

UNFCCC COP 24
Katowice Poland 2018

Official Shipping Guidelines

PMST Transmeble International Sp. z o.o.
is the official shipping and
freight forwarding agent appointed for
COP24 Katowice

Team Contact Details:

1. Team Leader:

Mr Mateusz Wiśniewski
Director of COP24 Project
Mobile Number: +48 504 461 006
E-mail address: mateusz@transmeble.com.pl

2. Customs Agency and Air Cargo Operations:

Mr Adam Mazowiec
Deputy Director of COP24 Project
Customs Formalities Co-ordinator
Mobile Number: +48 530 742 161
E-mail address: adam@transmeble.com.pl

3. Warehouse:

Location Aleja Korfantego 35, 40-005 Katowice
(**GPS:** 50°16'03.4"N 19°01'29.5"E)
Mr Robert Jacewicz
Mobile Number: +48 504 461 006
E-mail address: mateusz@transmeble.com.pl

DOCUMENTATION

I. ATA Carnets & transfer (transit) documents:

Authorization for **PMST Transmeble International Sp. z o.o.** (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

| | |
|--|--|
| A. HOLDER AND ADDRESS Name and address of holder | |
| B. REPRESENTED BY: - PMST Transmeble International Sp. z o.o. - Another authorized person | |
| C. INTENDED USE: EXHIBITIONS AND SHOWS | |

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

* No of Custom Office to **T1 (transit)** preparation: **PL331040**

Power of Attorney for ATA Carnet:

| |
|--|
| TO WHOM IT MAY CONCERN |
| HEREBY WE, (name, address of holder) CONFIRM THAT WE APPOINT INTERNATIONAL FORWARDING COMPANY PMST Transmeble International Sp. z o.o. 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 |

II. TEMPORARY IMPORT SHIPMENTS

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

1. Temporary imports should 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 COP24 Katowice 2018.
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.

III. INVOICES

Original proforma invoices separate for exhibition goods and stand equipment intend to be sent back after exhibition (temporary invoice) and separate for goods intend to be consumed during the exhibition like: stand decoration materials, brochures, samples, office supply, give-aways etc. (definitive invoice) 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.
- * Must indicate the name of the event: COP24 Katowice 2018.
- * It must clearly mention the full description of goods, net weight, gross weight, number of unit, HS codes.
- * Price of each item, total value, currency (required USD or EUR), origin of each item separately.
- * Number of pieces and gross weight on the invoices should tally with the Packing List and the AWB.
- * Name of country of origin.
- * Delivery conditions: **DAP KATOWICE**.
- * Must be stamped and signed by the shipper.

IV. 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 Exhibitor/Participant.
4. Name of the event: COP24 Katowice 2018.
5. Date of the Event: 03 – 14.12.2018 (16.12.2018).
6. Stand number.
7. Gross weight (KG).
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.

V. PACKING / CASE MARKING / HANDLING

1. It is mandatory to use UN labels proper for COP24 Katowice 2018.
2. All shipments dedicated to **PAVILIONS on a commercial basis** (pavilion no. 1 & pavilion no. 3) should be delivered in mounting period (17-22.11.2018; 8.00-16.00 h) and collected in dismounting period (15-17.12.2018; 8.00-16.00 h).
 - The consignment labels may be obtained upon request by email: mateusz@transmeble.com.pl
3. All shipments dedicated to **EXHIBIT BOOTHS** (SPODEK on level 2) and to **SIDE EVENTS** (Side Event meeting rooms in Area 2/3) should be delivered / collected in period (12.11.2018-21.12.2018; 8.00-20.00h).
 - Consignment labels will be sent to official organizers via the side events and exhibits online registration system (SEORS). The labels may also be obtained upon request by e-mail: see@unfccc.int.
4. All packages shipped must have identification markings.
5. The maximum dimensions of single element: 120 x 80 x 160 cm.
6. The maximum weight of single element: 150 kg.

