



GENERAL SHIPPING GUIDELINES and SUPPLEMENTAL TERMS AND CONDITIONS TRADE FAIR AND EXHIBITION SHIPMENTS

“RUSSIAN FEDERATION”

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1.0 GENERAL INFORMATION

These shipping guidelines are intended to assist you with the preparation of your trade fair shipment and regulate the details of our cooperation with these trade fair and exhibition shipments, including the liability issues. Please read through the following sections carefully. Particularly the customs handling in Russia is sometimes a quite difficult matter, however, the problems can be reduced to a minimum/tolerable level by precisely observing the instructions.

TRADEFAIRS&EVENTS®



2.0 NOTIFICATION

After preparing the necessary documents, please send your notification immediately to the German contact address specified on the cover sheet.

DHL Trade Fairs & Events GmbH rejects any responsibility or liability for late delivery, non-delivery or additional costs, which are caused by shipments not being notified to us at all, or not in good time.

3.0 SHIPPING

We recommend leaving shipments and trade fair site handling to one source. If you should organise the shipping of your goods yourself and only intend to hand over the shipment to us in Moscow, please request our separate data sheet with addressing instructions.

3.1 TRUCK SHIPMENTS

For the majority of exhibitions, we or our partners can offer the option of a combined shipment. Please contact us or our partners for further information. We only use vehicles, which are exclusively intended for the trade fair. If you should not arrange the shipping yourself, we explicitly recommend that you do **NOT** send your shipment together with other goods (e.g. contract goods). If you should nevertheless decide to do so, please ensure that your shipment is delivered directly to the trade fair site as a separate, preferably first unloading location. All truck shipments must be delivered directly to the trade fair site. Arrival or addressing to a different customs terminal inevitably leads to delays and additional costs.

3.2 AIR FREIGHT

Only send your shipment as IATA DIRECT air freight. We can exclusively handle shipments, which arrive with an individual MAWB (Master Airwaybill). Do **NOT** prepare any HAWBs (House Airwaybills). Do **NOT** send with grouped air cargo. Such shipments are usually addressed to different air freight agents. We are not able to accept such shipments and carry out the customs handling.

3.3 COURIER SHIPMENTS

We would like to point out that courier services usually offer "building-building shipments". It is generally not possible for them to carry out the customs handling for trade fair shipments, particularly not for temporary import.



In such a case, our possibilities for influencing the customs handling are very limited. We point out that in the past, it has frequently occurred that the exhibitors have waited for their shipments in vain and an exhibition of the shipments was therefore not possible. **DHL Trade Fairs & Events GmbH shall not assume any liability for shipments, which are delivered to the trade fair site late or not at all, due to shipping using courier services.**

4.0 SHIPPING DOCUMENTS

Please ensure that all data (e.g. addresses, values, weights, etc.) in all documents (e.g. invoices / packing lists, accompanying export documents, etc.) are identical and correspond to the circumstances. Please provide us with copies of all documents in good time prior to shipping, so that we can check them!

4.1 PRO FORMA INVOICES

Please also refer to our “**Guideline for preparation of the pro forma invoice**”. Please use only our pro forma invoice templates. We can provide these to you as Excel files. Please fill out the invoices and also return these to us as Excel files (see deadline sheet!) for review and translation. All invoices must be translated into Russian. **Please leave a blank line free for this, in each case.** For this purpose, we can offer you our translation service (for a fee).

Separate invoices / packing lists must be prepared for temporary and definitive import. A rough distinction can be made as follows:

- ▶ Temporary import: Exhibits and stand construction material / tools for re-export
- ▶ Definitive import: Printed matter (catalogues, brochures), other advertising material (for free distribution) and consumables (e.g. adhesive tape, screws, disposable dishes, etc.)

However, the final decision as to whether goods are intended to be/can be processed for temporary or definitive import lies with the Russian customs authorities!

Not later than at the time of accepting the shipment, we require 8 original signed and stamped pro forma invoices/packing lists from you.



The Russian customs authorities operate on the basis of a minimum value system, which applies to **temporarily** and **definitively** imported goods. The minimum values are frequently changed and without prior announcement.

