



# SHIPPING INSTRUCTIONS

ADIPEC 2021

ADNEC, ABU DHABI

15 – 18 NOVEMBER



أديبك  
ADIPEC

Presented by :  
Agility Fairs & Events UK  
Dan Flower



## ADIPEC 2021

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**Agility Fairs & Events** have been appointed by the show organisers [dmg::events](#) as the sole official freight customs and onsite handling contractor for **ADIPEC 2021** event which will be held during **15 - 18 November, 2021** at **Adnec , Abu Dhabi, UAE**.

We provide specialised freight forwarding services and transportation arrangements for exhibit materials, including on-forwarding after the event. Our main aim is to ensure that you and your show teams receive the very best freight and handling assistance in the run up to, during and after the event.

The following instructions and information have been prepared to clearly outline the requirements for smooth transport and customs clearance for your exhibits shipped to the trade show.

### During the event:

Agility Fairs & Events will be available on site during the build-up & pull-down period. Key staff will be on site and will have mobile phones; details will be provided in due course.



All business is transacted only in accordance with our General Trading Conditions. A copy of these conditions are available via this [LINK](#)



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Shipment via Abu Dhabi

Agility (Abu Dhabi) PJSC  
C/O ADIPEC 2021  
PO Box 93971  
Abu Dhabi, U.A.E  
Attn: Mr. Alexander Philip  
Tel: +971 2 4496311  
Fax: +971 2 4491609

Notify Party:

Exhibitor Name: \_\_\_\_\_

Stand No.: \_\_\_\_\_

### ADIPEC 2021

All documents should also bear the following declaration: "In Transit to ADIPEC 2021 Abu Dhabi, for re-export after the exhibition."

Shipment via Dubai

Agility Logistics LLC  
C/O ADIPEC 2021  
PO Box 36683  
Dubai, U.A.E  
Attn: Mr. Praveen Suri  
Tel: +971 4 8131210

Notify Party:

Exhibitor Name: \_\_\_\_\_

Stand No.: \_\_\_\_\_

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### Deadline for dispatch of documents (Pre-alerts)

To ensure no delays or undue inconvenience to customs clearance on arrival, it is imperative that copy of the above documents must be forwarded well in advance to the arrival of shipments in UAE to Agility:

**Road freight:** Prior to truck departure from Origin

**Dan Flower**

E-mail: [dflower@agility.com](mailto:dflower@agility.com)

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**Sea freight:** At least 10 working days prior to arrival of vessel in Dubai

**Dan Flower**

E-mail: [dflower@agility.com](mailto:dflower@agility.com)

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**Air freight: minimum 5 working days prior to arrival**

**Dan Flower**

**E-mail: [dflower@agility.com](mailto:dflower@agility.com)**

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**Airfreight shipments – 3<sup>rd</sup> November**



**FCL shipments to Jebel Ali Seaport – 1<sup>st</sup> November**

**LCL shipments to Jebel Ali Seaport – 31<sup>st</sup> October**



**Road freight shipments to UAE border – 7<sup>th</sup> November**

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### By Airfreight / Seafreight

- 2 sets of original signed & stamped Commercial Invoice + 2 copies
- 2 sets of original Packing List
- 2 sets of original Certificate of Origin issued/endorsed by Chamber of Commerce+ 2 copies
- 1 original and 3 non-negotiable Air Waybills
- 1 original and 1 copy of Insurance Certificate (if insured)
- H.S. Code Summary Sheet (If more than 3 H.S. Codes)

### By Road freight (please check with our team prior to moving the shipment)

- 2 sets of original signed & stamped Commercial Invoice (English & Arabic) + 2 copies
- 2 sets of original Packing List + 2 copies
- 2 sets of original Certificate of Origin issued/endorsed by Origin Chamber of Commerce + 2 copies
- 1 original and 1 copy of Insurance Certificate (if insured)
- H.S. Code Summary Sheet (If more than 3 H.S. Codes)

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### Certificate Of Origin

Certificate of origin must be issued from the local Chamber of Commerce at origin.

