

# SHIPPING INSTRUCTIONS FOR DISCOP ISTANBUL

Each participant is responsible for his own shipping to and from the CEYLAN INTERCONTINENTAL HOTEL ISTANBUL. To avoid any delay due to the custom in Turkey, we very **STRONGLY ADVISE** you to follow the below instructions and ship your packages with **EHS** /www.ehs.fr / **our EXCLUSIVE shipping company** having a long experience with shipping to Istanbul.



**BE AWARE THAT YOUR PACKAGES NEED TO ARRIVE BY THE 4th of March 2011 in France.**

The Exhibitors should directly contact the EHS office:  
tony.coker@ehs.fr / operations1@ehs.fr. Tel: +33 1 70 03 84 07/8

## SHIPPING FROM REST OF WORLD TO PARIS

- Recommended to send by FedEx, TNT, UPS or DHL.
- Please ensure that your full shipper contact details are clearly visible on the International Shipping Airwaybill, to enable us to contact you.



- If sending by FedEx ensure that you use the document : **Fedex In'l Expanded Service Airway bill** and state **BROKER CLEARANCE DESIGNATE EHS**



- If sending by UPS, DHL, TNT ensure that you inform them at time of booking that you require **CNEE BROKERTO CLEAR in PARIS.**

- The International Shipping Airwaybill must be addressed to consignee:

**CEYLAN INTERCONTINENTAL HOTEL ISTANBUL / DISCOP ISTANBUL**  
**IN CARE OF -YOUR COMPANY +YOUR BOOTH / VIEWING BOX**  
**<YOUR NAME + cell phone n° >**  
C/O Express Handling Services, Rue de Voyelles, zone de Fret 4 Batiment Air France Express  
Roissy-CDG, Val d'Oise 95724, France  
Tel : +33 1 70 03 84 07 / +33 1 70 03 84 08  
Emails: Tony.coker@ehs.fr / Operations1@ehs.fr

- The Customs Declaration Form (Pro-Forma Invoice) must be addressed to : CEYLAN INTERCONTINENTAL HOTEL - Istanbul / DISCOP ISTANBUL with your contact name **and the contact details of your accounting department** also mobile telephone numbers.
- The parcels must be addressed to you at the final destination in Istanbul.

### Once your parcel has been collected:

- Scan and email (or fax) the copy of the International Shipping Airwaybill.
- Scan and email (or fax) the copy of the Pro-Forma Invoice.

**Fax: +33 1 70 03 84 09**

**Emails : Tony.coker@ehs.fr / Operations1@ehs.fr / Operations2@ehs.fr**



Please ensure that your email has the name of the person that will be responsible for the shipping of these goods. We will be sending all communications to this person.

## UPON ARRIVAL OF PARCELS IN PARIS

- We will collect the goods from the Integrator under customs (meaning that the goods will not be cleared into France, thereby avoiding unnecessary duties and taxes).
- We will store the goods into our warehouse.
- We will weigh the goods.
- We will inform the shipper of cost of transport and delivery of the goods.
- We will send the Pro-Forma Invoice to Istanbul for Calculation of expected Duties & taxes.
- We will inform shipper of expected cost of duties and taxes at Istanbul (within 2 working days)
- We will await shippers' to agreement of the total charges.
- If charges are agreed we will await receipt of payment for total charges.
- We will re-label and prepare a new shipping airwaybill according to the final destination address as stated on the Pro-Forma Invoice.
- We will make export to final destination on agreed date.

## UPON ARRIVAL IN ISTANBUL AIRPORT

- We will make customs clearance
- We will store in our warehouse until designated delivery date
- We will deliver to the address as stated on the Pro-forma Invoice

## TRANSIT UPDATES

Email updates will be sent to each customer informing them of:

- Confirmation that goods departed Paris
- Confirmation that goods arrived at Istanbul airport
- Confirmation that goods customs cleared
- Confirmation that goods in our Istanbul warehouse ready for delivery to Hotel