**ORDER FORM FOR FORWARDING SERVICES**

**EXHIBITOR:**

Company name: 

VAT ID No. / ИН по ДДС: 

UIC / ЕИК: 

Contact person / Лице за контакти: 

Tel. / Тел.: 

Fax / Факс: 

Telex: 

E-mail: 

Pavilion/outdoor area / Палата/открита площ: 

Stand No. / Щанд №: 

**ADDRESS / АДРЕС ЗА КОРЕСПОНДЕНЦИЯ**

P.O.Box / П. кутия: 

Street / Улица: 

Postal code / П. код: 

Town / Град: 

Country / Държава: 

Tel. / Тел.: 

Fax / Факс: 

Telex: 

E-mail: 

http://

**INVOICE ADDRESS / АДРЕС ПО РЕГИСТРАЦИЯ**

P.O.Box / П. кутия: 

Street / Улица: 

Postal code / П. код: 

Town / Град: 

Country / Държава: 

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**CODE** | **SERVICE** | **SERVICE UNIT ORDERED** | **ORDERED UNIT PRICE (EUR)** | **TOTAL (EUR)**
---|---|---|---|---
A. | Товаро-разтоварна обработка / Loading/unloading of consignments | | | |
A.1. | колети go 100 кг / parcels up to 100 kg | 100 kg | 16 |
A.2. | Преобоя и други средства със съществена заглъбляваща сила, за които при мобилиране или размобилиране не е използвано помощно механично средство | бр./pcs. | 20 |
A.3. | Специализирани преобоя, оборудвани с механизми за мобилиране/размобилиране | преоб. средства | 50 |
A.4. | Самоелектрическа преработка / Airfreight consignments | kg | Тарифа за спед. услугу Forwarding Tariff |
B. | Митнически склад / Bonded warehouse | | | |
B.1. | Пренасяне на експонати от склад до щанд или обратно | 100 kg | Тарифа за спед. услугу Forwarding Tariff |
B.2. | Наем хазарайствено складиamento | m²/дни | Тарифа за спед. услугу Forwarding Tariff |
C. | Амбалаж / Empty items | m² | | |
G. | Митнически формалности / Customs formalities | | | |
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Съгласно нацъркването на тази заявка приемаме УСЛОВИЯ И ИЗИСКВАНЯ за спедиторска и митническа обработка на пратки за мероприятията, провеждани на територията на Международен панаир Пловдив и ТАРИФА ЗА СПЕДИТОРСКИ УСЛУГИ.

By signing this Order Form we accept the REGULATIONS AND REQUIREMENTS for handling and customs clearance of consignments, designed for the events held on the Fairgrounds of International Fair Plovdiv, and the FORWARDING TARIFF.

Ordered by / Заявил: 

Name / Име: 

Position / Длъжност: 

Date / Дата: 

Seal / Печат: 

Signature / Потпис: 

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FORM 16

ПОРЪЧКА ЗА СПЕДИТОРСКИ УСЛУГИ
REGULATIONS AND REQUIREMENTS
for handling and customs clearance of consignments designed
for the events held on the Fairgrounds of International Fair Plovdiv

The specialized handling of consignments under customs control, provided by the Forwarding Department, enforces the following services:

- Forwarding handling – loading/unloading operations from means of transportation to stand (customs warehouse) or return, transportation and storage of empties
- Customs clearance - settlement of customs formalities for definitive or temporary import and re-export upon closing the event
- Storage keeping of exhibition goods under customs control and their transportation to the warehouse
- Organizing of re-export of fair goods or their transportation to other destinations
- Provision of the presence of a damage inspector to determine damage or loss (upon client’s request)

I. DELIVERY ADDRESS

1. Consignments transported by road/wagon shall be addressed to:
   Consignee: International Fair Plovdiv
   Forwarding Department
   37, Tzar Boris III Obedinitel Blvd.
   4003 Plovdiv, Bulgaria
   Name of the event
   Name of the foreign exhibiting company
   Pavilion . . . . ., Stand . . . . .
   Notify: The handling forwarder at Sofia Airport shall be completed upon agreement with the Forwarding Department.

