



SHIPPING MANUAL AND HANDLING TARIFF

For



1 - 3 February 2017

OFFICIAL FREIGHT FORWARDERS

BIG LOGISTICS INDIA PVT.LTD.



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1. CONTACT DETAILS OF M/S BIG LOGISTICS ALL INDIA OFFICES :

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2. INFORMATION ABOUT EXHIBITION

Introduction:

This Shipping Manual will assist you in your preparation for the correct and timely dispatch of your exhibits to Iran. We advise you to read this manual carefully in conjunction with the Exhibitors Kits issued by the organizers.

We are here to extent our all assistance to provide you a complete logistics package for your exhibits “door-to-door” from your country to your exhibition stand in Iran. We would request you to comply with this Manual so that your exhibits can be correctly dispatched and consigned to us. Failure to comply the deadlines and instructions will cause unnecessary delays in clearance, and may lead to additional expenses incurred.

2a. CONSIGNMENT INSTRUCTIONS

CONSIGNING INSTRUCTIONS

All freight should be shipped on “FREIGHT PREPAID” and consigned as follows:-

Consignee:

Tehran Rakhsh Co., Ltd.
2, Hooman St., Tavanir Ave.,
14356 Tehran - IRAN
Tel.: +98-21-88 87 83 60 Ext.109
Fax: +98-21-88 87 83 66
For : Indee Iran 2017
1 – 3 February 2017
Tehran - Iran

Notify:

SAME AS ABOVE

3. CASE MARKINGS

All packages shall be marked as follows:

INDEE Iran 2017

C/o EEPC INDIA

Name of Exhibitor:

Stand No/Hall No:

Case No/Total Cases:

Dimensions:

Net weight/Gross Weight:

"**FRAGILE**"-Labels on all sides. And "**THIS SIDE UP**"-Labels on 2 sides.

Of course other specific marks such as **dangerous goods** have to be on the cases as well.

Dangerous Goods need to be packed in appropriate packing and separately from the rest of the shipment.

DOCUMENTS FOR CUSTOMS CLEARANCE:

- 1) Invoice / packing list**
- 2) Importer Export Code (self attested copy)**
- 3) Product Catalogue**
- 4) Product write-up**

4. DELIVERY ADDRESS : Please forward the shipment at below mentioned address:

BIG LOGISTICS INDIA PVT.LTD.

GALA NUMBER D-2/3

UDHAV COMPOUND

DAPODA VILLAGE, BHIWANDI

MAHARASHTRA

PIN CODE - 421302

CTC. MR. KIRAN WARKHEDE – 7710014196 AND MR. PRASHANT KADAM - 7710014197.

5. PACKING

Exhibitors are advised to provide strong packing cases for the transportation of the exhibits, which can withstand unpacking and repacking operations. For main exhibits, we recommend bolted returnable type of cases to be used. This is to avoid unnecessary repair and reconstruction of cases in the event of damages due to handling whilst in transit.

6. STORAGE OF EMPTY CASES

Empty cases will be stored within the exhibition site if space available. Your cases will be marked and stored systematically under shelter during the exhibition period in order to facilitate quick and early retrieval for the re-packing at the end of the show.

7. DOCUMENT DEADLINES

We must receive the documents not later than **30th December 2016**

8. CONSIGNMENT DEADLINES

Air freight consignment - 2nd January 2017

9. INSURANCE

The cost of Insurance cover is not included in our charges. It is the responsibility of each exhibitor to arrange. Marine Insurance covering transportation to the exhibition site, during the exhibition, and the return of the exhibits to domicile, including the period the exhibitions are handled by us and also ensure that Transport Insurance is arranged for exhibits sold locally.

10. CUSTOMS REGULATIONS

The Iran Authorities allow exhibits to be imported under temporary import basis but exhibits must be re-exported immediately after the close of the show.

We do not recommend that the exhibitor ship foodstuff or beverages to the exhibition and would suggest the exhibitor buy them in Iran. If it is essential that the exhibitor bring their own, please ensure they are packed and documented separately from the exhibits to avoid delay in the customs clearance. It should also be sent on a separate Air waybill.

Please be guided that imported food stuff and beverages attract very high duty rates (between 90% to 200%). No exemption will be granted.

Temporary import of some specific products such as telecommunication, medical equipment, chemical pharmaceutical, food stuff and beverage, plants is subject to special import license granted by relevant Ministries and charges for said import license.

11. RE-EXPORT

Re-export formality will require about 3 weeks prior to the shipment to be re-exported out of Iran. In the event the exhibitors need the goods to be re-exported urgently, please notify our representative on-site.

V. IMP NOTES

- a. Please note that all shipments destined to international exhibitions in Iran, are imported based on temporary, and no cargo is allowed to be given/sold to visitors direct from stand. Therefore, main exhibits must be returned to customs warehouse after the show. It means final buyers/consignees can collect customs warehouse receipt and commercial documents from our office after the show, and arrange permanent customs clearance, pay all pertinent customs duties and taxes to customs, and thereafter, they can take the cargo out of customs warehouse. Only catalogues and advertising material can be given away to visitors direct from stand.

- b. Use of BIG Logistics services – be it partly or in full – and any requirement for additional services at any time before, during or after the exhibition express orally and /or in writing and/or by conduct, implies acknowledgement and acceptance of the forgoing.
- c. All shipments will be clubbed and send to Iran under one invoice showing EEPC shipper & consignee, hence prepare all invoices in the name of EEPC, further kindly note all excisable goods to be taken out from your factory on payment of excise duty because all shipments will be clubbed and forwarded in name of EEPC India hence you will not get ARE1 certified from Customs.
- d. All exhibits sent under temporary exports will be returned back as per declaration given in invoice sent to us hence make sure that identification mark embossed on exhibits are declared in invoice because same will be examined at the time of re-import for identifying cargo as per export declaration for fulfilling condition given in duty exemption notification.
- e. **Kindly provide strong packing cases for the transportation of the exhibits, which can withstand unpacking and repacking operations. For main exhibits, we recommend bolted returnable type of cases to be used. This is to avoid unnecessary repair and reconstruction of cases in the event of damages due to handling whilst in transit.**
- f. All the exhibitors must confirm that the shipment is secured on the proper condition for transportation on passenger & cargo aircraft and the consignment does not contain any explosive, Gas & Oil or hazardous substances, hidden or otherwise.
 - a. Shipment containing eatables, Arms, explosive, Gas, Oil or Hazardous substances is not acceptable.
- g. **Air Tariff: EEPC India is offering all the exhibitors 100 kg free (Air Freight - one way only) for displaying Samples / Products at the show. Any additional charges such as Custom Duties & Taxes, VAT, additional man power, equipment, etc. will have to be borne by the Individual Exhibitor (approximately duty/taxes @ 26%).**

For the case of exhibits more than 100 kgs. EEPC will pay 50% and balance 50% will be paid to EEPC India by the individual exhibitors.