



## **INTERNATIONAL SHIPPING INSTRUCTIONS**

The organizers VNU Exhibitions Europe have appointed ELF Shipping L.L.C. as the official onsite handling agent & customs broker in cooperation with GKL Showfreight B.V. as the officially recommended international freight forwarders for this exhibition in Abu Dhabi.

The following shipping & customs instructions have been prepared carefully to assist the exhibitors in the preparation of shipping, customs clearance and on-site handling of their exhibits. If you need additional information or clarifications on this logistics process, you are most welcome to contact us at any time.

### **CONTACT DETAILS OFFICIAL FORWARDERS:**

#### **Official onsite handling agent & customs broker:**

**ELF Shipping L.L.C.**  
P.O. Box 30344  
DIP-1, Dubai  
United Arab Emirates  
Tel (m): +971-55 8990387  
E-mail: [binu.thomas@elfshipping.com](mailto:binu.thomas@elfshipping.com)

#### **Official international freight forwarder:**

**GKL Showfreight B.V.**  
Maar 13  
6467 GD Kerkrade  
The Netherlands  
Tel: +31- 6 - 51190741  
E-mail: [ger.kluter@gklshowfreight.com](mailto:ger.kluter@gklshowfreight.com)

#### **➤ Mailing Address**

ELF Shipping LLC,  
Po.Box.30344, Building No:9, Warehouse No:6,  
FAB Properties, Dubai Investment Park 1,  
Dubai, U.A.E.  
Tel : +971 4 8834444 / Fax : +971 4 8834443  
Email : [binu.thomas@elfshipping.com](mailto:binu.thomas@elfshipping.com) / [ariane.ramirez@elfshipping.com](mailto:ariane.ramirez@elfshipping.com)

➤ **Consignee Details for Sea & Air freight Shipments**

( Bills of Lading, Airway Bills, Certificate of Origin and Invoice packing list should be consigned as follows )

<b>Consignee:</b>	<b>Notify:</b>
<b>ELF Shipping L.L.C</b> <b>P.O.Box 30344, Dubai, U.A.E</b> <b>Tel: 04 8834444, Fax: 04 8834443</b> <b>Mob: 055 8990387</b> <b>For: VIV MEA 2021</b>	<b>Name of the Exhibitor -----</b> <b>VIV MEA 2021</b> <b>23 - 25 November, 2021</b> <b>Abu Dhabi</b>

➤ **Consignee details for Courier Shipment (General Cargo)**

[Courier shipment are strongly recommended to be sent/consigned to below address in DDP basis only!]

**ELF Middle East General Trading L.L.C**  
**Po.Box.30344, Building No:9, Warehouse No:6,**  
**FAB Properties, Dubai Investment Park 1,**  
**Dubai, UAE**  
**Tel: 04 8834444. Contact: Mr. Binu Thomas**  
**Mob: +971 55 8990387, Email : binu.thomas@elfshipping.com**

➤ **Port of Arrival**

**Sea Freight** : Jebel Ali Port  
**Air Freight** : Dubai International Airport ( DXB )

➤ **Deadlines**

**Sea freight**

- ✓ Pre-alert documents should reach us at least 7 days prior to the vessel arrival
- ✓ Original documents should reach at our office at least 3 working days prior to the vessel arrival.
- ✓ Shipment Should reach at Jebel Ali Port at least 8 Working days prior to the delivery date

**Air freight**

- ✓ Pre-alert documents should reach us at least 5 days prior to the arrival of the shipment.
- ✓ Original documents should be attached to the AWB along with the shipment.
- ✓ Shipment should reach Dubai International Airport at least 5 Working days prior to the delivery date.

➤ **Shipping Documents**

All documents including, Bills of lading, Airway Bill, Commercial Invoice, Packing List & Certificate of Origin should be issued in English language, which are subjected to verification and approval of ELF shipping before dispatch the original. Handwritten documents are not acceptable. Photocopy, scanned copy or fax copy of the documents will not be considered as original. Each house AWB or BL will be treated as separate shipment.

