

30TH ANNUAL IAOM  
MIDEAST & AFRICA  
CONFERENCE & EXPO

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3-6 NOVEMBER 2019  
DUBAI, UAE

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DUBAI WORLD TRADE CENTER



**SHIPPING  
INSTRUCTIONS**

*Presented by:*



**A division of Agility Logistics UAE**

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## 1. SHIPPING INSTRUCTION

### 1.1 Consignment Instruction

All shipping documents including Bill of Lading / Air Waybill / Truck Waybill / Invoice / Packing list / Certificate of origin on Freight Prepaid basis MUST be consigned to:

Agility Logistics LLC C/o  
IAOM MEA 2019  
P. O. Box 36683  
Dubai, UAE  
Tel : +971 4 8131210  
Attn. : Praveen Suri

Notify Party:            Exhibitor Name            : \_\_\_\_\_  
   Stand No.                        : \_\_\_\_\_

### 1.2 Documents Required

Separate documents are required for temporary and permanent import and should correlate each other and tally with Bill of Lading/Air Waybill/Truck Waybill.

Hand written documents are not acceptable. The entries on the Invoices must be in English Language and in accordance with the rules and regulations of the Dubai Customs Authorities. Details on all documents must tally with the actual shipment. Pro Forma invoice or shipping Invoice is NOT acceptable.

Shipment can be cleared with copy of Combined Commercial Invoice & Packing List/ without Certificate of Origin by paying customs fine per document as customs deposit. If receiving the original document within 25 days from arrival date into UAE & same is accepted by the customs authority, then the deposit can be refunded subject to approval from customs.

Following documents are required for purpose of import clearance on arrival.

For shipments arriving under ATA Carnet please refer to point 1.8.

#### By Airfreight

- 2 sets of original signed & stamped Commercial Invoice + 2 copies
- 2 sets of original Packing List
- 1 original and 3 non-negotiable Air Waybills
- 1 original and 1 copy of Insurance Certificate (if insured)
- H.S. Code Summary Sheet (If more than 3 H.S. Codes)

#### By Sea freight

- 2 sets of original signed & stamped Commercial Invoice + 2 copies
- 2 sets of original Packing List + 2 copies
- 2 sets of original Certificate of Origin issued/endorsed by Chamber of Commerce+ 2 copies
- 1 original and 3 non-negotiable Bills of Lading
- 1 original and 1 copy of Insurance Certificate (if insured)
- H.S. Code Summary Sheet (If more than 3 H.S. Codes)

By Road freight (On the documentation part, please check with our team prior to moving the shipment)

- 2 sets of original signed & stamped Commercial Invoice (English & Arabic) + 2 copies
- 2 sets of original Packing List + 2 copies
- 2 sets of original Certificate of Origin issued/endorsed by Origin Chamber of Commerce + 2 copies
- 1 original and 1 copy of Insurance Certificate (if insured)
- H.S. Code Summary Sheet (If more than 3 H.S. Codes)

Commercial Invoice

The signed (blue ink) & stamped commercial invoices must be in original on shipper's(exhibitor's) letter-head and bear the following information: invoice number, number of packages, itemized description of goods, itemized visible engraved serial number, itemized harmonized code, itemized value, total CIF value indicating currency code, total number of packages, total weight, itemized country of origin (Manufacture) and the remark "shipment for temporary (or permanent) import into Dubai for **IAOM MEA 2019** and will be re-exported after the exhibition". The invoice number should also reflect on Air Waybill / Bill of lading as well.

The acceptance of the shipping documents as originals is subject to the sole discretion of the customs as per their defined parameters. Failure to comply with documentation and accuracy will result in delay and undue inconvenience, storage & other dues which shall be for account of the shipper.

Food items, giveaways, brochures, catalogues, magazines, printed matters, CD ROMs etc are dutiable on final basis and must be given a value based on CIF basis. DO NOT INDICATE 'No Commercial Value' on the invoice.

