



## **Azerbaijan – General Exhibition Shipping Instructions 2011**

### **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 Ltd and their local daughter company, Caspian Freight Services, are responsible for the complete movement of all cargo at the exhibition ground, including customs clearance procedures. No other forwarder is allowed to handle consignments at the fairground.

#### **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**

#### **CONSIGNEE INSTRUCTIONS**

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

Caspian Freight Services LLC

( *name of exhibition* )

Baku Exhibition Centre (BEC)

H.Aliyev Ave., Surakhany District

AZ 1128, Baku, Azerbaijan

Tel: + 99412418 74 48 / Fax : +99412450 99 99

Mobile : +994 50 322 2727

Notify party: Caspian Freight Services / Jeyhun Kerimov

All freight must arrive at the exhibition site or the airport in Baku "Freight Pre-Paid". We cannot accept cargo which arrives on a freight collect basis without prior notification and agreement.



**IMPORTANT: If possible, please do not mention any freight amount on the AWB. Please only mention '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.

Meritex International Ltd

Tel : +44 1392 454999

Fax : +44 1393 454998

Email : [eve@meritex.co.uk](mailto:eve@meritex.co.uk)

[paul@meritex.co.uk](mailto:paul@meritex.co.uk)

#### **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 if it is a temporary import.

In the past it has happened more than once that exhibitors have ended up without their shipments on the stand. In your own interests please use a 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 send your shipment by courier or hand carry them.

#### **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



Codes), the net and gross weights per item and a value per item in US dollars or euros. 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 a **Certificate of Origin** and send it along with the consignment. **Please do not send these items without prior notification to Meritex.**

ATA Carnets are not accepted in Azerbaijan at present.

### **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 a 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.

### **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 will be returned after the exhibition. We have to refuse all claims resulting from insufficient packaging. Each case must be clearly marked as follows:-

*Exhibition name*

*Exhibitors name*



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

### **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 the 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.

### **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 strictly 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 will remain stored at the Caspian Freight Services warehouse. Payment of storage charges will be billed locally by Caspian Freight Services to the Azerbaijan buyer.** Until the consignment is customs cleared and all the charges paid, the sender is responsible and will be charged for any return movement if required.

### **AT THE END OF EXHIBITION**

Meritex Staff or our local agent will contact each exhibitor during the exhibition to receive their disposal / forwarding instructions. **Please do not leave your stand before notifying and handling back your consignment either a Meritex or a CFS representative.**

Exhibits must be repacked into the same cases as they arrived at the fairground. It is 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 be returned.**

**The return consignment must match the details mentioned on the customs documents to avoid any problems with customs procedures.**

### **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. If you want us to arrange please send us a written order well in advance.

Damages or loss have to be notified immediately, and a police report completed on-site. Claims at a late stage cannot be accepted.

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### **Caspian Freight Services & Meritex International Ltd / December 2010**



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