

OFFICIAL SHIPPING GUIDELINES



Medic East Africa

By Informa Markets

24th – 26th September 2019, Nairobi

Presented by

1) Introduction

GT Exhibitions kindly request for you to read these shipping instructions and guidelines very carefully concerning freight logistics to the Medic East Africa 2019 exhibition being held at Kenyatta International Convention Centre (KICC) in Nairobi, Kenya. 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

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Beth Madrid	bethmadrid@gtexhibitions.com
George Nassif	georgenassif@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 Jomo Kenyatta International Airport / ICD Nairobi Port

Consignee : Kate Freight & Travel Ltd
P O Box 59280
Nairobi,
Kenya

Notify Party: (Exhibitors Name)
For Medic East Africa 2019.
Kenyatta International Convention Centre (KICC)
Nairobi, Kenya.

Note: -

The air waybill/sea waybill/bill of lading/truck waybill must clearly mention
“**In transit to Nairobi for the Medic East Africa 2019 exhibition, for re-export at the end of the exhibition**”.

The **cargo description** must read the **Actual Cargo Description** and not just exhibition goods which is not accepted in Kenya

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.
Separate house waybills must be issued for each individual exhibitor, when consolidated.

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

Failing which will cause serious delays with the clearance and will invite fines and additional surcharges.

Goods cleared under Temporary Import must be re-exported out of Kenya immediately at the end of the event.

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

Important – Please ensure you send a full pre-alert to GT Exhibitions by email:

tybanogowray@gtexhibitions.com & bethmadrid@gtexhibitions.com & georgenassif@gtexhibitions.com

3) Documentation Deadlines

For all shipments

It is very important that we, GT Exhibitions receive the following copy documents at least 30 days in advance prior to the arrival of the goods in Nairobi, Kenya.

- Copy of the commercial invoice (as per section 5) &
- Copy of the Exhibitors letter of accreditation for the Exhibition

The above requirements is VERY IMPORTANT and necessary in order for us to initiate the application of the Import Declaration Form (I D F) based on which the supplier will contact either SGS or Intertek office to carry out a Pre-Shipment Verification of Conformity and a Certificate of Conformity issued for those items that require pre-shipment inspection.

VERY IMPORTANT: All goods/shipments imported into Kenya must be accompanied with a Certificate of Conformity (COC). Without this certificate the importation of the goods will not be possible. In such cases the goods will either be destroyed by Kenyan Authorities or shipped back to origin in which case return shipping costs will be on account of the shipper or their nominated freight agent.

Delays in providing the certificate after arrival of goods, will invite Heavy Fines/Penalty's levied by the Kenya Bureau of Standards, calculated at approx. 15 % of the CIF Value of the goods as assessed by Kenyan Customs.

In either case the shipment can be cleared only once the Certificate of Compliance has been obtained from the Kenya Bureau of Standards.

More information can be obtained in www.kenyapvoc.com product list.

Pre-Advices

A full pre-alert indicating the vessel/flight details along with copy of shipping documents (listed in Section 5), number of packages, weight, dimensions and contact details must be sent to GT Exhibitions at least 10 days prior to departure from origin.

Pre-alerts must be sent to Attn: Tybano Gowray / Beth Madrid / George Nassif by email:

tybanogowray@gtexhibitions.com / bethmadrid@gtexhibitions.com / georgenassif@gtexhibitions.com

We strongly recommended that you email copies of the commercial invoices to our offices prior to the execution of the shipment in order to check if there are any restrictions on the products or if there are any special import permits required.

4) Cargo Arrival Deadlines and Port of Destination

Shipments arriving via Sea Freight: -

Sea Port of Discharge

ICD Nairobi Port Only

Shipments arriving by FCL or LCL should arrive at the above-mentioned seaport **22 working days** prior to exhibitor move in date/delivery date.

Shipments arriving via Air Freight: -

Airport of Discharge

Jomo Kenyatta International Airport Only

Shipments should arrive at the above-mentioned airport **12 working days** prior to exhibitor move in date/delivery date.

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

GT Exhibitions cannot be held responsible for the late or non-delivery of the 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.