DHL Trade Fairs & Events GmbH has no influence on this practice, which has developed into a real annoyance for many exhibitors during recent years. An obvious example is the definitive import of catalogues. At the time of preparing these shipping guidelines, their minimum value is set at EUR 10.00 per kg. The resulting amount is fully subject to the charging of import duties (15%) and import VAT (18%).

In view of this situation, we can only recommend that the shipping of printed matter and promotional gifts be limited to the anticipated required quantity. Once they have definitively been processed for import, it is prohibited to re-export these items.

TRUCKS are repeatedly weighed at the borders en route. Differences between the determined weight and the weight specified in the cargo documents can lead to delays and additional costs, right up to confiscation. Definitely refrain from sending goods which are not declared in the shipping documents - smuggling is prosecuted in every country as a serious crime.

If undeclared goods should be found during the customs inspection of your shipment, these will be confiscated by the customs authorities. Considerable penalties, imposed by the Russian customs authorities, are the consequence of this and can even lead to your shipment not being able to be sent to the stand. If undeclared goods should be found during the customs inspection at the border, the truck will at least temporarily be held by the customs authorities and timely arrival at the trade fair site will probably no longer be possible. Not only your own shipment, but also the shipments of other exhibitors can also suffer from this. DHL Trade Fairs & Events GmbH rejects any responsibility and liability for resulting delays, non-deliveries or additional costs. All resulting additional costs shall be borne by the responsible exhibitor.

Please do not send any food, (alcoholic) beverages or tobacco, for own use or entertainment purposes. It is possible to purchase good-quality local products or western import products in the shops without any problem. We recommend that you fulfil your requirements locally.

In our "**Guideline for preparing the pro forma invoice**" we request that you mention the brand names in the pro forma invoices, if available. However, in individual cases, this can lead to special approvals needing to be obtained from the trademark owners / rights owners, which can lead to additional costs.



4.2 ACCOMPANYING EXPORT DOCUMENT (previously export notification)

Since 1 July 2009, accompanying export documents are mandatorily required through ATLAS. When exporting from Germany, this applies from a total shipment value of €1,000.00 or from a total gross weight of 1,000 kg.

A "shipment" is basically regarded as "all exports by one exporter, which are exported on one day through one export customs office to one country". Therefore, it is not possible to issue several invoices with a value of less than €1,000.00 each, in order to avoid preparation of accompanying export documents.

4.3 CARNET ATA

In Russia, the handling of Carnet ATA still represents the exception, but is being used more frequently recently. However, in a regular case, we still recommend the use of pro forma invoices for customs handling. Nevertheless, in specific case, it can be more advisable to use Carnet ATA. Please notify us in good time if you should plan to send your shipment under Carnet ATA. We will then check in the individual case whether it is more recommendable to use Carnet ATA instead of the pro forma invoice. Please also note that the Russian customs authorities place specific requirements on the preparation of the Carnet ATA. We can provide you with more detailed information, if required.

5.0 IMPORT RESTRICTIONS AND APPROVALS

The following types of goods, inter alia, are subject to import restrictions, import approval or certification procedures by Russian authorities. This relates to goods for definitive and temporary import:

- ▶ Telecommunication equipment
- ▶ Security and surveillance equipment
- ▶ Military equipment (dual use!)
- ▶ Alcoholic beverages (wine and spirits)
- ▶ Tobacco products
- ▶ Food (specifically fresh meat and fish)
- ▶ Food additives
- ▶ Disposable dishes (plastic / cardboard)
- ▶ Wood and wood products
- ▶ Chilling and freezing equipment
- ▶ Data media (CDs, DVDs, USB sticks)
- ▶ Pharmaceuticals
- ▶ Cosmetics



If you should intend to ship goods from these categories, we request that you send us the relevant detailed information (details regarding type of goods, quantity, content of specific materials (e.g. alcohol with perfume), the customs tariff number, the gross and net weight and the value) at least 6 weeks in advance.

DHL Trade Fairs & Events GmbH shall not be held liable for delays, non-deliveries and/or additional costs, which are incurred due to non-observance of these instructions.

