

INTERNATIONAL FAIRS LOGISTICS SHIPPING INSTRUCTION & GUIDE LINES

Valid for	
Year 2012	FAIRS AND CONGRESS
Venue	CNR EXPO / TUYAP / ICEC /FAIR GROUNDS
City	Istanbul- TURKEY

Correspondence	
Address	IFTT ULUSLARARASI FUAR TAŞIMACILIGI & TURIZM LTD. Senlik Mah. Guven Sok. No:4 Ortanca Apt. B Blok Daire:2 TR-34153 Florya / Istanbul / TURKEY
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CNR Expo Site Office	
Venue	CNR Expo Fair Ground - Yeşilköy - İstanbul IFTT LTD 's On-Site Container & Warehouse
Location	Backside of Exhibition's Halls 2 nd & 4 th (OUT SIDE AREA)
Tel	+ 90 0212 465 74 74 Ext. 2868 & 2869 & 2870
Contact	MR. ENGİN BAKIR

E XHIBITION TRANSPORT GUIDLINES

1) TEMPORARY IMPORTATION:

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

a) Under bond;

Supporting a Bank Guarantee letter, the amount of Bank guarantee is related to the Customs tariff number and import taxes of the exhibition material, IFTT will provide the guarantee letter and will charge a fee accordingly and in advance.

b) With ATA Carnet;

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

2) DOCUMENTS REQUIRED:

Referring to the above and according to type of temporary import to Turkey following documents are required as per exhibitor's decision.

OPTION 1	
KIND OF DOCUMENTS	REMARKS
▪ ATA CARNET	PLS APPLY YOUR CHAMBER OF COMMERCE
▪ COMBINED INVOICE & PACKING LIST	AS PER ATTACHED
▪ POWER of ATTORNEY	AS PER ATTACHED
▪ OBLIGATION LETTER	AS PER ATTACHED
▪ FCR / AWB / BL	ACCORDING TO TARNSPORT METHOD

OPTION 2	
KIND OF DOCUMENTS	REMARKS
▪ PROFORMA INVOICE & PACKING LIST	AS PER ATTACHED
▪ ATR or EURO DOCUMENTS	EU or EFTA MEMBER COUNTRIES
▪ CERTIFICATE OF ORIGIN	OTHER COUNTRIES
▪ POWER of ATTORNEY	AS PER ATTACHED
▪ OBLIGATION LETTER	AS PER ATTACHED
▪ FCR / AWB / BL	ACCORDING TO TRANSPORT METHOD

- ➡ **Attached " Power of attorney and Obligation letter should be approved by the local chamber of Commerce and Turkish Consulate**

All above customs documents have to be issued to;

CONSIGNEE : **IFTT ULUSLARARASI FUAR TAS.& TURIZM LTD**
Şenlik Mah.Güven sok.No:4 Ortanca Apt.
B.Blok.Daire.2
REPRESENTATIVE ON
ATA CARNET **TR-34153 FLORYA – ISTANBUL - TURKEY**

Care of.;

Exhibition.....
Exhibitor.....
Hall and Stand No.....

➡ **We are not able clear the cargo that has been consigned in any other manner.**

Issuance of Pro-forma Invoice

Further, on Pro-forma Invoice, terms of delivery must be stated CIF which Insurance & Transport amount are included stated as follows, In case your Company Invoice format is issued instead of attached format

- ☞ Date & Nr of invoice
- ☞ Page Nr & Total page

- ☞ Item No for each single item
- ☞ Contents of goods with full description
- ☞ Customs tariff Number (BTN Code)
- ☞ Unit prices, quantity, total Prices
- ☞ Total FOB Value
- ☞ Insurance amount
- ☞ Transport amount
- ☞ Total CIF Value

- ☞ Nr and kind of Packages
- ☞ Gross weight in KGS
- ☞ Dimension in CMS
- ☞ Total Volume

Pls also state following declaration as per mandatory;

