



**COP29**  
Baku  
Azerbaijan

# COP29 Shipping Guide



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# 1. Introduction

The following document conforms to the cargo transport and customs procedures and regulatory requirements of the Republic of Azerbaijan. It is designed to serve as a Guideline for Organisers and Participants (henceforth referred to as “Participants”) on the transportation of goods destined for COP29, including their import to the Republic of Azerbaijan, delivery to the venue, on-site logistical services, and subsequent re-export.

This document details the criteria, expectations, and specific services necessary to ensure that logistical operations are executed efficiently, securely, and in accordance with all relevant international and local regulations.

## 1.1 About COP29

The Conference of the Parties (COP), is held annually, with the Presidency rotating between the five recognised UN regions.

This year, Azerbaijan has been selected as the host country of the 29th Conference of the Parties (COP29), to be held in Baku this November. Azerbaijan has a strong track record of hosting international events and has chosen Baku Stadium as the venue for COP29.

To deliver a process that is transparent, impartial and inclusive, the COP29 Presidency has developed a plan based on two mutually reinforcing pillars to enhance ambition and enable action.

The UNFCCC website provides more details explaining what COP is, the COP process, the issues under discussion and the multilateral efforts already underway. Further details are available on the [UNFCCC website](#).

The Blue Zone is the formal conference and negotiation space managed by the UNFCCC. All the official sessions, meetings, side events and press conferences held during COP29 will take place in the Blue Zone. Only UNFCCC-accredited participants, including Party delegations, Heads of State, admitted observers and the accredited press can enter the Blue Zone. For further information, please visit : <https://unfccc.int>

The Green Zone serves as a meeting point for a wide range of stakeholders: from the general public and the private sector to media personnel, experts and academics, youth, indigenous communities, NGOs, civil society, and delegates.

Operated by the COP29 Presidency, the Green Zone provides a dynamic forum for various participants to share their perspectives. It's a hub for discussions, panels, and demonstrations showcasing both current innovations and potential solutions for combating climate change.

For more information about COP29 Baku, see:

<https://cop29.az/en>

<https://unfccc.int/>

## 1.2 Official logistics service scope for COP29

COP29 partners exclusively with Rhenus Group, which has been appointed the Official Logistics Partner for COP29 in Baku. In this role, Rhenus Group will handle all transport and logistics services for COP29, including freight forwarding, customs brokerage, last mile delivery, and various on-site logistics services.

COP29 participants may still choose their own freight forwarder, with certain exceptions, during the event's operational phase. However, to handle shipments from the official external warehouse in Baku to the COP29 venue, participants should contact Rhenus Group, as they are the sole freight forwarder authorised to access the COP29 venue. Rhenus Group will arrange for shipments to be delivered to Baku Stadium.

### **Rhenus Group will provide the following services for COP29 in Baku:**

- Global freight forwarding via all transportation modes
- Rhenus Logistics Desk/Rhenus logistics team onsite
- Customs clearance
- Obtaining of permits for restricted goods
- Transport insurance coverage
- Storage
- Loading and unloading operations
- Last mile delivery at the event venue
- Handling and transportation of temporarily imported goods
- Re-export services
- Management of last-minute service requests
- Warehousing and inventory management services
- Deliveries within the venue
- Empties handling and storage during the event
- Add-on services: cross-docking at transit warehouses
- Provision of packing materials, safety and security labeling
- Handling of non-standard categories of goods (fragile, high-value, perishables, oversized)
- Provision of MHE (Mechanical Handling Equipment)
- Packing/repacking, palletizing, labeling
- Provision of workforce for unloading/loading vehicles
- Small parcel/package receipt from Courier with further delivery to recipient

## 1.3 Transporting goods with Rhenus Group

Rhenus Group is a leading logistics specialist. Some 40,000 employees work at 1,320 business sites in more than 70 countries and develop innovative solutions along the complete supply chain. Whether providing transport, warehousing, customs clearance or value-added services, the family-owned business pools its operations in various business units where the needs of customers are the major focus at all times.

