

OFFICIAL SHIPPING GUIDELINES



Cityscape

10th – 13th September 2023 Riyadh - KSA

Presented by



1) Introduction

GT Exhibitions ME have been appointed as the exclusive official freight forwarders and on-site handling contractor by Informa Markets, the organiser of **CITYSCAPE GLOBAL 2023** exhibition being held at the Riyadh Exhibition & Conference Center, Riyadh, Kingdom of Saudi Arabia.

We will be providing a full customs clearance and on-site handling service for the exhibition.

Please read and adhere 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

Office RO23A, Concourse 1,

Hall 1, Dubai World Trade Center,

P O Box 34910, Dubai,

United Arab Emirates

Tel: + 971 (04) 3213235 / Fax: +971 (04) 3213245

Contact:

Jihad Khoury

Jihad.Khoury@gtexhibitions.com

gtmeinfo@gtexhibitions.com



www.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

Shipments should be sent to Jeddah/Dammam Sea Port, Riyadh International Airport (RUH) or Saudi Border.

Kindly arrange to ship all shipments **“Freight Pre-paid”** only.

All documents for Air, Sea and Road - MAWB, HAWB, Bills of Lading (Express or Original), Invoice, Packing list and Certificate of Origin to be consigned as mentioned below:

Consignee : Informa Saudi Arabia Limited
Office 109, 1st Floor, Aban Center
King Abdulaziz Road, Al Ghadeer District,
Riyadh 13311, KSA
Attn: Abdulaziz M. Alghurayr
Tel No: +966 55 515 5657
Email: Abdulaziz.Alghurayr@informa.com

Notify Party : DSV SOLUTIONS
Riyadh, KSA
Attn: Ahmed Khafaga
Tel: +966 59 329 3207
(CITYSCAPE GLOBAL 2023)

Importer Note: -

Please note new restrictions in KSA for import **U.A.E** products, effective March 2023, any products made in UAE must registered in (The Industrial value chain integration platform <https://ias.mim.gov.sa/en/>), noting that this is not applicable for foreign products coming through UAE .

The Air waybill/Sea waybill/Bill of Lading/Truck Waybill must clearly mention the below:-

Description **“Must declare actual description of the goods such as medical equipment, brochures, marketing material, etc.”** and the Declaration **“Shipment In transit to CITYSCAPE GLOBAL 2023 exhibition organized by Informa Saudi Arabia Limited, for re-export at the end of the exhibition”**.

Actual description of the goods must be mentioned on the waybill and not terms like “consolidation as per attached manifest”.

Note: -

We cannot clear cargo that has not been consigned in the above manner.

Please refer to Documents section 4 (Airway bill) for added information that needs to be stated in the waybills. The 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 Master Air waybills (MAWB’s).

All items and packages must have fixed or embossed labels/markings showing the country of origin and the serial number of the products being shipped. The markings must be permanent as non-removable, stickers are not accepted. Absence of these markings will invite very Heavy customs fines and even rejection by customs to import these goods into the country.

A 15% outlay fees will be imposed on all “Freight Collect” consignments.

Important

Please ensure you send a full pre-alert to GT Exhibitions ME at least 4 days prior to the dispatching of the shipment from origin , to the following contacts:

Attn: Jihad Houry by email: gtmeinfo@gtexhibitions.com / jihadkhoury@gtexhibitions.com

3) Cargo Arrival Deadlines and Port of Destination

Documents:

- Original Sea freight documents **10 working days prior to vessel arrival**
- Original Airfreight documents **10 days prior to flight arrival.**
- Original Road freight documents **Along with the truck at Saudi Border**

For Airfreight please attach to the Air waybill pouch 2 copies of invoice/packing list/certificate of origin.

Freight:

Shipments should be sent to Jeddah / Dammam Sea Port, Riyadh International Airport (RUH) or Saudi Border.

