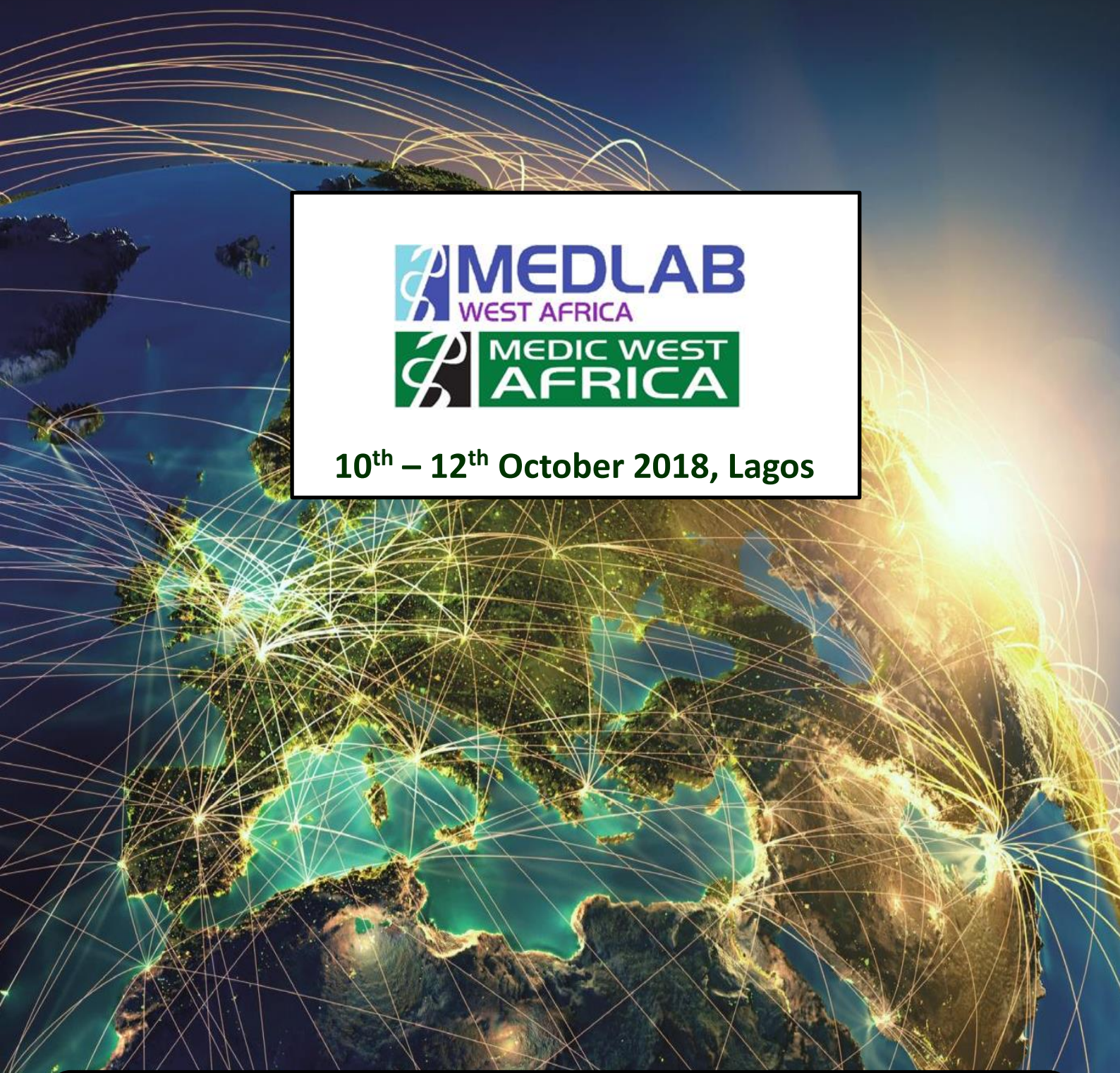
OFFICIAL SHIPPING GUIDELINES



MEDLAB WEST AFRICA

MEDIC WEST AFRICA

10th – 12th October 2018, Lagos

Presented by GT Exhibitions Ltd

1) Introduction

GT Exhibitions Ltd kindly request you to read the below summary of the guidelines and instructions very carefully concerning freight logistics to the upcoming Medic West Africa and Medlab West Africa 2018 exhibition being held from the 10th to 12th October 2018, at the EKO Suites and Hotel, Lagos, Nigeria.
Please read and adher to the following shipping instructions and tariff. This is essential in order to avoid any problems or delays with clearance, handling and transportation of your goods.

We will be pleased to assist you with any questions that you may have.

GT Exhibitions ME
Building 2020, M2, Office 220
Al Waha Street
Off Sheikh Zayed Road, Al Quoz
Dubai, UAE
Tel: + 971 (04) 3213235 / Fax: +971 (04) 3213245

Contact:

www.gtexhibitions.com

Tybano Gowray tybanogowray@gtexhibitions.com
George Nassif georgenassif@gtexhibitions.com
Michael Tremain michaeltremain@gtexhibitions.com

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 Lagos International Airport

Consignee : **(Exhibitor Name)**
C/o IAL Nigeria Limited
16 Burma Road
Apapa – Lagos State,
Nigeria
For Medic West Africa / Medlab West Africa 2018
Show dates 10th to 12th October 2018

Notify Party: IAL Nigeria Limited
16 burma Road
Apapa – Lagos State.
Nigeria
Ctc: Yewande Alao
Tel: +234-1 2707509 / +2348136332444

Note: -
The air waybill/sea waybill/bill of lading/truck waybill must clearly mention
"In transit to Nigeria for the Medic West Africa / Medlab West Africa 2018 exhibition, for re-export at the end of the exhibition".

Important Note: -
We cannot clear cargo that has not been consigned in the above manner.
Please refer to documents section (Air / Sea waybill / CMR) for added information that needs to be stated.
Separate house waybills must be issued for each individual exhibitor, when consolidated.
Temporary and Permanent goods must be packed and documented separately but may be shipped under One waybill per exhibitor.
Failing which will cause serious delays with the clearance and will invite fines and additional surcharges.

