

# FAIREXX

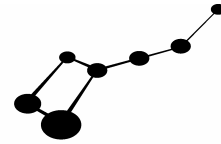
LOGISTICS  
FOR EXHIBITIONS

EUROECHO 2004  
December 1 - 4  
- Peace & Friendship Stadium -

ATHENS / GREECE

SHIPPING MANUAL

Basic Conditions of Contract



**FAIREXX**  
LOGISTICS  
FOR EXHIBITIONS



All work undertaken is subject to the German Forwarders terms and conditions ADSp, newest edition and the SLVS - liability policy, in conjunction with the conditions and rates for trade fair transportation.



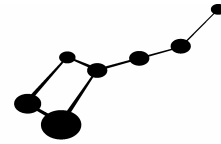
All special transport and crane services are based upon the „Basic conditions of contract for special transport and crane services - BSK“ latest edition.



The liability of FAIREXX Logistics for Exhibitions GmbH as Fairs & Exhibitions Forwarder, ceases with deposit of the goods at the exhibition stand and begins with re-collection of the freight from the exhibition stand, even during the exhibitors absence, irrespective of the submission of waybills at the exhibition forwarding agent's office. Place of jurisdiction AG Gelsenkirchen- Buer for both sides.



Our invoices will be due immediately after issuance without any further notice according to ADSp. Customers not known to us or with whom we have not agreed any terms of payment, will be asked to pay our expenses before the event starts or on-site during the event or before return shipping of their exhibits.



**FAIREXX**  
LOGISTICS  
FOR EXHIBITIONS

## 1. Consigning of shipments & Deadline dates

### AIRCARGO

Airfreight shipments should be sent to Athens Airport, with the Master Airway bill consigned to :

FAIREXX - Logistics for Exhibitions  
c/o Orphee Beinoglou SA (Head Office)  
Syngrou Ave. & 2A Evripidou St.  
GR - 176 74 Kallithea Athens Greece  
Tel. \* 30-210 94 66 100

Pls note that all documents, such as proforma invoice / packing list etc. must be addressed as above.

**ATTENTION :** For all Airfreight shipments from EU (in Free E.C. Circulation)  
**STATUS " C "** must be mentioned on MAWB !!!!!

Notify : "EuroEcho 8 Athens", "Name of Exhibitor", " Stand No."

Airfreight shipments should arrive by latest Nov. 24<sup>th</sup> 2004

### ROADCARGO

Roadfreight shipments ( no full trailer loads ) should arrive at following address no later than Nov. 25<sup>th</sup> 2004 :

FAIREXX - Logistics for Exhibitions  
c/o Orphee Beinoglou SA (Head Office)  
Syngrou Ave. & 2A Evripidou St.  
GR - 176 74 Kallithea Athens Greece  
Tel. \* 30-210 94 66 100  
Warehouse address in Athens :  
17 Ypsilantou Str.  
19600 Magoula Attika  
contact : Mr. Stelios Katsamakias Tel. +30 - 210 555 6964

Notify : "EuroEcho 8 Athens", "Name of Exhibitor", " Stand Nr."

Full & Half Trailer loads during official built up time should report directly to :

FAIREXX - c/o Sandra Günther mobile : +49 - 173 - 60 92 583  
Peace & Friendship Stadium  
Ethnarchou Makariou Ave.  
18547 N. Faliro-Piraeus  
ATHENS / GREECE

## 2. Documentation required for Customs Clearance

### CARNET A.T.A. :

- A) Shipments coming from non EC countries the issuance of ATA Carnet is highly preferred.
- B) Shipments coming to Greece from EC countries and re - exported from Greece to another non EC country the issuance of ATA Carnet is highly preferred.

### Combined commercial invoice and packing list :

For shipments outside of the EC , we require 2 copies of a combined commercial invoice and packing list in English with original signatures and company stamp.

### The invoice must contain :

- \* full description of all items with individual quantities
- \* weights, sizes (measurements)
- \* unit & total values

Please provide combined commercial invoice together with a copy of airway bill for airfreight shipments, Bill of Lading for Seafreight and truck no., estimated arrival date, etc. for road shipments.

All invoices must show country of origin and specify Temporary or Permanent importation. Please issue separate invoices for temporary/or permanent importation.

A specimen Invoice is included in these instructions.

