



**Meritex International Freight Services Ltd**  
Worldwide Exhibition Shipping

# **Russia & CIS Countries**

## **Shipping Instructions**

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## Shipping Instructions for Russia & CIS Countries

These instructions are aimed at exhibitors shipping exhibition goods to events in Russia and CIS countries from the UK. If you need further clarification or if this document does not answer your query, please contact us directly and we will be happy to assist.

Please note: Customs clearance in Russia is more complex than shipping within the EU, therefore please read the following instructions before despatching your goods to ensure the process runs as smooth as possible for you.

### 1. QUOTATIONS & ORDERING

#### How do I get a quotation? What information do I need to give Meritex?

You can either contact us directly to talk to our experienced team who will be happy to discuss your requirements, complete our online form at [www.meritex.co.uk](http://www.meritex.co.uk), or email us the following information so we are able to respond with a tailored quotation:

- ✗ Dimensions of shipment (Length x Width x Height each in cm, and total m3)
- ✗ Weight (Kgs)
- ✗ No. of pieces
- ✗ Value
- ✗ List of contents
- ✗ How it will be packed
- ✗ Collection point

We appreciate you may not always know the accurate measurements and weight before the deadline dates, however please let us know as much information as possible so we can provide you with a provisional quotation.

#### Once I am happy with the quotation, what happens next?

Please complete, sign and fax back the Authorisation Form found in the information pack to confirm your order. This form can also be downloaded from our website. Please note we cannot process your order until we have received this. We can now arrange your collection/delivery and work with you to prepare the paperwork and translations.

### 2. TRANSPORTATION

#### Is using a courier an option?

No. Please do NOT send your cargo by courier, e.g. FedEx, UPS, since these companies are unable to clear your cargo through customs (other than documents and printed matter). If you send your shipment by courier, Meritex will not be responsible or liable for non-delivery, delays, or additional charges incurred.





### **How do we get our goods to the event?**

You will receive a letter with the information pack detailing the shipping deadline usually for AIR FREIGHT. In certain circumstances, we can offer a ROAD FREIGHT service to Russia/CIS Countries direct to the exhibition site. In such cases, a deadline date will be given when this option is viable. Deadline dates for most shows can also be found on our website. We will also give you a Documentation deadline.

Once you have returned the Authorisation Form, we will contact you to discuss your collection or delivery preferences.

**Collection:** We can arrange collection of your freight from anywhere within the UK. Please let us know in advance if you would like Meritex to collect from your chosen location prior to the shipping deadlines.

**Delivery:** You may prefer to arrange your own delivery to our UK warehouse. If you choose this option, please notify us by returning the enclosed 'Pre-advice Delivery Form' **24hrs** before expected delivery. Our UK warehouse address is:

Meritex International Freight Services Ltd  
C/o MPCo  
Chessington Industrial Estate  
Davis Road  
Chessington  
Surrey KT9 1TT  
United Kingdom

## **3. DOCUMENTATION**

### **Which documentation do I need to complete?**

Please send the following draft invoices by the given documentation deadline (one week prior to the shipping deadline) for Meritex to check, translate and gain approval from Russian customs clearance. Templates can be found in the information pack or on our website.

#### **i) Packing Lists/Proforma Invoices – Temporary Import & Definitive Import**

Please note - separate invoices must be issued for temporary and definitive (final) import i.e.

- *Temporary Import* is for goods returning at the close of the show
- *Definitive Import* is for consumable goods, or items remaining in the country after the event

Examples:

Exhibits/Models = Temporary Import

Stand fitting-material = Temporary Import

Tools = Temporary Import

Printed Matter (Brochures) = Definitive/Final Entry only

Promotional Material (Give-aways) = Definitive/Final Entry only

Consumable Material (Tape etc.) = Definitive/Final Entry only

**IMPORTANT: Please ensure that you do not send ANY goods which are not declared on the packing list/proforma invoice. If any undisclosed items are found by Russian customs authorities, the total consignment will be confiscated and large fines may be levied.**



## Guide to Packing Lists/Proforma invoices

Please follow these guidelines on how to produce a packing list/proforma invoice. Failure to follow this simple guide may result in unsuccessful customs clearance. If you have any questions, Meritex are at hand to provide you with advice and assistance.