*In order to reduce the carbon footprint of the conference, and due to logistical **considerations** such as storage, the official warehouse will not be in a position to receive shipments in excess of a cumulative total weight of 150 kg per party or observer organization. Parties or observer organizations organizing "areas" within delegation offices on a commercial basis or outfitting pavilion/exhibition areas will be permitted an extra allowance of 50 kg per "area".*

4. Forwarder's responsibility for the transported goods is finishing after deliver it to the stand.
5. Forwarder can't be responsible for any goods damages occurred inside the packing material (invisible before box / case opening).
6. How to receive your consignments? You can pick up your consignments at the **TRANSMEBLE Consignment Desk**, located at the ice rink area at the Spodek.
7. How to return your consignment? Consignments can be returned at the TRANSMEBLE Express Shipment Service Point, located at the ice rink area in Spodek. Working hours: 12.11-21.12.2018 (23.12.2018) - 08.00-16.00 h.
8. Consignments delivery to the COP 24 conference venue and warehouse, during the time from **02.12.-14.12.2018**, can **only** be done from **22.00-06.00 h**. Delivery vehicle/truck must proceed to the remote search area, for screening. Further information will be shared, upon notice advice to the team of **TRANSMEBLE INTERNATIONAL** (mateusz@transmeble.com.pl), at least 3 working days prior.

VI. TRANSPORT DOCUMENTATION

a) AIR TRANSPORT

Port of destination: Katowice Airport (KTW)

Scans of AWB/MAWB and invoices have to be e-mailed to Transmeble International Sp zoo: adam@transmeble.com.pl ; +48 530 742 161.

* Original MAWB consigned to:

CARGO EXPRESS SP. Z O.O.
ul. Centralna 5 pok. 12
42-625 Pyrzowice, Poland

* Original HAWB consigned to:

UNFCCC COP 24 Katowice 2018
c/o Transmeble International Sp zoo
ul. M. Konopnickiej 19/2
60-771 Poznań, Poland

Notify: Participant COP24 Katowice 2018 (name of Exhibitor/Participant & pavilion/stand no.)

b) ROAD TRANSPORT

* CMR (or other transport document) consigned to:

name of Exhibitor/Participant
UNFCCC COP 24 Katowice 2018
pavilion/stand no.
c/o Transmeble International Sp zoo
Aleja W. Korfantego 35
40-005 Katowice, Poland

Place of unloading/loading: (GPS: 50°16'03.4"N 19°01'29.5"E)

COP24 Katowice 2018
Aleja W. Korfantego 35
(entry from Olimpijska Street)
40-005 Katowice, Poland

contact: Mr Mateusz Wiśniewski +48 504 461 006

IMPORTANT NOTE !!!

From 23rd November to 14th December (in case of prolongation of the Conference to 16th December) all shipments before reaching the area of Conference must pass through pyrotechnic control (X - ray). First, they must go to checking point on the intersection of streets Góreckiego / Dobrowolskiego (entry from Dobrowolskiego Street).

- the driver must have packing list of transported goods;
- time of checking 1 truck: around 15 minutes;

- cabin of the truck will be also checked;
- any dangerous goods can't be in the truck (fuel canisters, gas cylinders etc.);
- after checking truck will be escorted by POLICE to unloading/loading place;

Please inform transport companies about above NOTE.

c) SEA TRANSPORT

*** B/L consigned to:**

name of Exhibitor/Participant

UNFCCC COP 24 Katowice 2018

pavilion/stand no.

c/o Transmeble International Sp zoo

Aleja W. Korfantego 35 40-005

Katowice, Poland

NOTIFY PART:

Transmeble International Sp zoo

ul. M. Konopnickiej 19/2

60-771 Poznań, Poland

attn: Adam Mazowiec +48 530 742 161; adam@transmeble.com.pl

VII. FOOD, PROMOTION MATERIALS for Exhibitors usage:

According to Polish customs regulation the import of alcohols (all kinds), tobacco products, fuel products, food, fresh plants/flowers 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 give-aways (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 | Ballpen, pen etc. | 9608..... | 3,7 | 23 |
| 2 | Lighters | 9613..... | 2,7 | 23 |
| 3 | Alarm clocks | 9105..... | 3,7 | 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 | Cloth bags | 6305..... | 7,2 | 23 |
| 16 | Leather belts | 4203..... | 5 | 23 |
| 17 | Leather wallets, business cards holders etc. | 4202..... | 3,7 | 23 |
| 18 | Plastic decoration articles | 392640000 | 6,5 | 23 |
| 19 | Wooden decorating articles | 4420..... | 0 | 23 |
| 20 | Brass and bronze decorating articles | 7419..... | 3 | 23 |
| 21 | T-shirts | 6105..... | 12 | 23 |

For all other non-listed goods please contact: adam@transmeble.com.pl.

