

COP31 ANTALYA

SHIPPING GUIDE

Freight Forwarding, Customs Clearance & On-Site Logistics Guidelines

OMSAN Lojistik A.Ş. — Official Logistics Operator, COP31 Antalya

9–20 November 2026 · Antalya EXPO Center, Aksu · Türkiye

Version 1.8

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1. Introduction

This guide sets out how to send goods to COP31 — their import into Türkiye, delivery to the Antalya EXPO Center venue, on-site logistics services, and subsequent re-export — and the standards Organisers and Participants (“Participants”) should expect from OMSAN Lojistik A.Ş. in return.

1.1 About COP31

The Conference of the Parties (COP) to the United Nations Framework Convention on Climate Change is held annually, with the Presidency rotating between the five UN regional groups. Türkiye is hosting the 31st Conference of the Parties (COP31) in Antalya from 9 to 20 November 2026, at the Antalya EXPO Center in Aksu — the former EXPO 2016 site, being reconstructed for the conference.

As with every COP, the venue is organised into two zones:

- *The Blue Zone is the formal negotiation and conference space managed under UNFCCC rules. Access is restricted to accredited Party delegations, Heads of State, admitted observers and accredited press.*
- *The Green Zone is a public-facing space operated by the COP31 host-country Presidency, open to civil society, business, academia, NGOs and the general public.*

Both zones share the same customs, hub and last-mile logistics backbone described in this guide, even where their day-to-day access rules differ.

1.2 Official Logistics Operator for COP31

OMSAN Lojistik A.Ş. has been appointed the Official Logistics Operator for COP31 in Antalya. The host-country agreement between the United Nations and Türkiye provides for a single logistics operator for the event, so OMSAN is the sole point of contact, for Participants, countries and NGOs alike, for everything described in this guide. Participants who are not already familiar with OMSAN can review the company and its wider services at www.omsan.com.

Matters outside this logistics scope — including accreditation, stand and pavilion construction, security, and media — are handled through the COP31 Organising Agency and Management channels, not OMSAN; the official COP31 website, www.cop31.tr, is the starting point for all of these.

OMSAN provides the following services for COP31:

- *Global freight forwarding by air, sea and road*
- *Customs clearance, and support obtaining permits for restricted goods*
- *Transport insurance guidance*
- *External warehousing, consolidation and short-term storage*
- *Loading, unloading and mechanical handling (MHE) at the hub and at the venue*
- *Last-mile delivery within the Blue Zone and the Green Zone*
- *Handling and transport of temporarily imported goods, and re-export services*
- *Empties handling and storage during the event*
- *Packing/repacking, palletising and labelling*
- *Management of last-minute and urgent service requests*

Note: *Because OMSAN is the sole authorised operator inside the venue, a Participant using their own international freight forwarder for the international leg must still hand the shipment to OMSAN at the Turkish border/port of entry — see Sec. 2.6.*

1.3 Working with OMSAN Lojistik

OMSAN Lojistik A.Ş. is part of the OYAK Group. Having maintained its position in the logistics sector for 48 years, OMSAN offers a wide range of services — domestic and international road, air, maritime and railway transportation, free and bonded storage, customs clearance and insurance — and develops multimodal, end-to-

end logistics solutions built on integrated transportation competence. A consolidation and customs facility in Tuzla, Istanbul, will serve as the mainland hub for COP31 cargo ahead of onward transfer to Antalya (see Sec. 6).

Working with OMSAN for COP31 also gives Participants the benefit of:

- *Recognised environmental credentials:* OMSAN holds the Green Logistics Certificate awarded by Türkiye's Ministry of Transport and Infrastructure, and is certified to ISO 14001 (Environmental Management) and ISO 14064 (Greenhouse Gas Management).
- *Independent sustainability assurance:* OMSAN's environmental, social, ethical and sustainable-supply-chain performance has been assessed by EcoVadis, one of the world's leading sustainability-rating platforms, resulting in the EcoVadis Sustainability Badge.
- *A multi-modal network — air, sea, road and rail — anchored by the Tuzla consolidation and customs hub.*
- *A single point of contact for the full COP31 logistics chain, from origin to re-export.*

1.4 Sustainability

For COP31 specifically, OMSAN is applying its Green Logistics practices to the event's logistics chain wherever feasible:

- *Combined and intermodal transport:* using rail alongside road for inbound legs where routing allows, consistent with OMSAN's Green Logistics Certificate practice of running scheduled intermodal transport operations.
- *Green and reusable packaging:* encouraging reusable crates and pallets over single-use packaging for COP31 shipments, and returning empties and packaging materials for reuse rather than disposal at the end of the event (Sec. 6.3).
- *Zero-waste handling at the hub:* sorting and managing packaging waste and empties at the external warehouse under OMSAN's Zero Waste Regulation-compliant system.
- *Consolidation:* booking one shipment per Participant wherever feasible rather than several partial ones, and avoiding unnecessary duplicate consignments.
- *Emissions awareness:* given OMSAN's ISO 14064 greenhouse-gas management system, indicative emissions information for a shipment may be available on request (COP31_TRANSPORT@omsan.com).

COP31's event-wide sustainability commitments will be published at www.cop31.tr.

2. Freight Forwarding and Customs Procedures

2.1 Initial conditions

To request a booking, complete a Service Order Form (Annex A) and e-mail it to the relevant COP31 address (Sec. 10). No shipment should leave origin before a request has been submitted and acknowledged.

Every shipment follows the same controlled flow from request to close-out:

Step	What happens
1. Request	Participant submits a Service Order / pre-advice with cargo, customs, destination and service requirements.
2. Review	OMSAN checks documentation, cargo category, routing, customs status, special permits and service availability.
3. Confirmation	OMSAN issues the shipment reference and label, confirms the consignee/notify-party wording (Sec. 2.4), the hub route and, where applicable, a quotation.
4. Dispatch	The Participant ships only to the confirmed gateway or hub, and sends transport documents immediately after issue.
5. Hub and customs	Cargo is received, checked, cleared, stored or cross-docked, then staged for venue delivery.
6. Venue delivery	OMSAN books the MDS slot (Sec. 5.2) and performs the confirmed last-mile and on-site handling services.
7. Close-out	Delivery proof and, for temporary-import cargo, the re-export or return instruction are linked to the shipment reference (Sec. 7).

