

**Forwarding Instructions for all exhibitions in the  
Russian Federation**

**Index:**

- 1. General Information**
- 2. Documentation**
- 3. Transport**
- 4. Packaging and case markings**
- 5. Storage of empty packaging during the show**
- 6. Restrictions / Licences**
- 7. During the exhibition**
- 8. Selling exhibition goods**
- 9. End of exhibition / Return transport of goods**
- 10. Handling charges at the fairground**
- 11. Specialised information**
- 12. Liability and insurance coverage**

## 1. General Information

BTG Expo GmbH is an international freight forwarder specialized in exhibition logistics since many years. For events in Russia we can offer you complete solutions, which include individual professional advice, specified shipping instructions, transport to and from the venues, support on-site, as well as the complete coordination of any necessary services at the individual fairgrounds.

On the most important fairgrounds in Moscow, such as Crocus Expo, Expocentre Krasnaya Presnya and Sokolniki Park, we have our own offices with motivated exhibition experts too.

Here the contact details of our local offices:

### **Expocentre, Krasnaya Presnya:**

BTG Expo GmbH, Mr. Andrey Belayew, Tel: +7 495 469848

German Hotline:

Tel: +49 69 408987-161

### **Crocus Expo:**

BTG Expo GmbH, Mr. Kirill Kuznetzov, Tel: +7 495 469848

German Hotline (Voice over IP):

Tel: +49 69 408987-150

This shipping manual will 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.

In order to ensure trouble free handling of your exhibition goods please kindly do not arrange any transport to Russia without our prior notification

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**Under no circumstances can BTG Expo GmbH 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:**

**BTG Expo GmbH**  
Carl-Benz-Strasse 21  
60386 Frankfurt am Main  
Germany

**Telefax: +49 69 408987-222**

**E-mail: [firstname.lastname@btg.de](mailto:firstname.lastname@btg.de)**  
(individual project manager of BTG Expo)

**Please contact us in advance for the responsible project manager.**

## **2. Documentation**

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

### **Transport 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 BTG Expo'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 to us **at the latest two weeks before the date of shipping.**

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.

## **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

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".

We will supply this form alongside with proforma invoice form.

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. BTG Expo GmbH 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

**BTG Expo GmbH**

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!**

**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, BTG Expo GmbH *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.

## 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”.  
For deadlines and Address of Consignee , please contact us directly

## 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 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.

**BTG Expo GmbH 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



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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 effect 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.**

## **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 "BTG empties labels" from our BTG Expo office at the fairground. 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. BTG Expo GmbH 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 BTG Expo office on site. Your empty packaging will be returned to your exhibition stand as quickly as possible after the exhibition ends.

## **6. 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. 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.

## BTG Expo GmbH

Both documents are necessary. In order to obtain such papers we need technical documentation describing the technical characteristics, also a picture or detailed brochures may be of help.

Practise 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 3 months before the goods are shipped to the exhibition.

## 7. During the exhibition

You will be contacted by BTG Expo 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.

**BTG Expo GmbH**

*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 BTG Expo GmbH 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. 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, giveaways 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. BTG Expo GmbH 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 BTG Expo GmbH.

BTG Expo GmbH 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 BTG Expo GmbH.

Our BTG Expo office at the fairground will supply you with BTG return labels. To allow us to identify your cargo, all cases must be clearly marked with these labels.

## **BTG Expo GmbH**

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.

Please keep this information in mind, should you decide to make your own arrangements for the return-transport of your exhibition goods. Please coordinate your arrangements for return trailers with BTG Expo GmbH in order to avoid any unnecessary demurrage charges being incurred.

### **10. Handling charges at the fairground**

All our on-site handling charges will be calculated in accordance with our on-site handling-tariff.

We reserve the right to request an advance payment for all our on-site services including VAT, Russian customs duties and freight charges. In addition BTG Expo GmbH 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. Specialised information**

- Textiles
- Fur
- Cosmetics
- Wine and spirits
- Food and drink
- Telecommunications

Should you intent to exhibit any of the above mentioned items, please contact us directly in order to obtain special information.

## **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 labour 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 has to be attached to all other documents when goods are collected. The name and address of the insurance representative in Russia has to 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 despatched. Rates and premiums are available on request.

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

BTG Expo GmbH 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: Augsburg, Germany

This manual is subject to short term alterations.