Only printed materials (brochures, leaflets, calendars, price lists, posters, unframed photos and pictures etc.) are free of duty & border VAT.

VIII. 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 / A.TR** form when necessary with all details of goods (name, type, serial number, weight etc.) strictly according to EU preferential origin regulations.
- Certificates for wooden packages according to **ISPM 15** standards.

Remarks:

1. Deadline for delivery all goods to Katowice 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 Katowice **4 (four) days** before expected time of delivery to consignee.
(No of Custom Office: **PL331040**)
3. Any delays or costs due to directly 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 COP24 Katowice 2018 site and would be returned to its origin.
4. Forwarder can't guarantee stand delivery for reasons beyond their control (blocked access road etc.).
5. Forwarder can't guarantee delivery of the goods/stand building material to upper floors in **pavilion no 1**.
6. Please note the warehouse is operational on 12.11-21.12.2018 (23.12.2018), 8.00-20.00. Other hours of the opening of the warehouse are based on separate arrangements. Please contact: Mr Mateusz Wiśniewski for assistance mobile +48 504 461 006; mateusz@transmeble.com.pl.
7. Goods stored in the warehouse will be issued forwarding recipient after payment of any debts (customs, transport, ground handling, etc.).
8. **Express Shipment Service Point** working hours: 12.11-21.12.2018 (23.12.2018) - 08.00-16.00.

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 show, including the period we handle exhibits/goods.

IX. CONTACT

Mr Mateusz Wiśniewski

Director of COP24 Project

Mobile Number: +48 504 461 006

E-mail address: mateusz@transmeble.com.pl

WARNING!!!

Operator are not responsible for delay in deliver the goods to the COP24 Katowice 2018 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.

Additional:

- PROFORMA (definitive),
- PROFORMA (temporary),
- SAMPLE LABELS.

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|----------------|--------|--|--|
| SENDER: | | CONSIGNEE: Name of Exhibitor/Participant UNFCCC COP 24 Katowice 2018 Międzynarodowe Centrum Kongresowe (MCK) Plac Sławika i Antalla 1 40-163 Katowice, POLAND | c/o Transmeble International Sp zoo ul. M. Konopnickiej 19/2 60-771 Poznań, Poland |
| TEL: | EMAIL: | Stand no | |

DEFINITIVE import goods.

| CASE NO. | ITEM NO. | DETAILED DESCRIPTION OF GOODS IN ENGLISH INCLUDING SERIAL NUMBERS / MODEL NUMBERS | QUANTITY | VALUE WITH CURRENCY | HS CODE (TARIFF CODE) | NET WEIGHT IN KG | GROSS WEIGHT IN KG | COUNTRY OF ORIGIN |
|----------|----------|---|----------|---------------------|-----------------------|------------------|--------------------|-------------------|
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| <p>I hereby certify that information on this invoice is true and correct and that the contents of this shipment are as stated above</p> <p style="text-align: center;">..... (sign & stamp)</p> <p>Place and date of issue:.....</p> | <p>Goods without commercial value. Value only for customs purposes</p> | | | | | | | | |
| | <table style="width:100%;"> <tr> <td style="width:40%;">TOTAL VALUE OF INVOICE:</td> <td style="width:20%;"></td> <td style="width:40%;">TOTAL Net weight in kg:</td> <td style="width:20%;"></td> </tr> <tr> <td>TERMS OF DELIVERY: DAP Katowice</td> <td></td> <td>TOTAL Gross weight in kg:</td> <td></td> </tr> </table> | TOTAL VALUE OF INVOICE: | | TOTAL Net weight in kg: | | TERMS OF DELIVERY: DAP Katowice | | TOTAL Gross weight in kg: | |
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| TERMS OF DELIVERY: DAP Katowice | | TOTAL Gross weight in kg: | | | | | | | |

