11th Trends in Medical Mycology (TIMM 2023) 
Megaron Athens International Conference Centre (MAICC), 
20-23 October 2023 
Athens, Greece

Freight Forwarding & Custom Clearance

Request form

Submission Deadline: 01/08/2023

Please return this form to the Official Freight Forwarder, SCHENKER A.E.
E-mail: gr.dl.ath.fairs-Exhibitions@dbschenker.com

YOUR COMPANY’S INVOICING DETAILS

Company

Booth No

Address

City

Contact Person

VAT No

TAX AUTHORITY

Tel (country code/number/ext.)

Fax (country code/number)

Email
1. **General**

SCHENKER AE, Headquarters Athens, Greece, has been appointed by Congress Care, the congress organizers, to coordinate and perform all the logistics services which include: international freight forwarding, import-export customs brokerage, delivery and on-site logistics services of all shipments designated for the **TIMM 2023, Megaron Athens International Conference Centre (MAICC), 20-23 October 2023**, Athens – Greece. All contacts regarding shipments logistics are to go through SCHENKER.

Due to the venue logistics facilities, SCHENKER can offload cargo, deliver into the exhibition halls and other on-site logistics. Same procedures will apply during breakdown and re-exportation.

The information on the following pages lists documentation requirements, shipping deadlines and all other details needed for the importation of your exhibits and equipment into Greece.

Please follow the instructions given below to avoid delays and extra expenses. Documents that are not ORIGINAL, incomplete or wrongly issued might cause delay in clearance and delivery to venue. SCHENKER has the right not to clear cargos consigned to other companies.

2. **Documents / Fax Advice of Shipment**

All Documents must be e-mailed to SCHENKER AE prior to actual dispatch of goods.

[Email Address]

Attn: Mr. Kostas Theocharopoulos or Mrs. Panagiota Adam

3. **ATA CARNET:**

A Carnet ATA eliminates some of the customs procedures for temporary import as well as the necessity of temporary import bond. All exhibitors are strongly recommended to issue an ATA Carnet for all their exhibits or other temporary importation, for consignments coming from non-EU countries and are not of EU origin.

**Section B of ATA Carnet.**

Please write either SCHENKER or LEAVE THIS SECTION BLANK.

In any case, we need POWER OF ATTORNEY. If you write someone else other than those indicated above, we cannot clear the goods!

**Section C of ATA Carnet.** Please write: **11th Trends in Medical Mycology (TIMM 2023), 20-22 October 2023**

If Carnet ATA cannot be provided, then following documents are required for temporary importation,

- Three (3) proforma invoices
- Certificate of Origin
- Three (3) packing lists, which details the dimensions, weight and content of each case
- Exhibitor’s Authorization for the Customs clearance

Note: Temporary importations with commercial invoice and no Carnet entails customs procedures that require a Bank Guarantee securing the payment of duties and taxes in the event that the temporarily admitted goods are not re-exported.

*This guarantee must be given by a Bank in Greece, at the responsibility and expense of the Exhibitor.*

Please prepare your invoices in English and ensure that separate documents are produced for temporary and permanent importation. Please also note that for some countries there are strict restrictions for consumable items such as foodstuff and beverages, to be imported into EU.

4. **The proforma invoice MUST show:**

   A. Name and address of shipper and VAT Id. Nr.
   B. A full description of each item. It is not sufficient to use the description “display equipment”, “Machinery”, “communication equipment”, etc. Customs requires that each tariff commodity be itemized separately. Stand materials should be listed as made of “wood, steel, aluminum, etc.”. The fabric content should be specified for any textile articles.
   C. The quantity of each item imported.
   D. For temporary importations “goods for temporary import only, DDU Athens”
   E. For final importations “goods for final import, for free distribution only, DDU Athens”
   F. Value of unit prices must be shown for each individual item on the invoice. This includes any samples or catalogues. Do not use the term “No Commercial Value”.
   G. Total invoice price and currency used.
   H. Identifying marks and number of packages.
   I. The weight and measurements (length x width x height) of the cases
   J. Full address of the exhibitor and VAT Id. Number
All customs procedures are subject to the local and specific customs regulations and may ask additional declarations or documents, which may differ from these instructions. If the invoices are not completed in the prescribed manner, the shipment will not be cleared through Greek Customs until the necessary information is provided. Therefore, in order to avoid delaying the delivery of your cargo, we ask that you follow the above recommendations. Commercial invoice and packing list can be combined as one document provided that they clearly indicate dimensions, weight and contents of each package and itemized pricing.