2. Airfreights shall be addressed to:
   Consignee: International Fair Plovdiv
   Forwarding Department
   37, Tzar Boris III Obedinitel Blvd.
   4003 Plovdiv, Bulgaria
   Name of the event
   Name of the foreign exhibiting company
   Pavilion . . . . ., Stand . . . . .
   Notify: The handling forwarder at Sofia Airport shall be completed upon agreement with the Forwarding Department.

II. MARKING

All parcels shall be marked as follows:

- name of exhibition
- name of exhibitor
- pavilion . . . . ., stand . . . . .
- dimensions (length, width, height)
- gross and net weight
- No. of package
- other specific marking - for goods requiring loading-unloading operations under instructions specified

III. DELIVERY AND NOTIFICATION

It is recommended that all exhibition consignments arrive on the Fair Ground 5 days prior to the opening of the event at the latest.

The Forwarding Department shall be notified on the dispatch of the goods by faxing (emailing)

- No. of truck/flight/wagon
- copie of international consignment note (CMR, AWB etc.)
- date of dispatch/arrival
- number and weight of parcels
- names of exhibitors, pavilion and stand

Notes: Only cargo with freight prepaid to the port of destination shall be accepted for handling (for air cargo - freight prepaid to the airport of destination).

IV. INSURANCE

International Fair Plovdiv provides for the general security of the Fair, but in order to guarantee his interests the exhibitor shall insure his property against any risks (transportation, downtime, fire, theft, damages, loss, etc.)

V. DOCUMENTATION

The necessary documentation (obligatory in English or German language) for customs clearance of exhibition goods is:

1. Carnet-ATA shall be preferably used for all goods on
Provided that no customs regime is stated for the exhibition goods and the customs regime required:

a) exhibits and stand material - for temporary import
b) prospectuses, brochures, promotional materials and supplies, give-aways, foods etc. - for definitive import

All goods shall be described in the invoices in detail by name, model, series number, quantity, gross/net weight, type of packing, unit price and total value, customs tariff code, customs regime - temporary or definitive import, terms of delivery as per INCOTERMS, etc.

2. Packing list - 4-fold, containing details on No. and kind of package, contents, dimensions, gross and net weight.
4. Health and other certificates (on foodstuffs, vegetation and other goods).

Notes:
1. Provided that no customs regime is stated for the exhibition goods in the attendant documents, these shall be assumed for temporary import regime.
2. Customs formalities for consignments addressed to Bulgarian companies shall be settled by these companies upon guaranteeing, respectively paying off, the customs fees due.
3. Goods provided with documentation contrary to the requirements mentioned above shall be stored in customs warehouse (at the expense of the exhibitor/forwarder) until new documentation is received and customs formalities are settled.

VI. CUSTOMS FORMALITIES
A Fair Customs Office is set up on the Fair Ground in Plovdiv to facilitate and expedite the customs clearance of goods arriving under customs control. Foreign exhibitors shall not be allowed to directly settle customs formalities. International Fair Plovdiv shall settle these formalities after it is authorized in writing by the respective owner of the fair goods to represent him in front of the Bulgarian customs authorities.

International Fair Plovdiv undertakes the financial guarantee before the Customs for opening of temporary import of exhibition goods arriving to its address, for the foreign exhibiting company respectively. Goods imported temporarily shall not be borrowed, put on stake, lent or made use of for payment, as well as unloaded, loaded and unpacked without the supervision of customs authorities.

No import duties and fees shall be levied on printed advertising materials imported by type and in quantities satisfying the needs of the respective exhibition.

All the duties, fees, excise and VAT on foodstuffs, give-aways, etc. imported into Bulgaria shall be paid up according to the customs tariff. International Fair Plovdiv shall not settle customs formalities related to import and export of excise goods (cigarettes, alcohol, coffee, tea, etc.).

Other materials, i.e. varnishes, paints etc., to be supposedly used up or unfit for any further use, are cleared duty free provided that their quantities correspond to the demonstration purposes or needs of the exhibition stand.

Removing of goods under customs control from the exhibition pavilions or outside of the Fair Ground shall be undertaken only with the permission of the customs authorities and on getting the consent of the Forwarding Department. Upon infringement of this condition the Fair Customs implies sanctions on the International Fair Plovdiv as a financial guarantor for these goods to the amount of all the penalties, duties and taxes to be further debited to the exhibiting company/its forwarder respectively.