#### Notes to documentation:

- There should be uniformity in the type of packaging mentioned on all shipping documents. E.g. If the B/L or AWB reads Cases then Invoice, Packing list & Certificate of Origin should reflect Cases as well –else there will be customs penalty even if the documents provided are original. The commercial invoice numbers also should be mentioned on AWB as well.
- Failure to declare true and accurate values on the shipping invoice including mis-declaration of the country of origin against physical cargo, will subject to a customs penalty of USD 300.00 per document.
- For shipments consisting of Brochures / Literature / Printed matter, a copy sample of each item should be forwarded along with shipping documents or couriered / emailed to Agility.

For all Airfreight shipments, it is mandatory that all original documents must accompany the shipment, otherwise shipment will be customs cleared on copies with a document deposit / fine and originals once received via courier (regardless if courier arrives prior to shipment arrival) will be submitted to the customs for refunds thereafter.

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Present Customs regulations impose a customs duty @ 5% of CIF or customs assessed value + VAT @ (5% of the duty + CIF Amount) for permanent shipments.

For Temporary import, the serial number of the items must be engraved on each item and the same should be mentioned in the invoice too. If there is no serial numbers, customs authority will not accept temporary import and applicable customs duty + VAT @ (5% on the duty + CIF Amount) should be paid on final basis (Non-refundable). Bank Charges for VAT Payment will be billed additionally @ 2.5% of the VAT Amount. Customs deposits are subject to refund on re-export. Custom Duty / Deposit must be settled by the exhibitor before customs clearance procedures. It may take 4-6 months to avail customs deposit refund and to provide the actual customs duty receipt. For PART or FULL re-export shipments, custom duties are calculated either based on CIF value or on the Weight Loss / Gain, whichever is higher. Please ensure that all parties concerned are informed and accordingly our invoices will have to be settled at that time with any further disputes.

**Value Added Tax (VAT):** Value Added Tax (VAT) @ 5%, is implemented in the UAE as per FTA Laws and will be applicable on all our charges as mentioned in our handling tariff, not applicable for return freights booked with Agility for outbound.

### Re-export / Permanent Imports

At the end of the event, all exhibits must be re-exported out of the country. Freight and other related charges will be on account of the exhibitor. In the event the exhibitors would like to leave the exhibition goods in UAE for disposal or giveaways, the permanent import is subject to Abu Dhabi / Dubai Customs approval if permitted, exhibitor or the buyers are required to pay all duties and VAT including the formality to convert the temporary import to permanent import. Even if goods are to be disposed, duties and VAT are payable by the exhibitors and any additional disposal charges shall be additional for account of the exhibitors.

Note that if the shipments are re-exported to any GCC country then customs duty @ 5% of CIF or customs assessed value + VAT @ (5% of the duty + CIF Amount) has to be paid in UAE (first port of entry) prior to export, it will take minimum 2-6 weeks for airfreight & 2-3 months for sea / road freight to obtain the duty receipts from customs. Bank Charges for VAT Payment will be billed additionally @ 2.5% of the VAT Amount

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## Regulation for Importation of ATA Carnet items:

- ATA Carnet reference number should be mentioned in the AWB or the B/L and the shipping documents.
- Number of Pieces, Net Weight declared on ATA Carnet must be reflected on the AWB / MB/L
- ATA Carnet should show the UAE mentioned in the country list of the document. -Do not mix ATA Carnet shipment under temporary import with permanent import under one MAWB or MB/L, this should be done on a separate MAWB or MB/L.
- ATA Carnet will NOT be stamped if the shipment is to be re-exported to any other GCC countries (except Bahrain)
- Itemized visible engraved serial number, H.S. Code, description of goods, Number of pieces, Weight etc., should be mentioned on all documents.
- Shipment will be under customs inspection and should tally with the ATA Carnet and shipping documents. If not, customs duty will be applicable on final basis
- Shipment in full must be re-exported after the event in UAE
- Return destination of the freight should be mentioned on the ATA Carnet
- Original Invoice should be attached along with the ATA Carnet, matching all details. -Goods imported under ATA Carnet must be re-exported 6 months from the date of temporary admission.

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### Case Markings:

Agility Logistics

#### ADIPEC 2021

Name of Exhibitor: \_\_\_\_\_

Stand Number: \_\_\_\_\_

Case Number: \_\_\_\_\_ of \_\_\_\_\_

Gross/Net Weight: \_\_\_\_\_

Dimension: \_\_\_\_\_

We recommend you to design your packing carefully to minimize risks to your equipment. It is also advisable to use bolts, screws and hinges whenever possible if your cases are to be used for return or onward transport. Cardboard cartons should be avoided if they are intended for onward use. Agility will not be responsible for damages / claims arising out of improper packing.

