

General information

Merkur Expo Logistics GmbH has been appointed by Kenes as the sole official freight forwarder, customs broker, and handling agent for **e- ins Istanbul 2025**

The services offered by **Merkur Expo Logistics GmbH** include:

- Transport, national and international
- Temporary or permanent customs clearances
- Coordination of deliveries, delivery time and slot management
- Unloading, delivery to exhibition-stands, forklifting
- Storage of empty boxes and crates during the event
- On-site assistance and supervision

Merkur Contact Details

Merkur Expo Logistics project manager

Patricia Zintel

E-Mail: patricia.zintel@merkur-expo.com

Mobile: + 49 (0) 170 2229525

Instructions shipments via warehouse

- The venue does not accept shipments that are sent directly
- **Merkur Expo Logistics GmbH**'s responsibility ends with the delivery of the exhibitor's consignment to the stand during the set-up phase, regardless of whether the exhibitor is present or not. Items remaining on the stands after the official dismantling time will be removed at the exhibitor's expense.
- You can arrange your shipment to the warehouse with any carrier or courier service or contact us to get a quote for door-to-door shipping. We recommend door-to-door service to avoid too many parties involved.
- No acceptance of consignments without prior notice / order form (Consignments without advance notice will be charged with additional costs or returned to the sender)

- All shipments are subject to customs clearance and must be accompanied by a commercial invoice for customs purposes. For shipments of high value that need to be returned after the event, we recommend opening a carnet in the country of origin.
- All shipments must be sent on a prepaid basis, Incoterm DDP (Delivered, Duties Paid).
- Handling costs according to official tariff.

Kindly note that 19 May 2025 Monday is holiday, Customs-offices are closed and sure there can be specific traffic restrictions in the city center.

Exhibition Timetable

Set Up	Wednesday, 21st May Exhibition Set-up- for all Booths	10:00 – 23:00 <i>* Safety Shoes are mandatory</i>
	Thursday, 22nd May DECORATION ONLY	10:00-17:00
Exhibition Opening		
	Thursday, 22nd May	18:30 – end of Networking Reception
	Friday, 23rd May	10:00-16:45
	Saturday, 24th May	10:30-17:00
Dismantling		
	Saturday, 24th May	17:30- 19:00 Quiet dismantling
		19:00-23:00 Real dismantling <i>* Safety Shoes are mandatory</i>

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

Services	Dates
Truck shipments	5 working days prior to stand delivery date at MURATBEY TIR CUSTOMS / Mirlog warehouse
Air shipments	5 working days prior to stand delivery date at ISTANBUL AIRPORT (IST).
Labeling information	E- ins 2025 – Booth-No. EXHIBITOR NAME

Courier shipments

- We strongly recommend sending your courier shipment to the advance warehouse only. Couriers face problems delivering shipments to the venue on a regular basis.
- We can only clear in our name FedEx, UPS, DHL Express and TNT Courier shipments. Please note that courier shipments cannot be cleared automatically by the courier companies but do require an importer of record. We will act as importers if required by providing our VAT registration number to customs. This service is chargeable, please check our tariff.
- courier company, number of pieces and tracking number.
- Courier charges for handover of import shipping documents € 155.00/ document.
- Shipments that arrive without pre-altered and payment confirmation will not be accepted.

Instructions direct deliveries

- Only full truckloads of stand construction materials can be delivered directly to the venue (subject to the confirmed time slot and only within the official set-up times)
- Due to the limited space and tight schedule, all unloading operations will be carried out exclusively by **Merkur Expo Logistics GmbH**.
- You can organize this transport yourself or contact us for a quote for the door-to-door trucking service.
- Please make sure that you register for a time slot for your truck within the specified deadlines
- All unloading and deliveries to the stand are organized by our team with a 3t forklift.
- Handling costs according to official tariff.

SHIPPING INSTRUCTIONS

Consignee on AWB - B/L - CMR and all customs documents must show:

CONSIGNEE Gruptrans Int'l Transport & Trade Co. Inc.