Note: No vehicle, cargo or Participant representative should route cargo directly to the venue without a confirmed Service Order, an approved MDS slot and OMSAN's instruction — a shipment that skips this flow can be delayed, held at the gateway, or turned away at the venue gate.

Participants are encouraged to consolidate shipments and right-size packaging rather than sending multiple small, part-full consignments — see Sec. 1.4.

2.2 Insurance and liability

Participants are responsible for ensuring that goods consigned to COP31 carry comprehensive cargo insurance against loss, damage or theft in transit, arranged in the country of origin before departure and covering the goods all the way to the COP31 venue and back. See Sec. 8 for full insurance and liability terms.

2.3 Requesting logistics services

COP31 does not use a self-service online portal. All logistics requests are submitted using the COP31 Service Order Form (Annex A), completed and e-mailed to the relevant COP31 address (Sec. 10). This guide, the Rate Card and the Service Order Form are all available for download at www.omsan.com/cop31 and www.cop31.tr.

Once a request is received, OMSAN acknowledges it, assigns a shipment reference, and confirms the consignee/notify-party wording, routing and — where applicable — a quotation, by e-mail (see the flow in Sec. 2.1). Customs documents (Sec. 3.2) should be attached to the same e-mail thread. Shipment status, quotations, invoices and re-export/return requests are likewise handled by e-mail, referencing the shipment reference issued at confirmation.

2.4 Consignee and notify-party instructions

Every shipping document — invoice, packing list, AWB, B/L or CMR — for every mode of transport should name OMSAN Lojistik A.Ş. as consignee, using the standard block below:

Consignee:

OMSAN Lojistik A.Ş.
Cevizli Mahallesi, Tugay Yolu Caddesi No:10C, İç Kapı No:57, 34846 Maltepe / İstanbul, Türkiye

Notify Party:

Gruptrans Int'l Transport & Trade Co. Inc.
Phone: 0212 426 27 28
E-mail: info@gruptrans.com

This consignee and notify-party block should be used exactly as shown. Gruptrans Int'l Transport & Trade Co. Inc. is the Notify Party for shipping-document and import-operation coordination; OMSAN Lojistik A.Ş. remains the consignee. Do not substitute a Participant's own office name, or any other entity, as consignee.

The address shown above is OMSAN's own registered legal/invoice address, used here for consignee purposes on shipping documents; it is the same for every transport mode. It is not the physical delivery point. Physical deliveries go to OMSAN's external warehouse in Antalya (see Sec. 6.1 for the address) or directly to venue delivery point depending on OMSAN's routing plan. An incomplete or incorrect address on shipping documents issued abroad can cause a shipment to be held at Turkish customs, so Participants should use the consignee block above exactly as shown for documents.

In addition to the consignee block, shipping documents should also carry the Participant's country/organisation name, zone (Blue/Green) and pavilion, stand or office number, so a package can be matched to its delivery point without opening it.

2.5 Modes of transport and latest arrival dates

Freight should be shipped on a freight-prepaid basis to destination. The recommended goods description on all shipping documents is "Exhibition/Conference goods for COP31 Antalya."

Mode	Gateway / routing	Recommended latest arrival
Sea freight — LCL / consolidated	Port of Istanbul or Gebze, via OMSAN's Tuzla consolidation warehouse	2 October 2026
Sea freight — FCL	Port of Istanbul or Gebze, via OMSAN's Tuzla consolidation warehouse	9 October 2026
Road freight — LTL	Istanbul TIR terminal / Erenköy customs, via Tuzla	19 October 2026
Road freight — FTL (full truck)	Customs clearance at OMSAN's own bonded facility in Tuzla	19 October 2026
Air freight	Istanbul (IST) or Antalya (AYT) airport	23 October 2026
Courier / small parcel	Pre-alert and confirmed documents required before dispatch (Sec. 2.7)	26 October 2026

Rail freight and sea gateways other than Istanbul/Gebze (e.g. İzmir, Mersin) are not currently priced in the OMSAN COP31 Rate Card and are not offered here as standard modes; if a Participant's routing genuinely calls for one, contact OMSAN for a bespoke quotation before booking.

As a guide for planning when to dispatch from origin, estimated transit times by region are:

Region	Air freight	Sea freight	Road freight
Europe	1–3 days	15–25 days	3–7 days
Middle East / Gulf	1–2 days	10–18 days	5–10 days
CIS / Caucasus / Central Asia	1–2 days	—	3–10 days
North Africa	2–4 days	12–20 days	—
Sub-Saharan Africa	3–6 days	25–40 days	—
North America	2–4 days	20–30 days	—
South America	3–6 days	30–45 days	—
Asia-Pacific	2–5 days	25–40 days	—

Shipments arriving after the confirmed deadline may still be accepted at OMSAN’s discretion, but late arrivals can require special handling to reach the venue on time; any additional expense this causes will be for the Participant’s account, together with a late-arrival surcharge (see Sec. 9). Dates above may be adjusted closer to the event — always confirm your booking against the latest communication from OMSAN.

If a Participant arranges their own transportation to Türkiye and hands the goods to OMSAN only within Türkiye, separate shipping instructions should be requested from OMSAN — see Sec. 2.6.

2.6 Routing overview — how each mode reaches the venue

Türkiye’s customs entry point differs by mode, and every mode converges on OMSAN’s Tuzla facility before making the final transfer to the Antalya external warehouse, except air cargo landing directly at Antalya (AYT), which goes straight to the Antalya warehouse.

