1. INTRODUCTION:

**ExpoLOGIST** will be ready to assist you for all your logistics needs related to “The Tenth Session of The United Nations Forum on Forests, Istanbul / TURKEY, 08-19.04.2013”. With a professional experience of more than ten years we will coordinate the international freight forwarding, transit/ import/ export customs clearance and delivery of all your shipments for “UNFF10 2013 Istanbul”

On following lines you will find information about documentation, dead-lines, packaging and all important information for the importation of your exhibition goods and equipments into TURKEY.

Your shipments cannot be cleared through customs, in case of any lack of information or wrongly prepared documents. In such cases, the clearance of your shipment will be delayed until the correct documentations are obtained from the shipper/exhibitor. Please follow the instructions given below and pay attention to highlighted things to avoid delays and/or extra expenses. ExpoLOGIST will not take the responsibility to clear the shipments consigned to other companies.

All shipments must be pre-advised with all relevant shipping documents.

2. CONTACT:

- Mr. Ali ERDEM :  
  (For all of your needs during preparation of your shipment).
- Mr. Erkin ATALAY : erkinatalay@dekon.com.tr  
  (For all of your needs related to documentation, packaging and freight forwarding)

**Delivery Address:**

**Consignee:**

**ExpoLOGIST Ltd. Sti.**  
Giyimkent C3 Blok,  
No: B 194 / 122  
ATISALANI-ESENLER  
TR-34235 ISTANBUL / TURKEY  
**Notify:** “Exhibitor Name”  
“UNFF10 2013, 08-19.04.2013, Istanbul /Turkey”  
**Hall-No.:.......... / Stand No.:..........**  
**Contact Person / Mobile Nr. :**
3. REQUIRED DOCUMENTS

3.1. SHIPPING DOCUMENTS :

3.1.1. AWB (Airfreight) :
The consignee part on the airway bill has to be ExpoLOGIST according to the sample which is provided by ExpoLOGIST. For the permanent goods (brochures and give a-ways) and temporary goods (exhibits and stand equipments), separate airway bill must be prepared.

3.1.2. B/L (Sea freight) :
Bill of Lading must be consigned to ExpoLOGIST. HB/L is not required if the shipment is consigned to EXPOLOGIST directly. In this case it is sufficient to prepare only M B/L which is consigned to EXPOLOGIST.

3.1.3. CMR (Road freight) :
CMR must be consigned to the organizer or EXPOLOGIST. Temporary shipments and permanent shipments must be indicated as separated packages in the CMR. It is required to issue separated CMR documents for permanent and temporary shipment.

3.2. FREIGHT DOCUMENTS :

3.2.1. 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 to be obtained from the exhibitor’s local Chamber of Commerce in over 60 countries. All exhibitors are strongly recommended to issue a Carnet ATA for all their exhibits.

In section B of Carnet ATA (REPRESENTED BY), the complete name and address of ExpoLOGIST should be written. As an alternative the company name and address of exhibitor can mentioned as well. But in this case a written POWER OF ATTORNEY from the exhibitor (or the shipper, whichever is mentioned in field A) and undertaking as attached samples, approved from chamber of commerce and Turkish embassy is required. If anything else is mentioned other than the exhibitor’s name and address on Carnet ATA, ExpoLOGIST or its partners cannot clear the goods.

The name and dates of the exhibition can 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. An extension can be possible with the permission from the Turkish customs authorities. In case of selling a part or the whole shipment, the exhibits must be moved into the customs bonded area. And the Carnet-ATA has to be closed. Only thereafter, the goods can be imported permanently with a relevant import declaration given by the buyer to the Turkish customs.

Please attach a packing list to each Carnet ATA with weight, quantity of package and value in Euro’s (€) or USD ($).
3.2.2. COMMERCIAL INVOICE:
We recommend to use Carnet-ATA instead of commercial invoice for temporary shipments which should be returned after the exhibition. In case of necessity to use commercial invoice because of impossibility to prepare a Carnet-ATA or lack of time you will be asked to arrange either a bank guaranty from your bank to our bank or to transfer the necessary amount to our bank.

3.3. ADDITIONAL REQUIRED DOCUMENTS:

3.3.1. POWER OF ATTORNEY:
Power of attorney is required only if the shipment is not consigned to EXPOLOGIST. It must be issued as attached sample and approved by the local chamber of commerce of the exhibitor and by Turkish consulate. Turkish exhibitors have to give to ExpoLOGIST the same power of attorney approved by a Turkish notary. This power of attorney should not be time limited. Only in this case it would be possible to solve any problem that may occur before/during/after the exhibition.

