

OFFICIAL SHIPPING GUIDELINES

Africa Health 
An Informa Experience

Medlab Africa 
An Informa Experience

28th – 30th May 2019, Johannesburg, South Africa

Presented by



1) Introduction

GT Exhibitions ME kindly request for you to read these shipping instructions and guidelines very carefully concerning freight logistics to the Africa Health 2019, Co-located with Medlab Africa 2019 exhibition being held at the Gallagher Convention Centre, Midrand, Johannesburg, South Africa. 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.

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Contact:

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*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.*

1.1) Consigning Instructions

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

Consignee : LA Rouxnelle Logistics & Consulting
Plot 293
6th Avenue
Bredel A.H., 1623.
(For AFRICA HEALTH 2019)

Notify Party : LA Rouxnelle Logistics and Consulting.
Tel: +27 11 397 8866
Fax: +27 86 613 6016
Ctc: Leon Roux / Mike Weeks

Note: -

The Air waybill/Sea waybill/Bill of Lading must clearly mention "In Transit to Johannesburg for the AFRICA HEALTH 2019 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) for added information that needs to be stated.

Total number of pieces, total gross weight & total volume of the freight must be clearly indicated on the waybill. Separate house waybills must be issued for each individual exhibitor, when consolidated.

Temporary and permanent goods must be packed, documented and shipped separately on individual HAWB's

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

Important – Please ensure you send a pre-alert to GT Exhibitions Ltd. Attn: Tybano Gowray or George Nassif, via email to Tybanogowray@gtexhibitions.com & Georgenassif@gtexhibitions.com

1.2) Documentation Deadlines

Seafreight

Original Bill of Lading, commercial invoice and packing list for sea freight consignments must be received by us **16 Working days** prior to the arrival of vessel at port of discharge.

Airfreight

The air waybill, commercial invoice & packing list for airfreight consignments must be emailed/faxed to our office **4 working days** prior to the arrival of the flight at airport of destination.

Pre-Advices

A pre-alert indicating the vessel/flight details along with copy of shipping documents (listed in Section 1.4), number of packages, weight, dimensions and contact details must be sent to GT Exhibitions Ltd well in advance, prior to the arrival of the freight in South Africa, Attn: Tybano Gowray or George Nassif, via email to Tybanogowray@gtexhibitions.com & Georgenassif@gtexhibitions.com

For All Shipments

It is recommended to fax or email copies of the commercial invoices to our offices prior to shipment in order to check if there are any restrictions on the products or if there are any special import permits required.

1.3) Cargo Arrival Deadlines and Port of Destination

Port of Discharge

Sea Port of Discharge

Johannesburg City Deep Port Only

Air Port of Discharge

OR Tambo International Airport, Johannesburg Only

Arrival Deadlines

Shipments arriving under Temporary Import

Sea Freight

Shipments arriving either by FCL or LCL should arrive at the above mentioned seaport **16 working days** prior to the date for deliver to booth/stand.

Air Freight

Shipments should arrive at the above mentioned airport **9 working days** prior to the date for deliver to booth/stand.

Shipments arriving under ATA Carnet

Sea Freight

Shipments arriving either by FCL or LCL should arrive at the above mentioned seaport **16 working days** prior to the date for deliver to booth/stand.

Air Freight

Shipments should arrive at the above mentioned airport **9 working days** prior to the date for deliver to booth/stand.

Shipments arriving under Permanent Import

Sea Freight

Shipments arriving either by FCL or LCL should arrive at the above mentioned seaport **12 working days** prior to the date for deliver to booth/stand.

Air Freight

Shipments should arrive at the above mentioned airport **7 working days** prior to the date for deliver to booth/stand.

We strongly recommend that you ship on a direct service to the above mentioned port in order to avoid delays in transshipment, etc.

Failure to comply with the arrival deadlines may result in non-delivery, late delivery of goods and additional surcharges which GT Exhibitions Ltd cannot be held responsible for. At the same time, any sea/airport storage and demurrage incurred as a result of this shall be debited to the account of the freight agent/exhibitor.

Cargo arriving after the deadline dates as mentioned above will be subject to a **65 % late arrival surcharge** on the basic handling tariff. In such cases we, GT Exhibitions Ltd, will make all reasonable efforts to ensure delivery before the show opens, however, we cannot guarantee delivery before the opening of the exhibition. The surcharges will apply regardless of the delivery date to the show site.

