

# KOMATEK2011

**12. ULUSLARARASI İŐ VE İNŐAAT MAKİNA,  
TEKNOLOJİ VE ALETLERİ İHTİSAS FUARI**

*12<sup>TH</sup> INTERNATIONAL CONSTRUCTION MACHINERY,  
TECHNOLOGY AND EQUIPMENT TRADE FAIR*

**ATATÜRK KÜLTÜR MERKEZİ  
ANKARA**

*ATATÜRK CULTURE CENTER  
ANKARA*

**20-24 NİSAN 2011**

*20-24 APRIL 2011*

**KATILIMCI EL KİTABI**

*EXHIBITOR'S MANUAL*



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## **EK / APPENDIX - 1**

### **UMUMİ VEKALETNAME ÖRNEĞİ / TEXT, POWER OF ATTORNEY**

#### **UMUMİ VEKALETNAME**

T.C. Gümrüklerine adımıza gelmiş ve bundan sonra gelecek olan malları, gümrüklerden arz ve tesellüme ve sevk etmeye, adımıza intikal etmiş ve edilecek olan malların gümrük muamelelerini yapmaya, Devlet Demir Yolları, Türkiye Denizcilik Kurumu Liman İdareleri ve diğer Resmi Daireler nezdinde ithal ve ihrac işlemleri ile ilgili olarak bilimum işleri yapmaya, takip etmeye, dilekçe vermeye, dilekçeleri imzalamaya, Bankalardan akreditifle ilgili vesaikleri ve resmi dairelerden evraklarımızı almaya, vapur acentalarından, nakliyeciler firmalardan ve Devlet Demir Yolları'ndan ordinoları almaya, navlun ve diğer ücretleri ödemeye, işlerimizi takip etmeye, bu işler için yaptığı ödemelerde iade edilenleri tahsile, depozito yatırmaya, bakiyelerini tahsile, gereken alacaklarımızı tahsile, gereken formaliteleri ikmal etmeye, Gümrük, Liman ve Demiryollarındaki bu ihrac ve ithal ile ilgili alacaklarımızı tahsile, takip ve intaca, yukarıda yazılı ithal ve ihrac işleriyle ilgili vukuu muhtemel ihtilaflarda bizi temsile, itirazda bulunmaya, gümrük muamelelerini son dereceye kadar ifa ve ikmale, başkalarını da tevkil, teşkil ve azle mezun ve selahiyettar olmak üzere, Çankaya, Ankara, Yeşilyurt Sokak 3/6'da mukim GRUPTRANS ULUSLARARASI NAKLİYAT VE TİCARET A.Ş.'yi ve SOLMAZ GÜMRÜK MÜŞAVİRLİĞİ'ni vekaletle yetkili olmak üzere vekil tayin eyledik.

**Vekaleti veren:**

#### **POWER OF ATTORNEY**

*We hereby give a general authorization to GRUPTRANS ULUSLARARASI NAKLİYAT VE TİCARET A.Ş. and SOLMAZ GÜMRÜK MÜŞAVİRLİĞİ to receive, deliver or transport all goods which have already arrived or which will be arriving to the customs of the Republic of Turkey, to export or import all our goods by clearing them through the customs, to write petition, to sign petitions, to carry out all necessary import and export procedures at Turkish Railways, Türkiye Denizcilik Kurumu port Authorities, and at all other government agencies, to receive delivery orders from shipping agencies, State Railways, to pay freight and other expenses and follow our business to collect the returns of the payments made by them, to pay deposits and to receive the remainders and complete formalities to receive our import and export claims from harbour customs and railways, to represent us in possible disputes with the above agencies, raise objection against these agencies, conduct to the utmost and complete customs formalities, to establish partnership, representation or dismissal of third parties.*

