

## **GUIDELINES FOR THE ADMISSION OF EXHIBITION EQUIPMENT TO THE TERRITORY OF THE RUSSIAN FEDERATION FOR RADECS-2015 EXHIBITORS**

**The goods imported to the territory of the Russian Federation need to undergo a customs clearance procedure.**

Admission of goods to the territory of the Russian Federation adhering to local customs procedures is accomplished in either of these two ways:

1. **Temporary admission of goods under an A.T.A. Carnet.** The A.T.A. Carnet is an internationally accepted customs document that is used to replace regular customs declarations in order to import goods to Russia under a simplified procedure in the speediest way possible, without paying any customs duties and taxes. This procedure applies to exhibitions, world tours, festivals, also international transportation of samples, professional equipment, and some other types of goods.

**(!)IMPORTANT:** All goods imported under an A.T.A. Carnet are subject to return to the country of departure soon after the final dates of the exhibition. **It is strictly prohibited to alternate design, modify or customize the goods, as well as sell the goods under an A.T.A. Carnet to third parties or allow any damage to the goods.** EXAMPLE: electric appliances, microcircuits, etc., that will be showcased at your exhibition stand.

**Transportation to the territory of the Russian Federation is to be done by the Exhibitor himself (the Shipper of the goods) and is limited to air freight only, the final destination being Sheremetyevo-Cargo (SVO) or, optionally, Domodedovo-Cargo (DME).** Further transfer from one of the above mentioned airports to the exhibition venue will be arranged by the Agent of MAKO LLC. In case you are not able to arrange the air freight by yourself to one of the Moscow airports mentioned above, please notify both the Agent and MAKO LLC by e-mail, attaching the completed shipment order form (attachment available to download).

2. **Ultimate Import of Goods (IM-40).** The national customs clearance procedure for ultimate import and consumption on the territory of the Russian Federation and the Customs Union. EXAMPLE: printed products and other media materials (leaflets, posters, souvenirs, etc.) that will be handed out at your stand to the exhibition visitors.

**(!)IMPORTANT: This procedure applies to printed media materials and other marketing materials only.** The obligatory condition is payment of customs duties and VAT, protective antidumping duties, or other specific duties and taxes, if any.

**Transportation to the territory of the Russian Federation is to be done by the Exhibitor himself (the Shipper of the goods) and is limited to air freight only, the final destination being Sheremetyevo-Cargo (SVO) or, optionally, Domodedovo-Cargo (DME).** Further transfer from one of the above mentioned airports to the exhibition venue will be arranged by the Agent of MAKO LLC. In case you are not able to arrange the air freight by yourself to one of the Moscow airports mentioned above, please notify both the Agent and

MAKO LLC by e-mail, attaching the completed shipment order form (attachment available to download).

**FOR YOUR INFORMATION**, In case you are undetermined about what option of the two to choose, please contact our agent at the contacts below to assist you in choosing the right option.

### **TEMPORARY ADMISSION UNDER A.T.A. CARNET**

#### **Guidelines for temporary admission of equipment to the territory of the Russian Federation under an A.T.A. Carnet.**

- The Exhibitor (Participant) arranges the issuance of the A.T.A. Carnet by himself. You have to apply for the A.T.A. Carnet directly to the local governmental body – Chamber of Commerce and Industry or through your local agent, authorized to provide the corresponding service in your country of residence.
- Your official representative in Russia will be VR LOGISTIC GROUP LLC (the official partner of MAKO LLC). This Agent will accept the goods on their arrival at one of the Moscow airports and will arrange for their further transportation to the RADECS-2015 venue (IZMAILOVO ALFA HOTEL). By the end of the exhibition, this Agent will also arrange the pick-up of the goods and ship them back to your country, to the same airport where it was initially shipped from to Russia.

#### **Preparatory arrangements (A.T.A. Carnet):**

1. While filling in the A.T.A. Carnet form, please make sure you, by all means, put the following data into Box B “REPRESENTED BY”:  
    **«VR LOGISTIC GROUP» LLC**  
    **72 SADOVNICHESKAYA ST., BUILDING 1, OFFICE 6, MOSCOW,**  
    **115035, RUSSIA**
2. Box «B1» (b) of the voucher tear sheet of A.T.A. Carnet must contain the following data:  
    Exhibition: **RADECS-2015**  
    Address: **IZMAILOVO ALFA HOTEL, IZMAILOVSKOE SHOSSE, 71,**  
    **BUIDLING A, MOSCOW, RUSSIA**  
    Organizer: **INTERNATIONAL AGENCY OF CONGRESS**  
    **MANAGEMENT «MAKO» LLC**
3. All other boxes of the A.T.A. Carnet are to be completed in accordance with the requirements and/or recommendations of your local Chamber of Commerce and Industry in your country of residence. **FOR YOUR INFORMATION, the A.T.A. Carnet should, by all means, contain precise and clear description of the goods for unambiguous classification of the goods by the Russian customs authority, cost of the goods, marks and numbers for clear identification (weight, quantity, serial numbers, trademarks, etc.)**
4. Before the final issuance of the A.T.A. Carnet, please send the completed A.T.A. form, invoice, packing list, technical description of the goods for double-check with the help of our Agent to e-mail address: [i.serchenya@vr-logistic.ru](mailto:i.serchenya@vr-logistic.ru) .  
    (!) **IMPORTANT:** It is strongly recommended not to final issue your A.T.A. Carnet without preliminary check-up by our Agent.

