



TRADEFAIRS&EVENTS

SHIPPING INSTRUCTIONS FOR FAIRS AND EXHIBITIONS IN TURKEY

1 . GENERAL INFORMATION:

This manual will assist you with the preparation of your shipment. Please read the following paragraph carefully. Especially customs clearance in Turkey is very complicated and have a lot of procedures. Therefore please follow the instructions below for a smooth procedure.

2. CONTACT AND PRE-ADVICE

The **DHL Trade Fairs & Events** office must be pre advised for all shipments with AWB, B/L, or CMR copies, dispatch dates, quantity and weight and all other relevant shipping details and documents.

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It is important that you inform us or our agents before you ship the freight. Shipments arriving at destination without prior notification and confirmation, entry will be delayed until the correct documentation of the shipper is obtained . This may cause additional charges to incur.

DHL Trade Fairs and Events will not be responsible or liable for non-delivery, delays or additional charges incurred due to shipments without prior notification and confirmation.

3. TRANSPORTATION

If you would like to arrange your own transportation to Turkey, and hand-over the goods to DHL Trade Fairs and Events only in Turkey, please ask for separate shipping instructions.

COURIER SHIPMENTS

Please do not send courier shipments without any pre-alert and confirmed documents from our side. Turkish customs authorities may hold the goods for customs clearance purposes and inspection. Therefore all shipping documents has to be complete and accurate. In case of an error on documents DHL has no influence on customs clearance.



4 . DOCUMENTATION AND CUSTOMS PROCEDURE

Please be informed that in Tukey Fair grounds and congress areas do not have customs offices. Therefore all goods unaffiliated of mode transport are subject to an inspection and clearance at the arrival of customs point before being moved to the exhibition area. Also all trailers / road shipments must be unloaded to customs bonded warehouses for inspection and clearance.

Temporary import by Carnet ATA

A Carnet ATA eliminates some of the customs procedures for temporary import and also eliminates the necessity of temporary import bond. Carnet ATA is issued by the exhibitor's local Chamber of Commerce in over 70 countries. All exhibitors are strongly recommended to issue a Carnet ATA for all their temporary import exhibits.

In section B of Carnet ATA (REPRESENTED BY), "by PROXY" should be written. We need an original POWER OF ATTORNEY approved by chamber of Commerce as on the attached sample. Anything else is written other than the this or if there is no any Power of Attorney, DHL or it's customs broker can not clear the goods.

The name and dates of the exhibition must be indicated in section C.

All exhibits shipped under a Carnet ATA must be re-exported in the same condition and quantity within 60 days after the end of the exhibition.

Please attach a packing list to each Carnet ATA showing the exact gross weight and package number.

Temporary import by Invoice

If Carnet ATA cannot be provided, the documents below are required for the temporary import of the goods. Also a temporary import bond of 2 % will be calculated over the CIF value of the goods as inbound .

- Invoice (2 original)
- Packing list (2 original)
- ATR (for shipments from EU countries)
- EUR 1 (for shipments from EFTA countries)
- Certificate of Origin (for other countries)
- Phytosanitary / Veterinary certificates (ask for the necessity)
- Inspection and health certificates (ask for the necessity)

The invoice/packing list must include following:

- number of packages
- Single and total weight
- single and total values
- description of items
- Customs code number
- Quantity of each item

Important:

- **All pictures/photographs of goods should be send to us attached to the Invoice or Carnet ATA before the goods are shipped from the origin.**
- **All conignments which are declared as a temporary import must be delivered to the customs once the exhibition has ended. In case of a missing delivery of such goods, a penalty of up to four times of the CIF value will be charged you.**

Temporary Goods that are sold during the exhibiton

Temporary imports sold during the exhibiton has to be delivered to DHL completely the same condition as it has been imported. DHL will deliver these goods to the customs bonded warehouse. There , the name of the consignee will be changed from DHL to the buyers name. After this process , which can take up to 2 weeks, the new buyer can start the final import in his own name.

- **Important: All consignments, which were declared as temporary import must be delivered to the customs once the exhibition has ended. In case of a missing delivery of such goods, a penalty of up to four times of the CIF value will be charged you.**

Permanent importation and Consumption Material, Brochures, Samples

For consumption material, brochures and give-aways a separate invoice and separate package is mandatory. The permanent Invoice must be completed with an estimated value. On the Invoice please mention : **TO BE CONSUMED DURING THE FAIR.** In Case of "no commercial value" of the goods a **"FREE OF CHARGE, VALUE FOR CUSTOMS PURPOSES"** per item has to be mentioned.

