



Shipping Manual

Contractor:

On-Site Sweden AB
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1. General Information

On-Site Sweden AB has been appointed as the sole official and exclusive freight forwarder by the organiser and is therefore responsible for moving all cargo at the fairground, as well as for taking care of all customs procedures. This means the organiser has decided that no other freight forwarder will be allowed to work on site or within the exhibition hall, other than the appointed official freight forwarder.

This shipping manual will assist you in your preparations for the correct and timely dispatch of your consignments to **NEVA 2019**. Please therefore read the guidelines carefully.

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.

Under no circumstances can On-Site Sweden AB be made accountable or held responsible for non-delivery of goods, delay in delivery or extra costs due to consignments arriving without previous notice.

Pre-Notification

When all necessary documents have been completed, please send your pre-notification, along with your handling instructions immediately to:

**On-Site Sweden AB
Norra Gubberogatan 30
416 63 Gothenburg
Sweden
E-mail: neva@onsitegroup.se**

2. Dates and times and dead-lines.

Mounting & Dismantling	
Mounting	13-15 September: 09:00 – 22:00
	16 September: 09:00 – 24:00
Dismantling	20 September: 17:00 – 24:00
	21 September: 00:00 – 24:00

Cargo Dead-lines	Arrival
Direct truck transport to St. Petersburg	4 working days before delivery to stand.
Airfreight to St. Petersburg airport	7 working days before delivery to stand.
Seafreight to St. Peterburg Port	10 working days before delivery to stand.

Document Dead-lines	Latest
We need copies of proforma invoices in Excel format by e-mail for checking and eventual translation into Russian language	10 days before dispatch

3. Consignment Instruction.

Direct to St. Petersburg:

Consignee: Pan Balt Service

Petersburgskoje shosse 62
Poselok Shushary, Building 4 A
196140 St. Petersburg, Russia.

Notify: On-Site Sweden AB

Name of Exhibitor:

Hall no:..... Stand no:.....

Custom warehouse licence: No.10210/130716/10120/3

If you send your goods by truck please, indicate in Carnet TIR these goods separately. In point 12 of Carnet TIR please, indicate the following:

Customs department: St. Petersburg ; 10210120

4. Documentation

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

For all Shipments:

- Proforma invoice / Packing List (three original + two copies plus electronic version by e-mail)
- Sender's Order Form. (Issued by the company mentioned as Consignor in CMR, AWB or BL) Should be written on their letterhead. (See attachment No:1), Send by e-mail to us.

This Form must be shipped in original with the cargo.

- Photos of all goods intended for temporary import to Russia, with notice of corresponding position in the proforma invoice.

For road freight: CMR (three original)+ CARNET TIR

For air freight: Master AWB (two original & two copies), under no circumstances a house AWB

For Sea freight: B/L (one original and two copies). **NOTE: We accept only FCL.**

Other documents may be required for customs clearance:

- Originals of Russian Certificates of Conformity, Veterinary Certificates, Sanitary Certificates for many kinds of the goods sent for permanent import (like food products, toys, some plastic products, etc.). Please, check with us before sending.
- Special Licenses of Russian Control Departments for some kinds of goods even for temporary import (for example: refrigerator equipment, wireless communication appliances, medicine, furniture, etc.). Please, check with us before sending.

We ask you to send us copies of the a.m. documents as well as the shipping dates and details by e-mail at least 10 days before sending your shipment - so that the customs clearance could be speeded up.

5. Pro Forma Invoices / Packing list.

We request, that you only use On-Site Sweden's own pro forma invoice forms. For this purpose, we will supply you with the necessary excel-data files. These must be completed and returned to us in the same way. To ensure a timely control and translation of your documents, please send all drafts of invoices, in Excel Format, to us **at the latest two weeks before the date of shipping**. Send to: neva@onsitegroup.se

The following clause should be endorsed in the proforma invoices:

"Terms of deliver: DDU St. Petersburg. These goods are not for sale, not for commercial use. Value is for customs purposes only"

All invoices are required to be translated into Russian, therefore please leave a blank line for the Russian translation. For this purpose, we can offer our translation service (for a fee).

Separate invoices must be issued for temporary and final import

Final import:

Printed Matter (brochures)
Consumable Material (tape, etc.)
Promotional Material (give-aways)

Temporary import:

Exhibits / Models
Stand fitting material
Tools

The customs authorities will control the contents of your consignment according to your proforma invoice. Therefore it is highly important that during customs examination, the various items can be clearly recognized according to their description in the proforma invoice. The following details must be noticed:

- No. of cases
- Kind of package
- Quantity
- Type of unit (pcs, sqm, kg, meter, liter)
- Measurements of the case (in cm)
- Gross weight of the case
- Detailed description of the goods (incl. quantity, model and serial number/s)
- Value of every single position in Euro as well as total value
- Country of origin or manufacture of every single position
- Customs codes (BTN codes) for every single position (in Russia consists of 10 digits)
- Gross weight separately for every single position in kg.
- Net weight separately for every single position in kg.

