



# **OFFICIAL SHIPPING INSTRUCTIONS FOR ROAD, AIR & SEA SHIPMENTS**

**IRAN AGROFOOD**  
**08 - 11 June 2024**  
**Tehran International**  
**Fairground**



<b>INDEX</b>	<b>PAGE</b>
GENERAL INFORMATION / IMPORTANT NOTE	3/4
CONSIGNMENT DEADLINES	5
LATE ARRIVAL SURCHARGE	5
DOCUMENTATION	5
DOCUMENT DISTRIBUTION / AIR	6
DOCUMENT DISTRIBUTION / SEA	7
DOCUMENT DISTRIBUTION / TRUCK	8
CMR INSTRUCTIONS	8
PACKING / CASE MARKING / STORAGE OF EMPTY CASES	9
CONTAINER DETENTION	9
EXHIBITION LAYOUT PLAN / RE-EXPORT / STORAGE	10
CUSTOMS DUTY	10
TEMPORARY IMPORT / CARGO INSURANCE / TERMS OF PAYMENT	11
ON-SITE REPRESENTATIVE	11
TRADING CONDITIONS	12
PAYMENT OF SERVICES	12

---

## Contact

**PANEXPO Gesellschaft für  
Transport- und Messelogistik mbH**

Bauernreihe 6

D-27726 Worpswede

Fax +49 (0) 4792 9300 - 18

[www.panexpo.de](http://www.panexpo.de)

**Michael Horré**

**Project Manager**

Tel. +49 (0) 4792 9300 - 22

Mobil +49 (0) 175 8353388

[m.horre@panexpo.de](mailto:m.horre@panexpo.de)



## GENERAL INFORMATION

We have received latest information that the customs office at Tehran Fairground has been closed. As a result, all incoming freight must be customs cleared at point of entry. Airfreight at IKA Airport, truck freight at central customs warehouse and ocean freight in Bandar Abbas. This complicates customs procedures.

All goods either for permanent import (brochures, give ways etc.) or temporary import must be cleared on temporary basis first and after end of show will be declared to customs as consumed, sold or to be returned. For all goods a guarantee / bond fee is required.

Furthermore, the customs duty & taxes for some consumed articles has been increased by 200-250 % which means that handling costs of consumable items may be very expensive. All applicable embargo regulation, bans and restrictions as well as other export restrictions by the European Community are need to be observed (if any).

### IMPORTANT NOTES

- Goods for temporary and permanent import may be shipped as combined goods but need to be packed separately.
- All documentation must be in ENGLISH language.
- A full description of each product / item must be given. Do not just indicate the model name or model number. Describe the item – such as “1:3 scale (cutaway) missile model” or “souvenirs – lapel pins” or “wooden display plinth – floor standing” etc.
- Every individual item, including giveaway items and brochures, is to be given a value based on FOB value expressed in Euro or U.S. Dollar.  
**Do not indicate the phrase “No Commercial Value – NCV”.**
- It is recommended to mail copies of the commercial invoices to our office prior to shipment in order to check if there’s any restrictions on the products or if there are any special import permits required.
- Please provide the Harmonized Customs Tariff for each product on the commercial invoice.
- **Certificate of Origin** is required for all goods which are intend to be sold during or after the Show and for all consumable goods except of catalogues/brochures and giveaway’s.
- **The import of food and beverages (no alcohol / pork meet) is very complicated and time consuming.**  
**The provision of Health Certificate and Certificate of Origin is therefore mandatory. In case you ship perishables please note that there are no cooling facilities at Airport, Central Customs or Fairground. Shipping is at owners risk**
- If you intend to ship **hazardous goods** (paint, gasoline, lighters etc.) please ensure that all regulation for shipping hazardous goods are fulfilled. Please avoid to ship such goods because customs clearance is very complicated.
- **Videotapes / films / slides / CD** should be sent 5 weeks prior to show opening to **PANEXPO**. We will forward them to Tehran for censorship. Fees are for account of the shipper / exhibitor.
- We must receive the Combined Commercial Invoice and Packing List not later than the deadlines shown.

- The number of packages, weight and volume should tally with the details on CMR, Air waybills, Invoices and Packing lists.
- If there is a serial number available for a product please indicate it on the commercial invoice. This will assist temporary Customs formalities.
- Exhibitors are requested to declare products correctly on all documents. In case of discrepancies arising from customs examination, Customs may impose penalties as applicable. We do not accept any responsibilities in case of incorrect declarations by the exhibitor.
- It must be clearly stated on the commercial invoice if the goods are for temporary or permanent importation.
- For all consolidated shipments having more than one commercial invoice, a HAWB/HBL must be issued for each commercial invoice.