### **Working with Rhenus you will get:**

- A global presence and extensive network of partners and agents
- One integrated provider for all logistics services for the event
- Expertise in customs clearance processes and customs brokerage services
- Competitive rates for freight and add-on services
- A global modern warehousing and terminal network
- Elimination of double handling cost during last mile logistics
- As a non-vessel operating common carrier (NVOCC), Rhenus Group maintains close relationships with many shipping companies through its preferred carrier programmes
- Guaranteed planning security through punctual groupage departures from European and Asian ports and fixed timetables

For more information about Rhenus Group, see: <https://www.rhenus.group/>

For Rhenus Group's services for COP29, see: <https://www.rhenus.group/logistics-solutions/cop29/>

## 2. Freight Forwarding and Customs Procedures

### 2.1. COP29 initial conditions for the import of cargo goods

To minimise the conference's carbon footprint, we strongly advise that each participant limit individual shipments to a cumulative weight not exceeding 50 kg. Participants with pavilions or assigned exhibit booths at COP29 will receive an additional allowance of 50 kg from the conference organisers. For oversized cargo, advance approval from the COP29 team or the Official Logistics Partner is mandatory due to site constraints.

To initiate a booking, please submit your request for Service Order Form through the official COP29 website or reach out to the Rhenus team (contact details are available in Chapter 11 of this document).

### 2.2. Insurance and liability

Participants are responsible for ensuring that goods consigned to COP29 are covered by comprehensive cargo insurance, protecting them against loss, damage, or theft during transit. This insurance must be arranged in the country of origin before departure to the Republic of Azerbaijan.

It is strongly advised that cargo insurance be secured from the shipment's origin all the way to the COP29 venue.

Cargo insurance should not be confused with carrier liability, where the participant/exporter/shipper must demonstrate that damage or loss is the carrier's fault and provide evidence of the item's value and the extent of any loss. Such cases are difficult to prove; therefore, it is advisable to have comprehensive cargo insurance.

### 2.3. Requesting goods transportation for COP29

The COP29 Operating Company has launched a dedicated webpage:

<https://cop29.az/en/pages/logistics>, which provides detailed instructions for freight forwarding procedures. This page includes information on the scope of logistics services, how to request these services, how to organise last-mile deliveries, applicable tariffs, and shipping documentation templates.

The Service Request Manual offers detailed instructions on how to request logistics services from Rhenus Group, while the Rate Card lists the services and tariffs offered by Rhenus Group in Azerbaijan. Last Mile Logistics provides delivery of goods, as well as their on-site movement and handling instructions. All logistics services are charged by Rhenus Group according to the official Rate Card. Inbound and outbound freight rates must be requested individually using the Service Order Form (see Annex 1).

Additionally, this guideline provides templates for invoices and packing lists, both for temporary and permanent import. Participants can use these templates to request transportation. A HS Code Summary Sheet is needed if there are more than five (5) different HS Codes in one single shipment. All templates, including the Rhenus Service Order Form, are also available for reference at the end of this document.

### 2.4. Modes of Transport and Estimated Transit Time

Consignee instructions for shipping are detailed below. When arranging your freight, please adhere to the delivery deadlines and ensure that all necessary details are provided accurately to enable Rhenus Group to manage forwarding and customs clearance processes on your behalf.

**GENERAL NOTE: Participants must prepay all freight up to the destination (Rhenus Warehouse)**

Delivery Mode	Point of Discharge	Arrival Deadline
Air Freight	GYD	28 October 2024
Sea Freight FCL	Port of Baku	28 October 2024

<b>Sea Freight LCL</b>	Port of Poti, Georgia	14 October 2024
<b>Sea Freight FCL</b>	Port of Bandar Abbas, Iran	10 October 2024
<b>Road Freight</b>	Border crossing points RU – AZ: SDK IR – AZ: Astara GE – AZ: Girmizi Korpu or Mazimchay KZ / TM – AZ: Baku (Alat)	14 October 2024

The estimated transit time to reach Baku using different modes of transport and depending on capacity availability is as follows:

#### Air freight

All Regions	2-7 days
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#### Road freight

Central Asia	7-10 days
Middle East	10-14 days
Europe	10-18 days

Please note that when we refer to sea shipments to the Republic of Azerbaijan, we mean either delivery via the Caspian Sea (through the ports of Kazakhstan or Turkmenistan) or delivery via other routes to the Port of Poti (Georgia) or the Port of Bandar Abbas (Iran). Please be aware that the delivery time from the ports of Poti and Bandar Abbas to Baku can be 5-8 and 7-12 days respectively.

