

OFFICIAL SHIPPING GUIDELINES

MEBATM

SHOW
MOROCCO

MARRAKECH MENARA AIRPORT

25TH – 26TH SEPTEMBER 2019

Presented by

 **GT** Exhibitions Ltd

1) Introduction

GT Exhibitions Ltd have been appointed as the exclusive official freight forwarders and on-site handling agent by F&E Aerospace, the organiser of **MEBAA Show Morocco 2019**. Together with our local partner agent we will be providing a full customs clearance and on-site handling service.

Please read and adhere to the following shipping instructions and tariff. We will be pleased to assist you with any questions that you may have.

GT Exhibitions Ltd.

GT House, 25-27 Blackwell Drive,
Springwood Industrial Estate
Braintree Essex CM7 2PU
Tel: + 44 1376 567567



Contact:

www.gtexhibitions.com

Matt Cross mattcross@gtexhibitions.com

2) Consignee Instructions

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

Consignments being sent to Casablanca (CMN Airport or Casablanca Seaport)

Consignee : TIMAR
Immeuble No 1
Rue1 Quartier Oukacha
20580, Casablanca, Maroc
ATTN NICOLAS ROUGERIE
Tel: +212 (0) 522676011. Fax: +212 (0) 522672581
For: MEBAA Morocco Show 2019

Notify Party : MEBAA Show Morocco 2019
(Exhibitor's Name)
(Hall and Stand No)

Note: -

The Air waybill/Sea waybill/Bill of lading/Truck waybill must clearly mention one of the following:

TEMPORARY ENTRY IN MOROCCO

<< marchandises importees temporairement au Maroc >>

PERMANENT ENTRY IN MOROCCO

<< marchandises importees definitivement au Maroc >>

The Air waybill must be **direct** and consigned correctly to TIMAR, to avoid high handover costs and additional handling charges. If applicable these extra charges will be billed at cost + 15% outlay fee.

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.

Important – Please ensure you send a full pre-alert to GT Exhibitions Ltd.

Attn: Matt Cross: by email: mattcross@gtexhibitions.com

3) Cargo Arrival Deadlines and Port of Destination

- | | | |
|---|------------|---|
| ○ Sea freight arrival at Casablanca Seaport: | LCL | 21 working days prior to delivery date |
| | FCL | 15 working days prior to delivery date |
| ○ Airfreight arrival at Casablanca CMN Airport | | 15 working days prior to delivery date |
| ○ Road freight arrival at Casablanca Seaport | | 21 working days prior to delivery date |

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

GT Exhibitions / TIMAR 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 outside the above mentioned time scale 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 into Morocco whether to be imported by sea, air or road freight:

- | | |
|---|---|
| a. ATA Carnet (mandatory): | 1 Original with sufficient vouchers |
| b. Power of Attorney Letter: | 2 Originals and 2 copies |
| c. Commercial Invoice / Packing List: | 3 Originals and 3 copies |
| d. Certificate / letter of participation: | 1 copy |
| e. Express Release / Air / Truck Waybill: | 2 Originals and 2 non-negotiable copies |
| f. H.S. Code Summary Sheet: | For shipments with more than three (3) HS codes |

The following documents are required for the **PERMANENT IMPORT CLEARANCE** of goods into Morocco whether to be imported by sea, air or road freight:

- | | |
|---|---|
| a. Commercial Invoice / Packing List: | 3 Originals and 3 Copies |
| b. Certificate / letter of participation: | 1 copy |
| c. Express Release / Air / Truck Waybill: | 2 Originals and 2 Non-Negotiable Copies |
| d. H.S. Code Summary Sheet: | For shipments with more than three (3) HS Codes |

Bill of lading / Air waybills / Truck waybills

Must be consigned as per instructions mentioned above (see section 2) in the name of "TIMAR" only, failing which we will not be able to process the customs clearance.

Commercial Invoice / Packing List

Please ensure the commercial invoice 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, shipped and invoiced separately
- Must be addressed/consigned as follows:

TIMAR MAROC
C/O MEBAA SHOW MOROCCO 2019
MARRAKECH MENARA AIRPORT
MAROC
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 packing list must indicate individual weight and dimensions of each package in the shipment

- For goods such as machinery and electrical items, the serial number, make and model must be listed in the commercial invoice
- The invoice and packing list must also clearly mention the total value of the goods as **DDP Casablanca**, 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 / Truck waybill
- The Commercial invoice must have the following declaration: **“The exporter of the products covered by this document declares that, except where otherwise clearly indicated, these products are of (Country...) preferential origin”**
- 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

Important: 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 to the TIMAR Maroc office 5 working 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. Full address as follows:

TIMAR
Immeuble No 1
Rue1 Quartier Oukacha
20580, Casablanca, Maroc
Attn: Nicolas Rougerie
Tel: +212 (0) 522676011

A full pre-advance, with copy documents, should be sent to GT Exhibitions prior to dispatch for pre-approval.