Mode / gateway	Turkish customs clearance point	Onward routing to Antalya
Air, landing IST	Cleared at Istanbul Airport	Trucked to OMSAN’s Tuzla warehouse, then on to the Antalya external warehouse
Air, landing AYT	Cleared at Antalya Airport	Delivered directly to the Antalya external warehouse (Tuzla is bypassed)
Sea, Istanbul/Gebze ports	Cleared at the port	Trucked to OMSAN’s Tuzla warehouse, then on to the Antalya external warehouse
Road — LTL	Cleared at the Istanbul TIR terminal / Erenköy customs zone	Consolidated at OMSAN’s Tuzla warehouse, then on to the Antalya external warehouse
Road — FTL	Cleared at OMSAN’s own bonded facility in Tuzla	Onward to the Antalya external warehouse as a block shipment

2.7 Courier shipments

Do not send a courier shipment without a pre-alert and confirmed documents from OMSAN. Turkish customs authorities may hold undeclared or poorly documented courier parcels for inspection, and OMSAN has no influence over the outcome once that happens.

Small courier parcels — indicatively under 10 kg and within a modest size limit — may be brought to the venue by the Participant in person and screened through the visitor/pedestrian security lane, provided OMSAN has been pre-alerted. Larger courier shipments are handled like any other small consignment, through the external warehouse and last-mile delivery process in Sec. 5 and Sec. 6.

2.8 Using your own freight forwarder

Participants may appoint their own international freight forwarder for the leg up to the Turkish border, port or airport. In that case:

- The forwarder must send OMSAN a pre-alert before the goods leave origin, and in any event no less than 48 hours before arrival in Türkiye — earlier for long-haul sea and project cargo.

- *The pre-alert must include the Participant's name, shipment reference, package count, weight/volume, arrival point, vehicle/driver details, customs documents, target hub-delivery date and venue delivery point.*
- *The consignee on all documents must still read exactly as set out in Sec. 2.4.*
- *No shipment may be routed directly to the COP31 venue. From the Turkish border/port/airport onward, OMSAN coordinates customs clearance, hub acceptance, venue access, on-site handling, last-mile delivery and re-export closure under this guide. Import formalities are operated through the appointed Notify Party.*
- *Any lifting or handling equipment the forwarder's own team needs on site must be reserved through OMSAN in advance — none may be brought into the venue independently.*

Note: Responsibility splits at the Turkish border: the Participant's own forwarder is responsible for origin-to-border transport; OMSAN's contractual responsibility begins at the point the goods are handed over and covers everything described in this guide from customs clearance through to re-export closure.

3. Import Documentation and Customs Clearance

COP31 fairground and conference areas do not have a customs office on site. All goods, whatever the transport mode, are inspected and cleared at the Turkish entry point described in Sec. 2.6 before being moved onward to Antalya.

3.1 Import types

Temporary import by ATA Carnet

Türkiye accepts the ATA Carnet system. A Carnet removes much of the customs procedure for temporary import and removes the need for a temporary-import cash deposit. It is issued by the Participant's local Chamber of Commerce in over 70 countries, and is strongly recommended wherever it is available.

- In Section B of the Carnet ("Represented by"), write "OMSAN Lojistik A.Ş."
- An original Power of Attorney approved by the Chamber of Commerce is required — without it, or if it is filled in incorrectly, the appointed customs broker cannot clear the goods.
- The name and dates of COP31 must be shown in Section C.
- A Carnet's own validity period, and any COP31-specific re-export deadline, must be confirmed with the appointed customs broker — do not assume a fixed number of days without that confirmation.
- Attach a packing list to each Carnet showing the exact gross weight and number of packages.

Temporary import by invoice (no Carnet)

Where a Carnet cannot be obtained, temporary import is subject to the Turkish customs security requirements applicable to the shipment. A security may not be required where a COP31-specific exemption, security waiver or other official guarantee arrangement is confirmed by the competent authority. Where a security is required and a Global Letter of Guarantee is arranged for the shipment, the Global Letter of Guarantee Usage Service Fee is calculated separately according to the amount of guarantee used and is recharged to the Participant. The security remains in place until re-export or other customs-approved closure of the temporary-import regime is confirmed. The following documents are required:

- Invoice (2 originals) and Packing List (2 originals)
- ATR movement certificate for shipments from EU countries; EUR.1 for EFTA countries; Certificate of Origin for all other countries
- Phytosanitary or veterinary certificates, where the goods require them
- Photographs of the goods, sent to OMSAN together with the invoice or Carnet before the goods leave origin

Important Note: All items declared as temporary import must be presented to customs once the conference has ended, whether physically re-exported or transferred to permanent-import status. Turkish customs law penalises a missing item at that point! An accurate return-goods list, cross-checked against the original temporary-import record (serial/model number, value, package count), matters as much at this end of the process as it did at the start.

Permanent import — distribution and consumption material

COP31 is an official, non-commercial UN conference: no commercial sale of goods from a stand, pavilion or booth is permitted at any point. Consumable materials, brochures, giveaways and other promotional items to be handed out or consumed on site must be declared as permanent import, on a separate invoice and in a separate package from any temporary-import goods.

The permanent-import invoice should show an estimated value for each item, marked "TO BE DISTRIBUTED / CONSUMED DURING COP31 — NO COMMERCIAL VALUE," or, for genuinely valueless items, "FREE OF CHARGE — VALUE FOR CUSTOMS PURPOSES ONLY."

Permanent-import goods are cleared against the customs-brokerage fee set out in the Rate Card. Import VAT, Special Consumption Tax (ÖTV) where applicable, customs duty and other public liabilities are assessed by the authorities based on the goods, tariff classification, origin and the regulations in force. COP31-specific exemption

treatment is not assumed; it will be confirmed shipment by shipment during import clearance. If an exemption is not confirmed, the resulting public charges will be settled as required for clearance and recharged to the Participant at actual documented cost in accordance with Sec. 9 and the Rate Card.

3.2 Required documentation by mode

Mode	Required documents
Air	Master/House Airway Bill, Invoice, Packing List, Certificate of Origin (where applicable), permit (where required), pre-declaration, E-CCD
Sea	Master/House Bill of Lading, Invoice, Packing List, Certificate of Origin (where applicable), permit (where required), pre-declaration, E-CCD
Road (LTL/FTL)	CMR, Invoice, Packing List, Certificate of Origin (where applicable), vehicle/plate/driver details, permit (where required), pre-declaration, E-CCD
Courier	Airway bill or equivalent, detailed invoice/proforma, packing content, recipient details, declared value and purpose

A pre-declaration fee currently applies across every transport mode in Türkiye, including air freight, subject to the COP31-specific exemption framework described in Sec. 9. Participants who have shipped to other COP host countries should not assume that an exemption from a previous COP carries over here.