5) Shipping Documentation

Documentation Required

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

Shipments arriving by Sea freight OR Air freight :-

- **VERY IMPORTANT. Certificate of Conformity** issued by either Intertek International, SGS, Global inspections S. Africa or China Certification & Inspection, if items are covered under the PVoC Program.
- Commercial Invoice / Packing list – 03 Originals and 03 Copies.
- Air waybill / Bill of Lading – 02 Original and 03 Non-Negotiable Copies.
- Electrical Test Certificates for Electrical goods – 01 Originals and 03 Copies.
- Fumigation Certificate for wooden packages – 01 Originals and 03 Copies.
- Product Brochures – 01 Copy.

Bill of Lading / Air waybills –

Must be consigned as per instructions mentioned above (See 'Section 2') in the name of "Kate Freight & Travel Ltd, Etc.." only – Failing which we will not be able to process Customs clearance.

- The Airway bill/Sea waybill/Bill of Lading must clearly mention "Goods exported for Medic East Africa 2019 Trade Exhibition, taking place at the Kenyatta International Convention Centre (KICC), Nairobi from the 24th to 26th September 2019."
- Description of goods "Exhibition goods for display purpose only".
- Total number of pieces, total gross weight & total volume of the freight must be clearly indicated on the waybill.

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

Failing which will cause serious delays with the clearance and will invite fines and additional surcharges.

Separate house air waybills (HAWB) must be issued for individual exhibitors per consignment stating the correct weights and measures.

Commercial Invoice/Packing List –

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

- a. The document must be duly typed in the English.
- b. 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.
- c. Must be addressed/consigned as per the details mentioned above (see Section 2) in addition to which you will also need to add the "Exhibitors name, stand & hall no, **Medic East Africa 2019, Kenyatta International Convention Centre, Nairobi**".
- d. The Invoice must clearly indicate the Commercial invoice number with a detailed description along with the serial number, model name, number of cases, total weight, total number of packages, unit value and total value in CIF (FOB Cost, Insurance & Freight must be mentioned separately), country of origin, HS tariff code and value (in US\$, GBP or EURO only) for each individual item.
- e. 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.
- f. Complete details of the shipper must be mentioned in the invoice including the Shippers Contact name and Telephone numbers
- g. Every individual item, including giveaway items and brochures, is to be given a value based on CIF value in U.S. Dollars. **Do not indicate the term "No Commercial Value" or "Value for Customs purposes only"**.

h. In case of machinery or equipment the respective serial numbers for the products must be mentioned along with the date of manufacture. This will assist temporary Customs formalities.

i. **Exhibitors are requested to please ensure and declare all items and products correctly in the commercial invoice and all shipping documents.** We do not accept any responsibilities in case of missing information or incorrect declarations by the exhibitor.

Heavy penalties may be imposed for any one of the following: -

- Incorrect description of goods
- Failure to detail all goods
- Undervaluation of goods
- Importing without advise on restricted goods
- Importing banned goods
- Shipping more quantity than declared on the invoice
- Importation of goods that do not have proper Certificate of Conformity.

j. It must be clearly stated on the commercial invoice if the goods are for temporary or permanent importation. In addition, all consolidated shipments having more than one commercial invoice, a HAWB/HBL must be issued for each commercial invoice.

k. The packing list must indicate individual weight and dimensions of each package in the shipment.

l. 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.

m. 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.

n. 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 “Goods exported for Medic East Africa 2019 Exhibition, taking place at Kenyatta International Convention Centre (KICC), Nairobi from the 24th to 26th September 2019, Exhibition goods for display purpose only”.

Very Important: Failure to provide original documents, which meet the above requirements in detail, will invite Customs fines, **excess Duty** assessments **and severe** delays with Customs clearance **that may cause non-delivery of your shipment 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.

6) Temporary Importation and Customs Duty

Goods intended for temporary importation must clearly bear serial numbers or product codes wherever possible. The same serial number or product codes should be mentioned in the commercial invoice. Kenyan customs may reject temporary importation and force permanent import when this information is not available.

Kenyan Customs Authority directives on the exhibits to be imported into Kenya for International Trade Fairs/Exhibitions generally allow such exhibits to be imported on a temporary importation, provided they have serial numbers and identification marks clearly visible during customs examination. However a customs bond must be executed to cover the customs duties payable on such goods. We assist our exhibitors to secure this bond towards the importation and charge an import bond fee, details of which is provided in our tariff attached.

