

ME Geospatial Forum - 2013

Date: 02nd – 04th February 2014

Venue: Hotel Al Bustan Rotana, DUBAI, UAE



➤ **CONSIGNEE DETAILS FOR SEA & AIR FREIGHT SHIPMENTS**

MAILING ADDRESS

ELF Shipping LLC,

Po.Box.30344, Al Najoum Building, Port Said, Deira, Dubai

Tel : +971 4 2556220 / Fax : +971 4 2686845

Email : binu.thomas@elfshipping.com / ariane.ramirez@elfshipping.com / ja.malik@elfshipping.com

Web Site : www.elfshipping.com

➤ **CONSIGNEE DETAILS FOR SEA & AIR FREIGHT SHIPMENTS**

(All Bills of Lading, Airway Bills and Certificate of Origin should be consigned as follows)

Consignee:	Notify:
ELF Shipping L.L.C P.O.Box 30344, Dubai, U.A.E Tel: 04 2556220, Fax: 04 2686845 Mob: 055 8990387 For: NAME OF EXHIBITION	Name of the Exhibitor NAME OF EXHIBITION DATES & VENUE

➤ **CONSIGNEE DETAILS FOR COURIER SHIPMENT**

[Courier shipment should be strongly recommended to send / consign to below address in DDP basis]

ELF Middle East General Trading L.L.C

P.O.Box 30344,

Plot# 89, Street 35B,

Al Quoz Industrial Area#2

Dubai, UAE

Tel: 04 2556220, Fax: 04 2686845

Contact Mr. Binu Thomas, Mob: +971 55 8990387

➤ **PORT OF ARRIVAL**

Sea Freight: Jebel Ali Port

Air Freight: Dubai International Airport

➤ **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

Bill of Lading, Airway Bill, Commercial invoice, Packing List, Certificate of Origin and other documents must be issued as per instructions indicated here below. Each House AWB / BL will be treated as separate shipment.

All documents 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 for Customs. Photocopy, scanned copy or fax copy of the documents will not be considered as original.

▪ 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 ink stamp (3 original Set)
✓ Packing List	- Issued in company letter head, embossed with company 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 products
✓ MSDS	- Applicable for Chemical content
✓ Halal Certificate	- Applicable for Meat
✓ Participation Letter	- Issued by organizer (Template attached)

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: Name of the Exhibiting Company
At: **NAME OF THE EXHIBITION**
DATE & VENUE-----
Hall No. _____ Stand Number _____

Each invoice should be explicit with Individual value for each items, Quantity, type, serial numbers, Correny Code and Total CIF value.. **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.

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 issue by the Chamber of Commerce at Origin and all the details should be correspond with 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, which 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.
- **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 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.

 - Telecommunication and transmitting equipment, Radiographic equipment
 - Food and beverage products of any kind
 - Drugs, Medical, pharmaceutical, chemical products
 - Live animals, any products made of animal parts
 - Live plants, seeds, natural soil etc....
 - Vehicle of any kind
 - Any goods containing radioactive effects, hazardous nature
- **Prohibited goods : (Should not import to Dubai)**
 - Arms and ammunitions, explosives, fireworks, military equipment etc...
 - Books, articles, images, videos, CD's & Films with any contents against Islamic tradition & Custom.
 - Alcohol, Alcohol content products, wine vinegar, Pork, etc....
 - Any Goods produced or originated from or through Israel.

➤ **Food 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 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.**

❖ **INSURANCE**

We do not insure the goods unless specifically advised to do so. 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. 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 hand 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 buildup 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 placement. In case the exhibitor is not able to arrive on the First buildup day, please notify us well in advance along with scale layout plan of your booth 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 exhibits during the exhibition should be notified to us well in advance. Additional charges for which may quoted case to case basis.

➤ Container Detention / Storage

Container storage / detention at venue can be provided, subject to space availability 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 REQUIREMENT

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

❖ IMPORTANT POINTS TO BE NOTED

- All bottles/cans/pkgs containing foodstuffs must show both 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.
- Print 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 contains 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.**

HANDLING TARIFF

[The below mentioned rates and services are applicable for individual pieces upto 2000 kilos gross weight or in size not 5.000 CBM OR the Dimension not exceeding 200 Cms (L) x 200 Cms (B) x 175 Cms (H) . Heavy lift / Out size Handling surcharge will be applicable for packages beyond above limits. All Charges will be based on weight / volume indicated on AWB, BL or physical weight / volume whichever is higher. All charges indicated here under are in US Dollar.]

