



GENERAL SHIPPING-GUIDELINES

„RUSSIAN FEDERATION“

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1.0 GENERAL INFORMATION

As the official and exclusive freight-forwarder appointed by the organizer, Danzas Messen GmbH is responsible for the complete movement of all cargo at the exhibition ground, including customs procedures. No other forwarder is allowed to handle consignments at the fairground.

This manual will assist you with the preparation of your shipment. Please read the following paragraphs carefully.

Especially customs clearance in Russia still is a sometimes very complicated matter, but if you follow the instructions, a fairly straightforward procedure.

It is important that you inform us or our agents well in advance before shipping. Shipments arriving at destination without prior notification will inevitably be delayed or incur additional charges.

Danzas Messen GmbH will not be responsible or liable for non-delivery, delays or additional charges incurred for shipments arriving without prior notification.

PRE-ADVISE

Once all the required documents are completed please immediately send your pre-advise including your handling-instructions to:

**Danzas Messen GmbH
Carl-Benz-Straße 39-41
60386 Frankfurt / Germany**

**Fax: +49/69/416410
E-Mail: ralph.urspringer@dhl.com**



2.0 MODE OF TRANSPORTATION

ALL SHIPMENTS MUST ARRIVE "FREIGHT PREPAID"

DEADLINES: PLEASE REFER TO OUR INSTRUCTION SHEET

CONSIGNEE-ADDRESS: PLEASE REFER TO OUR INSTRUCTION SHEET

2.1 ROADFREIGHT

For most exhibitions we or our agents can offer a consolidation service. Please contact us or our agents for details. We use only dedicated vehicles for the transport to an exhibition. In case you arrange your own transport, we strongly recommend **NOT** to use consolidation services mixed with regular cargo. If you still decide to do so, please make sure that trailer is booked with a separate drop (preferably the first) directly at the fairground. All road-shipments must arrive directly at the fairground. Arrival at another terminal may result in delays and extra charges.

2.2 AIRFREIGHT

Please send your shipment as IATA Direct airfreight only. We can only handle shipments arriving on a single MAWB. **DO NOT** issue any HAWB's. **DO NOT** use any airfreight consolidation services. Consolidation shipments may arrive addressed to another airfreight-agent. We are not able to customs clear and release such shipments.

2.3 COURIER-SHIPMENTS

Please **DO NOT** send your shipments by Courier or Express Companies (e.g. UPS, TNT, FedEx or even DHL-Express!). They usually offer a door-to door-service but will not be able to customs clear your exhibition-shipment, especially when it comes to temporary import. Our influence on the customs clearance is very limited.

In the past it has happened more than once that exhibitors ended up without their shipments at the stand. In your own interest, please only use mode of transportation as outlined in items 2.1 and 2.2.

Danzas Messen GmbH will not be responsible or liable for non-delivery, delays or additional charges incurred if you sent your shipment by courier.



3.0 DOCUMENTATION

PLEASE ENSURE THAT ALL DATA (CONSIGNEE-ADDRESS, WEIGHTS, VALUES ETC.) IN THE DOCUMENTATION ARE ABSOLUTELY IDENTICAL!

3.1 TRANSPORT DOCUMENTS

The following documents are required for transportation of your shipment :

ROADFREIGHT: CMR + CARNET TIR

AIRFREIGHT: MASTER AWB (STRICTLY NO HOUSE AWB)

3.2 PROFORMA-INVOICES

Please use only our proforma-invoice forms. We will provide you with excel-data files. These must be filled in and returned to us in the same way. **Please send all invoice-drafts latest two weeks prior to shipping for checking and translation.** Invoices must be translated into Russian. Please leave a blank line for the translation into Russian. We can offer our translation service (against fee) for that purpose.

SEPARATE INVOICES MUST BE ISSUED FOR TEMPORARY AND FINAL IMPORT

- | | |
|-------------------------------------|------------------|
| • Exhibits/Models | Temporary Import |
| • Stand fitting-material | Temporary Import |
| • Tools | Temporary Import |
| • Printed Matter (Brochures) | Final Entry only |
| • Promotional Material (Give-aways) | Final Entry only |
| • Consumable Material (Tape etc.) | Final Entry only |

ORIGINALLY STAMPED AND SIGNED PROFORMA-INVOICES MUST BE ATTACHED 5-FOLD TO THE TRANSPORT DOCUMENTS

HOW TO CREATE A PROFORMA-INVOICE PLEASE REFER TO OUR "GUIDE TO THE CORRECT PROFORMA-INVOICE"



Russian customs operate a minimum value system which applies to both **temporary** and **final entry** items. These minimum values are frequently altered without any notice. Danzas Messen GmbH has got no influence on this practice which has become a real nuisance to many exhibitors in recent years. One striking example is the final import of catalogues. At the time of issue of these guidelines their minimum value is assessed with 10,00EUR per kg, subject to 15% customs duties and 18% VAT. Considering this and for you to save money we strongly recommend to reduce the shipping of printed matters and promotional materials to the quantities actually being distributed during the exhibition. Once declared for final import such goods **MUST NOT** be returned.

