

FORWARDING INSTRUCTIONS
FOR ALL EXHIBITIONS IN THE RUSSIAN FEDERATION

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Please follow these instructions strictly to ensure a smooth transport, on-site handling and booth delivery time. We cannot be held responsible for any delay, problem or additional cost caused by not following these instructions.

1. General Information

AIRWAYS FREIGHT CORPORATION (AFC) has been appointed as the official international Air, Land and Sea Exhibition Logistics provider for **CONEXPO RUSSIA AT CTT Russia** for 2010 providing complete logistics handling and movement of all cargo for International exhibitors, including the handling of customs procedures, storage of empties and transport to and from venue by the Association of Equipment Manufacturers (AEM, Show Organizers)
This shipping manual is intending to assist you in your preparations for the

correct and timely dispatch of your consignments to Russia. Please therefore read the guidelines carefully. Occasionally, customs clearance in Russia can still be a particularly complicated matter, however; if you follow the instructions carefully, it is a fairly straightforward procedure.
It is essential that you inform us or our agents long before shipping your goods. Consignments, which arrive at their destination without previous warning will certainly be subject to delays or may even lead to additional costs.

Pre-Notification

When all necessary documents have been completed, please send your pre-notification, along with your handling instructions immediately to: AFC or its designated partner (_____) in _____(your country)

Under no circumstances can AFC or its designated partner (_____) be made accountable or held responsible for non-delivery of goods, delay in delivery or extra costs due to consignments arriving without previous notice.

2. Documentation

Please make sure all relevant details (consignee address, values, weight, etc.) are identical in all documents!

We require the following documents for the transportation of your consignments:

For road freight: CMR + CARNET TIR

For air freight: Master AWB (under no circumstances a house AWB)

Pro Forma Invoices

We request that you only use AFC's or its designated partner's (_____) own Pro Forma Invoice form. For this purpose we will supply you with the necessary Excel data files. To ensure a timely control and translation of your documents please send all drafts of invoices to us at least two weeks before the date of shipping.

The Pro Forma Invoice should not be hand-written.

Separate Pro Forma Invoices are required for each exhibitor- it is forbidden to consolidate several exhibitors under one exhibitor/organizer/sender.

Per each package: a separate Pro Forma Invoice/Packing List has to be issued separately for:

- permanent importation (consumer goods/brochures)
- temporary importation (exhibits/stand materials/tools)

Each single article with a different customs code (BTN-/HS Code) must be listed separately. Different articles with identical customs codes must be consolidated and listed in detail under one customs code only, i.e.: one customs code is allowed to be mentioned one time per package only, otherwise additional costs will be incurred.

OPTIONAL: It is helpful if for each single article to be temporarily imported a photo can be sent to us by e-mail as pdf file, named according to package number and position mentioned on Pro Forma Invoice/packing list.

After each line one spare line is required for the Russian translation.

Remarks for issuing Pro Forma Invoice which must be followed in detail:

Import: Permanent or temporary – **it is not possible to change the status after a declaration has been issued**

- Position – running from number 1 to final position
- Packing – carton, case, crate, metal box, loose/unpacked, etc., the description “colli” or “package” is not acceptable
- Quantity – actual quantity, e.g. 500 brochures, 50 qm leather, 5 litre paint. *Customs is counting during customs control in detail.*
- Description of goods – according to “Brussels Nomenclature of Customs Tariff Codes”. Customs must be able to identify goods based on description during the visual customs control against documents, therefore a very detailed description is absolutely necessary. For example:
 - purpose of the goods (if the name of the goods does not reflect its purpose)
 - electrical/mechanical machines- the name of the producer, serial-, machine-, engine-, or registration number, power (W) or volt (V) – details, etc.
 - material of which the goods are made of, e.g. ashtray out of porcelain, one-way forks out of plastic, bags out of cotton, etc.
 - proportion of different materials, e.g. 90% wool + 10% cotton
 - measurements as length x width x height in cms
 - quantity in addition to measurements (litres, qm, cbm)