Turkish customs law penalises a missing or late pre-declaration. Under Article 241 of the Customs Law (4458 sayılı Kanun), failing to submit the short-form declaration before the vehicle or vessel crosses the border carries a procedural fine — currently TRY 2,988 per declaration (approximately USD 60 at current exchange rates, which fluctuate) — in addition to the delay, extra storage cost, and risk of the cargo being held at customs that a late or missing declaration typically causes. The arrival deadlines in Sec. 2.5 should be treated as firm for this reason. The invoice and packing list should be in English, and must show: a header with date and reference number; full legal name and address of Participant and of the consignee (Sec. 2.4); description of goods with unit of measure and quantity; HS code and country of origin per line; unit and total value per line and currency; and total invoice value. If a shipment contains goods from more than one country of origin, this must be shown against each item. A HS Code Summary Sheet is required wherever a single shipment contains more than five distinct HS codes.

Note: Document consistency check: the invoice, packing list, transport document (AWB/B/L/CMR), Service Order and package label must all agree on package count, weight, dimensions, goods description, values and final delivery point. A mismatch between any two of these is one of the most common causes of delay at customs and at hub receipt.

3.3 Customs clearance timeline

No fixed customs-clearance timeline is guaranteed, but as a working expectation, plan for 1–2 working days for straightforward shipments with complete and accurate documentation, and materially longer for anything requiring an additional permit (Sec. 4) or selected for physical inspection.

3.4 Labelling

Every package must carry a COP31 shipping label, visible from the outside, showing at minimum:

- COP31 shipment reference and consignment ID (issued by OMSAN on confirmation of the Service Order Form, Sec. 2.3)
- Participant / exhibitor name (country, organisation, company, NGO or sponsor)
- Zone (Blue/Green) and delivery point — pavilion, stand, office or off-site location
- Package number / total number of packages, and gross weight
- Import status — temporary import, permanent import, ATA Carnet, or re-export

See Annex B for the full minimum field list.

4. Restricted, Prohibited and Special Cargo

Participants are responsible for checking, before dispatch, that goods are not prohibited or restricted under Turkish law, COP31 security procedures or venue rules. The categories below require additional control, documentation or a prior permit before OMSAN can accept and ship them — obtaining a permit can take 5 to 30 working days depending on the item, so Participants should contact OMSAN as early as possible for anything in this section.

4.1 Categories requiring prior control or permit

Category	Pre-shipment control
Batteries / lithium	MSDS, transport suitability, packaging standard and carrier/airline acceptance are checked before shipment.
Telecom and broadcast equipment	Frequency, device type, serial number, import regime and any required permit must be assessed in advance. Typically regulated by the Information and Communication Technologies Authority (BTK).
Art, museum and exhibition pieces	Value, condition report, insurance, sensitive handling, packing and a documented chain of custody must be planned.
Food, and products of plant/animal origin	Subject to separate agricultural, health, cold-chain and import-permit control. Typically regulated by the Ministry of Agriculture and Forestry.
Heavy or oversized cargo	Requires a lift plan, forklift/crane, route survey, door dimensions, floor-load and security approval; pavilion/hall areas need their own capacity, ramp and turning-radius checks.
Hazardous materials	Must meet IMO/IATA/ADR requirements and hold the relevant Turkish import/security permits — never shipped without them. Radioactive items are additionally regulated by the Nuclear Regulatory Authority (NDK).
High-value equipment	Serial number, insurance, chain of custody, delivery/hand-over protocol and any special storage need should be declared in advance.

Note: Food, beverage and agricultural items are not blanket-prohibited, but require additional agricultural/health control and, where relevant, cold-chain handling — see the category table above.

4.2 Items requiring explicit written approval before shipment, or prohibited outright

The following may never be shipped without prior written approval from OMSAN and the relevant Turkish authority, and some may be prohibited outright depending on type and permit status: weapons, explosives and pyrotechnics (Ministry of Interior / Ministry of National Defence); compressed or liquefied gases; flammable liquids; asbestos and other hazardous substances; radioactive equipment (Nuclear Regulatory Authority — NDK); lasers and X-ray equipment; high-frequency equipment (Information and Communication Technologies Authority — BTK); substances harmful to human health (Ministry of Health); and special IT network/router installations.

- **COSHH / risk assessment** — chemical, hazardous or health-risk items, or items requiring special handling, must come with a risk assessment and safety data sheet before dispatch.
- **Electrical equipment** — portable electrical equipment, converters and high-power-draw devices need safe-use confirmation, certification/labelling and, where applicable, prior approval.
- **Hot work / special installation** — welding, cutting, grinding or similar hot-work activity must be declared with the shipping request and is never approved without a separate site permit.
- **Fumigation** — Turkish customs requires wooden packaging (crates, skids, pallets, boxes) to be heat-treated and marked to the ISPM-15 standard; shipments arriving with untreated or unmarked wooden packaging can be refused. Confirm heat-treatment on the proforma invoice or on a separate certificate.

Alcohol — the COP31 venue, covering both the Blue Zone and the Green Zone, has been designated an alcohol-free area, and no alcohol may be consumed anywhere within it. Importing alcohol into Türkiye for consumption

outside the COP31 venue is a separate matter, outside the scope of the COP31 organisation, and is subject to ordinary Turkish import regulations for alcoholic beverages.

4.3 Media, broadcast and passenger-accompanied equipment

Camera, broadcast, audio, editing, telecom/frequency and other high-value technical equipment brought for media or production purposes must be registered through the COP31 logistics process described in this guide, even where it is hand-carried or accompanies a passenger rather than shipped as freight. At least 72 hours before arrival, the following must be provided to OMSAN: brand, model and serial number of each item; a photograph of the equipment; the carrier's passport and flight details; and the planned entry and exit dates. Deliveries of this equipment after the Lockdown Phase has begun, or once a security check is under way, are accepted only against a confirmed MDS slot and through the Official Logistics Operator's controlled hand-over and exit/re-export process (see Sec. 5.2 and Sec. 7).

