



Divani Caravel Hotel
March 15-16 , 2024

FREIGHT FORWARDING & SHIPPING INSTRUCTIONS

Delivery & Logistic Services

Merkur Expo Logistics GmbH has been appointed the official forwarding agent and clearance agent for all Comtec congresses. We offer the following services: customs clearance, delivery to the booth, freight forwarding, manpower & trolleys for un-loading/loading during build-up and dismantling, storage of empty crates, transportation to and from the Exhibition Hall. For security, insurance, and efficiency reasons, *Merkur Expo Logistics* is the sole official agent to handle cargo inside the venue. Booth builders are prohibited from using trolleys during set-up and dismantling periods.

Kindly note that *Merkur* the official agent is the exclusive agent for move in and move out of the venue.

Exhibitors and booth builders are free to deliver their goods or to pick their goods up from outside the venue. Those who use their own facilities up to the venue are requested to coordinate their time schedule and unloading of their cargo into the venue with *Merkur*.

Contact Details:

Merkur Expo Logistics

Irit Sofer

Cell: + 972 52 8890129

E-Mail: irit.sofer@merkur-expo.com

Please note these important dates:

Buildup	March 14, March 2024
Exhibition dates	March 15-16 , 2024
Breakdown	March 16, 2024

We request that exhibitors respect following terms and conditions and inform their House Forwarders, Stand fitters and suppliers accordingly.



All enquiries should be directed to :

MTS ExpoLogistics LTD

Athens Greece GR 173 42 Ag Dimitrios

Contact Person : Mrs Jenny Chiou / Operations Manager

Phone (D.L.) : +30 210 9902990 Mob : +30 6936 510129

E-mail fairs@mtsexpolog.com

1. CORRESPONDENCE Include with correspondence Hall and Stand No.

2. SHIPPING DOCUMENTS

In order to avoid delays or complications on all shipping documents (ie: waybills, bills of landing, Master air waybills) must be labeled as follows:

Consignee:

MTS ExpoLogistics LTD
346A VOULIAGMENIS AVE
GR 173 42 Ag. Dimitrios
Athens Greece
Tel +30 210 9902990

Notify:

Name of Exhibition/Congress :
c/o Name of Venue :
Address :
ATHENS GREECE
EXHIBITOR NAME.....Stand No:.....

**DELIVERY WAREHOUSE ADDRESS ONLY FOR GENERAL EXHIBITS
FOR ROAD FREIGHT AND COURIER SHIPMENTS FROM EUROPE ONLY!!!!**

**MTS ExpoLogistics LTD
c/o KOURTIS IKE
THESI LEMOS LOUZITANIA
GR19300 ASPROPYRGOS
TEL : +30 6984385457
CONTACT : MR DIMITRIS KOURTIS**

3. COMMERCIAL TERMS

All exhibits or materials with NO commercial value are accepted.
Exhibit materials are expected under CIF terms. Those shipped with freight payable at destination will not be accepted.

4. EXHIBITION AREA

Since Athens FAIRGROUNDS/HOTELS are neither Bonded nor Customs Free Zones, all necessary clearance formalities apply to all imported goods.

**5. CUSTOMS REGULATIONS ON EXHIBITS/OR MATERIALS**

- (1) May be imported under temporary admission status, without payment of import customs duties, taxes, VAT etc. and must be re-exported within the legal period.
- (2) When originating from non- European Union member countries, they are subject to normal Customs clearance procedures.
- (3) When originating from European Union member countries, they are subject to simplified formalities.
- (4) When imported temporarily, they must be re-exported within the legal period. Missing, lost, destroyed and/or for any reason not re-exported exhibits and/or materials are subject to payment of Import Duties, Taxes, VAT and fines.

6. DOCUMENTS REQUIRED & CUSTOMS CLEARANCE/FORMALITIES**A) Temporary Import of goods.****(a) FOR TEMPORARY IMPORTATION CARNET ATA IS PREFERRED**

Exhibitor's Authorization for Customs clearance is required.
(attached please find authorization Form No:002)

- (b) If no ATA Carnet applies, then combined commercial invoice & packing list with contents in detail, gross and net weight as well as the dimensions per packages, value per item, total value & customs code No (TARIFF CODE No.) is required.
(attached please find combined invoice & packing list Form No:001)

ALSO BANK GUARANTEE is Requested.