**Power of Attorney given by:**

## EK / APPENDIX - 2

### TAŞERON FİRMALAR LİSTESİ / LIST OF SUBCONTRACTORS

<b>FİRMA ADI / COMPANY NAME YETKİLİ KİŞİ / CONTACT PERSON</b>	<b>ADRES ADDRESS</b>	<b>TELEFON TELEPHONE</b>	<b>TELEFAKS TELEFAX</b>	<b>VERİLEN HİZMETLER SERVICES PROVIDED</b>
<b>SADA SERVICES</b> Mr. Alp Bekişişođlu Mr. Levent Baykal  info@komatek.sada.com.tr	Reşat Nuri Sokak 122/6 Y. Ayrancı 06540 Ankara Turkey	(312) 440 88 00	(312) 440 88 03	<b>Katalog Reklam</b> <i>Catalogue Adds.</i> <b>Yaka Kartları</b> <i>Admission Passes</i> <b>Teknik Hizmetler</b> <i>Technical Services</i> <b>Genel Hizmetler</b> <i>General Services</i>
<b>GRUPTRANS</b> <b>International Forwarding Inc.</b>  Mr. Feyzan Erel (Ankara) Mr. Ali Yılmaz (Ankara)  Mrs. Ümran Özdindar (İstanbul)	Yeşilyurt Sok. 3/6 Çankaya 06690 Ankara / Turkey  Ekin Sokak 34/10 Yeşilyurt İstanbul Turkey	(312) 467 70 54  (212) 573 96 54	(312) 467 70 36  (212) 662 09 49	<b>Yetkili Nakliyeci</b> <b>Gümrük</b> <b>Taşıma/ İndirme -</b> <b>Bindirme</b> <i>Official Forwarder</i> <i>Customs Clearance</i> <i>Handling</i>
<b>TÜRKER SEYAHAT ACENTESİ</b> Mrs. Alev İmren	Tunalı Hilmi Cad. 62/1-2 06662 Kavaklıdere Ankara Turkey	(312) 468 28 02	(312) 467 71 34	<b>Yetkili Seyahat</b> <b>Acentası</b> <i>Official Travel Agent</i>
<b>FORZA Fuarcılık ve Organizasyon</b> <b>Hizmetleri A.Ş.</b> Mr. Süleyman Karaot	76. Sokak No: 4 A. Öveçler Ankara	(312) 473 60 00	(312) 473 60 10	<b>Stand Dekorasyon</b> <b>ve Dizayn</b> <i>Stand Decoration</i> <i>and Design</i>
<b>Metin Korkut</b> Mr. Metin Korkut	Altınay Cad. 27/8-9 Kat 1 Siteler 06160 Ankara Turkey	(312) 348 94 70	(312) 348 13 94	<b>Stand Dekorasyon</b> <b>ve Dizayn</b> <i>Stand Decoration</i> <i>and Design</i>
<b>RÖDER</b> <b>Yapı Sistemleri San.</b> <b>Tic. Ltd. Şti.</b> Mr. Yaşar Polat	Asmadalı Sok. No: 38 Koşuyolu, Kadıköy İstanbul	(216) 340 89 10	(212) 640 89 15	<b>Çadır Kiralama</b> <i>Tent Rental</i>
<b>MINT</b> <b>Fuarcılık ve Organizasyon A.Ş.</b> Mr. Müşfik İşık	Uğur Mumcu Cad. No: 65/9 G.O.P. Ankara Turkey	(312) 446 12 94	(312) 446 10 19	<b>Şale Kiralama</b> <i>Chalet Rental</i>

## SHIPPING INSTRUCTIONS FOR EXHIBITORS

### 1. GENERAL

GRUPTRANS INTERNATIONAL FORWARDING AND TRADE CO. INC. Has been appointed to coordinate the international freight, import-export customs brokerage and delivery of overseas shipments designated for KOMATEK 2011 12<sup>th</sup> International Construction Machinery, Technology and Equipment Trade Fair.

The information on following pages lists documentation requirements, shipping deadlines and all other details necessary for the importation of your exhibits and equipment into Turkey.

GRUPTRANS can not clear the exhibits when documents are not complete or wrongly issued. In such cases entry will be delayed until correct documentation is obtained from the shipper. Please follow the instructions given below to avoid delays and extra expenses. GRUPTRANS has the right not to clear the cargoes consigned to other companies.

### 2. DOCUMENTS

- 2.1 **ATA CARNET:** An ATA Carnet eliminates some of the customs procedures on temporary import and also eliminates the necessity of temporary import bond. ATA Carnets are issued by the Exhibitor's local Chamber of Commerce affiliated with the International Bureau of Chambers of Commerce in over 50 countries. All exhibitors are strongly recommended to issue an ATA Carnet for their exhibits.

