



29TH ANNUAL

IAOM

MIDEAST & AFRICA
CONFERENCE & EXPO

22-25 October 2018, Nairobi-Kenya

SHIPPING MANUAL



In Association with:

Agility

Fairs & Events

**Agility Logistics Limited
Nairobi, Kenya**

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www.agility.com

Venue: **MÖVENPICK** Hotel & Residences, Nairobi, Kenya.

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:

Consignee: **29th ANNUAL IAOM MIDEAST & AFRICA CONFERENCE & EXPO 2018**
A/c (Name of Exhibitor)
C/o Agility Logistics Ltd
PO Box 17839-00500
Tel: +254 20 6650272/3
Nairobi, Kenya

Notify Party: **Agility Logistics Ltd**
PO Box 17839-00500
Tel: +254 20 6650272/3
Nairobi, Kenya
Exhibitor Name : _____
Stand No. : _____

For Sea Freight shipments, add a clause on the body of B/L under the description of cargo: 'IN TRANSIT TO FOCUS CFS MOMBASA'

1.2 Documents Required

Please **DO NOT** mix temporary and permanent entry shipments under one AWB or B/L and should be forwarded separately. 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. Details on all documents must tally with the actual shipment. Pro Forma invoice or shipping Invoice is NOT acceptable.

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

By Airfreight

- 1 x original signed & stamped Commercial Invoice + 2 x copies
- 1 x original Packing List + copies
- 2 x original Air Waybill
- 1 x original Insurance certificate, if its insured
- 1 COC (Certificate of Conformity) (processed at load port for permanent import) See notes 1.11
- 1 x Fumigation certificate for wooden packages+ 3 x copies
- HS Code Summary Sheet (If more than 3 x HS Codes)
- 1 x copy of product brochures

By Sea freight

- 1 x original signed & stamped Commercial Invoice + 2x copies
- 1 x original Packing List + 2 copies
- 2 x original Bills of Lading
- 1 x original Insurance Certificate, if its insured
- 1 COC (Certificate of Conformity) (processed at load port) See notes 1.11
- 1 x Fumigation certificate for wooden packages+ 3x copies
- HS Code Summary Sheet (If more than 3 x HS Codes)
- 1 x copy of product brochures

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 Kenya for **"29th ANNUAL IAOM MIDEAST & AFRICA CONFERENCE & EXPO 2018"** 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 and the values given 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.

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.

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 miss-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.

1.3 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:-

29th ANNUAL IAOM MIDEAST & AFRICA CONFERENCE & EXPO 2018
A/c(name of Exhibitor)
C/o Agility Logistics Ltd
P.O. Box 17839-00500
Tel: +254 20 6650272/3
Nairobi, Kenya

Notify Party: **Agility Logistics Ltd**
P.O. Box 17839-00500
Tel: +254 20 6650272/3
Nairobi, Kenya
Exhibitor Name : _____
Stand No. : _____

1.4 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 Kenya to Agility Fairs & Events, Attn: Mr. Mustak Ahmed, E-mail: MuAhmed@agility.com

Air Freight : 3 weeks before delivery date to site
Sea Freight : 4 weeks before delivery date to site

1.5 Cargo arrival deadline

FCL shipments to Mombasa Seaport : 3 weeks prior to intended delivery date to booth
Airfreight shipments to JKIA Nairobi Airport : 2 weeks prior to intended delivery date to booth

1.6 Case Markings

Agility Logistics

C/o 29th ANNUAL IAOM MIDEAST & AFRICA CONFERENCE & EXPO 2018

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.

1.7 Restricted Cargo

- 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 Kenya. A copy of the approval has to be provided accordingly.
- Dangerous Goods (DG) need to be accompanied with the MSDS.
- 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. 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 processing fee.

1.8 Temporary Import into Kenya

Temporary Importation is allowed in Kenya for Machinery/Vehicles/Equipment having permanent visible engraved serial numbers for ease of identification upon arrival and at the time of re-export. Where shipments qualify for temporary importation, we will require a detailed Invoice & packing list with Customs HS codes indicated to apply for Customs Bond. Processing of Bond takes about 5 working days. We therefore request that such application should reach us at least 3 weeks before the exhibition.

Shipment under temporary importation not accounted for after the exhibition will attract full taxes and customs penalties.

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 document.

1.9 Permanent Entry into Kenya – Duty paid shipments

All shipments without serial numbers have to be processed by paying customs duty. We will require copy of invoice to be sent to us to apply for an IDF 3 weeks before shipment is lifted at load port. The IDF is then used to inspect cargo at load port with either SGS or ITS. Only after the inspection, the shipment can be shipped.

