



SHIPPING INSTRUCTIONS

THE BIG 5 CONSTRUCT EGYPT 2021

26 – 29 JUNE

EGYPT INTERNATIONAL EXHIBITION CENTER

CAIRO , EGYPT



Presented by :
Agility Fairs & Events UK
Dan Flower



BIG 5 CONSTRUCT EGYPT 2021

MENU

[Introduction](#)

[Consignee – Air Freight](#)

[Consignee – Sea Freight](#)

[Deadline Dates](#)

[Temporary Import](#)

[Storage | Case Markings | Packing](#)

[Courier | Insurance | Hand Carry](#)

[Restricted Goods](#)

[Commercial Invoice & Packing List](#)

[Show Sales & Giveaways](#)

[Payment Terms / Closing Summary](#)

Agility Fairs & Events have been appointed by the show organisers **dmg::events** as the sole official freight customs and onsite handling contractor for the **The Big 5 Construct Egypt 2021** event which will be held during **26 – 29 June, 2021** at **Egypt International Exhibition Centre, Cairo, Egypt**.

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](#)



www.agility.com



BIG 5 CONSTRUCT EGYPT 2021

MENU

[Introduction](#)

[Consignee – Air Freight](#)

[Consignee – Sea Freight](#)

[Deadline Dates](#)

[Temporary Import](#)

[Storage | Case Markings | Packing](#)

[Courier | Insurance | Hand Carry](#)

[Restricted Goods](#)

[Commercial Invoice & Packing List](#)

[Show Sales & Giveaways](#)

[Payment Terms / Closing Summary](#)

Consignee :

BIG 5 CONSTRUCT EGYPT 2021
Egypt International Exhibition Center (EIEC)
Exhibitor:.....
C/o Agility Egypt for Shipping & Freight

All original documents to be attached to the Airway bill.

Failure to comply with documentation and accuracy will result in delay and related storage charges and other dues which shall be for account of the shipper

Notify:

Agility Egypt for Shipping & Freight
31 Omar Bakir Street, Othman Bin
Affan Square Heliopolis, Cairo, Egypt
Attn: Mohab Abdel-Aziz
Tel: +201096872226

Description of Goods:

Exhibition Goods

REQUIRED DOCUMENTS

- 2 sets of original signed & stamped CIPL (Commercial invoice packing list) + 2 copies
Value must be mentioned on invoice "C.I.F Basis". CIF value presented by exhibitor should be reasonable and very much similar to the true value of the goods. Invoice must contain HS Code for each item. Invoice currency should be in either US\$, EURO or GBP. Invoice must be in English Language. Separate CIPL are required for temporary and permanent import.
- 2 original Airway bill
- 1 Copy of Insurance Certificate (in English Language), if available.
- 1 Original Certificate of Origin (in English Language) Legalized by the Egyptian
- Consulate at country of origin. [This is required for the Goods & Equipment which are planned to be Sold / Remain in Egypt permanently].

DEADLINE FOR DOCUMENTS (PRE-ALERTS)

It is important that copies of the above documents must be forwarded by email in advance to dflower@agility.com

Air Freight: At least **5 working days** prior to arrival of shipment at Cairo Airport

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



BIG 5 CONSTRUCT EGYPT 2021

MENU

[Introduction](#)

[Consignee – Air Freight](#)

[Consignee – Sea Freight](#)

[Deadline Dates](#)

[Temporary Import](#)

[Storage | Case Markings | Packing](#)

[Courier | Insurance | Hand Carry](#)

[Restricted Goods](#)

[Commercial Invoice & Packing List](#)

[Show Sales & Giveaways](#)

[Payment Terms / Closing Summary](#)

Consignee :

BIG 5 CONSTRUCT EGYPT 2021
Egypt International Exhibition Center (EIEC)
Exhibitor:.....
C/o Agility Egypt for Shipping & Freight

Notify Party:

Agility Egypt for Shipping & Freight
31 Omar Bakir Street, Othman Bin
Affan Square Heliopolis, Cairo, Egypt
Attn: Mohab Abdel-Aziz
Tel: +201096872226

