

UNFCCC COP 19/CMP 9  
Warszawa Poland 2013

# **Official Shipping Guidelines**

PMST Transmeble International Sp.z o.o. are the official  
shipping and freight forwarding agents appointed for  
COP19/CMP9

## Team Contact Details

### **Onsite Team Leader:**

Mr Ryszard S.Szejner  
Director of COP19/CMP9 Project  
Mobile Number: +48 530 742 161  
Email address: ryszard@transmeble.com.pl

### **Customs Agency and Air Cargo Operations:**

Mr Piotr Kopanski  
Deputy Director of COP19/CMP9 Project  
Customs |Formalities Co-ordinator  
Exposped Ltd as exclusive Partner of PMST Transmeble International  
Mobile: +48 504 103 570  
Mail: piotr.kopanski@exposped.com.pl

### **Office and Warehouse location:**

Stadion Narodowy/National Stadium: 03-901 Warszawa, Al.Poniatowskiego 1  
Parking Area Level -2, Room No.B.2.903  
Mr Konrad Zuk  
Warehouse Coordinator  
Mobile: +48 504 461 027  
Mail: konrad@transmeble.com.pl

## DOCUMENTATION

### 1. ATA Carnets & transfer (transit) documents

Authorization for Transmeble International (Item **B** of ATA Carnet cover & volets) and individual for the driver (border clearance). ATA Carnets have to be used according the ATA Convention. Proforma invoices as enclosure to ATA required. ATA carnets for temporary cleared and returning goods only

ATA Carnet cover and pages

<b>A. HOLDER AND ADDRESS</b> <i>Name and address of holder</i>	
<b>B. REPRESENTED BY:</b> <i>Exposped Sp.z o.o.</i> <i>Other authorized person</i>	
<b>C. INTENDED USE:</b> <i>EXHIBITIONS AND SHOWS</i>	

When ATA Carnets are not applied the goods should be sent under TIR Carnet and/or T1.

Power of Attorney for ATA Carnet

<b>TO WHOM IT MAY CONCERN</b>
HEREBY WE, (name, address of holder).....CONFIRM THAT WE APPOINT INTERNATIONAL FORWARDING COMPANY <b>EXPOSPED Sp.z o.o., 01-222 WARSZAWA, UL.PRADZYNSKIEGO 12/14</b> TO BE OUR AGENT FOR THE PURPOSES OF DEALING WITH AND SIGNING ATA CARNET NO. .... ISSUED BY THE (name and address of Chamber of Commerce) AND TO DELIVER TO CUSTOMS ANY DOCUMENTS REQUIRED IN THIS CONNECTION.
Date and place of issuance
Name, given name and signature authorizing person

### 2. INVOICES

Original proforma invoices separate for exhibition goods and stand equipment intend to be sent back after exhibition and separate for goods intend to be consumed during the exhibition (stand decoration materials, brochures, samples, office supply, giveaways etc.) according to attached sample.

- Must be in English only and typed on the shipper's letterhead.
- Must indicate the full details/address of the shipper and consignee.
- It must clearly mention the full description of goods, net weight, gross weight, number of unit, HS code.
- Price of each item, total value, currency (recommended USD or EUR) and origin of each item separately.
- Number of pieces and gross weight on the Commercial Invoice should tally with the Packing List and the AWB.
- Name of country of origin.
- Delivery conditions: DAP Warszawa.
- Must be stamped and signed by the shipper.

### 3. PACKING LIST

1. Detailed packing list, package-wise, giving complete details of cargo with model/serial number if any, weight and measurement of each individual case.
2. Details on all documents must tally with each other in terms of consignee name, gross weight, volume weight, cargo details, number of packages, etc.
3. Name of Exhibitors/Participant.
4. Name of the event: COP 19/CMP 9 Warszawa 2013
5. Date of the Event: 11.11.2013 – 22.11.2013
6. Stand number.
7. Gross weight.
8. Dimension (metric units).
9. All markings must be in English only.
10. Please ensure to remove all previous and old markings before you ship out.
11. No. of each single package within a pallet must be indicated on the commercial invoice and packing list (example 1 of 2; 2 of 2; etc.)
12. For fragile packages, it is the sender's responsibility to use proper packing that fit with handling and transportation conditions and use proper security labels.

