

Dear Colleague,

I would like to give you some general information about the shipment of your materials to a2 Turkey fair locations.

We are pleased to announce that OCS Worldwide is the official business partner of a2 Fairs in terms of exhibition logistics. We kindly ask you to send all your materials to the closest OCS offices either in London or NY/NJ. OCS Worldwide will receive, sort and label all your materials and store them until the fair dates. On the fair days, a2 team will deliver your materials to your booth. If needed, OCS will also do all of your customs paperwork for you. You will not have to worry about customs clearance or shipment tracking. Attached to this e-mail, you will find OCS UK & USA offices' contact information, their special rates, deadlines and shipment instructions.

WHY TO PREFER OCS WORLDWIDE?

If you already have a courier company that you work with such as DHL, Fedex, TNT, etc. let me remind you some points, which may cause inconvenience:

- Please be informed that **no deliveries will be accepted to our office**, as we don't have any extra space to store materials.

- While sending your materials via the other courier companies, the biggest problem is the customs. If your materials are stuck in the customs, a customs agent should be hired by the receiver. The clearance takes minimum of 3 days and costs minimum of 500 Euros.

-Please be informed that a2 Fairs is responsible only for the delivery of OCS shipments and any other shipments held by customs will not be cleared by a2 Fairs.

- As I mentioned above, only the receiver can hire a customs agent. If you send your materials directly to the hotels to a hotel staff's name and if the boxes get stuck in customs, please be informed that any hotel management do not allow their staff to hire a customs agent and spend time on this problem.

- If you send your materials directly to the hotels to your participant's name and if the boxes get stuck in customs, please be informed that your participant should be in Turkey to give power of attorney to a customs agent. Here, I would like to remind once again that the clearance takes minimum of 3 days. For example, if your participant comes to Turkey on Friday, it won't be possible to clear your boxes until Saturday, which is the fair day.

- In addition to the disadvantages above, the hotels don't accept the boxes, which come earlier than 2 or 3 days before the fairs. So, you will have to send your materials to be delivered no earlier than 2 or 3 days before the fairs. In case the materials that you send directly to the hotels via your courier company are stuck in the customs, because clearance will take minimum of 3 days, there will be a big risk that you cannot take your materials until the fair day.

The best solution to send your materials safely to Turkey is to prefer OCS Worldwide.

Finally, just in case, **we advise to carry a small packet of brochures with you.**

Also you can find the hotel booking forms at our website:

http://a2fairs.com/hotel_booking_forms.php

I hope this information will help you. If you have any further questions, please let me know.

Best Regards,