



12<sup>TH</sup> INTERNATIONAL CONGRESS ON SLE &  
7<sup>TH</sup> ASIAN CONGRESS ON AUTOIMMUNITY

26-29 MARCH 2017

MELBOURNE, AUSTRALIA



Dear Exhibitor/Stand Builder,

Hermes is the official handling agent for KENES congresses in 2017.

We are a full door to door service company.

As such, we are pleased to update you regarding arrangements for shipping, international freight forwarding, customs clearance and onsite services.

**Onsite Handling**

Due to security, insurance and organizer policy, Hermes is the exclusive handler inside the venue. No other company is permitted to handle cargo within the venue.

Please note that companies, stand builders & PR companies may make their own arrangements to deliver and retrieve goods directly to the warehouse/venue entrance.

**Contact Details:**

Hermes Exhibitions & Projects Ltd.  
Contact: Ms. Zehavit Akerman  
Tel: + 49 6173 966 95 28  
Mobile: +972 52 511 4982  
E-mail: [zehavitak@hermes-exhibitions.com](mailto:zehavitak@hermes-exhibitions.com)

**Please note these important dates:**

SERVICE	DEADLINE
DOCUMENT DEADLINE VIA AIRFREIGHT	5 days prior to the arrival of the flight.
Door to door shipments	Please contact Hermes
Freight needs to arrive at Melbourne Airport	March 14 ,2017  If you are unable to meet the arrival deadline please let your show coordinator know. Late surcharges are likely to be applicable for goods which arrive after the deadline. Shipments arriving well before the deadline may also be subject to early arrival storage charges
Exhibition goods - Direct deliveries to Congress venue	MCEC accept deliveries between 0700-1700 on Friday 24 March 2017
Dismantling / Breakdown	March 29, 2017



## **Shipment Categories**

All shipments must be packed, labeled and sent according to the appropriate category (see below). Please use only the attached labels. Please do not mix different types of shipments in one box.

### **Categories:**

- (1) **Insert-for participant bags**
- (2) **Marketing/promotion material-for unmanned display**
- (3) **Exhibition goods-for exhibition stand only**

## **Services, Delivery Address & Shipping Instructions**

### **1. Door to Door Shipment**

We offer companies freight forwarding services from starting point to venue. This will assist in reducing costs and ensuring timely delivery.

### **2. Airfreight Shipments**

Please send all airfreight shipments to Melbourne airport only.  
Airway bill (AWB) must be sent prepaid and consigned to:

#### **MASTER AWB CONSIGNEE:**

Agility Fairs & Events Pty Ltd  
28 – 32 Sky Road  
Melbourne Airport, VIC, 3045  
Australia  
Attn: Richard Melchionna  
Tel: +61 3 9330 9034

#### **DESCRIPTION OF GOODS ON MAWB:**

Consolidation as per manifest

#### **HOUSE AWB CONSIGNEE:**

Exhibitor / Stand Number  
c/o Show name  
Location  
**MELBOURNE AIRPORT**

### **SEPARATE MASTER AND HOUSE AWBs MUST BE ISSUED FOR EVERY SHIPMENT.**

**Documents:** The following documents are required:

**It is important to send all draft documents for Checking before you finalize and uplift shipment**

**After the approval of the documents , All shipments must be reported to the authorities Min 2 days before estimated arrival to Australia**

- MASTER Air Waybill
- HOUSE Air Waybill
- Letter of Authority
- Commercial Invoice

Indicate separate FOB and CIF values on commercial invoice

A full description of the item must be given. Do not just indicate the model name or model number

plinth – floor standing' and **INCLUDE WHAT THE ITEM IS MADE FROM**

Package number (must match the case/markings previously mentioned)

Gross weight/Net weight/Dimensions



### **IMPORTANT CARGO COVERED BY COMMERCIAL INVOICE AND ATA CARNET**

Please ensure cargo consisting of temporary items shipped under ATA Carnet and permanent items shipped under Commercial Invoice are split under separate HAWBs. We are not able to clear shipments which do not have separate HAWBs issued (1 for ATA Carnet and 1 for goods covered under commercial invoice)

- Packing List
- Insurance Policy (if applicable)
- Brochure (if applicable)
- Airfreight Security Undertaking & photo ID copy (if applicable)
  
- Fumigation Certificates** – Quarantine authorities only accept PLEASE NOTE the fumigation certificate if it indicates a numerical link such as container number or BL number.
  