5) ATA Carnet Procedure

The requirements for processing importation using the ATA Carnet system is mentioned below:

- All equipment (each and every item) being intended to ship under the ATA Carnet system must have engraved serial / identification numbers clearly visible
The same serial / identification numbers must also be mentioned in the ATA Carnet and Commercial Invoice and must match 100%
- A Power of Attorney Letter must accompany the ATA Carnet mentioning both Expo Plus and Timar Maroc to effect the handling procedure of the Carnet under your name.
- An original invoice will need to be attached along with the ATA Carnet, as required by Moroccan Customs for import. The weight of the shipment on import must match exactly on re-export.

- Customs will check each item / piece of equipment during examination and if the numbers cannot be found or do not correlate to what is mentioned in the documents, the temporary importation of the shipment will / may be rejected and the ATA carnet will not be used or stamped
- The ATA Carnet number must be clearly mentioned on the air or sea waybill
- It should clearly list the country Morocco on the front page
- Cargo and exhibits being shipped under ATA Carnet cannot be combined with any other permanent or temporary import goods not included in the ATA Carnet. This must be shipped separately on an individual and separate waybill
- More than one ATA Carnet cannot be mentioned on the same Mawb / Hawb / MBL / HBL
- It should clearly mention the returning destination for the freight out of Morocco
- An original commercial invoice must accompany the ATA Carnet as required by Moroccan Customs

The cargo details, piece count, weights and values mentioned on the Carnet should match 100% to the details mentioned on the Air or Sea waybill.

6) Restricted Cargo

Moroccan 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 Moroccan 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 Morocco.
- 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. may have restrictions for importation into Morocco.
- Importation of exhibits such as weapons, ammunition, explosives or any other military equipment is strictly forbidden for import into Morocco.

Other Prohibited, restricted or controlled categories of material include:

- **Plastic bags (branded or otherwise) are prohibited for import into Morocco**
- **USB memory sticks, or any similar recording support, are prohibited in Morocco**
- Pornographic materials
- Cigarettes and tobacco products
- Medical / Pharmaceutical / Chemical products
- Live animals, or products made from animals

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.

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.

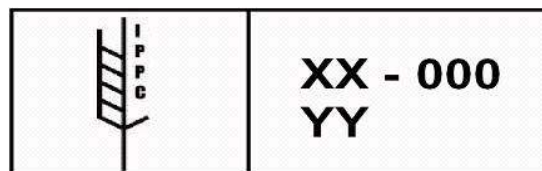
It should be capable of easy unpacking and re-packing, the use of screws and clips is highly recommended instead of nails which can damage the packaging.

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

Name of Exhibitor: _____
Stand & Hall Number: _____
Name of the Show: MEBAA SHOW MOROCCO 2019
C/o GT Exhibitions / TIMAR Maroc
Dimensions: _____, Gross/Net Weight: _____
Case Number: _____ (i.e. 1 of 3, 2 of 3, etc)

All cargo containing wood entering into Morocco must have been fumigated in the country of origin. This regulation concerns packages such as crates, pallets, frames, axes, drums etc. To guarantee that the fumigation has been applied, the following information must be marked or Stamped on the outside packings:

- IPPC logo
- ISO country code
- License number assigned to the company that fumigated
- Fumigation method (HT or MB treatment used)



8) Courier shipments

IT IS NOT RECOMMENDED TO SEND ANY COURIER SHIPMENTS TO CASABLANCA FOR THIS EXHIBITION

Courier companies are not able to arrange customs clearance formalities in Morocco

If any courier shipments arrive Casablanca Airport they will contact our agent to arrange the customs clearance however this is a very lengthy process and it cannot be guaranteed that clearance and delivery will be achieved.

Clearance and handling charges will be charged on a case by case basis and payment must be received in advance of our assistance

Import Duties & Taxes must be paid on any shipment sent by courier

9) Temporary Importation and Customs Duty

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.

Goods intended for temporary importation must clearly bear serial numbers wherever possible and the same must match the ATA Carnet and commercial invoice 100%. Customs may reject temporary importation and force permanent import when this information is not available.

All Customs Duty assessments are solely up to the discretion of Moroccan Customs. Moroccan Customs can re-evaluate the value declared on the commercial invoices and the Duty is calculated based on this revised value.

All exhibition shipments that are customs cleared on a temporary import basis using an ATA Carnet will have to be re-exported within 30 days from the date of arrival into Morocco.

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

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

11) Special Handling

For any box or crate, which exceeds more than 2 tons per piece or any one dimension that exceeds 230 x 230 x 230 cms (LxWxH), where special handling is required a 35% surcharge will be applied on the tariff handling rates. 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.

12) 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 the elements. 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 / TIMAR Maroc 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, 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 Ltd.
Bank Name: HSBC International Branch
Branch : London EC2P 2BX
Account No. (USD): 39948440
IBAN No: GB12MIDL40051539948440
Swift Code: MIDLGB22

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

Presented by

