



Caspian Freight Services LLC  
Azadliq ave. 150/152  
Baku AZ-1106, Azerbaijan  
Company Reg. No. 0102-A1-1274  
Tel: +994 12 418 74 48  
Fax: +994 12 436 14 67  
E mail: info@cfs.

## **Azerbaijan – General Exhibition Shipping Instructions 2009**

### **Shipping Instructions For Consignments Sent Direct To Baku**

As the official and exclusive site handling and customs clearance agent, appointed by the organizer ITE / ITECA CASPIAN, Meritex International 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.

#### **1. ARRIVAL DEADLINES**

Please make sure your consignments arrive in Baku at the latest by:-

- **Road Freight**                      **2 working days before the start of the build-up**
- **Air Freight**                        **5 working days before the start of the build-up**

#### **2. CONSIGNEE INSTRUCTIONS**

Please make sure all transport documents, either CMR's or AIRWAYBILLS are consigned as follows: -

**Caspian Freight Services LLC**

**( name of exhibition )**

**Azadliq ave. 150/152**

**Baku 1106 / Azerbaijan**

**Tel: + 99412418 74 48/ Fax: + 99412436 14 67**

**Mobile : +994 50 322 2727**

**E-mail : [info@cfs.az](mailto:info@cfs.az)**

**[account@cfs.az](mailto:account@cfs.az)**

**Notify party: Caspian Freight Services / Jeyhun Kerimov**

**Second Notify party: Meritex International Ltd**



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All freight must arrive at the exhibition site or the airport in Baku "Freight Paid". We cannot accept cargo which arrives on a freight collect basis without prior notification and agreement. Please don't write any information about payment for air transportation. Please write only "**As agreed**"

Please make sure that all shipments are notified in advance to Meritex International Ltd in the UK to avoid possible delays and surcharges in Baku. Failure to notify Meritex may result in penalties.

**Meritex International Ltd**

**Tel : +44 1392 454999 / Fax : +44 1393 454998**

**e-mail : [Paul@meritex.co.uk](mailto:Paul@meritex.co.uk)  
[eve@meritex.co.uk](mailto:eve@meritex.co.uk)**

### **3. TRANSPORT BY COURIER & HAND CARRY**

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 use road or airfreight mode of transportation only.

Meritex International will not be responsible or liable for non-delivery, delays or additional charges incurred if you sent your shipment by courier or hand carry them.

### **4. DOCUMENTATION**

Special invoice forms need to be completed for both temporary and permanently imported goods, see attached examples.

It is essential that this format is used and that the forms are carefully filled in with all columns completed. Each item in each case must be listed, together with a BTN number (Brussels-Nomenclature of Customs Tariff



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Codes), the net and gross weights per item and a value per item in US dollars. If you are in any doubt, please contact our offices.

#### Temporary Import

These are goods such as stand fittings / exhibits / photographs & display panels. They are imported into Azerbaijan under a customs bond and at the close of the exhibition all temporary import goods will be re-exported.

#### Consumable Import

These are goods such as brochures, advertising material, souvenirs and giveaways. Azeri import duties and vat will be paid on these items on import, and charged onto the exhibitors at cost plus 10%.

Please note in order to arrange clearance of **food, beverage, medicines, fur & leather items** you need to issue **Certificate of Origin** and send along with the consignment.

ATA Carnets are not accepted in Azerbaijan at present.

### **5. IMPORT RESTRICTIONS**

Under no circumstances should exhibitors ship alcohol, tobacco or excise goods. These items can all be sourced locally. Even small quantities of lighters, matches etc. are due to be classified as hazardous cargo. If the forwarder is given hazardous cargo without any relevant indication, the shipper is held responsible for any claims even if not caused by themselves. These items can all be sourced locally.

### **6. PACKING AND MARKING**

It is for your own best interest that all shipments for both road and air, are properly packed into robust wooden cases. The shipment of any goods in cartons is not recommended especially for goods which have to be returned after the exhibition. We have to refuse all claims about damages resulting from insufficient packing. Each case must be clearly marked as follows:-

*Exhibition name*

*Exhibitors name*

*Hall / stand number*

*Baku / Azerbaijan*

All business is transacted subject to the standard trading conditions of the British International Freight Association (2005 edition), a copy of which is available upon request



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Increasingly countries are adopting the ISPM15 standards for wood packaging therefore we recommend all wooden crates and packaging conform with this standard.

## **7. TIR PARKING**

All international trucks are directed to controlled terminal parking areas. Transit papers are then sent forward to Baku central customs from where the consignee is contacted. Most terminals charge a minimum of 80.00 AZN for first day & 15.00 AZN per day thereafter. These charges if not paid by the carrier will be passed on @ cost +10% against official receipts.

## **8. SELLING OF GOODS**

Sales of exhibits are possible only to a local registered and licensed company by a written contract. Sales to private persons and against cash payment is strongly forbidden. The 'final customs clearance' of the sold goods must be arranged by the buyer directly. Until the buyer has finalised all customs procedures and paid all duties, vat and other customs – charges, the goods have to be stored at customs warehouse at the exhibition site. Until the arrival at the buyers storage the sender / exhibitor is responsible for the consignment against Meritex International and the responsible customs office!

## **9. AT THE END OF EXHIBITION**

Meritex Staff or our local agent will contact each exhibitor during the exhibition to receive his disposal / forwarding instructions. **Please do not leave the exhibition without any written handling – instructions to us! Please don't leave your stand before give back all exhibition goods the company ( Meritex or Caspian Freight Services staff).**

Exhibits must be repacked into the same cases as they arrive at the fairground. It is in the responsibility of the exhibitor to make sure that all items are re-packed correctly and according to the import packing lists / invoices.

**Permanent imported exhibition goods (catalogues, advertising materials, etc.) are not allowed to get returned.**



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**The return consignment must coincide with the details mentioned on the customs documents to avoid any problem at the customs procedure!**

#### **10. INSURANCE**

We strongly advise that shipments should be insured against all risks, whilst in transit to and from Baku, and whilst on site at the exhibition. We do not cover this insurance automatically. If you want us to arrange it please send us a written order well in advance.

Damages/Lost has to be claimed in writing to our exhibition – office immediately after they have been noticed. Claims at a later date can not be accepted.

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**Caspian Freight Services &  
Meritex International Ltd / January 2009**