



MKB

OFFICIAL SHIPPING INSTRUCTION 2019



ISSE
INTEGRATED SAFETY & SECURITY EXHIBITION

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ICE LTD.

44, Marshala Timoshenko st., Floor 1, Apt. I, Room 16
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INTRODUCTION

The organizers of the Exhibition "ISSE - 2019" (hereinafter referred as Exhibition) have appointed ICE Company as the Official Freight Forwarder.

Our company provides comprehensive range of services includes customs clearance, transportation, on-site handling and re-export services handled by our fully equipped and experienced team of executives, supervisors and workers.

This Shipping Instruction will assist you in your preparation for the correct and timely dispatch of your exhibition goods to Russia.

We advise you to read this Shipping instruction carefully. Failure to comply with the deadlines and instruction will cause unnecessary delays in customs clearance, may complicate goods shipping and handling arrangements and may lead to additional expenses.

1. Deadlines

<p><i>2 months prior to the opening of the Exhibition</i></p>	<p>Deadline for submission of application Form for import license of military equipment. Please apply for import license by fax and e-mail with Form obtained from the Organizer of the Exhibition. Attention! The description and quantity of the goods listed both in the application Form and Invoice must be authentic.</p>
<p><i>4 weeks prior to the opening of the Exhibition</i></p>	<p>Deadline for submission of PRE-ALERT to ICE company, containing details of your exhibition cargo mentioning: name of each item, HS/BTN-code of each item, number of items and packages, gross and net weight (in kilos), cargo sizes (length-width-height, in cms), value of each item and total value of the goods (in US dollars), mode of shipment, estimated dates and points of departure, Customs Union border crossing point and arrival of your cargo in Moscow.</p>
<p><i>3 weeks prior to the opening of the Exhibition</i></p>	<p>Deadline for submission of final invoice to ICE company in .xls form by e-mail so that we could check HS/BTN-codes, translate it into Russian (if necessary) and resend it to you amended. Only the invoice form amended and confirmed by ICE company should be attached to the goods transport documentation. We insistently ask you to use only our invoice form.</p>
<p><i>3 weeks prior to the goods delivery to the booth</i></p>	<p>Latest arrival of LCL/FCL sea freight in Saint-Petersburg.</p>
<p><i>2 weeks prior to the goods delivery to the booth</i></p>	<p>Latest date of arrival of airfreight consignments in Moscow/ DOMODEDOVO airport (DME)*</p>
<p><i>1 week prior to the goods delivery to the booth</i></p>	<p>Latest date of arrival of road freight consignments in Moscow/ Specified Customs point</p>

*We strongly recommend to use Domodedovo as the destination airport for air consignments. Sheremetyevo-2 (SVO) may be consigned only as an alternative one.

2. SHIPPING INSTRUCTIONS

2.1. AIRFREIGHT CONSIGNMENTS TO DOMODEDOVO AIRPORT (DME)

All consignments have to be shipped as **FREIGHT PREPAID** on DAP basis under «INCOTERMS 2010».

Each separate consignment should have its own individual MAWB (Master Air Waybill).

MAWB should be to be consigned as follows:

Shipper:

Must be the same as the shipper in invoice

OR: c/o the shipper in invoice

Consignee:

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Moscow, 121359, Russia

Tel./Fax: +7 (495) 6405500

Airport of destination:

MOSCOW, DOMODEDOVO (DME)

"Handling information":

"EXHIBITION GOODS FOR ISSE - 2019"

Accounting information:

(Freight prepaid)

Pre-Alert on the consignment with copies of the goods and shipping documentation, invoice and MAWB should be sent to ICE company by e-mail not later than 3 business days prior to the dispatch of the goods from the point of departure.

The following documents for customs clearance are required:

- 1 original and 2 certified copies of the MAWB
- 6 originals of the invoice with Russian translation with original stamp and signature (should be attached to the MAWB)
- 1 original Fumigation Certificate (should be attached to the MAWB) necessary for the goods with packing made of raw wood material

IMPORTANT INFORMATION:

Do not attach any documents including the originals of the invoices to the MAWB without prior confirmation of ICE company.

2.2. ROAD FREIGHT CONSIGNMENTS TO MOSCOW

All consignments have to be shipped as **FREIGHT PREPAID** on DAP basis under «INCOTERMS 2010».

Each exhibitor should have its own individual CMR per each vehicle/truck/trailer.

