



FAIREXX

LOGISTICS
FOR EXHIBITIONS

OFFICIAL SHIPPING GUIDELINES

EuroPrevent 2016

- Istanbul / Turkey -

05 – 07 May 2016

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1. EU-Shipments

1.1 Groupage or Courier Shipments

We strongly recommend sending your groupage or courier shipments to our warehouse. We cannot guarantee an on-time delivery to the exhibition booth in case your shipment arrives later than **11th of April 2016**.

Please consign all groupage or courier shipments to the following address:

FAIREXX - LOGISTICS FOR EXHIBITIONS GmbH
Innungstr. 2
50354 Hürth
Germany

Contact: Markus Willems / +49 2233 405 429 3

We strongly recommend Exhibitors not to send Courier shipments directly to the stand unless you have a member of your staff present to receive them. For shipments sent directly to the stand no liability is accepted.

1.2 Full trailer loads / part loads

Full trailer loads should arrive at Lutfi Kirdar Convention Center, in accordance with the official build-up dates and slot-reference numbers. Please contact us in order to obtain a slot-reference number.

Fairground address:

Istanbul Congress Center
Gümüş Sk No:4,
Harbiye Mahallesi, Şişli
34367 İstanbul, Turkey

Contact: Florian Wallmann / +49 173 214 53 02

Please note that the driver must have a slot-reference number to be able to access the venue.

2. Shipments from outside the EU

2.1 Airfreight

Your shipment should arrive at Duesseldorf german airport (DUS) no later than **7th of April 2016**.

Please consign to:

FAIREXX LOGISTICS GMBH
c/o Rings Airfreight
Frachstr. 10
Flughafen Düsseldorf
40474 Düsseldorf
Germany

We kindly ask you to send us a pre-advice at least one day before departure including a copy of the airwaybill and a copy of the commercial invoice / packing list.

2.2 Seafreight

Kindly contact FAIREXX for requests about seafreight-shipments and you'll receive your individual offer with all important information!

2.4 Documentation for Import via CARNET ATA

Turkish law permits exhibits to be imported into Turkey on “ TEMPORARY IMPORT “ Basis as follows :

WITH CARNET ATA (Strongly recommended !):

Consignors are strongly advised to ship their exhibition goods using A.T.A. Carnet system in order to shorten the processing time of documents for the temporary importation and avoids paying high bonds, which will be based on the cif value of goods for the temporary importation. You can apply to your local CHAMBER of COMMERCE to obtain A.T.A. Carnet.

In case of ATA Carnet clearance, we need the following from you in advance :
scanned Carnet ATA, list of goods that we will translate in Turkish,
CMR document /AWB copy (Airwaybill),
Letter of Authority/Power of Attorney for Carnet ATA
Photos of goods to ensure identification of goods

Based on these documents we can arrange pre-alert to border Customs offices and all customs formalities should be performed at the border crossings.
Without full pre-alert we can not organize customs clearance of your Carnet ATA

All exhibits shipped under a Carnet ATA must be re-exported in same conditions and quantities within 30 days after end of exhibition !

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

Section B + C of CARNET ATA :

In Section B of CARNET ATA (Represented by),it should be written the complete company name Ekol Lojistik A.S. Istanbul.

In Section C of CARNET ATA the show name and dates must be indicated as follows :
EuroPrevent, Istanbul from 05 - 07th May 2016.

In addition to the CARNET ATA, we need an ORIGINAL LETTER OF AUTHORITY (POWER OF ATTORNEY). Pls use our sample attached to our Manual ! If you write someone else other than those indicated, we cannot clear your goods! The signature in LETTER OF AUTHORITY must be the same as the signature in the ATA Carnet.

NOTE: All columns in the Carnet ATA must be duly fulfilled :

- no. of pieces, weights, values, country of origin,
- Technical goods must be described with brand name, serial no.
- No promo/consumable goods are allowed on Carnet ATA,
only temporary imported goods which return after the show !

Any shipments arriving after our deadlines that require Customs clearance will be subject to a late arrival surcharge of 25% on our official handling tariff.

2.5 Documentation for Import via CARNET ATA

WITHOUT CARNET ATA FOR TEMPORARY IMPORTATION :

If ATA-Carnet cannot be provided, then following documents are required for temporary import (please notice that this procedure will end up in long term customs clearance processing and are subject to higher bond fees !)

Documents needed:

1 x original / 2 x copies of combined invoice/packing list for temporary clearance must be completed (sample of invoice attached to our Manual!)

ATR (for shipments from EU countries)

EUR 1 (for shipments from EFTA countries)

Certificate of Origin (for other countries)

Phytosanitary / Veterinary certificates (if needed for specific goods)

Inspection and Health certificates (if needed for specific goods)

Photos to ensure identification of goods

General data requirements that should be stated in your invoice :

-the date and number of Pro forma invoice

-the name of the goods (by technical commodity please quote obligatory :

-model, type, serial No., year of production). 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.

-country of origin

-quantity of the goods has to be stated in quantity units (piece, set, m, m², m³, pair, ...)

-unit and total price - for each item separately

-the kind of packing and number of packing

-gross/net weight

-Remark: »The goods intended for EuroPrevent 2016 –

-Value of the goods for customs purposes only«

If goods are subject of temporary import please state: "temporary import"

Delivery terms: CFR or DDP Istanbul

3. Marking of packages

Please number every package consecutively and make sure that the following information is indicated on every package:

- „EuroPrevent 2016 Istanbul“
- „Name of Exhibitor“
- „Hall no. / Stand no.“

We kindly ask you to use safe and strong packing material which is strong enough to be re-used after the show.

4. Insurance

We strongly recommend that all exhibitors arrange Insurance cover to include Transit to and from the exhibition, whilst on display and in storage.

Please contact us for further information and rates.

5. Payment

We accept the following methods of payment :

- Bank Transfer: please provide a copy of the Transfer Statement
- Credit Card: pls inform us of your card details in advance
(not for customs expenditures unless with an additional 5 % service fee)
- Cash: all major currencies accepted

6. Basic Conditions of Contract

All work undertaken is subject to the German Forwarders terms and conditions ADSp, newest edition and the SLVS - liability policy, in conjunction with the conditions and rates for trade fair transportation.

All special transport and crane services are based upon the „Basic conditions of contract for special transport and crane services - BSK“ latest edition.

The liability of FAIREXX Logistics for Exhibitions GmbH as Fairs & Exhibitions Forwarder, ceases with deposit and begins with collection of the freight at the exhibition stand, even during the exhibitors absence, irrespective of the submission of waybills at the exhibition forwarding agent's office. Place of jurisdiction AG Berlin for both sides.

Our invoices will be due immediately after issuance without any further notice according to ADSp. Customers not known to us or with whom we have not agreed any terms of payment, will be asked to pay our expenses before the event starts or on-site during the event or before return shipping of their exhibits.

7. Contact Details

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12207 Berlin
Germany

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