



# SHIPPING GUIDELINES

DHL Trade Fairs & Events has been appointed as the official freight forwarder and on site logistics contractor. Below you will find information on the services we offer and guidance as to how we dispatch shipments to the event.

Our company can supply first class transport services to and from the venue by land, sea and air. You will have the knowledge that all your requirements will be carried out by an official contractor who is aware of all requirements.

At the venue we carry out any lifting requirements to and from the stand, supplying storage for both empty packaging as well as full goods storage with access during show.

There will be a strict **lifting schedule** in place to ensure that all goods will be lifted to stand within a set time frame and same again for break down.

## 1. ESSENTIAL DATES

<b>BUILD-UP</b>	<b>08 September 2010</b>
<b>OPENING DAYS</b>	<b>9-11 September 2010</b>
<b>DISMANTLING</b>	<b>11 September 2010 PM</b>

## 2. PRE-ADVISE / ORDER FORM

<b>DEADLINE ORDER FORM</b>	<b>06 August 2010</b>
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**ALL PRE-ADVISES INCL. A FULL SET OF DOCUMENTS MUST BE SENT TO:**

**DHL Global Trade Fairs & Events**  
 Unit 17 & 21 2nd Exhibition Avenue  
 Birmingham B40 1PJ  
 United Kingdom  
 ATTN: Mr.Horst Froehling  
 FAX: 0044 121 782 4680  
 PHONE: 0044 121 782 4626

E-Mail : [horst@dhl-exh.com](mailto:horst@dhl-exh.com)

[www.dhl-exh.com](http://www.dhl-exh.com)



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## 3. TRANSPORT-INSTRUCTIONS

### 3.1 AIRFREIGHT

#### CONSIGNEE AIRWAYBILL (AWB)

DHL Trade Fairs & Events c/o  
DHL Express (Hellas)SA  
EHS 2010 Exhibitors Name ... Stand No....  
Thesi Kirillos  
GR 19300 Aspropirgos Attikis  
Greece

<b>AIRPORT OF DESTINATION</b>	<b>Athens</b>
<b>DEADLINE</b>	<b>03 September 2010</b>

**ALL SHIPMENTS MUST BE SENT "FREIGHT PREPAID"**  
Please email or fax to us a copy of the AWB so that we can track arrival at airport.

### 3.2 ROAD FREIGHT

#### CONSIGNEE CMR

DHL Trade Fairs & Events  
EHS 2010  
Hilton Athens Hotel  
46 Vass.Sophias Avenue  
GR-11528 Illisia Greece  
Exhibitors Name... Stand ....

Please instruct your transport company to deliver your goods only in accordance with our lifting schedule and at the agreed delivery day and time. The venue can only receive shipments with vehicles no longer than 7 meters.. Each driver must have a delivery note containing name of exhibitor, and stand-number. Following these steps will make sure that your delivery vehicle will have easy access and be offloaded without delay.

Restricted access at the venue will not allow the use of tail lifts or any other means of self-offloading. In order to ensure that all cargo will be lifted in and out within the available time period a strict delivery schedule will be issued.



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You also have the option to deliver shipments by road to our holding depot in Athens. Please consign shipment to our depot as follows:

**DHL Trade Fairs & Events c/o DHL Express (Hellas) SA**  
**c/o EHS 2010 Name of Exhibitor Stand Number**  
**Thesi Kirillos,**  
**GR-19300 Aspropirgos Attikis**  
**Greece Contact : Kalliopi Nikolakopoulou 0030 210 25 93 313**

**Please advice us of any shipments dispatched to warehouse so that we can track and confirm arrival to you.**

### 3.3 EXPRESS / COURIER SHIPMENTS

If your company consigns shipments by express/courier services, please note that courier companies usually fail to deliver during the build-up period of an exhibition and also the organizer cannot accept delivery on the exhibitor's behalf.

In order that these shipments still reach you on the stand we recommend that all shipments to be dispatched to arrive at our local warehouse. ( see 3.2 )

<b>Last day of acceptance at our depot</b>	<b>07 September 2010</b>
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### 4. CUSTOMS DOCUMENTATION AND PROCEDURES

For **NON-EU Shipments** we strongly recommend to use CARNET ATA.

### 5. CASE MARKING AND PACKING

We cannot put too much emphasis on the importance of all packing being of the highest standard. All cases and packages should be constructed to withstand extensive handling and where required repacking, we would advise against the use of cardboard cartons and strongly recommend that bolted returnable type cases are used. While initially they may be expensive we know from experience that short cuts can prove to be false economy.

**ALL CASES MUST BE CLEARLY MARKED ON AT LEAST TWO SIDES WITH EHS 2010 Athens YOUR NAME, HALL AND STANDNUMBER.**

### ON-SITE HANDLING TARIFF

**SEE ATTACHMENT**



## SHIPPING GUIDELINES

Unless freight is routed via one of our appointed agents we will require payment off all charges, as advised by us, prior to the start of the exhibition. Personal or foreign cheques are not acceptable. Settlement can be made by either bank-transfer or credit card on-site (MASTERCARD/VISA).

### 7. INSURANCE & LIABILITY

We operate exclusively in accordance with the latest version of the British International Freight Association General Terms and Conditions of Trading.

These limit the legal liability for damage to goods in certain circumstances whilst in the care of a forwarder. The forwarders custody liability ends with the delivery of the consignment to the exhibitor's stand even if the exhibitor or his representative is not present. For the return transport the liability begins with the collection from the stand and, even if the transport documents were handed over to the forwarder before.

We can supply you with a full quote for transport insurance cover upon request.

### YOUR LOGISTICS PARTNERS FOR EHS 2010

DHL Trade Fairs & Events UK Ltd  
Unit 17 & 21 2nd Exhibition Avenue  
NEC Birmingham  
B40 1 PJ  
United Kingdom

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Telefax : 0044 121 782 4680  
E-Mail : [horst@dhl-exh.com](mailto:horst@dhl-exh.com)

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