#### Sea freight (Caspian Sea)

Central Asia	5-10 days
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#### Sea freight (to Poti, Georgia)

The delivery time from Poti to Baku can vary between 5 to 8 days.

Africa	40-50 days
Persian Gulf	40-50 days
Asian and Pacific Region	30-35 days



Australia & Oceania	40-55 days
Central & North Europe & UK	30-35 days
North & Central America	40-50 days
South America	40-55 days
South Europe	30-35 days

### Sea freight (to Bandar Abbas, Iran)

The delivery time from Bandar Abbas to Baku can vary between 10 to 14 days.

Africa	40-50 days
Asian and Pacific Region	30-35 days
Persian Gulf	7-14 days

### 2.4.1. Air freight: shipping instructions

The Republic of Azerbaijan is linked to approximately 150 global destinations through a comprehensive system of domestic, regional, and international flights. Heydar Aliyev International Airport (GYD) in Baku is the largest airport, featuring a state-of-the-art cargo handling facility.

Please adhere to the following guidelines when arranging air shipments:

	Temporary	Import
<b>Shipper</b>	As per invoice with indication of full name and address	As per invoice with indication of full name and address
<b>Ship to (consignee)</b>	COP29 Azerbaijan Operating Company, 100A Kazim Kazimzade St, Yasamal District, Baku, AZ1073, Azerbaijan	COP29 Azerbaijan Operating Company, 100A Kazim Kazimzade St, Yasamal District, Baku, AZ1073, Azerbaijan
<b>Party to notify</b>	Rhenus Group TEZ Logistics LLC Sabail District, 4 Vusal & Elchin Hajibeyev St, Baku, AZ1003, Azerbaijan	Rhenus Group TEZ Logistics LLC Sabail District, 4 Vusal & Elchin Hajibeyev St, Baku, AZ1003, Azerbaijan

General instructions for shipping by air using the logistic services of Rhenus Group:

- Freight prepaid.
- Description of goods: "Exhibition goods for COP29"
- The Bill of Lading should match with shipping documents (Invoice & Packing List details)

## 2.4.2. Sea freight: shipping instructions

The Republic of Azerbaijan does not have a connection with the open sea. All international shipping lines have regular sea freight services to Poti, Georgia or Bandar Abbas, Iran for further inland delivery to Baku, Azerbaijan.

If case goods are transported by sea to the Port of Poti, Georgia, the following shipping instructions are to be taken into consideration:

	Temporary	Import
<b>Shipper</b>	As per invoice with indication of full name and address	As per invoice with indication of full name and address
<b>Ship to (consignee): On Invoice &amp; Packing List</b>	COP29 Azerbaijan Operating Company, 100A Kazim Kazimzade St, Yasamal District, Baku, AZ1073, Azerbaijan	COP29 Azerbaijan Operating Company, 100A Kazim Kazimzade St, Yasamal District, Baku, AZ1073, Azerbaijan
<b>Consignee on Master Bill of Lading</b>	Morena PRO LLL Tbilisi, 0177 Vrdzisi Settlement, Lisi Panorama #6, Poti, Gegidze 5A  TAX ID: 205295358	Morena PRO LLL Tbilisi, 0177 Vrdzisi Settlement, Lisi Panorama #6, Poti, Gegidze 5A  TAX ID: 205295358

If goods are to be transported by sea to the Port of Bandar Abbas, Iran, the following shipping instructions should be taken into consideration:

	Temporary	Import
<b>Shipper</b>	As per invoice with indication of full name and address	As per invoice with indication of full name and address
<b>Ship to (consignee): On Invoice &amp; Packing List</b>	COP29 Azerbaijan Operating Company, 100A Kazim Kazimzade St, Yasamal District, Baku, AZ1073, Azerbaijan	COP29 Azerbaijan Operating Company, 100A Kazim Kazimzade St, Yasamal District, Baku, AZ1073, Azerbaijan
<b>Consignee on Master Bill of Lading</b>	To be provided by the carrier. Rhenus will receive the cargo at the final destination in Baku	To be provided by the carrier. Rhenus will receive the cargo at the final destination in Baku

If cargo is to enter the Republic of Azerbaijan via the Caspian Sea to the Port of Baku, the following instructions should be taken into consideration:

