

EKOL Lojistik AS  
Hastane Mahallesi İstanbul Caddesi No: 82  
Hadımköy - Arnavutköy / İstanbul

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## SHIPPING INSTRUCTIONS FOR FAIRS AND EXHIBITIONS IN ISTANBUL

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### 1 . INTRODUCTION :

Our company EKOL LOJISTIK A.S. has been appointed to coordinate the international freight forwarding, import - export customs clearance and delivery of overseas shipments destined for the fair (.....)in İstanbul / Turkey.

The information on following pages lists documentation requirements, shipping deadlines and all other details needed for the importation of your exhibits and equipment into TURKEY.

Our customs agent cannot clear the exhibits, if the documents are not complete or wrongly issued. In such cases, entry will be delayed until correct documentation is obtained from the shipper. Please follow the instructions given below to avoid delays and extra expenses. EKOL has right not to clear the cargoes consigned to other companies.

All shipments must be pre-advised to EKOL Fairs & Exhibitions office with AWB, B/L, or CMR copies, dispatch dates, quantity and weight and all other relevant shipping details. **(Please refer to attached delivery addresses for consignee information on shipping & customs documents!)**

### **Contact information for pre-alerts & inquiries :**

#### **EKOL LOJISTIK A.S.**

EKOL Lojistik AS  
Hastane Mahallesi İstanbul Caddesi No: 82  
Hadımköy - Arnavutköy / İstanbul

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#### **Contacts :**

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## **2. REQUIRED DOCUMENTS**

### **2a . 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 exhibits.

In section B of Carnet ATA (REPRESENTED BY), it should be written the complete company name Ekol Lojistik A.S. 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, EKOL or its customs agent cannot 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 30 days after the end of the exhibition.

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

### **2b. POWER OF ATTORNEY :**

Power of attorney as attached sample must be approved by the local chamber of commerce of the for exhibitors from outside of Turkey. Power of attorney should be valid for at least one year to enable to solve any problem that may occur after the exhibition.

### **2c . DOCUMENTS REQUIRED FOR TEMPORARY IMPORT**

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.

\* Invoice (2 copies)

The invoice must specify number and nature of items, single and total values.

\* Packing list (2 copies)

Invoice and packing list can be combined as one document, which clearly indicates dimensions, weight and contents of each package and single and total value of each item.

\* 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

## **2d. 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 at the fairground by EKOL.

**PLEASE NOTE : Goods like food, food ingredients, healthcare products, cosmetics, medicine etc. are not allowed for temporary import in Turkey. These kind of 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. CD-ROMS, video tapes have to be inspected by ministry of culture by import. This procedure takes 4-6 weeks. Therefore this kind of goods have to be arrive to Istanbul customs latest 6 weeks before requested delivery date.**

## **3. LATEST ARRIVAL**

- a. Roadfreight : 5 working days before requested delivery date
- b. Airfreight : 6 working days before requested delivery date
- c. Seafreight : 10 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 EKOL 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.**

#### **4. MARKING AND PACKING OF THE GOODS**

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.

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

All packings must be clearly labeled on two sides as below :

"Name of exhibitor company"  
c/o "NAME OF EXHIBITION"  
Booth, Hall numbers  
Gross/Net weight  
No. of box / Total no of boxes

#### **5. 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

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

#### **6. PAYMENT**

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.

#### **7. 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.

\* The tariff covers freight consisting of pieces not exceeding 7500 kgs. in weight, 2,4 m wide, 2, 4 m. height, 4,5 m in length.

\* 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).

\* EKOL shall calculate all charges based on the real volume and gross weight handled (whichever yields greater).

\* 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.....EKOL  
LOJISTIK A.S., İstanbul..... firmasını yetkili kildik.**

Saygılarımızla,

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### POWER OF ATTORNEY

**We hereby grant to Messrs./Mrs./Mr. .... EKOL LOJISTIK A.S., İstanbul.... 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 ..... EKOL LOJISTIK A.S., İstanbul..... 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 ... EKOL LOJISTIK A.S.,  
İstanbul....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 ..... EKOL LOJISTIK  
A.S., İstanbul...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.**