- size (indicated on trade labels) and use for male or female
 - article number for each item
 - each article must be marked with a sticker according to positions on Pro Forma Invoice/Packing List
- Origin – country of origin
 - BTN-/HS- No. – according to Brussels Nomenclature Customs Tariff Codes/Harmonized System Code. 10 figures are requested, so add two 0's at the end, code beginning with "99" is not valid (NOTE: AFC will assist with directing you to the respective Harmonized Codes)
 - for each single article to be temporary imported a photo is required and to be sent to us by e-mail as pdf-file, named according to package-no and position mentioned on "Proforma-Invoice / Packinglist".
 - Net Weight – actual weight without packing material
 - Gross Weight – actual net weight plus packing material – Russian customs is checking the weight of every package!
 - Pertaining to Brochures – a minimum **EUR 10,00 per gross kg** – do not "under-declare" the value because customs does have the right to correct the value – duties and taxes will increase extremely!

Again, please ensure the consignee address as well as quantities, weights and values mentioned in all documents are identical.

In case of any small irregularities or undeclared goods the total consignment will be stopped and confiscated by the customs authorities, i.e. the further transport, customs procedure and handling is impossible and additional high costs will be incurred.

An in-time delivery to your booth under a.m. circumstances is doubtful and almost impossible.

All consequences and additional costs as a result of out of a.m. circumstances will be taken by applicant/exhibitor/sender, we cannot be held responsible.

Permanent Import of Consumer Goods

Duties and taxes will be charged for all consumer goods (advertising material/brochures, etc) and are not allowed for sale or to be returned to sender after the exhibition!

Original stamped and signed pro forma invoices are required to be attached fivefold to the transport documents. For instructions on how to issue a pro forma invoice correctly, please see our separate sheet - "Pro Forma Invoice - Guidelines". The minimum value system which is run by the Russian customs authorities applies for both *temporary* and *final entry* consignments.

These minimum values are regularly changed without previous notice. AFC or its designated partner (_____) cannot influence this practice which has caused trouble for many exhibitors in recent years. One distinct example is the final import of brochures. At the time of printing this shipping manual, the minimum value of brochures is calculated at 10,00 EUR per kg, plus 15% customs duties and 18% VAT. Taking this into consideration and in order to save money, we strongly recommend reducing the quantity of printed matter and promotional materials being shipped to accommodate the quantities actually being distributed during the exhibition. As soon as such goods have been declared for final import, then they *cannot* be returned.

Under no circumstances should you send any goods which have not been declared in the pro forma invoice!

Temporary Import of Exhibits – Marks

Each single article must be marked with a sticker according to the position on the Pro Forma Invoice to be able to identify the goods during customs inspection.

Smuggling goods is seen as a serious crime in every country.

Should the customs authorities find any undeclared items during customs inspection, then your whole shipment will be impounded. As a consequence the Russian authorities will impose significant penalties and you may well end up without your goods on the exhibition stand. Should undeclared items be found during a customs inspection at the border, then the whole truck will be impounded by the customs authorities and most probably will no longer reach the fairground on time. This will not only affect your shipment, but also the shipments of other exhibitors on the same trailer. In such a case, AFC or its designated partner (_____) cannot be held responsible or liable for non-delivery, delays or additional charges incurred. All supplementary charges and fines incurred will have to be settled by the exhibitor responsible.

Under no circumstances should your consignments contain any kind of foodstuff, beverages or tobacco for your own use or catering purposes. A variety of good quality local or imported products is readily available in the supermarkets. We therefore strongly advise that you purchase your consumables locally.

Please do not send any kind of goods which are not declared in the Pro Forma Invoice/Packing List due to 100% customs inspection in Russia!

Carnet ATA

Although Russia now accepts the Carnet ATA system, still not all Russian customs offices at the borders and inland are authorized to clear consignments with the Carnet ATA. We still strongly advise using pro forma invoices for customs clearance purposes. However under certain circumstances using a Carnet ATA may in fact be more advisable. If you want to send your shipment under Carnet ATA, then please contact us first. We will then give our recommendations, based on the individual consignments, to ascertain if it is more advisable to use a Carnet ATA in place of pro forma invoices.

Please do not ship your consignment under Carnet ATA without receiving our prior confirmation.