Ahi Evran Caddesi, No:6

42 Maslak, Ofis 3, Kat:3 No:2

34475 Maslak, Sarıyer, İstanbul/TURKIYE

C / O: (Exhibitor's Name – Hall / booth)

NOTIFY GRUPTRANS INT'L TRANSPORT & TRADE CO INC

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

All shipments must be pre-advised to Merkur

Patricia Zintel Tel.: + 49 (0) 6173 966 95 13

Cell: + 49 (0) 170 2229525

E-Mail: patricia.zintel@merkur-expo.com

with customs and transport documents & Oder form, prior dispatching of the shipment,

Please do not ship the goods prior to our green light 1

Please send documents no later than May 5th

All papers is to be pre-checked before packing,

Documents are to be pre-issued and pictures are to be taken before packing them, as the pictures are to be provided to customs,

The customs office may ask to change some descriptions or change HS codes for smooth clearance issues

1. GUIDE TO CORRECT DOCUMENTATION

- Invoice Nr/date, Model Name, Serial Numbers, Total Pieces, Total Weight, quantity, unit & total value (CIF Istanbul) is to be mentioned.
- Photographs of all items need to be sent via email.
- Invoices must be printed on the original company letterhead with original signature and stamp.
- Temporary & Permanent goods need to be packed separately due customs regulations.
- Do not send any goods that are not declared on Invoice. A wrong or misleading declaration may cause confiscation of the whole shipment.

2. TEMPORARY IMPORT

ATA Carnet - In section B of ATA Carnet, "GRUPTRANS" must be written, exhibition / event name must be indicated in the section C.

- Only in case "GRUPTRANS" is not written in section B of ATA carnet, a special POA will be an obligation. - This Power of Attorney must be approved by the local Chamber of Commerce issuing the ATA Carnet.

e-mail: providing the Ata Carnet excel, pictures of goods / model name / serial nr is an obligation

Commercial Invoice - Invoice (original). Our commercial invoice template is attached.

e-mail: providing picture of goods / model name / serial nr is an obligation

3. PERMANENT IMPORT (for promotional items only)

Commercial invoice - Invoice (original). Our commercial invoice template is attached.

- ATR/EUR/COO/DGR Certificate (Where Applicable)

- Some giveaways might be subject to restrictions or special permissions.

Therefore, please contact us with a detailed list of goods for approval before packing.

**e-mail: listing detailed description of product per line, unit price, customs tariff (HS CODES) is an

obligation, pictures of the products to confirm correct declaration **

International shipments / printed matter and bag inserts

- Shipments arriving without prior notice will not be handled
- Please do not send any restricted products or contact us to check whether your goods require further documentation.

Storage and empties

Empty boxes and packaging material are collected and stored safely during the exhibition. All boxes should be sturdy enough to be repacked and reused after the end of the congress. Empties are stored outside the Congress Center and are not accessible after collection. **Merkur Expo Logistics GmbH** cannot be held responsible for damaged or lost material in the empties. If you require accessible storage of promotional materials, please let us know seven days before the opening of the congress. Smaller quantities of storage material can be handed over to our employees on site.

Insurance

We strongly recommend that all exhibitors take out insurance to cover transportation to and from the exhibition, as well as during the exhibition and storage. Please note that **Merkur Expo Logistics GmbH** does not take out insurance unless requested to do so in writing. It is the exhibitor's responsibility to ensure that appropriate security measures are taken to guarantee the safety of any goods left on the stand. **Merkur Expo Logistics GmbH** is not liable for loss, theft, or misappropriation.

Basic contractual conditions

All services are invoiced according to the official Forwarding & Handling tariff and are based on advance payment, unless otherwise agreed. All work is subject to the German Forwarders' Terms and Conditions, CMR (latest version), ADSp Trading Conditions (latest version) and the **Merkur Expo Logistics GmbH** liability policy in conjunction with the conditions and tariffs for trade fair transportation. Further information can also be found on our website at www.merkur-expo.com. The liability of **Merkur Expo Logistics GmbH** ends with the delivery and begins with the collection of the freight at the exhibition stand. It is the exhibitor's responsibility to ensure the safety of the material until it is collected by **Merkur Expo Logistics GmbH**. Our invoices are due immediately after invoicing without further notice. Customers who are not known to us or with whom we have not agreed payment terms will be asked to pay our costs before the start of the event or on site during the event or before returning their exhibits.

Payment terms

- Invoices will be sent by e-mail only.
- The invoicing is per shipment.
- Full payment of the incoming handling charges must be received prior the delivery to the booth.
- The outgoing handling charges are payable immediately after receipt of our invoice.
- Payment can be made by credit card (VISA and MASTERCARD) or by wire transfer. Personal or foreign cheques are not acceptable.
- VAT will be added.
- 1,5% interest per month will be charged on overdue payments.
- Please notify “Merkur” immediately about any requirements relating to invoices.
- Please note that all payments are in €.

IMPORTANT INFORMATION FOR ALL EXHIBITORS/ STAND BUILDERS!!!

