



**IRAN CONMIN 2010
TEHERAN
July 05 – 08, 2010
SHIPPING GUIDELINE**

1. Communication

It is very important that all exhibitors direct all their shipping inquiries, information and documents to:

**KÜHNE & NAGEL (AG & CO)
EXPO SERVICE**

Address:

**Wanheimerstr. 43
40472 Düsseldorf
Germany**

Tel.:

(+49-211) 440 339 – 11 Mr. Udo Krause

e-mail: udo.krause@kuehne-nagel.com

(+49-211) 440 339 - 23 Mr. Fabian Köhler

e-mail: fabian.koehler@kuehne-nagel.com

Fax.:

(+49-211) 440 339 - 99

or to our partner in Tehran:

**T R C L - Tehran Rakhsh Co. Ltd.
Int'l Freight Forwarders**

Head Office:

**# 7, Human str. Tavanir Ave.
1435633381 Tehran - IRAN**

Postal Address:

**P.O.Box : 15745/649
Tehran - Iran**

TEL:

+98-21-8887 83 60 Ms. T.Peykan

e.mail: peykan@trcl.ir

+98-21-8887 83 60 Mr. S. Rahmani

e-mail: exhibition@trcl.ir



2. Time schedule: (if you have any doubts about shipping time to Tehran please contact us right in time)

- ♦ Cargo arrival at Teheran by truck ---16.06.2010
- ♦ Cargo arrival at Teheran airport ---19.06.2010
- ♦ Cargo arrival at Bandar Abbas ---30.05.2010
- ♦ Payment for inbound movement to us ---before june of. 18th

- ♦ Shipment pre-advise must be done 10 days before shipment will arrive Teheran
- ♦ Ocean bills of lading, AWB, FBL, Invoice and other shipping documents reaching us:
10 days before shipment will arrive at Teheran by truck
3 days before shipment will arrive at Tehran Airport (airfreight)

- ♦ Empty package returning to stand and cargo delivery to storage area --- after end of exhibition

The above deadlines for documents, information, exhibits and payment must be rigidly observed. We will not be responsible for any consequences due to the late arrival thereof.

Kühne & Nagel (AG & Co) KG can provide a world wide network of experienced forwarding agents to assist you sending shipments to the Exhibition IRAN ConMin in Teheran. Please contact us by fax or email and we will give you relevant communication details and name of person in charge.

DOCUMENTATION

ALL DOCUMENTS, SUCH AS INVOICES, PACKING LIST, CERTIFICATE OF ORIGIN, BILL OF LADING, AIRWAY BILLS, CMR AND TBLs / FBLs ETC., MUST BEAR THE FOLLOWING REMARKS :

“ EXHIBITION GOODS FOR **Iran Conmin 2010 – 05–08 July 2010**
I.I.E.C. – IRAN EXHIBITION CO.
STAND OF (NAME OF EXHIBITOR TO WHOSE NAME STAND HAS BEEN BOOKED)
TEHRAN - IRAN

INVOICE / PACKING LIST

INVOICE / PACKING LISTS ARE REQUIRED 13 FOLD DULY SIGNED AND STAMPED. IN CASE YOU ISSUE A COMBINED INVOICE / PACKING LIST, PLEASE MENTION THIS IN YOUR DOCUMENT: **“INVOICE / PACKING LIIST”**

SEPARATE PACKING AND DOCUMENTATION IS REQUIRED FOR THE GOODS MENTIONED HEREAFTER :

- | | |
|--|------------------------------------|
| ➤ STAND BUILDING MATERIAL | ➤ PROSPECTUS, LEAFLETS, GIVE-AWAYS |
| ➤ EXHIBITION GOODS | ➤ CIGARETTES, CIGARS, TOBACCO |
| ➤ PROVISIONS FOR OWN CONSUMPTION DURING THE EXHIBITION | |

INVOICE / PACKING LIST MUST SHOW (EXAMPLE “A”) :

- | | |
|---|---------------------|
| ➤ DATE OF ISSUE | ➤ FOB VALUE |
| ➤ INVOICE NUMBER | ➤ FREIGHT COST |
| ➤ MARKS AND NUMBER OF PACKAGES | ➤ INSURANCE COST |
| ➤ CONTENTS PER PACKAGE | ➤ VALUE CIF TEHRAN |
| ➤ GROSS / NET WEIGHT PER PACKAGE | ➤ COUNTRY OF ORIGIN |
| ➤ MEASUREMENTS PER PACKAGE | ➤ FOB VALUE |
| ➤ PRICE PER ITEM (EXCEPT FOR GIVE – AWAYS). | ➤ FREIGHT COSTS |



