



The 7th World Congress on Controversies in Neurology (CONy) 11 - 14 April, 2013 Istanbul, Turkey

Logistics services for inserts & exhibitors

"Hermes" had been nominated as the sole logistic agent for the CONy Congress. For handling services of participants' bags inserts & exhibitors shipments, you are kindly requested to follow the following shipping instructions:

General information

- Please note that Turkey is not part of the EEC
- Customs regulation are very strict , therefore make sure to follow all the instructions
- Please note each shipment must be pre-check with customs Office – therefore do not send any cargo before sending the cargoes full detailed and copy of the invoice
- Upon our green light the shipment can be send .Otherwise unexpected high additional charges and goods also may can not be cleared.
- We highly recommend not send shipment as road freight unless it is full load truck
- The organizer (Comtecmed) and the area provider (Swiss Hotel) has to provide a letters for each shipment to respective customs authorities, the format of the text will be based on the customs documents, therefore the text's will be send by Hermes to the organizer and the are provider to have original letters ready 2 days before cargoes arrive.

DOCUMENTATION FOR DEFINITIVE IMPORT

Commercial Invoice:

Commercial Invoice & Packing list (1 original + 1 copy)

EUR (for EEC countries originated shipments), Certificate of Origin (for non EEC countries only)

Literatures, consumables, giveaways:

Some giveaways might be subject to restriction, duties and taxes

Attached invoice forms are to be used for permanent import for each shipment

AWB - - CMR

Please consign shipment to :

GRUPTRANS ULUSLARARASI TASIMACILIK VE TIC. A.S. -Istanbul – TURKEY

Fabrikalar Cad., No : 1, Besyol – Florya – Istanbul 34295 - TURKEY

c/o (EXHIBITOR'S NAME – CONGRESS NAME)

Notify:

GRUPTRANS ULUSLARARASI TASIMACILIK VE TIC. A.S.

Tel.: +90 (212) – 426 27 28 / Fax : +90 (212) – 624 68 69

info@gruptrans.com

POWER OF ATTORNEY

Please see attached, company stamp and signature

PAYMNET CONFIRMATION AND BILLING DETAILS

Please see attached, with out this pre confirmation shipment will not be handled

MARKS AND PACKING:

Packing and Shipping instructions

- Place a sample of your insert on the package itself.
- Please mark on the package "Insert for CONy participants' bags."
- Number parcels, e.g: 1/1, 1/2, 1/4
- Note: Do not mix insert material with other material, such as display or exhibition, please mark clearly "Insert for Participants' Bags".
- Fumigation is required for all WPM (Wood Packing Material) Exhibits must be packed in accordance with the international transport standards. Shipping labels should appear as follows:
- Marking the boxes
Exhibition Name: _____ Gross weight: _____
Exhibitor's Name: _____ Net weight: _____
Hall / Stand No: _____ Case Nr/Total Nr of Cases: _____
- Invoice Values of courier shipments should not be higher than 20,00 euro - 25,00 euro
- Please marked on the invoice "sample"

DEADLINES:

- Documentation deadline 5 working days prior to goods arrival to destination
- Truck shipments: 28 March delivery date at HALKALI TIR CUSTOMS / TCDD
- Air shipments: 28 March delivery date at ISTANBUL ATATÜRK AIRPORT.
- Shipments should not arrive to any different port other than the ones listed above

Arrival is defined as the time of availability of the documents from the Carrier.

- **Swissôtel The Bosphorus Istanbul**

Delivery address

- Truck shipments: HALKALI TIR CUSTOMS / **TCDD**
- Air shipments: **ISTANBUL ATATÜRK AIRPORT (IST)**
Shipments should not arrive to any different port other than the ones listed above
- Advance ware house
GRUPTRANS International Transport & Trade Co. Inc.
Fabrikalar cad. no:1 Besyol Florya 34295 Istanbul TURK
Tel: +90 212 426 27 28 Contact Person : Mr. Murad FAKIR
- Directly to the venue
Swissôtel The Bosphorus Istanbul
Bayildim Caddesi No:2
Macka, Besiktas
34357 Istanbul

Please note the traffic restrictions during the day in Istanbul and also the limited working area at the hotel.

