

COGI 2026
12-14/11/2026
Megaron Athens
International
Conference Centre
(MAICC)

Freight Forwarding
&
Custom Clearance

Request form



Submission Deadline:
24/09/2026

Please return this form to the Official Freight Forwarder, DSV

E-mail: konstantinos.theocharopoulos@dsv.com , panagiota.adam@dsv.com , chrisoula.kouvari@dsv.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

FREIGHT SERVICE CATALOGUE Inbound or Outbound Charges		Price	Select
1 Delivery to the booth and opposite 1.1 Airfreight From free arrival airport of destination up to free delivered booth incl.: <ul style="list-style-type: none"> ✓ Communication fees ✓ Handling at airport warehouse "airport charges additional as per outlay" ✓ Transfer from airport to the warehouse ✓ Transfer from warehouse to the Fair ground ✓ Delivery to the booth ✓ 1 cbm = 333 kgs ✓ charged at whatever is higher 	Up to 50 kgs	€ 260,00	
	Up to 100 kgs	€ 405,00	
	Up to 200 kgs	€ 465,00	
	Up to 300 kgs	€ 515,00	
	Up to 400 kgs	€ 555,00	
	Up to 500 kgs	€ 605,00	
	Up to 600 kgs	€ 660,00	
	Up to 700 kgs	€ 720,00	
	Up to 800 kgs	€ 760,00	
	Up to 900 kgs	€ 800,00	
	Up to 1.000 kgs	€ 880,00	
	Up to 1.500 kgs	€ 1120,00	
	Up to 2.000 kgs	€ 1340,00	
	Up to 2.500 kgs	€ 1540,00	
	Up to 3.000 kgs	€ 1825,00	
	* From 3.001 kgs and more per 100 kgs UPON REQUEST		
1.2 Truck freight / Ocean freight (LCL) From free arrival warehouse/ port up to free delivery booth incl.: <ul style="list-style-type: none"> ✓ Handling at the warehouse * port charges additional as per outlay ✓ Transfer from warehouse/ port to the Fairground ✓ Delivery to the booth ✓ 1 cbm = 333 kgs ✓ charged at whatever is higher 	Up to 50 kgs	€ 245,00	
	Up to 100 kgs	€ 350,00	
	Up to 200 kgs	€ 395,00	
	Up to 300 kgs	€ 430,00	
	Up to 400 kgs	€ 480,00	
	Up to 500 kgs	€ 520,00	
	Up to 600 kgs	€ 605,00	
	Up to 700 kgs	€ 635,00	
	Up to 800 kgs	€ 655,00	
	Up to 900 kgs	€ 690,00	
	Up to 1.000 kgs	€ 730,00	
	Up to 1.500 kgs	€ 935,00	
	Up to 2.000 kgs	€ 1190,00	
	Up to 2.500 kgs	€ 1345,00	
Up to 3.000 kgs	€ 1580,00		
*From 3.001 kgs and more per 100 kgs UPON REQUEST			
1.3 1.3.1 Direct deliveries to the fairground (TRUCK) From free arrival Fairground to free delivered booth incl.: <ul style="list-style-type: none"> ✓ Handling at Fairground ✓ Delivery to the booth ✓ Shipments less than 2 ldm have to go via warehouse. 	✓ Per ldm	Min € 490	
	From 2,1 up to 5 ldms per ldm	€ 245,00	
	From 5,1 up to 8 ldms per ldm	€ 225,00	
	From 8,1 up to 10 ldms per ldm	€ 215,00	
	✓ Per full load		
	Rate per truck (palletized cargo)	€ 2245,00	
	Rate per truck (loose cargo)	€ 2675,00	
1.3.2 Direct deliveries to Fairground (CONTAINER) From free arrival at the Fairground to free delivered booth incl.: <ul style="list-style-type: none"> ✓ Handling at Fairground ✓ Delivery to the booth Additionally, will be charged:	✓ per container		
	20'	€ 1280,00	
	40'	€ 2235,00	
	✓ From free arrival terminal Piraeus	(incl.: return of empty container to Piraeus port)	
	20' or 40'/ transport	€ 600,00	