REMARKS ON INVOICE :

“WE HEREBY CERTIFY THAT THE PRICES STATED IN THIS INVOICE / PACKING LIST ARE THE CURRENT EXPORT MARKET PRICES FOR THE MERCHANDISE DESCRIBED THEREIN AND WE ACCEPT FULL RESPONSIBILITY FOR ANY INACCURACIES AND ERRORS HEREIN. “

IT IS NOT PERMITTED TO MENTION “NO COMMERCIAL VALUE” IN INVOICES.EACH ITEM / INVOICE MUST HAVE A VALUE AS INSTRUCTED ABOVE. EVEN FOR SMALL SAMPLES AND FOR OWN CONSUMPTION YOU HAVE TO DECLARE VALUE AS BELOW : “NO COMMERCIAL VALUE, VALUE FOR CUSTOMS PURPOSES ONLY: “ (DECLARE THE VALUE YOU WANT).

PACKING LIST

AN EXTRA PACKING LIST IS NOT REQUIRED IN CASE YOU ISSUE A COMBINED INVOICE / PACKING LIST AS MENTIONED ABOVE.

TBL / FBL OR ANY KIND OF FIATA DOCUMENT

FOR EACH EXHIBITOR AND SHIPMENT A TBL / FBL OR ANY KIND OF FIATA DOCUMENT MUST BE ISSUED

CERTIFICATE OF ORIGIN

1 ORIGINAL AND 2 COPIES SHOULD BE ISSUED AND CERTIFIED BY YOUR LOCAL CHAMBER OF COMMERCE.

- **NOTE:** CERTIFICATE OF ORIGIN IS NOT NEEDED FOR GOODS MENTIONED HEREAFTER.:

PROVISION FOR OWN CONSUMPTION | PROSPECTUS/LEAFLETS | GIVE-AWAYS

CONSIGNEE OF COMMERCIAL DOCUMENTATION SUCH AS INVOICE / PACKING LIST, CERTIFICATE OF ORIGIN MUST BE CONSIGNED TO :

Iran Conmin 2010

I.I.E.C. - IRAN INT'L EXHIBITION CO.

STAND OF :.....(HERE THE NAME OF EXHIBITOR TO WHOSE NAME STAND HAS BEEN BOOKED)

TEHRAN – IRAN

CASE MARKING

WE SUGGEST TO MARK EACH PACKAGE AS FOLLOWS :

- EXHIBITION : • **Iran Conmin 2010**
- EXHIBITOR : •
- HALL NO : • (IF APLICABLE)
- BOOTH NO. : • (IF APLICABLE)
- CASE NO : •
- GROSS WEIGHT • KGS.....
- NET WEIGHT : • KGS.....
- MEASUREMENTS : • (L X W X H CMS)
- MADE IN : •



PACKING

WE SUGGEST TO USE BOLTABLE / RETURNABLE CASES FOR ALL GOODS. CARTONS ARE NOT RECOMMENDED IF YOU INTEND TO RETURN YOUR GOODS. AT EVENTUAL INSPECTIONS AT BORDER AND FINAL CUSTOMS, CASES WILL BE OPENED MANY TIMES DURING TRANSIT AND HANDLED FREQUENTLY. FURTHERMORE, WE CANNOT GUARANTEE THAT YOUR CASES WILL BE STORED IN A COVERED WAREHOUSE DURING & AFTER THE EXHIBITION (SPECIALLY OVERSIZE PIECES) BECAUSE FAIR CUSTOMS DOES NOT POSSESS THE NECESSARY FACILITIES FOR COVERED STORAGE FOR THE TIME BEING.

◆ TRUCK SHIPMENTS TO TEHRAN :

TRUCK SHIPMENTS REQUIRE THE FOLLOWING TRANSPORT DOCUMENTS :

- | | |
|--------------------------------------|-------------------|
| 1. CMR | 3. CARNET TIR |
| 3. FBL OR ANY KIND OF FIATA DOCUMENT | 4. TRUCK MANIFEST |

TRANSPORT DOCUMENTS MUST SHOW: EXHIBITOR'S NAME, PACKAGE NUMBER, KIND OF PACKING, DESCRIPTION OF GOODS, GROSS WEIGHT, NET WEIGHT.