Description of Goods:

Exhibition Goods

Documents Required

- 2 sets of original signed & stamped CIPL (Commercial invoice / Packing list) + 2 copies. Value must be mentioned on invoice "C.I.F Basis". CIF value presented by exhibitor should be reasonable and very much similar to the true value of the goods. Invoice must contain HS Code for each item. Invoice currency should be in either US\$, EURO or GBP. Invoice must be in English Language. Separate CIPL are required for temporary and permanent import.
- 2 Original Bill Of Lading
- 1 Copy of Insurance Certificate (in English Language), if available.
- 1 Original Certificate of Origin (in English Language) Legalized by the Egyptian Consulate at country of origin. [This is required for the Goods & Equipment which are planned to be Sold / Remain in Egypt permanently].

Failure to comply with documentation and accuracy will result in delay and related storage charges and other dues which shall be for account of the shipper.

DEADLINE FOR DOCUMENTS (PRE-ALERTS)

All documents should be addressed to:
BIG 5 CONSTRUCT EGYPT 2021
Name of the Venue
C/o Agility Egypt
Heliopsis, Cairo, Egypt
Exhibitor Name:

It is important that copies of the above documents must be forwarded by email in advance to dflower@agility.com

Sea Freight: At least **10 working days prior** to arrival of vessel at Alexandria Port

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

BIG 5 CONSTRUCT EGYPT 2021

MENU

[Introduction](#)

[Consignee – Air Freight](#)

[Consignee – Sea Freight](#)

[Deadline Dates](#)

[Temporary Import](#)

[Storage | Case Markings | Packing](#)

[Courier | Insurance | Hand Carry](#)

[Restricted Goods](#)

[Commercial Invoice & Packing List](#)

[Show Sales & Giveaways](#)

[Payment Terms / Closing Summary](#)

Please see below for the relevant deadline dates dependent on your mode of shipment:



Airfreight shipments Freight arrival Cairo International Airport
10 days before requested delivery date



SeaFreight arrival at Alexandria port:

FCL - 21 days before the show
LCL – 30 days before the show

Goods arriving after this date will be subject to a 50% late arrival surcharge and, Agility Fairs & Events would not be able to guarantee delivery in time for the require move in date. Goods arriving at other ports airport which are not listed above will be subject to additional charges

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



BIG 5 CONSTRUCT EGYPT 2021

MENU

[Introduction](#)

[Consignee – Air Freight](#)

[Consignee – Sea Freight](#)

[Deadline Dates](#)

[Temporary Import](#)

[Storage | Case Markings | Packing](#)

[Courier | Insurance | Hand Carry](#)

[Restricted Goods](#)

[Commercial Invoice & Packing List](#)

[Show Sales & Giveaways](#)

[Payment Terms / Closing Summary](#)

TEMPORARY ADMISSION

To enable temporary admission of goods for exhibitions, each exhibitor must secure a bank letter of guarantee for the amount of customs duty and VAT in favour of “The Egyptian Customs”. The bank letter of guarantee must be issued at a Certified Bank based in Egypt. The amount of the bank letter of guarantee is assessed by the Egyptian Customs Authority according to the accepted CIF value. The acceptance of the CIF value of goods is subject to the sole discretion of the Egyptian Customs Authority as per their defined value estimation. If CIF value presented by the exhibitor is not accepted, then the Egyptian Customs will raise the CIF value of which the duty and VAT will be based on. The bank letter of guarantee should be valid for 6 months from date of the Show start. Such guarantee will be fully refunded after re-export of shipment out of Egypt. Refund of bank guarantee would take approx. 8-10 weeks after complete re-export of goods out of Egypt. Agility Egypt can assist to secure such a bank letter of guarantee on behalf of the exhibitors against a certain surcharge. Kindly contact Agility for discussing the cost on a case by case basis.

RE-EXPORT TIMEFRAME

Goods take approx. 10 - 14 days for re-export.