- THE GOODS ARE SHIPPED FOR DISPLAY PURPOSES UNDER TEMPORARY IMPORTATION INTO TURKEY AND THE GOODS WILL BE RE-EXPORTED TO ORIGIN COUNTRY AFTER THE EVENT ""
- GOODS VALUE FOR CUSTOMS & EXHIBITION PURPOSES ONLY "

➡ **The invoice should be signed and stamped originally**

3) PERMANENT IMPORTATION:

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

All such items must be "**P A C K E D and I N V O I C E D**" separately. A declared value must be given for each / every item although they have not got any commercial value. The total invoice value must be CIF Istanbul in EURO (€) and must not exceed 1.000,-EURO (€) with following declarations. **Type of invoice should be Commercial** since the Pro-forma invoice is **N o t** acceptable by Turkish Customs authorities

DOCUMENT REQUIRED:	
KIND OF DOCUMENTS	REMARKS
▪ COMMERCIAL INVOICE & PACKING LIST	AS PER ATTACHED
▪ EXPORTER REGISTRATION FORM	AS PER ATTACHED
▪ ATR or EURO DOCUMENTS	EU or EFTA COUNTRIES
▪ CERTIFICATE OF ORIGIN	OTHER COUNTRIES
▪ FCR- AWB- B/L	ACCORDING TO TRANSPORT METHOD

- ➔ **All above Documents should be issued to ;**
IFTT ULUS. FUAR TASIMACILIGI & TURIZM LTD
with corresponding fairs and or Congress details

Issuance of Commercial Invoice;

Further, On Commercial Invoice, terms of delivery must be stated CIF which Insurance & Transport amount are included stated as follow, , In case your Company Invoice format is issued instead of attached format

- ☞ Date & Nr of invoice
- ☞ Page Nr & Total page

- ☞ Item No for each single item
- ☞ Contents of goods with full description
- ☞ Customs tariff Number (BTN Code)
- ☞ Unit prices, quantity, total Prices
- ☞ Total FOB Value
- ☞ Insurance amount
- ☞ Transport amount
- ☞ Total CIF Value

- ☞ Nr and kind of Packages
- ☞ Gross weight in KGS
- ☞ Dimension in CMS
- ☞ Total Volume

Please also state following declaration as per mandatory

- GIVEAWAYS ITEMS FREE OF CHARGE FOR DISTRIBUTION DURING THE EXHIBITION PERIOD UNDER DEFINITIVE IMPORTATION INTO TURKEY
- NO COMMERCIAL VALUE / INVOICE VALUE FOR CUSTOMS PURPOSES ONLY

- ➔ **The invoice should be signed and stamped originally**

4) CLEARANCE OF VIDEO CASSETTES, FILM CD ROMS Etc:

These are subject to Censorship and should be sent to us one of reliable courier service at least 3 weeks prior to the Fairs and Congress is organized

- ▶ **A separate invoice should be issued for " IFTT FUAR TASIMACILIGI & TURIZM LTD with corresponding fairs and or Congress details**

5) PACKING AND MARKING:

a) Packing ;

To minimize the risk of damage which may occur during the Int'l transportation, handling, loading, unloading ex factory up to the fairs stand and re re-transportation to factory, it is necessary to use solid case or crate packaging.

All cargo is subject to a Customs examination on import and re-export, as well. A highest standard packing method is required with padlocks on the cases, crates that easily can be opened and re-sealed. Keys of the padlocks must be attached on to collies, in order to enable the Customs officer to open the padlocks.

b) Marking by labeling ;

In order to secure delivery of exhibition shipment without loss of any, packages shipper must stick proper labels on 2 sides of each packages and state following information.

CONSIGNEE: IFTT FUAR TASIMACILIGI & TURIZM LTD

Care of ;

Name of exhibition :
Name of exhibitor :
Hall & Stand Nr. :
Case Nr. :
Gross weight :
Dimension :

Temporary or Permanent Importation as applicable.