<p>1.3.3 Direct deliveries to Fairground (COURIER) From free arrival at the Fairground to free delivered booth incl.:</p> <p>√ Handling at Fairground √ Delivery to the booth</p>	<table border="1" style="width: 100%;"> <tr> <td colspan="3" style="text-align: center;">√ for courier</td> </tr> <tr> <td style="width: 33%;">Box / carton (first)</td> <td style="width: 33%; text-align: center;">€ 85</td> <td style="width: 34%;"></td> </tr> <tr> <td>Additional boxes</td> <td style="text-align: center;">€ 32/ box</td> <td></td> </tr> </table>			√ for courier			Box / carton (first)	€ 85		Additional boxes	€ 32/ box	
√ for courier												
Box / carton (first)	€ 85											
Additional boxes	€ 32/ box											
<p>2 Customs formalities</p>												
<p>2.1 Carnet ATA Temporary importation under a Carnet ATA including customs inspection fees and customs officer fees Same rate will apply for re- exportation</p>	<ul style="list-style-type: none"> • Per shipment and Carnet per • Additional basic charge per 100 kgs • Customs inspection 	<p style="text-align: right;">€ 260,00</p> <p style="text-align: right;">€ 22,00</p> <p style="text-align: right;">€ 110,00</p>										
<p>2.2 Temporary importation / Re-Export Temporary importation and/or re-exportation with commercial invoice including customs inspection fees Service is subject to local customs regulations Same rate will apply for re- exportation</p>	<ul style="list-style-type: none"> • Per shipment and document • Additional basic charge per 100 kgs • Customs inspection • Customs bond fee-basic charge • Additional basic charge per \$1000 • Fees for payment of duty 	<p style="text-align: right;">€ 260,00</p> <p style="text-align: right;">€ 22,00</p> <p style="text-align: right;">€ 110,00</p> <p style="text-align: right;">€ 130,00</p> <p style="text-align: right;">€ 22,00</p> <p style="text-align: right;">€ as per outlays + 15% outlay fee</p>										
<p>2.3 Permanent importation Permanent importation for consumption goods, leaflets, giveaways including customs inspection fees and customs officer fees Service is subject to local customs regulations</p>	<ul style="list-style-type: none"> • Per shipment and document • Additional basic charge per 100 kgs • Customs inspection • Fees for advanced payment of duty and tax 	<p style="text-align: right;">€ 260,00</p> <p style="text-align: right;">€ 22,00</p> <p style="text-align: right;">€ 110,00</p> <p style="text-align: right;">€ as per outlays + 15% outlay fee</p>										
<p>3 Empties Handling Collection, storage and redelivery to the booth</p>	<ul style="list-style-type: none"> • per cbm • Minimum charge 3 cbm 	<p style="text-align: right;">€ 96,00</p>										
<p>4 Manpower Providing of manpower for services onsite <i>i.e. standfitting or lifting of goods onsite, unpacking and packing services</i>, is available upon request, circumstances permitting.</p>	<ul style="list-style-type: none"> • Worker 	<p style="text-align: right;">€ 70 /hr (min 4hrs)</p>										
<p>5 Surcharges Surcharges will be charged as follows:</p>	<ul style="list-style-type: none"> • Overtime after 16:00 • Overtime after midnight • Saturday, Sunday, public holiday • Late arrival 	<p style="text-align: right;">50%</p> <p style="text-align: right;">100%</p> <p style="text-align: right;">75%</p> <p style="text-align: right;">30%</p>										
<p>6 Additionally, will be charged</p> <p>A. Extra works not included above B. V A T (if any) C. Packing / unpacking charges D. As per outlays:</p> <ol style="list-style-type: none"> 1) Customs Duties, Taxes and D.E.T.E (if any) + 15% outlay fee. 2) Port of Piraeus Organization Dues + 15% outlay fee. 3) Labor at Customs and or at Private Warehouses. 4) Storage of exhibition goods arriving more than 3 days prior to the given latest arrival, to our warehouse, will be charged as: Rate per day per cubic meter: € 3,70 (Minimum charge: € 35,00) 5) Storage of exhibition goods more than 3 days after the end of the show, will be charged as: Rate per day per cubic meter: € 3,70 (Minimum charge: € 35,00) 6) Maritime agents, forwarding agents, Airline agent fees+ 15% outlay fee. 7) Demurrages (truck, container, ship, rail truck - if any) + 15% outlay fee. 												
<p>Additional Charges: Extra works not included above, petty expenses, communication fees, VAT (if any) As per outlays: Custom duties, Port of Piraeus Organization fees, Labor at Customs and/or private warehouses, storage fees, maritime/truck/airline agents' fees, demurrages (truck, ctnr, ship, rail, truck - if any)</p> <ul style="list-style-type: none"> <input type="checkbox"/> All above prices are valid for normal working days & hours (Monday - Friday, 08:00 - 16:00) <input type="checkbox"/> All above mentioned prices will be charged per Exhibitor and/or Consignment <input type="checkbox"/> All above charges are to be invoiced again for outbound procedures <input type="checkbox"/> For empties handling charges, if service is provided during overtime or weekend, surcharges will apply 												