3.3.2. WRITTEN UNDERTAKING
The exhibitor has to stamp and sign the attached undertaking forms for permission of temporary import into Turkey if the shipment is not consigned to ExpoLOGIST. For foreign exhibitors we need the approval of local chamber of commerce and Turkish consulate on the undertaking forms. The registration number and dates will be written later by ExpoLOGIST on the undertaking.

3.4. DOCUMENTS REQUIRED FOR TEMPORARY IMPORT
If a Carnet ATA cannot be provided, the following documents are required for temporary import of the goods and a temporary bank guaranty will be applied by ExpoLOGIST and an import bond for this guaranty will be calculated according to the CIF value of the goods.

3.4.1. Commercial Invoice (2 copies)
The invoice must specify number and nature of items, single and total values. **Pro-forma invoices are not valid in Turkey.**

3.4.2. Packing list (2 copies)
Commercial 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. We recommend to use the example invoice which is provided by ExpoLOGIST.

3.4.3. ATR-1 (for shipments from EU countries)

3.4.4. EUR-1 (for shipments from EFTA countries)

3.4.5. Certificate of Origin (for countries other than EU members)

3.4.6. Phytosanitary / Veterinary certificates (for vegetable or animal food)

3.4.7. Inspection and health certificates
If the exhibitor is a Turkish representative company, please consign the goods to

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the representative company. If there is no Turkish representative, please consign the goods to ExpoLOGIST. In this case a customs risk coverage fee of 2,0 % over the CIP value of the goods will be charged to exhibitors.

**PLEASE NOTE :** Goods like food, food ingredients, health care 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 license/permission of ministries of agriculture or health.

**3.5. CONSUMPTION MATERIAL, BROCHURES, and GIVE-AWAYS:**
For consumption material, brochures and giveaways a separate commercial-invoice must be prepared with an estimated value. **Such goods can not be mentioned in Carnet-ATA.** Please mention : **TO BE CONSUMED DURING THE EXHIBITION.** In Case of "no commercial value" of the goods a "**FREE OF CHARGE, VALUE FOR CUSTOMS PURPOSES**" per invoice has to be mentioned.

Used materials are not allowed for permanent import into Turkey.

Brochures have no restrictions to import. Brochures, consumables and giveaways are subject to import duty as follows which is to be collected in advance and added to our Invoice.

Duties to be paid are as follows:
- VAT : 18 % (For all type of merchandises and services)
- Import Duty : from 4 % upto 200 % (depends on the nature of goods)
- OTV (consumption tax) : ~ 20 – 53 % (depends on the nature of goods)
- Please keep in mind that some kind of goods like CD’s, needs special allowance from the Ministry of Culture or Health to be imported. Textile products such as t-shirts or bags can be imported only with EUR-1 or ATR-1 document and with limited quantity.

**Following materials can be imported into Turkey with special license and/or necessary certificates:**
- All type of products which requires import certificates.
- Foodstuff
- All type of textile products
- Knifes
- Lighters
- All type of chemicals

Please check those restrictions for every item you want to send as consumption material or give-aways. Please contact ExpoLOGIST for more details on this restrictions.

All invoices must be consigned to ExpoLOGIST or a representative company in Turkey. All consumption materials must be imported permanently. In case of returning such goods a new export customs clearance has to be done. For this ExpoLOGIST will issue an export invoice for the customs reasons.

**PLEASE NOTE :** Goods like food, food ingredients, health care 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 license of ministries of agriculture or health. To import these goods into Turkey, there must be a registered Turkish representative company, which owns these special import licenses for certain products. In this case the goods have to be consigned to the Turkish representative company. And this representative has to
give to ExpoLOGIST power of attorney for customs clearance and necessary licenses. CD-ROMS, video tapes have to be inspected by ministry of culture during importation. 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. Permanent imported goods can not be re-exported unless a special export invoice is issued.

4. LATEST ARRIVAL

Road freight : 5 working days before requested delivery date
Airfreight : 5 working days before requested delivery date
Sea freight : 10 working days before requested delivery date

The a.m. dates can be changed based on the information given by the organizer. Late arrivals may require special attention to ensure prompt delivery to the venue. Exhibitors will be debited for any additional expenses which may occur. Attached tariff will also be applied as increased according to the proportions in the article “surcharges”. However ExpoLOGIST 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.

5. MARKING AND PACKING OF THE GOODS

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

ExpoLOGIST cannot be held responsible for the damages to the empties, if they stored outdoor or in the booth.

