



**OFFICIAL LOGISTICS
TARIFF**



ISPOR 2026 | Vienna | 9-12 November 2026

1	DIRECT HANDLING AT VENUE Unloading / Reloading from vehicle to / from stand with 3T Forklift (1cbm = 333kgs)	TYPE	RATE PER UNIT (€)	Minimum charge(€)
	Unloading / Reloading Vehicle up to Maximum of 1 LDM	Per Truck	325.00	325.00
	Unloading / Reloading Vehicle up to Maximum of 3 LDM	Per Truck	550.00	550.00
	Unloading / Reloading Vehicle up to Maximum of 7 LDM	Per Truck	950.00	950.00
	Unloading / Reloading Vehicle over 7LDM	Per Truck	1450.00	1450.00
	Timed Deliveries during event for symposiums / meetings	shipment	295.00	295.00
	Handover of Courier shipments from driver to stand up to 20kgs	shipment	250.00	250.00
	SURCHARGES (Applicable to all above services)	Overtime 17:00-22:00		50%
		Overtime 06:00 - 08:00		50%
		Overtime 22:00 - 06:00		100%
		Saturday		50%
		Sunday / Public Holiday		100%

2	Advanced warehouse (including receiving, storage & delivery to stand per way) (1cbm = 333kgs)	TYPE	RATE PER UNIT (€)	Minimum charge(€)
	Receiving at warehouse, transfer to venue and delivery to stand	per 100kgs	48.00	395.00
	Courier shipments (no customs required) up to 20kgs	shipment	250.00	250.00
	Courier shipments up to 20kgs (non EU Origin requiring customs formalities outlined in Section 8)	shipment	490.00	490.00
	Late Arrival charges (For shipments arriving after the advised latest arrival date)	On Request		
	Additional storage time (more than 10 days before / after event)	On Request		
	SURCHARGES (Applicable to all above services)	Overtime 5pm-8am		50%
		Saturday		50%
		Sunday / Public Holiday		100%

3	Airfreight Shipments Via Vienna Airport (1cbm = 167kgs / minium charge 250kgs)	TYPE	RATE PER UNIT (€)	Minimum charge(€)
	Handling from Airport to Advanced warehouse (for delivery from Advanced warehouse to stand please calculate based on section 2)	per KG	1.45	362.50
	Airline handling charges / Documentation charges	As per outlay + 10%		
	SURCHARGES (Applicable to all above services)	Overtime 5pm-8am		50%
		Saturday		50%
		Sunday / Public Holiday		100%

4	Ocean Freight	TYPE	RATE PER UNIT (€)	Minimum charge(€)
	All Oceanfreight requirements will be advised on request		On Request	

5	Transport / Freight rates (Road Freight / Airfreight / Seafreight)	TYPE	RATE PER UNIT (€)	Minimum charge(€)
	Please contact us with size / weight of goods to be transported including loading requirements & Delivery addresses		On Request	

6	On site Storage during event (Including collection from stand and return at close of event) Each Item rounded up to complete cbm / Minimum 3cbm per order)	TYPE	RATE PER UNIT (€)	Minimum charge(€)
	Empty Case storage during event	per cbm	135.00	405.00
	Full goods storage during event (ladders / tools / pallet trucks)	per cbm	145.00	435.00

7	Labour / Manpower	TYPE	RATE PER UNIT (€)	Minimum charge(€)
	Unskilled labour to assist with unpacking / construction	per hour	75.00	300.00
	SURCHARGES (Applicable to all above services)	Overtime 5pm-8am		50%
		Saturday		50%
		Sunday / Public Holiday		100%

8	Customs Formalities (For shipments arriving from non-eu Origin).	TYPE	Minimum charge(€)
	Permanent Shipments (For Giveaways / Consumables / Literature)		
	Permanent Import customs clearance into EU	Per Clearance	295.00
	Export customs clearance on Commercial invoice	Per Clearance	295.00
	Use of Customs Brokers EORI Number	Per Shipment	175.00
	Issuing of T-Documents to bonded warehouse (import / Export)	er Declaration	195.00
	Duties & Taxes payable on CIF value on declared commodities	As per outlay + 15%	95.00
	All documents relating to non-EU shipments need to be presented to DHL prior to shipping to check local rules and regulations to ensure goods can be imported / exported to desired destination		

Temporary Shipments (For Exhibition material to be exported after event)		TYPE	Minimum charge(€)
	ATA carnet Clearance (Import)	Per Clearance	295.00
	ATA carnet Clearance (Export)	Per Clearance	295.00
	ATA Carnet Handling on arrival & secure storage during event	per Document	125.00
	Temporary customs clearance on Commercial invoice (Import)	Per Clearance	295.00
	Cancellation of Temporary Inbound bond	Per Clearance	295.00
	Issuing of T-Documents to bonded warehouse (import / Export)	er Declaration	195.00

Customs Bond Fee For Temporary clearance on CIF Value ATA Carnet)	(excluding 3% of CIF Value declared on Commercial invoice	275.00
Customs Examination / Inspection Fees (If Applicable)	As per outlay + 15%	
Document Handling Charges (If Applicable)		

9	Additional Charges	TYPE	RATE PER UNIT (€)
	Order processing service Charge (applied to inbound & outbound Services)	Per way	75.00
	Late Booking Surcharges (applied to orders received after order deadline date or onsite)		25%
	Late Arrival surcharges (For goods not pre agreed outside of event set up / dismantling dates)		25% on Tariff Rates

Important Notes
<p>Charges are subject to the local rate of VAT. Please supply your Vat Number on our order form.</p> <p>Any other services not covered by this tariff will be charged according to our expenses or by agreement.</p> <p>All services must be either prepaid or paid for at the venue. We accept VISA/MasterCard for orders received on site at the venue.</p> <p>All Business is transacted on BIFA Trading Conditions that exclude or limit the liability in certain Circumstances. A copy is available on request or can be downloaded via our web site.</p>



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