3. Transport

- Consignments must be transported "freight prepaid"
- Deadlines: Please see separate instruction sheet
- Address of consignee: Please see separate instruction sheet

Road Freight

We and/or our agents can offer a consolidated service for the majority of exhibitions – for further details, please contact us or our agents directly. When transporting goods to an exhibition, we use solely designated vehicles. Should you wish to make your own transport arrangements for your consignments, then we would urge you **not to use** a consolidated service, where your goods will be loaded with regular cargo. If, despite our warning, you still choose to use such a service, then please ensure that the trailer is booked with a separate drop (if possible, the first stop) directly at the exhibition site. All consignments going per road freight must arrive directly at the exhibition site. If your goods arrive first at a different terminal, then this will most probably result in delays and incur extra charges.

Air Freight

Your shipment should be sent as IATA direct airfreight only. We can only deal with consignments which arrive on a single MAWB. Please do not issue any HAWB's and do not use any consolidated services for your air freight consignments. Consignments sent with a consolidated air freight service may well arrive addressed to a different air freight agent. In such a case, we are unable to customs clear and release such consignments.

Courier Services

Please refrain from sending your consignments via courier or express companies (e.g. FedEx, UPS, DHL, etc.). These companies normally offer a door-to-door-service; however they are not authorized to put your exhibition consignment through customs clearance, especially where a temporary import is concerned. Our possibilities for clearing courier consignments are very restricted. On more than one occasion in the past, we have experienced that exhibition consignments have failed to reach the exhibition stand, due to the fact that courier services were used. For the benefit and the success of your exhibition please use only air or road freight as a means of transport for your exhibition consignments. AFC or its designated partner (_____) **cannot be held responsible or liable for any delays, non-delivery of consignments or supplementary charges incurred if your shipment is transported via courier service.**

4. Packaging and Case Markings

We must stress the importance of the need for packaging of the highest standard. All packaging should be built to withstand extensive handling and, wherever required, repacking. For this reason, we would not recommend using cardboard cartons as packaging and would rather advise that a bolted and re-usable variety of cases are used. Obviously, these will primarily be expensive, however we know from experience that this type of packaging will be worth it in the long run. If you lock your cases, then please do ensure that we are given a set of spare keys (or key code where relevant) together with your relevant documents, when we load your shipment. This will enable us to affect customs clearance without your presence being necessary. Also remember to ensure that your own exhibition staff has a set of keys with them. **Exhibits must be repacked in the same cases for return transport.**

All packages have to be clearly marked on at least two sides with the following details:

Exhibition name:

Hall no. / Stand no.:

Exhibitor / Company's Name:

Case no.: (e.g.: 1/4; 2/4; 3/4; etc.)

Dimensions:

Gross and net weight:

Heavy and bulky cases must show lifting points and centre of gravity. Packages weighing more than 2 tons have to be marked at the lifting point with the letter "T", above 3 tons crane possibilities must be available.

Assembling/Disassembling

Please inform us in advance if you will need any laborers or lifting equipment to enable us to prepare the handling/positioning accordingly.

5. Storage of your empty packaging during the show

Apart from the official on-site forwarder, no one is allowed to handle your empty packaging during the exhibition. You will receive "empties labels" from our local representatives at their Crocus fairground office. Please ensure that these labels are attached to the empty packaging, which you need to have stored during the exhibition. Empty packaging without labels will be regarded as waste material and will be removed by the on-site cleaning companies. It is in your best interest not to store any items, such as tools, valuables, unused equipment or material inside your empties. AFC/ cannot be held responsible for loss of or damages to items left inside your empty packaging. If you have surplus material or tools, etc. which have to be stored somewhere during the exhibition, then please contact our local representatives office on site. Your empty packaging will be returned to your exhibition stand as quickly as possible after the exhibition ends.

6. Restrictions/Licenses

There is a range of products, which is subject to import restrictions, licensing or certification by the Russian government authorities. These restrictions not only apply to final imported consignments, but also to temporarily imported items. The following items belong to the products under special scrutiny:

- Fridge and freezer units
- Alcohol (wine and spirits)
- Foodstuff (fresh fish and meat)
- Food ingredients
- Tobacco commodities
- Cosmetics and beauty aids
- Medical equipment and pharmaceutical products
- Observation and close circuit surveillance equipment
- Telecommunication equipment
- Data Media (CD ROMs, DVDs, etc.)
- Military equipment (dual use)
- Wooden products and wood in general

