



## SHIPPING INSTRUCTIONS FOR FAIRS AND EXHIBITIONS IN TURKEY

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### 1 . GENERAL INFORMATION:

This manual will assist you with the preparation of your shipment. Please read the following paragraph carefully. Especially customs clearance in Turkey is very complicated and have a lot of procedures. Therefore please follow the instructions for a straightforward procedure.

### 2. CONTACT AND PRE-ADVICE

All shipments must be pre-advised to **DHL Trade Fairs & Events** office with AWB, B/L, or CMR copies, dispatch dates, quantity and weight and all other relevant shipping details and documents.

**DHL Global Forwarding Taşımacılık ve Ticaret A.Ş.**  
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34303 Halkalı-İstanbul –TR  
Tel +90 212 495 11 01  
Fax +90 212 696 31 46  
E-mail [fuvar@dhl.com](mailto:fuvar@dhl.com)

#### Contact:

Mr. Bora Yıldırım - ext. 5752  
Supervisor  
[bora.yildirim@dhl.com](mailto:bora.yildirim@dhl.com)

Mr. Ersin Zafer - ext. 5751  
Manager  
[ersin.zafer@dhl.com](mailto:ersin.zafer@dhl.com)

It's important that you inform us or our agents before you'll ship the freight. Shipments arriving at destination without prior notification and confirmation, entry will be delayed until correct documentation is obtained from the shipper. Also incur additional charges.

**DHL Trade Fairs and Events will not be responsible or liable for non-delivery, delays or additional charges incurred for shipments arriving without prior notification and confirmation.**

### 3. TRANSPORTATION

If you want to arrange the transportation by yourselves and hand-over the goods to DHL Trade Fairs and Events only in Turkey, please ask for separate shipping instructions.





## **COURIER SHIPMENTS**

Please do not send courier shipments without pre-alert and confirmed documents by outside. There is possibility that goods hold by the Turkish custom authorities for an customs clearance and inspection. In this case all shipping documents has to be complete. If there is a mistake DHL have no influence to the customs clearance.

## **4 . DOCUMENTATION AND CUSTOMS PROCEDURE**

Please be informed that in Tukey Fair grounds and congress areas do not have customs offices. Therefore all goods unaffiliated of mode transport are subject to an inspection and clearance at the arrival customs point before being moved to the exhibition area. Also all truck shipments must be unloaded to customs bonded warehouses for inspection and clearance.

### **Temporary import by Carnet ATA**

A Carnet ATA eliminates some of the customs procedures for temporary import and also eliminates the necessity of temporary import bond. Carnet ATA is issued by the exhibitor's local Chamber of Commerce in over 70 countries. All exhibitors are strongly recommended to issue a Carnet ATA for all their temporary importation exhibits.

In section B of Carnet ATA (REPRESENTED BY), it should be written the complete company name of DHL. If it's written "by PROXY" in section B, we need a POWER OF ATTORNEY approved by chamber of Commerce as attached sample. If it is written anything else other than the exhibitor's name and address on Carnet ATA, DHL or it's customs broker can not clear the goods.

The name and dates of the exhibition must be indicated in section C.

All exhibits shipped under a Carnet ATA must be re-exported in same conditions and quantities in 60 days after the end of the exhibition.

Please attach a packing list to each Carnet ATA showing the exact gross weight and package number.

### **Temporary import by Invoice**

If Carnet ATA cannot be provided, the following documents are required for temporary import of the goods and a temporary import bond will be calculated over CIF value of the goods as % 0,5 for in- and outbound seperately.

- Invoice (2 original)
- Packing list (2 original)
- ATR (for shipments from EU countries)
- EUR 1 (for shipments from EFTA countries)
- Certificate of Origin (for other countries)
- Phytosanitary / Veterinary certificates
- Inspection and health certificates



The invoice/packinglist must specify follows:

- number of packages
- Single and total weight
- single and total values
- nature of items
- Custom code number
- Quantity of each item

### **Permanent importation and Consumption Material, Brochures, Give-Aways**

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. Please mention : **TO BE CONSUMED DURING THE FAIR**. In Case of "no commercial value" of the goods a **"FREE OF CHARGE, VALUE FOR CUSTOMS PURPOSES"** per item has to be mentioned.