6.0 LABELLING / PACKAGING

We cannot emphasise enough, how important it is that the packaging of your goods corresponds to the highest possible standard. All boxes and packages should be designed such that they can stand up to multiple and intensive handling. In case of reuse for return shipping, we can only recommend that you do not use any cardboard boxes, but rather, re-closable and solid crates. These may be more expensive to purchase, however, we know from experience that false frugality is completely out of place in this regard.

In case of defective packaging, in case of a loss event, liability and insurance protection can be put into question/rejected by DHL Trade Fairs & Events GmbH and our insurers.

If you should intend to reseal your boxes, we recommend the use of combination locks and notification of the relevant combination, so that the boxes can be opened in case of a customs inspection.

All packages should be labelled as follows on at least 2 sides:

**NAME OF THE TRADE FAIR
HALL NO. / STAND NO.
SENDER/EXHIBITOR NAME
PACKAGE NO. (e.g. 1/6; 2/6; 3/6; etc.)
GROSS WEIGHT**

On heavy packages and packages with excess dimensions, the suspension point and centre of gravity must be labelled. Other information regarding special handling must also not be omitted (e.g. information regarding fragility, sensitivity to moisture, etc.)



7.0 EMPTIES HANDLING

Please ensure that empties, which you require again after the trade fair, bear a (DHL) empties sticker. You can obtain the required stickers from our delegates or partners. Empty packaging materials without stickers are regarded as waste and will be collected and destroyed by the cleaning companies. In your own interest, please do not leave any tools, unused material or valuables in your empties. DHL Trade Fairs & Events GmbH shall not assume any responsibility or liability for the loss of items which have remained in empties.

If you should require your material to be stored, please contact our delegates or partners. The empties will be returned to the stand as soon as possible **after** the end of the trade fair.

8.0 DURING THE TRADE FAIR

Our delegates/representatives of our local partners will establish contact with each exhibitor during the trade fair, in order to obtain forwarding/return instructions and provide information about the necessary formalities.

9.0 SALE OF EXHIBITS

Under Russian law, selling directly from the stand is prohibited and represents a serious breach of valid law, which is prosecuted with considerable penalties.

A conversion of temporary customs handling to definitive customs handling is not possible under the current circumstances with trade fair customs. This specifically applies to selling to an officially registered Russian company and the resulting conversion from temporary to definitive import. Temporarily imported goods can by no means be handed over, donated or otherwise destroyed, also not in exchange for payment of the applicable import duties.

All goods notified for temporary import must be re-exported after the trade fair. Please ensure that you note this when preparing your trade fair shipment.

10.0 END OF THE TRADE FAIR / RETURN SHIPMENT

On the basis of the state export control for defence-related goods, the Russian authorities insist on technical documentation in Russian language for many items, main from



sections 84..., 85... and 90.... In several cases, (re-)export approvals must be applied for, which require this documentation.

Generally, waiting times can generally occur with customs handling, specifically with the return shipment, which, in turn, leads to additional costs for e.g. possible interim storage and/or waiting times for the TRUCKS at the trade fair site. Missing technical documentation and resulting delays in the granting of export approvals can intensify this situation even further.

Please provide us with this documentation for the relevant items prior to starting shipment, with your other shipping documents. If the goods should be documented in Russian language, e.g. on your website, this is usually sufficient. Upon request, we can try to assist you with obtaining or translating the documentation. The costs for this are not included in our tariff and are charged additionally, by time and materials.

It is the exhibitor's responsibility to ensure that all items are packed into the same packages as for receipt, even if workers are provided by us for packing. Therefore, it is advisable for the exhibitor to keep a copy of the pro forma invoice at hand. **Goods that are declared for use (catalogues, promotional gifts, consumables) must absolutely not be packed again. All of these goods must remain in Russia.** Re-export is not possible.

Exhibitors that leave the trade fair site before the end of the event and simply leave their (packed or unpacked) exhibits on the stand, shall do so at their own risk. The responsibility / liability of DHL Trade Fairs & Events GmbH shall only start again with the collection at the stand (see also point 12.). In case of goods left behind unpacked, DHL Trade Fairs & Events GmbH shall ensure that the goods are repacked, at the expense of the exhibitor.