❖ INBOUND

➤ TARIFF : SEA FREIGHT- FCL, LCL, BREAK-BULK (1 CBM / 1000kilo)

	SCOPE OF SERVICE	CHARGES (US\$)
HANDLING	Handling Charges (Ex-Jebel Ali Port till delivered to booth, including provision for 3 ton forklift, man power for unloading & delivery to booth and removal of empty cases.)	85.00 Per Cubic Meter Minimum 21 Cbm / 20' Standard Container Minimum 42 Cbm / 40' Standard Container Minimum 47 Cbm / 40' HighCube Container Minimum 3.000 Cbm Per LCL shipment
	Delivery Order	95.00 / Shipment
	BL Exchange Fee	95.00 / BL (If applicable)
	Customs Inspection	75.00 Per LCL shipment / 225.00 Per Container
	THC	205.00 Per 20' / 325 Per 40' Container
	LCL Striping & Port Handling	45.00 /Cbm, LCL Shipment (Minimum Usd. 130)
	LCL Co-loader Warehousing Charges	45.00 (if applicable)
	Port Loading charges	90.00 / FCL container
	Customs Bond Fee (Temporary Import)	0.75 % of CIF Value (Minimum 75,00 / Import Bill)
	Customs Duty (permanent Import)	5% Of CIF value (Minimum 50.00 / Shipment)
	Duty Disbursement (Permanent Import)	10 % of actual Duty
	Temporary Customs Bond cancellation	55.00 / Import Bill
	Penalty for non original documents	300.00 / shipment (If applicable)
	Municipality / Ministry Inspection	150.00 (If Applicable)
	Crane for container grounding	200.00 / 20' – 250.00 / 40' Container Per Handling
	Other statutory Charges	Actual + 10% (If applicable)

➤ Additional Charges if applicable

Heavy Lift Surcharge -Single Piece more than 2 Meters in any direction and more than 3 CBM	US\$ 42.50 Per CBM or Per 1000 Kgs
Heavy Lift surcharge single piece above 8000 Kgs or above 20.000 Cbm	Will quoted case to case on request
3 Ton Forklift Hire (Exclusive) For booth setup, assembling or erection	US\$ 60.00 / Hour (Minimum 2 Hrs)
Un-skilled labour (Exclusive)	USD 15.00 / Hour (Minimum 3 Hours)

➤ **Above Tariff excludes :** Unpacking, stand dressing, assembly of display panels, machinery or decoration of any kind, container demurrage, Trailer detention, port storage etc..

➤ **Late arrival Surcharge :**

- Shipment arrive After Dead Line : 20% addition on basic handling charge
- Shipment arrive on or after the opening day : 50 % addition on basic handling charge

➤ **TARIFF- AIRFREIGHT (1 kilo/6000cc)**

	SCOPE OF SERVICE	CHARGES (US\$)
HANDLING CHARGES	Handling Charges (Ex-Dubai Airport till delivered to booth, Including provision for 3 ton forklift, man power for unloading & delivery to booth and removal of empty cases.)	0.85 Per Chargeable Kg @ Min 300 KGS (Minimum US\$ 255.00 Per shipment)
OTHER CHARGES	Delivery Order	85.00 / HAWB
	Customs Inspection	75.00 / HAWB
	Customs Bond Fee (Temporary Import)	0.75 % of CIF Value (Minimum 75,00 / B/E)
	Customs Duty (permanent Import)	5% Of CIF value (Minimum 50.00 / Shipment)
	Duty Disbursement (Permanent Import)	10 % of actual Duty
	Temporary Customs Bond cancellation	55.00 / Import Bill
	Penalty for non original documents	300.00 / shipment (If applicable)
	Municipality / Ministry Inspection	150.00 (If Applicable)
	Other statutory Charges	Actual + 10% (If applicable)

➤ **Additional Charges if applicable**

Heavy Lift Surcharge -Single Piece more than 2 Meters in any direction and more than 3 CBM	US\$ 42.50 Per CBM or Per 1000 Kgs
Heavy Lift surcharge single piece above 8000 Kgs or above 20.000 Cbm	Will quoted case to case on request
3 Ton Forklift Hire (Exclusive) For booth setup, assembling or erection	US\$ 60.00 / Hour (Minimum 2 Hrs) (If applicable)
Un skilled labour (Exclusive)	USD 15.00 / Hour (Minimum 3 Hours)

➤ **Above Tariff excludes :** Unpacking, stand dressing, assembly of display panels, machinery or decoration of any kind, container demurrage, Trailer detention, port storage etc...

