR ALL CONSIGNMENTS REQUIRING CLEARANCE INTO EU FAIREXX OPERATES A CUSTOMS CLEARANCE SERVICE WITH THE AUTOMATIC ON-FORWARDING TO VIENNA VIA GROUPAGE SERVICE.

Arrival deadline at below address: **05. October 2015**

PLEASE CONSIGN TO:

**FAIREXX LOGISTICS FOR EXHIBITIONS GMBH**
c/o **MULTILOGISTICS GMBH**
**MODUL D / 3RD FLOOR**
**SUEDALLEE – CARGOTERMINAL**
**85356 MUNICH-AIRPORT / GERMANY**

Please send us a pre-advice to:

**FAX** ++49 - 30 44 03 47 79  
**e-mail**: Florian.Wallmann@Fairexx.com

**Documentation required for Customs Clearance**

For shipments outside of the EU, we require the following Documents for the customs clearance:

- 3 Originals of Proforma Invoice / packing List in English, showing weights / sizes and values / exact description
- separate Invoices for Temporary Importation (Exhibits) and and permanent Importation (consumables, brochures etc)
- if necessary: Certificate of Origin (Form A / EUR.1)
- if necessary: Special certificates (health / veterinary)

All exhibits / material entered under temporary importation are subject to control and examination by EU customs for Inward and Outward movements. Any exhibits remaining in the EU after closure of the Exhibition are subject to Duties and / or Taxes. Payments must be guaranteed prior to removal of goods from the Exhibition venue.

**PLEASE CONTACT FAIREXX FOR INDIVIDUAL ADVICE OR IF YOU CAN NOT MEET ABOVE MENTIONED DEADLINE !!**

**FON:** ++49 - 30 44 03 47 13  
**FAX** ++49 - 30 44 03 47 79  
**e-mail**: Florian.Wallmann@Fairexx.com
AS THE HOFBURG HAS NOT STORAGE FACILITIES, SHIPMENTS MUST NOT SEND DIRECT TO HOFBURG. FOR ALL CONSIGNMENTS REQUIRING NO CUSTOMS CLEARANCE FAIREXX OPERATES GROUPAGE SERVICE FROM OUR ALLERSHAUSEN WAREHOUSE UP TO HOFBURG.

Shipments should arrive at advanced warehouse below no later than **07. OCTOBER 2015**

- **warehouse address:** FAIREXX LOGISTICS FOR EXHIBITIONS GMBH
  KESSELBODENSTRASSE 34
  85391 ALLERSHAUSEN/GERMANY

  **Notify:** ACC 2015 /
  Exhibitors Name / Hall / Stand No.

**Full- & half Trailer Loads – direct deliveries**

- can arrive directly at Vienna, in accordance with the official build-up Dates and SLOT Times Reference numbers which you will receive upon booking. Please contact us:
  - e-mail: Florian.Wallmann@Fairexx.com

- **delivery address**
  Magistrat 46
  Kongresszentrum Hofburg
  c/o Fairexx – Logistics
  Heldenplatz
  1010 VIENNA / AUSTRIA

  **Notify:** ACC 2015 /
  Exhibitors Name / Hall / Stand Number
For all Consignments shipped by airfreight please use **MUNICH** german-airport - (MUC) and make sure goods arrive not later than **05. October 2015**

- **Consignee address:** FAIREXX LOGISTICS GMBH  
c/o MULTI LOGISTICS GmbH  
Suedallee - Cargoterminal  
Modul D / 3rd Floor  
85356 Munich-airport  

**Notify:** ACC 2015  
*Exhibitors name / Hall / Stand-No.*

Please send your shipments prepaid, on own Masterairwaybill, consigned to above mentioned address.  
3 original Invoices should be attached to the Airwaybill.

**Pre-advises** please send to us at least one day **before** DEPARTURE  
by Telefax: +49 (0) 30 44 03 47 79  
- Copy of Airwaybill / Flight details  
- Copy of invoice / packing list

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**Seafreight shipments :**

- For all Consignments shipped by sea freight kindly contact FAIREXX for your individual offer with all important information!

- **FON:** ++49 - 30 44 03 47 25  
- **FAX**  ++49 - 30 44 03 47 79  
- **e-mail :** Florian.Wallmann@Fairexx.com
All your Packages must be clearly marked as follows:

- ACC 2015
- Name of Exhibitor
- Hall and Stand number

1 of .... / 2 of ... / 3 of ... etc.

We kindly ask you to use save and strong packing material which is strong enough to be re-used after the show.

Courier shipments can not be send direct to the stand at Hofburg due to the special unit of building and as Hofburg has no storage facilities.

Please send all shipments requiring no customs clearance to address mentioned under “EUR SHIPMENTS” and mind arrival deadlines.

If consignments requiring customs clearance please use address and deadlines mentioned under “CUSTOMS CLEARANCE”

Insurance

We strongly recommend that all exhibitors arrange Insurance cover to include Transit to and from the exhibition, whilst on display and in storage.

Please contact us for further information and rates.

Late arrival surcharges

Any shipments arriving after our deadlines that require customs clearance will be subject to a late arrival surcharge of 25% on our official handling tariff.
Please note following methods of payment accepted:

- Bank Transfer: please provide a copy of the Transfer Statement
- Credit Card: pls inform us of your card details in advance (not for customs expenditures unless with an additional 5% service fee!)
- Cash: all major currencies accepted

Basic Conditions of Contract

- All work undertaken is subject to the German Forwarders terms and conditions ADSp, newest edition and the SLVS - liability policy, in conjunction with the conditions and rates for trade fair transportation.

- All special transport and crane services are based upon the „Basic conditions of contract for special transport and crane services - BSK“ latest edition.

- The liability of FAIREXX Logistics for Exhibitions GmbH as Fairs & Exhibitions Forwarder, ceases with deposit and begins with collection of the freight at the exhibition stand, even during the exhibitors absence, irrespective of the submission of waybills at the exhibition forwarding agent’s office. Place of jurisdiction AG Berlin for both sides.

- Our invoices will be due immediately after issuance without any further notice according to ADSp. 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 or before return shipping of their exhibits.
Please Contact our Office:

FAIREXX
Logistics for Exhibitions GmbH
Marienstrasse 28
12207 Berlin
Germany

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web : www.fairexx.com