

SHIPPING INSTRUCTIONS



**17TH-21ST NOVEMBER
2013**

1) SHIPPING GUIDELINES

CONSIGNING OF SHIPMENTS

- The corresponding bills of lading or airway bills should be consigned as follows:-

Airlink International U.A.E.
C/o DUBAI AIRSHOW 2013
PO Box 10466
Dubai - U.A.E.

Attn: **Mr. Jihad Khoury**
Manager – Exhibitions Logistics Tel: 04-3325334 Fax: 04-3325155

IMPORTANT – Please send a pre alert to GT Exhibitions Ltd, Attn: Simon Peak
Fax: +44 1376 335034 or Email: simonpeak@gtexhibitions.com

DOCUMENTATION REQUIRED

- **For Sea freight shipments:-**
 - **Original** Certificate of origin
 - **Original** Commercial invoice / packing list (1 original + 5 copies)
 - Invoice & packing list should show: -
 - The individual item price
 - Total CIF value
 - Total number of packages matching the B/L
 - The gross weight & volume
- **For Airfreight Shipments**
 - **Original** commercial invoice and packing list (1 original + 5 copies)
 - Invoice & packing list should show: -
 - The individual item price
 - Total CIF value
 - Total number of packages matching the AWB or HAWB
 - The gross weight & volume

IMPORTANT:

Hand written documents are not acceptable; the details on all documents MUST be in the English language and should tally with the actual shipment.

Country of origin should be declared correctly on the certificate of origin which should match the declared country of origin on the goods / boxes.

PROFORMA invoices are NOT accepted, must be commercial invoice or simply invoice / packing list.

Please ensure that the invoice is on the Exhibitors ORIGINAL letter headed paper, colour copies are NOT accepted. It must be signed in BLUE ink and the weight / pieces should match the Mawb or Bill of Lading. Original docs must be attached to the Mawb or couriered for sea freight shipments.

All exhibition shipments (AIR & SEA) coming to Dubai must from now on have a **commercial invoice clearly mentioning the HS code for each item**, along with the total weight of the items of that particular HS code and also the total value of items under that particular HS code.

In case of more than 1 HS code per invoice, a summary of the HS codes will be required along with the commercial invoice. The total weight, country of origin and value of the respective HS codes mentioned on the summary must match the total weight and value declared on the invoice.

The above is required in order to prepare the Customs Bill of entry through the Customs online system.

Wrong declaration of HS code will result in a Customs fine of USD 350.00 plus any other penalties levied by Dubai Customs. The processing fee per HS code in case of non-availability of HS code will be USD 15.00.

Please be informed that there should be uniformity in the type of packaging mentioned on all shipping documents. E.g. If the B/L or AWB reads Cases then Invoice, Packing list & Certificate of Origin should reflect Cases as well – Otherwise there will be customs penalty even if the documents provided are original.

Failure to comply with the above will result in a delay in Customs clearance of your consignments for which we will not be responsible

Whilst we don't recommend ATA Carnet and would prefer an invoice / packing list for the Clearance process. If you have to use this type of document the Carnet number must be shown on the B/L, AWB, Certificate of origin and include serial / chassis numbers. We also suggest you still provide an invoice, to assist with the clearance procedure and advise where the serial / chassis numbers can be located on the exhibit.

ADDRESSING OF INVOICES

Please use the below format or include all of the below details for the addressing of invoices.

Airlink International U.A.E.
C/o DUBAI AIRSHOW 2013
PO Box 10466
Dubai - U.A.E.

Name of Exhibitor: _____
Stand No.: _____
Venue: _____

MARKING OF PACKAGES

Please use the below format or include all of the below details when marking all shipment packages.

Name of Exhibitor: _____
Stand No.: _____
Venue: _____
Dubai - U.A.E.
Date of show: From: _____ To: _____
Name of show: _____
Package #: _____ of _____ (for multiple-package shipments only)

2) IMPORTANT NOTES

DEADLINES

- Sea freight shipments to Dubai should arrive **at least 15 days** before the show.
- Airfreight shipments to Dubai should arrive **at least 10 days** before the show.
- DVD's sent by courier to Dubai should arrive **at least 20 days** before the show.

CUSTOM DUTY

- The "Port & Custom authorities" of Dubai levy a **5% duty** on goods, which are sold, giveaways and any of non return items such as leaflets, brochures, catalogues etc, based on cost, insurance, and freight value declared. (C.I.F.) Therefore, please issue detailed invoices showing C.I.F. values.
- All shipments are normally cleared on a temporary import basis against payment of **5% CIF VALUE** as assessed by the UAE Customs. UAE Customs can and often do re-evaluate the value of invoices, duty is paid based on UAE Customs valuation of a shipment, Airlink International UAE will not be held responsible for an invoice value being increased by the authorities.
- It is essential, that the information mentioned on the documents matches with those mentioned on the AWB, B/L, packing list and Invoice
- All brochures, give aways, leaflets, samples which are not returning, exhibitor should provide a separate detailed invoice showing the number of boxes, weight, dimensions, individual price per item, and total CIF price

INSURANCE

- We would like to advise that 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 GT / Airlink and also ensure that Transport Insurance is arranged for exhibits sold locally.

For shipments arriving in apparent damaged condition, the airport / seaport will not assist with surveys or provide any damage reports. The goods will need to be surveyed on site by the exhibitor's survey company to process any claims.

The freight yards at the show site are open areas and have no protection from the elements. Whilst we will do our up most to cover freight and empties in the holding areas, we cannot be held responsible for any damage caused by 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.

All business transacted is in accordance with our Standard Trading Conditions – Copy available on request.