5. Not later than 2 days prior to the agreed deadline that the Agent assigns to you, it is necessary to email scanned copies of all documents (\*as listed below), contacts of the forwarder responsible for shipment to one of the mentioned Moscow airports (either Sheremetyevo-Cargo or Domodedovo-Cargo), estimated date of arrival, and name of the destination airport. The E-mail address is: [i.serchenya@vr-logistic.ru](mailto:i.serchenya@vr-logistic.ru) .

**\*Complete list of documents that you need to email to the Agent:**

- Scan of issued A.T.A. Carnet;
  - Photos of cargo with and without packaging, photos of all plates, marks and serial numbers;
  - Scan of AWB;
6. After the final check of the documents mentioned above, you will receive confirmation from the Agent of MAKO LLC. Having received this confirmation, the goods can be shipped to the Russian Federation within the dates agreed with the Agent of MAKO LLC. The original of your A.T.A. Carnet and AWB are shipped together with the goods.

**(!)IMPORTANT: On the front sheet of the A.T.A. Carnet, the customs authorities of your country of residence shall leave the corresponding customs mark - this usually occurs in your local airport of departure. Admission of any goods to the territory of the Russian Federation without the customs mark of the country of departure on an A.T.A. Carnet is not acceptable; in this case the goods will be reverted by the Russian customs authorities. The Shipper (Exhibitor) bears the responsibility for the presence of this customs mark on an A.T.A. Carnet.**

### **ULTIMATE IMPORT OF GOODS (IM-40)**

**Guidelines for ultimate import of printed media and marketing materials (leaflets, posters, souvenirs, etc.) to the territory of the Russian Federation under IM-40 procedure allowing for consumption on the territory of the Russian Federation and the Customs Union.**

For import of goods under IM-40, please do the following:

1. Provide the following documents **not later than the 31<sup>st</sup> of July 2015:**
  - Foreign trade contract with MAKO LLC including all annexes and additional agreements (attachment available to download) – the scanned copy needs to be sent by e-mail: [ap@makongress.ru](mailto:ap@makongress.ru) .
  - Commercial Invoice for printed materials, indicating the value of the goods. (!)IMPORTANT: Under the total amount in EUR or other foreign currency, it is necessary to put the following phrase «VALUE FOR CUSTOMS PURPOSES ONLY».
  - Packing list containing L x W x H of each package in centimeters (cm), quantity in pieces (pcs), gross weight (kg), net weight (kg) - the scanned copy has to be sent to [ap@makongress.ru](mailto:ap@makongress.ru).

- Export declaration (EX-1 or EXA) - the scanned copy has to be sent to [ap@makongress.ru](mailto:ap@makongress.ru).
- Certificate of Origin (“A” Form) - the scanned copy has to be sent to [ap@makongress.ru](mailto:ap@makongress.ru). The example of Certificate of Origin (“A” Form) is available at your country’s Chamber of Commerce and Industry.
- AWB - the scanned copy has to be sent to [ap@makongress.ru](mailto:ap@makongress.ru).

**Please, provide MAKO LLC by email [ap@makongress.ru](mailto:ap@makongress.ru) with the following data related to the products shipped:**

- Trademark of each item, if any.
- Name of the manufacturer of each item.
- Country of origin of each item.
- Photos of all goods transported (in packaging, without packaging, photos, of labels, plates, any marks that are present on the goods.
- Gross weight and net weight of each item.
- Quantity, value of each goods and total amount in EUR (or other foreign currency).
- Detailed technical description of the goods: application field – where the goods are used, material of what each item is manufactured from, composition of materials in percentage (%).

**\*In the “Subject” of your email addressed to the MAKO LLC, please indicate: “Marketing materials” and mention your company name.**

2. Provide the name of the airport of destination – either Sheremetyevo-Cargo (SVO) or, optionally, Domodedovo-Cargo (DME),- the planned date of arrival, contact details of the forwarder accomplishing the transportation to the particular airport to e-mail: [ap@makongress.ru](mailto:ap@makongress.ru).

