



3 - 6 December 2014

SHIPPING INSTRUCTIONS

25th IAOM-MEA's Official Freight Forwarder and onsite Handling Contractor



Exhibition Freighting G.S.M.

All Enquiries are to be sent to the Head Office, in Cape Town:

HEAD OFFICE (Cape Town)

**Contact: Mr. Clive Nel / Ms. Jacqui Nel
Ms. Chantal O'Shea**

Exhibition Freighting G.S.M
Unit 11A, Platinum Junction
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P.O. Box 60316, Tableview, 7441, W.Cape, South Africa

Branches in South Africa:

JOHANNESBURG

Ms. Gianna Karbownik
105 Algernon Road
Norwood 2192
Johannesburg
Gauteng
South Africa

DURBAN

Mr. Satish
Unit 19,
Greenfield Biz. Park
1451 N.Cost Rd.
Durban, KZN
South Africa

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INTERNATIONAL SHIPPING INSTRUCTIONS

1. INTRODUCTION

Exhibition Freighting G.S.M. are pleased to have this opportunity to be of service to you and will endeavour to provide a flexible and quality range of services to all participants. Whilst you are free to use your own sub-contractor up to arrival at the door of the exhibition hall we are able to offer a comprehensive package including Customs clearance and transportation as well as on-site operations under the supervision of our experienced staff.

Please read our instructions carefully as failure to comply may lead to unnecessary delays in clearance and additional expenses. Please also refer to the exhibitor's kit issued by the organiser which contains other important information relating to forwarding regulations and installation schedules, etc.

For any enquiry please contact **Exhibition Freighting G.S.M.** at:

Telephone : + 27 21 552 7248
Tele fax : + 27 21 552 2349
E-mail : ef-gsm@iafrica.com
Contact : Jacqui Nel / Clive Nel

2 Consignment Arrival Dates

To ensure the timely delivery of your exhibits to the exhibition site to coincide with the organiser's move-in schedule, your shipment must arrive in South Africa by the following dates:

Seafreight: FCL/Breakbulk (CAPE TOWN) : 20 days prior
LCL (CAPE TOWN) : 20 days prior
Airfreight: (CAPE TOWN) : 14 days prior

If you are unable to meet the above deadlines, please advise full shipping details immediately to become available to enable us to make the necessary arrangements for urgent Customs clearance. Whilst every effort will be made to clear cargo through to site prior to opening we are not able to guarantee timings therefore please do your utmost to adhere to our quoted deadlines.

3. Destination

All shipments should be consigned to the following destination port as applicable:

- i) *Seafreight* : **Cape Town**
- ii) *Airfreight* : **Cape Town International Airport (CPT)**

Please note: Freight should be paid up to arrival Cape Town port / airport.
Due to extreme weather conditions, sea freight MUST arrive 20 – 21 days prior to the show days.

4. Consigning Instructions (Bill of Lading and Air waybill)

All consolidations should be **consigned** on Marine/Master Bill "Freight Prepaid" as follows:

**EXHIBITION FREIGHTING G.S.M.
UNIT 11A, PLATINUM JUNCTION
SCHOOL STREET, MILNERTON 7441
SOUTH AFRICA
FOR – IAOM-MEA 2014**

NOTIFY PARTY: **EXHIBITION FREIGHTING G.S.M.
TEL: (021) 552 7248
FAX: (021) 552 2349**

FOR CONSOLIDATED SHIPMENTS – A MANIFEST & HOUSE BILLS MUST BE ISSUED

DESCRIPTION ON MAWB – MUST READ – “consolidated shipment”

House documents should be issued per exhibitor consigned as follows:

**EXHIBITOR NAME
IAOM-MEA 2014
STAND NO.
C/o. EXHIBITION FREIGHTING G.S.M.
Unit 11A platinum Junction
School Street
Milnerton 7441
SOUTH AFRICA**

PLEASE NOTE:

It is imperative that House documents are issued per exhibitor consignment. Failure to do so for consolidated shipments will result in detention of all cargo until all clearances have been finalised. **NO PARTIAL RELEASE IS PERMITTED.**

Permanent shipments can be combined on 1 invoice, however there MUST be a separate HAWB for each Temporary shipment.

5. Case Marking

All cases should be clearly marked as follows:

**EXHIBITOR NAME
STAND NO.
IAOM-MEA 2014
CASE NO. (TALLIED WITH YOUR PACKING LIST).
GROSS WEIGHT AND NETT WEIGHT IN KILOGRAMS.
DIMENSIONS IN CENTIMETRES.**

Please ensure that your equipment is packed in strong, waterproof packing cases, which lend themselves to being re-packed after the exhibition. Please bear in mind that your exhibits will be in transit for long periods, both to and from the exhibition and that cartons are not suitable to withstand the constant handling, which takes place during transshipment. We recommend the use of bolted re-usable cases.

