

INTERNATIONAL SHIPPING GUIDELINES INSTRUCTION

For exhibitions & events in Istanbul

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, SCHENKER ARKAS will provide the guarantee letter and will charge a fee accordingly.

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 fee , 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.

c-) 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	Option-2
<ul style="list-style-type: none">➤ Carnet Ata➤ Pro- invoice & Packing list➤ Power of attorney	<ul style="list-style-type: none">➤ Invoice & Packing list➤ Certificate of origin➤ Atr-1 (For EU Countries)➤ Power of attorney

- **Attached " Power of attorney " is required additionally for option 1 and 2**

All above customs documents have to be issued to;

CONSIGNEE : **SCHENKER ARKAS NAKLIYAT ve TİCARET A.Ş.**
COBANCESME KAVSAGI, ISTANBUL DUNYA TICARET MERKEZI
(Representantive on A2 BLOK, NO: 330, KAT:10
Carnet ATA.) YESILKOY 34149 ISTANBUL / TURKEY
Care of.;

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

❑ **We can not clear the cargo that has been consigned in any other manner.**

- Further, on Commercial Invoice, terms of delivery must be stated i.e. CFR.If it is covered by an insurance, than CIF value must be stated and in addition following must be mentioned on Commercial invoice.

Item No , Full description of goods, Customs tariff No. , Serial No.,
Unit prices, quantity, total prices , Packing details, gross Kgs.

- Invoice must show "THE GOODS ARE SHIPPED FOR DISPLAY PURPOSES AND THE GOODS WILL BE RETURNED THE COUNTRY OF ORGIN AT THE END OF THE EXHIBITION

Total FOB value – Freight amount – Insurance (If any)

Total C&F or CIF value

2-) 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, ad promotion materials.

All such items must be " **PACKED and INVOICED** " 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 EUR. and must not exceed EUR. 1.000 with following declarations. **Typ of invoice should be Commercial** since the Pro-forma invoice is N o t acceptable by Turkish Customs

" ADVERTISING MATERIAL FREE OF CHARGE FOR DISTRIBUTION EXHIBITION PERIOD.

" GIVE AWAY ITEMS VALUE FOR CUSTOMS & EXHIBITION PURPOSES "

* Every single article with different customs code (BTN-Code, but 8 figures are requested) has to be listed,

Separate invoice and ATR.1 documents must be issued to SCHENKER ARKAS and according to type of transport, must be attached House truck Bill, AWB, B/L as well.

3-) CLEARANCE OF GOODS THAT ARE SUBJECT TO SPECIAL REGULATIONS AND IMPORT PERMISSIONS :

A- Import-permits are requested for several products, such as:

- * Alcoholic drinks and tobacco products,
- * Colours and paints,
- * Food stuff,
- * Temperature regulating systems,
- * Kitchen ware,
- * Cosmetic products,
- * Mineral oils,
- * Gold & platinum jewels,
- * Military goods,
- * Fur coats,
- * Computer ware,

B- Customs clearance for food stuff & BEVERAGE .:

All kind of food stuffs & beverages are subject to Ministry, Governmental health offices Departments etc permission before goods are shipped to Turkey. We need to apply for import permission for each different kind of food stuff and beverage products. We therefore ask you below listed advance documents for us enable to obtain import permission after we receive documents and apply to Ministry. Then we will notify exhibitor/s, If Importation is allowed or not by The Agriculture Ministry and/or respective Governmental health, quarantine offices.

ADVANCE DOCUMENTS	:	Inspection Invoice	As per Attached
		Analysis certificate	per different product
		Ingredient certificate	per different product

ADVANCE DOCUMENTS DEAD LINE	:	<u>60 days before arrival of shipment</u>
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According the decision of Ministry of Agriculture and other respective Governmental offices, we will notify you the list of prohibited items which were stated on your invoice, if any. Then we will ask you Following final document from your side,

DEFINITIVE DOCUMENTS	:	Commercial Invoice	for Permanent entry
		Healthy Certificate	per different Product
		Ingredient certificate	per different product
		ATR & EUR Documents	EU countries
		Certificate of origin	Other Countries

* If you have any shipment including food stuff & beverage, please request our concerned Tariff & Guideline,

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 organised

- **A separate invoice should be issued for " Schenker Arkas Nak. ve Tic Aş " with corresponding fairs and or Congress details**

5-) PACKING AND MARKING :

a.) Packing ;

To minimise 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 labelling.;

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: SCHENKER ARKAS NAKLIYAT ve TİCARET A.Ş.