DHL Trade Fairs & Events GmbH rejects any responsibility for damage or loss of the shipment arising from this. Subject to a written instruction by the exhibitor, we can arrange security storage until reloading takes place.

For identification, all packages must be clearly labelled with our (DHL) return stickers. You can obtain the appropriate stickers from our delegates or partners.

It is possible that on the basis of the Russian minimum value system (see also 4.1), the values of the temporary goods increase significantly. As a consequence, this can lead to a convoy / customs freight forwarder being required for your return TRUCK. Possible additional costs are not included in the space fee tariff and shall be borne by the exhibitor. Please take this information into consideration if you organise your return shipment yourself. In order to avoid unnecessary stall fees, please only arrange the provision of your vehicle after consultation with DHL Trade Fairs & Events GmbH.



11.0 SPACE FEES

The invoicing of the trade fair costs takes place according to our respective valid space fee tariff.

DHL Trade Fairs & Events GmbH reserves the right to request an advance payment on all freights, space services, including Russian import duties and import VAT. Furthermore, DHL Trade Fairs & Events GmbH reserves the right to additionally request a security deposit, in order to prevent a breach of Russian customs regulations.

After the trade fair, both amounts will be offset from the final invoice amount, including possible, unforeseen expenditures and customs penalties.

12.0 SAMARA REGION FEATURES

1. Fairgrounds in Samara and Samara region are not regarded as customs zones. Goods to be exhibited are to be placed at a defined warehouse for temporary storage before and after the show for customs clearance formalities.

Address of the warehouse :

SVH ZAO «CTO «ROSTEK- SAMARA»

Togliatti, Vokzalnaja st.2

The license № 10412/100037, is valid up to 12.01.2014,

TP Togliattinskij 10412110).

Placing goods at another warehouse shall cause delays and additional expenses.

2. Please provide Shipping Specification for check 3 weeks prior to pick-up.

3. If the sum of customs duties for the goods to be temporary imported to Samara region exceeds 20 000 RUR, customs authorities have the right to demand the deposit equal to the estimated customs duties amount. The deposit is to be transferred to customs account before customs formalities start.

The deposit is to be transferred to customs broker account or to the account of OOO "ATL", as a consignee of the goods, before customs clearance procedures start. The deposit will be returned to the owner within 60 days after official confirmation of the goods' export out of the RF.

4. If the goods are high value, issuing of Carnet ATA is recommended



13.0 INSURANCE AND LIABILITY

We operate exclusively on the bases of the German Freight Forwarders' Standard Terms and Conditions (ADSp) – in its respective latest version. In Section 23, the ADSp limit the legal indemnity for damage to goods pursuant to Section 431 German Commercial Code (HGB) in the safekeeping of a freight forward to EUR 5.00 per kg; with multi-modal shipments, excluding marine transport, to 2 special drawing rights (SZR) per kg, and beyond this, per loss/event, to EUR 1 million/EUR 2 million or 2 SZR per kg, depending on which amount is higher. Section 27 ADSp does not apply to shipments that are subject to the Montreal Treaty.

We can provide the current version of the ADSp upon request or it is available in our download section at www.dhl-tfe.com. The previous and following conditions of this shipping information shall apply supplementally.

Our liability shall end with the placement of the exhibition goods on the trade fair stand (or as close as possible) and shall only begin with the acceptance of the trade fair stand, regardless of whether the exhibitor is present at the stand.

Possibly requested stand surveillance can usually be ordered by the exhibitor from the organiser.

We shall not be held liable for our vicarious agents used on site (e.g. forklift truck drivers) and the items which have been provided to you (e.g. forklift trucks or manual lift trucks), packing services, etc.

We urgently recommend concluding an exhibition insurance policy, which covers possible loss and damage risks for the inward shipping, the stay at the trade fair site and the return shipment. We do not automatically cover these, but rather, we require your written instruction for this. We would be pleased to provide you with information about the current valid premiums of our insurer.

Possible damage, etc. shall be immediately notified to our trade fair office/responsible DHL Trade Fair & Events branch, in order to handle the necessary formalities, e.g. obtaining the statement of loss, etc.

Subject to changes at short notice

Legal venue: Cologne

February 2010

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