A 25% outlay commission will be imposed on all "Freight Collect" consignments.

Important – Please ensure you send a full pre-alert to GT Exhibitions by email:
tybanogowray@gtexhibitions.com / georgenassif@gtexhibitions.com / michaeltremain@gtexhibitions.com

3) Documentation Deadlines

For all shipments

It is very important that we, GT Exhibitions receive the following copy documents at least 30 days in advance prior to the arrival of the goods in Lagos, Nigeria.

- Copy of the commercial invoice (as per section 5) &
- Copy of the Exhibitors letter of accreditation for the Exhibition

The above requirements are necessary in order for us to initiate the application of the temporary import bond process, which can take approximately 25 days for finalization.

Pre-Advises

A full pre-alert indicating the vessel/flight details along with copy of shipping documents (listed in Section 5), number of packages, weight, dimensions and contact details must be sent to GT Exhibitions Ltd 3 days prior to departure from origin.
Pre-alerts must be sent to Attn: Tybano Gowray / George Nassif / Michael Tremain by email:
tybanogowray@gtexhibitions.com & georgenassif@gtexhibitions.com & michaeltremain@gtexhibitions.com

We strongly recommended that you email copies of the commercial invoices to our offices prior to the execution of the shipment in order to check if there are any restrictions on the products or if there are any special import permits required.

4) Cargo Arrival Deadlines and Port of Destination

Shipments arriving via Sea Freight:-

Sea Port of Discharge **Apapa Sea Port Only**

Shipments arriving by FCL should arrive at the above mentioned seaport **28 working days** prior to exhibitor move in date/delivery date.
Please note: we strongly recommend you use Safmarine Line while shipping your goods to Nigeria for smooth release and transfer of the container in Apapa seaport.
LCL Service is not recommended due to the tedious nature of the clearance process in Nigeria.
It generally takes more than 3 months to arrange clearance of an LCL consignment and invites added costs with no guarantee of delivery in time.