If the invoice consists of more than three H.S.Codes, a summary sheet is required as per the following format:

**SUMMARY OF H.S.CODE AS PER INVOICE No. \_\_\_\_\_ DATED \_\_\_\_\_**

H.S.Code	Description	Country of Origin	Quantity	Weight	CIF Value*

**Note:** Please ensure the total weight and value of the respective HS Code indicated on both the Summary of HS Codes and Commercial Invoice must be the same.

If itemized H.S. code is not mentioned in invoice / packing list additional charges will be applicable.

Packing List

The Packing List must give details of the number of packages, weight and measurement of individual package including shipping marks of the goods.

Certificate Of Origin

Certificate of origin (applicable for sea freight and road freight only) must be issued from the local Chamber of Commerce at origin.

**Notes to documentation:**

- There should be uniformity in the type of packaging mentioned on all shipping documents. E.g. If the Bill of Lading or Air Waybill reads Cases then Invoice, Packing list & Certificate of Origin should reflect Cases as well – else there will be customs penalty even if the documents provided are original. The commercial invoice numbers also should be mentioned on Air Waybill as well.
- Failure to declare true and accurate values on the shipping invoice including mis-declaration of the country of origin against physical cargo, will subject to a customs penalty.

- For shipments consisting of Brochures / Literature / Printed matter, a copy sample of each item should be forwarded along with shipment / couriered / emailed to Agility prior shipment arrival.
- For all Airfreight shipments, it is mandatory that all original documents must accompany the shipment, otherwise shipment will be customs cleared on copies with a document deposit / fine per consignment and originals once received via courier (regardless if courier arrives prior to shipment arrival) will be submitted to the customs for refunds thereafter . Acceptance of the commercial documents as originals is solely based on customs discretion, is non-negotiable and may take between 30 – 60 days to receive an approval, once this is approved by the customs the deposit will be refunded.

### 1.3 Deadline for dispatch of documents (Pre-alerts)

To ensure no delays or undue inconvenience to customs clearance on arrival, it is imperative that copy of the above documents must be forwarded well in advance to the arrival of shipments in UAE to Agility:

- Sea freight** : At least 10 working days prior to arrival of vessel in Dubai  
**Air freight** : At least 5 working days prior to arrival of shipment in Dubai  
**Road freight** : Prior to truck departure from Origin

Mr. Praveen Suri  
 E-mail : [PSuri@agility.com](mailto:PSuri@agility.com)

### 1.4 Case Markings

Agility Logistics  
 C/O IAOM MEA 2019  
 Name of Exhibitor : \_\_\_\_\_  
 Stand Number : \_\_\_\_\_  
 Case Number : \_\_\_\_\_ of \_\_\_\_\_  
 Gross/Net Weight : \_\_\_\_\_  
 Dimension : \_\_\_\_\_

We recommend you to design your packing carefully to minimize risks to your equipment. It is also advisable to use bolts, screws and hinges whenever possible if your cases are to be used for return or onward transport. Cardboard cartons should be avoided if they are intended for onward use. Agility will not be responsible for damages / claims arising out of improper packing.

### 1.5 Restricted Cargo

- Import of alcohol or food items containing alcohol is prohibited.
- Radio/ wireless/ telecommunication equipment's or accessories require Telecommunication Regulatory Association (TRA) approval and the approval has to be obtained by the respective exhibitor well in advance to arrival of shipment into Dubai. A copy of the approval has to be provided accordingly.
- Dangerous Goods (DGR) need to be accompanied with the MSDS enabling us to avail necessary approvals from the concerned ministries.
- Food Stuff needs to be accompanied with 'Health Certificate & Certificate of ingredients and quality' issued by the Health authority of the country of production / manufacture & attested certifying fitness for human consumption. Certificates issued by 'Food Controlling Committee' are not accepted by Dubai Municipality/ authorities. In such cases it must be attested / legalized by UAE consulate from the shipment's originating country. For document requirements, please contact us.