TRANSPORT DOCUMENTS MUST BE CONSIGNED AS FOLLOWS

CONSIGNEE: TRCL -Tehran Rakhsh Co. Ltd. FOR: Iran Conmin 2010 05-08-July .2010 I.I.E.C. – IRAN EXHIBITION CO. TEHRAN - I R A N	NOTIFY: Iran Conmin 2010 05-08 July 2010 I.I.E.C. – IRAN EXHIBITION CO. STAND OF: (NAME OF EXHIBITOR TO WHOSE NAME STAND HAS BEEN BOOKED) TEHRAN - IRAN
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REMARKS ON FBL :

EXHIBITION GOODS **FOR Iran ConMin 2010** BORDER FORMALITIES AS WELL AS TEMPORARY CUSTOMS CLEARANCE AT FAIR CUSTOMS ONLY THROUGH: **TRCL - TEHRAN RAKHSH CO. LTD.**

FREIGHT PREPAID

PLEASE ISSUE THESE DOCUMENTS VERY CAREFULLY. IN CASE OF ANY DISCREPANCIES, DELAYS AND PENALTIES WILL BE THE RESULT.

DISTRIBUTION OF DOCUMENTS	TO TRCL	TO TRUCK DRIVER
1. CMR	2 COPIES	1 SET ORGN & COPY
2. TRUCK MANIFEST	2 COPIES	8 COPIES
3. TBL / FBL or any kind of FIATA Document	3 ORGN + 3 COPIES	8 COPIES
4. CARNET TIR	1 COPY	1 SET
5. INVOICE / PACKING LIST	8 ORGN + 8 COPIES	8 COPIES
6. CERTIFICATE OF ORIGIN	1 ORGN + 3 COPIES	1 COPY
7. INSURANCE CERTIFICATE	1 COPY	



◆ **AIRFREIGHT SHIPMENTS TO TEHRAN :**

THE AWB MUST BE CONSIGNED AS FOLLOWS:

<p>TRCL –Tehran Rakhsh Co. Ltd. FOR IranConmin 2010 05-08 July 2010 I.I.E.C. – IRAN EXHIBITION CO. TEHRAN - I R A N</p> <p>HANDLING INFO.: NOTIFY UPON ARRIVAL AT AIRPORT, TRCL -Tehran Rakhsh Co. Ltd. TEL : 8887 83 60 / FAX : 8887 83 66</p>	<p>REMARKS ON AWB.: CUSTOMS FORMALITIES AND TRANSIT PROCEDURES AT MEHRABAD AIRPORT, AS WELL AS TEMPORARY CUSTOMS FORMALITIES AT FAIRGROUND (NEMAYESHGAH)</p> <p>ONLY THROUGH: TRCL -Tehran Rakhsh Co. Ltd. #7 , Hooman st., Tavanir Ave., 14365 TEHRAN - IRAN TEL: 8887 83 60 FAX: 8887 83 66</p>
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WE SUGGEST TO STATE FOLLOWING PHRASE ON THE AWB.

“FREIGHT PREPAID.EXHIBITION GOODS FOR IRAN CONMIN 2010 MUST FLY AS BOOKED.”

IF MORE CARGO THAN OF 1 EXHIBITOR WILL BE SHIPPED (CONSOLIDATION) A DETAILED LOADING LIST, AS WELL AS HAWB/S, MUST BE ISSUED AND ATTACHED.

IT IS ESSENTIAL THAT TRCL RECEIVES A PRE-ADVICE WITH FLIGHT AND CARGO DETAILS, OTHERWISE TRCL CANNOT TRACE YOUR SHIPMENT AT THE AIRPORT.