## CONSIGNMENT DEADLINES

All freight must arrive not later than:

Airfreight consignments Airport of destination	3 weeks prior to delivery to stand Imam Khomeini Airport
Sea freight consignments (FCL only!) Seaport of destination	5 weeks prior to delivery to stand Bandar Abbas
Land freight consignments Tehran Customs	3 weeks prior to delivery to stand

## LATE ARRIVAL SURCHARGE

Late arrival surcharges (based on the basic handling rate) will be applied as follows:

Air shipments:	arriving 7 days or less before requested stand delivery	25%
Ocean shipments:	arriving 14 days or less before requested stand delivery	50%
Truck shipments:	arriving 7 days or less before requested stand delivery	25%

In any such case our local agent TRCL will make all reasonable efforts to ensure delivery before the show opens, however, no guarantees can be given. The surcharges will apply regardless of delivery date to the show site.

## DOCUMENTATION

Documents:	CMR waybill / Air waybill / Bill of Lading
	Loading manifest
	Fiata Bill of Lading (FBL) or Through Bill of Lading (TBL), House airway bill (HAWB)
	Carnet TIR (truck)
	Combined Commercial Invoice & Packing List ("Example A")
	Power of Attorney ("Example C")
	Certificate of Origin (if needed)
	Health Certificate/ phytosanitary certificate (if needed)
	Insurance Certificate (if available)

**Please issue these documents very carefully. In case of any discrepancies and/or delays, penalties will be the result.**



# DOCUMENT DISTRIBUTION / AIR PANEXPO

Documents	Attached to AWB	PANEXPO
AWB	1 original & copies	1 copy per mail
Manifest	2 copies	1 copy per mail
HAWB	1 original & copies	1 copy per mail
CIPL	1 original & 5 copies	1 copy per mail
Power of attorney	1 original	1 copy per mail
Certificate of Origin	1 original & 2 copies	1 copy per mail
Health certificate	1 original	1 copy per mail
Insurance certificate	1 copy	1 copy per mail

If more cargo than 1 exhibitor will be shipped (consolidation) a detailed cargo manifest/loading list, as well as HAWBs, must be issued and attached.

## AWB INSTRUCTIONS

Shipper	Full name and address of shipper
Consignee	TRCL – Tehran Rakhsh Co., Ltd. #2, Hooman St., Tavanir Ave., Tehran–Iran Tel.: +98-21-88 87 83 60 TRCL National ID No. 10100862384 For: IRAN AGROFOOD 2024 Tehran - Iran
Notify	TRCL – Tehran Rakhsh Co. Ltd. Tel.: +98 21 88 87 83 60 Fax: +98 21 88 87 83 66
Remark 1	Customs formalities at Tehran Airport only through: TRCL – TEHRAN RAKHSH CO., LTD. #2, Hooman St., Tavanir Ave., 14356 Tehran – IRAN Tel.: +98 21 88 87 83 60 Fax: +98 21 88 87 83 66
Remark 2	IRAN AGROFOOD 2024, 08 - 11 June 2024 Tehran International Fairground Must fly as booked / Freight prepaid
AWB must show	Exhibitor name, Package number, Kind of packing, Description of goods, Gross weight, Net weight, Commodity names and HS Codes must be indicated on MAWB and HAWB



# DOCUMENT DISTRIBUTION / SEA PANEXPO

<b>Documents</b>	<b>PANEXPO</b>
B/L	2/3 originals & 6 copies
CIPL	1 copy
Power of attorney	1 copy
Certificate of Origin	1 copy
Health certificate	1 copy
Insurance certificate	1 copy

## B/L INSTRUCTIONS

Shipper	Full name and address of shipper
Consignee	TRCL – Tehran Rakhsh Co., Ltd. #2, Hooman St., Tavanir Ave., Tehran–Iran Tel.: +98-21-88 87 83 60 For: IRAN AGROFOOD 2024, 08 - 11 June 2024 Tehran - Iran Tehran - Iran
Notify	TRCL – Tehran Rakhsh Co. Ltd. Tel.: +98 21 88 87 83 60 Fax: +98 21 88 87 83 66
Port of discharge	Bandar Abbas
Remark 1	Customs formalities at Bandar Abbas only through: TRCL – TEHRAN RAKHSH CO., LTD. #2, Hooman St., Tavanir Ave., 14356 Tehran – IRAN Tel.: +98 21 88 87 83 60 Fax: +98 21 88 87 83 66
Remark 2	Exhibition goods for: IRAN AGROFOOD 2024, 08 - 11 June 2024 Tehran - Iran Freight prepaid
Bill of Lading must show	Exhibitor name, Package number, Kind of packing, Description of goods, Gross weight, Net weight