6) INSURANCE OF THE EXHIBITS:

It is advisable that insurance policy is taken up by shipper or exhibitor and we strongly recommend transport insurance coverage of the goods from the factory up to exhibition booth including intermediate storage before and after the exhibition and the return transport to the country of origin or any other destination.

7) FREIGHT ARRIVAL DEADLINES: (Saturday & Sunday are not working days)

All exhibition goods have to arrive in Istanbul as per the following terms requested by the exhibitor.

- a.) Airfreight : 4 working days before date of delivery to stand.
- b.) Truck freight : 6 working days before date of delivery to stand.
- c.) Sea freight : 12 working days before date of delivery to stand.

For full trailer loading related to one exhibitor only, pls. contact us in advance in order enable us to advise the date of arrival.

8) DOCUMENTS ARRIVAL DEADLINES:

For the exhibits arriving by truck, air or sea freight, we must receive all Customs and Shipping documents not later than the deadlines shown below and related to above terms.

- a.) Airfreight : 3 working days prior to arrival of AIRCRAFT
- b.) Truck freight : 4 working days prior to arrival of TRUCK
- c.) Sea freight : 6 working days prior to arrival of VESSEL

9) RE-EXPORT & SALES OF EXHIBITS:

The exhibition shipment must be re-exported from Turkey to Country of Origin or any other destination or must be re-delivered to the customs warehouse for final importation within one (1) month after the end of the fairs & exhibition.

The goods can be sold during the exhibition, but cannot be removed from the exhibition site. First we will transfer the goods to customs for the examination, shipper and consignee will provide all the documents in order to enable IFFT to accomplish final importation and later on tax & duties is paid accordingly.

Please note, all these formalities are taken minimum 15 days, due to some of documents are needed to be legalized by the Chamber of Commerce of shipper and Turkish Consulate.

10) ISSUANCE OF SHIPPING DOCUMENTS:

a) T.I.R. Carnet; (Related truck shipment to Istanbul / Turkey)

Although the parcel and exhibition shipment are sent with ATA-Carnet, Carnet number and related exhibition cargo details must be stated on the list of TIR-Carnet. This is the responsibility of the trucking agent. Kindly remind trucking Company or agent all respective details are decelerated on TIR Carnet's manifest accordingly

For truck shipments, Customs place in İSTANBUL is : HALKALI CUSTOMS

b) Shipping instruction;

All exhibition shipment, either by truck, air or sea freight, must be consigned **"FREIGHT PREPAID"** as follows;

On the FCR-CMR, AWB, B/L;

SHIPPER. : ACTUAL SHIPPER
CONSIGNEE : IFTT FUAR TASIMACILIGI & TURIZM LTD
C/O NAME OF EXHIBITION & VENUE
NOTIFY (1) : NAME OF EXHIBITORS & EXHIBITION
HALL & STAND NO – VENUE
(2) : **Turkish Representatives (If any)**

Separate house B/L is required for each single shipment of the exhibitor/s.

11) PRE – ADVICE:

A Pre-advise should be sent to us once shipping details are known, indicating following details.;

No of packages, Description of goods, Gross weight, Volume, ETS & ETA with corresponding transport details such as Truck no., Flight & AWB No, name of Vessel and Shipping line, Transport or forwarding agent in Turkey, Etc.

➡ **Please send us all the shipping & customs documents with pre-advices accordingly.**

For more information concerning fair forwarding services, please do not hesitate to contact us.

Prepared by

IFFT - INTERNATIONAL FAIR TRANSPORT & TOURISM LTD

Attachment Document

Prepared on, / /
Place,

POWER OF ATTORNEY

TO WHOM IT MAY CONCERN,

Regarding our exhibition goods mentioned on ATA Carnet or and Invoice which destined to Turkey for below mentioned events in Turkey

NAME OF EVENT :

CARNET or INVOICE NR :

We hereby give a general authorization to;

