



## SHIPPING INSTRUCTIONS



مؤتمر و معرض الجمعية الدولية للمطاحن، إقليم إفريقيا و الشرق الأوسط  
IAOM MIDEAST & AFRICA DISTRICT

*Presented by:*

**Agility Fairs & Events**  
**A division of Agility Logistics UAE**  
Post Box 36683  
Dubai, United Arab Emirates  
Tel: +971 4 8131485  
E-mail: [fairs-uae@agility.com](mailto:fairs-uae@agility.com)  
[www.agility.com](http://www.agility.com)



**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 **ANNUAL IAOM MIDEAST & AFRICA CONFERENCE & EXPO 2015** 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 then additional charges per item shall 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 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 part customs 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. Sonu Antony Padua  
E-mail : [SPadua@agility.com](mailto:SPadua@agility.com)

### 1.4 Case Markings

Agility Logistics  
**ANNUAL IAOM MIDEAST & AFRICA CONFERENCE & EXPO 2015**

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 – Fairs & Events  
**C/o ANNUAL IAOM MIDEAST & AFRICA CONFERENCE & EXPO 2015**

15<sup>th</sup> Floor, Office No 1507

Dubai World Trade Centre Tower

Sheikh Zayed Road

Post Box 36683

Dubai, United Arab Emirates

Tel : +971 4 8131486

Attn : Mr. Sonu Padua

Name of Exhibitor : \_\_\_\_\_

Stand Number : \_\_\_\_\_

## 1.7 Customs Duty / Deposits

Present Customs regulations impose a customs duty @ 5% of CIF or customs assessed value for permanent and customs deposit @ 5% of CIF or customs assessed value for temporary import. Customs deposits are subject to refund on re-export. Custom Duty / Deposit must be settled by the exhibitor before customs clearance procedures.

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 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.

### 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 taxes 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 Terms of Payment

Inward : Upon uplift of goods, prior to delivery to stand.  
Outward : Upon presentation of invoice/prior to dispatch of shipments

**All payments must be made without any deduction or deferment on account of any claim, counterclaim or offset. Personal or foreign cheques are not acceptable.**

Payment can be made by Bank Draft or Telegraphic Transfer to our account as follows payable to:

**Agility Logistics Dubai LLC**  
**HSBC BUR DUBAI BR**  
**Dubai, UAE**  
**Account No. : 020-693784-002**  
**Swift Code : BBMEAEAD**  
**IBAN No. : AE62020000020693784002**  
(Remitting bank charges are to be borne by the exhibitor)



### **TIMEFRAMES/DEADLINES**

- FCL shipments to Jebel Ali Seaport - 10 working days prior to intended delivery date to booth
- LCL shipments to Jebel Ali Seaport - 10 working days prior to intended delivery date to booth
- Airfreight shipments to Dubai Airport - 8 working days prior to intended delivery date to booth
- Road freight shipments to UAE border - 5 working days prior to intended delivery date to booth
- Videos sent by courier to Dubai - 20 working days prior to intended delivery date to booth

### **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.

### **STORAGE / ARRIVAL SURCHARGES**

#### **Storage Charges**

- For early arrival shipments, storage charges will be applicable (irrespective of the cargo arrival deadline mentioned in the shipping manual). The free time permitted for the shipments to Jebel Ali port is 5 days from the shipping line/consolidator and 10 days from the Port authority effective from the date of arrival (Subject to Change).
- LCL shipments if arriving early, double handling charges as per sea freight handling tariff will be applicable for transportation from port to warehouse & then to site. Alternatively storage charges at port will be applicable.
- Airfreight (Non EK) shipments arriving earlier than the mentioned deadline are subject to early arrivals storage at the Airport for General cargo only. Alternatively storage charges at airport will be applicable.
- Road freight shipments arriving earlier than the mentioned deadline and/or prior to the show tenancy date will be transferred directly to Agility warehouse and any such movements will be subject to additional handling and transport charges as per below alternatively, shipment may remain on truck & all detention charges to shipper's account.

### **NOTES TO TARIFF**

- For valuable cargo, serial number, tag number, art number with pictures must be provided and should be mentioned on all shipping documents.
- Amendment / surrender charges for AWB or MB/L if any will be charged additionally at cost + 10% outlay fee.
- 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.
- 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 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 in UAE and destination GCC country.

- **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 Sonu Padua on Tel: +971 4 8131486 or +971 50 4534780

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.

- 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

#### 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**  
Tel : +971 4 8131485  
Mobile : +971 50 5549926  
E-mail : [AKuvawala@agility.com](mailto:AKuvawala@agility.com)
2. **Nilofer Sayeed**  
Tel : +971 4 8131487  
Mobile : +971 56 6833914  
E-mail : [NSayeed@agility.com](mailto:NSayeed@agility.com)

\*\* Invoice Template - Please refer next page



## COMBINED COMMERCIAL INVOICE & PACKING LIST

SHIPPER: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

CONSIGNEE: AGILITY LOGISTICS LLC  
C/O ANNUAL IAOM MIDEAST & AFRICA CONFERENCE & EXPO 2015  
P.O.BOX 36683, DUBAI, U.A.E.  
TEL: 04-8131486     ATTN: SONU ANTONY PADUA

NOTIFY PARTY: \_\_\_\_\_  
 \_\_\_\_\_

REMARKS\* - PLEASE TICK WHERE APPLICABLE  
 A: RE-EXPORT  
 B: DISPOSED OF/ CONSUMED  
 C: GIVEN AWAY/ SOLD

INVOICE DATE: \_\_\_\_\_  
 \_\_\_\_\_

INVOICE NUMBER: \_\_\_\_\_

Case/Pkg No.	Dimensions LxWxH cms	Volume (CBM)	Gross Wt (kg)	Description of Goods (in English)	Engraved Serial Number	H S Code	Country of Origin	Qty	CIF Value (in US\$)		REMARKS*			
									Unit Value	Total Value	A	B	C	
										0.00				
										0.00				
										0.00				
										0.00				
										0.00				
										0.00				
										0.00				
										0.00				
										0.00				
Total number of packages:		0	Total Amount in words:						Total CIF value (US\$)		\$0.00			
Total Gross Weight (Kgs):		0												
Total volume (CBM):		0												

The invoiced goods are intended for display only at the exhibition site.

We declared that the information given above is true and correct and represent fair market value for the items described herein.  
 Above are for (temporary / permanent) import into UAE for ANNUAL IAOM MIDEAST & AFRICA CONFERENCE & EXPO 2015\_ and will be re-exported after the exhibition.

(To be completed by exhibitor)  
 Signed for and on behalf of:

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

Name in Block Letters: \_\_\_\_\_

Authorized Signatory: \_\_\_\_\_

Company Seal here ---->