



ORPHEE BEINOGLOU
INTERNATIONAL FORWARDERS S.A.



Athens December 2009

Orphee Beinoglou S.A., has been appointed once again as the **Official Freight Forwarder/Custom Broker and Exclusive on-Site Agent** for the POSIDONIA Event in Athens in JUNE 2010

FREIGHT FORWARDING & SHIPPING INSTRUCTIONS

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 :

ORPHEE BEINOGLOU S.A.
27TH klm OLD NATIONAL ROAD ATHENS – KORINTH
ELEFSINA LOCATION GR-19200 ELEFSINA - GREECE

Project Manager: Mr. MANOS TSANTES
Phone (D.L.) : +30 210 9466290- 5
Phone (switchboard) : +30 210 9466100
Fax : +30 210 9466299 E-mail fairs@beinoglou.gr

HEAD QUARTERS
ORPHEE BEINOGLOU SA
27TH klm OLD NATIONAL ROAD ATHENS – KORINTH
ELEFSINA LOCATION GR-19200 ELEFSINA - GREECE
Tel. + 30 210 9466100 / 9466290-6 Fax + 30 210 9466299
E-mail: fairs@beinoglou.gr **VAT NO EL094263543**

Branch in Thessaloniki, Greece
Offices in: Bulgaria, Cyprus
Skopje & Romania



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Athens 7-11 June 2010

1. CORRESPONDENCE

Include with correspondence Hall and Stand Nos.

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:

ORPHEE BEINOGLOU SA

27TH klm OLD NATIONAL ROAD ATHENS – KORINTH

ELEFSINA LOCATION

GR-19200 ELEFSINA - GREECE

Tel : + 30 210 9466290-5

Fax + 30 210 9466299

Notify:

Posidonia Exhibition 2010

Hellenikon Exhibition Centre

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.

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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.

(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 (CUSTOMS TARIFF CODE No.) is required.

(attached please find 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. Orphee Beinoglou will charge an outlay fee of 10% 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.

(Attached please find authorization Form

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 (Customs code No.)

(Attached please find combined invoice & packing list Form

- b) Exhibitor's Authorization

(attached please find authorization Form)

Note: Customs levies and taxes are payable.

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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. also note that for the priority empties **a red label** must be used and **an orange label** for the secondary empties **Only** the empty boxes marked with **red**, will be re delivered to the stands after 19:00hrs

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.

**** (attached please find label on excel format Form No:005) ****

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10. COURIER SHIPMENTS

**COURIER Cargo must be addressed to:
ORPHEE BEINOGLOU WAREHOUSE
27TH klm OLD NATIONAL ROAD ATHENS – KORINTH
ELEFSINA LOCATION
GR-19200 ELEFSINA - GREECE
Contact person MRS MARIA MITIKA
TEL +30 210 5514190-1**

We strongly recommend not to use courier service for non European Community shipments due to the fact that they will probably be blocked at customs.

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 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 20 th 2010
b)	By Sea freight LCL	May 10 th 2010
c)	By road freight	May 25 th 2010
d)	By air freight	May 25 th 2010

Note: Consignments arriving later than above mentioned dates are subject to a 30% surcharge.

Exhibits shipped to the port of Piraeus by "LCL Services" must strictly arrive by the above stated dates due to delays of unstuffing containers.

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13. FAIRGROUND :

Hellenikon Exhibition Center (Former Eastern Athens Airport)

MOVE IN DATES 01/6/10 - 06/6/10

DURATION 07/6/10 - 11/6/10

MOVE OUT DATES 12/6/10 - 14/6/10

14. DELIVERY TERMS TO STAND & TERMS OF PAYMENT:

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.**

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

Please remit all payments

By **bank transfer 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

Or by Credit card as per attached authorization form. For all credit cards a commission is charged as "BANK FEES". All visa/mastercard credit cards 4% and American Express cards 7%. Commission charge is based on the total amount of invoice.

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