In order to arrange for these importations (subject to approval), we suggest you send us information of such materials at least 45 days prior to dispatch of shipment from origin. Any fee arising from such application shall be additional for account of the exhibitor as per actual receipts plus a processing fee.

If the above mentioned documents are not in order /available at time of clearance it may delay the customs clearance formalities for which Agility will not be held responsible. Thus, do not ship these goods into UAE without our prior confirmation of approval from the authorities.

- Ensure that no labor, capital, parts or raw materials of 'Israeli origin' have been used in the printing, publishing or manufacture of the goods and none are part or parent companies of firms included on the Israeli Boycott Blacklist

### 1.6 Courier Shipments

Do not send courier shipments addressed to exhibition hall or hotel as it will probably not arrive on time. All courier shipments along with copy of documents should be sent to:-

Agility Logistics LLC( Fairs & Events)  
C/o IAOM MEA 2019  
15th Floor, Office No 1507  
Dubai World Trade Centre Tower  
Sheikh Zayed Road  
Post Box 36683  
Dubai, United Arab  
Emirates

Tel.: +971 4 8131210 : \_\_\_\_\_  
Attn: Mr. Praveen Suri : \_\_\_\_\_  
Name of Exhibitor : \_\_\_\_\_

Stand Number

### 1.7 Customs Duty / Deposits

Present Customs regulations impose a customs duty @ 5% of CIF or customs assessed value +VAT @ 5% (customs duty + CIF Amount) for permanent shipments.

For Temporary import, the serial number of the items must be engraved on each item and the same should be mentioned in the invoice too. If there is no serial numbers, then customs authority will not accept temporary import and customs duty +VAT should be paid on final basis (Non-refundable). Customs deposits are subject to refund on re-export. Custom Duty / Deposit must be settled by the exhibitor before customs clearance procedures. It may take 4-6 months to avail customs deposit refund and to provide the actual customs duty receipt

For PART or FULL re-export shipments, custom duties are calculated either based on CIF value or on the Weight Loss / Gain, whichever is higher. Please ensure that all parties concerned are informed and accordingly our invoices will have to be settled at that time with any further disputes.

Customs fines will be imposed on the exhibitor in cases of Undervaluation, Non-declaration, and Erroneous declaration. In such cases, Agility shall not be responsible for any delay in clearance. Customs fines and extra expenses incurred shall be borne by the exhibitor. Exhibitors are therefore strongly reminded to declare the true market value of their goods and be extremely careful in their preparation of documents

## 1.8 ATA carnet:

Regulation for Importation of ATA Carnet items:

- ATA Carnet reference number should be mentioned in the AWB or the B/L and the shipping documents.
- ATA Carnet should show the UAE / Dubai mentioned in the country list of the document.
- You cannot mix ATA Carnet shipment under temporary import with permanent import under one MAWB or MB/L, this should be done in separate MAWB or MB/L
- ATA Carnet will NOT be stamped if the shipment is to be re-exported to any of the GCC countries.
- Itemized visible engraved serial number, H.S.Code, description of goods, Number of pieces, Weight etc., should be mentioned on all documents.
- Shipment will be under customs inspection and should tally with the ATA Carnet and shipping documents. If not, customs duty will be applicable on final basis.
- Shipment in full must be re-exported after the exhibition in UAE
- Return destination of the freight should be mentioned on the ATA Carnet
- Original Invoice should be attached along with the ATA Carnet
- The period fixed for the re-exportation of goods imported under ATA Carnet shall not exceed 6 months from the date of temporary admission.
- A service charge will be applicable for each ATA Carnet being processed.

## 1.9 Re-export / Permanent Imports

Freight and other related charges will be on account of the exhibitor. In the event the exhibitors would like to leave the exhibition goods in Dubai for disposal or giveaways, the permanent import is subject to Dubai Customs approval and once it has been agreed, the exhibitors or the buyers are required to pay all duties and taxes including the formality to convert the temporary import to permanent import.

