



Delivery & Logistic Services

Merkur Expo Logistics GmbH has been appointed the official forwarding agent and clearance agent for ICE 2024 Meeting. We offer the following services: customs clearance, delivery to the booth, freight forwarding, manpower & trolleys for unloading/loading during build-up and dismantling, storage of empty crates, transportation to and from the Exhibition Hall.

For security, insurance, and efficiency reasons Merkur **is** the exclusive agent nominated by the organizer for move in and move out and handling of empties.

Exhibitors and booth builders are free to deliver their goods or to pick their goods up from outside the venue. Those who use their own facilities up to the venue are requested to coordinate their time schedule and unloading of their cargo into the venue with Merkur.

Contact Details:

Merkur Expo Logistics
Contact: Mrs Irit Sofer
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E-mail: irit.sofer@merkur-expo.com

Please note these important dates:

Exhibition Set-up	February 29 th → 09:00 - 20:00
Exhibition Opening Hours	March 1 st → 09:00 - 20:30 March 2 nd → 09:00 - 16:45 March 3 rd → 09:00 - 15:30
Breakdown	March 3 rd → 15:45 - 22:30
SERVICE	DEADLINE
Airfreight shipments	Shipment should reach Dubai International Airport at least 5 Working days prior to the delivery date.

Services, Delivery Address & Shipping Instructions

SHIPPING DOCUMENTS

Important: Do not send any goods prior of sending the documents for customs classification and confirmation.

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.

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

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

Consignee: ELF Shipping L.L.C P.O. Box 30344, DIP 1, Dubai, U.A.E Tel: 04 8834444, Fax: 04 8834443 Mob: 055 8990387 For: NAME OF EXHIBITION	Notify: <u>Name of the Exhibitor</u> <u>NAME OF EXHIBITION</u> <u>DATES & VENUE</u>
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➤ **CONSIGNEE DETAILS FOR COURIER SHIPMENT – Only for General Cargo (No Food stuff)**

[Courier shipment should be consigned to below address on DDP basis and we need an Invoice copy in advance.]

ELF Middle East General Trading L.L.C
 FAB PROPERTIES WAREHOUSE DIP 1
 GATE NO # 7
 BULDING NO# 9 WAREHOUSE No# 6
 PO BOX 30344, DIP-1, DUBAI, UAE.
 Contact: Mr. Mohammed, Mob: +971 54 3076271

➤ **PORT OF ARRIVAL**

Air Freight: Dubai International Airport

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 Air freight / Currier.

✓ AWB	-	
✓ 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 Road freight shipment)
✓ Phytosanitary Certificate	- Applicable for Plants/wood/flowers, vegetable, fruits etc.
✓ Health Certificate	- Applicable for food products
✓ MSDS	- Applicable for Chemical content
✓ Participation Letter	- Issued by organizer (Template attached)

Original documents as stated above are a must. There is a penalty of USD 400 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. The word “**Proforma**” should not be mentioned on the invoice. The invoices should be consigned as:

<p>ELF Shipping L.L.C For: Name of the Exhibiting Company At: NAME OF THE EXHIBITION DATE & VENUE _____ Hall No. _____ Stand Number _____</p>
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Each invoice should be explicit with Individual value for each item, 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

- 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. Handwritten, 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. Dubai Customs terms and conditions would apply.

➤ **CUSTOMS DUTY/DEPOSIT**

All Exhibition shipments will be customs cleared on arrival as temporary import on 8 % customs Bond. Temporary admission period is maximum 90 Days from the date of arrival. Customs Duty 8% 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\$ 200.00 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: $Usd.2000 + Customs\ Duty\ (8\%\ of\ Usd.2000=Usd.160) = Usd.2160 \times 5\% = Usd.108\ (VAT).$

❖ **CONGRESS Venue**

Dubai World Trade Center
Sheikh Zayed Rd
Trade Centre – Trade Centre 2
Dubai, UAE

❖ HANDLING OF EMPTIES

Ladders, pallet-trucks, tools... are considered as full storage. Full goods stored during the exhibition are collected, stored, and re-delivered on stand in the same conditions. The exhibitor/stand builder must provide the complete details of the stored materials. The exhibitor/stand builder must be on site during the pick-up and the return of the full goods. They must inform us in advance about the expected return date and time.

❖ 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.

❖ 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.
- 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 contain 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.
- Food colors, code numbers indicated here after is banned in Dubai. (E104, E105, E107, E123, E124, E127, E131, E142, E924, E952 & E1510)
- All rates, fees and/or payments referred to in this Tariff are exclusive of all service tax, Value Added Tax (VAT) (whether existent or applicable at date of getting this Agreement / Tariff, or will be applicable in the future) and any other current or future tax, duty or fee of any nature whatsoever imposed from time to time by any gov.t or other authority which shall be added to the Tariff.

❖ **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_____

All shipments must be packed, labeled, and sent according to the appropriate category. Please do not mix different types of shipments in one box.

❖ **DANGEROUS CARGO**

Exhibitors need to complete a special form for dangerous goods. These forms will be provided upon request and the completed forms should reach us before shipment is dispatched. There will be surcharge of 100% for handling this kind of shipment.

❖ **INSURANCE**

It is the shipper / exhibitor's responsibility to have comprehensive insurance coverage whilst in transit storage and onsite for the duration of the exhibition and return.
We will not accept any responsibility for the loss or damage of the exhibitor's equipment.

❖ **HEAVY & OVERSIZE SHIMENTS**

Heavy and oversized shipments apply to any single exhibit more than 1000 kg and 5 CBM that requires the use of a forklift mobile crane for installation.

Exhibitors with heavy and oversized exhibits must inform us at least seven days prior to delivery. A detailed layout should also be provided to better assist our onsite operations.

❖ PAYMENTS TERMS

12. **Payment terms**

1. Invoices will be sent by e-mail only.
2. The invoicing is per shipment.
3. Full payment of the incoming handling charges must be received prior the delivery to the booth.
4. The outgoing handling charges are payable immediately after receipt of our invoice.
5. Payment can be made by credit card (VISA and MASTERCARD) or by wire transfer. Personal or foreign cheques are not acceptable.
6. VAT will be added
7. 1,5% interest per month will be charged on overdue payments

Please complete and sign the attached material handling form/payment confirmation and return it to our attention.

Please note that your signature will be used as a payment guarantee based on the general tariff. Any services not outlined in the attached tariff will be quoted on an individual basis.

Please notify "Merkur" immediately about any requirements relating to invoices.

Please note that all payments are in €. Will be charges based on Oanda, date of the invoice.

❖ TERMS AND CONDITIONS

All orders are accepted exclusively on the basis of the local & German forwarders terms and conditions (ADSp).

We wish you a successful experience!
MERKUR EXPO LOGISTICS