DISTRIBUTION OF DOCUMENTS FOR AIRFREIGHT SHIPMENTS :

	ATTACHED TO AIR WAY BILL	TO T R C L (VIA COURIER)
1. MAWB		3 COPIES
2. HAWB (IF MORE THAN 1 EXHBTR)	1 COPY	3 COPIES
3. INVOICE / PACKING LIST	1 COPY	ORGN + 10 COPIES
4. CERT. OF ORIGIN		1 ORGN + 3 COPIES
5. INSURANCE POLICY , IF APPLICABLE	1 COPY	1 COPY
6. LOADING LIST (IN CASE OF CONSOLIDATION)	3 COPIES	5 COPIES

◆ **SEA FREIGHT VIA B. ABBAS TO TEHRAN :**

THE OCEAN BILL OF LADING AND FORWARDER TBL/ FBL MUST BE CONSIGNED AS FOLLOWS:

<p>CONSIGNEE: TRCL -Tehran Rakhsh Co. Ltd. FOR Iran Conmin 2010 05-08 July .2010 I.I.E.C. – IRAN EXHIBITION CO. TEHRAN - IRAN</p>	<p>NOTIFY: STAND OF: (NAME OF EXHIBITOR IN WHOSE NAME STAND HAS BEEN BOOKED) IIEC- IRAN INT'L EXHIBITION CO. TEHRAN - IRAN</p>
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REMARKS ON B/L:

EXHIBITION GOODS FOR **IRAN CONMAN 2010** TRANSIT FORMALITIES FROM PORT OF ARRIVAL TO TEHRAN, AS WELL AS TEMPORARY CUSTOMS FORMALITIES AT CUSTOMS FAIRGROUND IN TEHRAN ONLY THROUGH:
TRCL - TEHRAN RAKHSH CO. LTD.



FREIGHT PREPAID

DISTRIBUTION OF DOCUMENTS

	VIA COURIER TO TRCL
1. OCEAN BILL OF LADING	FULL SET ORGN + 8 COPY
2. THROUGH BILL OF LADING	FULL SET ORGN + 6 COPY
3. INVOICE / PACKING LIST	3 ORGN +10 COPY
4. CERTIFICATE OF ORIGIN	1 ORGN + 3COPY
5. INSURANCE CERTIFICATE, IF APPLICABLE	1 COPY
6. LOADING LIST / CNTR PACKING LIST	3 ORGN + 4 COPY

CUSTOMS GUARANTEE / REGULATIONS

EXHIBITION GOODS CAN BE IMPORTED UNDER TEMPORARY ADMISSION EITHER BY UNDERTAKING OF EMBASSIES (EMBASSY GUARANTEE) AND / OR PRIVATE COMPANIES / PERSONS.

1. EMBASSY GUARANTEE

YOUR EMBASSY IN TEHRAN MUST INTRODUCE TRCL - TEHRAN RAKHSH CO. LTD.AS CLEARING AGENT TO THE MINISTRY OF FOREIGN AFFAIRS.YOUR EMBASSY MUST INTRODUCE ONE OR MORE PERSONS OF THE EMBASSY STAFF,TOGETHER WITH THEIR SIGNATURE SPECIMENS, FOR SIGNING DOCUMENTS RELATED TO CUSTOMS AFFAIRS. SIGNING OF AN UNDERTAKING IN ACCORDANCE WITH THE FORM FORWARDED BY THE CUSTOMS FOR GUARANTEEING ALL FINANCIAL UNDERTAKINGS RELATING TO CUSTOMS AFFAIRS.THE DOCUMENTS, AFTER TRANSLATION AND CONFIRMATION BY THE MINISTRY OF FOREIGN AFFAIRS, WILL BE FORWARDED TO THE CUSTOMS EXPORT BUREAU FOR DUE CONSIDERATION AND FINALLY TO FAIR CUSTOMS FOR IMPLEMENTATION.

2. BANK GUARANTEE

IF YOU DO NOT HAVE AN EMBASSY IN IRAN OR YOUR EMBASSY WILL NOT SIGN A LETTER OF UNDERTAKING, A **BANK GUARANTEE** MUST BE PROVIDED TO CUSTOMS AUTHORITIES. IN GENERAL FOREIGN COMPANIES EITHER HAVE AN OFFICIAL REPRESENTATIVE IN IRAN OR PARTICIPATE UNDER THEIR OWN NAME. FOR THE GUARANTEE IT IS VERY IMPORTANT TO KNOW WHETHER SPACE HAS BEEN BOOKED UNDER THE NAME OF FOREIGN PARTICIPANT OR UNDER THE NAME OF THE IRANIAN AGENT. TO CALCULATE THE EXACT AMOUNT FOR THE **BANK GUARANTEE** , PLEASE FAX US A COPY OF THE INVOICE / PACKING LIST.