	Temporary	Import
<b>Shipper:</b>	As per invoice with indication of full name and address	As per invoice with indication of full name and address
<b>Ship to: (Consignee)</b>	COP29 Azerbaijan Operating Company, 100A Kazim Kazimzade St, Yasamal District, Baku, AZ1073, Azerbaijan	COP29 Azerbaijan Operating Company, 100A Kazim Kazimzade St, Yasamal District, Baku, AZ1073, Azerbaijan
<b>Party to notify:</b>	Rhenus Group TEZ Logistics LLC Sabail District, 4 Vusal & Elchin Hajibeyev St, Baku, AZ1003, Azerbaijan	Rhenus Group TEZ Logistics LLC Sabail District, 4 Vusal & Elchin Hajibeyev St, Baku, AZ1003, Azerbaijan

General assumptions for shipping by sea using the Rhenus Group's logistics services (there is no guarantee when using any consolidation service from other forwarders to the Republic of Azerbaijan):

- Freight prepaid
- BL released
- Description of goods: "Exhibition goods for COP29"
- The Waybill details should correspond with the shipping documents (Invoice & Packing List).
- In the case of a shipper-owned container the following note must be added to the MBL body:  
SHIPPER OWNED CONTAINER (S.O.C)

### 2.4.3. Land freight: shipping instructions

The road network connects Baku with CIS countries and Iran, with entry points from Georgia, the Russian Federation, and Iran.

The transit time from any border crossing in Azerbaijan to Baku is about 1-2 days. The following shipping instructions should be taken into consideration when shipping by road:

	Temporary	Import
<b>Shipper:</b>	As per invoice with indication of full name and address	As per invoice with indication of full name and address
<b>Ship to (consignee): On Invoice &amp; Packing List</b>	COP29 Azerbaijan Operating Company, 100A, Kazim Kazimzade St, Yasamal District, Baku, AZ1073, Azerbaijan	COP29 Azerbaijan Operating Company, 100A Kazim Kazimzade St, Yasamal District, Baku, AZ1073, Azerbaijan
<b>Party to Notify:</b>	Rhenus Group TEZ Logistics LLC Sabail District, 4 Vusal & Elchin Hajibeyev St, Baku, AZ1003, Azerbaijan	Rhenus Group TEZ Logistics LLC Sabail District, 4 Vusal & Elchin Hajibeyev St, Baku, AZ1003, Azerbaijan

General assumptions for shipping by sea using the Rhenus Group's logistics services (there is no guarantee when using any consolidation service from other forwarders to the Republic of Azerbaijan):

- Freight prepaid.
- CMR
- Description of goods: "Exhibition goods for COP29"
- "Shipper" "Consignee" & "Nature and Quantity of Goods" to correspond with the shipper's documents (Invoice & Packing List).
- Cargo details should match the shipping documents.
- In the case of a shipper owned container the following note must be added to the MBL body:  
SHIPPER OWNED CONTAINER (S.O.C)

#### 2.4.4. Courier shipments

The shipping of goods to the COP29 using the services of express courier companies is the sole responsibility of the participant.

All shipments should be delivered to the following warehouse address (external warehouse) with freight pre-paid, preliminary pre-notice to Rhenus Group ([cop29@rhenus.com](mailto:cop29@rhenus.com)) and a set of mandatory shipping documents:

**Warehouse address:**

Rhenus Group  
TEZ Logistics Centre  
Shamakhi Highway 15th km,  
Absheron, Hokmeli District,  
Baku, Azerbaijan

If a courier shipment weighs less than 10 kg and its dimensions are within 42 x 62 x 50 cm, such parcels can be accepted by the participant outside the venue (e.g., at the Venue Entry Point, Accommodation, etc.). These parcels can then be brought to the venue through the Pedestrian Screening Area (PSA), where they are screened to ensure they do not contain any prohibited or restricted items.

The Official Logistics Partner will handle courier shipments to the venue according to the instructions provided, with delivery charges applied as per the Rate Card.

Participants must provide detailed and accurate instructions on the shipment's packaging and include a copy of these instructions inside the package to ensure the final recipient can be easily identified.

