

Athens 19TH July 2019

MTS Expologistics LTD has been appointed as the **Official Freight Forwarder/Custom Broker and on-Site Agent** for the DEFEA EXHIBITION 22-24 JUNE 2020.

FREIGHT FORWARDING & SHIPPING INSTRUCTIONS

To ensure a safe and well coordinated handling of exhibits inside the Exhibition premises, exhibitors are informed that **MTS EXPOLOGISTICS LTD** is exclusively responsible for the movement of all exhibits and stand-fitting materials from the front of the exhibition building stands and vice a versa.

MTS EXPOLOGISTICS LTD, therefore, advises all participants in «DEFEA 2020» to carefully read and abide by the following general information and instructions pertaining to forwarding and customs clearance procedures.

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 :

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 defea@mtsexpolog.com

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 (i.e.: waybills, bills of lading, 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:

DEFEA EXHIBITION 2020
Metropolitan Expo 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.

5. CUSTOMS REGULATIONS ON EXHIBITS AND / OR MATERIALS

Temporary Import of goods.

(a) **FOR TEMPORARY IMPORTATION CARNET ATA IS A MUST DUE TO HIGH VALUE OF SPECIFIC EXHIBITS**

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., (HS CODE) serial number is required.

(please find attached required combined invoice & packing list form – CIPL 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. **(Please find attached authorization form.)**

(c) **FOR SECURITY REASONS**

A. INDIVIDUAL AND/OR PORTABLE WEAPONS, MINES, GRENADES, AMMUNITION, PYROTECHNICS

Must be transported (import, re-export) **by airfreight ONLY.**

Such items must be packed in their own cases independently from any other exhibit or material.

They will be delivered to stands, regardless of the date and day of their arrival.

Empty cases, for above items **ONLY**, will be re-delivered to stands on 24/6/2020, after closure of exhibition.

(d) **HEAVY AND LARGE EXHIBITS**

Drivers of heavy exhibits, which can move under their own engine power, must be present and available at the exhibition for the delivery of such exhibits to the stands.

Any movement of heavy exhibits, such as tanks, armoured vehicles, vehicles carrying weapon systems etc., under their own engine power within the Greek territory, is forbidden. Transfer of such exhibits and also of weapon systems from the local customs areas to exhibition premises, and vice a versa, can only be carried out on trailers or box trucks, and if not in crates, must be completely covered with canvas.

(e) TANKS, ARMoured VEHICLES, WEAPON SYSTEMS, INDIVIDUAL AND/OR PORTABLE WEAPONS, GRENADES, AMMUNITION AND PYROTECHNICS must have their firing mechanisms inactivated and/or inert.

On all shipping/customs documents these items must be declared as inert and/or inactive, with the respective serial number per item.

(f) TANKS, ARMoured VEHICLES, WEAPON SYSTEMS, INDIVIDUAL AND/OR PORTABLE WEAPONS, GRENADES, AMMUNITION, PYROTECHNICS and HIGH-TECH ITEMS, such as radars, telecom devices, satellite technology, software etc.

- Importation of all above mentioned items are subject to a special import re-export approval provided by the Hellenic Ministry of Defence / General Directorate for Defence Investment and Armaments.
- Exhibitors are kindly requested to submit the required official document to MTS EXPOLOGISTICS in turn where MTS will submit to the Hellenic Ministry of Defence / General Directorate for Defence Investment and Armaments, no later than 4th May 2020 under copy to the Organizers, to ensure timely issuance of the special import re-export approval .

VERY IMPORTANT NOTE

All weapons, ammunition etc. should be ready for collection after the show in order to transport them directly to Athens International airport where a pre-booking will be already arranged.

6. Permanent Import of goods.

Combined commercial invoice & packing list (CIPL with contents in detail, gross and net weight as well as the dimensions per packages, value per item, total value & HS 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, in order to secure on time redelivery. Also note that for the priority empties **a red label frame** must be used and **a blue label** for the secondary empties. **(Please see attached samples of each label)**. The empty boxes that are marked with **red label ONLY**, will be re delivered to the stands two hours after the closure of the exhibition.

8. INSURANCE

Neither the organizer nor MTS Expologistics are responsible for the insurance of exhibits. We recommend that exhibitors should ensure that their exhibits are insured 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 kept upright
- Handling with crane / forklift at specific points only. **(please find attached label on excel format form)**

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 within EU COMMUNITY and Road Freight shipments:

MTS Expologistics LTD
c/o DJ LOGISTICS
THESI GORITSA
GR19300 ASPROPYRGOS
TEL: +30 210 5597580
CONTACT: 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 furnish **MTS Expologistics** clear instructions, in writing, before the end of exhibition. **(Please see attached return shipping instructions form)**
- 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 from Hall & Stand Nos.
 - Port/Airport of destination
 - Consignee's name and full address.
 - Packages without the appropriate markings will be moved to our warehouse for proper identification.
(Please find attached return label)
- 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 modes except exhibits that require special import license, are as follows :

- | | | |
|----|----------------------------|----------------|
| a) | By Sea freight FCL | June 10th 2020 |
| b) | By Sea freight LCL | June 1st 2020 |
| c) | By road freight (groupage) | June 15th 2020 |
| d) | By air freight | June 15th 2020 |

Note: Consignments arriving later than above mentioned dates are subject to a 30% surcharge. for clearance & delivery besides the exhibits that require special import license.

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

13. FAIRGROUND :

Metropolitan Expo Center ("EL. VENIZELOS" Athens Intl airport Spata)

MOVE IN DATES 16/06/2020 – 21/06/2020

DURATION 22/06/2020 – 24/06/2020

MOVE OUT DATES 24/06/2020 – 25/06/2020

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:**

ALPHA BANK
(EUR) ACCOUNT NO : 149 00 2002 012462
IBAN: GR33 0140 1490 1490 0200 2012 462
SWIFT- BIC: CRBAGRAA
BENEFICIARY: MTS EXPOLOGISTICS LTD
BRANCH NO : 149

Or by Credit card as per attached authorization form

For MTS ExpoLogistics Ltd

Manos Tsantes