### 4. PACKING / CASE MARKING

1. It is mandatory to use UN labels proper for COP 19/CMP 9.
2. Side Events and Exhibits: the consignment labels will be sent to the official organizers that have accounts in the side events and exhibits online registration system (SEORS).
3. Delegations consignment labels, may be obtained upon request by email:  
**<consignments@unfccc.int>**
4. All packages shipped must have identification markings.

### 5. TEMPORARY IMPORTS SHIPMENTS

Terms and Conditions of Temporary Importations

In terms of documentation; temporary import customs clearance is subject to special/additional conditions and requirements as follows:

1. Temporary imports have to be with ATA Carnet (recommended)
2. Temporary import shipments are subject to prior customs approval as per the attached application properly signed and stamped on both sides by COP 19/CMP 9.
3. All re-exported materials should match exactly the imported materials in serial number, number of packages, gross weight, etc. Failure to match any of these requirements will end up with permanent duty settlement to customs authority with no chance for refund.
4. Poland is the signatory to the ATA Carnet system.
5. Side events and exhibits: the consignment labels will be sent to the official organizers that have accounts in the side events and exhibits online registration systems (SEORS). Please ensure you place this paper label inside a clear plastic folder to avoid damage during transit.

### 7. TRANSPORT DOCUMENTATION

- Original MAWB consigned to:  
Uti Poland  
02-238 Warszawa, ul.Modularna 17
- Original HAWB consigned to:  
UNFCCC COP 19 /CMP9 Warszawa 2013  
C/o ExpoSped Sp.z o.o.  
01-222 Warszawa, ul.Pradzynskiego 12/14

Notify: Participant  
COP19/CMP9 Warszawa 2013

- CMR, Express Waybill:  
Proforma invoice
- Packing List  
Place of un/loading: COP19/CMP9 Warsaw National Stadium 03-901 Warszawa, Al.Poniatowskiego 1, Entry via Gate No: 7 (1, Ryszarda Siwca St.)

## 8. AIR CARGOES:

Port of destination : **Warsaw (WAW)**. Copies/scans of AWB/MAWB and invoices have to be faxed or e-mailed to ExpoSped Sp.z o.o. Ph/fax +48 22 2567171-73, e-mail piotr.kopanski@exposped.com.pl.

## 9. FOOD, PROMOTION MATERIALS for exhibitors usage:

According to Polish customs regulation the import of alcohols (all kinds), tobacco products, fuel products, food, fresh plants etc. for exhibition purposes is **FORBIDDEN**, except the goods covered by Certificate issued by Polish Foreign Office for diplomatic agencies.

Printed promotion material (brochures, leaflets, catalogues, calendars, notes, unframed pictures etc) are free of duty. Other promotion materials and giveaways (ball pen, lighters, watches, ties, cosmetics, caps, hats, openers etc) come within a duty and border tax paid by exhibitor.