DO NOT SEND ANY GOODS WHICH ARE NOT DECLARED IN THE PROFORMA INVOICE

SMUGGLING IS CONSIDERED TO BE A SERIOUS OFFENCE IN EVERY COUNTRY

If any undeclared items are found during customs inspection your shipment will be confiscated by customs. Heavy fines imposed by Russian customs will be the consequence and you may end up without your shipment at the stand. If undeclared items are found during customs inspection at the border the truck will be blocked by customs and it is likely that it will not reach the exhibition in time. Not only your shipment but also other exhibitors' shipments will be affected. Danzas Messen GmbH will **NOT** be responsible or liable for non-delivery, delays or additional charges incurred. All incurred extra charges and fines will have to be paid by the relevant exhibitor.

Do not send any kind of foodstuff, beverages, tobacco for your own use or hospitality purposes. Good quality local or imported Western products are easily available in the shops. We strongly recommend to purchase your requirements locally.

3.3 CARNET ATA

The use of ATA Carnet in Russia is still an exception but is becoming more and more common practice. We still strongly recommend the use of proforma-invoices for customs clearance. Nevertheless and under certain conditions it may be more advisable to use ATA Carnet.

Please advise us if you wish to send your shipment under ATA Carnet. We will then make a case by case recommendation if it is more advisable to use ATA Carnet instead of proforma-invoices.

DO NOT SHIP UNDER ATA CARNET WITHOUT OUR CONFIRMATION



4.0 IMPORT RESTRICTIONS / LICENSING

Various commodities are subject to import restrictions, licensing or certification by Russian State Authorities. This does not only apply for permanent but also for temporary import items. Amongst the commodities under special scrutiny the following commodities can be found:

- **Telecommunication Equipment**
- **CCTV and Surveillance Equipment**
- **Military Equipment (also Dual Use!)**
- **Alcoholic Beverages (wine and spirits)**
- **Tobacco Products**
- **Foodstuff (especially fresh meat and fish)**
- **Food Ingredients**
- **Wood and Wooden Products**
- **Refrigeration and Deep-Freeze Units**
- **Media (CD ROM's, DVD's)**
- **Pharmaceuticals and Medical Equipment**
- **Beauty Products/Cosmetics**

PLEASE ALSO REFER TO OUR SPECIAL INFO-SHEETS

5.0 CASE MARKING AND PACKING

We cannot put too much emphasis on the importance of all packing being of the highest standard. All cases and packages should be constructed to withstand extensive handling and where required repacking, we would advise against the use of cardboard cartons and strongly recommend that bolted returnable type cases are used. While initially they may be expensive we know from experience that short cuts can prove to be false economy.

If your cases are locked, please make sure that one set of keys is handed over to us with the documents during the collection of your shipment. Please also make sure that your own on-site representatives will also have another set of keys with them.

ALL CASES MUST BE CLEARLY MARKED ON AT LEAST TWO SIDES:

NAME OF EXHIBITION :
HALL NO./STAND NO. :
EXHIBITOR/CO's NAME :
CASE NO. : (e.g.: 1/6; 2/6; 3/6; etc.)
MEASUREMENTS :
GROSS & NET WEIGHT :

HEAVY AND OVERSIZED CASES MUST BE MARKED WITH LIFTING POINTS AND CENTRE OF GRAVITY.



6.0 HANDLING OF EMPTIES

Only the official on-site forwarder is allowed to handle your empty packaging during the exhibition. Please make sure that empty packing material which you need to be stored during the exhibitions has our Danzas empties labels stuck on it. Labels will be provided by our on-site delegation office. Empties without labels are considered to be garbage and will be removed by the cleaning companies. In your own interest do not keep any tools, unused material, valuables etc. inside your empties. Danzas Messen GmbH will not take any responsibility for loss or damages for items left inside your empties. In case you require storage of your material during the exhibition, please contact our on-site office. Empties will be returned as quickly as possible after the closing of the exhibition.