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

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 basis, the goods will have to be imported permanently and the assessed customs duty will be applicable.

Goods cleared under Temporary Import must be re-exported out of Kenya immediately at the end of the event, failing which Customs Duty and taxes will be automatically imposed on such goods.

Direct Selling of Temporary Imported goods during the show as well as free distribution of samples is not Permitted at all. All temporary Import goods remain under control during the show and will be removed to our premises in Kenya directly after the show.

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 only subject to prior approval from the Kenyan Customs. However such goods cannot be handed over to the buyer directly after the show. The goods will have to be moved from the venue to our warehouse after which a customs clearance/release/permanent importation will have to be obtained from the Customs authorities after paying all necessary customs duties and taxes and import conversion fees. The goods can be sold only if the following 3 conditions are met: -

Authority is obtained from Kenya Customs to enter the goods for local consumption.

An Import Declaration Form (I D F) is processed through The Kenya Revenue Authority

All Duty/Taxes are paid to the Kenya Revenue Authority

In such case please do contact us well in advance in order for us to arrange accordingly.

Please note the conversion process to convert temporary import goods to permanent import is a very lengthy process and takes a very long time to get all the approval in place. At times it takes upto 2 to 3 months. So if you are considering this requirement, please ensure your buyer is made aware off the process and the time it requires to complete the conversion process.

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

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 Kenya will be for the 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.

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 normally damage the packaging.

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

Name of the Show : Medic East Africa 2019
C/o GT Exhibitions / Kate Freight & Travel Ltd
Name of Exhibitor : _____
Stand & Hall Number : _____
Dimensions : _____ Gross/Net Weight: _____
Case Number : _____ (i.e 1 of 3, 2 of 3, etc) _____

- Packages should bear the consignee's mark and they should be numbered unless the shipment is such that the contents of the packages can be readily identified without numbers.
- Labels must be in English. All goods shipped to Kenya must conform to the metric International System Limits (S.I.)

Regulation of Wood Packaging Materials

Kenya will implement the requirements of the international standard on Phytosanitary Measures (ISPM15), Guidelines for Regulating Wood Packing Material in International Trade effective 1st January 2015. This implies that all raw wood packaging material entering and leaving Kenya will have to be treated and marked in accordance with the requirements of ISPM15.

8) Restricted Cargo

Kenyan regulations impose some restrictions on importation of a few 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 trade offices, Kenyan 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 Kenya.
- Importation of products such as any food items, liver/dead poultry, vegetables, puree and paste, fruits, animal feeds, textiles, fabrics, fertilizers, chemicals, chemical seeds, grains, liver plants/flowers, tiles/marbles, wireless/radio, telecommunication/defence equipment and radioactive materials of hazardous nature, Cosmetics, Class rated cargo, etc are also very restricted for import into Kenya.
- Importation of exhibits such as weapons, ammunition, explosives or any other military equipment as well as narcotics and ivory is strictly restricted and prohibited for import into Kenya.

However only some of the above restricted goods can be imported after obtaining prior approvals and special permissions from the necessary ministries. In order for us to arrange for such import permissions, we suggest you send us complete details and information of the items at least 60 to 70 days in advance prior to the shipping.

Import permissions are solely subject to approvals from the respective ministry and can be shipped only after receipt of these import permits. 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 Ltd., well in advance at least **90 days** prior to the actual shipping of the goods. Note such goods must **NOT** be shipped until you receive confirmation from GT Exhibitions Ltd.

9) 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.

10) Special Handling

For any Box or Crate, which exceeds more than 2 tons a piece or with dimensions that exceed 200x150x150cm (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.

11) Courier Shipments

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

12) Special Notes

The show site 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. All work carried out is subject to GT Exhibitions 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, Counter-claim 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 ME FZ LLC
Bank Name:	Emirates NBD
Branch :	Al Barsha Branch (Branch Code – 1379), Al Barsha 2, P O Box 777, Dubai, UAE.
Account No. (USD):	1024514753102
IBAN No:	AE600260001024514753102
Swift Code:	EBILAEAD

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