➤ **Late arrival Surcharge :**

- ✓ Shipment arrive After Dead Line : 20% addition on basic handling charge
- ✓ Shipment arrive on or after the opening day : 50 % addition on basic handling charge

➤ **CENSORSHIP VIDEO CASSETTES/CD ROMS**

- ✓ Censorship handling- US\$ 75 per title

➤ **COURIER SHIPMENT**

- ✓ Handling & Delivery - US\$ 0.85 per kilo Minimum US\$ 100 per shipment

➤ **ROAD FREIGHT.**

- ✓ Customs clearance at UAE border - US\$ 300.00 Shipment
- ✓ Customs Duty non re-fundable - At actual + 10 % disbursement.
- ✓ Onsite Handling - US\$ 65.00 / CBM (Minimum 3.000 CBM)

❖ **OUTBOUND**

➤ **TARIFF : SEA FREIGHT, FCL, LCL, BREAKBULK (1 CBM / 1000 kilo)**

	SCOPE OF SERVICE	CHARGES (US\$)
HANDLING CHARGES	Handling Charges (Ex-booth till delivered to Jebel Ali Port. Including provision for 3 ton forklift, man power for, empty re-delivery, pickup, loading, and transportation & export customs clearance.)	85.00 Per Cubic Meter Minimum 21 Cbm / 20' Standard Container Minimum 42 Cbm / 40' Standard Container Minimum 47 Cbm / 40' HighCube Container Minimum 3.000 Cbm Per LCL shipment
Other charges	BL Fee	95.00 / Shipment
	Customs Inspection	75.00 Per LCL shipment / 225.00 Per Container
	THC	285.00 Per 20' / 420.00 Per 40' Container
	LCL Striping & Port Handling	45.00 /Cbm, LCL Shipment (Minimum 1.000 CBM)
	Port Loading Charges	90.00 / FCL Container
	Crane for Container Loading	200/20' – 250/ 40' Container Per Handling
	Other statutory Charges	Actual + 10% (If applicable)
	Re- Packing with New Packing Material	90.00 / CBM If required (Minimum 1.000 CBM)
	Return Freight Charges	Will be quoted case to case on request
Other Statutory charges	Actual cost + 10 % (If applicable)	

➤ **Additional Charges if applicable**

Heavy Lift Surcharge -Single Piece more than 2 Meters in any direction and more than 3 CBM	US\$ 42.50 Per CBM or Per 1000 Kgs
Heavy Lift surcharge single piece above 8000 Kgs or above 20.000 Cbm	Will quoted case to case on request
3 Ton Forklift Hire (Exclusive) For booth setup, assembling or erection	US\$ 60.00 / Hour (Minimum 2 Hrs)
Un skilled labour (Exclusive)	USD 15.00 / Hour (Minimum 3 Hours)

- **Above Tariff excludes: Packing, stand un-dressing, erection of display panels, dismantling of machinery or decoration of any kind, container demurrage, Trailer detention, port storage etc...**

➤ **TARIFF : AIR FREIGHT (1 Kilo / 6000 cc)**

	SCOPE OF SERVICE	CHARGES (US\$)
HANDLING CHARGES	Handling Charges (Ex-booth till delivered to Dubai International Airport. Including provision for 3 ton forklift, man power for, empty re-delivery, pickup, loading, transportation & export customs clearance)	0.85 Per Chargeable Kg @ Min 300 KGS (Minimum US\$ 255.00 Per shipment)
OTHER CHARGES	AWB Fee	85.00 / Shipment
	Customs Inspection	75.00 Per LCL shipment
	Re- Packing with New Packing Material	90.00 / CBM If required (Minimum 1.000 CBM)

	Return Freight Charges	Will be quoted case to case on request
	Other Statutory charges	Actual cost + 10 % (If applicable)

➤ **Additional Charges if applicable**

Heavy Lift Surcharge -Single Piece more than 2 Meters in any direction and more than 3 CBM	US\$ 42.50 Per CBM or Per 1000 Kgs
Heavy Lift surcharge single piece above 8000 Kgs or above 2000 Kgs	Will quoted case to case on request
3 Ton Forklift Hire (Exclusive) For booth dismantling or erection	US\$ 60.00 / Hour (Minimum 2 Hrs)
Un skilled labour (Exclusive)	USD 15.00 / Hour (Minimum 3 Hours)

➤ **Above Tariff excludes: Packing, stand un-dressing, erection of display panels, dismantling of machinery or decoration of any kind, container demurrage, Trailer detention, port storage etc...**

➤ **ROAD FREIGHT OUTBOUND**

- ✓ Outbound onsite Handling up to buyers / exhibitors truck - US\$ 65.00 / CBM (Minimum 3.000 CBM)
- ✓ Return Freight - Will be quoted case to case on request.

❖ **HOLD / SOLD / CONSUMED/ DISTRIBUTED Exhibition Material** -

- ✓ Pickup and loading on the buyers vehicle – USD 65 per CBM Min 3 CBM
- ✓ Pickup and transfer to storage area – USD 75 per CBM Min 3 CBM
- ✓ Storage – USD 30 Per CBM per Month (Minimum 3 CBM and One Month)