All packs must be clearly labeled on two sides as below:
“Name of exhibitor company”
c/o “NAME of EVENT”
Booth, Hall number
Gross/Net weight
Box .... of ....
Please use the example label provided by ExpoLOGIST for each crate or package!

6. 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

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

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7. PAYMENT

Our terms and conditions require that all transportation, customs clearance and delivery charges be paid in advance unless a special agreement exists.

8. LEGAL ISSUES:

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

9. TERMS / CONDITIONS:

9.1. The forwarding services described here-with include the delivery of freight from free arriving means of transportation (i.e. Road freight, airfreight, ocean freight) up to fair booth or as close as possible without unpacking.

9.2. The official tariff covers freight consisting of pieces not exceeding 2500 kg in weight, 2,4 m wide, 2,0 m. height, 2,4 m in length.

9.3. This official tariff does not cover shipments of live animals, dangerous goods, hanging garments, hand luggage or any kind of special cargo.

9.4. All charges will be calculated on weight / volume ratio of 1 cbm / 333 kgs., whichever yields the greater.

9.5. Each started 1 cbm will be rounded up to the next 1 cbm for calculating the chargeable weight (i.e. 1,4 cbm = 2,0 cbm) / the minimum is 1 cbm.

9.6. The official 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 parts).

9.7. ExpoLOGIST shall calculate all charges based on the real volume and gross weight (whichever yields greater).

9.8. Any upcoming storage charges, delivery order fees, etc. will be billed extra according outlay (i.e. airfreight storage at the airport)

9.9. This survey of charges does not claim to be complete.

In case you need further information or assistance for special needs, please feel free to contact us under above given contact details.

Sincerely yours.

ExpoLOGIST Ltd.
POWER OF ATTORNEY

We, ...................................................(name of exhibitor) .................................................................................................................., hereby give a general authorization to EXPOLOGIST or their representatives to represent our company in all customs offices of the Republic of Turkey, to receive all our goods, which have already arrived or which will arrive to customs of Turkey, to give undertakings for import, export, transit or carnets ATA clearance, to follow out all customs bonded warehouse formalities, to pay duties and taxes, to receive return payments, to sign delivery orders, declarations, AWB, CMR and B/L's, to receive these documents from forwarding agencies, to raise objections at disagreements during import, to correct discrepancies, to sign documents, to assign experts, to pay expenditures, to request and collect the return payments, to lay and collect deposits, to request customs clearance on wheels or on vessel, to carry out all necessary procedures at customs bonded warehouses, State Railways, Istanbul Municipality’s ADR warehouses, Denizcilik Bankası Port Authorities, to collect the goods, to sign documents, to fill forms regarding to letter of credits, permission order, undertaking and transfers, to request the return of deposits, to carry on all foreign exchange and insurance formalities at Foreign Exchange Office, Chambers of Industry and Commerce, Ministries, Price Registration Office, conduct to the upmost and to complete customs formalities.

UMUMI VEKALETNAME

Sirketimiz adına gelip, serbest dolasına girisi, gumruk kontrolo altında işlemeye, geçici izin, hıristi ve ihracat rejimlerine tabi tutulacak her türlü esyanın, gumrukçe onaylanmış bir işlem veya kullanım tutulması işlemleri ile ilgili olarak, tüm resmi makamlarдан alınacak izinler için gumruk idarelerinde, serbest bolgelerde, birliklerde, bankalarda, kamboji mercilerde, odalarda, ambarlarda, depolarda, ilgili diğer kuruluşlarda ve merkez ve tasarım tasarlarının dahil olmak üzere, tüm resmi dairelerde mevzuatı gumruk musavirlerine verdiği yetki ve sorumluluklar çerçevesinde, kendilerine tevdi edecegimiz ve sihhatlerine iliskin sorumluluğu taraflarını ait bulunan fatura, mensei belgesi, ATR, EURO-1, sigorta polisleri, tespik belgesi, ekspertiz raporu, konsiyento, navulun mabzu, çek listesi ve kimetli etkiliye bilecek royalti ve lisans odemeleri, satıcı ile aramızda munasebet bulunması ve ithalatımıza kısitlanma, koşul ve edim konulması hallerine, bu durumda ilgili belgelere uygun olmak şartıyla, gumruk beyannamelerinin mahsus kutularının ve gumruk kiymet bildirimlerinin doldurulması ve imzalanması işlemleri ifası ve takbine, ATA karnesi işlemlerini takip etmeye, transit akıma muamelelerini yapımaya, esya ile ilgili bakım onarım, yeterlilik, TSE kontrol, İNF Biçeri formları, T5 belgesi, olcu ayar, radyasyon guvenliliği, teyl hakları gibi giris ve cikis işlemlerinin gerektirdiği her türle belgelere işlemlerini yurutmeye, konsiyentolarını almayı, imzalamaya ve cirolamaya, tahmin tahliye ve teslim işlemleri yapmaya ve yapbritma, esya ve nakle, rapor, tutanak ve rezerve zaptı tazmin etmeye, ettirmeye ve imzalamaya, gumruk ise emrine tam tespit, muayene ve kusat talimatı verildiği durumlarda, esya degerisligi ekşiklik ve kayıplar için sorumlular aleyhine işlem yurutmeye, vergi, resim, harc depozito, fazla meşar, yoluk, harçarın odenecek fonlar ve her turlu terminatı, saymanlık madurluklerini yatırılmaya, bunlara ait tırzak işlemlerini yapmaya, yatırılan bu belgeler, geri alımı, bunlarla ilgili belgeleri teslim ve tesellim etmeye, navulun bedelleri, ardiye ve sair ücretleri yatırımraya ve yatırılması olanları geri alımya, taahhutname imzalamaya ve ibraza ve esyanın gumruklemesi için yasal cercohe icerisinde yapabileceğimiz tüm işlemleri ifaya ve imka mezen ve yetkilil olmak üzere, 

