

**PANALPINA Welttransport (Deutschland) GmbH**  
**PAN-FAIRService®**  
**Nagelsweg 37**  
**20097 Hamburg**

**P.O.Box 10 50 40**  
**20035 Hamburg**

Contact:

Mr. Miguel Klatt  
Tel.: +49 (0) 40 23 771 1282  
e-mail: [miguel.klatt@panalpina.com](mailto:miguel.klatt@panalpina.com)

Mr. Jesse Strehse  
Tel.: +49-40-23771-1183  
e-mail: [jesse.strehse@panalpina.com](mailto:jesse.strehse@panalpina.com)

Telefax: +49 (0) 40 23 771 1245

### **Shipping-Guidelines**

**“CTT 2010”**

**Moscow / Russia**

**01. – 05.06.2010**

## TABLE OF CONTENTS

Page 1	General Instructions / Transport
Page 2 - 3	Transport / Documentation
Page 4 - 5	Proforma-Invoice
Page 6	Proforma-Invoice / Import Permanent / Temporary
Page 7	Import Temporary / Import-Permits/-Restrictions / Phytosanitary
Page 8	Packing / Marks / Insurance / Assembling
Page 9	Handling of Empties / Sale of Goods / Return Transport
Page 10	On-Site-Handling-Costs
Page 11	Timetable
Enclosure:	- „Quotation-Request“
	- „Exhibition-Forwarding-Instructions“
	- „Proforma-Invoice / Packinglist“
	- <b>PAN-FAIRService</b> ® - Sticker

**Please follow these instructions strictly to ensure a smooth transport, on-site-handling and booth delivery in time.**

**We can not be held responsible for any delay, problem or additional cost caused by not following these instructions.**

We operate exclusively in accordance with the latest version of the Allgemeinen Deutschen Spediteurbedingungen – ADSp – (German Forwarders' General Terms and Conditions of Trading). **These limit in paragraph 23 ADSp the legal liability for damage to goods in the case of damage to goods whilst in the care of a forwarder to € 5/kg, in accordance with § 431 of the German Commercial Code (HGB); in the case of multimodal transports, including sea transport to 2 SDR (special drawing rights)/kg plus, in addition, per damage or event to € 1 Millions or € 2 Millions respectively, or 2 SDR/kg whichever is the greater.**

For transports which fall into the scope of the Montreal agreement paragraph 27 ADSp is not applicable.

Transport insurance will only be covered upon separate written order.

**General Instructions**

As **official sole On Site Exhibition Freight Forwarder**, nominated from the organiser “**Media Globe**”, we are responsible for the complete handling / movement of all cargo at the exhibition ground including customs procedures and transport to venue and vice versa.

**Transport by truck**

We only use country experienced carrier, which are specialised for exhibition cargo.

If you should carry out the transportation by yourself we recommend not to use any consolidation service carrying commercial cargo together with your exhibition goods. You have to make sure that the truck will arrive at our mentioned consignee address as first unloading place with an undamaged customs seal !

In case the **value of cargo** per truck will exceed approx. **EUR 70.000,00** the truck has to join the customs bonded convoy from / to Russian border or a customs-haulier has to get ordered against additional costs.

The **maximum weight** of cargo allowed per truck is **20.000 kg**, in case this weight will exceed an additional permission for overweight has to get applied for which means additional costs have to get charged.

All customs and transport documents have to get send to our address by mail minimum 5 working days before transport to be able to check documents and prepare the customs procedure.

**Do not start any transport without our written confirmation.**

**Transport by air**

Please inform us about the dimension and weight of your consignment in written form as soon as possible. Due to the fact of dimension- and weight limits the possibility of transport must be checked in advance.

While issuing the AWB please be aware that you will mention „AS AGREED“ or IATA airfreight rate only and weight is identical with “Proforma-Invoice / Packinglist”.

**Hazardous Cargo**

According to the General German Forwarders Terms and Conditions (ADSp) § 5 you have to advise us in written form, even small quantities of lighters, matches etc..

Please inform us at least 10 working days before transport, otherwise the shipper is held responsible for any claims even if not caused by themselves.

**Export-Customs-Documentation**

**The european export declaration has to get done after 01. Juli 2009 via „AES“ (Automated Export System) only before starting any transportation.**

All required export customs documents have to be issued by the exhibitor and to accompany the goods during the transport.

Before starting any transportation please advise us the MRN-No. (MovementReferenceNumber) by sending us a copy of export declaration.

**Carnet A.T.A.**

The handling of Carnet A.T.A. is generally possible, but special demands for issuing this document are required from russian customs authorities, i.e.

- russian translation
- mentioning BTN-/HS-Codes
- Power of Attorney incl. Russian translation etc.

Please do not start issuing the original Carnet ATA before you have received our special and we have confirmed the draft, to avoid problems in advance.

**Transport-Documents**

The correct and complete consignee-address mentioned in all consignment- and transport-documents is required and requested as following:

**- upon request -**

Please ensure that the consignee address as well as quantities, weights and values mentioned in all documents are identical.