- The outlay to Greek customs is 220% of the duties and taxes on the CIF value. MTS ExpoLogistics LTD will charge an outlay fee of 10% for this service.
- MTS ExpoLogistics LTD must export these goods to maintain control of the Guarantee.
- Exhibits/Materials being imported temporarily must be re-exported within the legal period.
- Missing, lost, destroyed and / or for any reason not re-exported, Exhibits/Materials are subject to the payment of Import Duties, Taxes, VAT and Fines.
- Exhibitor's Authorization for Customs clearance is required.
(Attached please find authorization Form No:002)

7. STORAGE OF EMPTY CASES

Empty cases must be delivered to MTS ExpoLogistics LTD with proper labels or markings, in order to secure on time redelivery.

**8. INSURANCE**

Neither the Organizer, Merkur nor MTS ExpoLogistics LTD are responsible for the insurance of exhibit.

We recommend that Exhibitors should insure their exhibits door to door, including the entire period of their stay in Greece and also for their return.

Exhibitors and/or participants must ensure that their insurers waive rights to recourse action against the Organizer nor MTS ExpoLogistics LTD in the event of loss, damage or destruction.

9. MARKING

Please use self-adhesive labels on at least two different sides of each package. We strongly recommend the correct marking of packages for safe handling of your exhibits.

- **Number Marking** :Please mark all the packages in each shipment with serial numbering (ex.:one shipment of 11 pieces =1 / 11 , 2 / 11 ,,,,,,,,,,,,,, 11 / 11).
- **Fragile cargo**
- **Packages to be stored indoor**
- **Packages to be kept upright**
- **Handling with crane / forklift at specific points only.**
- **Packages to be stored under controlled temperature (perishable items)**

10. DELIVERY TERMS TO STANDS

- a) MTS ExpoLogistics LTD will deliver exhibits to the stand without unpacking upon the signature of the exhibitor's representative.
In the absence of the exhibitor's representative, the goods, will be offloaded in the stand area under the exhibitors responsibility.
- b) All outstanding accounts must be settled, prior to delivery.

**COURIER Cargo ONLY FROM EUROPE must be addressed to THIS IS A MUST!!!
WE DO NOT RECOMMEND COURIER CONSIGNMENTS ARRIVING FROM THIRD COUNTRIES
AS THE USUAL CASE IS THAT THEY ARE HELD AT CUSTOMS IN GREECE AND IT WILL BE
SUBJECT TO NORMAL CLEARANCE BASED AS A NORMAL CARGO :**

**MTS ExpoLogistics LTD
c/o KOURTIS IKE
THESI LEMOS LOUZITANIA
GR19300 ASPROPYRGOS
TEL : +30 6970376871
CONTACT : MR PANAGIOTIS KOUSOULAS**

**11. RE - EXPORT**

- a) **ALL EXHIBITS MUST BE RE-EXPORTED WITHIN THE LEGAL TIME PERIOD!**
Otherwise, import customs duties, VAT and fines will be imposed.
- b) Exhibitors should give MTS ExpoLogistics LTD clear instructions, in writing, before the end of exhibition.
- c) Exhibitors' are responsible to ensure that exhibits are repacked in original cases or adequate packing.
- d) Packages must be marked with labels on at least two different sides with following identification:
- **Exhibitor's name Level & Stand No.**
 - **Port of destination**
 - **Consignee's name and full address.**
 - **Packages without the appropriate markings will be moved to our warehouse for proper identification.**
- e) Withdrawal of goods from the exhibition building is subject to the Organizer's and official forwarder's instructions.

12. DEADLINES

Latest arrival dates of exhibits and/or materials, according to transport Modus, are as follows

- a) Via groupage truck to Athens W/H ONLY FROM EU COUNTRIES 5 working days prior to delivery date
- b) Via groupage truck to Athens from third countries 8 working days prior to delivery date
- c) Via Airfreight to Athens Airport 5 working days prior to delivery date
- d) Via seafreight to Piraeus FCL and LCL (**UPON REQUEST**)

Note: Consignments arriving from NON EC Countries later than above mentioned dates are subject to a 30% surcharge. for urgent import clearance & delivery

13. TERMS OF PAYMENTS

Terms of Payment

1. Invoices will be sent by e-mail only.
2. The invoicing is per shipment.
3. Full payment of the incoming handling charges must be received prior the delivery to the booth.
4. The outgoing handling charges are payable immediately after receipt of our invoice.
5. Payment can be made by credit card (VISA and MASTERCARD) or by wire transfer. Personal or foreign cheques are not acceptable.
6. VAT will be added
7. 1,5% interest per month will be charged on overdue payments

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 a payment guarantee based on the general tariff. Any services not outlined in the attached tariff will be quoted on an individual basis.

Please notify “Merkur” immediately about any requirements relating to invoices.
Please note that all payments are in €.

14. TERMS AND CONDITINS

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

We wish you a successful experience!
MERKUR EXPO LOGISTICS