Shipments arriving via Air Freight:-

Airport of Discharge **Lagos International Airport Only**

Shipments should arrive at the above mentioned airport **18 working days** prior to exhibitor move in date/delivery date.

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

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

5) Shipping Documentation

Documentation Required

The following documents are required for the import clearance of goods in Nigeria.

Shipments arriving by Sea freight OR Air freight : -

- Commercial Invoice / Packing list – 03 Originals and 03 Copies.
- Air waybill / Bill of Lading – 02 Original and 03 Non-Negotiable Copies.
- Health Certificates for Food Products – 01 Original and 03 Copies.
- Phytosanitary Certificate for Plant Products (refresh fruits, vegetables, etc) – 01 Original and 03 Copies.
- Electrical Test Certificates for Electrical goods – 01 Originals and 03 Copies.
- Fumigation Certificate for wooden packages – 01 Originals and 03 Copies.
- Product Brochures – 01 Copy.

Bill of Lading / Air waybills –

Must be consigned as per instructions mentioned above (See 'Section 2') in the name of "(Exhibitor), C/O IAL Nigeria Limited" only – Failing which we will not be able to process Customs clearance.

- The Airway bill/Sea waybill/Bill of Lading must clearly mention "Goods exported for Medic West Africa / Medlab West Africa 2018 Trade Exhibition, taking place at the EKO Suites & Hotel, Lagos, Nigeria from the 10th to 12th October 2018.
- Description of goods "Exhibition goods for display purpose only".
- The shipping/cargo manifest must declare "Goods are for Medic West Africa / Medlab West Africa 2018 Trade Exhibition and shipped under temporary importation, therefore no pre-shipment Inspection required".
- Total number of pieces, total gross weight & total volume of the freight must be clearly indicated on the waybill.

Temporary and Permanent goods must be packed and documented separately but may be shipped under One waybill per exhibitor

Failing which will cause serious delays with the clearance and will invite fines and additional surcharges.

Separate house air waybills (HAWB) must be issued for individual exhibitors per consignment stating the correct weights and measures.

Commercial Invoice/Packing List –

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

a. The document must be duly typed in the English.
b. 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.
c. Must be addressed/consigned as per the details mentioned above (see Section 2) in addition to which you will also need to add the "Exhibitors name, stand & hall no, **Medic West Africa / Medlab West Africa 2018,** EKO Hotel, Lagos, Nigeria ".
d. The Invoice must clearly indicate the Commercial invoice number with a detailed description along with the serial number, model name, number of cases, total weight, total number of packages, unit value and total value in CIF (Cost, Insurance & Freight), country of origin, HS tariff code and value (in US$) for each individual item.
e. A full description of each product / item must be given. Do not just indicate the model name or model number. Describe the item – such as "1:3 scale (cutaway) missile model" or "souvenirs – lapel pins" or "wooden display plinth – floor standing" etc.
f. Every individual item, including giveaway items and brochures, is to be given a value based on CIF value in U.S. Dollars. **Do not indicate the term "**No Commercial Value" or "Value for Customs purposes only".

g. If there is a serial number available for a product please indicate it on the commercial invoice. This will assist temporary Customs formalities.

h. **Exhibitors are requested to please ensure and declare all items and products correctly in the commercial invoice and all shipping documents.** We do not accept any responsibilities in case of missing information or incorrect declarations by the exhibitor.

i. It must be clearly stated on the commercial invoice if the goods are for temporary or permanent importation. In addition, all consolidated shipments having more than one commercial invoice, a HAWB/HBL must be issued for each commercial invoice.

j. The packing list must indicate individual weight and dimensions of each package in the shipment.

k. It must indicate which items are packed into which boxes. It is very important that the piece numbers mentioned in the invoice and packing list tally with the physical packaging of your consignment.

l. The invoice and packing list must also clearly mention the total 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 waybill.

m. The commercial invoice must have to 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…).and "Goods exported for Medic West Africa / Medlab West Africa 2018 Exhibition, taking place at EKO Hotel, Lagos, Nigeria from the 10th to 12th October 2018, Exhibition goods for display purpose only".

