



# SICOT PAOA 2012 Shipping Instructions

issued by EFI Logistics, Official Freight Contractor

## **EFI Logistics**

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**EFI LOGISTICS**

2012

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## SHIPPING, CUSTOMS AND FREIGHT HANDLING

We are pleased to advise that SICOT, as organiser, has appointed **EFI LOGISTICS** as the official international freight contractor and sole on-site handling agent for SICOT/ PAOA. **EFI** will provide a complete range of transport, customs and on site handling solutions.

### International Customer Service Contacts

Contact the following office for assistance and to order services:



EFI LOGISTICS  
Unit 1, Mid Sussex Business Park  
Folders Lane East, Ditchling, Burgess Hill  
West Sussex, BN6 8SE United Kingdom

Customer service contacts:

Colin Huckle	colin.huckle@efilogistics.com
Ashley Head	ashley.head@efilogistics.com
Telephone	+ 44 1444 871314
Facsimile	+ 44 1444 237749
WWW	efilogistics.com

## On Site Services

**EFI is the appointed onsite freight handling company for this event.**

Our team is the only one permitted to operate freight handling services at the venue for this event. Please pre-book all services using the service order form provided in this manual.

## Order Services

**We strongly advise booking services in advance.** There are additional charges for late or on site orders. Please use the service order form provided with this document. This should be completed and returned to EFI not later than **5<sup>th</sup> November 2012.**

## CUSTOMS CLEARANCE IN DUBAI

**EFI is the official customs broker for this event.**

All shipments that require customs clearance into Dubai must be consigned to the official customs broker as per the following details. Please use the customer service contacts shown above to request more information.

## LOCAL SERVICES

Exhibitors based in the UAE should contact JKK International Freights LLC in Dubai directly to arrange local transport and on site handling:

JKK International Freights LLC  
Unit 3, WA-1 Dubai Investment Park  
P.O. Box 120623, Dubai , UAE

Contact: Mr Koshy John  
Tel: (9714) 885 4966  
E-mail: [info@jkkintl.ae](mailto:info@jkkintl.ae)

## Packing

We strongly recommend you have exhibit material packed carefully and professionally for shipment to and from Dubai. Bolted, returnable standard cases should be used. For cartons of brochures and or giveaways, use pallets and shrink-wrap to secure and protect the smaller boxes. Whilst UAE have not yet implemented the ISPM15 regulations it is recommended that any solid wood packing is ISPM15 compliant as this will be necessary for any returning or on forwarding to countries that have implemented it. A list of these countries can be found at <http://www.ispm15.com/start.htm>

## Insurance

Please ensure that your goods are covered by Insurance for the round trip. EFI can arrange this on your behalf on receipt of instructions prior to shipment. EFI's liability is limited by their standard trading conditions (BIFA 2005A) a copy of which is included with these instructions, available on request or at their website [www.efilogistics.com](http://www.efilogistics.com)

## INTERNATIONAL SHIPPING INSTRUCTIONS

### Arrival deadlines

Shipments should arrive in Dubai up to one week before and **no later than** the following dates for each method of transport:

#### By Sea – to Dubai Port or Jebel Ali Port

Sea/ ocean freight LCL/ groupage . . . **17<sup>th</sup> November 2012**

Sea/ ocean freight FCL (20' or 40' container) . . . **19<sup>th</sup> November 2012**

#### By Air – to Dubai Airport

Airfreight consolidation (HAWB) . . . **19<sup>th</sup> November 2012**

Airfreight direct/ back-to-back (MAWB) . . . **21<sup>st</sup> November 2012**

Goods must be consigned correctly (see below). Goods arriving +2 days before these dates will attract additional storage and handling fees. Copy commercial invoices should be sent to EFI 15 days prior to the show for checking and a full pre-alert for all shipments must be sent to EFI **at least 5 days for Seafreight & 24 hours for Airfreight** prior to arrival in Dubai.