A. IN CASE OF BANK GUARANTEE, IF SPACE BOOKED IN THE NAME OF IRANIAN AGENT / REPRESENTATIVE. FOLLOWING IS REQUIRED:

- CONFIRMATION OF IIEC. THAT SPACE HAS BEEN BOOKED.
- COPY OF THE AGENCY AGREEMENT BETWEEN THE FOREIGN PARTICIPANT AND HIS AGENT. THIS MUST CONFIRM THAT THE AGENT CAN ACT UNDER THE NAME AND ON BEHALF OF THE FOREIGN PARTICIPANT.
EXHIBITOR'S OFFICIAL AGENT IN IRAN MUST MAKE NECESSARY ARRANGEMENTS FOR ISSUANCE OF OFFICIAL **POWER OF ATTORNEY** FOR APPOINTING **TRCL** IN ORDER TO EFFECT CUSTOMS CLEARANCE FORMALITIES, SUCH A **POWER OF ATTORNEY** MUST BE CERTIFIED THROUGH ANY IRANIAN NOTARY PUBLIC OFFICE.
- OBTAINING OF THE GUARANTEE.

B. IN CASE OF BANK GUARANTEE, IF SPACE BOOKED IN THE NAME OF THE FOREIGN PARTICIPANT :

B.1- IN CASE OF BOOKING OF SPACE FOR A GROUP OF EXHIBITORS THROUGH A CENTRAL ORGANIZATION OR ONE OF THE EXHIBITORS, FOLLOWING IS REQUIRED :

- CONFIRMATION OF IIEC THAT SPACE HAS BEEN BOOKED.
- AUTHORIZATION CERTIFIED BY NOTARY PUBLIC AND LEGALIZED BY AN IRANIAN CONSULATE / EMBASSY (**SEE EXAMPLE "B"**).
- OBTAINING OF GUARANTEE.

IN CASE OF A GROUP STAND, PLEASE CONSIGN ALL DOCUMENTS TO :

..... (NAME OF COMPANY WHICH BOOKED SPACE FOR ALL PARTICIPANTS)
TEHRAN - IRAN



B.2 – FOR BOOKING OF SPACE DIRECTLY UNDER THE NAME OF PARTICIPANT / EXHIBITOR FOLLOWING IS REQUIRED :

- CONFIRMATION OF IIEC THAT SPACE HAS BEEN BOOKED.
- AUTHORIZATION, CERTIFIED BY NOTARY PUBLIC AND LEGALIZED BY AN IRANIAN CONSULATE / EMBASSY
- OBTAINING OF THE GUARANTEE.

PLEASE NOTE THAT **TRCL-Tehran Rakhsh Co. Ltd.** WILL BE PLEASED TO ASSIST WITH THE EMBASSY GUARANTEE AND ALSO WITH THEBANK GUARANTEE / DEPOSIT UPON NEGOTIATION. WITHOUT THESE UNDERTAKINGS (BANK GUARANTEES / DEPOSITS), WE CANNOT START CUSTOMS CLEARANCE AND ALL CARGO WILL BE STORED AT CUSTOMS WAREHOUSE.THE COMPLETE GUARANTEE DOCUMENTS MUST BE AVAILABLE AT FAIR CUSTOMS AT LEAST 1 WEEK BEFORE YOUR GOODS ARRIVE AT THE BORDERS OF IRAN.

➤ **IMPORTANT NOTES**

1. SPECIALE NOTE FOR SHIPMENTS UNDER CARNET ATA

WHEN ISSUING ATA CARNET, PLEASE MAKE SURE THAT THIS DOCUMENT CONTAINS TRANSIT PAGE AS WELL, BECAUSE, TRANSIT PAGE IS NECESSARY FOR SHIPMENTS ARIVING / DEPARTING BY SEA OR AIR.

AS NATURE OF ATA CARNET IS BASED ON TEMPORARY ADMISSION, IRAN CUSTOMS WILL NOT ACCEPT DEFINITE CUSTOMS CLEARANCE OF SHIPMENTS UNDER ATA CARNET. ISSUING OF PERMANENT CUSTOMS

CLEARANCE PERMISIION WILL BE CONSIDERED CASE BY CASE BY IRAN CENTRAL CUSTOMS, AND THERE IS NO GUARANTEE THAT SUCH PERMISSION WILL BE ISSUED. SO, PLEASE DO NOT SEND SHIPMENTS THAT ARE SOLD, OR MAY BE SOLD DURING THE SHOW, UNDER ATA CARNET.