1.4) Shipping Documentation

Documentation Required

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

Shipments arriving by Sea freight: -

- Commercial Invoice – 03 Originals and 03 Copies.
- Packing List – 03 Originals and 03 Copies.
- Bill of Lading – 02 Original and 03 Non-Negotiable Copies.
- ATA Carnet + Letter of Authority from Carnet holder – 01 Original and 03 Copies of each.
- Product Brochures
- Insurance Certificate (if insured) – 01 original and 02 Copies.
- Cargo Manifest – where applicable.
- Health Certificate for Food Products – 01 Original and 03 Copies.
- Phytosanitary Certificate for Plant Products – 01 Original and 03 Copies.
- Electrical Test Certificate for electrical goods – 01 Original and 03 Copies.
- Fumigation Certificate for wooden packages – 01 Original and 03 Copies.

Shipments arriving by Air freight: -

- Commercial Invoice – 03 Originals and 03 Copies.
- Packing List – 03 Originals and 03 Copies.
- Air Waybill – 02 Original and 03 Non-Negotiable Copies.
- ATA Carnet + Letter of Authority from Carnet holder – 01 Original and 03 Copies of each.
- Product Brochures
- Insurance Certificate (if insured) – 01 original and 02 Copies.
- Cargo Manifest – where applicable.
- Health Certificate for Food Products – 01 Original and 03 Copies.
- Phytosanitary Certificate for Plant Products – 01 Original and 03 Copies.
- Electrical Test Certificate for electrical goods – 01 Original and 03 Copies.
- Fumigation Certificate for wooden packages – 01 Original and 03 Copies.

Bill of Lading / Air waybills –

Must be consigned as per instructions mentioned above (See 'Paragraph 1.1') in the name of "LA Rouxnelles Logistics & Consulting" only – Failing which we will not be able to process Customs clearance. Separate House Airway bills (HAWB) must be issued for individual Exhibitors per consignment stating the correct weights and measures.

Temporary and Permanent goods must be packed, documented and shipped separately on Individual HAWB's. Failing which will cause serious delays with the clearance and may/will invite fines and additional surcharges.

Commercial Invoice/Packing List –

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

- The document must be duly typed in the English language and only on one side of the paper.
- Must be printed on shipper's original embossed letter head or must bear an original company stamp along with an authorized signature. (Colour printouts are not accepted as originals).
- The document must be headed "Commercial Invoice". No other term is accepted.
- Must be addressed/consigned as per paragraph 1.1 of these instructions (page 3).
- 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.

- 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.
- Every individual item, including giveaway items and brochures, is to be given a value based on FOB value in U.S. Dollars. **Do not indicate the term** “No commercial value or value for Customs purpose only”.
- For furniture and stand materials, information as to whether floor-standing or wall mounted must be indicated, and material composition specified.
- Please provide the Harmonized Customs tariff for each product on the commercial invoice. If there is no Harmonized Customs tariff indicated on the commercial invoice, one will be assigned by our entry clerk at his discretion and Customs duties and taxes must be paid accordingly. No queries/disputes regarding Customs Duty and VAT will be accepted if there was no harmonized Customs tariff codes indicated on the commercial invoice.
- If there is a serial number available for a product please indicate it on the commercial invoice. This will assist temporary customs formalities.
- Exhibitors are requested to declare products correctly on all documents. In case of discrepancies arising from customs examination, customs may impose penalties as applicable. We do not accept any responsibilities in case of incorrect declarations by the exhibitor.
- It must clearly state on the commercial invoice if the goods are for temporary or permanent importation.
- For all consolidated shipments having more than one commercial invoice, a HAWB/HBL must be issued for each commercial invoice.
- The packing list must indicate individual weight and dimensions of each package in the shipment.
- 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.
- 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.
- 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 are intended for display purposes only at the exhibition site in Gallagher Estate, South Africa”.

Other documentation –

Phytosanitary certificate is required for shipments of living plants, seeds, fresh fruits and vegetables. Importers in South Africa, in addition, must obtain an entry permit in advance of shipment for any item covered by the pertinent regulations in South Africa.

Special regulations are required for the importation of lard, bacon, ham, hides and skins, sausage casings, animal hair and bristles, and honey and products containing honey.

Electrical Test Certificates are required for all electrical appliances, whether on temporary or permanent import, issued from their country of origin before they can be imported into South Africa. Copies of these certificates must be faxed or emailed to our office two weeks prior to the departure of the shipment from Country of origin.