### Consigning Instructions

All shipments must be consigned as follows:

JKK International Freights LLC  
P.O. Box 120623, Dubai  
For: SICOT & PAOA 2012  
For: (Exhibitors Name) Stand No.

All shipments must arrive **freight prepaid**.

### Freight order Form

**Deadline for receipt of order form/ on line order: Monday 5<sup>th</sup> November 2012**

The EFI service order form must be completed and sent to EFI to clearly show services that you require. This form is included in these instructions and can be sent by e-mail or fax. Alternatively services can be ordered on-line at [www.efilogistics.com](http://www.efilogistics.com)

### Shipment PreAlert

Details of shipment , along with copies of all relevant documentation must be emailed or faxed in advance for the attention of Colin Huckle to e-mail [colin.huckle@efilogistics.com](mailto:colin.huckle@efilogistics.com) or fax +44 (0) 1444 237749

## Documentation Requirements

Copies of the following documents must be sent by e-mail to [colin.huckle@efilogistics.com](mailto:colin.huckle@efilogistics.com) or fax to +44 1444 237749 prior to arrival of shipments in Dubai:

### Seafreight Shipments – Documents Required

- A: Original Shipping Line Bills of Lading consigned as above
- B: Original Commercial Invoice (see below)
- C: Original Packing List showing individual weight of the packages and total weight in conformity with the Bills of Lading
- D: Certificate of Origin (No legalization required)

### Airfreight Shipments – Documents Required

- A: AWB Consigned as above
- B: Original Commercial Invoice (see below)
- C: Original Packing List showing individual weight of the packages and total weight in conformity with the AWB

### Commercial Invoice

For customs clearance we require a commercial invoice / packing list typed on your letterhead and must be addressed to your stand at the show. They must show number of packages, itemised description, make, model, serial numbers, itemised values and total CIF value with the following clause “ Goods are for exhibition purpose to be exported after the show”

**Please contact EFI for a sample copy invoice.**

Manufacturer’s name and address must be shown for all items and printer and publishers name and address must be shown for all printed matter. Each invoice must include the following paragraphs appropriate to the goods you are sending.

- We certify that items (1-\_\_) are manufactured by (company name) and (address).
- We certify that the literature is printed by (company name) and (address) and published by (company name) and (address).

In addition each invoice must also contain the following clause.

- We hereby certify that the goods are of \_\_\_\_\_ origin and that no parts, labour or capital of Israeli origin were used in their manufacture.

Invoices and Packing list must bear your company stamp and be originally signed in blue ink.

## Censorship: Audio Visual Films and Cassettes

Films, Videos and Slides are subject to censorship in the U.A.E.

All such items must be in English language **and should be sent at least 30 days prior to the show**. These Items must be sent to:

**JKK INTERNATIONAL FREIGHTS LLC**  
UNIT 3, WA- 1, DUBAI INVESTMENT PARK  
P.BOX 120623, DUBAI, UAE  
TEL + 971 4 885 4966

Attn Koshy John for SICOT & PAOA

You should prepare a pro-forma Invoice to cover the dispatch of these audio-visual items.

## Certificate of Origin

For **sea freight only** shipments will require a Certificate of Origin. This should be obtained through your local chamber of commerce; the chamber of commerce must certify this. It does not need to be legalised by the UAE Embassy or Consulate.

If you need help completing your documentation for this show please contact the EFI customer service team at any time.

## Customs Duties

Customs duty @ 5% of CIF value plus advancement fee will be charged on all item remaining in UAE after the exhibition - this includes all give-aways, stand materials and exhibits. Any shipments where total Duty liability is less than US\$ 100 will be entered as permanent regardless of whether or not they return. Temporary importation without payment of duty is subject to bond fee (see tariff for details)

**If you have any questions regarding these instructions please contact the EFI team at any time.** These instructions should be read in conjunction with the SICOT/ PAOA 2012 Tariff of Charges.

