

# OFFICIAL SHIPPING GUIDELINES



30<sup>th</sup> Oct – 1<sup>st</sup> Nov 2022, Cairo, Egypt

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 **Egypt Energy 2022** exhibition being held at the Egypt International Exhibition Center - EIEC, Cairo, Egypt. 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**

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### Contact:

[www.gtexhibitions.com](http://www.gtexhibitions.com)

George Nassif      [georgenassif@gtexhibitions.com](mailto:georgenassif@gtexhibitions.com)  
Beth Madrid        [bethmadrid@gtexhibitions.com](mailto:bethmadrid@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 Cairo (CAI Airports or Alexandria Seaport)

**Consignee :** Egypt Energy 2022  
Egypt International Exhibition Center  
Exhibitor Name: .....  
C/O Agility Egypt for Shipping & Freight

**Notify Party :** Agility Egypt for Shipping & Freight  
Plaza \*B-7), El Moshir Tantawy Axis,  
New Cairo, Egypt  
Tel: +201011200110  
Ctc: Shorouk Mohey

**Description :** Exhibitions Goods

#### **Note: -**

The air waybill/sea waybill/bill of lading must clearly mention “**In transit to Cairo, Egypt for the Egypt Energy 2022 exhibition, for re-export at the end of the exhibition**”.

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.

**Please do not mix temporary and permanent goods.**

**Temporary and Permanent goods (including brochures and give away) must be packed, documented and shipped separately on Individual MAWB's.**

#### **Important**

**Please ensure you send a full pre-alert to GT Exhibitions ME.**

**Attn: George Nassif / Beth Madrid by email:**

[georgenassif@gtexhibitions.com](mailto:georgenassif@gtexhibitions.com) / [bethmadrid@gtexhibitions.com](mailto:bethmadrid@gtexhibitions.com)

## 3) Cargo Arrival Deadlines and Port of Destination

- Sea freight arrival at Alexandria Seaport (FCL)                      **24 working days** prior to exhibitor move-in date
- Sea freight arrival at Alexandria Seaport (LCL)                      **36 working days** prior to exhibitor move-in date
- Airfreight arrival at CAI Airport    **14 working days** prior to exhibitor move-in date

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

**Please Note: LCL sea freight shipments are STRICTLY NOT recommended** as the clearance process is very lengthy and it takes a very long time for a co-loader to de-consolidate an LCL Container in Egypt.

As this is beyond our control we GT Exhibitions cannot be held responsible if the LCL container is not de-consolidate in time and if there are any subsequent delays in the delivery of such shipments.

Some Ocean carriers require containers Guarantee to be paid being shipped for exhibitions until re-export of containers, these Guarantee need be paid in advance by Agility or to be paid at origin. It is therefore recommended to use carriers that are not requesting for container guarantee

GT Exhibitions 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 after the deadline dates as mentioned above 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 in Egypt.

#### **Shipments arriving by Sea freight: -**

- |  |   |
|--|---|
| a. Commercial Invoice:                             | <b>3 Originals</b> and 3 Copies                 |
| b. Packing List:                                   | <b>3 Originals</b> and 3 Copies                 |
| c. Bill of Lading:                                 | <b>2 Originals</b> and 2 Non-Negotiable Copies  |
| d. H.S. Code Summary Sheet:                        | For shipments with more than three (3) HS Codes |
| e. Fumigation Certificate<br>(for wooden packages) | <b>1 Original</b> and 2 Copies                  |

#### **Shipments arriving by Air freight: -**

- |  |   |
|--|---|
| a. Commercial Invoice:                             | <b>3 Originals</b> and 3 Copies                 |
| b. Packing List:                                   | <b>3 Originals</b> and 3 Copies                 |
| c. Bill of Lading:                                 | <b>2 Originals</b> and 2 Copies                 |
| d. H.S. Code Summary Sheet:                        | For shipments with more than three (3) HS Codes |
| e. Fumigation Certificate<br>(for wooden packages) | <b>1 Original</b> and 2 Copies                  |

### Bill of lading / Air waybills

Must be consigned as per instructions mentioned above (see section 2) in the name of “**Egypt Energy 2022**, Egypt International Exhibition Center, C/O Agility Egypt for Shipping & Freight” only, failing which we will not be able to process the Customs clearance.

### Commercial Invoice/Packing List

Please ensure the commercial invoice and Packing list 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:  
Egypt Energy 2022  
Egypt International Exhibition Center  
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 Invoice must clearly indicate the invoice number, number of packages, itemized description of goods, itemized visible engraved serial number, itemized harmonized code, itemized value, total CIF value indicating currency code, total number of packages, total weight, itemized country of origin (Manufacture) and the remark “Shipment for temporary import into Cairo for Egypt Energy 2022 and will be re-exported after the exhibition”.  
**The invoice number should also reflect on Air Waybill / Bill of lading as well.**
- The packing list must indicate individual weight and dimensions of each package in the shipment
- For goods such as machinery and electrical items, the visible engraved 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 and should be in **USD/STERLING POUND or EURO Currency only**, 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.
- 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
- There should be uniformity in the type of packaging mentioned on all shipping documents. E.g., if the air/sea waybill reads Cases then the commercial invoice, packing list and all other shipping documents must also read Cases as the type of packaging.
- For brochures, literature and other printed matter, a soft copy of the each must be provide with the pre-advice as a sample. This is a must and required for the physical customs examination.