Very Important: Failing to provide with Original Documents fulfilling the above requirements in detail will invite Customs Fines, Excess Duty assessments, not to mention delays with Customs Clearance, making it difficult and at times not possible for customs clearance and subsequent delivery 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.

1.5) Temporary Importation and Customs Duty

The South African Authorities, working in line with International conventions, permit exhibits to be imported into South Africa on temporary import basis. To enable us to clear the exhibits under bond on temporary import basis, please adhere to all instructions in this Shipping Manual.

As the South African Authorities subscribe to the ATA Carnet System, you are advised to do so to expedite temporary import Customs clearance.

Certain commodities like foodstuffs, medication, electrical goods and certain rubber products are restricted from importation or require special permits for import into South Africa. If you are not sure, please check with us prior to shipment to ensure we have the correct documentation as required by the South African Authorities

Temporary import is allowed either with an ATA Carnet or a temporary import bond (TIB) lodged with South African Customs.

ATA Carnet

Exhibitors are strongly advised to ship their exhibition goods using the ATA Carnet System in order to shorten the processing time of documents for temporary importation.

Temporary Import Bond (TIB)

LA Rouxnelles Logistics & Consulting can facilitate a TIB subject to a TIB Fee (Non Refundable) at 3.5% of CIF value or Customs appraised value, whichever is the greater.

Validity of the TIB is 2 months from date of entry. Extensions can be arranged subject to Customs approval and an additional TIB fee of 4 % of filed value with Customs per month will apply.

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 will be applicable. All Customs Duty assessments are solely up to the discretion of South African Customs, who can re-evaluate the value declared on the commercial invoices, in which case the duty is calculated and outlaid based on this revised value.

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 subject to approval from the South African Customs.

However such goods cannot be handed over to the buyer directly after the show. The goods will have to be moved to our warehouse in Johannesburg after which a Customs clearance/release/permanent importation will have to be obtained from the Customs Authorities after paying all necessary customs duty and taxes and import conversion fees. In such case please do contact us in advance in order for us to arrange accordingly.

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 Johannesburg will be for the account of the respective freight agent/contractor or exhibitor as assessed by the Customs Authority.

An outlay fee of 25 % of the outlaid Customs duty amount will be charged additionally towards this service.

Specific excise taxes are levied on alcoholic and non-alcoholic beverages, tobacco and tobacco products, mineral waters, some petroleum products and motor vehicles. South Africa is an adherent to the Customs Valuation Agreement negotiated under GATT/WTO. The dutiable value of goods imported into South Africa is calculated on the FOB price in the country of export. In conformance with its WTO commitments, South Africa has lifted import surcharges.

All stand materials that are to be disposed at the end of the exhibition must be done under Customs supervision.

1.6) Restricted/Prohibited Cargo and Special regulations

Special import regulations and import licenses

All electrical appliances, whether on temporary or permanent import, require electrical test certificates from their Country of origin before they can be imported into South Africa. Copies of these certificates must be faxed to our office two weeks prior to the departure of the shipment from country of origin.

Rubber products, such as tyres, are subject to import license prior to entry into South Africa.

Import permits are also required for certain foodstuffs, medicines, weapons, flowers and plant products. All goods specified in the Import Control Regulations require an import permit. Imports which contravene import control requirements are subject to seizure; therefore, before shipping goods to South Africa, exporters must make certain that the importer has obtained the correct import permit. Import permits are only issued to registered importers.

A phytosanitary certificate is required for shipments of living plants, seeds, fresh fruits and vegetables. Importers in South Africa, in addition, must obtain an entry permit in advance of shipment for any item covered by the pertinent regulations in South Africa.

Special regulations are required for the importation of lard, bacon, ham, hides and skins, sausage casings, animal hair and bristles, and honey and products containing honey.

Prohibited Goods

The importation of, inter alia, the following goods into the Republic are prohibited:

- Narcotic and habit-forming drugs in any form.
- Fully automatic, military and unnumbered weapons, explosives and fireworks.
- Poison and other toxic substances.
- Cigarettes with a mass of more than 2 kg per 1000
- Goods to which a trade description or trade mark is applied in contravention of any Act, (for example counterfeit goods)
- Unlawful reproductions of any works subject to copyright
- Prison-made and penitentiary-made goods.