"...........................................................................(full company name of exhibitor).................................................................................................................." adına EXPOLOGIST’yi veya vekilleri vekil tayin ettik.

Vekaleti veren : ............(authorized signature with company stamp).............

(This power of attorney has to be approved from local chamber of commerce of exhibitor and Turkish consulate)
ATA KARNESI ILE GECICI ITHALI YAPILAN ESYA ICIN ALINACAK TAAHHUTNAME ORNEGI
(SURE UZATIMI YAPILABILECEK ESYA ICIN)

THE WRITTEN UNDERTAKEN SAMPLE WHICH WILL BE DEMANDED FOR GOODS FOR WHICH THE PERMISIION OF TEMPORARY IMPORTATION IS GIVEN WITH ATA CARNET (FOR GOODS THE ALLOCATED PERIOD OF WHICH CAN BE LENGTHENED)

.... / .... / ............... tarih ve ................................tescil sayili ......................................................no'lu ATA karnesi ile gecici girisine izin verilen esyayi, esyani geri gonderilmesi icin tespit edilen surenin son gunu olan .... / .... / ........ tarihine kadar asagida belirtilen tahsis yerinde, tahsis amacina uygun olarak kullanacagimi ve belirtilen bu sure sonda ermeden asi nitelikleri degismekeizin (giris ayniyetine uygun olarak) yeniden ithrac edecigimi veya gumrukce onaylanmis yeni bir islem veya kullanma tabi tutacagimi, esyani kullanimina devam etmek istedigim takdirde ilgili kurulustan alinacak mubcrir sebebe belgesi ile birlikte sure uzatimi talebinde bulunacagimi, bunlara uymadigim takdirde hakkimda 4458 sayili Gumruk Kanunu'nun 238'inci maddesi uyarina islem yapilmasini pesinen kabul ettigimi beyan ve taahhut ederim.

( I hereby state and comment that in accordance with Carnet ATA registration no................................. dated .... / .... / ........ , I will use the goods for which temporary permission is given of which allocated location indicated here below in compliance with their allocated objective till the end of the period, which is determined for giving back of goods, which is .... / .... / ........ end before the termination of the above mentioned date, without changing their basic characteristics ties, (in compliance with their importation characteristics ), I will reexport them or goods will be subjected to a new procedure or usage, in case I want to go on the usage of goods, I will request to lengthen the period with the force major document which is taken from related insttilution, in case I do not obey these, I accept in advance that necessary transactions be initiated on me, in compliance with article 238 of Customs Law No. 4458)

Adi ve Soyadi  
(Name and Surname)

Damga Pulu, Tarih ve Imza 
(Duty stamp, Date and Signature)

GECICI ITHALINE IZIN VERilen ESYANIN: (The goods for which permission is given for their temporary importation)

1) Tahsis Amaci (Allocation Purpose) : ............................................................................................

.............................................................................................

.............................................................................................


2) Tahsis Amacina Uygun Olarak Kullanilacagi Yer (Location where they will be used in compliance with their allocation purpose)

: ............................................................................................


Attachment: 2

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