Brochures have no restrictions, but consumables and give-aways are subject to import duty which is collected as per outlay + 10 % our commission immediately before delivery by DHL.

### **Prohibited Goods**

- Food Ingredients
- Alcoholic Beverages
- Tobacco Products
- Healthcare Products
- Cosmetics
- Medicine etc.
- Military Equipment

This kind of goods are not allowed for import in Turkey by us. These 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.

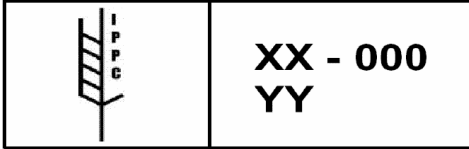
Please do not send any goods which are not declared in the Documents. Smuggling is considered to be a serious offence in every country.

If any undeclared items are found during customs inspection your shipment will be confiscated by customs. Heavy fines imposed by Turkish customs will be the consequence and you may end up without your shipment at the stand. If undeclared items are found during customs inspection at the customs warehouse goods will be blocked by customs authorities and will not reach the exhibitor in time. DHL Trade Fairs and Events will NOT be responsible or liable for non-delivery, delays or additional charges incurred. All extra charges and fines will have to be paid by the relevant exhibitor/sender.



## Fumigation

Fumigation is requested by Turkish customs on wooden packages. All materials like crates, skids, pallets and boxes had been treated and marked as ISPM Standard.



Arriving consignments, with wooden packaging are not treated and marked to the regulations, can be refused by the Turkish customs authorities.

Please make sure that heat-treatment is confirmed as well on your proforma invoices or with a separate letter/certificate.

## 5. LATEST ARRIVAL

Roadfreight : 4 working days before requested delivery date  
Airfreight : 4 working days before requested delivery date  
Seafreight : 7 working days before requested delivery date

The a.m. dates can be changed based on the information from organiser.

Late arrivals may require special attention to ensure prompt delivery to fairground. Exhibitors will be debited for any additional expenses which may occur. Attached tariff will also be applied as 50 % increased. However DHL cannot be held responsible for late or non-delivery of cargo to the exhibition, unless all of the conditions mentioned in these instructions are complied with.

## 6. MARKING AND PACKING

All cargo will be subject to customs examination on import and re-export must be packed securely and weatherproof in order to withstand the handling and outdoor storage conditions. All packages should be easily opened and re-sealed. If your cases are locked, please make sure that one set of keys is handed over to us. Please also make sure that your own on-site representatives will also have another set of keys with them.

Heavy and oversized cases must be marked with lifting points and centre of gravity. Other remarks (for example for fragile goods) should not be missing neither.

DHL cannot be held responsible for the damages to the empties, if stored outdoor.

All packings must be clearly labeled at least two sides as below :

**NAME OF EXHIBITOR COMPANY**  
**C/O "NAME OF EXHIBITION"**  
**HALL NO / STAND NO**  
**CASE NO / TOTAL NO OF BOXES**  
**GROSS WEIGHT**



## 7. HANDLING OF EMPTIES

Please make sure that empty packing material which you need to be stored during the exhibitions has hand overed to our DHL labours.Empties who are note hand overed to our DHL staffs can be remove by the cleaning companies. In your interest do not keep any tools,unusedmaterial and other valuable goods inside your empties.DHL will not take any responsibility for loss or damages for items inside your empties.

## 8. SALE OF GOODS

Temporary items are imported with a deposit duty fee againsts CIF value declared in commercial invoices at the customs . Customs deposit is subjected to refund on re export after an inspection of goods .Sale of temporary items directly from stand is strictly prohibited and considered to be a serious violation of Turkish law and subject to heavy fines. If you sale temporary goods to another company all goods must be delivered exactly to the customsbondedwarehouse. With a new Invoice and a letter signed by turkisch consulate in your country consignee in the Custom register will be changed and goods will be inspected.After this process new buyer can begin with the importation.This prcess takes about 2 weeks.