Restricted Goods

Certain goods may only be imported provided you are in possession of the necessary authority / permit. If you are in any doubt whether the importation of other goods is restricted, please contact your nearest South African Embassy abroad or our office. A few examples of the goods in question are listed here for your information:-

- South African bank notes in excess of R5, 000.00, gold coins, coin and stamp collections and unprocessed gold are subject to currency control.
- Endangered species of plants or wild life, whether alive or dead, including any parts of and articles made from them.
- Plants and plant products, such as seeds, flowers, fruit, honey, margarine and vegetables oils.
- Animals, birds, poultry and products thereof, for example dairy products, butter and eggs.
- Medicine (excluding sufficient quantities for one month for own personal treatment) accompanied by a letter of certified prescription from a registered physician, except on production of a permit / license issued by the Director-General: National Health and Population Development.

NOTE: Additional information on Prohibited and Restricted goods is available from our offices on request or can be checked by the South African Embassy in your country.

Port Health Examination

Some imports may require permission from the Department of Agriculture, Health or Environmental Affairs. Should any foodstuff, beverages, herbal medicines or plant matter be contained in the shipment and it is stopped by either Port Health or Plant Inspector for examination, an examination fee will be applicable.

1.7) Regulation of Wood Packaging Material

South Africa implements the requirements of the International standard on phytosanitary measures (ISPM15), "Guidelines for Regulating Wood Packaging Material in International Trade", effective 1 January 2005. This implies that all raw wood packaging material entering and leaving South Africa will have to be treated and marked in accordance with the requirements of ISPM 15.

The "Guidelines for Regulating Wood Packaging Material in International Trade" (ISPM15) are available at the web site of the International Plant Protection Convention <http://www.ippc.int>

1.8) 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 as well.

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 : AFRICA HEALTH 2019
C/o GT Exhibitions / LA Rouxnelles Logistics & Consulting
Name of Exhibitor : _____
Stand & Hall Number : _____
Dimensions : _____ Gross/Net Weight: _____
Case Number : _____ (i.e 1 of 3, 2 of 3, etc)_____.

- All goods shipped to South Africa must conform to the metric International System of Units (S.I.).
- Packages should bear the consignee's mark, including port mark, and they should be numbered unless the shipment is such that the contents of the packages can be readily identified without numbers.
- Special marking regulations are also required for potentially harmful drugs and for food.
- Labels must be in English.
- Packaging made from natural materials and fibers must be accompanied by an official certificate stating that the material has been fumigated. (Ref: Section 1.7)

1.9) Re-Export and Storage

Disposal instructions will be taken from the exhibitors during the exhibition. During which time exhibitors are to indicate to us on the commercial invoice and packing list, the items that will be re-exported as well as the items that will be disposed of, consumed or given away at the end of the exhibition.

Re-export formalities for airfreight shipments will require about 5 to 7 working days and for sea freight shipments 7 to 10 working days to process before they can be booked for re-export.

For goods destined for later exhibitions. Our covered storage facility in South Africa can be utilized at a reasonable storage rate.

Whilst we provide any intermediate storage services in our warehouse in Johannesburg, we will not be responsible for the condition or the contents of any goods received for storage, nor for any loss of weight and damage to the said goods before or whilst being stored or remaining in storage caused by dampness, termites, burglary, theft, Acts of God, enemies, hostilities, strikes, lockouts, riots, civil commotions, effects of climate, monsoon, tempest, lighting, earthquake, explosion, vermin, white ants, unprotected or insufficiently packing or packages, obliteration or marks, book holes, tearing of covers, busting of bands of goops, leakage, rust, decay, sweat, mildew, dry rot, evaporation, fumigation, accidents and / or the latent defect of the storage containers.

The company may refuse to deliver to any person the goods deposited unless all applicable charges accrued are settled.

1.10) 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 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.

1.11) Special Handling

For any Box or Crate, which exceeds more than 2 tons a piece or with dimensions that exceed 2m x 1.5m x 1.5m (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.

1.12) Special Notes

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.

All exhibition shipments are Customs cleared on a temporary import basis and have to be re-exported within 50 days from the date of arrival into South Africa; Otherwise Customs duty will be applicable on a final basis in addition to the import conversion fees.

Offer subject to GT Exhibitions Ltd standard terms and conditions of trading, a copy of which could be provided upon request.

1.13) 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, 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 M.E. FZ LLC.
Bank Name: Emirates NBD
Branch : Al Barsha Branch (Branch Code -1379), Dubai
Account No. (USD): 1024514753102
IBAN No: AE600260001024514753102
Swift Code: EBILAEAD

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