Consignor and consignee fields in CMR has to be filled in as follows:

Field No. 1 (Consignor):

Must be the same as the shipper in invoice

OR: c/o the shipper in invoice

Field No. 2 (Consignee):

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The detailed information on CMR preparation will be provided in the process of goods and shipping documentation preparation.

Pre-Alert on the consignment with copies of the goods and shipping documentation, invoice, Carnet TIR and CMR should be sent to ICE company by e-mail not later than 3 business days prior to the dispatch of the goods from the point of departure.

The following documents for customs clearance are required:

- 1 Carnet TIR original with sufficient number of transit sheets
- 1 CMR original and 4 copies
- 6 originals of invoice with Russian translation with original stamp and sign (should be attached to the TIR Carnet and CMR)
- 1 original Fumigation Certificate (should be attached to the TIR Carnet and CMR) necessary for the goods with packing made of raw wood material

IMPORTANT INFORMATION:

Do not attach any documents including the originals of the invoices to the Carnet TIR and CMR without prior confirmation of ICE company.

2.3. OCEAN FREIGHT CONSIGNMENTS TO ST.PETERSBURG SEAPORT

All consignments have to be shipped as FREIGHT PREPAID on DAP basis under «INCOTERMS 2010».

Bill of lading has to be consigned as follows:

Consignor:

Must be the same as the shipper in invoice

OR: c/o the shipper in invoice

Consignee:

ICE LTD.

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Moscow, 121359, Russia

Tel./Fax: +7 (495) 6405500

Notify party:

TBA

Port of destination:

St. Petersburg

Cargo details:

“EXHIBITION GOODS FOR ISSE - 2019”

Pre-Alert on the consignment with copies of the goods and shipping documentation, invoice Bill of Lading should be sent to ICE company by e-mail not later than 3 business days prior to the dispatch of the goods from the point of departure.

The following documents for customs clearance are required:

- 2 original and 2 certified copies of the Bill of Landing
- 6 originals of invoice with Russian translation with original stamp and sign (should be attached to the B/L)
- 1 original Fumigation Certificate (should be attached to the B/L) necessary for the goods with packing made of raw wood material

IMPORTANT INFORMATION:

Do not send to us any documents on the ocean freight including the originals of the invoices without prior confirmation of ICE company.

Please **DO NOT send** your shipments by Courier or Express Companies (e.g. UPS, TNT, DHL, FedEx). The courier companies are not allowed to prepare customs clearance of exhibition goods and to arrange delivery to Exhibition site.

3. DOCUMENTATION

Please issue the invoice according to categories of exhibition goods (there should be separate invoices for temporary import and for final import). Each consignment needs a separate invoice, each page of unstitched invoice should have original signature and company stamp.

SEPARATE INVOICES SHOULD BE ISSUED FOR THE GOODS SHIPPED TO RUSSIA AS TEMPORARY IMPORT AND FINAL IMPORT

a) exhibition goods including models	= "invoice" Temporary entry
b) stand fitting materials / tools	= "invoice" Temporary entry
c) give-away materials (consumed goods)	= "invoice" Final entry

Please use only our Invoice form, as only this form is admitted by Russian Customs. We will provide you with Excel-data form. **Invoice should be filled in and submitted to us by e-mail not later than three weeks prior dispatching of the goods.**

Please do not send us scanned files. Please submit Excel-data files only, as we will have to check HS/BTN-codes, make necessary corrections in accordance with specialties of Russian customs and translate it into Russian if necessary. After checking of you invoice we will resend it to you.

IMPORTANT INFORMATION: Please pay your attention that the invoice amended by us should be stamped and signed by the shipper, and it's obligatory that it is attached to MAWB / TIR Carnet / CMR / documents on the ocean freight.

Failure to comply with this requirement will cause unnecessary delays in customs clearance and will lead to additional expenses incurred.

Invoices should be translated into Russian language. We can offer our translation service for that. The cost of translating invoices into Russian will be billed to you as per our Tariffs.

We kindly ask you to indicate in the invoices the correct information on the weight and dimensions as all cases will be re-weighted and measured in Customs warehouse.