### 3. Handling Shipments with Third-Party Providers

The Official Logistics Partner is committed to ensuring smooth and efficient delivery to the COP29 venue, following all COP29 regulations and participant instructions. However, participants have the option to choose a third-party freight forwarding contractor for inbound logistics. The Official Logistics Partner is exclusively responsible for customs clearance and last-mile logistics.

When a third-party provider is chosen, participants must ensure that their goods are delivered to the Official Logistics Partner's external warehouse before the specified delivery deadlines. A pre-alert email must be sent to [cop29@rhenus.com](mailto:cop29@rhenus.com) at least 48 hours prior to the expected delivery to the external warehouse.

The pre-alert should include the following information:

- Participant/Exhibitor name
- Weight, volume, and number of pieces in the shipment
- Expected date of delivery to the external warehouse
- Truck and driver details
- Zone/Area/Pavilion or Delegation office or booth number
- Planned delivery date to the booth and contact person onsite

## 4. Import Documentation and Customs Clearance

### 4.1. Pre-Declaration

All goods entering the Republic of Azerbaijan require customs clearance. Therefore, a detailed Customs Declaration is to be submitted to the Customs Authority upon the arrival of the goods.

Additionally, for all types of consignment via road, sea or rail, with the exception of airfreight, a short form of declaration (SD) or customs pre-entry notice is to be issued before the vehicle/vessel/wagon crosses the Azerbaijani border (sea and land).

If a short form of declaration (SD) is not issued, the Consignee will be fined 1,500 AZN (approximately USD 883).

The Official Logistics Partner submits the customs declaration (E-CCD) via the customs authority's online channel.

To issue customs pre-entry the following is required:

- CMR/RWB/BL and name of border crossing point
- Invoice
- Packing List

Additional information about the vehicle required:

- Type (tractor or trailer)
- Registration number
- Brand
- Chassis number (VIN-Vehicle Identification Number)
- Tonnage of an empty vehicle in kg according to the technical passport
- Number of arrows
- Year of manufacture of the vehicle

## 4.2. Import types (Permanent and temporary import)

The type of import depends on the purpose and use of goods at COP29. The applicable import types for COP29 goods are:

- Permanent Import
- Temporary Import

**Permanent Import:** This category applies to goods entering the Republic of Azerbaijan for final consumption within the country or during COP29 events. Items such as consumables, promotional materials, and perishable goods fall under permanent import.

**Temporary Import:** This category applies to goods temporarily admitted for display at exhibitions and events, machinery and equipment (which must be clearly identified with identification or serial numbers) for project completion, and commercial samples for exhibitions. These items must be re-exported before the end of the specified period.

**4.3. Requirements for import documentation** The documentation required for customs clearance varies depending on the mode of transport (air, sea, or road). The summary of the documentation requirements is as follows:

Air Freight	Sea Freight	Road Freight
<ul style="list-style-type: none"><li>• Master Airway Bill / House Airway Bill</li><li>• Invoice</li><li>• Packing List</li><li>• Certificate of Origin (optional)</li><li>• Official “purpose of importing” letter</li><li>• Permit if needed</li></ul>	<ul style="list-style-type: none"><li>• Master Bill of Lading / House Bill of Lading</li><li>• Invoice</li><li>• Packing List</li><li>• Certificate of Origin (optional)</li><li>• Official “purpose of importing” letter</li><li>• Permit if needed</li></ul>	<ul style="list-style-type: none"><li>• CMR</li><li>• Invoice</li><li>• Packing List</li><li>• Certificate of Origin (optional)</li><li>• Official “purpose of importing” letter</li><li>• Permit if needed.</li><li>• Pre-declaration</li><li>• Other certificates (if they exist)</li></ul>

To proceed with the import customs clearance process, participants must provide the original shipping documents, including a detailed invoice, packing list, and Certificate of Origin. The invoice and packing list should be in English (please find templates attached).