- Sea freight FCL arrival at Dammam Sea Port **30 working days** prior to delivery date
- Sea freight LCL arrival at Dammam Sea Port **35 working days** prior to delivery date
- Airfreight arrival at Riyadh (RUH) Airport **15 working days** prior to delivery date
- Road freight arrival at Saudi Border **7 working days** prior to delivery date
- Courier shipment arrival at DSV Office **35 working days** prior to delivery date

It is imperative that a copy of all the shipping documents is forwarded to GT Exhibitions well in advance basis the above deadlines for all shipments arriving Riyadh for the event.

We strongly recommend that you ship on direct service to Riyadh to avoid delays in transshipment, etc.

GT Exhibitions cannot be held responsible for the late or non-delivery of goods, including additional surcharges incurred on shipments that fail to comply with the above-mentioned arrival deadlines.

Cargo arriving after the deadlines dates as mentioned above will be subject to a **50% late arrival surcharge** on the basic handling. Shipments arriving **after the 1st day of the official build up** will incur additional **100 % late arrival surcharge** on the basic handling tariff. In such cases with late arriving shipments, we cannot guarantee delivery before the opening of the exhibition.

IMPORTANT NOTES

- **Separate Master Air waybills (MAWB) must be issued for individual exhibitors per consignment stating the correct weights and measures.**
- **DO NOT mix / consolidate temporary and permanent shipments together.**
Temporary and Permanent goods must be packed, documented and shipped separately on individual MAWB's. This is very important as Temporary and Permanent goods cannot be combined and shipped together as one shipment. **Failure to abide with this requirement will invite heavy penalties and surcharges which will be billed to the respective exhibitor's/agent's account.**
- **Please DO NOT ship as a consolidated cargo and therefore there should be no mention of term CONSOL in any shipping documents. Cargo cannot be cleared if shipped under house waybills.**
- Total number of pieces, total gross weight & total volume of the freight must be clearly indicated.
- Please send a pre alert to GT Exhibitions ME before your shipment arrives.
- We do NOT recommend hand carry shipments to KSA for exhibitions.

4) Shipping Documentation

Documentation Required

The following documents are required for the temporary importation of goods in Riyadh, Saudi Arabia.

Shipments arriving by Air freight, Sea freight or Overland/Road freight mode of transport: -

- **Commercial invoice / Packing list:** 2 x Attested and Legalized Originals and 04 copies
- **Certificate of Origin (SEAFREIGHT Only)** 1 x Legalized Original and 04 copies
- **(Sea) Express Bill of Lading / sea waybill:** 4 x Non-negotiable copies
- **(Air & Road) Master Air waybill / Truck waybill:** 2 x Originals and 2 non-negotiable copies
- **Shipment Certificates from SABER for all products:** 1 x Original and 03 copies
- **SASO / Conformity Certificates (where applicable):** 1 x Original and 03 copies
(in case of Electrical goods, tiles, paint, marbles, cars, varnishes, etc.)
- All Items packed in the shipment including the packing material must clearly declare the country of manufacture (Made in "Country").

Important notice: The commercial invoice and certificate of origin, must be attested by the Chamber of Commerce at origin, failing which this document will not be accepted for import clearance and will invite penalties.

Any additional documentation requested by Saudi Customs must be provided upon request.

Bill of lading / Air waybills / Truck waybills

Must be consigned as per instructions mentioned above (Section 2), failing which we will not be able to process the Customs clearance.

The Air waybill must adhere to the below requirements:

- **Separate Master Air waybills (MAWB) 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 MAWB's.** This is very important as Temporary and Permanent goods cannot be combined and shipped together as one shipment.
- **Please DO NOT ship as a consolidated cargo and therefore there should be no mention of term CONSOL in any shipping documents. Cargo cannot be cleared if shipped under house waybills.**
- Total number of pieces, total gross weight & total volume of the freight must be clearly indicated.