SHIPPING INSTRUCTIONS

1. General

DSV Road Single Member S.A., Headquarters Athens, Greece, has been appointed by **FREI**, 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 **COGI 2026**, Megaron Athens International Conference Centre (MAICC). All contacts regarding shipments logistics are to go through DSV Road Single Member S.A..

Due to the venue logistics facilities, DSV Road Single Member S.A. 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.

DSV Road Single Member S.A. has the right not to clear cargos consigned to other companies.

2. Documents / Fax Advice of Shipment

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

konstantinos.theocharopoulos@dsv.com, panagiota.adam@dsv.com, chrisoula.kouvari@dsv.com

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 DSV Road Single Member S.A. 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: COGI 2026

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:

<i>a) By sea (FCL) - Piraeus port</i>	<i>23/10/2026</i>
<i>b) By sea (LCL) – freight forwarders’ warehouse</i>	<i>23/10/2026</i>
<i>c) By groupage truck (EU) – DSV warehouse</i>	<i>04/11/2026</i>
<i>d) By air (EU) – Athens airport</i>	<i>04/11/2026</i>
<i>e) By land/air (non-EU) – Piraeus customs/Athens airport</i>	<i>02/11/2026</i>

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. 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.

DSV Road Single Member S.A. 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 DSV Road Single Member S.A.. 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:

**DSV Road Single Member S.A.
Thessi Gropa Kyrillos
GR-19300 Aspropyrgos-Attica
C/O F & E Department
Attn: Kostas Theocharopoulos , Panagiota Adam & Chrisoula Kouvari**

Shipping documents must be prepared as follows:

Consignee address

for Airfreight and Ocean Freight:

DSV Air & Sea Single Member S.A
Building No 27 (suite 508 AA)
GR-190 19 , AIA Greece

for Truck Freight & Courier (groupage)

DSV Road Single Member S.A.
Thessi Gropa Kyrillos
GR-19300 Aspropyrgos-Attica

Notify: Exhibitor's name

Event's name

Stand No

Freight: Prepaid

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

E-mail: konstantinos.theocharopoulos@dsv.com, panagiota.adam@dsv.com, chrisoula.kouvari@dsv.com

7. 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 DSV Road Single Member S.A.. 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, DSV 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 DSV Road Single Member S.A. 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, DSV does not held any responsibility!
- max. width of any package : 80 cm / max. height of any package : 185 cm

8. Insurance

Please note: DSV 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. DSV will not be held responsible for damages or losses during the inbound and outbound period of the exhibition.

9. Payment

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

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**).

DSV account number:

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

10. Contact Information

DSV Road Single Member S.A. Headquarters Athens

Thessi Gropa Kyrillos

GR-19300 Aspropyrgos-Attica

Mob: +30 6944841779 - Kostas Theocharopoulos

Mob: +30 6956206126 - Panagiota Adam

Mob: +30 6944841778 - Chrysoula Kouvari



Authorization FORM

To: Customs Authorities

We, the undersigned, are participating at the **COGI** , 12-14 November 2026 , which will be held at **Megaron Athens International Conference Centre (MAICC)**, and we authorize DSV Road Single Member S.A., 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.