CUSTOMS CLEARANCE:

Below important points concerning trucks to be cleared at Turkish BORDERS ;

- a) ROAD / BULGARIA - KAPIKULE BORDER TURKIYE
- b) RoRo / Trieste ITALY – Istanbul Pendik Border TURKIYE

Only ATA CARNET shipments can be cleared directly at border.

Items under Invoice (consumables /permanents AND/OR Temporary) can NOT be cleared at border,

So do not load them into the same truck !

No issuance of T1 or T2 document for dedicated truck with only ata carnet cargo (ata carnet clearance 36 hrs at border)

Also no issuance of MRN, no other export declaration → **only ata carnet**

In case of arrival with T1 document or MRN, truck must drive to inland customs and unload complete cargo :

Groupage or any trucks with T1 / T2 or who issued MRN must be consigned to our company name and address only,

Means that haulier must unload and register their complete cargo manifest to Istanbul MURATBEY inland customs to close their T document as consignee = GRUPTRANS, this mainly takes m/m 1 x working day for the haulier ;

Afterwards we as consignee will be able to start our 1 x week clearance at MURATBEY inland truck customs.

Please send documents no later than May 5th

All papers is to be pre-checked before packing,

Documents are to be pre-issued and pictures are to be taken before packing them, as the pictures are to be provided to customs,

The customs office may ask to change some descriptions or change HS codes for smooth clearance issues

Serbia is not in EU and trucks should not leave EU and not cross via Serbia, as then it will be not possible to clear at the border, Because customs in Serbia taking all export pages from the ATA CARNET, Bulgaria Border cannot close the Ata Carnet which leads to very serious problems and delays all the customs procedure.

Sample Route : France – Germany – Austria – Hungary – Romania – Bulgaria – Türkiye / **Kapikule Border**

Or any EU country down to Italy / Trieste via RoRo to **Istanbul Pendik Border** / Türkiye

IMPORTANT for ATA CARNET ;

- ATA CARNET – must show GRUPTRANS as representative (section B) otherwise attached POA requested.
 - Serial numbers, clear description, model / brand name must be mentioned on ATA CARNET
- ATA CARNET excel – is to be filled in same way as the ata carnet general list
- POA - only attached format will be accepted. MUST be stamped + SIGNED by same COC issuing ATA CARNET
- PACKING & LIST – packages must be easily opened for exam and need list with dimensions + weights / per each
- PHOTOS of all items clearly showing serial no/brand name + model numbers to be attached to the ATA CARNET

ATA Carnet section A → should be the exhibitors name / if not ; than contracted exhibitor must issue letter, confirming that this shipper issued ata carnet for their goods concerning this event, so this will be than the proof to the organizer that this ATA Carnet is for the stand of their contracted exhibitor, based on this organizer can mark real exhibitors name and ata carnet holders name on the official participation letter for customs authorities, so that GRUPTRANS can clear the ata carnet for this event with organizers proof to customs

TRAFFIC REGULATIONS

Some streets could be closed by the municipality or governorship for **19 May 2024 / Commemoration of Atatürk, Youth and Sports Day**, there are also general traffic restrictions & limits for trucks entering city center from 07:00 hrs – 22:00 hrs (can also be changed by the municipality or governorship in Istanbul)

If you need further informations, please contact Merkur-Expo Logistics GmbH.

Ms. Irit Sofer – Irit.sofer@merkur-expo.com

ORDER FORM

DIRECT DELIVERIES – Airfreight – courier – Advance wh

This is a compulsory form for all exhibitors or supplier.

Deadline for receipt May 2, 2025

Please return by e-mail patricia.zintel@merkur-expo.com

Exhibitor Name	
Hall / Stand No.	
Direct delivery	
Stand builder	
Truck size	
Truck plat no	
Preferred Time slot Unloading:	
Preferred Time slot Reloading:	
	PLEASE ADVISE: Trucking # Number of pieces weight CBM
Air freight	
Carrier shipment	
Via advance wh	
Contact name on-site	
Phone no.	
Invoice Details	
Company Name	
Contact Person	
Mail	
Street	
ZIP Code	
City	
Country	
VAT #	

PO Number if necessary	

- Merkur Expo Logistics GmbH is sole official forwarder for E ins congress
- All shipments will be charged based on the official handling tariff.
- All shipments must be pre-advised by using this form sheet.
- Please note the information on logistical processing.
- All shipments must have the official congress labels attached to the shipping instructions.