Certificate of Origin - SEAFREIGHT Only

This document must be sent in original, issued and attested by the Chamber of Commerce and legalized by the Ministry of Foreign Affairs and the Saudi Embassy or Consulate at the country of origin only.

- Must be addressed/consigned as per instructions mentioned above (Section 2) only, failing which we will not be able to process the Customs clearance.
- The document must clearly mention the consignee, commercial invoice number, total value of goods, total number of packages, 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.**
- In case of multiple origins, the Certificate of Origin must state each country of origin and the same should reflect in the Commercial Invoice.
- In case of European countries, please mention the exact country of produce or manufacture instead of "European Union" as this is NOT accepted by Saudi Customs. If one package/carton contains shipments from various countries, then each item should show its own country of origin.

Note: The Certificate of Origin is a very Important document and must be accompanied with every air, sea or land freight consignment sent to KSA. This document must clearly show the country of origin. If this document is not available or if the country of origin is not clearly mentioned, then the shipment cannot be Customs cleared or released by the Customs authorities. This will invite heavy fines including returning the consignment back to its origin at shipper's expense. All applicable costs and charges towards this will be on the respective Shippers/Exhibitors/Agents account.

SASO / SABER Conformity Certificates

Effective 2021 all import shipment must be processed through the SABER account of the importer on record. Importation of certain goods and items such as Electronics/Melamine items/Toys/Tires, etc into KSA require a SASO/SABER Conformity certificate before customs will allow them into KSA. Exhibition goods are not exempted from this requirement. Please check with your local Chamber of Commerce for more details on this requirement. The SASO / Certificate of Conformity is issued by the authorized agent in your country such as INTERTEK/BV/TUV, etc. you can also obtain this and further information from the Chamber of Commerce at the country of origin.

Commercial Invoice/Packing List –

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

The Commercial Invoice must be an original and attested by the Chamber of Commerce and legalized by the Ministry of Foreign Affairs and Saudi Embassy or Consulate at the Country of Origin.

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, and it must also include an invoice number.

The commercial documents must be attested from Chamber of Commerce and legalized at origin country.

Temporary and permanent goods must be packed, documented, and shipped separately.

Must be consigned exactly as per instructions mentioned above (see section 2) only, failing which we will not be able to process the Customs clearance.

Should read full Details/ Address of the shipper and consignee & must clearly mention the full Description of Goods, Net Weight, Gross

Must clearly indicate the content of each package with separate values (in USD\$) and HS Tariff codes for each individual item. In case of multiple HS Codes, you will need to issue and provide a data sheet clearly listing the items with its individual weight, value and corresponding HS codes.

- The invoice must be itemized, clearly detailing each item with its complete description along with its individual serial number, model number, individual weight, value and dimensions in the shipment.
- Must indicate which items are packed into which boxes. It is very important that the piece numbers mentioned in the commercial invoice and packing list tally with the physical packaging.
- **Separate set of documents are required for Temporary and Permanent goods. The same should also be packed and shipped separately as individual shipments on separate Master waybills (MAWB). This is a very important regulation by KSA Customs and must be adhered to.**
- The commercial invoice must specify all details including – quantity, description of all items, HS Code, unit prices per piece, total value with the currency and country of origin of each item.
- **The commercial invoice and packing list must clearly mention the total CIF value of the goods, total number of packages, total gross weight and volume of the consignment. The packing details (number of pieces, gross weight and volume) must match 100% to the details on the Air/Sea/Truck waybill.**
- Do not Indicate the term "No commercial value or value for Customs purpose only" on the commercial invoice. This is not accepted by Saudi Customs.
- 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 (Please mention the country of origins...)"
"We certify that items (total listed in invoice) are manufactured by (Company Name), (Address)."
"We certify that the literature is printed/published by (Company Name), (Address)."
"We certify that no labour, capital, parts or raw materials of Israeli origin have been used in the printing, publishing or manufacture of these goods, and none are part or parent companies of firms included on the Israeli Boycott Blacklist."
"Shipment In transit to Riyadh for CITYSCAPE GLOBAL 2023 under the organizer Informa Exhibitions, for re-export at the end of the exhibition"

Very Important: Failing to provide original documents fulfilling the above requirements in detail will invite Customs fines, excess Duty assessments, and delays with Customs clearance. Making it difficult and at times not possible for Customs clearance and subsequent timely delivery to the show.

