

Instructions for sending goods to TUROGE/Turkey

Please be aware if you choose to send your goods/freight to Turkey using any other courier other than our official freight forwarder, you are at risk of your goods not arriving in time and even not at all.

Please find our freight forwarder details below:

GRUPTRANS

Contact person : Ms. OZNUR KEBAPCI

Tel : +90 312 215 43 44

Fax : +90 312 215 50 90

Mob : +90 532 584 51 63

E-mail : oznur@gruptrans.com

Address : Kirim cad. no : 36/1 Emek ANKARA 06510 TURKEY

Further Instructions:

In order to avoid problems with customs clearance and/or delivery, please take note of the following points:

- 1) All items should be addressed to **your** company name, **not to** a person's name, ITE/EUF or any of the organizers.
- 2) All items should be marked F.A.O: 'Turoge Oil & Gas Group'
- 3) The Sheraton hotel does not have the facility to keep goods in storage therefore please do not send any items before set-up, please contact the organizers for the 1st day of set-up.
- 4) All boxes should be sent to Gruptrans' address (remember to also indicate your company name) so that they keep them in storage and bring to the venue during set-up.
- 5) If you do choose to send your freight with DHL, etc. Gruptrans will still handle the custom clearance thus the address should be Gruptrans's again. Gruptrans still need to be advised before sending your goods with DHL.
- 8) If you choose not to use Gruptrans to send your goods, we advise you to contact them in anycase to enquire about procedures required and necessary documents. We strongly suggest you use Gruptrans to send your goods however if you choose not to, please at least contact Gruptrans who will advise you on the legal procedures - at least.
- 9) Shipping deadlines, tariffs, etc will be advised by Gruptrans