Even if goods are to be disposed, duties and VAT @ (5% on the customs duty + CIF Amount are payable by the exhibitors and any additional disposal charges shall be additional for account of the exhibitors.

Agility's representatives will be on-site during the show dates to help exhibitors with the re-export, disposal or giveaways.

## 1.10 Hand-carry Shipments

Overseas exhibitors are not encouraged to hand-carry exhibits which will be subject to customs clearance on arrival.

In event the exhibits are stopped at airport on arrival, exhibitors are required to handover the shipment along with the Invoice and Packing list to Customs Authorities at airport against issuance of Custody Receipt, Thereafter; handover the original Custody Receipt along with copy of invoice and packing list to us urgently for customs clearance.

In which case, please allow up to 2 working days for customs clearance with the Dubai Customs prior to delivery to the booth. All charges for this urgent clearance shall be for account of the exhibitors.

## 1.11 Insurance

Insurance of the cargo is not included in our scope of work / tariff and same to be arranged by the Exhibitor and / or Exhibitor Company with an express and unconditional waiver of subrogation towards Agility, partners & our sub-contractors.

The show site yard is not a covered site, therefore all freight and empties moving in and out of the halls or stored on site during the show are exposed to climatic conditions. Our tariff is computed on the basis of volume and weight and has no correlation with the value of exhibits, it follows that the cost of insurance cover is not included in our charges.

For shipments arriving in apparent damaged condition, the airport and sea port will not assist with surveys and provide any damage reports. The goods will need to be surveyed on site by the exhibitor's survey company to process any claims.

It is the responsibility of each exhibitor to arrange Marine (Transport) Insurance covering transport to the exhibition, during the exhibition, and the return of the exhibits to domicile, including the period the exhibits are handled by us, and also ensure that Transport Insurance is arranged for exhibits sold locally.

Upon written instructions, Agility – Fairs & Events can offer the exhibitor insurance coverage at competitive premiums.

### **1.12 Value Added Tax (VAT)**

Value Added Tax (VAT) @ 5%, is implemented in the UAE as per FTA Laws and will be applicable on all our charges as mentioned in our handling tariff, Not applicable for return freight booked through Agility.

Even if the goods imported under ATA carnet, VAT @ 5% of CIF value + customs deposit amount must be deposited with FTA. In order to arrange the payment, a non- refundable fee of 3% of the VAT deposit will be applicable.

## **2. TIMEFRAMES/DEADLINES**

- |   |                                 |
|---|---------------------------------|
| ▪ FCL shipments to Jebel Ali            | - 20 <sup>th</sup> October 2019 |
| ▪ LCL shipments to Jebel Ali Seaport    | - 21 <sup>st</sup> October 2019 |
| ▪ Airfreight shipments to Dubai Airport | - 23 <sup>rd</sup> October 2019 |
| ▪ Road freight shipments to UAE border  | - 27 <sup>th</sup> October 2019 |
| ▪ Videos sent by courier to Dubai       | - 29 <sup>th</sup> October 2019 |

## **3. TENTATIVE RE-EXPORT TIMEFRAME (Not applicable for shipments to GCC Countries)**

- |                                   |                                       |
|-----------------------------------|---------------------------------------|
| ▪ FCL shipments from Dubai        | - 10 days from last day of break-down |
| ▪ LCL shipments from Dubai        | - 15 days from last day of break-down |
| ▪ Airfreight shipments from Dubai | - 10 days from last day of break-down |

Note:

- The above is subject to receiving return complete instructions prior show closure and customs inspection
- The above is subject to space and final acceptance / confirmation of cargo by carrier or line.
- The Above is subject to Weekends / Public Holidays
- Notification for urgent re-export shipments to be provided within 5 working days prior to the close of the show and premium rates may apply.