5) Restricted Cargo

Kingdom of Saudi Arabia 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 KSA 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 KSA.
- 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. are also restricted for importation into the KSA.
- Importation of exhibits such as weapons, ammunition, explosives or any other military equipment is strictly forbidden for import into the KSA.

Please ensure your consignment does not contain such items or any related goods.

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.

Kingdom of Saudi Arabia is a strict Islamic State and Pictures of women working or with Men, any kind of Reference to Islam, 3D representations of Human or Animal Life forms, Pictures or references to the Kingdom of Saudi Arabia, Alcohol, Pork, Pigs, etc are considered offensive and not permitted.

If you intend to ship any such items, please contact GT Exhibitions Ltd, well in advance at least 70 days prior to the actual shipping of the goods. Note the Goods must not be shipped until you receive a confirmation or a go ahead from GT Exhibitions Ltd.

6) 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 items and packages must have fixed or embossed labels/markings showing the country of origin and the serial number of the product. The markings must be permanent and not removable, stickers are not accepted. In case of absence of these markings will invite very Heavy customs fines and even rejection by customs to import these goods into the country.

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: **CITYSCAPE GLOBAL 2023**
C/o GT Exhibitions / DSV Company
Dimensions: _____ Gross/Net Weight: _____
Case Number: _____ (i.e. 1 of 3, 2 of 3, etc) _____

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

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: -

DSV SOLUTIONS

For **CITYSCAPE GLOBAL** (10th – 13th September 2023)

Southern Istanbul Street,
Sulay, P O Box 55073, Riyadh,
11534, Riyadh,
Kingdom of Saudi Arabia.

Tel: +966 59 329 3207

Fax: +966 8742899.

Attn: AHMED KHAFAGA

To arrive at the above address at least **30 days before** the start of the exhibition.

All films, videos, slides, DVD and CD's are subject to censorship in KSA. We do not require samples. Customs will take samples from the shipment itself upon arrival at the air/sea port and send to the concerned authorities for verification and approval. Clearance of such items is solely subject to the discretion and approval by the related Saudi government authorities.

We cannot accept any liability or responsibility for such shipments not released by the KSA government.

A commercial invoice must accompany all courier shipments and a full pre-advise including a copy of the export courier waybill must be sent to GT Exhibitions Ltd. **Attn: Jihad Khoury by email:**

gtmeinfo@gtexhibitions.com / jihadkhoury@gtexhibitions.com

It is the responsibility of the exhibitor/client to check with GT Exhibitions if their package/goods has been received. Shipments that require an advanced payment of Customs Duty or any other freight charges must be pre-arranged in advance, if not it will be refused. Courier shipments must therefore be sent on a delivered Duty paid basis.

8) Temporary Importation and Customs Duty

Generally, there is no Temporary Import facility in the Kingdom of Saudi Arabia and all cargo imported into the country is subjected to **import customs duty which is calculated at 5 to 20 % based in the C.I.F. (Cost, Insurance & Freight)** value of the goods as assessed by Saudi Customs.

Temporary Importation can be applied for high valued goods, however this is solely subject to the approval by the applicable Saudi Customs authorities. If customs reject the application for a temporary importation, the goods will have to be imported permanently and the assessed customs duty will be applicable.

Goods intended for temporary importation must clearly bear engraved serial numbers, model numbers or product codes. The Country of origin must also be clearly engraved or plated on each physical item. (Removable stickers are not acceptable). The same should correspond to the details mentioned in the commercial invoice. If the markings are not clear and easily visible or differ to that declared on the invoice, other shipping documents or for whichever reason are not accepted by Customs, clearance of such items/consignments will not be possible. **In case of absence of these markings will invite very Heavy customs fines and even rejection by customs to import these goods into the country.**

All Items packed in the shipment including the packing material must clearly declare the country of manufacture (Made in "Country").

