

## Shipment and Custom Clearance Guideline for TTS 2024

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DB Schenker Arkas is the appointed freight forwarder for **30<sup>th</sup> International Congress of The Transplantation Society** that will be held in Istanbul Congress Center, İstanbul – Turkey on 22-25 September 2024.

Turkey has strict regulations for custom clearance process for the items to be sent congresses, meetings, fairs and shows. To avoid any issues with customs, please follow the steps below to proceed with your shipment.

### 1. Contact DB Schenker Arkas

Yaren Bektaş (Ms)  
Field Operations Specialist  
[yaren.bektas@dbschenkerarkas.com.tr](mailto:yaren.bektas@dbschenkerarkas.com.tr)  
+90 549 828 85 77

Furkan Erbaş (Mr)  
Field Operations Specialist  
[tfurkan.erbas@dbschenkerarkas.com.tr](mailto:tfurkan.erbas@dbschenkerarkas.com.tr)  
+90 549 842 8900

### 2. Select your courier

- a. If you want to go with a Schenker trail from the starting point to the final destination, Turkey office will put you through the local Schenker office in your city/region.
  - ➔ If you proceed your shipment like this, the local Schenker office organizes the delivery and custom clearance in coordination with Schenker Turkey. The whole expense for shipment and customs will be invoiced to you by the local Schenker office.
- b. If you want to send your shipment with a different courier, please use the shipment label for TTS 2024 and include the invoice for all the items in your delivery.
  - ➔ The invoice can be either temporary (for the items that will arrive for TTS 2024 and be sent back after the congress) or permanent (for the items that will used during the congress and not be sent back).
  - ➔ The invoice should be crosschecked with Schenker Turkey to make sure that documentation is proper.
  - ➔ Keep in mind that the shipment should be addressed to the consignee stated on the shipment label, not to the venue or local organizing office.

- ➔ Once the delivery arrives in Istanbul, the warehouse will notify Schenker Turkey for custom clearance. Then Schenker Turkey will start the process, inform you about the custom clearance cost, get your confirmation and payment for expenses, complete the clearance process and finally deliver the packages to the venue.