## 9. AFTER THE SHOW

Please make sure that ll items are re-packed into the same cases as on the inbound.Items declared for permanent like catalogues,giveways consumable materials must NOT be repacked.All of these items must stay in Turkey.

Exhibitors leaving the exhibition-site before the closing of the show,leaving their exhibits behind,do this at their own risk.DHL will not accept any responsibility or liability for subsequent damages or losses to the shipment.Upon written order by the exhibitor we can arrange for security storage after the exhibition until re-loading.

## 10. INSURANCE

We emphasize the need to effect full and comprehensive insurance coverage:

- Transport ex-works to booth at fairground.
- Duration of the fair including set-up/break-down periods before or after the show.
- Storage of goods and empties
- Transport ex-booth to the consignee

All services are undertaken by us at owner's risk. We are also not liable for rented workers and technical equipments. DHL do not cover this insurance automativally.

DHL will gladly provide insurance service for your shipments upon your written request.

In case of any damages or losses the exhibitor must immediately specify his claim in writing to our on-site office.



## 11. COSTS AND PAYMENT

On-site handling charges will be calculated as per our relevant on-site handling tariff. Our terms and conditions require that all transportation, customs clearance and delivery charges be paid in advance unless other arrangements have been made by our international agents and offices.

## 12. LEGAL ISSUES

In case of disputes, Istanbul courts will be subject for prosecution.

### TERMS :

- \* The forwarding services described here-with include the delivery of freight from free arriving means of transportation (i.e. overland, airfreight, oceanfreight) up to fair booth or as close as possible without unpacking.
- \* This tariff does not cover shipments of live animals, dangerous goods, hanging garments, hand luggage or any kind of special cargo.
- \* Each started 1 cbm will be rounded up to the next 1 cbm (i.e. 1,2 cbm = 2,0 cbm) / minimum is 1 cbm. All charges will be calculated on weight / volume ratio of 1 cbm / 333 kgs., whichever yields the greater.
- \* This tariff does not include charges on handling of railway consignments, handling of full container consignments (in cases where the container must be taken of the chassis), self - rolling exhibits, storage of exhibits (bigger parties).
- \* Any upcoming storage charges, delivery order fees, etc. will be billed extra per outlay (i.e. airfreight storage at the airport)
- \* This survey of charges does not claim to be complete.



## YETKİ BELGESİ

**Ben/Biz ....., .....,.....(exhibitor company name)..... ,..... (Carnet ATA no.) .....,..... sayılı Ata Karnesini kullanmak ve ilgili bütün işlemleri yapmak üzere..... DHL Global Forwarding Tasimacilik ve Ticaret A.S., Istanbul..... firmasını yetkili kildik.**

**Saygılarımızla,**

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## POWER OF ATTORNEY

**We hereby grant to Messrs./Mrs./Mr. .... DHL Global Forwarding Tasimacilik ve Ticaret A.S., Istanbul.... power of attorney to use the Carnet A.T.A. bearing the no. .. (Carnet ATA no.)..... and to make on our behalf all statements necessary in this connection.**

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## VOLLMACHT

**Wir erteilen der Firma/Frau/Herrn ..... DHL Global Forwarding Tasimacilik ve Ticaret A.S. , Istanbul..... die Vollmacht, das Carnet A.T.A. mit der Nr. (Carnet ATA no.)..... zu benützen, und alle in diesem Zusammenhang notwendigen Erklärungen in unserem Namen abzugeben.**

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## PROCURA

**Con la presente confermiamo alla ditta/signora/signor ... DHL Global Forwarding Tasimacilik ve Ticaret A.S.,Istanbul....Procura Per l'uso del Carnet A.T.A. no. .... (Carnet ATA no.).....e Per rilasciare a nostro nome tutte le necessarie dichiarazioni in questo contesto.**

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## PROCURATION

**Nous donnons procuration à Maison/Madame/Monsieur ..... DHL Global Forwarding Tasimacilik ve Ticaret A.S.,Istanbul...Pour l'utilisation du Carnet A.T.A. portant le no ..... (Carnet ATA no.)... .....et pour la transmission, en notre nom, de toutes déclarations ou explications y afférentes.**

Sign and Stamp of company

Sign /Stamp of Chamber of commerce