International Fair Plovdiv disposes of a warehouse under customs control for storage of exhibits or other exhibition goods. Fair goods, provided with no explicit instructions upon closing the event, shall be put and stored into customs warehouse at the expense of the exhibitor/forwarder.

VII. HANDLING OF EMPTIES
The Forwarding Department provides for the moving, storage and delivery of its clients’ empties to the stand (upon exposition’s closing). Only actually empty packages are considered “empties” and no responsibility is assumed for possible contents in them. It is not allowed to store empty packages on/behind/above the stand or around the exhibition pavilions.

VIII. RETURN TRANSPORT
Return transport or transport to other destinations is organized after having written instructions by the exhibiting company. This includes loading of fair goods, preparation of shipping documents, customs clearance. Means of transportation can be provided upon company’s request.

IX. TERMS FOR PAYMENT OF FORWARDING AND CUSTOMS SERVICES
1. Sums (duties, fees, etc.) charged for the customs clearance of consumer goods shall be paid up in advance or during the event at the latest against invoice by a representative of the exhibiting company or its forwarder.
2. Freights for means of transportation provided by International Fair Plovdiv shall be prepaid to it.
3. Charges for forwarding services rendered are calculated according to a special tariff valid for all international events held on the Fair Ground of International Fair Plovdiv. These charges shall be paid:
   - in cash on the spot against invoice
   - by advance bank transfer of the sum previously agreed
   - by bank transfer upon closing the event - for our counterparts of long standing (forwarding companies inclusive). Payments shall be effected within 10 days from the receipt of the invoice.

✓ These Regulations and Requirements are an integral part of the Forwarding Tariff.
## FORWARDING TARIFF

### A. Loading/unloading operations

**A.1.** Loading/unloading of consignments from means of transportation to stand (customs warehouse) or reverse

- consignments up to 100 kg
  
  **EUR 16,- / 100 kg**

- consignments from 101 to 3500 kg
  
  **EUR 14,- / 100 kg**

- consignments from 3501 to 7000 kg
  
  **EUR 12,- / 100 kg**

- consignments from 7001 to 10000 kg
  
  **EUR 10,- / 100 kg**

- consignments over 10000 kg
  
  **EUR 8,- / 100 kg**

**A.2.** Vehicles and other self-propelled means of transportation for the loading/unloading of which no ancillary mechanical means is used, but a loading platform only

**EUR 20,-/ pc**

Only customs formalities, as to item G., shall be charged for exhibits arriving and departing on their own wheels.

**A.3.** Specialized vehicles equipped with loading/unloading devices

**EUR 50,-/ vehicle**

**A.4.** Airfreight consignments

- up to 100 kg
  
  **EUR 25,-/ cons.**

- over 100 kg for every 100 kg started
  
  **EUR 15,- / 100 kg**

### B. Bonded warehouse

**B.1.** Transportation of exhibition goods from stand to customs warehouse or reverse

- consignments up to 500 kg
  
  **EUR 16,- / 100 kg**

- consignments from 501 kg to 3000 kg
  
  **EUR 12,- / 100 kg**

- consignments over 3000 kg
  
  **EUR 8,- / 100 kg**

**B.2.** Customs warehouse rental

- up to 30 days
  
  **EUR 2,-/m²/day**

- over 30 days
  
  **EUR 2,50/m²/day**

### C. Empty items

Transportation from stands to store and reverse after the closure of the exposition, incl. storage rental of crates, cartons, pallets etc.

**EUR 25,-/ m³**

It is not allowed to store empty packages in the pavilions and the containers around them during the events.

Only actually empty packages are considered "empty items".

No responsibility shall be assumed for their contents.

### D. All the rates given in items A, B and C are applied to a whole number of 100 kg, ton, m², m³ respectively

### E. Surcharges

**E.1.** For lifting on upper floor or reverse(A.1, B.1, C)

**10 %**

**E.2.** Customs clearance of consignments with incorrect documents (G.2, G.4)

**50 %**

### F. Other services

**F.1.** Drawing up of forwarding, shipping and other documents

- consignment note (CMR, AWB)
  
  **EUR 16,-/ pc**

- loading list
  
  **EUR 16,-/ pc**

- Carnet TIR
  
  **EUR 54,-/ pc**

- other documents
  
  **EUR 10,-/ list**

**F.2.** Issuing of a railway written statement or provision of personnel for damage inspection upon request of the exhibiting company

**EUR 25,-**

Damage report’s cost shall be charged separately.