Russian customs authorities demand for temporary imported equipment classified under group 84, 85 and 90 of the Russian Federation trade nomenclature (similar to Brussels trade nomenclature) the following document:

1. RF Defense Ministry conclusion that imported goods are not military.
2. RF Service on technical and export control conclusion that imported goods do not belong to the goods of dual use. Both documents are necessary. To obtain such papers we need technical

documentation describing the technical characteristics, also a picture or detailed brochures may be of help. Practice shows that in most cases exhibitors neither have necessary documentation. In this situation our customs brokers and exhibitors will face serious problems with return transport such goods. We need to have from your end the technical documentation and Pro Forma Invoice 2 weeks before the goods are shipped to the exhibition.

Several import permits/restrictions are required/in place for the following BTN/HS Codes/kinds of products, e.g.:

- | | |
|--|--|
| -01.. -05 –animals and products of animal origin | -8212 –cutlery |
| -06.. -14 –products of herbal origin | -84 –temperature regulating systems |
| -15.. -24 –products of foodstuff industry, beverages, alcohol, tobacco, etc. | -85 –electrical/tone-recording/transmitter equipment |
| -25.. -27 –mineral products | -93 –weapons, etc |
| -28.. -38 –products of chemical industry | -94 –furniture, etc |
| -41.. -43 –products of skin, coat, leather, etc. | -95.. -97 –arts, antiquities, etc |
| -71 –jewelry | |

Technical data sheets with detailed description and range of application are required for:

-84.. -85 –electrical and mechanical devices,
machines and parts

-86.. -89 –transport units

-90 –optical/photographical measuring, tester
and precision instruments

7. During the Exhibition

You will be contacted by our local representatives – staff members or representatives of our on-site agents during the exhibition, in order to collect your individual forwarding/disposal instructions in writing and to give advice on all the necessary formalities for the return transport.

8. Selling of Exhibition Goods

It is strictly prohibited to sell temporarily imported items direct from the exhibition stand. This is regarded as a serious abuse of Russian law and will bring about heavy fines. Under Russian exhibition customs procedures, it is no longer possible to change the status of imported goods from temporary import to permanent import. In particular selling goods to an officially registered Russian company and the subsequent change of status from temporary import to permanent import – as was common practice in previous years – is now no longer possible. Goods, which have been temporarily imported cannot be donated or disposed of in any other form, not even against payment of customs duties and VAT.

All consignments, which were declared for temporary import, must be re-exported once the exhibition has ended.

Please keep this fact in mind when preparing your exhibition consignment.

9. End of Exhibition/Return Transport of Goods

Even when our local representatives provides extra labor for re-packing exhibition goods, the exhibitor still remains responsible for ensuring that all items are re-packed into the same cases as for the inbound transport. For this reason, it is advisable for the exhibitor to keep a copy of the original pro forma invoice with him at all times. Goods which were declared for consumption (brochures, give-aways and consumable goods) must not be re-packed. All of these items must remain in Russia. These items cannot be re-exported. All exhibitors, who intend to leave the exhibition site before the closing of the show and who leave their exhibits on the exhibition stand, do so at their own risk. Our local representatives will arrange for workers to re-pack the cases – the costs incurred will be charged to the exhibitor. Responsibility or liability for subsequent loss of or damage to such consignments cannot be accepted by AFC/. Our local representatives can arrange security storage for exhibits from the end of the exhibition until re-loading commences. Should an exhibitor require such storage, then he should give written order to our local representatives. Our local representatives office at the fairground will supply you with return labels. To allow us to identify your cargo, all cases must be clearly marked with these labels. The dispatch of your return shipment may well be delayed due to the Russian customs procedures. In addition, due to the Russian minimum value system, it is possible that the value of goods which were declared for temporarily import, may have increased considerably and as a result a convoy may be necessary for your return trailer. Our on-site handling tariff does not include convoy charges and these charges must be paid for by the exhibitor.

10. Handling Charges to, from and at the Fairground

All our handling charges will be calculated in accordance with our handling-tariff, quotes or otherwise pre-agreed format. We reserve the right to and will request an advance payment of at least \$ 5000 for all our services including VAT, Russian customs duties and freight charges. In addition AFC/ reserves the right to request a deposit as a guarantee in order to avoid violation of the relevant Russian customs regulations. After the exhibition has ended, both amounts will be deducted from the final invoice, including possible unforeseen expenses and fines. Any excess amounts will of course be refunded.