In the absence of such markings in exhibits such as display models, etc, we request Exhibitors / Agents / Contractors to provide us with 3 sets of pictures/photos of each item being shipped, correlating the picture to the commercial invoice and outer packaging for ease during a physical Customs examination. In addition a company brochure which clearly illustrates the description of the exhibits/products is also very helpful.

Saudi Customs may reject temporary importation and force permanent import when this information is not available or satisfactory, regardless of it being re-exported at the end of the event.

Saudi Customs are very thorough with their examinations, during which all cases are opened and contents checked against the commercial invoice.

Note:

Clearance of shipments under Temporary Importation is solely up to the discretion of Saudi Customs. If temporary importation is approved, then it is possible to reclaim the duty deposit outlaid on the shipment when the goods are being re-exported. The Refund is entirely at the discretion of the inspection officer.

A Service Fee of is charged at 20% (Minimum Charge of USD 250.00 of the Total amount refunded to cover the admin expenses we incur to complete the refund process.

As per Saudi Customs regulations – **Goods intended for importation basis temporary or permanent Import must be shipped separately on individual master waybills with separate shipping documents such as master waybill, commercial invoice, packing list and certificate of origin.**

Goods such as giveaways, consumables, gift items, etc., can be cleared only on a permanent basis. **Goods cleared under temporary importation must be re-exported out of the country in full immediately at the end of the show, failing which Customs Duty will be automatically imposed on such goods.** The import details (piece count, weight, value, etc.) must tally the export details during re-exportation. If part of the shipment is consumed/sold/destroyed or left behind for any reason, Saudi Customs will impose the Customs Duty on the entire shipment as assessed by Customs.

Please be advised that the port and mode of transportation (Air/Sea/Land) used on import into the Kingdom must remain the same during re-exportation. Meaning goods shipped to the show arriving at Riyadh airport via air freight must be re-exported only through Riyadh airport via air freight mode only.

Shipping via LCL Service is not recommended for temporary import goods into Saudi Arabia. Since this service takes a very long time and being relatively slow, the export formalities cannot be completed within the stipulated time frame permitted for re-export of temporary goods immediately at the end of the show.

Shipments cannot be mixed, split or consolidated during importation and re-exportation.

If temporary import is approved by Saudi Customs then the Customs Duty will have to be initially outlaid on the consignment. It is possible to reclaim this Customs Duty outlaid once the goods are re-exported in full. The refund of the Customs Duty is solely up to the discretion of Customs.

In order to reclaim the Duty amount outlaid the cargo must arrive within the stated arrival deadlines and all documentation must be 100% correct as per the Saudi Arabian Customs authorities satisfaction.

The Refund process of Customs Duty is a very lengthy procedure and can take from 8 to 10 months for the final completion. This may also at times slow down the re-export process. Exhibitors/Agents are strongly requested to keep this in mind while planning the next leg of their transport, should the cargo be needed urgently after the show for another event.

The reclaim amount must be more USD 1000.00 per consignment otherwise the process is un-economical.

Duty refunded amount is calculated by Customs on the basis of FOB (Free on board) values, even though the Duty outlays are made on CIF basis.

If any of the above requirements are not adhered to, Saudi Customs tend to impose heavy penalties and fines, which if applicable will be charged to the exhibitor/agents account.

All Customs Duty assessments are solely up to the discretion by Customs who can re-evaluate the value declared on the commercial invoices and the Duty is calculated and outlaid as assessed by the authorities.