- Food and promotional distribution — items to be consumed, distributed or hand-carried must have their import, security, storage and site-acceptance rules confirmed before dispatch (see Sec. 4.1 above).

5. Site Access, Operational Phases and the Master Delivery Schedule (MDS)

Because of the venue's security profile, all last-mile movement of goods within COP31 — Blue Zone and Green Zone alike — is managed exclusively by OMSAN, whatever forwarder or carrier brought the goods to Türkiye.

5.1 Operational phases

Phase	Indicative dates	Logistics meaning
Technical build-up & stand construction	From the first week of September 2026	Mobilisation of build equipment, stand materials, MHE, personnel and the first site-access plan for construction crews.
Pavilion / office build-up	1–31 October 2026	Pavilion and office deliveries slotted by working hours, zone priority, loading gate and security plan.
Inbound & hub preparation	August–October 2026	External-warehouse/hub acceptance, customs processing, staging and MDS planning ramp up in parallel with the build-up phase.
Lockdown Phase — Green Zone	From 5 November 2026 (provisional)	Access restricted to accredited personnel; deliveries only during the night window (Sec. 5.2).
Lockdown Phase — Blue Zone	From 6 November 2026 (provisional)	As above, with the stricter access and security profile that applies to the UNFCCC-managed zone.
Event Phase	9–20 November 2026	Daily operation; routine deliveries by approved MDS slot only; a logistics desk operates in both zones.
Dismantling Phase	From 20 November 2026	Stand strike-down, empties collection, hub return, re-export and closure reporting.

Lockdown Phase start dates and the Dismantling Phase end date are provisional / to be confirmed, pending final approval by COP31 Management, venue security and the applicable UNFCCC processes. Until confirmed, Participants should plan around the 72-hour MDS pre-notification requirement, the night delivery window (Sec. 5.2), and the rule that heavy or bulky loads are accepted after lockdown only through a confirmed MDS slot and the Official Logistics Operator's controlled delivery process.

5.2 The night delivery window and the MDS

During the Lockdown Phase, access is restricted to accredited personnel — under general lockdown provisions for the Green Zone, and under the stricter access and security profile that applies to the UNFCCC-managed Blue Zone. Delivery to the venue is expected to be permitted only overnight. Night-delivery window — 22:00–06:00.

The Master Delivery Schedule (MDS) is the mandatory slot-booking system for every delivery and collection movement into or out of the venue. Each slot matches a vehicle, driver and manifest to a gate, route, security-screening window, delivery point and handling resource. As an operational rule, MDS requests should be opened at least 72 hours in advance.

- *Daytime access during the Lockdown Phase is restricted; only small, urgent deliveries may be exceptionally authorised, subject to prior approval.*
- *Blue Zone deliveries require vehicle, personnel and equipment details to be pre-approved, given the UNFCCC zone's security status.*
- *Green Zone deliveries are planned around visitor flow, the event programme and the technical build-up schedule.*
- *Drivers, install crews, forklift/MHE operators and support staff must complete accreditation and a health-and-safety orientation before their first entry to site.*
- *During active security-control windows, no construction, delivery or unloading may take place in the affected zone; the MDS plan must account for this.*
- *Media, broadcast and other high-value technical equipment is subject to the same 72-hour pre-notification and MDS slot requirements as any other delivery — see Sec. 4.3.*
- *Loading-gate capacity and single-point access constraints mean build-up deliveries may be queued by zone; Participants in remote zones or delivery points should request early slots.*

6. Storage and Warehousing

6.1 External warehouse — Antalya

OMSAN operates an external warehouse in Antalya run by its partner, approximately 15–16 km from the Antalya EXPO Center, used for consolidation and short-term storage ahead of last-mile delivery to the venue:

Netlog Antalya Altnova Depo
Altnova Sinan Mahallesi, Gökkaya Sokak. No.5-5
07190 Kepez / Antalya, Türkiye

6.2 Tuzla consolidation hub (İstanbul)

OMSAN's own facility in Tuzla, İstanbul, is the common consolidation and customs point for sea, road (LTL and FTL) and IST-landed air cargo, ahead of onward transfer to the Antalya external warehouse. Air cargo landing directly at Antalya (AYT) bypasses Tuzla and goes straight to the Antalya external warehouse (see the routing table in Sec. 2.6).

6.3 On-site (internal) distribution and handling

Inside the venue, on-site storage is deliberately limited and should not be relied on as a substitute for the external warehouse:

- Two UN-operated depots of approximately 400 m² each are available inside the Blue Zone.
- Other internal pavilion/office storage areas are small — broadly 400–500 m² and below — and do not have truck or trailer access or a loading ramp. Bulk deliveries must be broken down into smaller units at the external warehouse before final last-mile delivery.
- A logistics control and security-screening area (paved) sits outside the venue and is part of the inbound security process, not a storage facility.

On-site handling — forklift, transpalet, lifting equipment, packing/repacking, palletising, sensitive or heavy-item handling, and delivery to stand/office/pavilion — is performed under the equipment and manpower rates in the Rate Card. Empties and reusable packaging needing storage during the event should be handed to OMSAN staff; items left unattended may be removed by the venue's cleaning contractor, and OMSAN cannot be responsible for tools or valuables left inside empty cases.

7. Re-Export and Return Shipment Procedures

This guide treats two flows separately: **Re-Export**, for goods that came in under a temporary-import regime and must legally leave Türkiye again; and **Return Shipment**, for goods a Participant simply wants sent back (or on) after the event, with no mandatory customs deadline behind it.

7.1 Re-export (temporary import / ATA Carnet goods)

All goods imported under temporary admission or an ATA Carnet must be re-exported from Türkiye in the same quantity, identity and condition as they arrived. Participants should notify OMSAN of their re-export, retained-in-Türkiye, and disposal/donation items before the event ends, ideally 7–10 days before the conference finishes, so collection can be planned.

1. Participant submits a re-export/return-shipment request (Service Order Form or e-mail to COP31_DELIVERY@omsan.com) before the event ends.
2. OMSAN schedules the on-site collection slot and the return of empties.
3. Goods are collected from the stand/office/pavilion and checked for damage/shortage on arrival at the hub.
4. Outbound items are matched against the original temporary-import record.
5. The export/re-export declaration, transport documents and closure evidence are filed and archived.
6. The return shipment is dispatched to the Participant's chosen destination.