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



BIG 5 CONSTRUCT EGYPT 2021

MENU

[Introduction](#)

[Consignee – Air Freight](#)

[Consignee – Sea Freight](#)

[Deadline Dates](#)

[Temporary Import](#)

[Storage | Case Markings | Packing](#)

[Courier | Insurance | Hand Carry](#)

[Restricted Goods](#)

[Commercial Invoice & Packing List](#)

[Show Sales & Giveaways](#)

[Payment Terms / Closing Summary](#)

BOX MARKING & LABELLING

Agility Egypt
C/O BIG 5 CONSTRUCT EGYPT 2021
Exhibitor:.....
Booth:.....
Box:.....
Gross weight:.....Kgs
Net weight:.....Kgs
Dims:.....X.....X.....Cms

WOODEN BOXES, CASES, PALLETS (FUMIGATION)

All wooden packages must be fumigated and stamped with IPTC logo indicating Country where the fumigation has been made. Failure to do so will cause delay of Customs clearance process, in addition to an extra cost of \$ 300.00.

STORAGE OF GOODS AT THE VENUE (EIEC)

The current applicable process for all the exhibitions at EIEC, Egypt International Exhibition Centre is that all the inbound goods are to be compulsory transferred from the port/airport of entry to the venue directly. Once the goods arrive at the venue will be subject to customs inspection which takes one day after arrival at the venue. Then the goods must be stored in the customs warehouse till the start of the show. In addition, forklifts/cranes must be used for the in / out warehouse handling. The same process and cost are also applicable for the outbound goods after the show.

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



BIG 5 CONSTRUCT EGYPT 2021

MENU

[Introduction](#)

[Consignee – Air Freight](#)

[Consignee – Sea Freight](#)

[Deadline Dates](#)

[Temporary Import](#)

[Storage | Case Markings | Packing](#)

[Courier | Insurance | Hand Carry](#)

[Restricted Goods](#)

[Commercial Invoice & Packing List](#)

[Show Sales & Giveaways](#)

[Payment Terms / Closing Summary](#)

HAND CARRIED GOODS

Overseas exhibitors are strongly advised not to hand-carry exhibits as these will be stopped by customs and will be subject to customs clearance upon arrival. In case exhibits are being stopped at the airport on arrival, Agility, will not be able to assist with the customs clearance of hand carry items and exhibits will miss the show.

COURIER

Shipping to the exhibition using courier service is Not recommended. Courier companies are often unable to provide temporary import through customs.

INSURANCE

Agility can arrange insurance on request

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



BIG 5 CONSTRUCT EGYPT 2021

MENU

[Introduction](#)[Consignee – Air Freight](#)[Consignee – Sea Freight](#)[Deadline Dates](#)[Temporary Import](#)[Storage | Case Markings | Packing](#)[Courier | Insurance | Hand Carry](#)[Restricted Goods](#)[Commercial Invoice & Packing List](#)[Show Sales & Giveaways](#)[Payment Terms / Closing Summary](#)

RESTRICTIONS

(The following items have particular restrictions & need an import approval)
Computer printers, scanners, photocopiers must be approved by Anti-Forgery Dept. Agility can secure this approval for an extra charge of US\$ 300.00
Telephone sets, communication equipment & satellite equipment must be approved by Telecom Egypt. Approval may take around 7 days to be secured. Agility can secure this approval for an extra charge of US\$ 300.00. High value Oil Paintings & Fine Artworks are subject to a special committee evaluation. Agility can secure this approval for an extra charge of US\$ 300.00

World Maps or Globe Maps to be checked by the Survey Dept. Approval would take 7 days. It is highly advised that shipment Not to include such items to avoid clearance delay. Agility can secure this approval for an extra charge of US\$ 300.00
CD's, DVD's & Religious Books are subject to censorship control. Agility can secure this approval for an extra charge of US\$ 300.00. Tiles and Ceramic Tiles, Plastic products, Paper and Cardboard, Roof Bricks, Table Chinaware and Glassware, kitchen utensils are subject to approval of import Control Dept. Agility can secure this approval for an extra charge of US\$ 300.00