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| SENDER: | | CONSIGNEE: Name of Exhibitor/Participant UNFCCC COP 24 Katowice 2018 Międzynarodowe Centrum Kongresowe (MCK) Plac Sławika i Antalla 1 40-163 Katowice, POLAND | | c/o Transmeble International Sp zoo ul. M. Konopnickiej 19/2 60-771 Poznań, Poland |
| TEL: | EMAIL: | Stand no | | |

**TEMPORARY import goods – The goods are exported for the purpose of exhibition and display and are FREE OF CHARGE.
The goods belong to the exhibitor and will be returned to the Country of origin after the exhibition.**

| CASE NO. | ITEM NO. | DETAILED DESCRIPTION OF GOODS IN ENGLISH INCLUDING SERIAL NUMBERS / MODEL NUMBERS | QUANTITY | VALUE WITH CURRENCY | HS CODE (TARIFF CODE) | NET WEIGHT IN KG | GROSS WEIGHT IN KG | COUNTRY OF ORIGIN |
|----------|----------|---|----------|---------------------|-----------------------|------------------|--------------------|-------------------|
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| <p>I hereby certify that information on this invoice is true and correct and that the contents of this shipment are as stated above.</p> <p>..... (sign & stamp)</p> <p>Place and date of issue:.....</p> | Goods without commercial value. Value only for customs purposes | | |
| | TOTAL VALUE OF INVOICE: | | TOTAL Net weight in kg: |
| | TERMS OF DELIVERY: DAP Katowice | | TOTAL Gross weight in kg: |



Secretariat of the United Nations Framework Convention on Climate Change (UNFCCC), the Kyoto Protocol and the Paris Agreement



COP 24

UN Climate Change Conference – Katowice 2018

**DELEGATION
PAVILION**

ADDRESS:

Miedzynarodowe Centrum Kongresowe (MCK)

Plac Sławika i Antalla 1
40-166 Katowice, Poland

Venue contact:

Mr. Mateusz Wiśniewski [+48 504 461 006]

**DELEGATION
PAVILION**

Consignee/recipient at venue:

Name/Attn.

Max Mustermann

Organization

WHO

Telephone/Mob. No.

+49 228 815 1234

E-mail

max.mustermann@mail.com

Reference

Canada Delegation/Pavilion area 23

Airway bill

123456789

Box No.

Total of

boxes

Non-commercial goods for education and training purposes only!



Secretariat of the United Nations Framework Convention on Climate Change,
(UNFCCC) the Kyoto Protocol and the Paris Agreement



COP 24

UN Climate Change Conference – Katowice 2018

EXHIBITION

ADDRESS:

Miedzynarodowe Centrum Kongresowe
(MCK)

Plac Sławika i Antalla 1
40-166 Katowice, Poland

Venue contact:

Mr. Mateusz Wiśniewski [+48 504 461 006]

EXHIBITION

Consignee/recipient at venue:

Name/Attn.

Max Mustermann

Organization

WHO

Telephone/Mob. No.

+49 228 815 1234

E-mail

max.mustermann@mail.com

Reference

Exhibition stand No. 45

Airway bill

123456789

Box No.

Total of boxes

Non-commercial goods for education and training purposes only!



Secretariat of the United Nations Framework Convention on Climate Change,
(UNFCCC) the Kyoto Protocol and the Paris Agreement



COP 24

UN Climate Change Conference – Katowice 2018

**SIDE
EVENT**

ADDRESS:

Miedzynarodowe Centrum Kongresowe
(MCK)

Plac Sławika i Antalla 1
40-166 Katowice, Poland

Venue contact:

Mr. Mateusz Wiśniewski [+48 504 461 006]

**SIDE
EVENT**

Consignee/recipient at venue:

Name/Attn.

Max Mustermann

Organization

WHO

Telephone/Mob. No.

+49 228 815 1234

E-mail

max.mustermann@mail.com

Reference

Side Event on Tuesday 4-Dec. 18

Airway bill

123456789

Box No.

Total of boxes

□

Non-commercial goods for education and training purposes only!