- Letter of Authority** - Authorizes Agility Fairs & Events Pty Ltd to handle your goods on your behalf. The exhibitor on their company letterhead must complete this. Without this letter we are not in a position to handle your shipment

### **DUTIES & TAXES**

Please note Australian Customs assesses Import Duty and Tax rates for every individual item including give away items and brochures. The Import Duties are calculated on the FOB value. Import Tax (GST) is calculated on the CIF Value plus Import Duties.

Please note the CIF Value is calculated as follows:

**Fob Value + Insurance Value + Freight Value = CIF Value**

Failure to comply to indicate separate FOB and CIF Values will result in Australian Customs assessing the CIF value based on “average” freight and insurance amounts or the freight amount shown on the AWB. This will result in higher Duty & GST amounts applicable, or a higher temporary import fee.

**This is an Australian Customs requirement and not within our control – therefore please clearly indicate separate FOB and CIF values on your commercial invoice.**

The following declaration must be indicated: “The invoiced goods are of ...(country)... origin and are intended for display purposes only at the exhibition site”

Exhibitors are to indicate the items that will be re-exported as well as the items that will be disposed of, consumed or given away at the end of the exhibition

Must show the **full** description of goods including unit prices and total prices.

Ensure the true and accurate commercial value is declared as under-declaring values will result in a clearance delay.

### **AFTER THE EXHIBITION**

All cargo needs to remain in our warehouse for 7 days before it can be uplifted due to Air Navigation Regulation 49 with the Department of Transport and Regional Services.

Cargo which is required as urgent return via air after the event please let us know well in advance.

### **4. Direct Deliveries to Congress Venue**

#### **Domestic Cargo /courier shipments / full load trucks**

Exhibition goods will be accepted **March 26**



**Delivery Address:**

Melbourne Convention Exhibition Centre  
1 Convention Centre Pl,  
South Wharf 3006  
Melbourne

**For delivery direct to the venue , please make sure to send time slot request form.**

**Courier shipments**

We can assist with delivery of goods to an exhibition site that are sent via courier. Please follow the below instructions: Only final importation

- Pre-alert** - send pre-alert to designated coordinator prior to arrival of goods including:
- o Signed Service Agreement including billing address, payment details and delivery instructions
  - o Shipment tracking number, consignment note or waybill
- Duties & Taxes - ensure all Duties and Taxes are pre-paid

Payment – payment for services must be arranged prior to delivery at the exhibition site. Exhibitors who intend to use the advance warehouse need to arrange payment prior to shipment being delivered to stand.

**Shipping address**

Agility Fairs & Events Pty Ltd  
28 – 32 Sky Road / Door 10  
Melbourne Airport VIC 3045  
Australia  
Attn: Richard Melchionna Tel: + 61 3 9330 9034  
C/- SHOW NAME

**Deadline**

Courier shipments must arrive in our depot at least 3 working days prior to move in.

**All courier shipment must be send DDP terms (Delivery duties paid) .  
Shipments that arrive without pre alert and payment confirmation will not be accepted.**

**PRE ALERTS for all shipments**

It is important to send us all draft documentation for checking before you finalize and uplift your shipment.

Certain goods may be prohibited or require import permits. Failure to comply could result in goods being delivered late to a show, completely missing a show or being seized by the Australian Government Authorities.

Once your documents have been approved and comply with Australian rules and regulations you may go ahead and expedite your shipment.

We must be pre-alerted for each and every shipment – even if you have already sent draft documentation. Your pre-alert will need to include a full document pack, including delivery instructions and return instructions if applicable. Please also send us flight details.



Australian Customs have decreased tolerance on late cargo reporting, all Air and Sea cargo must be reported no later than:

Air – 6 hours before the estimated time of arrival in Australia

Please ensure you take all necessary steps to provide a full pre-alert to assist in providing timely and accurate reporting to Australian Customs and avoid any fines being served.