# DOCUMENT DISTRIBUTION / TRUCK

<b>Documents</b>	<b>Truck driver</b>	<b>PANEXPO</b>
CMR waybill	1 set originals & copies	1 copy per mail
Truck manifest	8 copies	1 copy per mail
FBT / TBL	6 copies	3 original and 2 copies
Carnet TIR	1 original set	1 copy per mail
Combined invoice/packing list	5 copies	1 original and 5 copies
Power of attorney	Nil	1 original
Certificate of origin	1 copy	1 original and 2 copies
Health certificates	1 copy	1 original
Insurance certificates	Nil	1 copy

## CMR INSTRUCTIONS

Box 1 = Shipper	Full name and address of shipper
Box 2 = Consignee	TRCL – Tehran Rakhsh Co., Ltd. #2, Hooman St., Tavanir Ave., Tehran–Iran Tel.: +98-21-88 87 83 60 For: IRAN AGROFOOD 2024 Tehran - Iran Tehran - Iran Tehran - Iran
Box 3 = place of delivery	Tehran Customs
Box 5 = documents attached	Carnet TIR, Truck Manifest, Combined Commercial Invoice & Packing List, Fiata Bill of Lading (FBL), Through Bill of Lading (TBL)
Box 6 = Notify	For: IRAN AGROFOOD 2024, 08 – 11 June 2024 Tehran - Iran Tehran - Iran I.I.E.C – Iran Exhibition Company STAND OF: Name of exhibitor in whose name stand has been booked Tehran – Iran
Box 13 = Remarks	upon arrival at Bazargan border please ask for agent TRCL – Tehran Rakhsh Co., Ltd.
CMR must show	Exhibitor name, Package number, Kind of packing, Description of goods, Gross weight, Net weight





## PACKING

It is essential that cases used to transport the exhibits are of sufficient strength and can withstand unpacking and repacking operations (e.g. during customs inspections).

Cases should therefore have pre-fabricated sections and should be constructed as a bolted returnable container.

**Do not use pallets as packaging material (cartons shrink wrapped on pallet) in order to ship your items to Iran. We refuse any responsibility in such case!!!**

### ISPM15

Iran has implemented the requirements of the international standard on Phytosanitary Measures (ISPM15), "Guidelines for Regulating Wood Packing Material in International Trade", effective 1 January 2010. This implies that all raw wood packaging material entering and leaving Iran will have to be treated and marked in accordance with the requirements of ISPM 15.

The "Guidelines for Regulating Wood Packaging Material in International Trade" (ISPM15) are available at the web site of the International Plant Protection Convention <http://www.ippc.int>

## CASE MARKING

All packages, shipped either by airfreight, seafreight, landfreight or courier service must be properly marked for identification on arrival, as follows:

### TRCL – Tehran Rakhsh Co., Ltd.

Name of the Exhibition: IRAN AGROFOOD 2024, 08 - 11 June 2024

Name of the Exhibitor:

Stand & Hall Number:

Date of the Show: ,

Dimensions: ..... x ..... x ..... CMS (L x W x H)

Case Number: ..... of .....

Gross/Net Weight: ..... / ..... KGS

## STORAGE OF EMPTY CASES

Empty cases will be stored within the exhibition site if space is available. Your cases will be marked and stored systematically under shelter during the exhibition period in order to facilitate quick and early retrieval for the repacking at the end of the exhibition.



PANEXPO

## CONTAINER DETENTION

Container detention fee will be levied by shipping lines for containers kept in use. Should you require us to keep the container for subsequent re-export, you are to inform us of the container detention fee that has been negotiated with the shipping line.

## EXHIBITION LAYOUT PLAN

For large or heavy exhibits, an exhibit layout plan is required by us in advance in order to position such exhibits during the early stage of the build-up period.

## RE-EXPORT

Exhibitors are to indicate to us on the Commercial Invoice and Packing List, the items that will be re-exported as well as the items that will be disposed of, consumed or given away at the end of the exhibition.

Disposal instructions will be taken from the exhibitors during the exhibition.

