

# Shipping Manual



**Kevin Watkins**

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ESSA | Event Supplier and Services Association



**FTE EMEA & Istanbul New Airport Show 2019 ISTANBUL**  
**19-20<sup>th</sup> June 2019**

**WORLDWIDE SHIPPING INSTRUCTIONS**

**Exhibition Freighting G.S.M. Limited** are the Sole official Freight, Customs broker and Exclusive site handling contractor for the **FTE EMEA & Istanbul New Airport Show 2019**.

Due to strict customs formalities, Exhibition Freighting G.S.M. Limited, working in conjunction with local partner EKOL Lojistik A.S, are pleased to share their International freight and Local Customs experience to ensure your exhibits reach your stand for the right date and time.

<b>Exhibition:</b>	FTE EMEA & Istanbul New Airport Show 2019
<b>Venue:</b>	ICC / Istanbul
<b>Organiser:</b>	PPS Publication
<b>Build up:</b>	17-18 <sup>th</sup> June 2019
<b>Running time:</b>	19-20 <sup>th</sup> June 2019
<b>Dismantling:</b>	20 <sup>th</sup> June 2019

**INTERNATIONAL AGENT CONTACT DETAILS**

**Exhibition Freighting G.S.M. Limited**

Global House  
Unit 5 Station Court, Station Approach  
Borough Green, Kent TN15 8AD  
United Kingdom

**Attn: Kevin Watkins**

Tel: +44 (0) 1732 885131

Email: kevin@ef-gsm.com

Web: www.ef-gsm.com/

**LOCAL AGENT CONTACT DETAILS**

**EKOL LOJISTIK A.S.**

Hastane Mahallesi Hadımköy-Nakkaş  
Yolu Caddesi No:15 TR-34276 Arnavutköy  
İstanbul  
Turkey

**Attn: Mr. Alpay Altıok /  
Ms. Zeynep Kaymas**

Tel: +90 216 564 3000

Email: zeynep.kaymas@ekol.com

alpay.altiok@ekol.com

Web: www.ekol.com

## **IMPORTANT ARRIVAL DEADLINES**

<b>ROAD FREIGHT to Istanbul</b>	<b>5 working days before requested delivery date</b>
<b>AIR FREIGHT to Istanbul</b>	<b>5 working days before requested delivery date</b>
<b>SEA FREIGHT to Istanbul</b>	<b>12 working days before requested delivery date</b>

Please note the 1<sup>st</sup> week of June is an official holiday in Turkey, therefore please allow for this when planning the arrival of your consignment.

**Please ensure all goods / deliveries are within the above arrival deadlines, failure to meet these deadlines can result in delays and will jeopardise your required freight delivery date and time to stand. Exhibition Freightling G.S.M. Limited and Ekol Lojistik AŞ. 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.**

## **CONSIGNEE INSTRUCTIONS FOR DIRECT SHIPMENTS TO ISTANBUL**

All documents must be consigned as follows:

**AWB / BL Consignee:**

ELSAN LOJİSTİK DANIŞMANLIK E-TİCARET İTHALAT İHRACAT SANAYİ VE  
TİCARET LTD ŞTİ.  
GÜLTEPE MAHALLESİ REYHAN CADDESİ SEREN SOKAK NO:2/4 KAT: 2  
SEFAKÖY - KÜÇÜKÇEKMECE / İSTANBUL / TÜRKİYE  
VAT NO: KÜÇÜKÇEKMECE / 3300455643

**Notify:**

ELSAN LOJİSTİK DANIŞMANLIK E-TİCARET İTHALAT İHRACAT SANAYİ VE  
TİCARET LTD ŞTİ. c/o FTE EMEA & Istanbul New Airport Show 2019  
Attn: **Mr. Alpay Altıok/ Ms. Zeynep Kaymas**  
Tel: +90 216 564 3000

**Airport of destination:** Istanbul Airport (IST)

**Port of destination:** Ambarlı Port

**Road freight:** Please contact EF-GSM for further details

**Please note: NCTS code for MURATBEY customs: TR341300**

**Important:**

Please send us copies of all shipping documents for approval in advance and prior to shipping (see contact details on 1st page). Failure to do so will mean that Exhibition Freighting G.S.M. Limited and Ekol Lojistik cannot be held responsible for customs fines, additional charges, or non-clearance of goods.