Any resulting fine issued will be passed on onto the sender (origin office/agent).

### Customs clearance

#### ATA CARNET

Entry for goods under ATA Carnet allows free movement of the goods within Australia after the exhibition for a period of up to twelve (12) months or until the expiry of the Carnet, whichever occurs first. After this time period the goods must be re-exported under Customs supervision.

#### Temporary import bond (TIB)

Agility Fairs & Events are able to arrange for temporary entry of goods into Australia. Please be advised that all goods entering under temporary admission are subject to re-export from Australia after the event.

If the exhibitor intends to sell the goods in Australia, they must be entered as permanent items and the relevant duties and taxes be paid. If the goods are pre-sold please advise the buyers contact details to allow us to liaise with the purchaser and ensure the importation is coordinated with them.

Goods under temporary import must be under our control until re-exported.

In the event a conversion from temporary to permanent is required, a letter from the importer appealing to Australian Customs asking for permission must be submitted. Any conversion is subject to Australian Customs approval. Please contact the show coordinator if you require further information.

High value items or goods physically impossible for Agility Fairs & Events to control will be required to undergo other security procedures. Please speak to the show coordinator if this applies to you.

Please note any shipments exceeding a total CIF value of AUD 100,000.00 you will need to apply for a separate temporary admission into Australia. Please contact us immediately if your cargo value exceeds this amount.

#### Permanent import

Goods, which enter Australia on a permanent basis, either for sale, consumption or give away, will be subject to import Duty and Goods & Services Tax (GST). Please contact us for Duty and GST % rates.

**Please Note: Give away items/brochures and leaflets for exhibition purposes aren't exempt from GST and Duty. GST and Duty is payable on all give away items.**

#### QUARANTINE

Australia is an island and therefore has stringent quarantine regulations. Any goods manufactured from plant material are subject to quarantine inspection on arrival in Australia. These regulations cover items such as basket ware, cane ware, bark, wooden and bamboo goods, and straw articles. If goods are not absolutely free of rodent or insect infestation they may be fumigated or destroyed at the discretion of the Quarantine Control Office. Please note that wooden packing crates are also subject to inspection.

## **AQIS/DAFF WILL NOT ACCEPT METHYL BROMIDE TREATMENTS CARRIED OUT AT LESS THAN 10 DEGREES CELSIUS.**

If sending wooden products or an exhibitor is using their own wooden crates, please ensure they display proper ISPM 15 marking or provide us with a fumigation certificates. The fumigation certificate must show container number and bill of lading number as a numerical link to your shipment. In regards to the packing of the goods, please ensure no straw or plant materials are used. We recommend paper, polystyrene or man-made fibres be used for packing.

Plywood items manufactured 90 days or less prior to export should travel with a Manufacture Declaration. Older plywood items or where a Manufacture Declaration is unavailable will require a Treatment or Fumigation Certificate (Original Certificates will be required for items from China).

Therefore when entering the shipment details for clearance we are asked if the consignment contains any wood (excluding reconstituted wood/densified or wood plastic) we are required to state "YES" which will result in cargo being selected by Quarantine for a document check and possible inspection.

## **MDF is classified as reconstituted wood and therefore is ok for import into Australia**

The link below give outlines of types of wood that are classed "reconstituted" wood.  
[http://apps.daff.gov.au/icon32/asp/ex\\_casecontent.asp?intNodeId=9064647&intCommodityId=22085&Types=none&WhichQuery=Go+to+full+text&intSearch=1&LogSessionID=0](http://apps.daff.gov.au/icon32/asp/ex_casecontent.asp?intNodeId=9064647&intCommodityId=22085&Types=none&WhichQuery=Go+to+full+text&intSearch=1&LogSessionID=0)  
A full explanation on plywood and the conditions can be found on the following link.  
[http://apps.daff.gov.au/icon32/asp/ex\\_casecontent.asp?intNodeId=9035182&intCommodityId=28295&Types=none&WhichQuery=Go+to+full+text&intSearch=1&LogSessionID=0](http://apps.daff.gov.au/icon32/asp/ex_casecontent.asp?intNodeId=9035182&intCommodityId=28295&Types=none&WhichQuery=Go+to+full+text&intSearch=1&LogSessionID=0)  
A Manufacturing Declaration must be supplied by the manufacture of the plywood article and cannot be the issued by the exhibitor. Click here for a template.