Date

Customer signature

All services are invoiced according to the official <<<[CONGRESSNAME Forwarding & Handling Tariff](#)>>>. All work is subject to the German Forwarders' Terms and Conditions, CMR (latest version), ADSp Trading Conditions (latest version) and the Merkur Expo Logistics GmbH liability policy in conjunction with the conditions and tariffs rates for trade fair transportation. For further Information visit our website at www.merkur-expo.com. The liability of Merkur Expo Logistics GmbH ends with delivery and begins with the collection of the freight at the exhibition stand. It is the exhibitor's responsibility to ensure the safety of material until it is collected Merkur Expo Logistics GmbH.

(TR) Türkiye'ye geçici ithalat amacıyla kullanılan yabancı ATA karneleriyle ilgili

(EN) For the foreign ATA carnets which is used for temporary importation to Turkey

(FR) Concernant les carnets ATA étranger qui sont utilisés pour l'importation temporaire en Turquie;

Vekâletname/ Power of Attorney/ Procturation

• sayılı ATA karnesi hakkında/ concerning this ATA carnet/ concernant ce carnet ATA,

• Belirttiğim kişiye yetki veriyorum/ I herewith authorize/ Par ce procuration j'autorise:

.....
.....
.....

(Yetkili kılınan kişinin adı, adresi ve kimlik veya pasaport numarası/ Name, address and ID or passport number of the authorized person/ Nom, l'adresse et le numero d'identité ou passeport de la personne autorise)

(TR) Vekâlet verdiğim kişi, karne kapsamı eşya hakkında gümrük işlemlerini yapmaya yetkilidir. Bu yetkilendirme, ATA karnesiyle birlikte fiziksel denetim için eşyanın sunulması ve karnenin iç sayfalarında bulunan tüm Geçici İthalat Beyanı (F) kısımlarını imzalama yetkisini de kapsar.

(EN) The person which I gave this power of attorney is authorized to handle customs clearance of goods covered by the carnet, This authorisation includes the presentation of the goods for physical inspection, together with this ATA carnet for customs transactions and signing of section Temporary Importation Declaration (F) of all vouchers.

(FR) La personne à qui j'ai donné cette procuration est autorisée à traiter le dédouanement des marchandises couvertes par ce carnet. Cette autorisation comprend la présentation des marchandises pour l'inspection physique ainsi que le carnet ATA pour les transactions douanières et la signature de la section Déclaration d'Importation Temporaire (F) de tous les volets.

Karne hamilinin imzası ve/veya kaşesi

Yetkili memurun imzası ve
Elçilik/Konsolosluk/Noter/düzenleyen Oda mührü

Signature and/or stamp of carnet holder

Signature of the authorised official and stamp of the
embassy/consulate/notary/issuing Chamber

Signature et/ou cachet du titulaire du carnet
Consulat/

Signature du délégué et timbre de l'Ambassade/du
du Notaire/de la Chambre émettrice

Tarih/Date/Date

TARIFF

A) CUSTOMS CLEARANCE / TEMPORARY IMPORTATION

- ATA Carnet clearance in Istanbul at inland customs warehouses (+100,00 euro / per ATA clearance at KAPIKULE or PENDIK BORDER) €uro 280,00 / per way
- Commercial Invoice (bond issues to be added) €uro 336,00 / per way + bond*

*Clearance rates with Commercial Invoices are applicable for CIF Values up to 25.000 €uro Maximum.
Values exceeding 25.000 €uro will be subject to special quotation due to customs regulations.
- Temporary importation with commercial invoice is subject to **Bond fee**. In case the bond fee is paid by MERKUR.

m/m Bond charge	:	€uro 280,00 (m/m)
Up to 20.000,00 €uro BOND	:	%15 of Bond Value
Above 20.000,00 €uro BOND, full bond amount is to be transferred by bank a week before arrival of shipment.		
Cancelation issue of BOND	:	€uro 95,00 / Bond

CUSTOMS CLEARANCE / PERMANENT IMPORTATION

- Literature (brochures only) €uro 218,00
- Promotional / Give away €uro 307,00
- Exhibits €uro 335,00 (m/m) base rate is 1.2% CIF value
- Import permission (Where Applicable) €uro 206,00 only if applicable, per admission.