6. Wood packaging regulations

ALL IMPORT / EXPORT WOOD PACKAGING MATERIALS must carry an **ISPM 15 MARK** (International Standard of Phytosanitary Measures)

Wood packing material used in supporting, protecting, or carrying a commodity, includes inter-alia, cases, crating, dunnage, wooden drums, load boards, packing blocks, pallets, pallet collars, and skids, **excluding plywood, particle board, orientated strand board and veneer, sawdust.**

For more information kindly log onto – www.nda.agric.za or www.ippc.int

7. Customs Requirements - Temporary Imports (South Africa)

South African Customs is a signatory to the ATA Carnet agreement and exhibitors may use this document when shipping their goods. Shipments covered by ATA Carnets are exempt from payment of any tax or duties for the period of temporary importation. Please check with your local Chamber of Commerce for more information on the application of ATA Carnets. All goods imported under this method MUST BE RE-EXPORTED.

Should this system not be available to you, a deposit will be lodged with Customs on your behalf for which a Bond Fee is charged. In this instance, each exhibitor should provide a commercial invoice to include the following phrase:

Goods are for display purposes only at the 25th IAOM-MEA District Conference and Expo and will be returned after the close.

8. Customs Requirements - Permanent Imports (South Africa)

Goods that are intended to remain in South Africa fall into two categories; "Consumables" and "Goods already sold." Commercial Invoices raised to cover these should include the following phrases as applicable:

Consumables: "**Goods are for free distribution purposes only at the exhibition.**"

Goods already sold : "**Goods are for permanent entry into the Rep. of South Africa**".

PLEASE NOTE - Duties, taxes and a disbursement fee at 10% are levied on permanent imports and will be debited to you once known.

Many goods require an Import Licence prior to entry into South Africa. Where goods have been sold prior to arrival, please ensure that the buyer is in possession of same where applicable. **Exhibition Freighting G.S.M.** cannot be held responsible for demurrage incurred where an Import Licence has not been obtained. **Import Licences take 6-7 weeks to obtain.**

9. Restricted Items

We **do not** recommend that you ship any **foodstuffs, beverages, alcohol or plants** to the exhibition and would suggest that you purchase your requirements locally.

If it is essential that you bring any of these items, they must be packed and documented separately. To avoid any delays to your main shipment, they should also be sent under a separate HAWB or House Bill of Lading.

Duty will be levied on such items and this coupled with high clearance charges will make the exercise uneconomical. A special import licence is also required and this may not be forthcoming, therefore any additional costs which may result, will be charged out at cost plus a 10% disbursement fee.

10. Customs Examination

Authorities are very thorough in their examination of goods. On previous exhibitions, every case has been opened and the contents have been carefully checked against the invoice/packing list. We suggest that all products have a serial number. For stand material we require photographs together with your invoice/packing list. To help South African Customs with their examination, please supply 2 copies of descriptive/illustrated brochures together with your invoice/packing list.

It is completely at the discretion of the Customs Officer whether exhibits are accepted under the temporary import facility. Should exhibits not be easily identifiable, Customs have the right to revoke the temporary import and can insist on duties being brought to account.

Certificates of Origin

In terms of the South African SARS Act, it instructs that ALL shipments that arrive in South Africa, from outside of ZA borders, are to be accompanied by with the following documents –

- Commercial Invoice
- Packing List
- DA59 / Certificate of Origin / EUR1 / SADC Certificates

To date this Act has not been fully instituted. Customs are now stopping shipments checking for these documents.

Whilst we may be successful in clearing most shipments, without the Certificate of Origin, we do suggest that shipments get sent with a Certificate of Origin.

For shipments with a total value less than Euro6000, no EU Certificate is required, however the following declaration MUST be endorsed on the invoice "The exporter of the products covered by this document declares that, except where otherwise clearly indicated these products are of preferential origin" And the original invoice MUST be attached stamped & signed & sent with the MAWB.

Foodstuffs

Please also note, that for any foodstuffs, Customs now require that both the Port Health & State Vet examine the goods, and this has now become a 2 – 3 day exercise. Please check with us, what documentation is required, prior to shipping any goods.