## **RESTRICTED ITEMS**

This information about restricted and prohibited goods is provided as a guide only.

To ensure you comply with Australian Government legislative requirements please contact us immediately before shipping any of the following goods. Failure to do so can result in prosecution.

Restricted/Prohibited goods:

- Food Items
- Vehicles
- Boats
- Military/Defence Equipment
- Weapons
- Any items containing CFS Gas/Ozone Depleting Substances(Fridges, Air Conditioning Units)
- Cosmetics
- Goods bearing an image of the Australian Flag
- Any goods bearing the word 'ANZAC' (or similar words)
- Hand held laser pointer devices
- Refillable lighters with a customs value of AUD \$5 or less/novelty lighters
- Used machinery

For a full list and latest updates please refer to the following link for the latest updates on restricted/prohibited imports into Australia <http://www.border.gov.au/Busi/Impo/Proh#>

## **DUTIES & TAXES**

Please note Australian Customs assesses Import Duty and Tax rates for every individual item including give away items and brochures. The Import Duties are calculated on the FOB value. Import Tax (GST) is calculated on the CIF Value plus Import Duties.

Please note the CIF Value is calculated as follows:

**Fob Value + Insurance Value + Freight Value = CIF Value**



Failure to comply to indicate separate FOB and CIF Values will result in Australian Customs assessing the CIF value based on "average" freight and insurance amounts or the freight amount shown on the AWB. This will result in higher Duty & GST amounts applicable, or a higher temporary import fee.

**This is an Australian Customs requirement and not within our control – therefore please clearly indicate separate FOB and CIF values on your commercial invoice.**

The following declaration must be indicated: "The invoiced goods are of ...(country)... origin and are intended for display purposes only at the exhibition site"  
Exhibitors are to indicate the items that will be re-exported as well as the items that will be disposed of, consumed or given away at the end of the exhibition  
Must show the **full** description of goods including unit prices and total prices.  
Ensure the true and accurate commercial value is declared as under-declaring values will result in a clearance delay.

#### **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 shipment is dispatched. There will be surcharge of 100% for handling this kind of shipment.

#### **Insurance**

All goods must be fully insured with all risk coverage.

While all care is taken by us in handling your shipment, no liability can be accepted for any internal or non-visible irregularities to the contents of your shipment

#### **Heavy & Oversized Shipments**

Heavy and oversized shipments applies to any single exhibit in excess of 1000 kg and 5 CBM 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 onsite operations.

#### **Payment terms**

In order to ensure move in/out of your shipment/s, please complete and sign the attached material handling form/payment confirmation and return it to our attention.  
Please note that your signature will be used as 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 **in advance** of the congress. In case of non-payment of invoices, shipments will be held in storage until the invoices are paid in full.

#### **Please note that all payments are in US\$**

Exchange rate 1 AUS = US\$0.67

Any change will be reflected in the final invoice date

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

#### **Terms and conditions**

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

**We wish you a successful experience!**  
**Hermes**



DATE: \_\_\_\_\_

Dear Exhibitor / Stand Builder / PR Company,

Please return the below form fully filled in to HERMES

E-mail: [zehavitak@hermes-exhibitions.com](mailto:zehavitak@hermes-exhibitions.com)

**Pre advise - Material handling form**

<b>Congress name</b>	
<b>Exhibitor name</b>	
<b>Stand #</b>	

**Shipment information**

<b>Service requested</b>	
<b>Airfreight shipment</b>	<b>Direct to Venue</b>

<b>Shipper's name</b>	
<b>E mail address</b>	
<b>Tel #</b>	
<b>Purchase order #</b>	
<b>Truck size</b>	
<b>Courier tracking #</b>	
<b>Airway bill number (AWB #)</b>	
<b>Number of pieces</b>	
<b>Weight in Kg</b>	
<b>CBM</b>	





**Payment details**

This is to confirm that the payment for handling the above cargo will be Covered by our company.

