



## The 11<sup>th</sup> World Congress on Controversies in Neurology (CONy)

March 23-26, 2017 | Athens, Greece

### SHIPPING INSTRUCTIONS

Dear Exhibitor, Stand Builder & Sponsor

**Kindly note that Hermes is the sole official on-site agent nominated by ComtecMed to handle all in/out shipments arriving to this congress. All cargo/ shipment will be moved in / moved out from the building only via the official nominated agent. There is no option for direct shipping to the venue.**

We are pleased to inform you of the arrangements for shipping, international freight forwarding, customs clearance and on-site services for CONy 2017 congress.

Please note that you may use any transport company up to the venue door. However, no other company is permitted to deliver, operate, and handle goods inside the venue.

**Venue:**

Hilton Athens  
46 Vassilissis Sofias Avenue  
Athens, 11528,  
Greece

**Contact Details:**

Hermes  
Mr. Motty Wizman  
[mottyw@hermes-exhibitions.com](mailto:mottyw@hermes-exhibitions.com)  
T +972 8 9146421  
M +972 52 6021958

Please mark these important dates:

SERVICE	DEADLINE
Air freight	7 working days before delivery to stand
Shipment via warehouse Custom cleared shipments	3 working days before delivery to stand
Setup	begin on Thursday March 23rd at 23:50 until Friday 24th 7:00 (Overnight)
Move out	Saturday March 25th at 19:00 until midnight

## Services

Hermes would be happy to help your company to arrange your shipment as per your needs. You are welcome to choose from the following ways of transportation for your shipment:

- Door to door
- Advance warehouse
- Airfreight
- Courier

### 1. Door to door

Hermes can arrange pick up from any address and deliver directly to your stand.

### 2. Shipment via warehouse

Shipment via warehouse should be delivered to the following address:

Delivery address:

LOGIKA SA  
GEORGIU GENNIMATA AVENUE  
LOCATION PLAKOTO  
GR19018 MAGOULA  
ATTICA – GREECE  
TEL : +30 210 5552555  
CTC : MRS ENNY DYRMISI EXT 4310

### 3. Airfreight

Please ask for separate instructions

### 4. Courier shipments

It is not recommended to use courier companies.

Courier shipments above a certain weight (approx 10 Kg ) and value (40.00\$ ) cannot be cleared by courier companies require a local importer of records.

Shipments must be accompanied by a proforma invoice, some products are restricted by customs

### 5. General information

All shipments should be send on conditions DDP

#### Permanent entries

Can be done only for goods to be consumed during the congress.

Any permanent entry is subject to payments of import duties and taxes

#### Temporary entry

We strongly recommend using ATA Carnet

You may choose any freight forwarder with which to send your goods to our warehouse, however please note that neither Hermes nor Comtec will be held responsible for goods clearance in the case they are held in customs.

#### Insurance

All goods must be fully insured with all risk coverage. We regret that we cannot take responsibility for goods after delivery to the exhibitors stand regardless whether the exhibitor is present or not.

#### Payment terms

In order to avoid any delay in delivery of your cargo, please make sure to fill out the attached material handling form and return it to our attention

All invoices must be settled by exhibitors / contractors and agents in advance. Shipments will be held in storage until the invoices are paid in full. Please notify Hermes immediately about any requirements relating to invoices.

Please note that all payments are in Euros.  
Any services not outlined in the tariff attached will be quoted on an individual basis.

**Terms and conditions**

All orders are accepted exclusively based on the local forwarders terms and conditions

**Exhibitors' Tariffs**

**Via advance warehouse**

Shipment arriving at the warehouse will be handled as follows:

Delivery to the warehouse

Storage

Pickup from storage and transfer to the venue

Unloading and delivery to the final point

**1 cbm = 300.-Kg / 1 Ldm = 4 cbm**

Min charge € 218.00

Per CBM € 95.00

**Handling of empty cases**

Min 2 CBM €65.00 per CBM

**Forwarding commission** and on-site supervision

Per shipment €130.00

**Airfreight shipment**

Please contact Hermes for quotation

Use of import tax registration € 125.00

**Remarks**

The above rates are for Move in / Move out

Services that are not mentioned above are subject to a rate offer

Surcharge on total charges move in/out:

17:00- 24:00 additional 50%

24:00-08:00 additional 50%

Weekend & Holidays additional 100%

Each CBM will be charged as full

Shipment arriving with no pre alert are subject to 25% surcharge

1 CBM= 300 Kg 1ldm= 4 CBM, Rounding to complete CBM

Above rates are subject to VAT for permanent shipments & EEC customers

Best Regards,  
Hermes exhibitions