



# SHIPPING INSTRUCTIONS

WINDOWS DOORS & FACADES

2021

DUBAI WORLD TRADE CENTER

DUBAI - UAE

12 – 15 September

Presented by :  
Agility Fairs & Events UK  
Dan Flower

**WINDOWS  
DOORS &  
FACADES**  
EVENT



## WDF 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 **Windows Doors & Facades 2021** event which will be held during **12 – 15 September, 2021** at **DWTC , Dubai, 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 in Dubai, UAE.

#### **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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## CONSIGNMENT INSTRUCTIONS – Road Freight

All shipping documents including Bill of Lading / Air Waybill / Truck Waybill / Invoice / Packing list / Certificate of origin on Freight Prepaid basis MUST be consigned to:

Agility Logistics LLC

### WDF 2021

P. O. Box 36683

Dubai, UAE

Tel: +971 4 8131210

Attn. : Praveen Suri

Notify Party:

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

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

### Documents Required Road freight

- 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)
- 1 original and 1 copy of TRA approval Certificate (For telecommunication equipment's and accessories)

### 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)**

**Fax: + 44 (0) 843 227 2033**

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### Consignment Instruction – Sea Freight

All shipping documents including Bill of Lading / Air Waybill / Truck Waybill / Invoice / Packing list / Certificate of origin on Freight Prepaid basis MUST be consigned to:

Agility Logistics LLC

**WDF 2021**

P. O. Box 36683

Dubai, UAE

Tel: +971 4 8131210

Attn. : Praveen Suri

Notify Party:

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

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

### Documents required Sea freight

- 2 sets of original signed & stamped Commercial Invoice + 2 copies
- 2 sets of original Packing List + 2 copies
- 2 sets of original Certificate of Origin issued/endorsed by Chamber of Commerce+ 2 copies
- 1 original and 3 non-negotiable Bills of Lading
- 1 original and 1 copy of Insurance Certificate (if insured)
- H.S. Code Summary Sheet (If more than 3 H.S. Codes)
- 1 original and 1 copy of TRA approval Certificate(For telecommunication equipment's and accessories)

### 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:

**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)

Fax: + 44 (0) 843 227 2033

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### Consignment Instruction – Air Freight

All shipping documents including Bill of Lading / Air Waybill / Truck Waybill / Invoice / Packing list / Certificate of origin on Freight Prepaid basis MUST be consigned to:

Agility Logistics LLC

#### WDF 2021

P. O. Box 36683

Dubai, UAE

Tel: +971 4 8131210

Attn. : Praveen Suri

Notify Party:

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

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

### Documents Required Airfreight

- 2 sets of original signed & stamped Commercial Invoice + 2 copies
- 2 sets of original Packing List
- 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)
- 1 original and 1 copy of TRA approval Certificate (For telecommunication equipment's and accessories)

### 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:

**Air freight:** At least 5 working days prior to arrival of shipment in Dubai

**Dan Flower**

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

**Fax:** + 44 (0) 843 227 2033

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**Airfreight shipments to Dubai Airport – 11<sup>th</sup> November**

**Videos sent by courier to Dubai – 20 working days prior**



**FCL/LCL shipments to Jebel Ali Seaport – 27<sup>th</sup> August 2021**

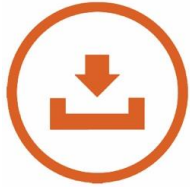


**Road freight shipments to UAE border - 2nd September 2021**

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### Documents Required

Separate documents are required for temporary and permanent import and should correlate each other and tally with Bill of Lading/Air Waybill/Truck Waybill..

Hand written documents are not acceptable. The entries on the Invoices must be in English Language and in accordance with the rules and regulations of the Dubai Customs Authorities. Details on all documents must tally with the actual shipment. Pro Forma invoice or shipping Invoice is NOT acceptable.

Shipment can be cleared with copy of Combined Commercial Invoice & Packing List/ without Certificate of Origin by paying USD 355.00 (Document deposit USD 280.00 + Service fee USD 75.00) per document as customs deposit. If receiving the original document within 25 days from arrival date into UAE & same is accepted by the customs authority, then the deposit of USD 280.00 can be refunded subject to approval from customs.

Following documents are required for purpose of import clearance on arrival. For shipments arriving under ATA Carnet please refer to point 1.8.

#### Notes to documentation:

There should be uniformity in the type of packaging mentioned on all shipping documents. E.g. If the Bill of Lading or Air Waybill 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 Air Waybill 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 shipment / couriered / emailed to Agility prior shipment arrival.

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 of USD 355.00 per consignment and originals once received via courier (regardless if courier arrives prior to shipment arrival) will be submitted to the customs for refunds thereafter. Acceptance of the commercial documents as originals is solely based on customs discretion, is non-negotiable and may take between 30 – 60 days to receive an approval, once this is approved by the customs the deposit of USD 280.00 will be refunded.