Company details \_\_\_\_\_ VAT No. \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Card type    VISA     DINERS     MASTER CARD     AMEX

**Credit card #**

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Expiry date \_\_\_\_\_ CVC ( Last 3 digits on back of credit card) \_\_\_\_\_

Card holder's name \_\_\_\_\_ card Holder's Signature \_\_\_\_\_

**Please enclose a copy of both front and back side of your credit card**

**Payments by credit card additional 3.00 % service fee will be added for AMEX 3.5%.**

**We cannot guarantee services for any cargo arrival without a pre-advise and payment confirmation!**



**HANDLING RATES 2017**

**Inbound / out bound**

**1. Air Freight 1 cbm = 167 Kg**

**From free arrival Melbourne airport up to free delivered booth including:**

Minimum per shipment	\$485.00
Up to 500 kg	\$ 1.50 / Kg
Up to 999 kg	\$ 1.40 / kg
Above 1000 kg each additional kg	\$ 1.15 / Kg
Import terminal fee	\$33.00
Plus additional	\$0.70/ per Kg
Air Cargo Automation fee	\$20.00/ per AWB
Any additional fees will be calculated as per outlay	
Outlay fees + 10% for pre-payment	\$ 125.00 Min

**2. Direct Delivery to Venue –**

**From free arrival venue up to free delivered stand, first time spotted:**

Shipment up to 50 Kg	\$95.00
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**Subject to pre booking of the services**

Supply of labor	\$ 40.50/ Hour Min 4 hours
Supply of supervisor	\$55.00/ Hour Min 4 Hours
Forklift driver and Spotter 2.5 ton	\$220.00 Hour Min 2 Hours

**3. Customs Formalities**

Import Document fee	\$78.00
CMR	\$27.00
Handling & coordination fee	\$145.00/ per exhibitor

**Carnet ATA**

Temporary importation under ATA Carnet	\$175.00
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**Temporary importation**

Temporary importation and/or re-exportation	\$175.00
With commercial invoice	
Customs bond fee 1.5% CIF Value	Up to \$70.000 CIF Value
Customs bond fee 1.25% CIF Value	Up to \$185.000 CIF Value
But Min	\$255.00

**Permanent Importation**

Per shipment / per document / per exhibitor	\$150.00
First 5 lines each additional line	\$ 12.00

Duties & Taxes as per outlay. Fees for an advanced payment of duty & tax  
+ 10% for pre payment

Customs inspection	\$ 55.00 per 30 mins Min 135.00
Red line processing (urgent intervention)	\$ 60.00
AQIS lodgment	\$ 52.00
Australian Customs EDI	\$ 60.00 Min (or per outlay +5%)
Export fee	\$150.00
All other customs clearance charges and disbursement fees per outlay	+10%

### Special Clearances

Food, beverages, pharmaceuticals etc. Available upon request

### 4. Other Charges

- Courier shipments  
To receive shipment and coordinate delivery to exhibition stand charges are as follows:
- For shipments up to 50 KGS \$185.00
- For shipments exceeding 50 KGS \$185.00 + \$ 1.6 for each KG  
Note: For Out-Of-Metro City Area – An additional Cartage \$165.00 per consignment/ exhibitor.
- Handling of empties (including storage) \$ 45.00/ CBM (Min 2 CBM)
- Forwarding commission - per order / shipment \$ 75.00
- On-site representative for service / support \$ 55.00
- Payments by credit card an Administration and Service Fee of 3.5% of the invoice total will apply

### Outbound Handling Charges

The same rates will apply for outbound services.

### Insurance

It is the shipper / exhibitor responsibility to have comprehensive insurance coverage whilst in transit storage and onsite for the duration of the exhibition and return

We will not accept any responsibility for loss or damage of the exhibitor's equipment

### Please Note:

- ❖ Late arrival fee passed deadline 1-3 days Plus 25% , 4-5 dyad plus 50% , 6 days plus100%
- ❖ The above rates do not include local VAT that will be charged where applicable.
- ❖ The above rates are for services provided from Mon – Fri, 08:00 – 17:00
- ❖ Overtime surcharge (17:00 – 22:00) – additional 35% on total move in/out charges.
- ❖ Overtime surcharge (22:00 – 08:00) – additional 50% on total move in/out charges.
- ❖ Saturday Sunday & Holidays – additional 100 % on total move in/out charges

All the above rates are in US\$ currency , exchange 1 AUD =US\$ 0.74 will be charged accordingly.