7.0 DURING THE EXHIBITION

Danzas Messen GmbH staff or representatives of our on-site agents will contact every exhibitor during the exhibition to receive in writing forwarding/disposal instructions to advise all necessary formalities for the return-transport.

8.0 SALE OF GOODS

Sale of temporary items directly from the stand is strictly prohibited and considered to be a serious violation of Russian law and subject to heavy fines.

A change from temporary customs regime to final import under the specialized customs procedures of exhibition customs is no longer possible.

Especially the sale to an officially registered Russian company and subsequent change of temporary import into final import is no longer possible. This is a fundamental change to common practice in previous years.

Temporary items cannot be donated or otherwise disposed of, not even against payment of customs duties and VAT.

ALL ITEMS DECLARED FOR TEMPORARY IMPORT MUST BE RE-EXPORTED AFTER THE EXHIBITION

Please take this into consideration when preparing your exhibition shipment



9.0 END OF EXHIBITION / RETURN TRANSPORT

It is the exhibitor's responsibility, even if we provide extra labour for the re-packing to ensure that all items are re-packed into the same cases as on the inbound. It is advisable that exhibitor carries a copy of the proforma-invoice with him.

Items declared for consumption (catalogues, give-aways, consumable materials) **MUST NOT** be re-packed. All of these items must stay in Russia. Re-export is not possible.

Exhibitors leaving the exhibition-site before the closing of the show, leaving their exhibits behind, do this at their own risk. Danzas Messen GmbH will arrange for labour to re-pack the cases at the expense of the exhibitor. Danzas Messen GmbH will not accept any responsibility or liability for subsequent damages or losses to the shipment.

Upon written order by the exhibitor we can arrange for security storage after the exhibition until re-loading.

All cases must be clearly marked with our Danzas return-labels in order to enable us to identify your cargo. Labels will be provided by our on-site delegation office.

It may be possible that due to Russian customs procedures the dispatch of your return-shipment may be delayed. It also may be possible that due to the Russian minimum value system the value of temporary items may be considerably increased and as a result a convoy may be required for your return trailer. Convoy charges are not included in the on-site handling tariff and are to be borne by the exhibitor.

Please consider this information if you make your own arrangements for return-transport. Please arrange for return-trailers only in co-ordination with Danzas Messen. In order to avoid unnecessary demurrage of the vehicle.

10.0 ON-SITE HANDLING CHARGES

On-site handling charges will be calculated as per our relevant on-site handling-tariff.

Danzas Messen GmbH reserves the right to demand an advance-payment for all on-site services including Russian customs duties and VAT and freight-charges. Furthermore Danzas Messen GmbH reserves the right to demand a deposit as a bond in order to avoid violation of the relevant Russian customs regulations. After the exhibition both amounts will be balanced towards the final invoice, including possible unforeseen expenses and fines. Excess amounts will be refunded.

11.0 SPECIAL INFORMATION

IN ADDITION TO OUR GENERAL SHIPPING-GUIDELINES PLEASE REFER TO OUR INFO-SHEETS FOR SPECIALIZED EXHIBITIONS:

- **FOOD AND DRINK EXHIBITIONS**
- **TELECOMMUNICATION EXHIBITIONS**
- **TEXTILE EXHIBITIONS**
- **FUR EXHIBITIONS**
- **COSMETICS AND BEAUTY EXHIBITIONS**
- **WINE AND SPIRITS**

12.0 INSURANCE AND LIABILITY

The forwarder's custody liability ends with the delivery of the consignment to the exhibitor's stand or as close as possible even if the exhibitor or his representative is not present. For the return transport the liability begins with the collection from the stand even if the transport documents were handed over to the forwarder before.

All Services are undertaken by us at owner's risk. We are also not liable for rented workers and technical equipment.

Every exhibitor should make certain that all shipments are covered by a fully comprehensive insurance policy from the time of dispatch from their works until the return to their works after the exhibition or until delivery to a buyer or another destination. We do not cover this insurance automatically. If you want us to arrange for this insurance, we require a written order prior to shipping. Rates and premiums are available on request.

In case of any damages or losses the exhibitor must immediately specify his claim in writing to our on-site office or responsible Danzas branch.

We operate exclusively in accordance with the latest version of the Allgemeine Deutsche 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.

Court of Jurisdiction: Frankfurt/Main, Germany

Subject to short term alterations.