2. PARTICIPATION CERTIFICATE

FOR YOUR INFORMATION, PARTIICPATION CERTIFICATE ISSUED BY IIEC – IRAN INT’L EXHIBITION CO. IS ONE OF THE ESSENTIAL DOCUMENTS WHICH MUST BE PRESENTED TO FAIR CUSTOMS FOR EFFECTING TEMPORARY CUSTOMS FORMALTIES. OBTAINING THE SAID DOCUMENT, IS SHIPPER’S / C-NEE’S RESPONSIBILITY. HOWEVER, TRCL IS HANDLING THIS AFFAIR AS AN EXTRA SERVICE TO EXHIBITORS.

THEREFORE, PLEASE MAKE SURE THAT COMPLETE AND CORRECT NAME OF EXHIBITOR / PARTICIPANT IS INDICATED ON BOTH ORGANISER LIST (UPON REGISTRATION FOR PARTICIPATION), AS WELL AS ON COMMERCIAL DOCUMENTS SUCH AS INVOICE PACKING LIST , AND ON TRANSPORT DOCUMENTS.

3. BANK GUARANTEE

AS FORMALTIES FOR OBTAINING BANK GUARANTEE FOR SHIPMENTS NOT COVERED BY ATA CARNET TAKE APPROX . 2 WEEKS , PLEASE MAKE SURE TO SEND PERTINENT COMMERCIAL DOCUMENTS DULY SIGNED AND STAMPED BY SUPPLIER, TO OUR OFFICE AT LEAST 3 WEEKS BEFORE OPENING DATE OF THE FAIR.

4. FOOD AND BEVERAGES

YOU CAN IMPORT FOOD AND BEVERAGES (NON - ALCOHOLIC/ PORK MEAT) FOR OWN CONSUMPTION IN YOUR STAND. HEALTH CERTIFICATES ARE NOT NECESSARY FOR SMALL QUANTITIES.



5. HAZARDOUS GOODS

IF YOU INTEND TO SHIP HAZARDOUS GOODS (PAINT, GASOLINE, LIGHTERS, ETC.), PLEASE ENSURE THAT ALL REGULATIONS FOR SHIPPING HAZARDOUS GOODS ARE FULFILLED. PLEASE AVOID TO SHIP SUCH GOODS BECAUSE CUSTOMS CLEARANCE IS VERY COMPLICATED. IN CASE OF DISPATCHING SUCH GOODS, TRCL MUST BE INFORMED IMMEDIATELY UPON DESPATCH.

6. VIDEO TAPES / CD'S

VIDEO TAPES / CD'S / SLIDES SHOULD BE SENT 4 WEEKS PRIOR TO SHOW OPENING TO TRCL FOR CENSORSHIP. CENSORSHIP FEES ARE FOR ACCOUNT OF THE SHIPPER /EXHIBITOR. WE PREFER TO USE TRCL COURIER SERVICE FOR MORE INFORMATION, PLEASE APPLY TO TRCL COURIER DEPARTMENT AT FAX NO.: **00 98 - 21 – 88 87 83 66**

7. STAND LAYOUT PLAN

IF YOU EXHIBIT BULKY /HEAVY EQUIPMENT, WHICH REQUIRES SPECIAL HANDLING, SUPPLY US WITH A SCALE LAYOUT DRAWING AND A BROCHURE DEPICTING THE PRODUCTS SO THAT THE ITEMS CAN BE POSITIONED EARLY DURING THE BUILD-UP PERIOD.

8. INSURANCE

THE EXHIBITOR SHOULD MAKE SURE THAT ALL SHIPMENTS ARE COVERED BY A FULL COMPREHENSIVE INSURANCE POLICY FROM THE TIME OF DESPATCH EX-WORKS UP TO THE STAND, FOR POSSIBLE RETURN TRANSPORT, INCLUDING DURATION OF THE EXHIBITION PERIOD AS WELL AS FOR STORAGE PERIODS IN TEHRAN.