### Hand-carry Shipments

Overseas exhibitors are not encouraged to hand-carry exhibits which will be subject to customs clearance on arrival.

In event the exhibits are stopped at airport on arrival, exhibitors are required to handover the shipment along with the Invoice and Packing list to Customs Authorities at airport against issuance of Custody Receipt, Thereafter; handover the original Custody Receipt along with copy of invoice and packing list to us urgently for customs clearance. In which case, please allow up to **2 working days** for customs clearance with the Dubai Customs prior to delivery to the booth. All charges for this urgent clearance shall be for account of the exhibitors.

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### Packing & Labelling

We recommend you to design your packing carefully to minimize risks to your equipment. It is also advisable to use bolts, screws and hinges whenever possible if your cases are to be used for return or onward transport. Cardboard cartons should be avoided if they are intended for onward use.

Agility will not be responsible for damages / claims arising out of improper packing. Please remember that your goods may be loaded & offloaded several times on-route to **ADIPEC 2021**.

To ensure your goods can be quickly located at site or during transit, please mark each case/carton as follows, on at least 2 sides:

Agility –Fairs & Events

#### C/O ADIPEC 2021

Name of Exhibitor : \_\_\_\_\_

Stand Number : \_\_\_\_\_

Case Number : \_\_\_\_\_ of \_\_\_\_\_

Gross/Net Weight : \_\_\_\_\_

Dimension : \_\_\_\_\_

#### Courier Shipments

Do not send courier shipments addressed to exhibition hall or hotel as it will probably not arrive on time.

All courier shipments should be sent to the below with pre alert send to

**Dan Flower**

**E-mail: [dflower@agility.com](mailto:dflower@agility.com)**

Agility –Fairs & Events

#### C/o ADIPEC 2021

P.O.Box93971, Airport Road

Office no. 15, ADNEC building, Al Khaleej Road

Abu Dhabi, United Arab Emirates

Tel : +971 2 4496311

Attn: Mr. Alexander Philip

Name of Exhibitor : \_\_\_\_\_

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- Import of alcohol or food items containing alcohol is PROHIBITED.
- Radio/ wireless/ telecommunication equipment's or accessories require Telecommunication Regulatory Association (TRA) approval and the approval has to be obtained by the respective exhibitor well in advance to arrival of shipment into UAE. A copy of the approval has to be provided accordingly.
- Dangerous Goods (DG) need to be accompanied with the MSDS enabling us to avail necessary approvals from the concerned ministries.
- Food Stuff needs to be accompanied with 'Health Certificate & Certificate of ingredients and quality" issued by the Health authority of the country of production / manufacture & attested certifying fitness for human consumption. Certificates issued by 'Food Controlling Committee' are not accepted by Municipality/ authorities. In such cases it must be attested / legalized by UAE consulate from the shipment's originating country. For document requirements, please contact us. In order to arrange for these importations (subject to approval), we suggest you send us information of such materials at least 45 days prior to dispatch of shipment from origin. Any fee arising from such application shall be additional for account of the exhibitor as per actual receipts plus a processing fee.
- If the above mentioned documents are not in order /available at time of clearance it may delay the customs clearance formalities for which Agility will not be held responsible. Thus, do not ship these goods into UAE without our prior confirmation of approval from the authorities.
- Ensure that no labour, capital, parts or raw materials of 'Israeli origin' have been used in the printing, publishing or manufacture of the goods and none are part or parent companies of firms included on the Israeli Boycott Blacklist.
- Agility's services hereunder may be subject to the laws, regulations, rules, orders and other requirements relating to export control, economic sanctions, embargoes and sectoral sanctions of the US, the EU and its member states, the UN, and other countries with jurisdiction over consignor or consignee (including but not limited to the restrictions on movement to and from Qatar issued by the United Arab Emirates). Therefore, shipments originating from or destined to countries under applicable sanctions or arms embargo or any other kind of restrictions shall be subject to Agility's sanctions policy and Agility's export control and sanctions compliance screening procedures.

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### Commercial Invoice & HS Code Summary

The signed (blue ink) & stamped commercial invoices must be in original on shipper's(exhibitor's) letter-head and bear the following information: Invoice number, number of packages, itemized description of goods, itemized visible engraved serial number, itemized harmonized code, itemized gross weight, 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 (or permanent) import into Abu Dhabi for ADIPEC 2019 and will be re-exported after the exhibition". The invoice number should also reflect on Airway bill / Bill of lading as well.