**IMPORTANT NOTICE:** For all imports from non-EU countries an EORI number (Economic Operators Registration and Identification number) from the exhibitor is required and has to be provided to our office, in order to be able to proceed with customs formalities.

If the exhibitor does not have an EORI number, communicate with our office, early in advance, in order to advise you all the procedures and provide you with all essential and required documentation for the issue of an EORI number.

5. **Arrival deadlines for exhibits / stand building materials**

In order to ensure timely delivery to the exhibition site, all shipments should arrive to the mentioned destinations not later than:

Latest dates for arrival of exhibits/materials, according to transport modus, are as follows:

- a) By sea (FCL) - Piraeus port 06/10/2023
- b) By sea (LCL) – freight forwarders’ warehouse 06/10/2023
- c) By groupage truck (EU) – Schenker warehouse 17/10/2023
- d) By air (EU) – Athens airport 17/10/2023
- e) By land/air (non-EU) – Piraeus customs/Athens airport 13/10/2023

Note: Consignments arriving later than above-mentioned dates are subject to a 30% surcharge. Regarding the items reaching Piraeus by LCL container, please secure with your Forwarder that container will be unstuffed timely, and cargo delivered to freight forwarders’ warehouse within the a.m. time frames.

6. **Arrival deadlines for bag inserts**

In order to ensure timely delivery to the exhibition site, all shipments should arrive to the mentioned destinations not later than:

Latest dates for arrival of exhibits/materials, according to transport modus, are as follows:

- a) By sea (FCL) - Piraeus port 04/10/2023
- b) By sea (LCL) – freight forwarders’ warehouse 04/10/2023
- c) By groupage truck (EU) – Schenker warehouse 13/10/2023
- d) By air (EU) – Athens airport 13/10/2023
- e) By land/air (non-EU) – Piraeus customs/Athens airport 11/10/2023

Note: Consignments arriving later than above-mentioned dates are subject to a 30% surcharge. Regarding the items reaching Piraeus by LCL container, please secure with your Forwarder that container will be unstuffed timely, and cargo delivered to freight forwarders’ warehouse within the a.m. time frames.

7. **Marks and packing**

Please mark each case with the information below:

Name of Exhibitor & Booth Number

c/o congress/location

Each case should be marked with weight and dimensions. Case numbers should be given using the fractional system. For example, case number 1 of 4 should be marked 1/4, case number 2 of 4 should be 2/4 etc. All cases should be labeled by affixing proper labels such as, “Fragile,” “This Side Up,” etc. All Exhibits must be packed securely and waterproof in order to withstand the handling by the International carriers and local trucking companies and outdoor storage conditions.

SCHENKER cannot be held responsible for damage to empties when stored outdoor (please use our “Empties” services). Re-usable crates are essential if the shipment is to be on forward at the close of the exhibition. Proper “empties” service will be offered by SCHENKER. For the skidded or containerized cargo, it is recommended that each piece be individually labeled with these same marks.

Cargo sent by courier service is NOT acceptable direct to the exhibition site, BEFORE the build up period of the exhibition. Cargo sent by courier service is not acceptable at our Headquarters address too.
Please address all the cargo by courier service to following address:

SCHENKER AE, Athens  
Thessi Gropa Kyrillos  
GR-19300 Aspropyrgos-Attica  
C/O F & E Department  
Attn: Kostas Theocharopoulos or Panagiota Adam

Shipping documents must be prepared as follows:

<table>
<thead>
<tr>
<th>Consignee address</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>for Airfreight and Ocean Freight:</strong></td>
</tr>
<tr>
<td>Schenker A.E.</td>
</tr>
<tr>
<td>Thessi Gropa Kyrillos</td>
</tr>
<tr>
<td>GR-19300 Aspropyrgos-Attica</td>
</tr>
<tr>
<td>Tel.: +30 210 9494 300 or 240</td>
</tr>
<tr>
<td>Mr. Theocharopoulos or Mrs. Adam</td>
</tr>
</tbody>
</table>

Notify: Exhibitor’s name  
Event’s name  
Stand No  
Freight: Prepaid

All shipments must be pre-advised to SCHENKER AE with AWB, B/L or CMR copies, dispatch dates, ATA CARNET, Invoices, Packing list etc.

E-mail: gr.dl.ath.fairs-Exhibitions@dbschenker.com  
Attn: Mr. Kostas Theocharopoulos or Mrs. Panagiota Adam

8. Venue restrictions

Please note:

- Truck entrance is on Kokkali str – **ONLY !!!**
- As Megaron is situated next to the American Embassy of Athens, trucks **must** arrive on Kokkali str., **ONLY** 15 minutes prior to their timeslot, due to security reasons.
- A map of how to arrive to Megaron Exhibition Hall will be provided from Schenker. Please respect this map, as security restrictions are very strict for trucks stationing next to the American Embassy.
- The map provided by our side is **THE ONLY WAY** for trucks to arrive to Megaron Exhibition Hall. **If truck’s driver does not follow these instructions and chooses an alternative way, Schenker will not undertake any responsibility of guiding the truck the right way!**
- **NO TRUCK IS ALLOWED TO STOP OR PARK IN FRONT OF THE EMBASSY!**
  In case, a truck will stop or park in front of the American Embassy, Police will remove it without any delay.
- As the unloading dock is situated to the underground garage of the Megaron Exhibition Hall, truck drivers must be very careful as they will circulate in the garage, along with normal garage traffic.
- Unloading/loading timeslots provided to the trucks from Schenker must be respected, as there is no option to wait inside the garage.
  In case, truck does not arrive on time at the provided timeslot, **Schenker does not held any responsibility!**
- max. width of any package : 80 cm / max. height of any package : 185 cm

9. Insurance

Please note: Schenker AE takes no responsibility for your exhibition goods.  
It is recommended that exhibitors carry an all-risk insurance policy for their goods as well as crates from point of departure through to final destination. Please be sure the insurance covers your goods for the transit period as well as the exhibition set-up and dismantle periods. SCHENKER will not be held responsible for damages or losses during the inbound and outbound period of the exhibition.
10. **Payment**

All our charges must be paid against our invoices, which should be settled before the entering of consignments to congress hall.

On site unforeseen payments will be done to SCHENKER on site.

Regular payments can be done before dispatch of consignments.

Invoices can be paid either by wire transfer, or credit card *(Master card / Visa , extra charge euro 35)*.

SCHENKER’s account numbers:

1) Owner: Schenker A.E.
   Bank: Oberbank
   Address: 5021Salzburg Alpenstr 8
   Account Number 121-33-43.20
   IBAN: AT12 1509 0001 2133 4320
   BIC: OBKLAT2L

2) Owner: Schenker A.E.
   Bank: CITIBANK
   Address: 8 Othonos Str, Athens Branch, Greece
   Account Number: 0387926127
   IBAN: GR17 0840 0010 0000 0038 7926 127
   Swift CITIGRAA

11. **Contact Information**

SCHENKER AE
Headquarters Athens
Thessi Gropa Kyrillos
GR-19300 Aspropyrgos-Attica

Tel: +30 210 9494300 – Kostas Theocharopoulos
Tel: +30 210 9494240 – Panagiota Adam
Authorization FORM

To: Customs Authorities

We, the undersigned, …………………………………………… are participating at the 11th Trends in Medical Mycology (TIMM 2023), 20-22 October 2023, which will be held at Megaron Athens International Conference Centre (MAICC), and we authorize SCHENKER A.E, in Athens to carry out, 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……………………………………………

Authorizing party. (Signature)
Stamp + full address.