All permanent goods are subject to import duty which is collected as per outlay + 10 % our commission in advance before the delivery by DHL.

Prohibited Goods

- Food Ingredients
- Alcoholic Beverages
- Tobacco Products
- Healthcare Products
- Cosmetics
- Medicine etc.
- Military Equipment

The goods described above are not allowed for import in Turkey by DHL. These products can be imported only permanently into Turkey under special licence of ministries of agriculture or health. To import these goods into Turkey, there must be a representative, registered Turkish company which owns these special import licences for certain products. In that case the goods have to be consigned to the Turkish representative company, and the Turkish representative has to give our customs broker a power of attorney for customs clearance and needed licences.

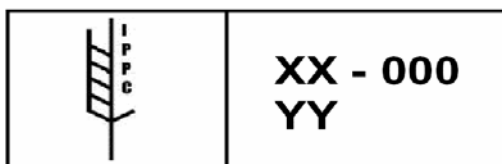
Please do not send any goods which are not declared in the Documents. Smuggling is considered to be a serious offence in every country.

If any items are found undeclared during customs inspection your shipment will be confiscated by the Turkish customs. Heavy fines imposed by the Turkish customs and ending up without your shipment at the stand are the consequences.

If undeclared items are found during customs inspection at the customs warehouse goods will be blocked by customs authorities and will not reach the exhibition in time. DHL Trade Fairs and Events will NOT be responsible or liable for non-delivery ,delays or additional charges incurred. All extra charges and fines will have to be paid by the relevant exhibitor/sender.

Fumigation

Fumigation is requested by Turkish customs on wooden packages. All materials like crates, skids, pallets and boxes had been treated and marked as ISPM Standard.



Arriving consignments, with wooden packaging that are not treated and marked according to the regulations, can be refused by the Turkish customs authorities.

Please make sure that heat-treatments are confirmed as well on your proforma invoices or on a separate letter/certificate.

5. LATEST ARRIVAL

Road freight : 4 working days before requested delivery date
Air freight : 4 working days before requested delivery date
Sea freight : 7 working days before requested delivery date

The a.m. dates can be changed based on the information from the organiser.

Late arrivals may require special attention to ensure prompt delivery to fairground. Exhibitors will be debited for any additional expenses which may occur. A 50% increase will also be applied on tariff. DHL cannot be held responsible for late or non-delivery of cargo to the exhibition, unless all of the conditions mentioned in these instructions are complied with.

6. MARKING AND PACKING

All cargo is subject to customs examination. All import and re-export must be packed securely and weatherproof in order to withstand the handling and outdoor storage conditions. All packages should be easily opened and re-sealed. If your cases are locked, please make sure that one set of keys are handed over to us. Please also make sure that your own on-site representatives will also have spare set of keys.

Heavy and oversized cases must be marked with lifting points and the centre of gravity. Other marks such as "fragile goods" must also be on the packages.

DHL cannot be held responsible for the damages to the empties, if stored outdoor.

All packing must be clearly labelled at least two sides as below :

NAME OF EXHIBITOR COMPANY
C/O "NAME OF EXHIBITION"
HALL NO / STAND NO
CASE NO / TOTAL NO OF BOXES
GROSS WEIGHT

7. HANDLING OF EMPTIES

Please make sure that all your empty packing materials which needs to be stored during the exhibition is handed over to our DHL personnel. Empties which are not handed over to our DHL staff can be remove by the cleaning companies. It is in your interest not to keep any tools, unused material and other valuables inside your empties. DHL will not take any responsibility for loss or damages for items inside your empties.

8. SALE OF GOODS

Temporary items are imported with a deposit duty fee against CIF value which is declared in your commercial invoice at the customs . Customs deposit is subjected to a refund when re exported after an inspection of the goods. The sale of temporary items directly from stand is strictly prohibited and considered to be a serious violation of Turkish law and is subject to heavy fines. If you sell any of the temporary imported goods to another company , all goods must first be delivered exactly as it is to the customs bonded warehouse. With a new Invoice and a letter signed by the Turkish consulate in your country , the consignee on the customs register will be changed. After the goods are inspected the new buyer can begin with the process of importation. This process takes approximately 2 weeks.