NOTE:

**Goods intended for PERMANENT AND TEMPORARY ENTRY into South Africa MUST BE PACKED SEPARATELY in accordance with the method of entry required (PERMANENT, TEMPORARY OR ATA CARNET)
THE INDIVIDUAL WEIGHTS FOR PERMANENT IMPORT & TEMPORARY IMPORT MUST BE SHOWN ON THE INVOICE.
THIS IS CRITICAL FOR WHEN THE GOODS GET RE-EXPORTED AGAIN.**

11. Commercial Shipping Invoices (please use attached invoice -pg# 11)

Where goods are not covered by an ATA Carnet, a commercial invoice must be raised per method of entry to include the following:

i) *Consigned*

**EXHIBITION FREIGHTING G.S.M.
UNIT 11A , PLATINUM JUNCTION
SCHOOL STREET , MILNERTON 7441
SOUTH AFRICA
EXHIBITOR NAME.....
STAND NO.....
IAOM-MEA 2014**

NOTIFY PARTY: **EXHIBITION FREIGHTING G.S.M.**
TEL: (021) 552 7248
FAX: (021) 552 2349

ii) *Import Status*

Permanent: **"Goods are for permanent entry into the Rep. of South Africa."**

Temporary: **"Goods are for display purposes only at the exhibition and will be returned after the close."**

Consumables: **"Goods are for free distribution purposes at the exhibition."**

- iii) *Country of origin.*
- iv) *Confirmation that the packing conforms to South African Regulations.*
- v) **Tariff heading.....most important**
- vi) **Serial numbers.....most important for temporary goods**
- vii) *Commodities itemised and valued individually.*

PLEASE NOTE - Nothing is without value. Consumables should show a true value **"For Customs purposes only"**.

For your convenience we have included a copy of a commercial invoice which may be transposed as necessary. The invoice must be in English made out to yourself care of your stand and must include the inclusions as set out above.

PLEASE NOTE - South African exchange control requires that funds may only be remitted against Customs stamped documents. Therefore, if goods are intended for sale the true value must be reflected on the initial commercial invoice.

Goods that are entered for temporary import (not on an ATA Carnet) may also be sold but will be removed to our warehouse to await finalisation of Customs formalities.

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12. For European Union Countries

To enjoy preferential (EU) rates of duty, please ensure that the –

1. **suppliers invoices** for consignments with a value of **Euro6000 or less**, needs to **be endorsed, signed and stamped** with the following declaration:

"The exporter of the products, covered by this document declares that, except where otherwise clearly indicated, these products are of EU – preferential origin" (sign & stamp)

NB – the **original invoice needs to be presented to Customs** in South Africa to qualify for the preferential duty status before we can obtain release of the consignment in South Africa.

Note: the shipment will be stopped for 2 days, for the original SIGNED & STAMPED invoice to be presented. Failure to do so, will result in penalties, which will be for your account.

2. **suppliers invoices** for consignments with a value of **Euro6000 or more**, needs an **Original Euro1 Certificate** & the following declaration:

"The exporter of the products, covered by this document Customs Authorisation No. (insert No.) declares that, except where otherwise clearly indicated, these products are of EU – preferential origin" (sign & stamp)

NB – the **original Euro 1 Cert. & invoice needs to be presented to Customs** in South Africa to qualify for the preferential duty status before we can obtain release of the consignment in South Africa.

13. Packing List

Packing lists should be raised in accordance to method of importation either temporary or permanent importation. Serial numbers for temporary importations should be listed per item.

NOTE: Goods intended for PERMANENT AND TEMPORARY ENTRY into South Africa MUST BE PACKED SEPARATELY in accordance with the method of entry required (PERMANENT, TEMPORARY OR ATA CARNET)
THE INDIVIDUAL WEIGHTS FOR PERMANENT IMPORT & TEMPORARY IMPORT MUST BE SHOWN ON THE INVOICE. THIS IS CRITICAL FOR WHEN THE GOODS GET RE-EXPORTED AGAIN.

14. Consignment Pre-Advice

It is imperative that **Exhibition Freighting G.S.M.** receive pre-advice by facsimile prior to despatch of shipment, i.e. MAWB or MB/L, HAWB, Commercial Invoice.

PLEASE NOTE - South African Customs permit pre-clearance against facsimile documentation. Please fax copy documentation as pre-advice to ensure timeous delivery of your exhibits. This does not, of course, apply to shipments covered by ATA Carnet.

15. Courier Shipments

IAOM-MEA organizers or Exhibition Freighting G.S.M. ACCEPTS NO LIABILITY OR RESPONSIBILITY FOR SHIPMENTS SENT BY COURIER AND HAVE NO INVOLVEMENT IN OR INFLUENCE ON CUSTOMS CLEARANCE UNLESS SENT AS PER THE AIRFREIGHT CONSIGNEE INSTRUCTIONS.