Please complete our invoice forms accurately and in detail.

Description of Goods

The items' description must be clear and comprehensible even for non-experts. Please do not use any sort of abbreviations or any specialized or technical terms. The description given must specify the type of product and what substance it is made of e.g.: "bags": "plastic bags" or "canvas bags"

Electrical equipment / instruments

Variety, brand name, type, serial-No. e.g.: electric drilling machine-BOSCH-Serial No: 12505/12

Machinery (manufacturing, printing, packing, etc.)

Variety, technical function, brand name, type, serial-No. e.g. Coffee Machine-YAKUMA T234, Serial No: 5061

Accessories (parts belonging to a machine, but not packed together with the machine) must also be listed, however do not require to be itemized by their specific customs codes, values and weights.

Contents of stationery equipment and tool cases must be specified individually

Type of Packaging

Please describe the packing units precisely (e.g. metal box, carton, wooden crate, wooden pallet, or unpacked, etc.)

Customs Code

Please apply the customs code numbers as stipulated in the Harmonized System (HS) – 10 digits

Quantity

e.g.: Catalogues – 300 copies / Paint – 8 litres / Carpet – 85 sqm / Electrical cables – 15 m

Dimensions / Volume

Please state only the dimensions and the volume of the packaging units, using the Metric System only!

Gross / Net Weight

The customs authorities in Russia need the gross and net weight for each entry on the invoice.

Please itemize the tare weight of each invoice entry.

Gross weight = net weight + tare weight

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. On-Site Sweden AB 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!

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. On-Site Sweden AB *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.

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. Therefore we do not accept ATA-Carnet as Custom documents.

6. Transport

Road freight

Our agents can offer a consolidated service directly to the Fairground. For further details, please contact us or our agents directly. When you make your own transport arrangements for your consignments, do **not 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 consignee address (page 3). 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.

Sea freight

Only FCL loads can be accepted, **No** LCL shipment can be handled. It is very important that you send a copy of B/L as soon as it is issued. We need to contact the shipping lines representative, agent, in St. Petersburg, to prepare pick up and transit formalities from Port to Show-site.

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 authorised 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.

On-Site Sweden AB 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.

7. 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.

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 organize customs clearance without your presence being necessary. Also remember to ensure that your own exhibition staff has a set of keys with them.

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.

All wooden packing materials for the import to EU/Russia must conform with the international sanitary ISPM 15 Standard. That means that all solid wood packing such as wooden pallets, wooden crates, dunnages, drums, wooden cases must clearly show the IPPC stamp.

(<https://www.ippc.int/>)

8. Restrictions / Licences

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.

It is not possible to import any type of alcohol, tobacco, jewellery, perfume, medical or pharmaceutical products, cosmetics, observation and close circuit surveillance equipment, Telecommunication equipment, Military equipment, wooden product and wood in general.

The list of these goods may be changed several times per year. Therefore we have to check your proforma invoice in advance.

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 documents:

- RF Defence Ministry conclusion that imported goods are not military.
- 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.

We need to have the technical documentation 3 months before the goods are shipped to the exhibition.

9. 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 custom procedures, it is not possible to change the status of imported goods from temporary import to permanent import.

Goods which have been imported as temporary goods cannot be donated or disposed of in any other form, not even against payment of customs duty or VAT.

All consignments, which were declared for temporary import must be re-exported.

10. End of exhibition / Return transport of goods

Even when On-Site Sweden AB provides extra labour 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.

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. On-Site Sweden AB will arrange for workers to re-pack the cases and 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 On-Site Sweden AB.

Our On-Site Sweden 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.

Please coordinate your arrangements for return transport with On-Site Sweden AB in order to avoid any unnecessary demurrage charges being incurred.

Minimum time for custom clearance for return transport is 2 working days.

It may take longer time depending of the actual situation in September.

You should contact On-site Sweden AB before sending any trucks for reloading.

We will decide if you should send your truck to Expo-Forum or to Pan-Balt Service.

11. Liability and insurance coverage

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 premises, 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 it must be insured by your company. No insurance will be taken out in Russia to cover storage.

In the case of any damages or losses an immediate written claim must be given to our on-site office, specifying the damage or loss.

On-Site Sweden AB operates exclusively in accordance with the latest version of the General Conditions for Transport, Forwarding and Warehousing of the Nordic Association of Freight Forwarders.

12. Payment

For shipment not arranged through our agents, we require all inbound charges to be received by us before 9 September 2015.

Our bank details are:

Skandinaviska Enskilda Banken, Stockholm.

Iban: SE815000000059018233773

SWIFT: ESSESESS