Raw Wooden products are subject to approval of the Agricultural Quarantine. Agility can secure this approval for an extra charge of US\$ 300.00

PROHIBITED ITEMS

(The following items are totally prohibited)

- Firearms, fireworks, swords, rifles, knives, etc. (even for decoration purpose or entertainment).
- Remote Controlled Plane Drawn (even for entertainment purpose).
- Telescopes, Binoculars. - Pornographic materials, books, magazines, narcotics. - High frequency telephones either wireless or related equipment.
- Alcoholic beverages. (subject to be confiscated plus an extreme heavy penalty).
- Gold & Silver Jewellery are not advisable to be included in the shipment.
- Medicines, Cosmetics, Vitamins are not advisable to be in the shipment as it needs approval of Health Dept which takes a long time.
- Foodstuff is not advisable to be in the shipment as it needs approval of Health Dept which takes a long time.
- Chemicals, Detergents, Inks, insecticides, etc needs approval of Chemistry Dept which takes a long time.

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



BIG 5 CONSTRUCT EGYPT 2021

MENU

[Introduction](#)

[Consignee – Air Freight](#)

[Consignee – Sea Freight](#)

[Deadline Dates](#)

[Temporary Import](#)

[Storage | Case Markings | Packing](#)

[Courier | Insurance | Hand Carry](#)

[Restricted Goods](#)

[Commercial Invoice & Packing List](#)

[Show Sales & Giveaways](#)

[Payment Terms / Closing Summary](#)

Commercial Invoice & Packing List

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

Packing List

The Packing List must give details of the number of packages, weight and measurement of individual package including shipping marks of the goods.

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

BIG 5 CONSTRUCT EGYPT 2021

MENU

[Introduction](#)

[Consignee – Air Freight](#)

[Consignee – Sea Freight](#)

[Deadline Dates](#)

[Temporary Import](#)

[Storage | Case Markings | Packing](#)

[Courier | Insurance | Hand Carry](#)

[Restricted Goods](#)

[Commercial Invoice & Packing List](#)

[Show Sales & Giveaways](#)

[Payment Terms / Closing Summary](#)

GOODS SELLING DURING THE SHOW

Direct sale of goods or distribution of free samples during the show is totally prohibited. Shortage or missing of goods after the show will certainly be subject to a legal action taken by customs against the exhibitor in addition payment of duty, taxes and full penalties will be applicable. If any goods are sold during the show, it is not permitted that goods are to be delivered directly to the buyer. The exhibitor and the buyer must inform the Agility on-site representative. A certain process will then be taken with the venue and the customs. The buyer will receive the goods from the Customs Warehouse after completion of the customs clearance process and payment of the applicable duty and tax. – please note the receiver in Egypt must have certain accreditations even to receive a free giveaway piece (out of normal giveaways such as machines for example) so we must be informed before shipping of any such items.

Please contact dflower@agility.com ASAP if any items are to be permanently imported and sold/given away that fall outside normal parameters of brochures/pens etc.

GIVEAWAYS, CATALOGUES & BROCHURES

Giveaways like bags, pens, key chains, etc. along with Catalogues & Brochures are subject to payment of customs duty and VAT. Exhibitors should submit a separate invoice for such items.

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

BIG 5 CONSTRUCT EGYPT 2021

MENU

[Introduction](#)

[Consignee – Air Freight](#)

[Consignee – Sea Freight](#)

[Deadline Dates](#)

[Temporary Import](#)

[Storage | Case Markings | Packing](#)

[Courier | Insurance | Hand Carry](#)

[Restricted Goods](#)

[Commercial Invoice & Packing List](#)

[Show Sales & Giveaways](#)

[Payment Terms / Closing Summary](#)

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
Email : 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
Events

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, Freight account 30904813

Duty/VAT account 60669237 U.S. \$ account 72478222 (Swift code BARCGB22)
Accounts Head Office
Agility Logistics, Goole, UK

Tel: 01405 782 314 Fax: 01405 782 361
Contact: Tricia Mahoney tmahoney@agility.com

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

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