## STORAGE

Neither PANEXPO nor our local agent TRCL – Tehran Rakhsh Co. Ltd. will be responsible for the condition or the contents of any goods received for storage, nor for any loss of weight and damage to the said goods before or whilst being stored or remaining in storage caused by dampness, termites, burglary, theft, Acts of God, Enemies, hostilities, strikes, lockouts, riots, civil commotions, effects of climate, monsoon, tempest, lighting, earthquake, explosion, vermin, white ants, unprotected or insufficiently packing or packages, obliteration or marks, book holes, tearing of covers, busting of bands of goops, leakage, rust, decay, sweat, mildew, dry rot, evaporation, fumigation, accidents and / or the latent defect of the storage containers.

The company may refuse to deliver to any person the goods deposited unless the storage charges accrued are paid.



## CUSTOMS DUTY

The “Custom Authorities” levy customs duty on all goods coming to Iran, which are sold/consumed/destroyed regardless if they are re-exported at the end of the show. Please note that customs duty is applicable on all brochures, give-aways and gift items being shipped to the show, immaterial if they are consumed or shipped back to origin. All these shipments are cleared on a basis against payment of 40% on CIF(cost, insurance, freight)-value of the goods as assessed by Iran customs or a minimum of USD 200 per shipment. All customs duty assessments are solely up to the discretion by Iran customs. Iran customs can re-evaluate the value declared on the invoices and the duty is calculated and outlaid as assessed by the Iran customs.

## TEMPORARY IMPORT

Temporary import is allowed under temporary import bond (TIB) lodged with Iranian Customs.

### **Temporary Import Bond (TIB)**

Our local agent TRCL can facilitate a TIB subject to a TIB Fee (Non-Refundable) at 6.0% of CIF value or customs appraised value, whichever is the greater.

Validity of TIB is 1 months from date of entry. Extensions can be arranged subject to Custom’s approval and additional TIB fee at 6% of filed value with Customs per month.

### **ATA Carnet**

You can also use the ATA Carnet. New regulations allow complete sale out of ATA Carnet. After the event goods have to be transferred to customs bonded warehouse for final clearance.

## CARGO INSURANCE

Upon written instructions, PANEXPO can offer you insurance coverage at competitive premiums.

## TERMS OF PAYMENT

**Inward:** Basic inward charges must be paid before arrival of the goods. Balance of charges to be paid upon receipt of final inward invoice (after arrival of goods at port or airport of destination – **prior release of consignment**)

**Outward:** Upon presentation of invoice, prior to export/delivery, prior release of Bills of lading All payments must be made without any deductions or deferment on account of any claim, counterclaim or off-set. Personal or foreign cheques are not acceptable. Payment must be made by bank transfer to our bank account.

PANEXPO retains the right to withhold delivery of any freight until all invoices/charges are settled in full.



## ON-SITE REPRESENTATIVE

Experienced representatives will be on-site to supervise customs clearance and freight handling and to liaise with exhibitors during the course of the event.

## TRADING CONDITIONS

We operate exclusively in accordance with the Allgemeine Deutsche Spediteurbedingungen 2016 ("ADSp 2016") (German Freight Forwarders' General Terms and Conditions 2016).

Pursuant to clause 23 of ADSp 2016, liability for loss and damage of goods, which is limited under Section 431 of the German Commercial Code (HGB) to 8,33 Special Drawing Right per kilogram (SDR/kg), is further limited to the higher of Euro 1 Million and 2 SDR/kg per claim provided that all claims per event are limited to the higher of Euro 2 Million and 2 SDR/kg; and where multimodal transport with sea carriage is involved to 2 SDR/kg.

Please find the complete ADSp 2016 under:

[http://panexpo.de/wp-content/uploads/2016/04/ADSp-2016\\_ENGLISH.pdf](http://panexpo.de/wp-content/uploads/2016/04/ADSp-2016_ENGLISH.pdf)

## PAYMENT OF SERVICES

In most cases, where agents are used within our organization or who are well known to us we will deal directly with those agents. It is therefore strongly recommended to employ an agent in your own country with whom we can make these arrangements.

Exhibitors or stand contractors with whom we are dealing directly are going to be charged by PANEXPO on a cash in advance basis and have to use the following method of payment:

### BANK TRANSFER

#### In Euro

Account name : PANEXPO

Bank name: Sparkasse Bremen

IBAN: DE85 2905 0101 0006 0066 88

BIC SBREDE22XXX

#### In USD

Account name : PANEXPO

Bank name: Sparkasse Bremen

Account No.: 6006688

IBAN: DE34 2905 0101 0555 1056 91

BIC SBREDE22XXX

**If you require an invoice in USD-currency, please kindly inform us right in advance.**