

ATA Carnet

If ATA Carnet is operating in your country, please note that custom procedures can be done with ATA Carnet guarantee more conveniently. ATA Carnet is an international customs document that permits the duty-free and tax-free TEMPORARY import of goods for up to one year. For detailed instructions, please contact your Country's Chamber of Economy or Chamber of Commerce.

For regular procedure please follow below steps when sending materials:

1. Ideally, you should aim to have your shipment arrive at least two days before the starting date of the event. Shipment order should be placed 3 weeks before in order to pass through possible customs procedure and to be delivered at the conference department of the Valamar Lacroma Hotel on aimed time. After sending your shipment, please share the tracking information with us at: anja.paiccolakovic@valamar.com. The largest pallet size that can enter the hotel is the EURO size. Delivery and pick-up time working hours: Mon-Fri 07:00-14:00, Sat 07:00-12:00. For larger items and deliveries outside working hours, please contact us to arrange details at: anja.paiccolakovic@valamar.com

2. Please, address correctly your package/ shipment:

VALAMAR LACROMA DUBROVNIK
– Conference department –
Attn: Ms. Anja Paic Colakovic
Iva Dulcica 34, 20 000 DUBROVNIK
CROATIA

3. PRO-FORMA INVOICE has to contain:

- All goods, with value(in €)listed-it can be just 1.00 €, but the value has to be shown
- Sender: name, telephone number and complete address of the sender

If the shipment is sent from outside the EU:

- Receiver: the address of on the proforma invoice is not the same as on the package, Please, address correctly the proforma invoice:

Attn. : TRAST d.d DUBROVNIK
Valamar Riviera d.d.
Branch for tourism DUBROVNIK-BABIN KUK,
Vatroslava Lisinskog 15A
EORI HR85619845167
(hotel Valamar Lacroma Dubrovnik)
HR-20000 DUBROVNIK, CROATIA

- Statement: Payment of customs duties and taxes will be covered by sender.
- TEMPORARY IMPORT: specification for goods which will be shipped back to origin country
- PERMANENT IMPORT: specification for goods which will be free distributed to event participants or guests

4. Shipment of medical devices and drugs:

Special permit from the Croatian Ministry of Health needs to be obtained.

Permit can be obtained ONLY by a registered company for medicines and medical equipment, whether it is a REGULAR or TEMPORARY shipment from EU or from outside the EU! For more details please check with [HALMED http://www.halmed.hr/en/Kontakt/](http://www.halmed.hr/en/Kontakt/)