

GENERAL GUIDELINES FOR FAIRS & EVENTS IN ISTANBUL

1 TEMPORARY IMPORTATION

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

1.1 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, LACIVERT CARGO LOGISTIC will provide the guarantee letter and will charge a fee accordingly.

1.2 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.

1.3 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➤ 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 : **LACIVERT KARGO VE LOJİSTİK HİZMETLERİ A.Ş**
Part B (Representative on Carnet ATA.)

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 **LACIVERT KARGO LOGISTICS** 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 :

3.1 Import-permits are requested for several products, such as

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

3.2 Customs clearance for food stuff, Seed & BEVERAGE

All kind of food stuffs, seeds & 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 : **35 days before arrival of shipment**

CARGO ARRIVING DEADLINE : **30 days before stand delivery**

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 HANDLING OF COURIER SHIPMENTS: (Brochures, Flyer, Giveaways)

We strongly advise that you do not address your courier shipments directly to your booth or organizing company and please do not send courier shipments without pre-alert and confirmed documents by outside. There is possibility that goods hold by the Turkish customs authorities for an customs clearance and inspection. In this case all shipping documents has to be complete. If there is a mistake, **Lacivert Kargo & Logistics** have no influence to the customs clearance.

Lacivert Cargo & Logistics cannot be held responsible for shipments that are addressed directly to the booth, Exhibition name, Organizer name or Fairground name.

5 PACKING AND MARKING

5.1 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-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.

5.2 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: LACIVERT KARGO VE LOJİSTİK HİZMETLERİ 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.

6.A FREIGHT ARRIVAL DEADLINES

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

- Airfreight : 5 working days before date of delivery to stand.
- Truck freight : 7 working days before date of delivery to stand.
- Sea freight : 9 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.

6.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.

- Airfreight : 5 working days prior to arrival of AIRCRAFT
- Truck freight : 7 working days prior to arrival of TRUCK
- Sea freight : 9 working days prior to arrival of VESSEL

7. 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 LACIVERT LOGISTICS 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.

8. ISSUANCE OF SHIPPING DOCUMENTS

8.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 , MURATBEY / İSTANBUL

8.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.

8.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

8.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	:	LACİVERT KARGO VE LOJİSTİK HİZMETLERİ A.Ş
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
DB SCHENKER ARKAS**

Correspondence

Tel : + 90 (0) 212 336 00 36
Fax : + 90 (0) 212 211 41 76
Home page : www.schenkerarkas.com.tr

Contact

MR. SİNAN AKYOL
Fairs & Events Team Manager
Phone : + 90 212 465 61 45
GSM No : +90 549 8428927
sinan.akyol@dbschenkerarkas.com.tr