▪ **Documents Required for Sea freight / Air freight**

✓ Bill of Lading	- Original / a clear copy If Express Released BL
✓ Commercial Invoice	- Issued in company letter head, embossed with company blue-ink stamp (3 original Set)
✓ Packing List	- Issued in company letter head, embossed with company blue-ink stamp (3 original Set)
✓ Certificate of Origin	- Issued by the Chamber of commerce at Origin ( for sea freight shipment ! )
✓ Phytosanitary Certificate	- Applicable for Plants/wood/flowers, vegetable, fruits etc..
✓ Health Certificate	- Applicable for food/feed products
✓ MSDS	- Applicable for Chemical content and other where applicable
✓ Halal Certificate	- Applicable for Meat
✓ Participation letter	- To be issued by the organizer

**Original documents as stated above are a must. There is a penalty of USD 300 per document if the originals are not produced.**

➤ **Commercial Invoice**

Commercial Invoice and all other documents should be made out in English language and as per the regulations of the UAE Customs Authorities. Word '**Proforma**' should **not** be mentioned on the invoice. The invoices should be consigned as:

**ELF Shipping L.L.C**  
 For: *fill in the name of the Exhibiting Company!*  
 Attn.: **VIV MEA 2021**  
 23 – 25 November, 2021, Abu Dhabi  
 Hall No. \_\_\_\_\_ Stand Number \_\_\_\_\_

Each invoice should be explicit with Individual value for each items, Quantity, type, serial numbers, Currency Code and Total CIF value. We prefer the currency of the Invoice in USD. Different currency Invoices under one shipment is not acceptable. **The value of the invoice should be in CIF terms (Cost + Freight + Insurance). Customs may assess the Freight as per IATA Tariff if Invoice is not in CIF value.** Irrespective of declared value, Customs have full right to assess the value. Customs Duty / Deposit would apply @ 5% of Customs assessed CIF value. Country of Origin must be indicated against each item with weight.

It is better to have separate invoices for temporary and permanent imports. Invoices should be indicated as "Goods are intended for exhibition purpose and would be re-exported after the show – Temporary imports." **OR** "Goods are for free distribution purpose at "Name of the exhibition" – Permanent Imports" which ever appropriate

Number of Pkgs & the Gross weight mentioned on the Invoice and Packing list should correlate each other and with Bill of Lading, AWB or Truck Way Bill.

➤ **Packing List**

Packing List must be in detail indicating identification mark of each product, Type of Package, number of packages, gross weight and measurement of individual Package. It is suggested that a copy of the packing list is to be kept in each package. It is absolutely required to match the details of the invoice / packing list to the AWB / BL.

- **Certificate of Origin** - Certificate of Origin should be issued by the Chamber of Commerce at Origin and all the details should be exactly identical to the details shown in the B/L, AWB and Invoice/Packing List. Hand written, manually corrected or a photocopy of the Certificate is not acceptable and will not be considered as original.
- **ATA Carnet** – Being The United Arab Emirates, a member of the ATA Carnet Club, Dubai Customs recently implemented the facility for customs clearance under ATA carnet, which is strictly subjected to Dubai Customs Rules and Regulations. Exhibitors or the overseas forwarders are requested to contact us in advance for the assistance and to be obtained our approval before dispatch of any shipment under ATA Carnet. Dubai Customs terms and conditions would apply. **Please check with us case to case before effecting the shipment under ATA Carnet !**
- **Case Marking** - All packages must be marked in English and should be displayed at least 2 sides of each package.