The following information should be provided for each article of the goods:

- number of packages and type of packing (crate, box, case, without packing);
- dimensions of each package (length x width x height in *cm*) and volume of cargo (*cbm*);
- net and gross weight of each article of the goods and cargo item (*kilos*);
- description of the goods in the invoice should be absolute complete and exact:

- exact name of the goods;
 - country of origin;
 - manufacturing company;
 - brief description of the goods (assignment, main characteristics);
 - the material which the goods were produced of;
 - equipment, devices, office machines and other products with marking have to be stated with the model, trademark, serial number, ID-number, stock number, etc.;
 - **IMPORTANT INFORMATION: for the identification purposes we do recommend to put all serials and id numbers on the visible parts of the devices which might be seen without need of dismantling the devices.**
 - goods with minimal packing have to be declared with the type of minimal packing (glass bottle, plastic bag, tin, etc.);
 - electric appliances have to be declared with numerical value of work power (W), voltage (V), current (A) and type of current (AC / DC);
 - radio electronic equipment (radios, radars, direction finders, etc.) have to be stated indicating the operating range (Hz) and the output power (W)
 - video/PC monitors have to be stated with screen size (in inches);
 - freezing and refrigerator hardware has to be stated with name of coolant, its type, its quantity in additional measurement units (liters, cbm).
 - **ATTENTION!** The freezer and refrigeration equipment that uses environmentally hazardous coolants is prohibited to import into the Russian Federation.
- the HS/BTN-code for temporary and final entry has to be mentioned with 10 digits;
 - the value in USD per unit of the goods and total value of the goods should be provided (delivery terms: DAP-Moscow);
 - the final section of each invoice should contain the following data:
 - total number of packages;
 - total volume;
 - total net and gross weight;
 - total value.

Each Invoice (as well as its copies) should be signed and stamped.

According to the present customs regulations, in case of disagreement between the declared value of the imported goods and their actual value, the customs authorities of the Russian Federation are entitled to alter value of the goods. Customs charges will be assessed on the basis of the value determined by the customs authorities of the Russian Federation.

4. PACKING

Exhibitors are advised to provide safe and strong packing cases for the transportation of the exhibits, which can withstand unpacking and repacking operations.

Shipping cases of raw wood material must comply with ISPM-15 standard and should be marked accordingly (fumigation mark).

In case of several pieces being packed on one pallet, please declare the number of pieces per pallet in the documents. **Please mark not only the pallet itself but also each individual piece on this pallet.**

According to the regulation of the Russian customs authorities goods have to be packed separately as follows:

- A) exhibits, models, etc. for temporary importation
- B) stand fitting material, tools, etc. for temporary importation
- C) Consumed goods (give-aways, office, printed materials) only for final importation

Each case should contain packing list with the description of the goods, information on weight and dimensions with original stamp and signature. Please do not throw it out during packing/unpacking, as should be inside for re-export clearance.

IMPORTANT INFORMATION: Advertising and souvenir products (imported under final importation procedure) shall not be re-exported after the end of the Exhibition. Packing materials, used to send consumable goods under the final import regime, will not be returned.

5. CASE MARKING

All packages have to be marked as follows:

EXHIBITION NAME/DATES/VENUE
c/o ICE LTD.

Name of Exhibitor: _____

Hall/stand number: _____

Case/package number: _____

(e.g. 1/4, 2/4, 3/4, 4/4 where total number of cases in the consignment is 4)

Gross/net weight: _____

Dimensions: _____

6. DANGEROUS GOODS

Dangerous goods include the following goods and items:

- cigarette lighters (any quantity, gas or gasoline refueled);
- certain adhesive materials;
- certain lubes and liquid coolants;
- spare parts and devices for gas using machines and equipment.

Dangerous goods have to be packed separately from the other goods and they have to be marked and labeled according to the Conditions of dangerous goods transportation.

Transportation of dangerous goods by road is subject to ADR-conditions. In case of shipping of these goods by airfreight conditions of DRG have to be observed.

In case you intend to exhibit such kind of goods, the information should be sent to ICE company in advance containing full description of the goods in accordance with Conditions of dangerous goods transportation, as also as the information needed for customs purposes (name of the goods, brief description, HS/BTN-code, quantity, weight, value, etc.)

7. CUSTOMS CLEARANCE

As the official Agent appointed by the Organizer of the Exhibition ICE company is responsible for customs procedures when the goods delivered to and re-exported from the Exhibition.

Customs clearance of the exhibition goods in Russia is a fairly straightforward procedure if you follow the instructions.

All cargo sent to the exhibition will be delivered in accordance with this instruction. ICE company guarantees customs clearance of the exhibition goods and their timely delivery to the exhibition, on condition that the transport documents, invoices are duly prepared, and that the exhibitor complies with the specified deadlines.

