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NETWORK X 2026

Oct. 13th – 15th 2026, Vienna

Shipping manual



DOCUMENTARY REQUIRMENTS – EU Shipments

- Your order
- Invoice or delivery note

DOCUMENTARY REQUIRMENTS – non EU Shipments – Customs clearance

- Your **order**
- **Invoice** – issued to
Exhibitor
c/o Network X 2026
hall: _____ stand: _____
Trabrennstr. 5
A-1020 Wien

As per customs regulations all invoices must include following points:

- HTC codes
- Quantity from each items
- Weight
- Separate value from each kind of product (fair market value to avoid a possible value adjustment by the Customs)
- Origin of the goods
- CIF term
- Serial no – if available / product description

- or optional – **Carnet ATA**
Incl. “Letter of authorization” issued to:
DHL Global Forwarding (Austria) GmbH

Goods which shall be returned after the show, **must be packed separate** from give - aways, prospects and consumable.



Tariff (short version) for exhibitions on the fairground Vienna, in 2026

1. Unloading and delivery to the booth of individual pieces up to 2500,--kg		EURO
Individual shipments of more than 2500 kg – add. Point 4 Volume ratio: 3x messend (1cbm. = mind. 333 kg)		
1a	Unloading at forwarders warehouse up to free delivered booth (first touch) incl. Storage before delivery to the booth	Courier shipments –per piece– up to 15,-- kg Minimum up to 200,--kg each add. 100,--kg 118,00 34,00
1b	Unloading direct at the exhibition hall up to free delivered booth (first touch) excluding Storage	Minimum up to 2000,--kg each add. 100,--kg Maximum up to 6 loading meters Maximum for 1 truck (13,60 loading meters) 390,00
1c	Deliveries in the congress centre	Additional to point 1b Pkt. 4a

2. Customs clearance		EURO
2a	Cancellation or settlement of transit documents	Per declaration 70,00
2b	Customs clearance in bond, incl.1 tariff item € 185,00	Each add. Customs tariff item 15,00
2c	Definitive customs clearance, incl. 1 tariff item € 185,00	Each add. Customs tariff item 15,00
2d	Proportionately customs examination fee	Per clearance 70,00

3. Handling of the empties, packed goods, consumables, incl. all surcharges		EURO
3a	Handling of empties pick up, storage during the show, redelivery	Per cbm. Minimum 67,00 2 cbm.
3b	Handling of packed goods pick up, storage during the show, redelivery Flat charge per piece: Ladders: 2cbms. Hand palett trucks: 2 cbm.	Per cbm. Minimum 77,00 2 cbm.
3c	Handling of consumables, prospects, etc	Per delivery und cbm. 77,00

4. Jobs at the booth (packing, assembly aids, manpower,etc.)		EURO
un- and reloading will be charged acc. to point 1		
4a	Transport worker	Per worker and hour Minimum 53,00 4 hours.
4b	Supervisor / skilled packer	Per worker and hour Minimum 58,00 4 hours
4d	3,5to. Forklift, incl. driver	Per forklift and hour Minimum 147,00 1hour
4e	5,0to. Forklift, incl. driver	Per forklift and hour Minimum 155,00 1hour
4f	8,0to. Forklift, incl. driver	Per forklift and hour Minimum 177,00 2hour
All forklift are equipped with 2m forks and side loader. Invoicing only by full hours. Approach and departure is included in the rates.		

5. Additional charges		EURO
5a	Exhibition logistics fee, telephone, documentation, per In- and Outbound, each	Minimum per 100,--kg Maximum 9,30 2,50 97,90
5b	Deduction, by receiving the order until 24hours before working start	On Pos. 5a -50%
5c	SVS Forwarders insurance	Minimum 11,34
5d	Customs bond fee in- and outbound; each way 0,80% on the Value	Minimum 35,00
5e	Not deductible outlay fee for taxes, duties, freights	4% of the amount Minimum 35,00

6. Surcharges to tariff points		1	2	3	4
Overtime (Mo-Fr)	17:00 – 22:00 and 06:00 – 08:00h	50%	50%	-	50%
Night daily	22:00 – 06:00h	100%	100%	-	100%
Saturday	06:00 – 22:00h	50%	50%	-	50%
Sunday and holidays	whole day	100%	100%	-	100%
Works outside from the official build up and breakdown periods		on request			

Charges for return transport / outbound handling as per Point 1 – 6

These charges are exclusive the austrian VAT. If you need any kind of additional service, please ask for our complete tariff or ask for an individual quotation.

Terms, basics – please see reverse (2. page)



Terms - Basics

To the tariff for trade fairs & exhibitions at the exhibition ground Vienna in 2026

DHL Global Forwarding (Austria) GmbH
1020 Wien Messezentrum, Trabrennstr. 5 / Halle D
Tel.: ++43 (0)1 728 31 60 / Fax ++43 (0)1 728 31 60 90
Email: vorname.nachname(unseres Mitarbeiters)@dhl.com

- 1.) The exhibition freight handling tariff is valid for all operations and services undertaken on the Vienna fair ground by the official forwarding agent of Reed Messen Wien GmbH. This includes all onsite handling of freight and carrying out of all necessary formalities for domestic and foreign shipments for exhibitors and their agents and partners (stand constructors, carriers etc.) on the fairground Vienna. The freight handling tariff is based on actual valid regulations, wages, rates and calculated on a 5 day week. All rates are calculated on net basis. The VAT will be added due to legal definitions on the forwarding bills and expelled separately. All hires and expenses are payable as soon as the service has provided. Onto the final invoiced amount will a capital financing costs advance commission of 3% be charged. This commission is deductible in case of payment within 14 days.
- 2.) The billing occurs is per shipment / order / exhibitor
- 3.) Missing information's (for example weight, dimensions, value) will be complemented as follows:

Individual packages	500,00 kgs	max. Value in Euro:	5.000,00
Shipments up to 6 loading meters	6000,00 kgs	max. Value in Euro:	20.000,00
Shipments up to 13,60 loading meters	14000,00 kgs	max. Value in Euro:	40.000,00
- 4.) The exhibition forwarders liability ends with the delivery of the exhibition goods or empty packing materials to the exhibition booth, even if the exhibitor or his representative is not present. With regard to the return transport said liability is only resumed with the collection of the exhibition goods from the booth, even if the shipping documents and/or an transport order were delivered to the exhibition forwarder office prior to the collection. If the exhibition booth has been left without the goods being fetched, that always happens so onto the danger of each exhibitor.
- 5.) Empty packing materials will be collected and stored by the official forwarder only upon specific order. If there are empties still in the halls just prior to the opening of an event, the official forwarder is authorized to remove them upon the organizers request, even if no explicit order was given by the exhibitor. The charges incurred are for the exhibitors account. Stored goods – empties or packed (full goods) - are not insured. Only empty packing materials can be regarded as empties. No liability will be accepted for possible contents.
- 6.) Eventually externally recognizable damages must be recorded on the working/delivery order by receiving the goods. All claims of whatever nature must be made in written at the forwarders office immediately. Verbal claims alone cannot be accepted.
- 7.) A transport insurance which reduces your entrepreneur risk in regard to the different liability limitations can be provided by the official forwarder against your separate order
- 8.) All orders are undertaken strictly as per the "Austrian Forwarders Terms and Conditions" latest issue. Copies are available on request in our office.
- 9.) SVS prohibition customers must announce this in writing before/while placing the order.
- 10.) This tariff is valid for all exhibitions, where we are allowed to work.
- 11.) Vienna is venue for all parts always