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 via courier to Agility Egypt, Cairo 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 freight.

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

## 5) Restricted Cargo

Egyptian 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 Egyptian 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 and products containing alcohol or any of its by-products this is strictly restricted for import into Egypt
- Printers, Scanners, Fax machines, Video Tapes, CD, DVD's are subject to censorship procedures which take nearly a month to complete. We recommend these are purchased/sourced locally.
- Importation of commodities such as alcohol and products containing alcohol or any of its by-products this is strictly restricted for import into Egypt
- Importation of products such as any food items/products/beverages, 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 Egypt.
- Importation of Medical products and actual Medicine samples are strictly restricted for importation into Egypt, such goods can only be shipped after obtaining import permits in advance prior to the dispatch of the goods form origin.
- Importation of exhibits such as weapons, ammunition, explosives or any other military equipment is strictly forbidden for import into Egypt.

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.

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

Agility Egypt for Shipping & Freight  
C/O Egypt Energy 2022  
Egypt International Exhibition Center  
Name of Exhibitor: \_\_\_\_\_  
Stand & Hall Number: \_\_\_\_\_  
Dimensions: \_\_\_\_\_ Gross/Net Weight: \_\_\_\_\_  
Case Number: \_\_\_\_\_ (i.e. 1 of 3, 2 of 3, etc) \_\_\_\_\_

### **FUMIGATION**

**All Wooden Packaging should be Fumigated and have all the necessary Stamps for Fumigation with IPTC Logos indication the Country where the crates are fumigated**

**This is a Must** and in the absence of which will invite heavy fines and penalties by the Egyptian Authorities which will in turn be passed on to the respective exhibitor/agent or contractor.

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

Please DO NOT send courier shipments or use courier company's to ship exhibition goods. We strongly advise that exhibitors do not send their goods via courier companies such as (Fedex, UPS, DHL, etc.) as most courier company's cannot clear exhibitions goods, as a result of which such shipment are held by customs and left un-cleared at the airport.

## 8) Temporary Importation and Customs Duty

Goods intended for temporary importation must clearly bear visible engraved 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.

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 Egyptian Customs, who can re-evaluate the value declared on the commercial invoices. In such cases the duty is calculated and outlaid as assessed by the customs authorities.

Direct Selling of Temporary Imported goods during the show as well as free distribution of samples is not Permitted at all. In case any goods are missing after the show a legal action will be initiated by the Egyptian customs and will invite heavy penalties which are raised legally by the courts in Egypt. Once the cargo is delivered to the stand, it is the responsibility of exhibitor to ensure the cargo is securely exhibited and stored during the show. In case of any missing equipment or goods during the exhibition, the exhibitor will have to notify and deal with the Venue authority personal directly without our involvement.

In the event if the exhibitor would like to dispose/sell his goods during the exhibition, the permanent importation of these items can be processed subject to approval from Egyptian Customs. However, such goods cannot be handed over to the buyer directly after the show. The goods will have to be moved to the customs bonded warehouse in Egypt after which a customs clearance/release/permanent importation will have to be arranged by the Local Egyptian Buyer from the Customs Authorities after paying all necessary customs duty, taxes, import conversion fees, customs warehouse fees, etc. In such case please do contact us in advance for us to be able to assist and provide you with all related information accordingly.

No goods can be permitted to leave the exhibition site during or after the exhibition until the necessary customs releases have been obtained by the Buyer.

Even if the goods are to be disposed, the related import duty, taxes and other conversion fees are payable and will be on account of the respective exhibitor, in addition to the disposal fees that will be applicable.

All customs duty (Part or Full Duty) applicable towards shipments being sent to Egypt will be on 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.

All Stand materials to be disposed at the end of the exhibition must be done under customs supervision.

## 9) Special Handling

For any 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 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 by case basis. For manpower or any equipment, which may be required to assist exhibitors, additional cost will be quoted upon request.

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

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

## 11) Special Notes

Please **DO NOT Hand Carry** your products and exhibits into Egypt. We strongly advise that exhibitors DO NOT hand carry their exhibits/products along with them as luggage. As importation/release of hand carry items are solely up to the discretion of the Border Security & Customs Authorities in Egypt and the official who inspects the passenger at the time of arrival into the country. This being is beyond our control and we cannot be able to intervene or assist with the customs procedures in such cases.

Please also note 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.

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

## 12) 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:	<b>G T M E Logistics LLC.</b>
Bank Name:	Emirates NBD
Branch :	Al Qusais Branch, Dubai
Account No. (USD):	<b>1025780327602</b>
IBAN No:	<b>AE180260001025780327602</b>
Routing Code:	302620122
Swift Code:	<b>EBILAEAD</b>

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

*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.*