Please DO NOT send your shipments by Courier or Express Companies (e.g. UPS, TNT, DHL, FedEx). The courier companies are not allowed to prepare customs clearance of exhibition goods and to arrange delivery to Exhibition site.

To speed up the procedure of customs clearance, as well as to reduce the cost of services for customs clearance of goods with high invoice value, we recommend that you send temporary import cargo under ATA Carnet.

ATTENTION! WE RECOMMEND TO SHIP YOUR CARGO UNDER ATA CARNET ONLY IN ACCORDANCE WITH PRELIMINARY CONFIRMATION OF ICE COMPANY.

The goods arriving to Russia for exhibition purposes are subject to complete customs examination (implying opening of all cases and unpacking) and weighting.

IMPORTANT INFORMATION: The actual goods shipped to the Exhibition must entirely match with the information such as name, description, quantity, weight,

dimension and other features provided in the invoice and confirmed by ICE company.

In case of any discrepancy between actual goods and goods listed in the invoice It's necessary to notify ICE company immediately.

If the discrepancy between actually sent goods and goods listed in the invoice (by name, identity, quantity, weight, dimensions) is exposed while customs inspection by the Customs authorities of the Russian Federation this could result in delay or non-delivery of cargo to the booth, incur extra charges and fines payment.

ICE company will not be responsible or liable for non-delivery, delays or additional charges incurred. All incurred extra charges and fines will have to be paid by the relevant exhibitor.

DO NOT SEND ANY GOODS WHICH ARE NOT DECLARED IN THE INVOICE / PACKING LIST. IT'S PROHIBITED BY RUSSIAN CUSTOMS LEGISLATION.

Various commodities are subject to import restrictions, licensing or certification by Russian State Authorities. This applies as to permanent so to temporary import items. Among the commodities under special scrutiny the following commodities can be found:

- Electrical, radio/telecommunication and transmission equipment and parts (radios, transmitters, cellphones, etc.) (HS/BTN No. 85 ...)
- Military Equipment, including dual-purposed goods.
- Alcoholic and Non-alcoholic Beverages (wine and spirits)
- Tobacco Products (Cigarettes, Tobacco)
- Foodstuff (especially fresh meat/fish/poultry/shellfish)
- Food Ingredients
- Wood and Wooden Products (HS/BTN No. 44 ...)
- Refrigeration and Deep-Freeze Units
- Media (CD ROM's, DVD's)
- Pharmaceuticals and Medical Equipment
- Medicine (incl. aspirin)
- Beauty Products/Cosmetics
- Paints, lacquers, putties etc.
- Cut flowers, potted plants
- Green plants
- Furniture (HS/BTN No. 94 ...)
- Leather articles (HS/BTN No. 41 ...)
- Certain kinds of solvents, dyes and adhesives.

In order to bring such goods to Russia, you would have to obtain special import licenses and certificates, as well as pay additional customs duties. This would considerably complicate the procedure of customs clearance of the exhibition goods, delay their delivery to the Exhibition, and increase the exhibitor's costs. Should you nevertheless decide to send such goods to the exhibition, we kindly ask you to apply to us for additional instructions in due time.

The request for entry permits for the goods specified above, shall be sent us not later than **2 months prior to opening of the Exhibition.**

Attention! Key rings, signs, bijouterie and other souvenir items shouldn't have any precious metal details or precious metal plating or any inlays made of precious stones.

Please pack video cassettes, video tapes, CD's, CD-ROMs and DVD's separately because the Russian customs has to take them to the customs warehouse before the delivery to the booth.

Please pay attention:

It is prohibited to leave in the Russian Federation as a gift to Russian or other parties or to leave for destruction temporarily imported goods including the goods temporarily imported under ATA Carnet.

Advertising and souvenir goods (imported under final import procedure) are not subjected to the re-export procedure after the Exhibition.

ALL ITEMS DECLARED FOR TEMPORARY IMPORT MUST BE RE-EXPORTED AFTER THE EXHIBITION

8. INSURANCE

It is the responsibility of each exhibitor to arrange transport insurance of its exhibition goods covering the transportation to the exhibition, during the exhibition and for the return of the goods (exhibits, booths) to the domicile, including the period the goods are handled by us.

At the same time ICE company is responsible for the safety and integrity of the exhibition goods accepted for forwarding processing and customs clearance.

Our liability ends when goods, released by customs, have been delivered to the booth and is valid again after the exhibition when the goods (re-packed) are collected at the stands for the return transport.

For the period between the delivery and the collection, the exhibitor takes full responsibility for the exhibits.