Please fax us a full pre - advice at least one day before arrival to :

FAIREXX - Logistics for Exhibitions

Fax : + 49 - 30 - 44 03 47 79 attn. Sandra Günther

All exhibits / material entered under temporary importation are subject to control and examination by Greece customs for Inward and Outward movements. Any Exhibit remaining in Greece or the EU after closure of the Exhibition are subject to Duties and / or 19 % Taxes. Payments must be guaranteed prior to removal of goods from the Exhibition venue.

### **3. Insurance**

We strongly recommend that all exhibitors arrange Insurance cover to include Transit to and from the exhibition, whilst on display and in storage. Please contact us for further information and rates.

### **4. Case Markings**

All packages should be clearly marked :

“Name of Exhibitor “

“EUROECHO Athens 2004 - Hall and Stand No.”

c/o FAIREXX - Orphee Beinoglou SA..

Peace & Friendship Stadium

Ethnarchou Makariou Ave.

18547 N. Faliro - Piraeus

ATHENS / GREECE

1 of \_, 2 of \_, (ex: one shipment of 2 pieces = 1/2, 2/2)

### **5. Courier shipments**

We strongly recommend Exhibitors not to send Courier shipments direct to your stand unless you have a member of your staff present to receive them .

If you do send goods by courier we suggest that you send them to our address mentioned under Roadcargo in Section 1.

For shipments sent directly to the stand no liability is accepted.

### **6. Late arrival surcharge**

Any shipments arriving after our deadlines that require Customs clearance will be subject to a late arrival surcharge of 25 % on our tariff .

### **7. Payment**

Please note following methods of payment accepted :

- Bank Transfer - please provide a copy of the Transfer statement

- Credit Card - please inform us of your card details in advance

( not for customs expenditures unless with an additional 5 % service fee !)

- Cash - all major currencies accepted

# COMBINED COMMERCIAL INVOICE & PACKING LIST No :

SENDER: Name of the group & address	CONSIGNEE: Name of the participant  c/o ORPHEE BEINOGLOU SA	EXHIBITION : EUROECHO8 - 2004 Peace & Friendship Stadium 18547 N. Faliro - Pireaus ATHENS - GREECE  DATE ... PERIOD : Dec. 1- 4 / 2004
--	--	--

TOTAL PIECES: \_\_\_\_\_ TOTAL WEIGHT (KGS): \_\_\_\_\_ TOTAL CBM: \_\_\_\_\_ TOTAL VALUE: \_\_\_\_\_ CURRENCY: \_\_\_\_\_

CASE NO	DIMENSIONS IN CMS) (L) (W) (H)	WEIGHT (IN KGS)		DESCRIPTION OF GOODS & TARIC OR NINEXE NR (IN ENGLISH)	BTN	QTY	CURRENCY: _____		STATUS*				
		GROSS	NET				UNIT VALUE (CIF)	TTL. VALU E (CIF)	A	B	C	D	

The invoiced goods are of \_\_\_\_\_ origin and are intended for display only at the exhibition site. We certify that the information given above is true and correct.

SIGNATURE / DATE: \_\_\_\_\_ COMPANY STAMP/NAME & TITLE OF SIGNATORY : \_\_\_\_\_

\* STATUS **A: RE-EXPORT AFTER EXHIBITION** B: DISPOSED OF / CONSUMED C: GIVEN AWAY D: SOLD

COMBINED COMMERCIAL INVOICE & PACKING LIST No :

IELA 37500A 0199 krsrtlkrb

PAGE \_\_\_\_\_ OUT OF \_\_\_\_\_

-----

\* STATUS    **A: RE-EXPORT AFTER EXHIBITION**

*B: DISPOSED OF / CONSUMED*

*C: GIVEN AWAY      D: SOLD*

IELA 37500A 0199 krsrtlkrb

PAGE \_\_\_\_\_ OUT OF \_\_\_\_\_



Orphee Beinoglou Sa.

Fairs & Exhibitions

## Authorization FORM

To : Customs Authorities

We the undersigned .....  
Participating at the .....Exhibition ..... 2004 authorize  
ORPHEE BEINOGLOU SA, in Athens to carry on our behalf the Customs or  
other Formalities to sign all relevant documents and to take delivery of our  
Exhibits.

Bill of entry.....Carnet ATA no.: .....

Authorizing party.(signature)  
Stamp + full address.