TRCL AND THEIR PARTNERS AS FREIGHT FORWARDERS, ACTING AS CONTRACTORS FOR CUSTOMS FORMALITIES AND STAND DELIVERY, WILL NOT ACCEPT ANY CLAIMS CONCERNING DAMAGES OR LOSSES DURING THE MOVEMENT FOR THE TRADE SHOW AND STORAGE AFTER THE FAIR AS WELL AS RETURNING OF EXHIBITS TO THE ORIGIN AFTER THE FAIR.

9. CUSTOMS WORKING HOURS & STAND DELIVERY TIME

CUSTOMS WORKING HOURS ARE FROM: **08:30 - 14:00 HRS** . DELIVERY OF EXHIBITS TO STAND, WILL START 2 DAYS BEFORE THE BEGINNING OF EXHIBITION, THAT IS OF COURSE IF THE STAND IS READY, ALL DOCUMENTS ARE COMPLETE AND THE SHIPMENT IS NOT LATE .

10. CUSTOMS INSPECTIONS

THE CUSTOMS WILL INSPECT EVERY SINGLE CASE ON IMPORT AND EXPORT. PLEASE TAKE CARE THAT NO FALSE CONTENTS WILL BE DECLARED. THIS MAY RESULT IN EITHER CONFISCATION OF YOUR GOODS OR PAYMENT OF PENALTIES.

11. RE-PACKING ON CLOSING DAY

EXHIBITORS ARE RECOMMENDED, IF THEY INTEND TO RE-PACK SMALL EXHIBITS ON THE CLOSING DAY OF EXHIBITION, THEY SHOULD KEEP THEIR EMPTY MATERIALS AT THE STAND BECAUSE IT IS NOT ALLOWED TO RETURN EMPTIES INTO THEIR STAND ON THE CLOSING DAY. ANY MOVEMENTS OR RE-PACKING CAN ONLY START FROM **RE-PACKING CAN ONLY START FROM THE DAY AFTER CLOSING DATE OF EXHIBITION.**

12. DISPOSAL INSTRUCTIONS

BEFORE END OF THE EXHIBITION EACH STAND DIRECTOR HAS TO HAND OVER DISPOSAL INSTRUCTIONS TO US. THE INSTRUCTIONS MUST INCLUDE INFORMATION WHICH CARGO SHOULD BE RETURNED / HAS BEEN CONSUMED / HAS BEEN SOLD OR DONATED. MARKS, MEASUREMENTS, GROSS WEIGHT AND VALUE ON THIS MUST BE MENTIONED. A QUESTIONNAIRE IN THIS RESPECT WILL BE DELIVERED TO STAND THROUGH TRCL BEFORE END OF THE FAIR.

13. DECLARATION OF CONSUMED GOODS AFTER THE FAIR

THERE ARE ONLY A FEW ITEMS, WHICH CAN BE DECLARED "CONSUMED". FOR EXAMPLE: WOODEN PANELS, STANDS FOR PROSPECTUS CANNOT BE DECLARED AS "CONSUMED" . THIS KIND OF GOODS HAS TO BE RETURNED OR MAY BE DONATED AND MUST BE RE-PACKED IN THE ORIGINAL PACKING AFTER THE FAIR. THEREAFTER, THEY WILL BE TRANSPORTED TO CUSTOMS WAREHOUSE FOR FINAL CUSTOMS CLEARANCE.

AFTER THE EXHIBITION, CARGO WHICH HAS NOT BEEN DECLARED AS RETURNED, SOLD OR DONATED MUST BE RETURNED TO CUSTOMS WAREHOUSE, OTHERWISE FULL CUSTOMS DUTIES AND TAXES PLUS PENALTIES MUST BE PAID.

14. VALIDITY OF CUSTOMS TEMPORARY DECLARATION

VALIDITY OF TEMPORARY CUSTOMS DECLARATION AND STORAGE OF GOODS AFTER THE FAIR, ACCORDING TO CUSTOMS LAWS AND REGULATIONS, IS **4 MONTHS FROM THE DATE OF ARRIVAL OF SHIPMENT IN THE COUNTRY.** A REQUEST FOR EXTENSION OF DELIVERY ORDER FOR ANOTHER 30 DAYS IS POSSIBLE UPON PAYMENT OF EXTENSION CHARGES. EXHIBITORS HAVE TO SEND A REQUEST IN WRITING TO **TRCL** , BUT PLEASE NOTE THAT CUSTOMS HAS THE RIGHT TO EITHER ACCEPT OR REFUSE THE EXTENSION REQUEST. EXTENSION REQUEST MUST BE SENT 30 DAYS BEFORE EXPIRATION OF THE 4 MONTHS PERIOD. IF WITHIN THE ABOVE MENTIONED PERIOD OF TIME THE GOODS HAVE NOT BEEN DEFINITELY CUSTOMS CLEARED OR RETURNED TO ORIGIN, THE CONFISCATION COMMITTEE WILL DECLARE THE GOODS AS CONFISCATED CARGO WITHOUT FURTHER NOTICE.