A missing item at closure — under either route — exposes the Participant to a customs penalty under Turkish law; the precise rate should be confirmed with the appointed customs broker. An accurate return-goods list, cross-checked against the original temporary-import record (serial/model number, value, package count), matters as much at this end of the process as it did at the start.

7.2 Return shipment (goods with no mandatory re-export obligation)

Promotional materials, unused consumables, and other permanent-import goods that a Participant simply wants shipped back to origin — rather than left in Türkiye, distributed or donated — are handled as a standard outbound shipment rather than a customs re-export: no temporary-import record needs to be matched, but the request, collection slot and outbound documentation follow the same Service Order Form process.

7.3 Goods not re-exported

Temporary-import goods not re-exported within the applicable deadline are automatically converted to permanent import, with all applicable customs duties, taxes, fines and penalties becoming payable by the Participant, subject to the COP31-specific exemption framework described in Sec. 9 (see also the conversion fee in the Rate Card). Participants leaving the venue before the official closing time, or leaving exhibits behind, do so at their own risk; OMSAN can arrange secure post-event storage on written instruction, but does not accept liability for goods left unattended.

8. Insurance

Comprehensive “All Risks” cargo insurance, arranged by the Participant in the country of origin, is strongly recommended for:

- Transport, ex-works to the stand/booth at the venue, and back;
- The duration of the conference, including the build-up and dismantling periods before and after the event;
- Storage of goods and empties at the external warehouse or on site;
- Return transport, ex-booth back to the consignee.

Cargo insurance should not be confused with carrier or forwarder liability. A carrier’s liability for loss or damage is limited by the international convention that governs its mode of transport — the Montreal Convention for air, the CMR Convention for international road haulage, and the Hague-Visby Rules for sea — and by the Turkish Commercial Code and standard forwarding conditions for OMSAN’s own role as freight forwarder and handling agent. These limits are typically calculated per kilogram of the affected goods and fall well short of full replacement value; recovering even that amount requires the Participant to prove fault and quantify the loss. Comprehensive cargo insurance, covering the goods at full value from origin to return, is the only reliable protection and is strongly advised for this reason.

OMSAN does not automatically insure shipments and is not liable for rented labour or technical equipment. OMSAN will arrange insurance on a Participant’s written request, at the Participant’s cost.

Any loss, shortage or visible damage should be noted on the delivery/collection document at the time of hand-over wherever possible. In the event of loss or damage, the Participant should submit a written claim to the on-site logistics desk or to COP31_DELIVERY@omsan.com without delay, with photographs and supporting documents attached — a claim raised well after receipt, or after goods have been unpacked and used, is much harder to support. High-value items such as cash, jewellery, negotiable instruments and original documents of title should not be shipped as general cargo under this guide.

Note: This section reflects standard international cargo-insurance and carrier-liability practice, consistent with the approach used at other COP host operators.

9. Rates and Payment Terms

The 20% VAT stated in the Rate Card applies to OMSAN's Türkiye-side service invoices. It is distinct from import VAT that may arise when goods are permanently imported into Türkiye. Import VAT is assessed at the rate applicable to the goods (20% at the general rate), while Special Consumption Tax (ÖTV) applies only where the goods fall within the relevant statutory scope; customs duty and other public obligations may also apply. These import-related liabilities are assessed shipment by shipment under the official provisions in force, including any COP31-specific legislation, Official Gazette publication and Ministry of Trade procedure. Any COP31-specific exemption, tax relief, security waiver or guarantee arrangement applies only once confirmed by the competent authority and only to the extent confirmed. Unless and until such confirmation is received, the applicable import taxes and public charges will be settled as required during customs clearance and recharged to the Participant at actual documented cost in accordance with the Rate Card.

All charges under this guide are set out in the OMSAN COP31 Antalya Rate Card, published separately (available at www.omsan.com/cop31 and www.cop31.tr). This guide deliberately does not reproduce individual rates, because tariffs change between drafts more often than the procedures around them. The Rate Card and this guide are companion documents: for the procedures behind any rate, refer back to this guide. What follows is the scope and the general conditions that currently sit behind the Rate Card.

9.1 Scope of the Rate Card

The Rate Card covers Türkiye-side services only, from the Turkish entry point onward: customs clearance, hub/warehouse handling, storage, last-mile delivery and on-site handling, and re-export. International freight from origin to the Turkish border, port or airport is quoted separately and does not sit inside the Rate Card.

The Rate Card prices:

- Inbound and outbound air freight handling, customs clearance and related charges, ex-IST or ex-AYT;
- Inbound LTL handling via the Istanbul TIR terminal/Erenköy customs route, and inbound/outbound FTL handling;
- Inbound and outbound sea handling via the Ports of Istanbul/Gebze, including the onward truck legs to OMSAN's Istanbul and Antalya warehouses;
- Storage services — cross-docking, inbound/outbound handling, storage (minimum 15 days), order processing, labelling, empties handling, palletisation;
- Last-mile delivery from the external warehouse to the venue, banded by shipment weight, plus on-site handling: unloading/reloading, 3-ton and 5-ton forklifts, a helper, 30-ton and 60-ton cranes, and empty-case/reusable-packaging handling.

It does not price: rail freight; sea gateways other than Istanbul/Gebze (e.g. İzmir, Mersin); or a distinct courier tariff. Anything in this list should be quoted on a bespoke basis until it is added to the Rate Card — this guide should not be read as offering it as a standard, pre-priced service.

Cargo scope: all Rate Card prices assume general, non-hazardous, non-restricted cargo — standard exhibition and conference materials such as brochures, display stands, promotional items and personal equipment, packed and palletised in the ordinary way. Anything in the categories listed in Sec. 4 — batteries and lithium goods, telecom/broadcast equipment, art and museum pieces, food and agricultural products, heavy or oversized items, hazardous materials, and high-value equipment — falls outside this definition and is quoted separately. For example, a laptop, printed materials or a stand's furniture are general cargo; a lithium battery pack above the standard carrier limit, a drone, or a satellite phone is not.