Cargo like banners, leaflets, brochures, catalogues, fliers, building materials and other consumables will require having to pay taxes. We suggest such cargo to be sent on a separate AWB / B/L, Invoice and Packing List from those that qualify for temporary importation. Customs duty is calculated on CIF Value assessed by customs authorities from 0-25%, VAT 16%, RDL Fees 1.5%, IDF Fees 2.25%.

1.10 Import declaration form (IDF) - Import Permit

An IDF must be applied for and obtained from the Kenya Revenue Authority for any Commercial Importation. The importer is responsible for applying for the IDF however Agility can assist you to get same. Copy of Invoice is required to apply the IDF and a processing fee is payable to the Kenya Revenue Authority + 10% service fee. Process takes minimum 48hrs.

Once the IDF is passed, the importer might proceed to arrange inspection of the cargo (Certificate of Conformity clause) and once completed (or not required) to ship the cargo.

The IDF contains key information:

- Value of the cargo for tax calculation. Note that values may be disputed by customs and cargo verified to solve any disputes over the same. It is strongly advised to use correct values.
- Quantity should be as detailed and correct as possible. Every slightly different type of goods should have their own specified quantity rather than grouping similar items.
- Quality should also be backed up by the inspection. Other control bodies such the Kenya Bureau of Standards, Public Health Department, Department of Agriculture (Kephis) etc. may be asked to determine if the expected standards have been met. In case of suspicion, Tests may be carried out and Certificates/Permits issued. Under this criteria, test Certificates from accredited bodies may be required.
- Classification (HS Code) – similar to the other items these might be queried so it is best to ask beforehand if not sure especially if different HS codes attract different taxations.

1.11 Certificate of Conformity (where applicable)

The Kenya Bureau of Standards has appointed certain agents at the origin country (INTERTEK, SGS, and Bureau Veritas) for the conformity inspection of the commodities that require inspection at origin country.

These agents will issue to the shipper/supplier a Certificate of Conformity and the test results. The list of such goods can be found on: <http://www.kebs.org/?opt=qai&view=pvoc> It is important to plan ahead for this requirement especially for time-critical shipments as testing and issuing of the certificate can take some time. Any shipment arriving without inspection and where it requires inspection will attract 15% penalty on the CIF Value.

1.12 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 Nairobi for disposal or giveaways, the permanent import is subject to Kenya 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.

1.13 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.

1.14. TENTATIVE RE-EXPORT TIMEFRAME

- FCL shipments from Nairobi - 10 days from last day of break-down
- Airfreight shipments from Nairobi - 10 days from last day of break-down

Notes:

- 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.

1.15. NOTES TO TARIFF:

- For early arrival shipments- airport/seaport storage or demurrage charges if applicable will be charged additionally.
- Any third party charges incurred will be charged as per actual plus 10% outlay fee
- Import permits are required on goods that are controlled by Import Control Regulations authority.
- Handling and storage of empty cases are subject to free space availability on site, Additional storage charges may apply for off-site storage, which are levied by venue towards these services.
- Additional handling charges will be applicable for split delivery of freight into different stands / halls locations.
- Additional charges will be applicable for fumigation or wooden packaging if required.
- Export air / sea freight charges, shipment via HC, OT, FR and accessible storage charges will be quoted on case to case basis if required.
- The charges / fines incurred due to incorrect documentation will be charged accordingly.
- Any additional services which are not listed above will be provided an individual quotation based on the requirement.

IMPORTANT

All business transacted is only in accordance with Agility's / our sub-contractors' Standard Trading Conditions, copy is available upon request.

Use of Agility 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:

Local Office (Nairobi, Kenya)	Regional Office (Dubai, U.A.E)
<p>Agility Fairs & Events Agility Logistics Limited PO Box 17839-00500 Nairobi, Kenya</p> <p>Contact Persons:</p> <p>Mr. Mustak Ahmed Tel : +254 20 6650 272 / 3 Fax : +254 20 6650 276 / 7 Mobile : +254 738 722 350 E-mail : MuAhmed@agility.com</p>	<p>Agility – Fairs & Events 15th Floor, Office No. 1507-08 Dubai World Trade Centre Tower, Sheikh Zayed Road PO Box 36683, Dubai, United Arab Emirates</p> <p>Contact Persons:</p> <ol style="list-style-type: none"> 1. Mr. Abuturab Kuvawala Tel. : +971 4 8131485 Mobile : +971 50 5549926 E-mail : AKuvawala@agility.com 2. Mr. Raman Kumar Tel. : +971 4 8131383 Mobile : +971 56 4100909 E-mail : RnKumar@agility.com