The acceptance of the shipping documents as originals is subject to the sole discretion of the customs authority as per their defined parameters. Food items, giveaways, brochures, catalogues, magazines, printed matters, CD ROMs etc. are dutiable on final basis and must be given a value based on CIF basis. DO NOT INDICATE 'No Commercial Value' on the invoice. Failure to comply with documentation and accuracy will result in delay and undue inconvenience, storage & other dues which shall be for account of the shipper. If the invoice consists of more than three H.S.Codes, a summary sheet is required.

### Packing List

The detailed Packing List must give details of the number of packages, weight and measurement of individual package including shipping marks of the goods. You can download a sample commercial invoice and packing list for use when shipping your goods to the show by clicking on the below [link](#).

### [Agility F&E Commercial Invoice & Packing List](#)

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Thank you for reviewing our shipping instructions, we hope that it was helpful to you with the planning of your shipment and documents. It is our philosophy and belief that proper planning, accuracy of documents, and a proactive approach are all critical for a successful shipment to an exhibition.

As your exhibition freight forwarder, Agility Fairs & Events staff & team will be happy to assist you in all the necessary. If you have any further questions which have not been answered here, or require any other information about the show, please contact us at your convenience.

### Agility Fairs & Events

ExCeL Exhibition Centre  
One Western Gateway  
Royal Victoria Docks  
London, E16 1XL UK

### Show Manager

**Dan Flower**

**E-mail: [dflower@agility.com](mailto:dflower@agility.com)**

Tel: +44 (0) 207 069 5304

Fax: +44 843 227 2033

### Terms of Payment

Inward: Upon uplift of goods, prior to delivery to stand.

Outward: Upon presentation of invoice/prior to despatch of shipments

Overseas payments to be made by Telegraphic Transfer to our bank account:

Please note that credit will only be offered if you have an active credit account with **Agility Fairs & Logistics UK Ltd.**

Bank details of Agility Logistics Ltd and Agility Fairs and Events Logistics Ltd:-  
Barclays Bank Plc., Level 28, 1 Churchill Place, Canary Wharf, London E14 5HP

**Sort code: 20 - 19 – 90,**

**Swift Code: BARCGB22**

**GBP General Freight A/C No: 30904813, IBAN: GB63BARC20199030904813**

Cheques should be payable to **Agility Logistics Ltd**

Please send all cheque payments to: **AGILITY LOGISTICS, New Potter Grange Road, Goole, DN14 6BZ**

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### Notes To Tariff

- For valuable cargo -serial number, tag number, art number with pictures must be provided and should be mentioned on all shipping documents.
- Amendment / surrender charges for AWB or MB/L if any will be charged additionally at cost + 10% outlay fee.
- Any Special handling / services / transportation if required, then the charges for the same will be additional based on the scope of work. Please advise us the details of such shipments prior to the dispatch from origin.
- Non-Delivery of goods to stand to be reported before opening of the show to the site office or Agility representative. Non delivery could possibly be due to (and not limited to )instances such as:
  - Delay due to incorrect documents
  - Delay in customs approval
  - No pre-alert / documents /Failure to notify in due time, Agility shall not be held responsible for the same.
  - All shipments are cleared into Abu Dhabi / Dubai on temporary basis for exhibition. Temporary import is subject to a Temporary Import Bond Fee (non-refundable).

All exhibition shipments are customs cleared on temporary import basis (subject to customs authority's discretion) and have to be re-exported within 90 days from date of arrival in to UAE. Otherwise, Customs Duty @ 5% of CIF or customs assessed value + VAT @ (5% of the duty + CIF Amount) will be applicable on final basis (non-refundable). Note that if the shipments are re-exported to any GCC country then customs duty+ VAT has to be paid in UAE (first port of entry)prior to re-export.

For sea / road freight it may take 2-3 months and for air freight 2-6 weeks to obtain the GCC statistical declaration and is subject to customs authority discretion locally.

To avoid delays, other option is to re-export as a normal export shipment by paying duty in UAE and destination GCC country.

All business is transacted only in accordance with our General Trading Conditions. A copy of these conditions are available via this [LINK](#)



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