

OFFICIAL SHIPPING GUIDELINES



**GLOBAL AIR TRAFFIC
MANAGEMENT**
DUBAI

5th – 6th November 2018

Roda Al Bustan Airport Hotel

Dubai, UAE

Presented by



1) Introduction

GT Exhibitions Ltd and Airlink International UAE have been appointed as the exclusive official freight forwarders and on-site handling agent by F&E Aerospace, the organiser of **GATM 2018**. Together we will be providing a full customs clearance and on-site handling service.

Please read and adhere to the following shipping instructions and tariff. We will be pleased to assist you with any questions that you may have.

GT Exhibitions Ltd.

GT House, 25-27 Blackwell Drive,
Springwood Industrial Estate
Braintree Essex CM7 2PU
Tel: + 44 1376 567567



Contact:

www.gtexhibitions.com

Matt Cross mattcross@gtexhibitions.com
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Airlink International UAE

PO Box 10466, Exhibition Hall No.1
Dubai World Trade Center
Dubai, United Arab Emirates
Tel: +971 4 332 5334



Contact:

www.airlinkuae.com

Jihad Khoury j.khoury@airlink.ae
William Lobo William@airlink.ae

*All business transacted in accordance with our General Trading Conditions, copy is available upon request.
Business with third parties is made by the company as an agent of the company.*

2) Consignee Instructions

Kindly arrange to ship all shipments “**Freight Pre-paid**” consigned as mentioned below:

Consignments being sent to Dubai (DXB or DWC Airports or Jebel Ali Sea Port)

Consignee : Airlink International UAE
C/O GATM 2018
P. O. Box 10466,
Dubai, United Arab Emirates
Attn: Mr. William Lobo
Tel: +9714 3325334. Fax: +9714 3325155.

Notify Party : **(Exhibitor’s Name)**
GATM 2018
(Hall and Stand No)
Dubai World Central

Note: -

The Air waybill/Sea waybill/Bill of lading/Truck waybill must clearly mention
“**In transit to GATM 2018, for re-export at the end of the exhibition**”.

The Air waybill must be **direct** and consigned correctly to Airlink, to avoid high handover costs and additional handling charges. If applicable these extra charges will be billed at cost + 15% outlay fee.

The total number of pieces, total gross weight & total volume of the freight must be clearly indicated on the waybill and the same details must match 100% to the commercial invoice.

Separate house waybills must be issued for each individual exhibitor, when consolidated.

Important – Please ensure you send a full pre-alert to GT Exhibitions Ltd.

Attn: Matt Cross by email: mattcross@gtexhibitions.com

3) Cargo Arrival Deadlines and Port of Destination

- Sea freight arrival at Jebel Ali Seaport (FCL or LCL) **10 working days** prior to delivery date
- Airfreight arrival at DXB or DWC Airports **8 working days** prior to delivery date
- Road freight arrival at UAE Border Crossing **5 working days** prior to delivery date
- Courier shipment arrival at Airlink Office **5 working days** prior to delivery date

We strongly recommend that you ship on a direct service to the UAE port in order to avoid delays in trans-shipment, etc.

GT Exhibitions / Airlink International cannot be held responsible for the late or non-delivery of goods, including additional surcharges incurred for shipments that fail to comply with the above mentioned arrival deadlines. Cargo arriving outside the above mentioned time scale will be subject to a minimum **50% late arrival surcharge** on the basic handling tariff.

4) Shipping Documentation

Documentation required

The following documents are required for the temporary import clearance of goods into Dubai.

Shipments arriving by Sea freight: -

- | | |
|---------------------------------------|---|
| a. Commercial Invoice / Packing List: | 3 Originals and 3 Copies |
| b. Certificate of Origin: | 1 Original and 3 Copies |
| c. Bill of Lading: | 1 Copy of Express Release Waybill |
| d. H.S. Code Summary Sheet: | For shipments with more than three (3) HS Codes |
| e. *MSDS (Material Safety Data Sheet) | For shipments with lithium ion batteries or hazardous goods |

Shipments arriving by Airfreight: -

- | | |
|---------------------------------------|---|
| a. Commercial Invoice / Packing List: | 3 Originals and 3 Copies |
| b. Airway Bill: | 2 Originals and 2 Non-Negotiable Copies |
| c. H.S. Code Summary Sheet: | For shipments with more than three (3) HS Codes |
| d. *MSDS (Material Safety Data Sheet) | For shipments with lithium ion batteries or hazardous goods |

Shipments arriving by Road freight: -

- | | |
|---------------------------------------|---|
| a. Commercial Invoice / Packing List: | 3 Originals and 3 Copies |
| b. Certificate of Origin: | 1 Original and 3 Copies |
| c. Truck Waybill: | 1 Original and 2 Non-Negotiable Copies |
| d. H.S. Code Summary Sheet: | For shipments with more than three (3) HS Codes |
| e. *MSDS (Material Safety Data Sheet) | For shipments with lithium ion batteries or hazardous goods |

* For Lithium ion batteries shipments being returned by air, please see section 11 for more details.

