

SHIPPING INSTRUCTIONS ISTANBUL

Consignee on AWB - B/L - CMR and all customs documents must show:

CONSIGNEE: CEVA Showfreight / Gruptrans Int'l Transport & Trade Co. Inc.
Ahi Evran Caddesi, No:6
42 Maslak, Ofis 3, Kat:3 No:2
34475 Maslak, Sariyer, Istanbul/TURKIYE
C / O: (Exhibitor's Name – Hall / booth)

All shipments must be pre-advised to CEVA Showfreight with customs and transport documents prior dispatching of the shipment.

1. GUIDE TO CORRECT DOCUMENTATION

- Invoice Nr./date, Model Name, Serial Numbers, Total Pieces, Total Weight, quantity, unit & total value (CIF Istanbul) is to be mentioned.
- Photographs of all items need to be sent via email.
- Invoices must be printed on original company letterhead with original signature and stamp.
- Temporary & Permanent goods need to be packed separately due customs regulations.
- Do not send any goods that are not declared on Invoice. Wrong or misleading declaration may cause confiscation of the whole shipment.

2. TEMPORARY IMPORT

ATA Carnet: In section B of ATA Carnet, "GRUPTRANS" must be written, exhibition / event name must be indicated in the section C. Only in case "GRUPTRANS" is not written in section B of ATA carnet, a special POA will be an obligation.

This Power of Attorney must be approved by the local Chamber of Commerce issuing the ATA Carnet.

****e-mail:** providing the ATA Carnet excel, pictures of goods / model name / serial nr is an obligation**

Commercial Invoice - Invoice (original). Our commercial invoice template is on the next page.

****e-mail:** providing picture of goods / model name / serial nr. is an obligation**

3. PERMANENT IMPORT (for promotional items only)

Commercial invoice - Invoice (original). Our commercial invoice template is on the next page.

- ATR/EUR/COO/DGR Certificate (Where Applicable)
- Some giveaways might be subject to restriction or special permissions;

therefore, please contact us with detailed list of goods for approval before packing.

****e-mail:** listing detailed description of product per line, unit price, customs tariff (HS CODES) is an obligation, pictures of the products to confirm correct declaration **

4. DEADLINES:

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

Truck shipments: 10 working days prior to stand delivery date at MURATBEY TIR CUSTOMS / Mirlog warehouse

Air shipments: 10 working days prior to stand delivery date at ISTANBUL AIRPORT (IST).

Ocean shipments: 12 working days prior to stand delivery date at AMBARLI SEA PORT

(Additional 2 working days for the goods without ATA Carnet.)

Enclosed tariff is not applicable for shipments arriving to a different port other than the ones listed above.

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 destination and covers the transit period as well as the exhibition mantling/dismantling. CEVA Showfreight cannot be held responsible by the insurance agent or exhibitor/shipper in any case

6. TERMS OF PAYMENT:

Pre-payment of Inbound /outbound charges, including customs duty deposit and other charges as per tariff or agreement, must be paid by bank transfer PRIOR arrival of the cargo.

CEVA Showfreight
Elektronweg 24
3542 AC Utrecht
The Netherlands

KvK Oost Brabant 16066165
VAT no. NL009577932B01
+31 (0) 88 028 3177

CEVA Logistics Netherlands BV
Account No: 0227724445
IBAN: NL10BNPA0227724445
SWIFT: BNPANL2A

(TR) Türkiye'ye geçici ithalat amacıyla kullanılan yabancı ATA karneleriyle ilgili

(EN) For the foreign ATA carnets which is used for temporary importation to Turkey

(FR) Concernant les carnets ATA étranger qui sont utilisés pour l'importation temporaire en Turquie;

Vekâletname/ Power of Attorney/ Procturation

• sayılı ATA karnesi hakkında/ concerning this ATA carnet/ concernant ce carnet ATA,

• Belirttiğim kişiye yetki veriyorum/ I herewith authorize/ Par ce procuration j'autorise:

.....
.....

(Yetkili kılınan kişinin adı, adresi ve kimlik veya pasaport numarası/ Name, address and ID or passport number of the authorized person/ Nom, l'adresse et le numero d'identité ou passeport de la personne autorise)

(TR) Vekâlet verdiğim kişi, karne kapsamı eşya hakkında gümrük işlemlerini yapmaya yetkilidir. Bu yetkilendirme, ATA karnesiyle birlikte fiziksel denetim için eşyanın sunulması ve karnenin iç sayfalarında bulunan tüm Geçici İthalat Beyanı (F) kısımlarını imzalama yetkisini de kapsar.

(EN) The person which I gave this power of attorney is authorized to handle customs clearance of goods covered by the carnet, This authorisation includes the presentation of the goods for physical inspection, together with this ATA carnet for customs transactions and signing of section Temporary importation Declaration (F) of all vouchers.

(FR) La personne à qui j'ai donné cette procuration est autorisée à traiter le dédouanement des marchandises couvertes par ce carnet. Cette autorisation comprend la présentation des marchandises pour l'inspection physique ainsi que le carnet ATA pour les transactions douaniers et la signature de la section Déclaration d'Importation Temporaire (F) de tous les volets.

Karne hamilinin imzası ve/veya kaşesi

Yetkili memurun imzası ve

Elçilik/Konsolosluk/Noter/düzenleyen Oda mührü

Signature and/or stamp of carnet holder of the

Signature of the authorised official and stamp

embassy/consulate/notary/issuing Chamber

Signature et/ou cachet du titulaire du carnet l'Ambassade/du Consulat/

Signature du delegue et timbre de

du Notaire/de la Chambre emettrice

Tarih/Date/Date