The following details are required on both the invoice and packing list:

### Invoice

- Invoice header with date and reference number
- Full legal details of Participant
- Full legal details of Consignee
- Shipping terms
- Goods description, defining the unit of measurement (UOM), e.g. piece, sq., litre, kg
- UOM quantity
- Goods HS Code and country of origin
- Goods value with the currency specification
- Total invoice value

### Packing List

- Packing List header with date and reference number
- Full legal details of Participant
- Full legal details of Consignee
- Goods detailed description, defining the unit of measurement (UOM), e.g. piece, sq., litre, kg and UOM quantity
- Package type, package quantity and size (in metric units)
- Net weight (in metric units)
- Gross weight (in metric units)

**PLEASE NOTE: If a shipment has goods with different countries of origin, such details must be clearly specified against each item.**

## 4.4. Customs Clearance Timeline

The following customs clearance timelines apply for the different modes of transport from the moment that goods arrive in the Republic of Azerbaijan. The timelines presume that goods arrived are consistent with the shipping documentation, the documentation produced as per requirements, and, if necessary, approval and permits obtained before shipment arrival.

<b>Transportation mode</b>	<b>Duration</b>
Air freight	1-2 working days
Sea freight	1-2 working days
Road freight	1-2 working days



## 4.5. Labelling

The label templates to certify that all equipment, materials, or goods being imported to the Republic of Azerbaijan for COP29 are properly documented (Annex 2: Label). These labels must be attached to each package in a location easily visible to customs.

There will be specific labels for different delivery areas, such as:

- Delegation-Pavilion (the consignment labels will be sent by COP29 or the official host contractor for pavilions)
- Exhibition Area
- Side Event

The appropriate consignment labels for the exhibition area and side events will be sent to the official organisers who have accounts in the Side Events and Exhibits Online Registration System (SEORS).

## 5. Restricted and Prohibited Goods

There are certain goods that are strictly prohibited or restricted for import into the Republic of Azerbaijan. The Azerbaijan Republic State Customs Committee provides full information, which can be found on the following page: [Azerbaijan Republic State Customs Committee](#).

The Official Logistics Partner will assist with obtaining permits for restricted cargos from the respective authorities of the Republic of Azerbaijan, with documentation support from COP29. Please contact the Official Logistics Partner if you have any questions about the import procedure for your goods. The obtaining of permits for restricted cargo may take from 5 to 30 days depending on type and specifications.

Participants must verify that goods being sent to COP29 are not included in the list of prohibited or restricted items before shipping. Before dispatching your freight to the Republic of Azerbaijan, you can also contact the Official Logistics Partner at [cop29@rhenus.com](mailto:cop29@rhenus.com), providing all relevant information and documentation for us to review and confirm before shipment.

## 6. COP29 Operational Phases and Scope of Services at the Venue

### 6.1. Scope of services

To facilitate the seamless delivery, movement, and handling of goods within both the Blue and Green Zones at COP29, the Official Logistics Partner will provide the necessary equipment and workforce at the venue.

An internal warehouse will operate in the Blue and Green Zone to offer storage services for full and empty cases before, during, and after the event.

After shipments have arrived in our external warehouse, we will transfer them to our Blue Zone/ Green Zone warehouse inside the venue. Deliveries from the external warehouse will be ongoing 24/7, up to and including 3 November 2024 and from 4 November 2024 to 22 November 2024 between 10:00 p.m. and 05.30 a.m.

The Official Logistics Partner's designated team will be available on demand to manage urgent delivery and handling needs at the venue.

From 1 November to 1 December, a Shipping and Consignment Counter will be established in both zones, providing participants with a point of contact for all logistics service inquiries.

All shipments destined for the venue must first be delivered to the Official Logistics Partner's external warehouse, which serves as the central hub for both inbound and outbound shipments. The Official Logistics Partner will arrange regular shuttle services to ensure timely deliveries to the venue.

If shipments arrive in Azerbaijan before the stand build and dressing phase, they will be stored at the Official Logistics Partner's external warehouse once the customs clearance process is completed.

## 6.2. COP29 operational phases

<b>Lockdown Phase for Green Zone:</b>	7 November - 22 November
<b>Lockdown Phase for Blue Zone:</b>	8 November - 22 November
<b>Event Phase:</b>	11 November - 22 November
<b>Dismantling Phase:</b>	22 November - 28 November

Due to event security and venue access limitation considerations, last mile logistics, as well as the movement of goods within the COP29 venue, will be managed solely by the Official Logistics Partner.

There are three operational phases to COP29. During the **Lockdown Phase**, the following specific security and venue access restrictions are applicable:

- Delivery to the venue is allowed only overnight from 10.00 p.m. to 05.30 a.m.