In the event of the exhibitor wishing to dispose/sell his goods during the exhibition, the permanent importation of these items can be processed, subject to approval from the Saudi Customs authority. Only after receipt of the approval and payment of the applicable Customs Duty and import conversion fee can the buyer/exhibitor obtain such goods. If the import Duties and conversion fees are not settled prior to the close of the show, the goods would have to be transferred to a Customs bonded warehouse that will incur the exhibitor / buyer to pay additional surcharges towards transfer, storage and handling of the goods. This would be in addition to the Customs Duty and conversion fees applicable.

All Customs Duty (part or full Duty) applicable will be for the account of the respective exhibitor / freight agent or contractor as assessed by Saudi Customs. An outlay fee of 20 % of the outlaid Customs Duty amount will be charged additionally towards this service.

Important Information

Saudi Customs have been known to confiscate literature to support the Saudi printing industry. Whilst we strongly discourage hand-carrying goods into the Kingdom, it is a good idea that your representative takes a supply of literature to guard against this eventuality.

In some instances, Saudi Customs may decide that literature requires Ministry approval which can be obtained. Ministry approval may have an impact on the Customs clearance process, so please bear this in mind. Additional costs may also be incurred for the Ministry approvals.

Publications which contain information or interviews concerning the ruling Royal Family will be subject to a Ministry approval which can be obtained but will certainly cause delays and incur additional costs.

Please refrain from sending any foodstuffs for hospitality purposes. Items such as tea, coffee, soft drinks, etc. This will cause extensive delays with the clearance and is something that can easily be purchased locally.

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.

9) Insurance

Insurance of the cargo not included in our scope of work / tariff and same to be arranged by the Exhibitor and / or Exhibitor company with an express and unconditional waiver of subrogation towards GT Exhibitions their partners & our sub-contractors.

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.

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 us. Please also ensure that the marine (transport) insurance is arranged for the exhibits/goods sold locally during the exhibition.

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

10) Special Notes

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 climatic conditions. 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.

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 if cleared on a temporary import basis have to be re-exported immediately straight after the exhibition, otherwise Customs duty will be applicable on a final basis. Please note that if shipments are re-exported to any GCC (Gulf Cooperation Council) country, will be subject to customs duty and the export documentation towards this will take a minimum of 2-3 weeks.

Due to the Exhibition Venue not having a secure Service Yard/Storage Area, we cannot provide a secure storage of Empty Cases (not included in our basic handling rates). We can however provide this service additional and offer special secure storage for Empty Cases at an additional cost, please contact GT Exhibitions for rates pertaining to this service.

Inbound – Once GT Exhibitions have delivered the pieces to the designated stand, GT Exhibitions cannot be held responsible for any packages that may go missing during the build-up period.

Outbound – Once GT Exhibitions have placed the empty packages at your designated stand, until the time the goods are collected/handed over by your representative direct to GT Staff, GT Exhibitions cannot be held responsible for any packages that go missing.

Boxes that are returned to the stand at the close of the show, are left at the stand at the exhibitors own risk.

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

11) Special Handling

For any exhibit, box or crate which exceeds more than 2 tons per piece, or with dimensions that exceed 2m x 2m x 1.5m (LxWxH), where special handling and lifting is required, we request exhibitors/clients to contact us, providing a detailed description of the goods at least 20 days prior to the start of the exhibition. This is very important and is required to ensure a smooth handling of your goods at the show site. Failure to do so in advance will invite heavy penalties and surcharges to mobilize such special equipment at a short notice, which if applicable will be on the respective exhibitors/clients account.

For manpower or any equipment, which may be required to assist exhibitors with the set-up, additional cost will be quoted upon request.

12) Special Notes

Any Covid-safe regulations put in place by the organiser, venue, local government, or health department must be always adhered to.

To provide a contactless delivery, proof of goods delivery (POD) will not be provided.

If required, our delivery staff will take a picture of the goods delivered to the stand and this will be considered as a POD. If we are to sign for freight delivery, the exhibitor will need to visit the GT on-site office to physically sign a POD which must be done using their own pen.

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 climatic conditions. 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.

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)