**In section B of ATA Carnet, you should write either GRUPTRANS or AUTHORIZED PERSON or just LEAVE THIS SECTION BLANK. In any case POWER of ATTORNEY is needed. If you write someone else other than those indicated above, WE CAN NOT CLEAR the goods. The name of the exhibition must be indicated in section C.**

- 2.2 **POWER OF ATTORNEY:** Power of Attorney must be approved by the local Chamber of Commerce of the exhibitor and local Turkish Consulate. Power of Attorney should be valid for at least one year in order to enable GRUPTRANS to resolve any problems that may arise after the exhibition. The text of the Power of Attorney is provided as **EK / APPENDIX - 1**.
- 2.3 If ATA Carnet can not be provided, then following documents are required for temporary importation, as well as **TEMPORARY IMPORT BOND** calculated over the CIF value of the exhibits:

Commercial Invoice (2 copies)  
Packing List (2 copies)  
ATR1 (for EEC countries originated shipments)  
Certificate of Origin (for non-EEC countries only)

Commercial Invoice and Packing List can be combined as one document provided that they clearly indicate the dimensions, weight and contents of each package with itemized pricing.

- 2.4 **Literatures, Consumables, Give-aways:** All these items must have an invoice with an estimated value as low as possible. The invoice must bear "Free of charge, value for customs purposes only". Brochures have no restrictions, but consumables and give-aways are subject to import duty, which is collected as per outlay, immediately at the fairground by GRUPTRANS. All invoices must be issued in the name of GRUPTRANS.

### 3. **ARRIVAL DEADLINES**

Following dates are fixed to allow you as much time as possible for the preparation of your exhibition shipments. These dates are fixed based on the information received from the Organizer.

Truck Shipments: 1 week before stand delivery date  
Air Shipments: 4 working days before stand delivery date  
Ocean Shipments: 1 week before stand delivery date

Late shipments arriving on or after the arrival deadlines may require special attention to ensure prompt delivery to the showcase. Exhibitors will be debited for any additional expenses which may occur. **Attached tariff will also be applied as 50% increased. However, GRUPTRANS can not be held responsible for late delivery of such shipments.**

### 4. **MARKS AND PACKAGING**

All exhibits must be packed securely and weatherproof in order to withstand the handling by the international carriers and local trucking companies and also outdoor storage conditions.

GRUPTRANS can not be held responsible for the damages to the empties when stored outdoors. Re-usable crates are essential if the shipment is to be onforwarded at the close of the exhibition.

All cases, crates and cartons must be clearly marked on two sides as shown below. For the skidded or containerized cargo, it is recommended that each piece be individually labeled with the same marks. Shipping labels should appear as follows:

**KOMATEK 2011**  
**12th International Construction Machinery, Technology and Equipment Trade Fair**  
**Hall No. / Stand No.:**  
**Gross Weight:**  
**Net Weight:**  
**No. Of Boxes:**  
**Total No. Of Boxes:**

Shipping documents must be prepared as follows:

**CONSIGNEE : GRUPTRANS ULUSLARARASI TAŞIMACILIK ve TİCARET A. Ş.**  
**İstanbul**

**NOTIFY : GRUPTRANS ULUSLARARASI TAŞIMACILIK ve TİCARET A. Ş.**  
**Yeşilyurt Sokak 3-6 Çankaya - Ankara**  
**06690 TURKEY**  
**Tel: +90 312 467 70 54**  
**Fax: +90 312 467 70 36**

**FREIGHT : PREPAID**

All shipments must be pre-advised to GRUPTRANS Ankara Head Office with AWB, B/L or CMR copies, dispatch dates, number of pieces and weight and all other relevant shipping details.

### 5. **INSURANCE**

**Please note: No responsibility is taken by GRUPTRANS for your exhibition goods.**

**It is recommended that exhibitors carry an all-risk insurance policy for their goods as well as crates from point of departure through to final destination. Please be sure the insurance covers your goods fro the transit period as well as the exhibition set-up and dismantling periods.**

**6. PAYMENT**

Our terms and conditions require that all transportation, customs clearance and delivery charges be paid before loading at the end of the exhibition except for forwarders who are IEELA Members.