Based on the precise information provided by you, MAKO Company will calculate the total of the customs duties and transport cost to be reimbursed through the contract for exhibition services between you and MAKO Company.

**(!)IMPORTANT:** The shipment of your goods to Sheremetyevo-Cargo (SVO) or, optionally, Domodedovo-Cargo (DME), is possible only after receiving a confirmation email from the Agent of MAKO LLC regarding his readiness to receive the goods.

#### **DEADLINES:**

**All air shipments are to arrive at either Sheremetyevo-Cargo (SVO) or, optionally, Domodedovo-Cargo (DME) not later than the 6th of September 2015.** All dates are to be agreed with and confirmed by the Agent of MAKO LLC before the actual shipment. This rule relates to both shipments under an A.T.A. Carnet, as well as shipments under IM-40.

**ATTENTION:** In case you prefer not to use the above mentioned services of MAKO LLC and its Agent, the goods need to arrive at the exhibition venue strictly between 09:00 – 17:00 on the 13<sup>th</sup> of September 2015.

**ATTENTION:** In case of not meeting the deadlines and terms set forth in these Guidelines, neither MAKO LLC nor its Agent can be found responsible for not meeting the terms of shipment of exhibition samples to the exhibition venue.

#### **BACK SHIPMENT OF EQUIPMENT UNDER A.T.A. CARNET:**

1. Straight after the exhibition, on the 17<sup>th</sup> of September 2015, the goods are to be packed in the same way as they were packed during shipment to the Russian Federation. All marks, labels, etc., have to be identical with those during admission at the airport Sheremetyevo-Cargo (SVO) or Domodedovo-Cargo (DME). After being packed accordingly, the goods have to be moved to the specially arranged place within the exhibition facilities - Conference Room № 9. The quantity of packages for back shipment must coincide with that during shipment from your country of residence to the airport of arrival in Moscow.
2. On the 18<sup>th</sup> of September 2015, the Agent of MAKO LLC will pick up the goods of all exhibitors for back shipment.
3. The goods will be further transported to Sheremetyevo-Cargo (SVO) or Domodedovo-Cargo (DME), depending on what airport they arrived at during their way to the exhibition. The Agent will perform all necessary customs clearance operations for back shipment under an A.T.A. Carnet.
4. Having the goods customs cleared under an A.T.A. Carnet, it is the Agent of MAKO LLC who further ships the goods back to your country of residence. Back shipment of your goods is done strictly to the airport where they were initially sent from to Russia. The airfreight from airports Sheremetyevo-Cargo (SVO) or Domodedovo-Cargo (DME) during back shipment is arranged totally by the Agent of MAKO LLC, the transport cost will be calculated based on the data mentioned on the A.T.A Carnet of each exhibitor and is subject to reimbursement through the contract with MAKO LLC for rendering exhibition services .
5. In your local country airport, the completion of the A.T.A. Carnet is carried out by your local customs authority. This occurs without control or assistance from the Agent of MAKO LLC. Further transfer of all shipments from your country local airports is the responsibility of each exhibitor in particular.

**PLEASE, MAKE SURE that your equipment is well-packed and is moved to the specially arranged place – Conference Room №9 not later than 18<sup>th</sup> of September 2015. For your information, the working hours of the exhibition are available in the manual at [http://www.radecs2015.org/files/Exhibition\\_MANUAL.pdf](http://www.radecs2015.org/files/Exhibition_MANUAL.pdf).**

#### **Contacts:**

##### **MAKO LLC:**

Alexander Panasyuk

Phone: +7 499 705-7925, ext. 106

E-mail: [ap@makongress.ru](mailto:ap@makongress.ru)

**AGENT of MAKO LLC:**

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**THIRD PARTY SERVICES FOR IMPORT AND BACK SHIPMENT**

In case you prefer not to use the above mentioned services of MAKO Company and its Agent, and use the services of third-party agents instead, please note that the goods have to arrive at the exhibition venue **IZMAILOVO ALFA HOTEL, IZMAILOVSKOE SHOSSE, 71, BUIDLING A, MOSCOW, RUSSIA, CONFERENCE ROOM №9.**

The goods can be accepted (**strictly**) between 09:00 – 17:00 on the 13<sup>th</sup> of September 2015.

The goods can be kept within the exhibition facilities (**at the latest**) until 13:00, 18<sup>th</sup> September 2015.

**In case your company decides to arrange the whole shipment resorting to third party agents, please notify Industrial Exhibition Chairman Irina Tuzhikova by e-mail [info@radecs2015.org](mailto:info@radecs2015.org) or by phone +7 (495) 517-92-02, ext. 69-76.**