# Marketing/Promotional Material

For Congress Unmanned Display

Via Germany Warehouse

Exhibitor's Name

Contact Person

Mobile Phone

**Melbourne Convention Exhibition Centre  
1 Convention Centre Pl,  
South Wharf 3006  
Melbourne, AUSTRALIA  
C/O LUPUS & ACA 2017**

Box No. \_\_\_\_\_ of \_\_\_\_\_

# Marketing/Promotional Material

For Congress Unmanned Display

Air Freight Shipments

Exhibitor's Name

Contact Person

Mobile Phone

Agility Fairs & Events Pty Ltd  
28 – 32 Sky Road / Door 10  
Melbourne Airport VIC 3045, Australia  
Attn: Richard Melchionna Tel: + 61 3 9330 9034  
**C/O LUPUS & ACA 2017**

Box No. \_\_\_\_\_ of \_\_\_\_\_

# INSERTS For Congress Bags

## Air Freight Shipments

Exhibitor or Company Name

Stand/Booth No. (if relevant)

Contact Person

Mobile Phone

Agility Fairs & Events Pty Ltd  
28 – 32 Sky Road / Door 10  
Melbourne Airport VIC 3045, Australia  
Attn: Richard Melchionna Tel: + 61 3 9330 9034  
**C/O LUPUS & ACA 2017**

Box No. \_\_\_\_\_ of \_\_\_\_\_

# INSERTS For Congress Bags

## Air Freight Shipments

Exhibitor or Company Name

Stand/Booth No. (if relevant)

Contact Person

Mobile Phone

Agility Fairs & Events Pty Ltd  
28 – 32 Sky Road / Door 10  
Melbourne Airport VIC 3045, Australia  
Attn: Richard Melchionna Tel: + 61 3 9330 9034  
**C/O LUPUS 2017**