Care of ;

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

Temporary or Permanent, delete as applicable.

6 -) INSURANCE OF THE EXHIBITS :

It is advisable that an insurance 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-A) 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 : 5 working days before date of delivery to stand.
- b.) Truck freight : 6 working days before date of delivery to stand.
- c.) Sea freight : 10 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.

7-B) DOCUMENTS ARRIVAL DEADLINES :(Saturday & Sunday are not working days)

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 : 5 working days prior to arrival of AIRCRAFT
- b.) Truck freight : 5 working days prior to arrival of TRUCK
- c.) Sea freight : 9 working days prior to arrival of VESSEL

8-) 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 SCHENKER ARKAS to accomplish final importation and later on tax & duties is paid accordingly.

Please note, all these formalities are taken minimum 20 days, due to some of documents are needed to be legalised by the Chamber of Commerce of shipper and Turkish Consulate.

9-) ISSUANCE OF SHIPPING DOCUMENTS :

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

Although the exhibits are sent with A.T.A. Carnet, A.T.A. Carnet number and related details of exhibits must be stated on the list of T.I.R. Carnet This is the responsibility of the trucking agent. Kindly remind your trucking agent, that A.T.A. Carnet shipment is included on T.I.R Carnet.

For truck shipments, Customs place in İSTANBUL is , HALKALI / İSTANBUL.

b-) Customs clearance formalities on the Border Kapikule / Ipsala / RoRo Port for FTL shipments

Truck must arrive without Carnet TIR. Separate Carnet Ata must be arrange per truck.
There must not be any shipments covered with Invoice.

c-) Customs clearance formalities for FTL shipments in Istanbul customs

FTL shipments covered with Carnet TIR must be unloaded in to warehouse, if customs Place is Istanbul. Exhibition goods in liquid or uncountable types can only be customs cleared without unloading with a special customs permission

d-) Shipping instruction

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

On the Truck Bill, Airway bill, Bill of Lading,;

SHIPPER. : ACTUAL SHIPPER
CONSIGNEE : SCHENKER ARKAS NAKLİYAT ve TİCARET A.Ş.
COBANCESME KAVSAGI, İSTANBUL DUNYA TICARET MERKEZİ
A2 BLOK, NO: 330, KAT:10
YESILKOY 34149 İSTANBUL / TURKEY

NOTIFY. 1-) Name of exhibitor & exhibition
Hall & Stand Nr. V E N U E
Person in charge with handy phone No
2-) Turkish representative (If any)

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

10-) 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.

Pls. fax to as all shipping & customs documents with pre-advise accordingly.

For more information concerning fair forwarding services, pls. Do not hesitate to contact us.

**Prepared by
SCHENKER ARKAS – F A I R S DEPARTMENT**

Correspondence

SCHENKER ARKAS NAKLİYAT VE TİCARET AS
COBANÇESME KAVSAGI, ISTANBUL DUNYA TICARET MERKEZI,
A2 BLOK, NO: 330, KAT: 10
YESILKOY 34149 ISTANBUL

TEL: ++ 90 (0) 212 465 6145
FAX: ++ 90 (0) 212 465 6135

e-mail : fairs@schenkerarkas.com.tr
Home page: www.schenkerfairs.com

Contact;

MR. COSKUN BILEN Ext 5281
coskun.bilen@schenkerarkas.com.tr

MR. SERTAC YOLCU Ext. 5276
sertac.yolcu@schenkerarkas.com.tr

MR. EVREN EŞBE Ext. 5273
Evren.esbe@schenkerarkas.com.tr

MR. SİNAN AKYOL Ext. 5288
sinan.akyol@schenkerarkas.com.tr

Attachment Form. : -2-

POWER OF ATTORNEY

Prepared On, / / at,

TO WHOM IT MAY CONCERN,

Regarding our exhibition goods mentioned on Proforma Invoice Nr. (.....) Which destined to Turkey for Intl. Fairs the,

We hereby give a general authorisation to SCHENKER ARKAS NAKLİYAT ve TİCARET AS at, Cobancesme Kavsagi I.D.T.M. A-2 Blok Kat:10 No:330 34149 Yesilkoy / İSTANBUL-TR 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 Authorised person :

Company stamp and signature :

REMARKS :

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