We accept USD, EURO cash and or USD, EURO Travellers Cheques for the settlement of our invoices. Exhibitors who want their charges billed to a third party must provide GRUPTRANS a written confirmation of third party. Any such instruction and confirmation must give full details of the responsible parties.

If you have further questions that are not answered here, special arrangements with which you need assistance or if you require further information regarding the shipping of your exhibits to Turkey, please contact us at the following addresses:

**GRUPTRANS INTERNATIONAL FORWARDING AND TRADE CO. INC.**

Cinnah Caddesi Yeşilyurt Sokak 3/6  
Çankaya 06690 Ankara  
TURKEY

**Tel:** +90-312-467 7054

**Fax:** +90-312-467 70 36

**Contact:** Mr. Feyzan Erel

**GRUPTRANS İSTANBUL OFFICE**

Şevketiye Mahallesi Ekin Sokak 34/10  
Yeşilyurt - İstanbul  
TURKEY

**Tel:** +90-212-573 96 54 / +90-212-663 18 73

**Fax:** +90-212-662 09 49

**Contacts:** Ms. Ümran Özdindar / Mr. Murad Fakir

## EK / APPENDIX - 4

### CUSTOMS CLEARANCE AND ON-SITE HANDLING TARIFF

#### 1. TRUCK SHIPMENTS

**Inbound Movement:** Offloading at Halkalı TIR Customs, temporary import clearance with ATA Carnet, transport to fairground, delivery to the stand (packed), per exhibitor, per ATA Carnet:

<b>Weight (KGS)</b>	<b>USD</b>
Up to 100 kgs	Min. 300.-
101-500 kgs	300.- + 15.-/100 kg
501-1000 kgs	300.- + 13.-/100 kg
1001-2000 kgs	300.- + 11.-/100 kg
2001-3000 kgs	300.- + 8.-/100 kg
3001-5000 kgs	300.- + 7.-/100 kg
5001-10000 kgs	300.- + 6.-/100 kg
Over 10000 kg	300.- + 5.-/100 kg

Customs THC and storage will be debited as per outlay.

**Outbound Movement:** Same charges for inbound movement will be applied for re-exportation or delivery to Customs warehouse.

#### 2. AIR SHIPMENT

**Inbound Movement:** Customs clearance at the airport with ATA Carnet, transport from carrier's warehouse or Custom's warehouse to fairground, delivery to the stand (packed), per exhibitor, per ATA Carnet:

<b>Weight (KGS)</b>	<b>USD</b>
Up to 100 kgs	Min. 300.-
101-250 kgs	300.- + 0.50/kg
251-500 kgs	300.- + 0.40/kg
501-1000 kgs	300.- + 0.35/kg
1001-2000 kgs	300.- + 0.30/kg

**Outbound Movement:** Same charges for inbound movement will be applied for re-exportation or delivery to Customs warehouse.

#### 3. OCEAN SHIPMENTS

**Inbound Movement:** Customs clearance with ATA Carnet, transport from discharged vessel at Haydarpaşa Port to fairground, offloading and delivery to the stand (packed):

<b>Weight (KGS)</b>	<b>USD</b>
Up to 100 kgs	Min. 300.-
101-500 kgs	300.- + 35.-/100 kg
501-1000 kgs	300.- + 25.-/100 kg
1001-2000 kgs	300.- + 20.-/100 kg
2001-10000 kgs	300.- + 10.-/100 kg
Over 10000 kgs	300.- + 5.-/100 kg

**FCL 1 x 20' container** 1,400.-USD + 300.-USD/ATA Carnet

**FCL 1 x 40' container** 2,750.-USD + 300.-USD/ATA Carnet

Port storage and THC will be invoiced additionally as per outlay. Additional temporary import charges for the containers (for liner owned containers and when exhibits are requested to be moved within the container up to the fairground) will be invoiced as per outlay as well as the request by the liner.

**Outbound Movement:** Same charges for inbound movement will be applied for re-exportation or delivery to Customs warehouse.

#### 4. LITERATURE

Customs clearance, transport to the fairground, stand delivery, packed:

Weight (KGS)	USD
Up to 100 kgs	175.-
101-250 kgs	215.-
251-500 kgs	275.-
501-1000 kgs	350.-

These rates are only for literatures. When combined with give-aways and other consumables, above mentioned normal rates will be applied.