IFTT ULUSLARARASI FUAR TAS. & TURIZM LTD. STI.
Senlik Mah. Guven Sok. No:4 Ortanca Apt. B Blok Daire:2
TR-34153 Florya – Istanbul / TURKEY

to receive, deliver and transport all our goods which have already arrived or which will be arriving to the customs of the Republic of Turkey, export or import all our goods by clearing them through the customs, to write petition, to sign petitions, to carry out all necessary import and export procedures at Turkish railways, Türkiye Denizcilik İşletmeleri, Port authorities, and at all other government agencies, to receive documents concerning letters of credits from banks and documents from government agencies, to receive delivery orders from shipping agencies State Railways, to pay freight and other expenses and follow our business to collect the returns of the payments done by them, to pay deposits and to receive the remainders and complete formalities to receive our import export claims from harbour customs and railways, to represent us in possible disputes with the above agencies, conduct the up most and complete customs formalities, to establish partnership, representation or dismissal of the third parties.

Power of attorney given by:

Name of Actual Shipper :

Name of Authorized person :

Company stamp and signature :

REMARKS:

Above text should be prepared on the original letterhead of the actual shipper and should be approved

**OBLIGATION LETTER FOR TEMPORARY IMPORTATION INTO TURKEY
WITH ATA CARNET or INVOICE (Under Bond)**

Regarding our exhibition goods and under temporary importation into Turkey ;

I hereby state and comment that in accordance with ATA Carnet or our Company Invoice no dated/...../....., I will use the goods for which temporary permission is given of which allocated location indicated here below in compliance with their allocated objective till the end of the period, which is determined for giving back of goods, which is/...../..... endbefore the termination of the above mentioned date, without changing their basic characteristics ties,(in compliance with their importation characteristics), I will re-export them or goods will be subjected to a new procedure or usage, in case I want to go on the usage of goods, I will request to lengthen the period with the force major document taken from related institution, in case I do not obey these, I accept in advance that necessary transactions be initiated on me, in compliance with Article 238 of Customs Law No. 4458

(Türkiye de etkinlik maksadı ile geçici ithal edilecek malzemelerimize ilişkin olarak ;

.../.../.... tarih ve tescil sayılı no.lu ATA Karnesi ile yahutNo.lu faturamız ile geçici girişine izin verilen eşyayı, eşyanın geri gönderilmesi için tespit edilen sürenin son günü olan .../.../.... tarihine kadar aşağıda belirtilen tahsis yerinde, tahsis amacına uygun olarak kullanacağımı ve belirtilen bu süre sona ermeden asli nitelikleri değişmeksizin (giriş ayniyetine uygun olarak) yeniden ihraç edeceğimi veya gümrükçe onaylanmış yeni bir işlem veya kullanıma tabi tutacağımı, eşyanın kullanımına devam etmek istediğim takdirde ilgili kuruluştan alınacak mücbir sebep belgesi ile birlikte süre uzatımı talebinde bulunacağımı, bunlara uymadığım takdirde hakkımda 4458 sayılı Gümrük Kanunu'nun 238'inci maddesi uyarınca işlem yapılmasını peşinen kabul ettiğimi beyan ve taahhüt ederim.)

Company Name (Firma Ünvan) :
Company Adress (Firma Adresi) :
Authorized Person (Yetkili İsim) :

Original Stamp & Signature / Kaşe ve İmza

Geçici girişine izin verilen eşyanın - The Goods under Temporay Import Status :

1)

Allocation Purpose : Display and advertising purposes
Tahsis Amacı - Furda teşhir : Fuarda teşhir ve tanıtım amacı ile

2)

Teşhir edileceği etknlik yeri : CNR Fairs Ground , Istanbul / Turkey
Place of Event & Fairs : CNR Fuar Alanı , Istanbul / Turkey

3)

Name of Event & Exhibitions :
Etkinliğin & Fuarın Adı :

4.)

Nr of Packages & Gross Kgs / Value :
Paket sayısı & Brüt Kgs / Value :

REMARKS:

Above text should be prepared on the original letterhead of the actual shipper and should be approved by the local Chamber of Commerce and Turkish Consulate