



SHIPPING INSTRUCTIONS & TARIFF

1. GENERAL :

GRUPTRANS INTERNATIONAL FORWARDING & TRADE CO. INC. will not take any responsibility for the timely delivery of the shipments without prior notification or if the instructions are ignored at any point listed below. GRUPTRANS can not clear the exhibits when 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.

GRUPTRANS has right not to clear the cargoes consigned to other companies.

Exhibitors have the responsibility of packed and listed goods. In any case of difference, customs clearance will be stopped and all penalties, extra charges will be invoiced without any alert.

If you have further questions that are not addressed here, please contact us at following address:

GRUPTRANS INTERNATIONAL FORWARDING & TRADE CO. INC.

ANKARA : Kırım cad. No: 36/1 Emek – 6510 Ankara - TURKEY
Tel. + 90 (312) 215 43 44 / Fax. + 90 (312) 215 50 90 / e-mail : info@gruptrans.com

Contact : Mr. Feyzan EREL e-mail : feyzan@gruptrans.com
Mr. Tugrul SARMAN e-mail : tugrul@gruptrans.com
Mrs. Öznur ASLAN e-mail : oznur@gruptrans.com

ISTANBUL: Fabrikalar Cad., No : 1, Besyol – Florya – Istanbul 34295 - TURKEY
Tel. + 90 (212) 426 27 28 / Fax. + 90 (212) 624 68 69 / e-mail : info@gruptrans.com

Contact : Mrs. Ümran ÖZDINDAR e-mail : umran@gruptrans.com
Mr. Murad FAKIR e-mail : murad@gruptrans.com
Mr. Ümit YILMAZ e-mail : umit@gruptrans.com

Addressing of Shipping documents must be prepared as follows : (Invoice,CMR,AWB,B/L)

CONSIGNEE : GRUPTRANS ULUSLARARASI TASIMACILIK VE TIC. A.S. –Istanbul - TURKEY
c/o (EXHIBITOR'S NAME – Hall / booth)
NOTIFY : GRUPTRANS ULUSLARARASI TASIMACILIK VE TIC. A.S.
Tel.: (212) – 426 27 28 / Fax : (212) – 624 68 69
FREIGHT : PREPAID

All shipments must be pre-advised to Gruptrans with customs and transport documents prior shipment arrival.

(See Appendix 1)

MARKS AND PACKING :

Fumigation is required for all WPM (Wood Packing Material)

Exhibits must be packed in accordance with the international transport standards.

Shipping labels should appear as follows :

Exhibition Name	:	Gross weight	:
Exhibitor's Name	:	Net weight	:
Hall / Stand No	:	CaseNr/Total Nr of Cases	:

To avoid damage of packings during the physical inspection at/by customs we recommend that the packing is easy to be opened, as well with pictures of machine with model name and serial nr on each side of packings.

2. DOCUMENTATION FOR TEMPORARY IMPORT :

2.1. Temporary Importation with ATA Carnet

- In section B of ATA Carnet, "GRUPTRANS" must be written
- The "name of the exhibition" must be indicated in section C.

Power Of Attorney: In case "GRUPTRANS" is not written in section B of ATA carnet, Power of Attorney is an obligation. Power of Attorney must be approved by the local Chamber of Commerce of the exhibitor and Turkish Consulate ([Appendix-2](#))

2.2. Temporary Importation with Commercial Invoice:

- Commercial Invoice & Packing list (1 original + 1 copy) / each – ([Appendix 3](#))
- EUR (for EEC countries originated shipments), Certificate of Origin (for non EEC countries only)

3. DOCUMENTATION FOR DEFINITIVE IMPORT :

3.1. Commercial Invoice :

- Commercial Invoice & Packing list (1 original + 1 copy) / each - ([Appendix 4](#))
- EUR (for EEC countries originated shipments), Certificate of Origin (for non EEC countries only)

3.2. Literatures, consumables, giveaways :

- Giveaways are subject to restrictions, therefore please contact us with detailed list of goods for pre-check.

GUIDE TO CORRECT DOCUMENTATION :

- Invoice Nr/date, Model Name, Serial Nr, Nr of cases, Total kg, amount of pcs, unit value & total value (CIF Istanbul) have to be mentioned.
- Invoices must be printed on original company letter-head with original signature and company wet stamp.
- Invoice of definitive import shipments must bear the phrase "Free of charge, value for customs clearance purposes only" and "Goods are for Definitive Import for free distribution during show"
- Invoice of temporary import shipments must bear the phrase "Goods are for Temporary Import" "Free of charge"
- CE certificate is required for goods which will be sold after the show.
- Commercial Invoice & Packing List can be combined as one document provided that they clearly indicate dimensions, weight, harmonized codes, serial numbers of all goods & contents of each package and itemized pricing.
- Temporary & Definitive goods can not be mentioned on same invoice, must be packed separately.
- Please do not send any kind of goods which are not declared on the Invoice. Wrong declaration may cause confiscation of whole shipment.

4. DEADLINES :

Arrival is defined as the time of availability of the documents from the Carrier.

- Truck shipments : 3 working days prior to stand delivery date at HALKALI TIR Customs Istanbul.
- Air shipments : 3 working days prior to stand delivery date at ISTANBUL ATATÜRK AIRPORT.
- Ocean shipments : 4 working days prior to stand delivery date at AMBARLI /KUMPORT PORT.

(Additional 1 working day for the goods without ATA Carnet.)

- Documentation : To prevent delay or inconveniences to customs clearance on arrival, all shipment documentation (copy) must be dispatched to us 1 week prior to arrival of shipment.

- Enclosed tariff is not applicable for the shipments arriving to a different port other than the ones listed above.
- Late shipments arriving on or after the arrival deadlines may require special attention to ensure prompt delivery to show site. For those shipments, tariff will be applied as 50% increased and exhibitors will be debited for any additional expenses which may occur. GRUPTRANS cannot be held responsible for late delivery of such shipments.

5. INSURANCE :

It is recommended that exhibitors carry an all-risk insurance policy for their goods as well as crates from point of departure through the final destination and covers the transit period as well as the exhibition mantling/dismantling.

GRUPTRANS can not be held responsible by the insurance agent or exhibitor/shipper in any case.

6. PAYMENT :

- **Forwarding Agents:** Within 30 days after the show.
- **Exhibitors:** Full payment before delivery to stand.