Bill of lading / Air waybills / Truck waybills

Must be consigned as per instructions mentioned above (see section 2) in the name of "Airlink International UAE" only, failing which we will not be able to process the Customs clearance.

Commercial Invoice / Packing List

Please ensure the commercial invoice issued complies to the below requirements:

- The document must be duly typed in English
- Must be printed on shipper's original embossed letter head and must bear an original company stamp along with an authorized signature. The document must be headed "Commercial invoice". No other term is accepted.
- Temporary and permanent goods must be packed and invoiced separately
- Must be addressed/consigned as follows:

Airlink International UAE
C/O GATM 2018
P.O Box 10466, Dubai, UAE
Exhibitor: _____
Hall / Stand: _____

- The Invoice must clearly indicate a detailed description along with the serial number, weight, country of origin, HS Tariff code and value (in US\$) for each individual item

- The packing list must indicate individual weight and dimensions of each package in the shipment
- For goods such as machinery and electrical items, the serial number, make and model must be listed in the commercial invoice
- The invoice and packing list must also clearly mention the total CIF value of the goods, total number of packages, the total gross weight and volume of the consignment. The packing details (number of pieces, gross weight and volume) must match 100% to the details declared on the Air/Sea/Truck waybill
- The Commercial invoice must have the following declaration clearly stated in its contents “We hereby guarantee that this is a true and correct invoice, and that the goods referred to are of the origin, manufacture and production of **(Country...)**”
- In case of shipments with multiple HS codes you must provide a data sheet clearly listing the items with their individual description, weight, quantity, Country of origin, value and corresponding HS codes

Certificate of Origin

This document must be sent as an original, issued and attested by the Chamber of Commerce at origin only:

- **Must be addressed/consigned in exactly the same way as the Commercial Invoice/packing List above**
- The document must clearly mention the total value of the goods, total number of packages, total gross weight and volume of the shipment.

Important: Documents failing to meet the above requirements will result in Customs fines and possible delays.

For All Shipments

The original shipping documents must be sent to the Airlink Int'l, Dubai office 10 days prior to the arrival of the vessel if sent by sea freight or attached to the original air waybill if the goods are sent by air. Full address can be found in section 8 of this document.

A full pre-advice, with copy documents, should be sent to GT Exhibitions prior to dispatch for pre-approval.

5) ATA Carnet Procedure

The requirements for processing importation using the ATA Carnet system is mentioned below:

As per new regulations

- All equipment (each and every item) being intended to ship under the ATA Carnet system must have engraved serial/identification numbers clearly visible
The same serial/identification numbers must also be mentioned in the ATA Carnet and Commercial Invoice and must match 100%
- An original invoice will need to be attached along with the ATA Carnet, as required by UAE Customs for import. The weight of the shipment on import must match exactly on re-export.

- Customs will check each item/piece of equipment during examination and if the numbers cannot be found or do not correlate to what is mentioned in the documents, the temporary importation of the shipment will/may be rejected and the ATA carnet will not be used or stamped
- The ATA Carnet number must be clearly mentioned on the air or sea waybill
- It should clearly list the country UAE or Dubai on the front page
- Cargo and exhibits being shipped under ATA Carnet cannot be combined with any other permanent or temporary import goods not included in the ATA Carnet. This must be shipped separately on an individual and separate waybill.
- **More than one ATA Carnet cannot be mentioned on the same MAWB / HAWB / MBL / HBL**
- It should clearly mention the returning destination for the freight out of the UAE
- An original commercial invoice must accompany the ATA Carnet as required by UAE Customs

The cargo details, piece count, weights and values mentioned on the Carnet should match 100% to the details mentioned on the Air or Sea waybill.

6) Restricted Cargo

United Arab Emirates regulations impose some restrictions on the importation of certain commodities into the country. If you are not sure if your product falls under this category, this can be checked and confirmed with the relevant UAE Embassy or Consulate at origin. We can also assist you in this matter.