Special Requirements for any Food products/exhibit shipments.

a. **"Health Certificate" OR "Certificate of ingredients and quality"** issued by the Health authority of the country of production / manufacture certifying fitness for human consumption.
This Certificate is to be legalized / attested by a Nigerian embassy/Consulate or African embassy from the originating country.
Certificates issued by "Food Controlling Committee" are not accepted by Nigerian Authorities and municipality.

b. The following details must be printed or embossed (not stamped) on individual packages/cans and the same should co-relate to the shipping documents.
Product:……
Batch Number:……
List of Ingredients:……
Production Date (in English):……
Expiry Date (in English):……
Made in ……

Important: Documents failing to meet the above requirements will result in Customs fines and possible delays and in worst cases confiscation along with penalties.

Very Important: Failure to provide original documents, which meet the above requirements in detail, will invite

Customs fines, **excess Duty** assessments **and severe** delays with Customs clearance **that may cause non-delivery of your shipment to the show.**

Any Customs fines and excess Duty assessments – caused due to incorrect/improper/missing documents will be billed to the respective exhibitor/freight agent/client.

6) Temporary Importation and Customs Duty

Goods intended for temporary importation must clearly bear serial numbers or product codes wherever possible. The same serial number or product codes should be mentioned in the commercial invoice. Nigerian customs may reject temporary importation and force permanent import when this information is not available. Nigerian Customs Authority working in line with the Federal government directives on the exhibits to be imported into Nigeria for International Trade Fairs/Exhibitions generally allow such exhibits to be imported on a temporary importation. However a customs bond must be executed to cover the customs duties payable on such goods. We assist our exhibitors to secure this bond towards the importation and charge an import bond fee, details of which is provided in our tariff attached.

All Customs Duty assessments are solely up to the discretion by Nigerian Customs, who can re-evaluate the value declared on the commercial invoices and the Duty is calculated and outlaid as assessed by the Nigerian Customs. 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 basis, the goods will have to be imported permanently and the assessed customs duty will be applicable.

Goods cleared under Temporary Import must be re-exported out of Nigeria immediately at the end of the event, failing which Customs Duty and taxes will be automatically imposed on such goods.

In the event that an exhibitor would like to dispose/sell his goods during the exhibition, the permanent importation of these items can be processed only subject to prior approval from the Nigerian Customs. However such goods cannot be handed over to the buyer directly after the show. The goods will have to be moved from the venue to our warehouse after which a customs clearance/release/permanent importation will have to be obtained from the Customs authorities after paying all necessary customs duties and taxes and import conversion fees. In such case please do contact us in advance in order for us to arrange accordingly.

All stand materials that are to be disposed at the end of the exhibition must be done under Customs supervision. Goods are not permitted to leave the exhibition site during or after the exhibition until the necessary Customs releases have been obtained.

All Customs Duty (part or full) applicable on shipments being sent to Nigeria will be for the account of the respective freight agent/contractor or exhibitor as assessed by the Customs authority. An outlay fee of 15 % of the outlaid customs duty amount will be charged additionally towards this service.

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 normally 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 the Show : **Medic West Africa / Medlab West Africa 2018**
C/o GT Exhibitions / IAL Nigeria Ltd

Name of Exhibitor : _____
Stand & Hall Number : _____
Dimensions : _____Gross/Net Weight: _____
Case Number : _____(i.e 1 of 3, 2 of 3, etc)_____

- Packages should bear the consignee's mark and they should be numbered unless the shipment is such that the contents of the packages can be readily identified without numbers.
- Labels must be in English.
- All goods shipped to Nigeria must conform to the metric International System of Limits (S.I.).