AFTER THE SHOW

Please make sure that all items are re-packed into the same cases as on their inbound(arrival). Items declared as permanent imports such as catalogues,giveways consumable materials must **NOT** repacked. All of these items must stay in Turkey.

- **Important: All consignments, which were declared as temporary import must be delivered to the customs once the exhibition has ended. In case of a missing delivery of such goods, a penalty of up to four times of the CIF value will be charged you.**

Exhibitors leaving the exhibition-site before the closing time of the show and/or leaving their exhibits behind , do this at their own risk. DHL will not accept any responsibility or liability for subsequent damages or losses to the shipment. Upon written order by the exhibitor to DHL a secure storage after the exhibition can be arranged until re-loading

10. INSURANCE

We recommend the need of full and comprehensive insurance coverage for below:

- Transport ex-works to booth at fairground.
- Duration of the fair including set-up/break-down periods before or after the show.
- Storage of goods and empties
- Transport ex-booth to the consignee

All services are undertaken by us at owner's risk. We are also not liable for rented workers and technical equipments. DHL do not cover this insurance automatically.

DHL will gladly provide insurance service for your shipments upon your written request.

In case of any damages or losses the exhibitor must immediately specify his claim in writing to our on-site office.

11. COSTS AND PAYMENTS

On-site handling charges will be calculated as per our relevant on-site handling tariff.

Our terms and conditions require that all transportation, customs clearance and delivery charges is paid in advance unless other arrangements have been made by our international agents and offices.

12. LEGAL ISSUES

In case of any dispute, the courts of Istanbul will be subject for prosecution.

TERMS :

- The forwarding services described here - include the delivery of freight from free arriving by means of transportation (i.e. overland, airfreight, oceanfreight) up to fair booth or as close as possible without unpacking.
- This tariff does not cover shipments of live animals, dangerous goods, hanging garments, hand luggage or any kind of special cargo.
- Each started 1 cbm will be rounded up to the next 1 cbm (i.e. 1,2 cbm = 2,0 cbm) / minimum is 1 cbm. All charges will be calculated on weight / volume ratio of 1 cbm / 333 kgs., whichever yields the greater.
- This tariff does not include charges on handling of railway consignments, handling of full container consignments (in cases where the container must be taken of the chassis), self - rolling exhibits, storage of exhibits (bigger parties).
- Any upcoming storage charges, delivery order fees, etc. will be invoiced as extra per outlay (i.e. airfreight storage at the airport)
- These survey of charges do not claim to be complete.

YETKİ BELGESİ

Ben/Biz,,.....(exhibitor company name)..... ,..... (Carnet ATA no.) sayılı Ata Karnesini kullanmak ve ilgili bütün işlemleri yapmak üzere..... DHL Global Forwarding Tasimacilik A.S., Istanbul..... firmasını yetkili kildik.

Saygılarımızla,

POWER OF ATTORNEY

We hereby grant to Ms./Mrs./Mr. DHL Global Forwarding Tasimacilik A.S., Istanbul.... the power of attorney to use the Carnet A.T.A. bearing the no. .. (Carnet ATA no.)..... and to make all statements necessary on our behalf in this connection.

VOLLMACHT

Wir erteilen der Firma/Frau/Herrn DHL Global Forwarding Tasimacilik ve Ticaret A.S. , Istanbul..... die Vollmacht, das Carnet A.T.A. mit der Nr. (Carnet ATA no.)..... zu benützen, und alle in diesem Zusammenhang notwendigen Erklärungen in unserem Namen abzugeben.

PROCURA

Con la presente confermiamo alla ditta/signora/signor ... DHL Global Forwarding Tasimacilik A.S.,Istanbul.... Procura Per l'uso del Carnet A.T.A. no. (Carnet ATA no.).....e Per rilasciare a nostro nome tutte le necessarie dichiarazioni in questo contesto.

PROCURATION

Nous donnons procuration à Maison/Madame/Monsieur DHL Global Forwarding Tasimacilik A.S.,Istanbul...Pour l'utilisation du Carnet A.T.A. portant le no (Carnet ATA no.)...et pour la transmission, en notre nom, de toutes déclarations ou explications y afférentes.

Sign and Stamp of company

Sign /Stamp of Chamber of commerce