## **4. NOTES TO TARIFF**

- 4.1 All rates are quoted in U.S. Dollars.
- 4.2 Above Inward / Outward tariff is applicable separately per movement.
- 4.3 Our tariff is based on work hours (with one hour lunch break) as defined as:  
Sunday to Thursday - 0800 to 1700 hours  
In the event of overtime, overtime surcharges shall apply.
- 4.4 For valuable cargo, serial number, tag number, art number with pictures must be provided and should be mentioned on all shipping documents.
- 4.5 Amendment / surrender charges for AWB or MB/L if any will be charged additionally.
- 4.6 Special handling / services / transportation if required, then the charges for the same will be additional based on the scope of work. Please advise us the details of such shipments prior to the dispatch from origin.

4.7 Non-Delivery of goods to stand to be reported before opening of the show to the site office or Agility representative. Non delivery could possibly be due to (and not limited to) instances such as:

- ✓ Delay due to incorrect documents
- ✓ Delay in customs approval
- ✓ No pre-alert / documents

Failure to notify in due time, Agility shall not be held responsible for the same.

4.8 All shipments are cleared into Dubai on temporary basis for exhibition. Temporary import is subject to a Temporary Import Bond Fee (non-refundable).

All exhibition shipments are customs cleared on temporary import basis (subject to customs authority's discretion) and have to be re-exported within 90 days from date of arrival in to UAE. Otherwise, customs duty +VAT will be applicable on final basis (non-refundable). Note that if the shipments are re-exported to any GCC country then customs duty has to be paid in UAE (first port of entry) prior to re-export.

For sea / road freight it may take 2-3 months and for air freight 2-6 weeks to obtain the GCC statistical declaration and is subject to customs authority discretion.

To avoid delays, other option is to re-export as a local export shipment by paying duty + VAT in UAE and destination GCC country.

Re-export documentation + Certificate of origin issuance/attestation charges for road freight shipments will be additional and applicable on case to case basis. (An order processing fee would be applicable).

4.9 **At the Close of the Exhibition:** It is imperative that every exhibitor has completed and signed the Return Shipping Instruction Form before they leave the exhibition. Agility will not be held responsible for any loss of shipment or damage incurred due to an exhibitor not completing or signing the form correctly. If the exhibitor needs to change the number of packages returning and has failed to provide Agility with the revised instructions, Agility will not be held responsible for any such discrepancies in the piece count.

If for some reason the exhibitor has not been able to meet with our representative, and the exhibitors have a return shipment requirement, they should either visit our site office or contact Agility representative at the earliest opportunity to complete their disposal instructions. Alternately, please contact Praveen Suri on Tel: +971 4 8131210 or +971 56 5041943.

If the exhibitor has sold their exhibits to a 3<sup>rd</sup> party during the exhibition, it is the sole responsibility of the Exhibitor thereafter and Agility will not accept responsibility for any loss or damage after this time unless otherwise specified in writing. The exhibitor must be present to oversee the collection of all Exhibits.

4.10 A complete return instructions needs to be provided by the agent or exhibitor to Agility prior to the show closing so that direct handover to Airline / Shipping line can be arranged. Failure to provide the Return Instructions within the time frame will result in transfer of consignment to Agility warehouse and any such movements will be subject to additional handling and transport charges will be applicable.





## **IMPORTANT**

All business is only transacted in accordance with our Standard Trading Conditions, copy is available upon request.

Use of Agility Fairs & Events (Agility Logistics) Dubai services – partly or full – and any requirement for additional services at any time before / during or after the exhibition should be expressed in writing only.

### **For additional information or clarification, please contact us at:**

Agility – Fairs & Events  
Post Box 36683,  
Dubai, United Arab Emirates

### **Contact Persons:**

1. **Abuturab Kuvawala**

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Mobile : +971 50 5549926  
E-mail : AKuvawala@agility.com

2. **Nilofer Sayeed**

Tel : +971 4 8131487  
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E-mail : NSayeed@agility.com