When COP29 has ended, the Official Logistics Partner will support Participants with packing and preparing shipments for re-export in the **Dismantling Phase**. To manage the return of any shipped goods, Participants must contact the Official Logistics Partner's onsite staff or send an e-mail request to [cop29@rhenus.com](mailto:cop29@rhenus.com) 7-10 days before the end of the event. Rhenus Group will evaluate the goods' readiness for collection from the venue and the scope of the logistics services required.

## 7. Storage and Warehousing Services

### 7.1. External warehouse

The Official Logistics Partner provides an external warehouse equipped with 24/7 surveillance and advanced cargo handling, offering services such as:

- cross-docking
- packing and re-packing
- Warehouse Management System
- Dedicated account management
- Fire Safety Systems
- 24/7 surveillance
- Provision of MHE (Mechanical Handling Equipment)
- Loading and offloading
- Return processing
- Labelling
- Short and long-term storage

The warehouse address is as follows:

Rhenus Group  
TEZ Logistics Centre  
Shamakhi Highway 15th km  
Absheron, Hokmeli District  
Baku, Azerbaijan

The warehouse working hours are:

20 August – 30 November 2024

24/7 operation

### 7.2. Internal warehouse

The internal warehouse (Onsite Distribution Center) is a temporary structure set up at the venue by the Official Logistics Partner. It will be available as of November 1st, 2024. It is located within the Service Hub at Baku Stadium. The Shipment and Consignment Desk serves as the front office of the internal warehouse and is available for all inquiries from participants from 09:00 a.m till 06:00 p.m.

### 7.3. Storage

The immediate storage, loading, unloading, acceptance, repacking, customisation and other miscellaneous services for regular and high value goods and belongings will be performed at the internal warehouse.

The Onsite Distribution Centre working hours are:

1 November – 30 November 2024

Office availability: 24/7 for onsite operations

## 8. Re-Export

All temporarily imported goods for COP29 must be re-exported from Azerbaijan after the event's completion. Participants must strictly ensure that temporary imported goods are re-exported in the same quantity, weight and condition as imported. Re-exportation formalities may require 5-15 working days, excluding freight transit time.

It is advisable to re-export goods immediately after the event's completion, as storage charges and other warehouse handling and logistics service rates are applicable for all cargo.

For the convenience of all Participants, a Re-Export Inquiry Form can be collected from the Official Logistics Partner team throughout the event, while any re-exportation queries can be raised at the Rhenus Logistics Desk.

## 9. Return Shipment Procedures

As the Official Logistics Partner exclusively oversees logistics operations within the COP29 venue, it is their duty to initiate the retrieval of temporarily imported goods using the Re-Export Inquiry Form, which the Participant has submitted or emailed to [cop29@rhenus.com](mailto:cop29@rhenus.com) (Subject: Re-Export).

This process ensures goods are prepared for re-export by either the Official Logistics Partner or a third party after the event's completion, and subsequently delivered to the external warehouse.

Please note: It is mandatory to submit a request through the above-mentioned form or by email for the transportation of goods from the stand to the external warehouse.

## 10. Rates and Payment Terms

All logistics services provided by Rhenus Group are charged as per the official Rate Card which can also be found on the COP29 web page.

All charges must be settled in advance of service completion. Should Participants opt for partial logistics services in Azerbaijan or directly at the COP29 venue, they are required to prepay via bank transfer to Rhenus Group. To facilitate this process, please complete the Rhenus Service Order Form (Annex 1) and send it to [cop29@rhenus.com](mailto:cop29@rhenus.com)

## 11. Contacts

Please use the contacts below for more information or inquiries:

- 1) General Inquiries, Shipments & Consignments for COP29:  
[cop29@rhenus.com](mailto:cop29@rhenus.com)
- 2) Rhenus Control Tower:  
Mr Holger Hohl  
E-Mail: [holger.hohl@rhenus.com](mailto:holger.hohl@rhenus.com)  
Telephone: +4921039295503
- 3) Local Inquiries:  
Ms Katerina Zuban  
E-Mail: [Katerina.Zuban@rhenus.com](mailto:Katerina.Zuban@rhenus.com)  
Telephone: +994 50 220 43 44
- 4) Further Inquiries:  
COP29 Logistics Team  
[logistics@cop29.az](mailto:logistics@cop29.az)