Name of the Show _____
Name of the exhibitor _____
Hall number / Stand Number _____
Gross Weight in Kgs _____
Dimensions Lx W x H in cms _____

➤ **Special Information**

- **Restricted Goods - (Should require pre-clearance approval from concerned Authority)**  
The following categories of materials are restricted, controlled by the authorities, might require special documentation and approval by the concerned UAE authority prior to importation. Please supply us with details of such goods well in advance to enable us to approach the concerned authority for permissions. The permission / Approval is at the discretion of the authority. USD 150.00 / shipment will be our processing charges for such permission / approvals from the Ministry, in addition to the net outlay charges paid to the authorities.
  - Telecommunication and transmitting equipment, Radiographic equipment
  - Food and beverage/ feed products of any kind
  - Drugs, Medical, pharmaceutical, chemical products
  - Live animals, any products made of animal parts
  - Live plants, seeds, natural soil etc....
  - Vehicles of any kind
  - Any goods containing radioactive effects, hazardous nature

➤ **Prohibited goods : ( Should not import to U.A.E. )**

- Arms and ammunitions, explosives, fireworks, military equipment etc...
- Books, articles, images, videos, CD's, Film's with any contents against Islamic tradition & Custom.
- Alcohol, Alcohol content products, wine vinegar, Pork, etc....

➤ **Food / Feed Products**

Many food products require special permission by the Health & Hygiene Authorities, particularly meat, fish and dairy products whether fresh, frozen or canned. Permission is granted on a case to case basis and these items must be accompanied by valid Certificate of Origin and Health Certificate / Halal Certificate issued ( In English Language ) by the concerned authority at the country of origin. Do not effect such shipment without our prior approval on the documents.

➤ **CD ROMs / Video Tapes**

CD's, Films, Video Tapes and CCTV Cameras are subject to Censorship by the concerned Ministry approvals.

➤ **Customs Duty / Deposit**

All Exhibition shipments will be customs cleared on arrival as temporary import on 5 % customs Bond. Temporary admission period is maximum 90 Days from the date of arrival. Customs Duty 5% of CIF value should be paid for complete shipment or a part of shipment which are not re-export to country of origin. If shipment is re-exported to any GCC countries, the Customs Duty should be paid in Dubai and a second time Duty to be paid in receiving GCC country, unless and otherwise the consignee at receiving GCC country have any kind of Duty exemption at the Customs of their respective country. Customs Duty should be paid to ELF Shipping L.L.C, if shipment is released locally to a buyer or to a third party forwarder for re-export. On the other words ELF Shipping L.L.C will not be responsible for Duty exemption for shipment re-exported by third party. If actual customs duty for a shipment is less than US\$ 150.00 Out set duties to be paid.

➤ **VAT**

The Vat is implemented in UAE Since 1st January 2018. The Vat percentage is 5% which will be applicable on all the UAE local charges and on the customs duty. Delivery Order, Bill of Lading, Airport or Seaport Handling, Customs Inspection and export freight charges are exempted from VAT. If the shipment is not re-exported, then VAT is applicable on the invoice value. The VAT amount is calculated as CIF Value of the Invoice + Customs Duty x 5%.

**For Example:**

**CIF Value of the Invoice: Usd.2000 + Customs Duty (5% of Usd.2000=Usd.100) = Usd.2100 x 5% = Usd.105 (VAT).**

➤ **Insurance**

We do not insure the goods. It is exhibitors / Shippers responsibility to ensure that all goods are covered by a fully comprehensive marine insurance policy for round the trip journey, i.e from Exhibitors premises to booth until return shipment reach to the exhibitor's premises at country of origin. As our tariff is computed on the basis of volume or weight and have no correlation with the value of exhibits, it follows that the cost of Insurance cover is not included in our charges and exhibitors shall ensure that there is adequate insurance coverage for their goods, and such insurance policy shall include a waiver of subrogation against ELF Shipping L.L.C, and its subcontractors.