#### 5. EMPTY HANDLING AND STORAGE

Handling and storage of empties during exhibition: USD 23.-/CBM

Handling and storage of full cases during exhibition: USD 29.-/CBM

#### 6. GENERAL CONDITIONS

**Heavy weight charges:** For consignments over 2000 kgs, labour and equipment charges in Article 7 will additionally be applied.

All charges will be calculated on the basis of **1 cbm = 333 kgs or 1 ton = 3 cbm**.

Customs storage charges are based on value of the exhibits and will be invoiced as per outlay.

All temporary imported items with or without ATA Carnet are subject to 0.8% tax, if they are sold.

GRUPTRANS offers regular and very reliable groupage trucking for truck shipments to/from European countries. Rates and schedules can be provided upon request.

Exhibitors are free to use their own shipping companies following export clearance of GRUPTRANS and loading after the closing dates. Their exhibits will be transported and delivered to our warehouse if their carriers do not load within 48 hours after the closing date. Additional storage, loading and transport charges to customs warehouse will be invoiced as per outlay.

This tariff is applicable only for normal cargo. Oversized shipments, dangerous goods and foodstuff will be quoted separately, upon request. If there will be foodstuff, petroleum products and textile products among exhibits, there will be additional charges and will be collected as per outlay.

Insurance, freight and delivery order (ordino) and THC charges will be invoiced additionally as per outlay.

**When ATA Carnet is not provided TEMPORARY IMPORT BOND is subject to immediate payment before customs clearance formalities. Estimated amount is 60% of CIF Value for non-EEC countries (15% for EEC originated shipments when ATR1 is provided). This amount will be requested from the exhibitors before the import customs clearance formalities start.**

**CONSUMABLES and GIVE-AWAYS: Additional USD 50.- Will be charged for the import formalities of consumables and give-aways. Related customs tax and duties will be invoiced as per outlay.**

Exhibits consigned to a customs entry point other than the ones indicated in this shipping instruction and tariff will be subject to 20% increase to cover additional transport and toll charges.

For the trailer to be cleared in Kapıkule or İpsala, additional USD 500.- Will be debited.

**Video tapes and films: USD 30.- per piece** censor fee will be charged. They must be received by GRUPTRANS at least 3 weeks before the opening date of the exhibition and a separate invoice must be issued.

Customs clearance charges will be increased 50% when ATA Carnet is not provided and for definite imports (except for brochures).

Unpacking - packing expenses will be charged additionally as per outlay based on equipment and labour charges in Article 7.

**All delivery to stand charges above and labour, equipment, worker charges below will be increased 50% during weekends (Saturday, Sunday) and public holidays.**

**7. ADDITIONAL LABOR AND EQUIPMENT CHARGES**

3 tons forklift	USD	45.-/hr (min 1 hr)
5 tons forklift	USD	60.-/hr (min 1 hr)
10 tons crane	USD	110.-/hr (min 2 hrs)
25 tons crane	USD	125.-/hr (min 2 hrs)
45 tons crane	USD	180.-/hr (min 4 hrs)

Workers USD 15.-/hr (min 1 hr)

Normal working hours: 08:30-19:00

**Overtime:**

30% increase	19:00-24:00
50% increase	24:00-06:00

**5. BOŞLARIN TRANSFERİ VE DEPOLANMASI**

*Fuar süresince boşların transferi ve depolanması: 23.- ABD Doları/m3*

*Fuar süresince dolu kutuların transferi ve depolanması: 29.- ABD Doları /m3*

**7. EK İŞÇİ VE EKİPMAN ÜCRETLERİ**

3 ton forklift	ABD Doları	45.-/saat (asgari 1 saat)
5 ton forklift	ABD Doları	60.-/saat (asgari 1 saat)
10 ton vinç	ABD Doları	110.-/saat (asgari 2 saat)
25 ton vinç	ABD Doları	125.-/saat (asgari 2 saat)
45 ton vinç	ABD Doları	180.-/saat (asgari 4 saat)

İşçi ABD Doları 15.-/saat (asgari 1 saat)

Normal çalışma saatleri 08:30-19:00

**Fazla Mesai:**

%30 fazla	19:00-24:00
%50 fazla	24:00-06:00