To request logistics services:

Rhenus Group page: <https://www.rhenus.group/logistics-solutions/cop29/>

For Service Request Manual and Rate Cards please see the link: <https://cop29.az/en/pages/logistics>

## 12. Annex 1: Rhenus Service Order Form 1/2



# Service Order Form 1/2

Organisation   Delegation   Pavilion	<input type="text"/>
Full address details	<input type="text"/>
Internal order number of client	<input type="text"/>

Primary contact	Name	<input type="text"/>
	Telephone/Mobile	<input type="text"/>
	E-mail	<input type="text"/>

Secondary contact	Name	<input type="text"/>
	Telephone/Mobile	<input type="text"/>
	E-mail	<input type="text"/>

Type of Service	<input type="checkbox"/> Air Freight	<input type="checkbox"/> Sea Freight	<input type="checkbox"/> Trucking	<input type="checkbox"/> Misc		
Dangerous goods	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No				
No of items to be received by Rhenus and delivered to the venue of COP29	<input type="text"/>	Weight of items in kg	<input type="text"/>			
Dimensions of items in cm	<input type="text"/>	length	<input type="text"/>	width	<input type="text"/>	height
Brief description of the contents	<input type="text"/>					

## 12. Annex 1: Rhenus Service Order Form 2/2



# Service Order Form 2/2

Zone at COP29  BLUE ZONE  GREEN Zone

Office/Pavilion/Booth at venue

Requested delivery date at venue

Re-Export needed  Yes  No

Requested starting date for re-export from venue

Additional services during or post the event needed  Yes  No

Dates for additional services

Specify the additional services

## 13. Annex 2: Label

  Secretariat of the United Nations Framework Convention on Climate Change (UNFCCC), the Kyoto Protocol and the Paris Agreement  **COP29**  
Baku  
Azerbaijan

Baku Climate Change Conference, 11 - 22 November 2024

### DELEGATIONS & PAVILIONS

Warehouse address:

Rhenus Group - TEZ Logistics Center  
Shamakhi highway 15th km  
Hokmeli district, Baku, Azerbaijan

Warehouse contact:

Shahlar Gurbanov  
(+994) 51 244 41 31  
cop29@rhenus.com

Consignee/recipient at venue

Waybill/Order No.	<input type="text"/>
Name/Attention	<input type="text"/>
Organization	<input type="text"/>
Telephone/Mobile	<input type="text"/>
E-mail	<input type="text"/>
Reference/delivery to	<input type="text"/>
Office/Pavilion/Booth	<input type="text"/>
Box No.	<input type="text"/>
Total of	<input type="text"/>
Boxes	<input type="text"/>

Non-commercial goods for education and training purposes only



# 14. Invoice & Packing List Template

<b>INVOICE</b>														
Shipper Information					Consignee		Notify			Event				
Company Name: Address: Phone: E-mail:					COP29 Baku OPERATIONS COMPANY		<b>Exhibitor / Participant Name</b> C/O COP29 Baku _____ 11-22 Nov, 2024			(11-22 NOVEMBER, 2024 ) VENUE:				
<b>Exhibition / Event Details</b> Representative at Exhibition: Contact Number: Requested Delivery Date to Stand: Requested Delivery Time to Stand:										Invoice #		Invoice Date :		
										ATA Carnet #		Hall / Stand Number		
Total no. of pieces				<b>Note for the Customs Authorities of AR: PERMANENT IMPORT</b>										
Total Gross weight, kg														
Total volume, cbm														
Case / Package No	Dimensions, cm			CBM	Net Weight, kg	Gross Weight, kg	HS Codes	Country of Origin	Description of goods	Quantity	CIF Baku value / US\$		Remarks *	
	Length	Width	Height								Unit value	Total value		
											USD -	USD -		
											USD -	USD -		
											USD -	USD -		
											USD -	USD -		
											TOTAL CIF Baku VALUE   USD -			
*We declare the above goods are imported for COP 29 to Azerbaijan and will not be exported back after the event. We certify that the information given above is true and correct, and that prices indicated represent the fair market value for the items described herein.														
_____ Company Name/Stamp				_____ Name of Signatory				_____ Signature				_____ Date		



**COP29**

Baku  
Azerbaijan