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## Customs Duty / Deposits

Present Customs regulations impose a customs duty @ 5% of CIF or customs assessed value + VAT @ (5% on the customs 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 should be paid on final basis (Non-refundable). 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 accordingly and our invoices will have to be settled prior to export of the shipment. Customs fines will be imposed on the exhibitor in cases of Undervaluation, Non-declaration, and Erroneous Declaration. In such cases, Agility shall not be responsible for any delay in clearance. Customs fines and extra expenses incurred shall be borne by the exhibitor. Exhibitors are therefore strongly reminded to declare the true market value of their goods and be extremely careful in their preparation of documents

## ATA carnet:

- 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.
- ATA Carnet should show the UAE / Dubai mentioned in the country list of the document.
- You cannot mix ATA Carnet shipment under temporary import with permanent import under one MAWB or MB/L, this should be done in separate MAWB or MB/L
- ATA Carnet will NOT be stamped if the shipment is to be re-exported to any of the GCC countries.
- 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 exhibition in UAE
- Return destination of the freight should be mentioned on the ATA Carnet
- Original Invoice should be attached along with the ATA Carnet
- The period fixed for the re-exportation of goods imported under ATA Carnet shall not exceed 6 months from the date of temporary admission.
- A service charge of **USD 200.00** is applicable for each ATA Carnet being processed.

**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 freight booked through Agility. Even if the goods imported under ATA carnet , VAT @ 5% of CIF value + customs deposit amount must be deposited with FTA. In order to arrange the payment , a non- refundable fee of 3% of the VAT deposit will be applicable.**

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## Re-export / Permanent Imports

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 Dubai for disposal or giveaways, the permanent import is subject to Dubai Customs approval and once it has been agreed, the exhibitors or the buyers are required to pay all duties and taxes including the formality to convert the temporary import to permanent import.

Even if goods are to be disposed, duties and VAT @ (5% on the customs duty + CIF Amount) are payable by the exhibitors and any additional disposal charges shall be additional for account of the exhibitors.

Agility’s representatives will be on-site during the show dates to help exhibitors with the re-export, disposal or giveaways.

## Certificate Of Origin

Certificate of origin (applicable for sea freight and road freight only) must be issued from the local Chamber of Commerce at origin.

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### Case Markings:

Agility Logistics

#### WDF 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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**Courier Shipments**

Do not send courier shipments addressed to exhibition hall or hotel as it will probably not arrive on time. All courier shipments along with copy of documents should be sent to:-

Agility – Fairs & Events  
**WDF 2021**  
 15th Floor, Office No 1507-08  
 Dubai World Trade Centre Tower  
 Sheikh Zayed Road  
 Post Box 36683  
 Dubai, United Arab Emirates  
 Tel: +971 4 8131210  
 Attn: Mr. Praveen Suri

Name of Exhibitor : \_\_\_\_\_  
 Stand Number: \_\_\_\_\_

**Insurance**

Insurance of the cargo is not included in our scope of work / tariff and same to be arranged by the Exhibitor and / or Exhibitor Company with an express and unconditional waiver of subrogation towards Agility, partners & our sub-contractors.

The show site yard is not a covered site, therefore all freight and empties moving in and out of the halls or stored on site during the show are exposed to climatic conditions. 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. For shipments arriving in apparent damaged condition, the airport and sea port will not assist with surveys and provide any damage reports. The goods will need to be surveyed on site by the exhibitor’s survey company to process any claims.

It is the responsibility of each exhibitor to arrange Marine (Transport) Insurance covering transport to the exhibition, during the exhibition, and the return of the exhibits to domicile, including the period the exhibits are handled by us, and also ensure that Transport Insurance is arranged for exhibits sold locally.

Upon written instructions, Agility – Fairs & Events can offer the exhibitor insurance coverage at competitive premiums.

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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 Dubai. A copy of the approval has to be provided accordingly. Dangerous Goods (DGR) 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 Dubai 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 of USD 150.00 as our agency fees.

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 labor, 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**

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 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 Dubai for **WDF 2021** and will be re-exported after the exhibition”. The invoice number should also reflect on Air Waybill / Bill of lading as well.

The acceptance of the shipping documents as originals is subject to the sole discretion of the customs as per their defined parameters. 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.

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.

If the invoice consists of more than three H.S.Codes, a summary sheet is required as per the following format:

**SUMMARY OF H.S.CODE AS PER INVOICE No. \_\_\_\_\_ DATED \_\_\_\_\_**

H.S.Code	Description	Country of Origin	Quantity	Weight	CIF Value*

**Note:** Please ensure the total weight and value of the respective HS Code indicated on both the Summary of HS Codes and Commercial Invoice must be the same. If itemized H.S. code is not mentioned in invoice / packing list USD 15.00 per item will be charged additionally.

The 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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