9.2 General conditions

Condition	Current Rate Card position
Validity period	1 September – 31 December 2026
VAT	20% applies to OMSAN's Türkiye-side service invoices. Import VAT, ÖTV, customs duty and other public liabilities are separate and confirmed per shipment.
Inbound air minimum chargeable weight	300 kg per MAWB/HAWB/Participant
Inbound LTL / FTL minimum chargeable weight	333 kg, or 1 cbm : 333 kg, whichever is greater
FTL maximum payload	20 tons per truck
Sea FCL maximum payload	20 tons per container
Truck demurrage	USD 250/day after free waiting time, where applicable
Extra costs (duties, levies, port/terminal charges, etc.)	Charged at actual receipted cost plus a 20% service fee
Customs clearance — permanent or temporary/ATA Carnet import	Fixed fee per declaration, valid up to a CIF value of USD 15,000; higher values quoted on a bespoke basis (See Section 9.3)

Payment: all charges are payable in advance of the corresponding service, by bank transfer, unless another arrangement has been agreed with OMSAN in writing. Service requests, quotations, invoices and payment status are confirmed to the Participant by e-mail, referencing the shipment reference.

9.3 Customs brokerage —fee tariff Thresholds

Turkish customs-brokerage fees are set by an annual Ministry of Trade-approved minimum fee tariff, published each January. For import declarations, once the shipment's CIF value exceeds USD 15,000, the applicable minimum fee is calculated progressively:

CIF Value Band (USD)	Additional Rate Applied
Up to 15,000	Base tariff amount for the declaration type applies; no CIF-based addition
15,001 – 225,000	+ 0.3% (three per thousand) on the amount above USD 15,000
225,001 – 2,000,000	+ 0.1% (one per thousand) on the amount above USD 225,000
2,000,001 – 10,000,000	+ 0.01% (one per ten thousand) on the amount above USD 2,000,000
Above 10,000,000	Cumulative amount to USD 10,000,000, plus a mutually agreed fee of at least 0.003% of CIF value on the remainder

Above additional amounts will be calculated based on OMSAN's Rate Card pricing relatively (Sec. 9.2)

10. Contacts

COP31 uses dedicated e-mail addresses for each area of logistics. Send your request directly to the relevant address below — there is no need to add a subject-line tag.

Purpose	Contact
General inquiries	COP31@omsan.com
Customs status, ATA Carnet, permits, restricted-goods approval	COP31_CUSTOMS@omsan.com
Booking a shipment, mode/gateway confirmation, pre-alert for a Participant's own forwarder	COP31_TRANSPORT@omsan.com
Hub/warehouse acceptance, storage, cross-docking	COP31_WAREHOUSE@omsan.com
MDS slot requests, venue delivery, vehicle/driver/personnel accreditation, re-export and return-shipment collection	COP31_DELIVERY@omsan.com
Quotations, invoices, payment status	COP31_FINANCE@omsan.com
Guide, Rate Card and forms (download)	www.omsan.com/cop31 · www.cop31.tr
General phone line	+90 216 458 56 31
Emergency / urgent line during the event	+90 216 458 56 31
OMSAN Head Office (corporate, non-COP31 matters only)	omsan@omsan.com / tel: +90 (216) 458 55 55

Note: Each address is monitored by the relevant OMSAN COP31 team. If you are unsure which applies, COP31@omsan.com can redirect your message internally.

Annex A — Service Order Form: Minimum Fields

A ready-to-use, fillable Service Order Form covering the fields below is available for download at www.omsan.com/cop31 or www.cop31.tr, in the same two-part layout as the reference used at COP29 Baku. Complete it and e-mail it to COP31_TRANSPORT@omsan.com.

Field group	Minimum required information
Participant	Country/organisation/company name, Blue Zone or Green Zone, pavilion/stand/office, authorised contact, e-mail, phone.
Shipment	Shipment type, package count, weight (kg), volume (cbm), dimensions, declared value, HS code, country of origin, goods description.
Transport	Origin address, pick-up date, transport mode, Turkish gateway, estimated arrival date, third-party forwarder details (if any).
Customs	Import type (temporary/permanent), ATA Carnet details (if used), permit requirements, invoice/packing-list attachments.
Site delivery	Target delivery date, MDS slot requirement, delivery point, on-site contact, handling equipment/personnel needs, vehicle/driver/personnel accreditation details.
Special permits	Risk assessment, MSDS/COSHH, electrical equipment, hot-work permit, heavy-lift plan, food/promotional items, special IT network/router equipment, or other security-restricted category.
Empties / waste	Empty cases, surplus stock, packaging, waste, materials to remain on site or be disposed of, and collection needs.
Return	Re-export or return shipment, goods to remain in Türkiye, consumption/donation/disposal split, and return destination.



United Nations
Climate Change

United Nations Framework Convention on
Climate Change (UNFCCC)
31st Conference of the Parties (COP31) ·
Host: Republic of Türkiye



COP31
Türkiye
ANTALYA

COP31 ANTALYA — SERVICE ORDER FORM 1 / 2

Requester details

Organisation / Delegation /
Pavilion

Full address details

Internal order number of
client (optional)

Primary contact

Name

Telephone / Mobile

E-mail

Secondary contact (optional)

Name

Telephone / Mobile

E-mail

Shipment details

Type of service

Import type

Dangerous goods

No. of items to be received
by OMSAN and delivered to
the COP31 venue

Dimensions of items (cm)

Weight of items (kg)

Length

Width

Height

Brief description of the
contents

Continue on "Service Order Form
(2-2)" tab →

Yellow cells are for the requester to complete. Submit the finished form to COP31_TRANSPORT@omsan.com.



United Nations
Climate Change

United Nations Framework Convention on
Climate Change (UNFCCC)
31st Conference of the Parties (COP31) ·
Host: Republic of Türkiye



COP31
TÜRKİYE
ANTALYA

COP31 ANTALYA — SERVICE ORDER FORM 2 / 2

Venue delivery

Zone at COP31

Office / Pavilion / Booth at
venue

Requested delivery date at
venue

Re-export

Re-export needed

Requested starting date for
re-export from venue

Additional services

Additional services during or
post-event needed

Dates for additional services

Specify the additional
services

Yellow cells are for the requester to complete. Submit the finished form to COP31_TRANSPORT@omsan.com.