16. Hand Carried Goods

DO NOT HAND CARRY EXHIBITS, DISPLAYS OR PRINTED MATERIAL INTO SOUTH AFRICA AS EXCESS OR ACCOMPANIED BAGGAGE.

If you cannot avoid using this method of transporting exhibition items you will be faced on arrival at South African International Airport with three possibilities:

- i) You will walk through Customs at the airport with no problems.
- ii) You will be stopped and the items will be identified as not being personal effects and liable to Customs duties/taxes. You may at this stage be able to pay duties requested by Customs and they may let you carry the items through.
- iii) If you do not pay duty on arrival, the items will be confiscated and you will be given an official Customs Receipt Docket. If this happens, bring the docket to us at the show grounds and we will endeavour to clear the items through Customs. **Be warned, this may take four working days or more and will be very expensive.**

17. Exhibition Layout Plans

If you are exhibiting equipment that requires the use of heavy lifting equipment, please supply us with a scale layout plan of your stand so that we may position such items early during the build-up period. Drawings should accompany your pre-advice.

We will assist with the physical unpacking and installation of exhibits, however, exhibitors must supervised and be responsible for these operations. Similarly, exhibitors must supervise the dismantling and repacking of exhibits, especially for delicate and heavy equipment. If exhibitors arrive on-site late or instructs us to arrange the repacking on their behalf, we shall handle this procedure only at the exhibitor's risk.

18. Insurance

Please note – whilst every care is taken to ensure the safe transit of your exhibits, unfortunately we cannot accept liability for 3RD party claims.

Please note that it is the responsibility of each exhibitor to cover their consignments with a fully comprehensive all risks Marine Insurance Policy from the time of despatch up to and including the return of exhibits to country of origin, or other destinations (inclusive of the whole period whilst in South Africa).

We cannot insure your cargo unless specifically requested to do so in writing. Please ensure you receive an acknowledgement from us!

The insurance is to include the following –

- Fire & Perils insurance
- Theft
- Sasria
- Riot Cover

19. Exhibition Closing Procedures and Return Movement

The following documents will be distributed to exhibitors before closing:

- A copy of the List of Exhibits previously submitted to Customs
- A form of Instructions for Disposal of Exhibits

We will start to return empty cases to stands on the closing day after all visitors have left, and will assist exhibitors in repacking and undergoing Customs formalities. In order to ensure that the closing of the exhibition can proceed smoothly, those exhibitors with heavy and oversize exhibits may be required to repack their exhibits on the next day. Our on-site representatives will inform exhibitors of the exact arrangements during the exhibition.

Exhibitors are requested to declare on their disposal form the number of packages, value, weight/volume of each product within the following categories:

- sold;
- to be returned (port of destination/mode of transport) or
- consumed/given away

20. Terms of Payment and Handling Conditions

All invoices raised for this exhibition are due for **immediate payment** upon presentation unless you have engaged the services of our offices/agents, in which case you will be invoiced by them directly.

Details of our bank account are as follows –

ABSA BANK
Adderley Street, Cape Town
Branch Code – 312-109
Account Number – 405 626 3359
Swift Address – ABSA ZA JJ

PLEASE NOTE - Remitting bank charges are to be borne by the agent/exhibitor.

Unfortunately, we are **not** able to accept Visa / MasterCard payments on-site. We can accept traveller's cheques / bank drafts on-site.


Without exception, our payment terms will be enforced as follows:

Before the show: Upon presentation of invoice, prior to delivery to stand
After the show: Upon presentation of invoice, prior to return airfreight / sea freight.

IMPORTANT: All work is undertaken at owner's risk and otherwise in accordance to our Standard Terms and Conditions of Trading, copy of which is available upon request.

Commercial Invoice

EVENT:
25th IAOM-MEA-Expo
 Hall-4A at CTICC -
 CAPE TOWN
 4 - 5 - 6 DEC., 2014

Exhibitors Name:
 Full Address:

 Tel:
 Fax:

CONSIGNEE:
 Exhibition Freighting G.S.M.
 Unit 11A, Platinum Junction
 School Street, Milnerton, 7441
 South Africa
 TEL: +27 21 552 7248
 FAX:+27 21 552 2349

A = Temporary / B = Permanent

Quantity	Customs	Detailed Description of goods in English			Price in US \$	Case No.	Gross Kgs	Dimensions		
	Tariff code		A	B				Length	Width	Height
The above goods are of _____ origin and are intended for exhibition purposes only			CIF US \$							

We hereby certify that the information above is true and correct (to be completed by the exhibitor)

Signed for and on behalf of

Date:

Place:

Name in block letters

Signature