11. Specialized Information

Apart from our general shipping manual, we would ask you to please refer to our information material for specialized exhibitions, which include the following themes:

NOT APPLICABLE FOR THIS EVENT.

12. Liability and Insurance Coverage

Our liability ends when the goods have been delivered to the exhibition booth (or as close to the booth as possible) – even if the exhibitor or his chosen representative is not present at the time of delivery. Our liability is valid again after the exhibition ends and the goods (repacked) are collected at the booth for the return transport. This is also valid, even if the transport documents for the return transport were handed over to the forwarder at an earlier date. For the period between delivery and collection at the booth, the exhibitor takes full responsibility for the exhibits. We undertake all services at the owner's risk. We also cannot be held responsible for rented labor and technical equipment. It is the responsibility of each exhibitor to arrange a fully comprehensive insurance policy covering the exhibits for transport to the exhibition, during the exhibition and the return of the exhibits to his works, including the period the goods are handled by us. The exhibitor must also ensure that transport insurance is arranged for exhibits sold locally. In addition, if the goods are to be stored in a bonded warehouse, then they must be insured by your company. No insurance will be taken out in Russia to cover storage. We strongly recommend all exhibitors to cover such insurance as described. The certificate of insurance must be attached to all other documents when goods are collected. The name and address of the insurance representative in Russia must be stated on the certificate. If you would like us to arrange for this insurance, we require a written order prior to the goods being dispatched. Rates and premiums are available on request. In the case of any damages or losses an immediate written claim must be given to our on-site office or responsible branch office, specifying the damage or loss. **We recommend insurance for your cargo against all risks in any case!**

The shipper/Exhibitor or his Authorized Agent hereby authorizes Airways Freight Corporation and /or its designated agent, in his name and on behalf, to prepare any export or import documents, to sign and accept any documents relating to said shipment and forward this shipment in accordance with the conditions of carriage and the tariffs of the carriers employed. The shipper expressly agrees to be bound by Airways Freight Corporations' Terms and Conditions as posted on the Airways Website, (current version), and guarantees payment of all charges. Hereunder, the sole responsibility of AFC is to use reasonable care in the selection of carriers, forwarders, agents and others to whom it may entrust the shipment. operates exclusively in accordance with the latest version of the Allgemeine Deutsche Spediteurbedingungen – ADSp – (German Forwarders' General Terms and Conditions of Trading). In paragraph 23 ADSp these conditions limit the legal liability for damage to goods in the case of damage to goods whilst in the care of a forwarder to € 5/kg, in accordance with § 431 of the German Commercial Code (HGB); in the case of multimodal transports, including sea transport to 2 SDR (special drawing rights)/kg and in addition, per damage or event to € 1 Million or € 2 Million respectively, or 2 SDR/kg whichever is the greater. Court of Jurisdiction: Hamburg, Germany. This manual is subject to short term alterations.

TIME TABLE

CONEXPO @ CTT and CTT 2010

Moscow – Russia – Crocus Expo

Contacts :

Air : Dillonc@airwaysfreight.com xt 143

Ocean: Jeromec@airwaysfreight.com xt 183

Shipment specific time tables available upon request

Assembling 30. – 31.05.2010	Duration 01. – 05.06.2010	Disassembling 07.06.2010
-		--
Advise of Consignment Details -latest delivery of „Quotation Request” / Proforma-Invoice” by mail to our address		03.05.2010 or 6 weeks before transport
Transport by air -latest delivery of copies of „Proforma-Invoice“ by mail to our address -latest collection of consignment -latest arrival at airport Moscow „Sheremetevo-II“		10 days before transport 17.05.2010 24.05.2010
Transport by sea -latest delivery of copies of „Proforma-Invoice“ by mail to our address -latest arrival at seaport Hamburg		10 days before transport 10.05.2010
Transport by truck -latest delivery of copies of „Proforma-Invoice“ by mail to our address -latest collection of consignment within Europe -latest delivery to our consolidation point Germany -latest arrival at final destination Moscow		10 days before transport 14.05.2010 20.05.2010 27.05.2010 – 09.00 h