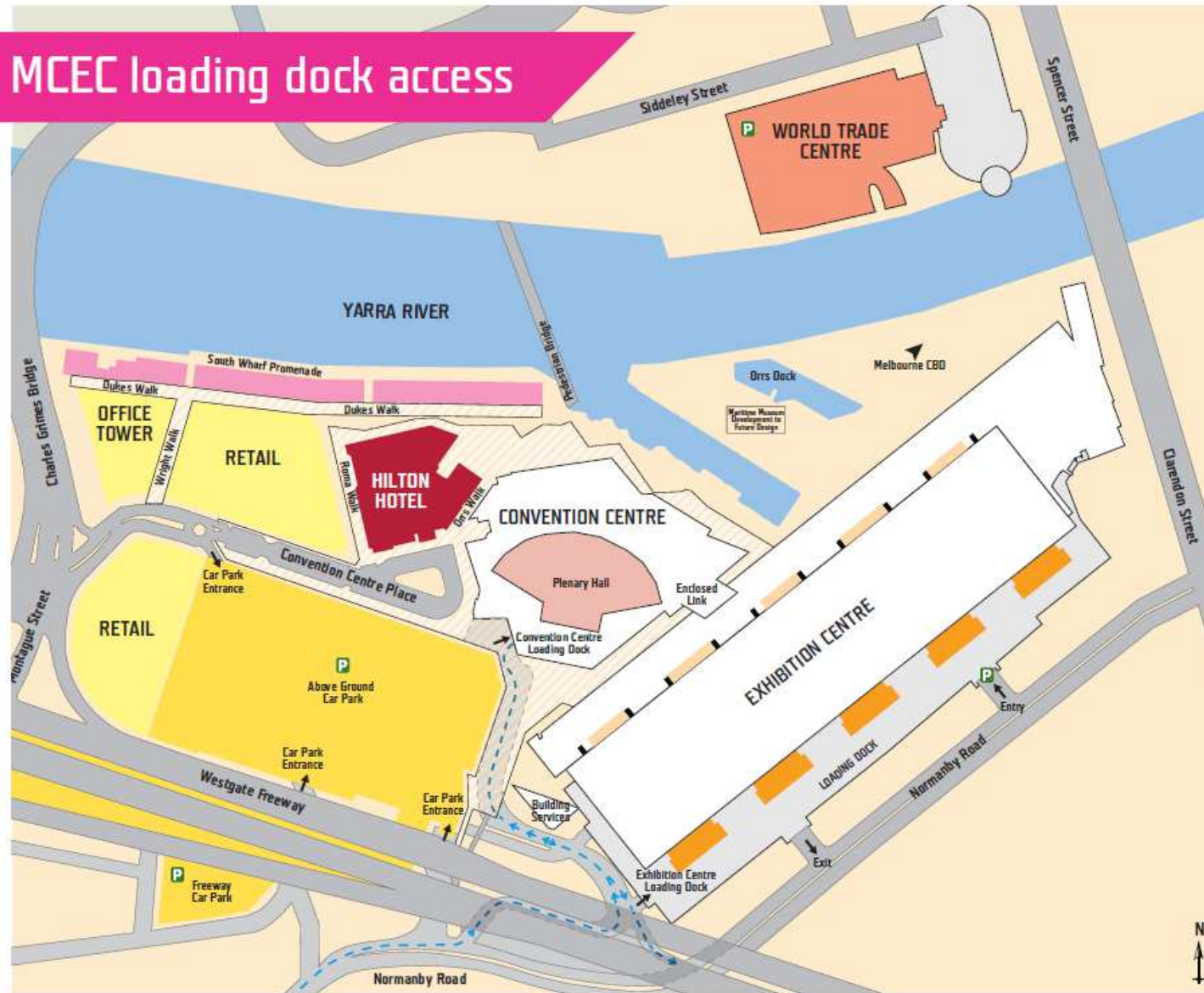
Box No. \_\_\_\_\_ of \_\_\_\_\_

<b>DELIVER TO</b>	<p><b>MELBOURNE CONVENTION CENTRE</b>  Melbourne Convention and Exhibition Centre  <b>Convention Centre Entrance</b>  Loading Dock – enter off Normanby Road  South Wharf Victoria 3006 Australia</p>
<b>CONTACT NAME:</b> <i>(Person Responsible for Delivery)</i>	
<b>CONTACT PHONE NUMBER:</b> <i>(Person Responsible for Delivery)</i>	
<b>EVENT NAME:</b> LUPUS 201/ ACA 2017 Congress	
<b>EVENT NUMBER:</b> 61071	
<b>EVENT DATES:</b> Sunday, 26 March 2017 - Wednesday, 29 March 2017	
<b>ROOM / AREA FOR DELIVERY:</b> <b>MELBOURNE ROOM 2 - Exhibition</b>	
<b>STAND NAME:</b>	
<b>STAND NUMBER:</b>	
<b>TOTAL NUMBER OF ITEMS:</b>	
<b>ITEM NUMBER:</b>	

**NOTE:** Melbourne Convention and Exhibition Centre staff will not sign to accept courier deliveries and cannot take responsibility for items left on the Loading Dock.



# MCEC loading dock access



--- Loading Dock access via Normanby Road  
 Melbourne Convention and Exhibition Centre  
 1 Convention Centre Pl,  
 South Wharf 3006  
 Exhibition Centre entrance  
 2 Clarendon St,  
 Southbank 3006

# EXHIBITION GOODS

For the Exhibitor's Stand Only

## Air Freight Shipments

Exhibitor Name

Stand/Booth Number

Contact Person

Mobile Phone

Agility Fairs & Events Pty Ltd  
28 – 32 Sky Road / Door 10  
Melbourne Airport VIC 3045, Australia  
Attn: Richard Melchionna Tel: + 61 3 9330 9034  
**C/O LUPUS & ACA 2017**

Box No. \_\_\_\_\_ of \_\_\_\_\_