Regulation of Wood Packaging Materials

Nigeria will implement the requirements of the international standard on Phytosanitary Measures (ISPM15), Guidelines for Regulating Wood Packing Material in International Trade effective 1st January 2015. This implies that all raw wood packaging material entering and leaving Nigeria will have to be treated and marked in accordance with the requirements of ISPM15.

8) Restricted Cargo

Nigerian regulations impose some restrictions on importation of a few 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 trade offices, Nigerian Embassy or consulate at Origin. The complete list of prohibited items can also be found at https://www.customs.gov.ng/ProhibitionList/import.php
Please do contact us in case of any clarification and we can also assist you in this matter.

Listed below are a few main restrictions: -

- Importation of Poultry and Live Poultry is strictly restricted for importation into Nigeria
- Importation of products such as any food items, alcohol, liver/dead poultry, vegetables, puree and paste, fruits, animal feeds, textiles, fabrics, fertilizers, chemicals, chemical seeds, grains, liver plants/flowers, tiles/marbles, wireless/radio, telecommunication/defence equipment and radioactive materials of hazardous nature, Cosmetics, Class rated cargo, etc are also very restricted for import into Nigeria.
- Importation of exhibits such as weapons, ammunition, explosives or any other military equipment as well as narcotics and ivory is strictly restricted and prohibited for import into Nigeria.

However only some of the above restricted goods can be imported after obtaining prior approvals and special permissions from the necessary ministries. In order for us to arrange for such import permissions, we suggest you send us complete details and information of the items at least 60 to 70 days in advance prior to the shipping.

Import permissions are solely subject to approvals from the respective ministry and can be shipped only after receipt of theses import permits. 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 Ltd., well in advance at least **90 days** prior to the actual shipping of the goods. Note such goods must **NOT** be shipped until you receive confirmation from GT Exhibitions Ltd.

9) 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 Ltd. Please also ensure that the Marine (Transport) Insurance is arranged for the exhibits/goods sold locally during the exhibition.

GT Exhibitions Ltd will not accept any liability towards any loss/damage of your exhibits/goods.

10) Special Handling

For any Box or Crate, which exceeds more than 2 tons a piece or with dimensions that exceed 200x150x150cm (LxWxH) where special handling is required, 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 to case basis. For manpower or any equipment, which may be required to assist exhibitors, additional cost will be quoted upon request.

11) Courier Shipments

We strongly advise that exhibitors **DO NOT** send their goods via courier companies (Fedex, UPS, DHL, etc.). The only commodity that should be sent via this method is printed matter, with a low value ($50 or less) declared on the waybill.

We suggest that goods are sent to our advance warehouse and NEVER direct to the stand.
The address to ship to is: -

IAL Nigeria Limited
16 Burma Road,
Apapa, Lagos State, Nigeria.
Tel: +234-1 2707509/+2348136332444
Ctc: Yewande Alao

To arrive at the above address at least 40 days before the exhibition.
It is vital that the waybill & package(s) mention the show name, your company name and stand number. It is also imperative that you send us a **full pre-advice** of your shipment with a copy of the courier's waybill. Any shipments that are held with Nigerian Customs under query and that require our assistance will be charged accordingly. Clearance of such items is solely subject to approval of the Nigerian authorities and we cannot accept any liability or responsibility for courier shipments not released by the authorities.

It is the responsibility of the exhibitor/client to check with GT Exhibitions Ltd. if their package has been received. Shipments that require an advance payment of Customs Duty or any other freight charges will be refused unless pre-arranged. Courier shipments must therefore be sent on a delivery Duty paid basis.

12) Special Notes

The show site 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 climatic conditions.
All work carried out is subject to GT Exhibitions standard terms and conditions of trading, copies of which are available upon request.-

13) 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, Counter-claim 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 ME FZ LLC**
Bank Name:	Emirates NBD
Branch :	Al Barsha Branch (Branch Code – 1379), Al Barsha 2, P O Box 777, Dubai, UAE.
Account No. (USD):	1024514753102
IBAN No:	AE600260001024514753102
Swift Code:	EBILAEAD

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