### ➤ **On-Site information**

Our On-site team will be supervising the inward/outward movement of your exhibits and visiting your stand during the exhibition to discuss about the return movement. A disposal form attached with the copy of commercial Invoice and packing list will be served to all exhibitors during the show, which should be duly filled with your instructions and returned back to us before exhibitor leave the booth after closing of the show. Goods which are sold, disposed or to be returned should be properly marked on the commercial invoice and handed over to our representative along with the disposal form and return goods.

Please ensure that you receive a copy of disposal instructions signed by our representative. Also ensure that the return shipment Pkgs / cases are properly marked and handed over to our onsite representatives before you leave the booth on the last day of the exhibition. We will not be responsible for any loss or damage of goods which are left at booth by an exhibitor without informing our representative.

➤ **Mobile Crane:** Onsite operation at venue marshaling yard and inside the hall should be strictly in compliance with rules and regulations of Health and Safety department and the venue management. **Mobile crane is not allowed to work inside the exhibition Hall unless and otherwise the exhibitor obtained pre-permission from the venue management through the exhibition organizers.**

➤ **Stand Layout Plans:** It is suggested that any outsize or over weight cargo should be placed at your booth on the first build-up day before adjacent stands are build. It is also requested the presence of exhibitor for placement of such pkgs to enable us to make a proper placement and to avoid any problems and cost for second time lifting and placement. In case the exhibitor is not able to arrive on the first buildup day, please notify us well in advance along with scale lay out plan of your booth and a clear lifting instruction/diagram so that we can assist you accordingly.

➤ **Storage of Empty Cases & Containers:** Empty cases which are required for re-exporting after the close of exhibition can be removed and stored at designated area at venue marshalling yard during the exhibition and the same cases will be repositioned at the stand area at the close of exhibition. In case exhibitor required a secured storage of empty boxes or valuables during the exhibition, this should be notified to us well in advance. Additional charges will be quoted case to case basis.

➤ **Container Detention / Storage** Container storage / detention at venue can be provided, subject to space availability and venue permission only. Container detention charges as per shipping line tariff will be applicable till the date of empty container or laden container return to port. We would suggest you to avail maximum free time from shipping line at origin while booking the container.

### ➤ **Additional Requirements**

Prior request should be made in case of an exhibitor requires any exclusive equipment or unskilled labour for assembling/dismantling or erection work.

➤ **Important points to be noted:**

- All bottles/cans/pkgs containing foodstuffs must show production & manufacturing dates as well as expiry dates. Health certificate and Halal certificate (in case meat items) is required. All Food products should have shelf life for minimum 6 months after arrival at Dubai.
- Import of alcohol, Pork, books against Islamic traditions, obscene pictures and photography, firearm, ammunition, animal skins, wine vinegar etc... are strictly prohibited / restricted to import.
- Prior permission from the Ministry of Agriculture is required to import flowers, seedling, natural soil and other agricultural products. Certificate from Ministry of Agriculture for agricultural products and flowers confirming quarantine test & phyto sanitary regulations is required.
- Health Ministry's pre-permission is required to import drugs and food products.
- Printed materials such as books, magazines, periodicals, video and audio cassettes and discs will be subjected to censorship test and approvals by the concerned authority.
- ELF Shipping LLC will not be responsible for clearance of exhibits wherein freight is not pre-paid.
- Any products containing chemical substances, should require MATERIAL SAFETY DATA SHEET (MSDS) and such products may go for clinical laboratory test by Dubai Health Authority.
- Clearance of any kind of CCTV cameras is subjected to Dubai Police physical inspection and approval and product catalogues are required for the same. CCTV cameras should be re-exported to the country of origin immediately after the close of the show if Dubai police insist to do so.
- Any Vehicle temporarily imported for exhibition must return to the country of origin after the closing of the show. In case the exhibitor sold the vehicle locally ELF SHIPPING LLC will not be responsible for vehicle registration at RTA (Road Transport Authority). Vehicle registration should be at exhibitors or buyer's care and cost.
- Vehicle's chassis and model# must be indicated in the BL/AWB & CIPL upon importation.