



Athens November 2022

**MTS ExpoLogistics LTD has been appointed as the Official Freight Forwarder/Custom Agent for the WTC World Tunnel Congress 2023 in Athens Megaro Congress Hall 12 -18 May 2023**

**FREIGHT FORWARDING & SHIPPING INSTRUCTIONS**

We request that exhibitors respect following terms and conditions and inform their house forwarders, stand fitters and suppliers accordingly.

All inquiries should be directed to :

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**MTS ExpoLogistics Ltd**  
**346A VOULIAGMENIS AVE AG, DIMITRIOS**  
**GR-17342 ATHENS - GREECE**  
**Project Manager: Mr. MANOS TSANTES**  
Phone (switchboard) : +30 210 990 2 990 -91  
+30 213 038 1085 -86 cell +30 6977 781 981  
**E-mail [fairs@mtsexpolog.com](mailto:fairs@mtsexpolog.com)**

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### 1. CORRESPONDENCE

On all correspondence Hall and Stand Nos. should be stated

### 2. SHIPPING DOCUMENTS

In order to avoid delays or complications on all shipping documents (ie: waybills, bills of lading, master air waybills , commercial invoices ) must be labeled /consigned as follows:

**Consignee:**

**MTS ExpoLogistics LTD**  
346A VOULIAGMENIS AVE  
AG. DIMITRIOS  
GR-17342 ATHENS - GREECE  
Tel : + 30 210 990 2990 -91

**Notify:**

**WTC World Tunnel Congress 2023**  
Athens Megaro Congress Hall  
Exhibitor Name: .....  
Hall:..... Stand No:.....

### 3. COMMERCIAL TERMS

All exhibits or materials with NO commercial value stated on the invoice will not be accepted.  
All exhibit materials should be sent under CIF terms.

**Any collect charges payable at destination will not be accepted.**

### 4. EXHIBITION AREA

Since the exhibition area is neither bonded nor customs free zone, all necessary clearance formalities apply to all imported goods.

## 5. CUSTOMS REGULATIONS ON EXHIBITS AND / OR MATERIALS

### Temporary Import of goods.

(a) FOR TEMPORARY IMPORTATION CARNET ATA IS PREFERRED

Exhibitor's Authorization for customs clearance is required for temporary and for permanent.

**(please find attached form)**

(b) If no ATA Carnet applies, then 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 (CUSTOMS TARIFF CODE No.) is required.

**(please find attached required combined invoice & packing list form)**

### ALSO BANK GUARANTEE is requested.

- The outlay to Greek customs is 220% of the duties and taxes on the CIF value. MTS ExpoLogistics will charge an outlay fee of 15% for this service.
- MTS ExpoLogistics **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 to be re-exported, exhibits/materials are subject to the payment of Import Duties, Taxes, VAT and Fines.
- Exhibitor's Authorization for customs clearance is required.

### Permanent Import of goods.

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 (Customs code No.)

**Note: Customs levies and taxes are payable.**

## 7. STORAGE OF EMPTY CASES

Empty cases must be delivered to MTS ExpoLogistics with proper labels or markings provided by us, in order to secure on time redelivery. Also note that empty cases will be delivered at the end of the congress after 19:00hrs



## 8. INSURANCE

Neither the organizer nor MTS ExpoLogistics are responsible for the insurance of exhibits. We recommend that exhibitors should arrange insurance for their exhibits door to door, including the entire period of their stay in Greece and also for their return.

## 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.

*(attached please find label on excel format Form )*

#### 10. DELIVERY TERMS TO STANDS

- a) MTS ExpoLogistics 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 exhibitor's responsibility.
- b) All outstanding accounts must be settled, prior to delivery.

#### Delivery Warehouse Address for courier and Road Freight shipments

WAREHOUSE ADDRESS:  
MTS EXPOLOGISTICS C/O KOURTIS IKE  
LOUZITANIA LOCATION  
GR19300 ASPROPIRGOS  
ATTICA – GREECE  
TEL : +30 210 5597580  
CTC : MR DIMITRIS KOURTIS

#### 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 to MTS ExpoLogistics 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 Hall & Stand No.
  - Port/Airport 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) | By Sea freight FCL                    | May 2 <sup>nd</sup>    | 2023 |
| b) | By Sea freight LCL                    | April 20 <sup>th</sup> | 2023 |
| c) | By road freight (groupage)            | May 4 <sup>th</sup>    | 2023 |
| d) | By air freight ( <b>from non EU</b> ) | May 4 <sup>th</sup>    | 2023 |
| e) | By air freight ( <b>from EU</b> )     | May 7 <sup>th</sup>    | 2023 |

**Note: Consignments arriving later than above mentioned dates are subject to a 30% surcharge. for clearance & delivery**

Exhibits shipped to the port of Piraeus by "LCL Services" must strictly arrive by the above stated dates!

## 13. FAIRGROUND :

Athens i Megaro Congress Hall

MOVE IN DATES 13/05/2023 ( from 07:00 to 24:00)

14/05/2023 ( from 07:00 to 23:00)

DURATION 12/05/2023 – 18/05/2023

MOVE OUT DATES 18/05/2023 ( from 07:00 to 23:00)

## 14. TERMS OF PAYMENT:

Full settlement of all charges due must be completed prior to delivery to exhibitors' booth!

**Please remit all payments**

**By bank transfer to:**

**PIRAEUS BANK  
( EUR) ACCOUNT: 5193-078013-533**

**IBAN : GR78 0172 1930 0051 9307 8013 533**

**SWIFT-BIC: PIRBGRAA**

Beneficiary name : **MTS EXPOLOGISTICS LTD**

**Or by Credit card**

**For MTS ExpoLogistics Ltd**

**Manos Tsantes**