METHOD OF SHIPMENTS AND TARIFF

Currier shipments (**customs cleared**)

Shipment arriving to warehouse will be handled as follows:

- Received at the warehouse
- Storage
- Pickup from storage
- Unloading and delivery to the Congresses

**Handling tariff**

Up to 50 Kg	€ 195.00
51-100 Kg	€ 225.00
101-200 Kg	€300.00

Courier shipment directly to venue (customs cleared)**Shipment arriving to Swissôtel will be handled as follows:**

- Received at the hotel
- Unloading and delivery to the Congresses

Handling tariff (each CBM=333 KG)

Up to 50 kg	€150.00
51-100 kg	€200.00
Over 101 Kg	€200.00 +€ 100.00 per each CBM
of part off	

Airfreight**Shipment arriving to airport will be handled as follows:**

- Received at the airport
- Delivery to storage
- Pickup from storage
- Unloading and delivery to the Congresses

Base charge up to 200 KGS:	€uro 450,00
Per additional KGS:	€uro 1,36

Road freight**Shipment arriving customs point will be handled as follows:**

- Received at customs point
- Delivery to storage
- Pickup from storage
- Unloading and delivery to the Congresses

Customs clearance

Literature (brochures only) Promotional/ Give always	€375.00
Customs inspection	€ 75.00
Translation per page	€ 20.00
(Translation charge is valid for English-Turkish translations only)	
Communication, supervision forwarding fee	€130.00
Excluded duties and taxes as per outlay + 10% pre payments)	

Remarks

Ratio: each CBM = 333 Kg

All third party costs such as -but not limited to- Customs delivery order/Ordino, THC, port charges, customs storage charges, local transport, demurrages, overtime charges, duty, tax, vat etc. will be debited as per outlay plus 10% (min 40,00 Euro)

Goods have no possibility for return in any case.

On all documents exhibitor name, hall/ stand number and exhibition details must be indicated.

Late shipments arriving on or after the arrival deadlines may require special attention to ensure prompt delivery to show site. For those shipments,, tariff will be applied as 50% increased and exhibitors will be debited for any additional expenses which may occur.

we cannot be held responsible for late delivery of such shipments.

Surcharge

Normal working days 1700-24:00	Additional 35%
240:00-08:00	Additional 60%
Weakened and holidays	additional 75 %



For enquiries and further information
Please contact Mr. Motty Wizman
Email: mottyw@hermes-exhibitions.com
Tel: +972 8 914 6421

**Best Regards,
Hermes**

UMUMI VEKALETNAME

T.C. Gumruklerine adimiza gelmis ve bundan sonra gelecek olan mallari, gumruklerden ahz ve tesellume ve sevk etmeye, ihrac etmeye, adimiza intikal edilmiş ve edilecek olan mallarin gumruk muamelelerini yapmaya, Devlet Demir Yollari, Turkiye Denizcilik Kurumu, Liman Idareleri ve diger Resmi Daireler nezdinde ithal ve ihrac islemleri ile ilgili olarak bilumum isleri yapmaya, takip etmeye , dilekce vermeye , dilekceleri imzalamaya, Bankalardan akreditifle ilgili vesaikleri ve resmi dairelerden evraklarimizi almaya, vapur acentalarindan, nakliyeciler firmalardan ve Devlet Demir Yollarindan ordinolari almaya, navlun ve diger ucretleri odemeye, islerimizi takip etmeye, bu isler icin yaptigi odemelerde iade edilenleri tahsile, depozito yatirmaya, bakiyelerini tahsile , gereken formaliteleri ikmal etmeye , Gumruk , Liman ve Demiryollarindaki bu ihrac ve ithal ile ilgili alacaklarimizi tahsile, takip ve intaca, yukarida yazili ithal ve ihrac isleri ile ilgili vukuu muhtemel ihtilaflarda bizi temsile , itirazda bulunmaya, gumruk muamelelerini son dereceye kadar ifa ve ikmale, baskalarini da tevkil, tesrik ve azle mezun ve selahiyettar olmak uzere Ankara Emek kırım cad. no:36/1 de Mukim GRUPTRANS ULUSLARARASI TASIMACILIK VE TICARET A.S.'YI vekaletе yetkili olmak uzere vekil tayin eyledik.
Vekaleti veren:

THE TEXT OF THE POWER OF ATTORNEY

POWER OF ATTORNEY

We hereby give a general authorization to GRUPTRANS ULUSLARARASI NAKLIYAT VE TICARET A.S. to receive, deliver and transport all our goods which have already arrived or which will be arriving to the customs of the Republic of Turkey, to export or import all our goods by clearing them through the customs, to write petition, to sign petitions, to carry out all necessary import and export procedures at Turkish Railways, Turkey Denizcilik Kurumu port Authorities, and at all other Government Agencies, to receive documents concerning letters of credit from banks and documents from government agencies, to receive delivery orders from shipping agencies, State Railways, to pay freight and other expenses and follow our business to



collect the returns of the payments done by them, to pay deposits and to receive the remainders and complete formalities to receive our import and export claims from harbor customs and railways, to represent us in possible disputes with the above agencies, raise objection against these agencies, conduct to the upmost and complete customs formalities, to establish partnership, representation or dismissal of third parties.

Power of Attorney given by