



# FAIREXX

LOGISTICS  
FOR EXHIBITIONS

EuroEcho-Imaging 2013

- Turkey / Istanbul -

11 – 14 Dec 2013

**SHIPPING MANUAL**

## Consigning of shipments & Deadline dates



### Roadfreight & Courier

#### ROADFREIGHT/COURIER shipments via advanced warehouse :

should arrive at advanced warehouse Istanbul not later than **26. Nov 2013** to :

**warehouse address :** EKOL LOJISTIK A.S.  
c/o FAIREXX Logistics GmbH  
Gulbahar cad. Gurol Sok. No.1  
34212 Gunesli Istanbul / Turkey

**Notify:** EUROECHO 2013  
*Exhibitor Name, Hall & Stand No.*

**contact:** Atilla Bayraktar / Tel.+90-216 564 33 58  
Alpay Altioek / Tel.+90-216 564 33 52

**Pre-advices** please send your pre-advices to us latest **4** working days before departure by Telefax: +49(0)30 44 03 47 79 or by email to [florian.wallmann@fairexx.com](mailto:florian.wallmann@fairexx.com)

- Trucking details (Truck no., haulier, ETA)
- Copy of invoice or Carnet ATA + packing list
- Copy of ATR (for shipments from EU countries)

#### AIRFREIGHT shipments to airport Istanbul :



airfreight shipments should arrive prepaid at Istanbul International airport (IST) not later than **27.Nov 2013** addressed as follows :

**Consignee Address:** EKOL LOJISTIK A.S.  
c/o FAIREXX GmbH  
Gulbahar cad. Gurol Sok. No.1  
34212 Gunesli Istanbul / Turkey

**Notify:** EUROECHO 2013  
*Exhibitors name, Hall + Stand No.*

**contact:** Atilla Bayraktar / Tel.+90-216 564 33 58  
Alpay Altioek / Tel.+90-216 564 33 52

Please send your shipments prepaid, on own Masterairwaybill, consigned to above mentioned address. **4** original Invoices and packing lists in english language must be attached to the Airwaybill.

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- 1 Copy of Airwaybill / Flight details
- 1 Copy of combined invoice & packing list or Carnet ATA
- 1 Copy of ATR (for shipments from EU countries)

### Airfreight



**HALF / FULL TRAILER LOADS DIRECT TO THE VENUE :**

should arrive directly at ICEC (Lutfi Kirdar Convention Centre), in accordance with the official Build-Up Dates and Times + SLOT-Numbers !

**IMPORTANT REMARKS :**

**Pls note that only trucks less than 40tons can access direct to the venue !!**

venue address : ICEC (Istanbul Lutfi Kirdar Convention & Exhibition Centre)  
c/o FAIREXX GmbH  
Harbiye Mh.  
34367, Istanbul,  
TURKEY

**Onsite-contact:** Florian Wallmann Tel.+49-173-21 45 302

**Notify :** EUROECHO 2013,  
*Exhibitors Name / Hall + Stand Number*

**Pre-advices/time slot request form :**

For direct deliveries of semi & full loads during build up and dismantling, make sure to complete and return our timeslot request form so we can schedule your trucks with our given booking no. !!

Pls send your time slot request latest 4 days before departure of your truck to us by Fax to +49-30-4403 4779 or by email to: [florian.wallmann@fairexx.com](mailto:florian.wallmann@fairexx.com)

**Roadfreight / DIRECT-  
DELIVERIES (full & half loads)**



**Customs Clearance – temporary  
importation WITH ATA-CARNET !!!**

### **Documentation required for Customs Clearance**

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

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 : **EUROECHO 2013, Istanbul from 11-14 Dec. 2013**.

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 !

**Please send a full pre-advise at least 4 days before DEPARTURE to :  
Fax: 0049 - 30 44 03 47 79 or email to [florian.wallmann@fairexx.com](mailto:florian.wallmann@fairexx.com)**



## **Documentation required for Customs Clearance**

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

### **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)

#### 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, m<sup>2</sup>, m<sup>3</sup>, 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 Acute Cardiac Care 2012 - 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

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**Customs Clearance - temporary  
importation WITHOUT ATA-CARNET !!!**



## **Documentation required for Customs Clearance**

### **PERMANENT/FINAL IMPORTATION FOR GIVE AWAYS/CONSUMABLES :**

This section only applies to the importation of goods intended for the distribution during the show/exhibition period i.e. literature / brochures, posters, give aways, etc. related advertising, and promotion materials.

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 as low as possible.

Invoice should clearly indicate dimensions, weight and contents of each package and single and total value of each item. A declared value must be given for each item although they have not got any commercial value. The total invoice value must be CIF Istanbul in EUR and should be under the value of 1.000,00 EUR.

“ FOR GIVE AWAYS → FREE OF CHARGE, VALUE FOR CUSTOMS PURPOSES ”

“ FOR CONSUMABLES → TO BE CONSUMED DURING THE FAIR ”

\* Each single article with different customs code (CTN-Code, 8-digits are requested) has to be listed in the invoice.

Separate invoice for final importation must be issued and according to type of transport, must be attached CMR, AWB, B/L as well !!!

#### Documents needed:

- 1 x original / 2 x copies of permanent import combined invoices/packing list (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)

#### **PLEASE NOTE :**

Goods like food, food ingredients, healthcare products, cosmetics, medicine etc. are not allowed for temporary import in Turkey. These kind of 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 own these special import licences for certain products. In that case the goods have to be consigned to the Turkish representative company, and Turkish representative has to give to our customs agent a power of attorney for customs clearance and needed licences. CD-ROMS or video tapes have to be inspected by ministry of culture by import. This procedure takes 4-6 weeks. Therefore this kind of goods have to be arrive to Istanbul customs latest 6 weeks before requested delivery date to booth.

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**Customs Clearance –  
FINAL/PERMANENT IMPORTATION**

## Courier - shipments

We strongly recommend Exhibitors not to send Courier shipments direct to your stand unless you have a member of your staff present to receive them.

If you do send goods by courier we suggest that you send them to our warehouse-address mentioned under Roadfreight.

For shipments sent directly to the stand no liability is accepted.

If you send courier-shipments from non EU-countries – they only can be accepted for direct delivery at ICEC Convention Centre Istanbul if they arrive already cleared by duties & taxes in Turkey (DDP status) !!



## Case Marking

### **All your Packages should be clearly marked as follows:**

- Name of Exhibitor
- EUROECHO 2013 Istanbul
- Hall / Stand number
- Gross/Net weight
- No. of box / Total no. of boxes

1 of .... / 2 of ... / 3 of ... etc.

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



## Insurance / late arrival

### **Late arrival surcharges**

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.

### **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.



## Payment

### **Please note following methods of payment accepted :**

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



### **Basic Conditions of Contract**

## Basic Conditions

- All work undertaken is subject to the German Forwarders terms and conditions ADSp, newest edition and the NSAB 2000 – Nordic Association of Freight Forwarders, 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 Gelsenkirchen- Buer 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.





For any information please contact our Berlin Office :

**Contact Details**

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Germany**

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