Annex B — Cargo Label: Minimum Fields

Label field	Description
<i>COP31 shipment reference</i>	<i>Unique shipment reference issued by OMSAN when the Service Order Form is confirmed.</i>
<i>Consignment ID</i>	<i>Package/consignment tracking number within the same shipment.</i>
<i>Participant / exhibitor</i>	<i>Country, organisation, company, NGO, sponsor or organisational unit name.</i>
<i>Zone and delivery point</i>	<i>Blue Zone / Green Zone, pavilion, stand, office, warehouse, or approved off-site location.</i>
<i>Package information</i>	<i>Package number / total packages, gross weight, dimensions, and handling instructions.</i>
<i>Import status</i>	<i>Temporary import, permanent import, ATA Carnet, domestic cargo, or re-export.</i>

Labels should be placed on at least two sides of each package, in a position clearly visible to customs and to on-site handling staff. Heavy or oversized cases should also be marked with lifting points and centre of gravity; fragile items should be marked accordingly.



United Nations
Climate Change

United Nations Framework Convention on
Climate Change (UNFCCC)
31st Conference of the Parties (COP31) ·
Host: Republic of Türkiye



COP31
TÜRKİYE
ANTALYA

COP31 ANTALYA — 9–20 November 2026, Antalya EXPO Center

DELEGATIONS & PAVILIONS

Warehouse address:

Netlog Antalya — Altınova Sinan Mahallesi, Gökaya Sokak,
No:5-5
07190 Kepez / Antalya, Türkiye

Warehouse / OMSAN contact:

COP31_WAREHOUSE@omsan.com

Consignee / recipient at venue

Waybill / Order No.

Name / Attention

Organisation

Telephone / Mobile

E-mail

Reference / delivery to

Zone (Blue / Green)

Office / Pavilion /
Booth

Import status

Box No.

Total no. of
boxes

Exhibition / Conference goods for COP31 Antalya — Non-commercial

Print and attach one label to at least two sides of each package, visible to customs and to on-site handling staff. the warehouse address above is OMSAN's Antalya external warehouse (Netlog) — see Shipping Guide, Sec. 6.1.

Annex C — Invoice and Packing List: Required Fields

Both documents should be prepared in English and, ideally, provided as a matched pair (same reference number, same item order).

Section	Required content
Header	Document date and reference number; whether this is a temporary-import or permanent-import invoice.
Shipper	Full legal name and address of the Participant/exporter.
Consignee / notify	Consignee wording exactly as set out in Sec. 2.4 (OMSAN Lojistik A.Ş. — COP31 Antalya). Notify Party: Gruptrans Int'l Transport & Trade Co. Inc. Include the Participant's country/organisation, zone and pavilion/stand.
Event reference	"COP31 Antalya, 9–20 November 2026"; hall/pavilion/stand number.
Goods description	Per line: description, unit of measure, quantity, HS code, country of origin.
Value	Per-line unit value and total value, currency, and grand total (packing list: weights/dimensions instead of value).
Packing detail (packing list only)	Package type, package count, dimensions, net weight, gross weight per package.
Declaration	Signatory name, company stamp, signature and date.

Note: A fillable Excel/Word invoice and packing-list template, based on the field list above, will be published alongside this guide.

Annex D — Abbreviations and Operational Terms

MDS	<i>Master Delivery Schedule — the venue's central delivery/collection slot-booking system.</i>
POD	<i>Proof of Delivery.</i>
WMS	<i>Warehouse Management System.</i>
MHE	<i>Material Handling Equipment — forklift, transpalet, lift, crane, etc.</i>
DVAP	<i>Delivery Vehicle Access Permit.</i>
VSA	<i>Vehicle Screening Area.</i>
Re-export	<i>The mandatory return of temporarily imported goods out of Türkiye after the event.</i>
HS Code	<i>Harmonised System customs classification code for goods.</i>
Pre-alert	<i>Advance notice to the logistics operator before a shipment departs origin.</i>
External / internal hub	<i>The warehouse(s) and on-site distribution points through which COP31 cargo is received, controlled, stored and dispatched.</i>
COSHH	<i>Control of Substances Hazardous to Health — a risk-assessment approach for chemical/health-risk materials.</i>
PAT	<i>Portable Appliance Testing — safety inspection/labelling of portable electrical equipment.</i>
Hot Work Permit	<i>Site permit required for welding, cutting, grinding or similar hot-work activity.</i>
Marshal	<i>On-site staff member directing vehicle manoeuvring, pedestrian separation and safe site movement.</i>
Floor load	<i>The load-bearing capacity of a floor, to be checked before placing heavy cargo or equipment.</i>
AWB	<i>Air Waybill — the transport document for an air-freight consignment.</i>
MAWB / HAWB	<i>Master / House Air Waybill — the carrier's overall waybill for a consolidated air shipment, and the individual waybill for one Participant's part of it.</i>
B/L	<i>Bill of Lading — the transport document for a sea-freight consignment.</i>
CMR	<i>The international consignment note used for road freight, and the convention that governs road carriers' liability.</i>
TIR	<i>The customs transit system — and, colloquially, the terminal — used for road freight crossing the Turkish border under customs control.</i>
E-CCD	<i>Electronic Customs Clearance Declaration — the declaration OMSAN's customs broker files with Turkish customs on the Participant's behalf.</i>
ATA Carnet	<i>An international customs document that allows temporary duty-free import of goods, used in place of a cash security deposit (Sec. 3.1).</i>
CIF	<i>Cost, Insurance and Freight — the customs value of a shipment, used as the basis for the customs-brokerage fee (Sec. 9.2).</i>
FCL / LCL	<i>Full Container Load / Less-than-Container Load — a sea shipment that fills a whole container, or one that is consolidated with other shipments in a shared container.</i>
LTL / FTL	<i>Less-than-Truckload / Full Truckload — a road shipment consolidated with others in a shared truck, or one that fills a whole truck.</i>