**Do not send any cargo without our written confirmation  
of consignment and transport documents !**

**PROFORMA-INVOICE**

**PAGE 4**

Please use the attached **PAN-FAIRService®** - form **only** (not hand written).

- per each single exhibitor – it is forbidden to consolidate several exhibitors under one exhibitor / organiser / sender.
- per each package one separate „Proforma-Invoice / Packinglist“ has to be issued separately for
  - **permanent importation** (consumer goods / brochures)
  - **temporary importation** (exhibits / standfitting materials)
- each single article with different customs-code („BTN-/HS-Code“) has to be listed separately.
- different articles with identical customs-codes („BTN-/HS-Code“) have to be consolidated and listed in detail under one customs-code only, i.e. one customs-code is allowed to be mentioned one time per package only, otherwise additional costs will occur.
- for each single article to be temporary imported a photo is required and to be send to us by e-mail as pdf-file, named according to package-no and position mentioned at “Proforma-Invoice / Packinglist”.
- after each line one spare line is requested for the russian translation. Our translation service is available at your disposal against payment.
- the complete set of „Proforma-Invoice / Packinglist“ has to be send to us by e-mail as xls-file at least 10 working days before transport for checking and confirmation purposes.
- after our confirmation the documents have to be issued in original 8-fold including your signature and stamp, one copy to be send to us by e-mail as pdf-file.
- please ensure that all statements as consignee-address, quantities, weights and values mentioned in all of your issued export and transport documents are identical.

**Please do not send any kind of goods which are  
not declared in the „Proforma-Invoice / Packinglist“  
due to 100% customs inspection in Russia !**

**PROFORMA-INVOICE**

**PAGE 5**

Remarks for issuing which have to get followed in detail:

- Import: permanent or temporary - it is not possible to change the status after a declaration has been issued
- Position: running no. from 1 to final position
- Packing: carton, case, crate, metal box, loose / unpacked etc., the description „colli“ or „package“ is not acceptable
- Quantity: actual quantity, e.g. 500 brochures, 50 qm leather, 5 litre paint. The customs is counting during customs control in detail.
- Description of Goods: according to „Brussels Nomenclature of Customs Tariff Codes“. Customs have to be able to identify goods based on description during the visual customs control against documents, therefore a very detailed description is absolutely necessary, e.g.:
  - purpose of the goods (if the name of the goods does not reflect its purpose)
  - at electrical / mechanical machines the name of producer, serial-, machine-, engine- or registration-no., power- (W) or volt (V) – details etc.
  - material of which the goods are made of, e.g. ashtray out of porcelain, one-way forks out of plastic, bags out of cotton etc.
  - proportion of different materials, e.g. 90% wool + 10% cotton
  - measurements as length x width x high in cms
  - quantity in addition to measurements (litres, qm, cbm)
  - size (indicated on trade labels) and use for male or female
  - article-no. for each item
  - each article has to get marked with a sticker according to positions at “Proforma-Invoice / Packinglist”
- Origin: country of origin
- BTN-/HS-No.: according to „Brussels Nomenclature Customs-Tariff-Codes“/ “Harmonized System Code“. 10 figures are requested, so add two 0’s at the end, code beginning with **99...** is not valid
- Net-Weight: actual weight without packing material
- Gross-Weight: actual net-weight plus packing material – russian customs is checking the weight of each single package!
- Value: actual trading value in EUR, but minimum **EUR 10,00 per gross-kg** - do not “underdeclare” the value because customs do have the right to correct the value – duties and taxes will increase extremely !

Please ensure that the consignee address as well as quantities, weights and values mentioned in all documents are identical.

**In case of any even small irregularities or not declared goods the total consignment will be stopped and confiscated by the customs authorities, i.e. the further transport , customs procedure and handling is impossible and additional high costs will occur.**

**A in-time delivery to your booth under a.m. circumstances is doubtful and almost impossible.**

**All consequences and additional costs as a result out of a.m. circumstances will be taken by the applicant / exhibitor / sender, we can not be held responsible at all.**

### **Permanent Import**

#### **Definition of**

##### **a) consumer goods**

all kind of goods used for purpose of advertising / consumption / distribution / promotion as give-aways (bags, hats, pens, stickers etc.) with company logo, printed matters etc.

These goods are not allowed to get returned to sender / exported out of Russia after the end of exhibition.

Import duties and taxes will be charged for all kind of consumer-goods.

##### **b) exhibits**

all kind of goods with the purpose of trading as legal business of exhibitor are not allowed to get imported permanent for sale or distribution and have to get returned to sender / exported out of Russia after the exhibition 100% according to import documents.

### **Temporary Import of Exhibits - Photos**

**Photos** are required for each single article to be send to us by e-mail as pdf-file, named according to package-no and position mentioned at "Proforma-Invoice / Packinglist".

**Temporary Import of Exhibits - Marks**

Each single article has to be marked with a sticker according to the positions on „Proforma-Invoice“ to be able to identify the goods during customs inspection.