Listed below are a few main restrictions:

- Importation of commodities such as alcohol or pork and products containing alcohol or pork or any of its by-products this is strictly restricted for import into the UAE
- **Importation of goods that have originated from, been manufactured in, or assembled with parts from, Israel are strictly prohibited for import into The UAE**
- Importation of products such as food items, live plants/flowers, tiles/marbles, wireless/radio, telecommunication/defence equipment and radioactive materials of hazardous nature, Cosmetics, Hazardous/Class rated cargo, etc. may have restrictions for importation into the UAE.
- Importation of exhibits such as weapons, ammunition, explosives or any other military equipment is strictly forbidden for import into the UAE.

However some commodities can be imported after obtaining prior approvals and special permissions from the necessary ministries. Import permissions are solely subject to approvals from the respective ministry and such goods must be shipped only after receipt of these import permits and our confirmation. Additional charges are applicable to secure such permissions and can be quoted upon request.

If you intend to ship any such items, please contact GT Exhibitions at least 90 days prior to shipping.

7) Packing and Case Marking

Exhibits and cargo should be well packed and designed with internal padding and battens, suitable to the nature of the goods and the mode of transportation intended. The packaging should be able to withstand the entire journey, in case of temporary import the return journey also.

It should be capable of easy unpacking and re-packing, the use of screws and clips is highly recommended instead of nails which can damage the packaging.

All packages, shipped using any mode of transport, must be clearly marked for identification on arrival showing the below information:

Name of Exhibitor: _____
Stand & Hall Number: _____
Name of the Show: _____ **GATM 2018** _____
C/o GT Exhibitions / Airlink International UAE
Dimensions: _____ Gross/Net Weight: _____
Case Number: _____ (i.e. 1 of 3, 2 of 3, etc)

Please note new regulations applicable for crates / flight cases on wheels:

DNATA, and airlines in Dubai, will now not accept shipments for export with crates / flight cases on wheels. It is a requirement that these items on wheels are palletized before export.

However please note if these items are not palletized on import to Dubai then there could be a discrepancy on the weight of the shipment on re-export and result in import duty having to be paid on the total value of the shipment.

Therefore it is requested that wheeled items are palletized before shipping to Dubai.

The handling and airfreight charges will be applicable as per the chargeable weight on the airwaybill.

8) Courier shipments, Digital Videos, CD-ROMs and Films

Courier companies generally cannot clear exhibits and equipment being sent for exhibitions in the UAE. Courier shipments are normally held with Customs when the volume or value is high. We therefore recommend you contact your courier company and ensure they are able to Customs clear and handle exhibitions goods. In such cases we will try to assist but cannot be held responsible for late or non-delivery.

Please DO NOT send courier shipments addressed direct to your hall or stand/booth number.

All courier shipments (up to 50 Kg / 0.3 CBM maximum) should be sent and addressed as follows: -

Airlink International UAE / GT Exhibitions

Hall no 2, Dubai International Convention Centre
Sheikh Zayed Road, P O Box 34910
Dubai, United Arab Emirates
Tel: +971 4 3325334
Attn: Jihad Khoury / William Lobo

A commercial invoice must accompany all courier shipments and a full pre-advice including a copy of the export courier waybill must be sent to GT Exhibitions Ltd.

Attn: Matt Cross by email: mattcross@gtexhibitions.com prior to dispatch.

Shipments that require an advanced payment of Customs Duty or any other freight charges will be refused, unless it is pre-arranged. Courier shipments must therefore be sent on a delivered Duty paid basis.

All films, videos, slides, DVD and CD's are subject to UAE censorship, we request one copy of each DVD/CD-ROM to be couriered to us at least 30 days prior to the event for censorship processing. Clearance of such items is solely subject to approval of the UAE government authorities.

9) Temporary Importation, Customs Duty and VAT

Temporary importation of goods is solely subject to the approval by the applicable Customs authorities. If Customs reject the application for clearance on a temporary importation basis, the goods will have to be imported permanently and the assessed Customs Duty and VAT will be applicable.

Goods intended for temporary importation must clearly bear serial numbers wherever possible and the same must match the commercial invoice 100%. Customs may reject temporary importation and force permanent import when this information is not available.

All Customs Duty and VAT assessments are solely up to the discretion of UAE Customs. UAE Customs can re-evaluate the value declared on the commercial invoices and the Duty and VAT is calculated based on this revised value. In the event than an exhibitor wishing to dispose/sell his goods during the exhibition, the permanent importation of these items can be processed subject to approval from UAE Customs. However Customs Duty and VAT will be applicable on these items in addition to an import conversion fee.

Any Customs Duties and VAT applicable to shipments that are sold during the event will be for the account of the respective freight agent or exhibitor. **GT/Airlink will not collect duties or VAT from the local buyer.** The exhibitor should include the duties and VAT (Estimated 10.25% of CIF value or as assessed by UAE Customs) in their invoice to the buyer. An advancement fee of 15% of the paid Customs Duty and VAT amount will also apply, as per our tariff.