Other Charges (per shipment / per exhibitor)

- Delivery Order €uro 167,00 / inbound only
- Inspection for groupage shipments €uro 39,50 / per way
- Inspection for FTL or FCL shipments €uro 56,00 / per way
- Translations from English €uro 13,50 / per page

B) HANDLING base, 1 cbm = 333 kg rates (per exhibitor / per shipment / per way)

- **ON-SITE HANDLING at venue**
 - Base charge (m/m) €uro 224,00 / up to 2 cbm
 - Per additional cbm €uro 56,00 / per cbm
 - FTL direct handling (max 20Ton) €uro 1.786,00 / per truck
- **ROAD / from MIRLOG customs via our storage to venue**
 - (m/m) €uro 615,00 / up to 1 cbm
 - Per additional cbm €uro 84,00 / per cbm
- **AIR / from IST Airport via our storage to venue**
 - (m/m) €uro 725,00 / up to 200 kg or 0,80 cbm
 - Per additional kg €uro 1,68 / per kg
- **COURIER shipments reaching our Office address as door to door delivery cleared from customs;**
 - Delivery charges for shipment Up to 50 kgs €uro 100,00

Important Note: An official import declaration has to be issued for courier shipments stuck at the customs and will have additional permanent import customs clearance + inbound handling & 3rd party charges.
Please see above Clearance & handling tariff costs for m/m airfreight shipments.

■ Empty Storage, Additional Labor & Equipment charges for mantling/dismantling only;

- Empty cases (pickup and return) €uro 84,00 / per starting cbm
- Full cases (pickup and return) €uro 168,00 / per starting cbm
- Forklift (3 tons) €uro 168,00 / per hrs (m/m 1 hrs)
- Worker / labor or pallet truck €uro 84,00 / per hrs (m/m 1 hrs)

■ Working Hours / Days – Overtimes & Surcharges

- Normal Working Hours & Days 09:00 - 18:00 / (Mon – Fri)
- Upper level, surcharge & Weekends/Holidays %50 Increase / (%100 after 00:00)

GENERAL CONDITIONS

1. All handling charges will be calculated based on 1 cbm = 333 kgs, 1 LDM = 5 cbm, all truck freight over 7 LDM is considered as full truck.
2. All third-party costs such as -but not limited to- Customs delivery order, THC, port - customs storage charges, local transport, demurrage, overtime charges, duty, tax, vat etc. will be debited as per outlay plus 7% (m/m €uro 27,00)
3. Fumigation is required for all WPM (Wood Packing Material) Exhibits must be packed in accordance with the international transport standards. To avoid any damage that may occur during physical inspection by the customs, we recommend that the boxes should easily be opened; photos showing model names, serial nr. of machines attached to the outer packing.
4. Exhibitors are free to use their own shipping companies followed by the export clearance and loading after closing dates. In case return shipping instructions have not been given by exhibitor/forwarding agents until the end of show and/or carriers do not pick up during dismantling period, the exhibits will be transported to MERKUR warehouse. Additional storage, handling and transport charges to warehouse will be debited.
5. A handover fee of 470,00 €uro will be charged for returning shipments via AIR and SEA by other forwarders than MERKUR.
6. This tariff is applicable only for general cargo. Dangerous goods, textile products, petroleum products, foodstuff and liquids will be quoted separately, upon request.
7. Unpacking-packing, container grounding, and positioning charges will be debited additionally, as per equipment charges.
8. It is not allowed to change the commodity of the temporarily imported goods. During exhibition retail sale or give away of temporarily imported goods is strictly forbidden. The legal selling process only starts when MERKUR delivers the goods to customs with sale notation.
9. SOLD GOODS: Only after the closure of the temporary importation procedures will relevant documents be handed over to the buyer to initiate permanent importation transactions. All in & outbound charges arising up to the closure of the temporary importation procedures will be invoiced to the shipper.
10. Goods imported on a permanent basis have no possibility for return in any case.
11. Either exhibitor or owner of the shipment or their officially assigned subcontractor must be present during the handling and supervising the operation. Otherwise MERKUR cannot be held responsible for any damage or loss of the cargo.
12. Import & export rules and regulations are subject to alterations without prior notice. Due to the new regulations or changes in customs MERKUR cannot be held responsible for delays or confiscation.
13. MERKUR will not take any responsibility for the timely delivery of the shipments without prior notification or if the instructions are ignored at any point listed below. MERKUR cannot clear the exhibits when documents are not complete or wrongly issued.

If you have any further questions that are not addressed here, please contact us.

In placing your order, you accept all terms and conditions of contract and the payment policy. A copy of these terms and conditions will be included with your order confirmation.

**All services are provided on basis of German Forwarding Terms and Conditions (ADSp)
The place of fulfillment is Frankfurt/M.**