### Definitive or Temporary status

- ✗ You cannot change the status of your goods once the declaration has been made to customs. Please check the above guidelines for definition/examples of each.

### Description of Goods

- ✗ The description of the items must be clear and understandable to non-experts.
- ✗ A detailed description of each item is required.
- ✗ Do not use any specialised terms or abbreviations.
- ✗ Electrical appliances/tools etc. require kind, trademark, type, and serial numbers (e.g. Coffee-Maker, BRAUN, XS1000, and s/n: 08/15).
- ✗ List product material e.g. wooden flooring, plastic cutlery, plastic bags, and cotton bags.
- ✗ List accessories (pieces, packed loose and separately from the machine, but belonging to it) but no need to specify individual customs codes, weights and values.
- ✗ List contents of toolboxes and office stationery as individual items.

**Technical data-sheets** with detailed description and range of application in Russian language are required from customs for any kind of products out of

- 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 and precision instruments and further products

### Packing Units

- ✗ Use the exact description of the packing unit e.g. carton, case, crate, wooden crate, metal box, piece (for loose items).
- ✗ Number cases 1 of 3, 2 of 3, etc

### Quantity

- ✗ Use detailed description of quantity with **metric** measure of each item, e.g. 500 brochures, 50m<sup>2</sup> carpet, 5 litres paint, 50m cable.

### Dimensions

- ✗ Provide dimensions of each case in centimetres, e.g. 75cm x 25cm x 135cm

### Volume

- ✗ Provide volume of each case in cubic metres, e.g. 0.25m<sup>3</sup> (on above example = 0.75 x 0.25 x 1.35).

### Gross weight

- ✗ Provide gross weight of each case in kilograms (kgs) (weight including packing)

### Net weight

- ✗ Provide net weight of each case in kilograms (kgs) (weight excluding packing)





#### Value

- ✘ Value in **EURO only**, a zero value is not acceptable. Please note that Russian Customs have their own system of valuing goods. Should the declared value be lower than their own minimum value, duty and VAT will be calculated on the higher.

#### BTN codes

- ✘ This stands for “Brussels Tariff Nomenclature” and is an internationally accepted numerical system for uniquely identifying a commodity.
- ✘ Every product has an assigned unique **10-digit code**. We can help you complete this section.

#### ii) Additional Documentation - FOODSTUFFS

Please note that the following additional documentation is required for foodstuffs:

- ✘ Foodstuffs of animal origin:                      Veterinary Certificate + Certificate of Origin
- ✘ Foodstuffs of vegetable origin:                      Phytosanitary Certificate + Certificate of Origin

**Please contact Meritex in advance before shipping these items as some items have restrictions.**

#### 4. PACKING

##### How should I pack my goods?

We strongly recommend that all freight be packed into wooden crates or cases. All cases/cartons/pallets should be marked with the following:

Case number (1 of 3, 2 of 3 etc)  
Name of exhibitor  
Stand Number/ Hall Number  
Name of show  
Destination

All wooden packing material must meet ISPM 15 requirements, i.e. the timber should have been treated to eliminate all pests. Treated timber is usually marked as such. This is now a requirement under EU law for all packing materials entering or leaving Russia and The European Community.

#### 5. LABELLING

##### How should I label my shipment?

Each case/piece should be labelled. Please contact us and we will send you Meritex shipment labels, or if you prefer to use your own please include the following information:

Event Name  
City / Venue  
Company Name  
Stand Number  
C/o Meritex International Freight Services Ltd  
Case number (1 of 3, 2 of 3 etc)





## 6. CUSTOMS CLEARANCE

### Customs Duties on Consumable Goods

Import duty and VAT are paid on all consumable goods. The maximum value of consumable items permitted for any one exhibitor is EUR 5,000.00. Values beyond this are subject to additional declaration charges. Please note: these goods are for free distribution to visitors only, NOT for sale. Please be aware that Russian customs have minimum values for each BTN (commodity code) and will revalue consignments accordingly. Therefore, you should expect high duty & VAT payments on consumables. Please ask for more advice in this matter.