**15. WAREHOUSING AFTER THE FAIR**

DUE TO LACK OF COVERED WAREHOUSE SPACE AFTER THE FAIR, GOODS (EVEN VERY SENSITIVE ONES) ARE KEPT IN OPEN WAREHOUSING SPACE. SO,IF YOUR SHIPMENT IS VERY SENSITIVE AND NEEDS SPECIAL COVERED AREA, PLEASE CO-ORDINATE BEFOREHAND WITH **TRCL** TO ARRANGE COVERED WAREHOUSING SPACE AT YOUR OWN EXPENSE . THIS IS WHY WE SUGGEST TO HAVE YOUR GOODS EITHER CUSTOMS CLEARED OR RETURNED TO ORIGIN AS EARLY AS POSSIBLE IN ORDER TO AVOID THIS PROBLEM.

ALL EXHIBITORS , WHO INTEND TO USE EMBASSY GUARANTEE LETTER

MUST SEND A LETTER TO THEIR RESPECTIVE EMBASSY IN TEHRAN INFORMING THEM OF THEIR PARTICIPATION AT THIS EXHIBITION, AND ALSO NOMINATING TRCL AS THEIR SITE FORWARDER FOR SAID EXHIBITION THEY MUST SEND THEIR REQUEST TO THEIR EMBASSY AT LEAST 6 WEEKS BEFORE THE START OF THE EXHIBITION IN ORDER FOR THEIR EMBASSY TO HAVE ENOUGH TIME FOR THE NECESSARY PROCEDURE AT THE IRANIAN FOREIGN MINISTRY.

**EXAMPLE “B”**

!!! (This-Power-of Attorney is necessary if Embassy Guarantee cannot be obtained.) !!!

DATE & PLACE

TO WHOM IT MAY CONCERN

SINCE OUR COMPANY (RUFFINATTI, C/O:QODS MACHINERY) IS GOING TO PARTICIPATE IN THE **IRAN CONMIN 2010** TO BE HELD DURING **July 05 – 08. 2010**, WE HEREBY APPOINT MESSRS **TRCL - TEHRAN RAKHSH CO. LTD.** WITH FULL AUTHORITY TO PERFORM ALL RELATED CUSTOMS CLEARANCE AFFAIRS, SUCH AS TEMPORARY IMPORT, PASSAVANT OR TRANSIT OF GOODS TO BE EXHIBITED, AS WELL AS RETURN OF THE GOODS, PAYMENT OF NECESSARY CUSTOMS DUTIES IN ALL CUSTOMS IN IRAN, ALSO TO PERFORM OTHER LEGAL AND OFFICIAL PREPARATIONS, TO SIGN ALL NECESSARY DOCUMENTS AND PAPERS, AND TO ARRANGE REFUND OF ALL THE DEPOSITED AMOUNTS PAID.

BESIDES HANDING OVER THE CLEARED GOODS AND THEIR RETURN TRANSPORTATION TO THE PLACE OF ORIGIN AND PERFORMING ALL PROCEDURES AS PER CUSTOMS ACT AND ITS EXECUTIVE ARTICLES OF ASSOCIATION.

AT THE SAME TIME, WE HEREBY REQUEST TO CUSTOMS AUTHORITY OF FAIRGROUND FOR CALCULATION OF CUSTOMS DEPOSIT FOR TEMPORARY CUSTOMS DECLARATION BASED ON 1 TIME VALUE PLUS DUTY & TAXES MAX. 150% OF TOTAL CIF VALUE FOR OUR EXHIBITS INSTEAD OF THE USUAL 3 TIMES THE VALUE PLUS DUTY & TAXES.

SIGNATURE & STAMP

ATTESTATION OF NOTARY PUBLIC

**NOTE: THIS FORM MUST BE LEGALIZED BY
NEAREST IRANIAN CONSULATE**