**DOCUMENTATION REQUIREMENTS**

Please note the following requirements to ensure that the documentation is supplied in compliance with Turkish customs. Please also ensure that all details contained in the documentation are correct and consistently match throughout the paperwork.

**TEMPORARY IMPORT - ATA CARNET**

All exhibitors are strongly recommended to issue a Carnet ATA for all their exhibits.

The complete company name **ELSAN LOJİSTİK DANIŞMANLIK E-TİCARET İTHALAT İHRACAT SANAYİ VE TİCARET LTD ŞTİ** must be shown in **Section B (represented by)** of the ATA Carnet. The name and dates of the exhibition must be indicated in **Section C – FTE EMEA & Istanbul New Airport Show 2019 / 19-20<sup>th</sup> June 2019**.

An additional document to the ATA Carnet is required for Turkish translation, please contact EF-GSM in advance for this. To note, HS codes of all items listed on the ATA Carnet will be needed for this document.

Photos of each product must be available along with the ATA. Photos of electrical equipment / items must clearly show the serial number. **All photos must be taken prior to packing, sent in ZIP file format (catalogue pictures will not be accepted).**

All exhibits shipped with an ATA Carnet must be re-exported in same condition and quantities within 30 days of the end of the exhibition. Please attach a packing list to each ATA Carnet showing the exact gross weight and number of packages.

Power of attorney (please see attached sample to be used) must be provided if in the ATA Carnet ELSAN LOJİSTİK DANIŞMANLIK E-TİCARET İTHALAT İHRACAT SANAYİ VE TİCARET LTD ŞTİ is not shown in Section B (represented by). Power of attorney needs to be signed and stamped by the carnet holder with the relevant carnet number completed.

## TEMPORARY IMPORT – COMMERCIAL INVOICE

If ATA Carnet cannot be provided, combined commercial invoice and packing list is required for temporary import of goods. A temporary import bond will be arranged based on CIF value of the shipment.

We require approved invoice templates to be used, which will be supplied in Excel format for your convenience. These will need to be completed and drafts returned to us at least two weeks prior to the date of shipping for checking and translation.

**All commercial invoices must include: HS codes + photos + manufacturer + model + serial number of each item. All photos must be taken prior to packing, sent in ZIP file format (catalogue pictures will not be accepted). For electrical goods serial numbers of each item must be clearly shown on all photos.**

In addition to a Commercial Invoice, the following documents will be required:

- \* ATR (for shipments from EU countries)
- \* EUR 1 (for shipments from EFTA countries)
- \* Certificate of Origin (for other countries)

## PERMANENT IMPORT – COMMERCIAL INVOICE

For consumable material, e.g. brochures and give-aways, a separate commercial invoice is required and they must be packed separately to the temporary goods. 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, payment will be required on arrival at the venue as per outlay + 15% advancement fee.

**PLEASE NOTE:** Goods like food, food ingredients, healthcare products, cosmetics, medicine etc. are not allowed to be imported into Turkey on a temporary basis. These kind of products can be imported only permanently into Turkey under special licence from 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 necessary licences. CD-ROMS and video tapes have to be inspected by ministry of culture by import. This procedure takes 4-6 weeks. Therefore this type of goods must arrive at Istanbul customs at least 6 weeks before requested delivery date.