### Import Restrictions

Please note that several import restrictions apply and that certain goods are subject to **import licenses**, even for exhibition purposes. Import licenses for these goods must be applied for at least **six** weeks before transport. Please contact us before shipping such goods and under no circumstances ship these goods without the appropriate licenses. This applies to the following:

- 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

**Alcohol and tobacco** cannot be shipped to the CIS countries by roadfreight and are only allowed at exhibitions with special dispensation. Please call Meritex for advice before attempting to send excise goods.

**Stand supplies** such as tea, coffee, sugar, and general stand supplies are readily available close by all major exhibition sites in the CIS. To avoid excessive duties, delays in clearance and confiscation of such items, you are advised not to pack these items in your consignment.

## 7. INSURANCE

We strongly advise that you insure your consignment under an all risks policy. Meritex can arrange the cover for you if required for an additional charge. Please contact us for a quotation.

## 8. AT THE EVENT

### How do I contact you once we are at the event?

We will ask you to provide the contact details of your colleagues attending build-up, the exhibition and breakdown by sending you a 'Contact Details form'. This will also detail the Meritex representative's contact details whilst at the event. This is simply to ensure we are both able to contact each other for any reason regarding your shipment's journey. Meritex (or representatives) will be onsite during the full build-up, exhibition and breakdown of the event ensuring you are given a complete service.





### **When will our goods be delivered to our stand?**

Meritex/our agent will deliver your goods to your stand during build-up unless otherwise instructed. If you have any problems, please contact your Meritex representative.

### **How do we store our empty cases?**

Only the on-site official freight forwarder is permitted to handle your empty cases during the exhibition. Each case/crate must be labelled with the appropriate empty case labels supplied by the on-site official freight forwarder. They will then be stored securely until the breakdown.

## **9. SALE OF GOODS**

- ✗ It is considered a violation of Russian law to sell TEMPORARY items from the exhibition stand.
- ✗ It is not possible to change the status of your goods from TEMPORARY to FINAL once the declaration has been made to customs.
- ✗ TEMPORARY goods cannot be disposed of as a donation, or against payment of customs duties and VAT.
- ✗ All TEMPORARY items must be re-exported after the exhibition.

## **10. AFTER THE EVENT/RETURN OF GOODS**

### **When will we get our goods back after the event?**

During the event, Meritex/our local agent will visit your stand to discuss your return shipping instructions. Once the event has finished, your empty cases will be returned to your stand.

Please ensure:

- ✗ Goods are securely packed and labelled as detailed above.
- ✗ Goods are re-packed into the same cases as on the inbound journey.
- ✗ Items originally declared for CONSUMPTION (give-aways etc.) must not be re-packed to return. All these items must stay in Russia.

We will then collect the crates and return according to your instructions.

**IMPORTANT: Please do not leave your goods unattended at your stand prior to collection. Meritex/our agent will accept no responsibility or liability for subsequent damages or losses if these rules are not applied.**

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## **Terms of payment**

Under our standard trading conditions, invoices are payable immediately upon uplift of goods, unless credit terms have been agreed in advance. Return consignments will only be released upon full settlement of account.

### **How can I get more information on Meritex?**

Please contact Marketing at: *Meritex International Freight Services Ltd*  
*The Coach House, 20 Northernhay Street, Exeter, Devon, EX4 3ER*  
*United Kingdom, T: + 44 (0) 1392 454 999, F: + 44 (0) 1392 454 998*  
*Website: [www.meritex.co.uk](http://www.meritex.co.uk) / Email: [info@meritex.co.uk](mailto:info@meritex.co.uk)*