All exhibition shipments, including those for permanent import, are first Customs cleared on a temporary Import basis and have to be re-exported within 90 days from the date of arrival into the UAE. Otherwise a diversion entry is made and Customs duty and VAT will be applicable on a permanent importation basis. Please note that if shipments are re-exported to any GCC (Gulf Cooperation Council) Country then Customs duty and VAT has to be paid in the UAE (first port of entry) prior to re-export, which take a minimum of 2-6 weeks.

10) Insurance

You are strongly recommended to check with your all risk Insurer that you are fully covered for all the work we may undertake on your behalf and to advise them of our conditions. As 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. It is the responsibility of each exhibitor/client to arrange a Full Marine (Transport) Insurance covering transport of your goods from your domicile to the exhibition, and the return of the same back to your domicile at the end of the show, including the period your exhibits/goods are handled by GT Exhibitions/Airlink International. Please also ensure that the Marine (Transport) Insurance is arranged for the exhibits/goods sold locally during the exhibition.

GT Exhibitions /Airlink International will not accept any liability towards any loss/damage of your

11) Return Shipping

Full return shipping instructions must be given, in writing, to GT Exhibitions on-site staff during the show.

If requirements change after receipt of your return instructions, all updated requests must be submitted in writing. Additional costs may be incurred and charged accordingly. All return shipments are sent on a freight pre-paid basis. For any bookings made directly with airlines or shipping lines, an administration fee will be levied.

Bookings for FCL (full container loads) shipments must be given in writing by latest the opening day of the show. This then allows us sufficient time to make the necessary booking with the shipping line. For any FCL bookings received after this date, the goods will have to be taken back to a warehouse in Dubai for loading and extra costs will be incurred.

We normally do not allow the handover of goods to another agent for return shipping, as the goods are under our temporary bond and the process can be very complicated and time consuming. If a shipment has to be handed over to another local freight agent for them to export out of the UAE we will require a security cheque from that agent for the full duty amount. Once the agent completes the export formalities correctly, fulfilling all the Customs requirements and after we have obtained the refund for the duties, the security cheque will be returned to the local agent. A handover fee will be applicable.

Return Shipping of goods containing Lithium Batteries

Any shipments returning from an event in the UAE, that contain Lithium batteries, the shipper must apply To the Dubai Civil Aviation Authority for a “No Objection Certificate”.

Along with that application, an up to date MSDS (Material Safety Data Sheet) must be submitted.

Whether it's Lithium Ion or Metal, standalone or contained in equipment/packed with equipment. It will Require a NOC from DCAA.

The fee for the NOA application will be \$75.00 per shipment in addition to the DGR handling fees in cases Where applicable.

12) Special Handling

For any shipment, which exceeds more than 300 kgs per piece or any one dimension that exceeds 120 x 100 x 150 cms (LxWxH), please contact us in advance of shipping so we can discuss the options of handling on-site. Special handling may be required and a surcharge may be applied on the tariff handling rates. **We request exhibitors/clients to contact us, providing a detailed description of the goods in order for us to check and quote our handling charges on a case by case basis.** For manpower or any equipment, which may be required to assist exhibitors, additional cost will be quoted upon request.

13) Special Notes

The event is being held in a Ballroom of the Roda Al Bustan Hotel. As such no forklifts are permitted to operate inside the halls and therefore any, and all, exhibit or goods movements can only be carried out using trolleys.

Please advise us in advance of any shipments with excessive weights / dimensions that may be problematic to be handled by hand or with trolleys.

The show site yard is not a covered area, therefore all freight and empties moving in and out of the Halls, or stored on site during the show, are exposed to the elements. Whilst we will do our utmost to cover freight and empties in the holding areas, we cannot be held responsible for any damage caused by climatic conditions.

All work carried out is subject to GT Exhibitions / Airlink International standard terms and conditions of trading, copies of which are available upon request.

14) Terms of Payment

Inward: Upon uplift of goods, prior to delivery to stand.
Outward: Upon presentation of invoice/prior to delivery 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 accepted. Payment can be made by cash, credit card – subject to additional charges, Bank draft or telegraphic transfer to our account, details as follows: -

Payable to :

Beneficiary Name: GT Exhibitions Ltd.
Bank Name: HSBC International Branch
Branch : London EC2P 2BX
Account No. (USD): 39948440
IBAN No: GB12MIDL40051539948440
Swift Code: MIDLGB22

(Remitting bank charges are to be borne by the respective agent/exhibitor)

Presented by