### LIST OF GIVE-AWAYS FOR EXHIBITION PURPOSES DUTY&VAT HAVE TO BE PAID BY EXHIBITOR

It.	Name of good	HS-Code	Duty %%	VAT %%
1	Ball pen, pen etc.	9608.....	3,7	23
2	Lighters	9613.....	2,7	23
3	Alarm clocks	9105.....	4,7	23
4	Wrist watches (precious metal case)	9101.....	4,5	23
5	Other watches	9102.....	4,5	23
6	Caps	6505.....	2,7	23
7	Key-rings (metal)	830890000	2,7	23
8	Bottle openers	7323.....	3,2	23
9	Pocket-knives, manicure sets etc.	8214.....	2,7	23
10	Plastic bags	3923....	6,5	23
11	Umbrellas	6601.....	4,7	23
12	Playing cards	950440000	2,7	23
13	Calculators	847010000	0	23
14	Measures (tape or other)	901780100	2,7	23
15	Different battery radio sets	8527.....	14	23
16	Cloth bags	6305.....	6,2	23
17	Leather belts	4203.....	5	23
18	Leather wallets, business cards holders etc.	4202.....	3	23
19	Plastic decoration articles	392640000	6,5	23
20	Wooden decorating articles	4420.....	0	23
21	Brass and bronze decorating articles	7419.....	3	23
22	T-shirts	6105.....	12	23

**For all other non-listed goods contact please Transmeble International.  
Only printed materials (brochures, leaflets, calendars, price lists, posters, unframed photos and pictures, etc.) are free of duty & border VAT.**

## 10. OTHER DOCUMENTS

- Packing list for each package and weight & dimensions specification.
- Copy of confirmation of participation given by the Organizer to the exhibitor.
- EUR 1 form when necessary with all details of goods (name, type, serial number, weight etc.) strictly according to EU preferential origin regulations.
- Certificate of origin.
- Certificates for wooden packages according to **ISPM 15** standards.

### Remarks:

1. Dead line for delivery all good to Warsaw airport is minimum 4 (four) days before expected time of delivery to consignee.
2. All goods intend to temporary importation have to be delivered to proper Customs Office in Warszawa 4 (four) days before expected time of delivery to consignee.
3. Any delays or costs due directly to incorrect/improper/missing documents will be billed to the respective Participant and there is also the possibility that in such cases the cargo would not be delivered to COP19/CMP9 site and would be returned to its origin.
4. Please note the warehouse is operational on 21.10-29.11.2013, 0600 hours and 2200 hours. Other hours of the opening of the warehouse on the basis of separate arrangements, please contact: Mr Konrad Zuk for assistance mobile +48 504 461 027.
5. Goods stored in the warehouse will be issued forwarding recipient after payment of any debts (customs, transport, ground handling, etc.), which the consignment is loaded.
6. Express Shipment Service Point working hours: 21.10 – 29.11.2013 = 0800 -1600.

### Insurance and Liabilities

We strongly recommend that you check with your All Risk Insurer that you are fully covered for all the work we may undertake on your behalf and to advise them of our conditions.

**We computed our handling charges based on volume and weight with no correlation to the value of exhibits. Therefore, the cost of insurance cover is not included in our charges. Each exhibitor is responsible to obtain full insurance coverage of goods from origin to the exhibition, and the return of same back to origin at the end of the conference, including the period we handle exhibits/goods.**

## 11. CONTACT:

Transmeble International Sp.z o.o.  
Warehouse & Forwarding Office;  
National Stadium Warsaw  
PL-03901 Warszawa, Al.Poniatowskiego 1  
Persons-in-charge :

- **Mr Ryszard (Richard) S.Szejner** – English,  
Mobile +48 530 742 161, e-mail: ryszard@transmeble.com.pl
- **Mr Piotr Kopanski** – English  
Mobile +48 504 103 570, e-mail. piotr.kopanski@exposed.com.pl
- **Mr Konrad Zuk** - English  
Mobile +48 504 461 027, e-mail: konrad@transmeble.com.pl

## 12. RESTRICTED COMMODITIES

Importation of commodities such as alcohol, products containing alcohol, tobacco products, petrol products fresh food, live plants/flowers are **FORBIDDEN**.

### **WARNING!!!**

***Transmeble International Ltd and ExpoSped Ltd*** are not responsible for delay in delivery the goods to the COP19/CMP9 site with a fixed time limit when sender or his agent would not prepare the documents precisely to above mentioned instruction.

If other instructions or information are necessary please do not hesitate to contact our staff.