**F.3.** Reloading expenditure, customs formalities, etc.

- at airport
  
  - consignments up to 100 kg
    
    **EUR 70,- / 100 kg**
  
  - for every 100 kg started
    
    **EUR 15,- / 100 kg**
  
  - at railway station, ports, etc.
    
    **as to real expenditure + F.7,**

    **min. EUR 90,-/ cons.**
  
  - freight
    
    **as to real expenditure + F.7**

    **min. EUR 50,-/ cons.**
  
  - customs guarantee for transit
    
    **as to real expenditure + F.7**

**F.4.** Order and provision of truck

**EUR 25,-/ pc**

**F.5.** Control and inspection of loading/unloading operations

**as to real expenditure,**

**min. EUR 30,-/ cons.**

**F.6.** Communication fee (papers, telephone, fax, photo copies, etc.)

**as to real expenditure,**

**min EUR 10,-/ cons.**

**F.7.** Sums paid up for freights, customs duties, fees etc. shall be charged with 5% surcharge

**as to real expenditure,**

**min. EUR 10,-/ parcel**

**F.8.** Materials and strapping of parcels

**as to real expenditure,**

**min. EUR 10,-/ parcel**

### G. Customs formalities

**G.1.** Manifestation

**EUR 25,-/ cons.**

**G.2.** Opening or closing of temporary importation, and/or settlement of definitive importation of printed matters and promotional materials, giveaways and foodstuffs etc., drawing up of customs declarations

- with 1 tariff item
  
  **EUR 25,-**

- for each following tariff item
  
  **EUR 7,-/ tariff item**

**G.3.** Undertaking of customs guarantee for temporary importation for a period of up to 90 days

**0,5% / goods value**

**min EUR 20,-/ cons.**

**max EUR 800,-/cons.**

20% VAT is not included.
G.4. Handling of Carnet ATA, incl. duly verified (import or export) ........ EUR 40,-/ pc

G.5. Customs fees for
- working during weekends ........ EUR 20,-/ cons.
- physical control (examination) ... EUR 10,-/ cons.
- wrong destination ........ EUR 15,-/ vehicle

G.6. Settlement of exhibitors’ temporary importation
prolongation upon exhibitor’s or forwarder’s written request ........ EUR 40,-/ cons.
The amount due, as to item G.3, shall be charged above this.

H. Other regulations and requirements

H.1. Exhibitor or his forwarding agent shall not perform loading/unloading, customs operations or other handling of exhibition goods on his own, and shall not make use of own mechanical means - auto cranes, forklift trucks etc., except for specialized vehicles equipped with loading/unloading devices.

H.2. Exhibitor shall not hand over the mechanical means (forklift trucks, auto cranes etc.) already hired by him to other firms. Upon infringement of this regulation, the exhibitor shall pay up the double amount of his actual liability.

H.3. Services provided, and not included in this Tariff, are to be charged according to the routine and usual tariffs valid in the country or on mutual agreement.

H.4. The liability of the Fair forwarder ends with the delivery of fair goods or empty items to the stand of the exhibitor, even when the exhibitor or his representative is not present. After the closing of the event the liability of the Fair forwarder begins again with collection of goods from the stand, even when the respective written instructions have been submitted to the forwarder’s office in advance. Indemnity claims for damage or loss shall be announced in writing immediately after the exhibitor or his forwarder receives the goods.

H.5. The insurance of fair goods is obligatory and shall be taken out by the participant company or its forwarding agent.

H.6. Consignments, arriving with no guarantee for payment of expenditure made for their forwarding handling, shall not be handled.

H.7. International Fair Plovdiv is entitled to keep exhibits and other materials of the exhibitors until the final settlement of the payment.

20% VAT is not included.

The Regulations and Requirements for Handling and Customs Clearance of Consignments designed for the events held on the Fairgrounds of International Fair Plovdiv constitute an integral part of this Tariff.