



ORPHEE BEINOGLOU
INTERNATIONAL FORWARDERS S.A.



FREIGHT FORWARDING & SHIPPING INSTRUCTIONS

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

Project Manager: Mr. Kostas Fabridis

Phone (D.L.) : +30 210 9466290-5

Phone (switchboard) : +30 210 9466100

Fax : +30 210 5541035

E-mail fairs@beinoglou.gr

HEAD OFFICE
ORPHEE BEINOGLOU BUILDING

27th klm. Old National Road Athens-Corinth

19200 Elefsina – Attica, Greece Offices in: Bulgaria, Cyprus,
Tel. + 30 210 9466290 –1-2 Fax + 30 210 9409089 or 210 9400.614

E-mail: fairs@beinoglou.gr **VAT NO EL094263543**

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:

ORPHEE BEINOGLLOU SA OFFICE

27th klm Old National Road

Athens-Corinth

19200 Elefsina

Tel : +30 210 9466290-5

Notify:

Name Of the event

Exhibitor Name:

Hall No:.....Stand No:.....

**DELIVERY WAREHOUSE ADDRESS
FOR ROAD FREIGHT AND COURIER
SHIPMENTS :**

ORPHEE BEINOGLLOU SA

Megaridos 5 , Thesi Vamvakia

Aspropyrgos GR 19300

3. COMMERCIAL TERMS

All exhibits or materials with NO commercial value are not 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 are neither Bonded nor Customs Free Zones, all necessary clearance formalities apply to all imported goods.

5. CUSTOMS REGULATIONS ON EXHIBITS AND/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.

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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.

- (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.

BANK GUARANTEE

- The outlay to Greek customs is 220% of the duties and taxes on the CIF value. Orphee Beinoglou will charge an outlay fee of 15% for this service.
- Orphee Beinoglou 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.

B) Permanent Import of goods

- a) 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.)
Exhibitor's Authorization

Note: Customs levies and taxes are payable.

7.STORAGE OF EMPTY CASES

Empty cases must be delivered to Orphee Beinoglou with proper labels or markings, in order to secure on time redelivery.

8.INSURANCE

Neither the Organizer nor Orphee Beinoglou 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 Ophree Beinoglou SA 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.**

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10. DELIVERY TERMS TO STANDS

- a) Orphee Beinoglou SA 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 must be addressed to:

ORPHEE BEINOGLLOU SA WAREHOUSE

Megaridos 5 , Thesi Vamvakia

Aspropyrgos GR 19300

REMARKS: ** Courier cargo cannot be accepted directly at THE FAIRGROUND **

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 Orphee Beinoglou SA 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.

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12. DEADLINES

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

- a) Via Groupage truck 4 days prior to delivery date
- b) Via sea freight to **PIRAEUS port** 15 days prior to delivery date
- c) Via air Freight to **ATHENS (ATH) Airport** 4 days prior to delivery date
- d) **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 PAYMENT:

Full settlement of all charges due must be completed prior to delivery to Exhibitors' Booth!

Please remit all payments to:

EFG EUROBANG ERGASIAS S.A.

DELTA FALIROU BRANCH (10)
GR-17674 KALLITHEA / ATHENS
GREECE

EUR - IBAN GR7102602020000370300039419

BIC / SWIFT: EFGBGRAA
BENEFICIARY: ORPHEE BEINOGLOU S.A

Kind Regards

Kostas Fabridis
Fairs & Exhibitions Division Manager



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