**Import-Permits/-Restrictions / Phytosanitary Certificate / Technical Data-Sheets**

Please note that **Import-Permits / -Restrictions** and **Phytosanitary Certificates** are requested for following BTN/HS-Codes / kind of products, e.g.:

- 01.. – 05.. – animals and products of animal origin
- 06.. – 14.. – products of herbal origin
- 15.. – 24.. – products of foodstuff industry, beverages, alcohol, tobacco etc.
- 25.. – 27.. – mineral products
- 28.. – 38.. – products of chemical industry
- 41.. – 43.. – products of skin, coat, leather etc.
- 4601 – 4602 – flatware
- 4808 / 4819 – paperware
- 50.. – 53.. – silk- / wool- / cottonware
- 71.. – jewellery
- 8215.. – cutlery
- 84.. – temperature regulating systems
- 85.. – electrical- / tone-recording- / transmitter-equipment e.g.
- 87.. – vehicles / trailers
- 93.. – weapons etc.
- 94.. – furniture etc.
- 95.. – 97.. – arts, antiquities etc.

**Technical Data-Sheets** with detailed description and range of application in russian language are required from customs for

- 39.. – 40.. – synthetic materials and caoutchouc or products out of it
- 84.. – 85.. – electrical and mechanical devices, machines and parts
- 86.. – 89.. – transport units
- 90.. – 96.. – optical / photographic measuring, tester, precision instruments

All detailed information about any of these cargos have to get presented to us **until latest 6 weeks before any transport** to be able to apply for permissions and preparation of documents.

**Packing**

Please choose a strong, robust, solid and water-resistant packing of the cargo due to the fact of considerable amounts of handlings for transshipment, storages and re-openings by the customs for customs control.

Please ensure that all wooden packing material are treated in accordance to the **ISPM 15 Standard (fumigation or heat treatment)** and are stamped / marked with logo of **IPPC branding!**

Carton boxes are not recommended.

In case the packages are locked, please send us one key which has to accompany the cargo. One key must be carried by your delegate who will be on-site.

Exhibits must be repacked in the same cases for the return transport.

**Marks**

All packages must be clearly marked at all sides - special **PANALPINA / PAN-FAIRService**®-stickers are available upon request - and labeled with running numbers incl. one constant number, i.e. 4 packages in total = 1/4, 2/4, 3/4, 4/4. Packages weighing more than 2 tons have to be marked at the local- and lifting-point with the letter "T", above 3 tons crange possibilities must be available.

**Insurance**

We also offer favourable transport / exhibition insurance terms for your trade fair goods. For this purpose we require additional information and a written order. A corresponding application form has been included to this Forwarding Guidelines. Should you be interested in insurance coverage, then please return the completed and signed form. We will be happy to send you the corresponding insurance conditions upon request.

In the event that we do not receive a reply, we will assume that you will ensure the corresponding transport / exhibition insurance.

**Assembling / Disassembling**

Please inform us in advance if you will need any labourers or lifting-equipment to enable us to prepare the handling / positioning accordingly.

**Handling of Empty Packages**

Only **PAN-FAIRService**® is allowed to handle your empty packages during the exhibition.

In your own interest, please do not keep any tools or goods in your empties because no liability can be taken. These items should be stored in a separate storage.

All empty packages will be collected from and returned to your booth as soon as possible after the end of exhibition.

All packages have to be marked clearly with special **PANALPINA / PAN-FAIRService**®-empty-stickers which are available upon request.

**Sale of Goods**

The sale of exhibits and transfer of temporary import status is not possible.

**Return Transport after Exhibition**

Our **PAN-FAIRService**® - Delegate or our on-site-agent will contact you during the exhibition to receive the "Return-Instructions" in order to arrange the necessary activities.

Exhibits must be repacked into the same cases as they arrived at the fairground.

All packages have to be marked clearly with special **PANALPINA / PAN-FAIRService**®-return-transport-stickers which are available upon request.

**Permanent imported goods are not allowed to be returned!**

**The return-consignment must be coincide with the details mentioned in the import customs documents!**

**Please do not leave the exhibition without having instructed us in written form about the further handling of your goods !**

**On-Site-Handling-Costs**

In- and out-bound-handling-services are based on our official **On-Site-Tariff**.

To be able to issue a quotation before transport and to inform you about all charges in advance we kindly ask you to return our form „Quotation Request“ completed with your consignment details.

The final costs can be confirmed after receiving the completed „Proforma-Invoice / Packinglist“ only.

To be able to minimize and find possibilities to keep the costs as low as possible please inform us about your consignment details as early as possible.

For any further questions regarding the costs, on-site-tariff or if you have not received a confirmation of handling-costs we kindly ask you to contact us before transport of your consignment to avoid any discussions or problems afterwards.

Please note that all costs are due for payment in advance before start of any transport.

**Please follow our instructions strictly to be able to organise a smooth transport, handling and in-time delivery onto your booth and vice versa.**

**We can not be held responsible at all for any consequences and additional costs as a result out of not following our instructions.**

We hope that our information will assist and guide you to a successful exhibition. If you have got any further questions, please do not hesitate to contact us.

Your Exhibition-Service-Partner

**PANALPINA WELTTRANSPORT (Deutschland) GMBH  
PAN-FAIRService® HAMBURG**