**IMPORTANT: Please ensure that you do not send ANY goods which are not declared on the packing list / proforma invoice. If any undisclosed items are found by Turkish customs authorities, the total consignment will be confiscated and large fines may be levied.**

### **LOCAL DELIVERIES**

During FTE EMEA & Istanbul New Airport Show 2019 build-up and break down period, access to the venue will be controlled at all times. Due to the venue regulations, in order to avoid congestion, a marshalling system will be in place for all vehicles delivering stand materials, supplies and exhibits.

**IMPORTANT: Please contact us in advance in order to book offloading time and equipment for all direct shipments arriving at the venue. Only Exhibition Freighting G.S.M. Limited and Ekol Lojistik can provide mechanical handling and labour on site at ICC for FTE EMEA & Istanbul New Airport Show 2019.**

### **PACKING AND MARKING**

All shipments will be subject to customs examination on import and re-export. Goods must be packed securely in weatherproof cases in order to withstand the handling and outdoor storage conditions. All packages should be easily opened and re-sealed.

All packing must be clearly labelled on two sides as below:

"Name of Exhibitor"  
FTE EMEA & Istanbul New Airport Show 2019, ISTANBUL  
HALL / STAND NO: \_\_\_\_\_  
No. of box / Total no of boxes            e.g. 1 of 5, 2 of 5 etc

### **INSURANCE**

Exhibition Freighting G.S.M. Limited and Ekol Lojistik recommend that exhibitors insure their goods from door to stand and return. We are able to offer all risk insurance cover on request. Please contact us if you require a quotation.



## **TERMS OF PAYMENT**

Under our standard trading conditions, unless credit terms have been agreed in advance, invoices are payable immediately upon uplift of goods. Return consignments will only be released upon full settlement of account. 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.

Exhibition Freighting GSM Ltd  
HSBC Bank  
Swift Code: HBUKGB4B  
Sort Code: 40 12 76  
EURO (€) Account Number: 580 456 34  
IBAN No: GB41 HBUK 4012 765 804 5634

Credit Card: We accept Visa, MasterCard and American Express.

## **LEGAL TERMS**

All work carried out is subject to the terms and conditions of the British International Freight Association 2017 edition. Copies are available upon request or can be accessed via a link on our website [www.ef-gsm.com/benefits/](http://www.ef-gsm.com/benefits/)



[@efgsm](https://www.instagram.com/efgsm)



[Exhibition Freighting GSM Ltd.](https://www.linkedin.com/company/exhibition-freighting-gsm-ltd)



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## YETKİ BELGESİ

Ben/Biz ....., .....(exhibitor company name)..... ,..... (Carnet ATA no.) ..... sayılı Ata Karnesini kullanmak ve ilgili bütün işlemleri yapmak üzere....., ELSAN LOJİSTİK DANIŞMANLIK E-TİCARET İTHALAT İHRACAT SANAYİ VE TİCARET LTD ŞTİ..... firmasını yetkili kildik.

Saygılarımızla,

## POWER OF ATTORNEY

We hereby grant to... ELSAN LOJİSTİK DANIŞMANLIK E-TİCARET İTHALAT İHRACAT SANAYİ VE TİCARET LTD ŞTİ..., Istanbul.... power of attorney to use the ATA Carnet bearing the no. .. (Carnet ATA no.)..... and to make on our behalf all statements necessary in this connection.

## VOLLMACHT

Wir erteilen..... ELSAN LOJİSTİK DANIŞMANLIK E-TİCARET İTHALAT İHRACAT SANAYİ VE TİCARET LTD ŞTİ..... 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.

## PROCURA

Con la presente confermiamo...., ELSAN LOJİSTİK DANIŞMANLIK E-TİCARET İTHALAT İHRACAT SANAYİ VE TİCARET LTD ŞTİ.... 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.

## PROCURATION

Nous donnons procuration ..... ELSAN LOJİSTİK DANIŞMANLIK E-TİCARET İTHALAT İHRACAT SANAYİ VE TİCARET LTD ŞTİ...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.





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