## Terms & Conditions

All work is undertaken by EFI Logistics and our agents in accordance with our standard trading conditions (BIFA 2005 A). A full version can be downloaded from our website at [www.efilogistics.com](http://www.efilogistics.com)

## Overseas Agents

The following companies operate services to EFI-controlled events from their region. They are regular partners/agents of EFI Logistics and provide regional support for exhibitors. Each company must sign a confidentiality agreement before they receive exhibitor contact information.

### AUSTRALIA

#### Global Events Logistics Services

Contact: Allen Yap  
E: [allen yap@live.com.au](mailto:allen yap@live.com.au)

### AUSTRIA

#### Schlager Messebau

Contact: Harald Vrbka  
E: [office@schlager.at](mailto:office@schlager.at)

### BRAZIL

#### Interlog

Contact: Francisco Schulte  
E: [Schulte@interlog.com.br](mailto:Schulte@interlog.com.br)

### CANADA

#### Showtime Logistics

Contact: Mark Namhie  
E: [mark@showtimelogistics.com](mailto:mark@showtimelogistics.com)

### CHINA

#### APT Showfreight

Contact: Jenny Yau  
E: [Jenny.Yau@aptshowfreight.com](mailto:Jenny.Yau@aptshowfreight.com)

### CZECH REPUBLIC

#### Čechofract a.s.

Contact: Martin Ulicny  
E: [martin.ulicny@cechofracht.cz](mailto:martin.ulicny@cechofracht.cz)

### DENMARK

#### Blue Water Shipping

Contact: Claus Baek  
E: [clb@bws.dk](mailto:clb@bws.dk)

### FINLAND

#### CHS Expo Freight

Contact: Heikki Mattola  
E: [Heikki.Mattola@chs.fi](mailto:Heikki.Mattola@chs.fi)

### FRANCE

#### FEI

Contact: Christophe Jaeger  
E: [fei@wanadoo.fr](mailto:fei@wanadoo.fr)

### GERMANY

#### Pro Messe-Service GmbH

Contact: Robert Wimmer  
E: [rwimmer@pro-messe.de](mailto:rwimmer@pro-messe.de)

### HONG KONG

#### APT Showfreight

Contact: Jenny Yau  
E: [Jenny.Yau@aptshowfreight.com](mailto:Jenny.Yau@aptshowfreight.com)

### INDIA

#### R E ROGERS

Contact: Ravinder Sethi  
E: [rerdelhi@del3.vnsi.net.in](mailto:rerdelhi@del3.vnsi.net.in)

### ISRAEL

#### Hermes-Expo

Contact: Hagit Tombak  
E: [HagitT@Hermes-Expo.co.il](mailto:HagitT@Hermes-Expo.co.il)

### ITALY

#### IES SrL

Contact: Piero Zipoli  
E: [ies@iessrl.com](mailto:ies@iessrl.com)

### HUNGARY

#### Masped Expo

Anna Cresnik  
E: [a.cresnik@masped.com](mailto:a.cresnik@masped.com)

### JAPAN

#### Ishikawa-Gumi

Hidenori Saito  
E: [h.saito@ishikawa-gumi.co.jp](mailto:h.saito@ishikawa-gumi.co.jp)

### KOREA

#### Global Express Co. Ltd

Contact: J S Chang  
E: [jschang@globalex.xo.kr](mailto:jschang@globalex.xo.kr)

### MIDDLE EAST

#### JKK International

Contact: Koshy John  
E: [koshy@jkk.com](mailto:koshy@jkk.com)

### NETHERLANDS

#### FAIREXX

Contact: Renee Visse  
E: [rene@fairexx.nl](mailto:rene@fairexx.nl)

### NORWAY

#### LOGI TRANS AS

Contact: Magne Eide  
E: [me@logitrans.no](mailto:me@logitrans.no)

### SPAIN

#### Expotransit SA

Contact: Francisco Herranz  
E: [fherranz@expotransit.com](mailto:fherranz@expotransit.com)

### SOUTH AFRICA

#### EF-GSM

Contact: Jacqui Nel  
E: [Jacqui@iafrica.co.za](mailto:Jacqui@iafrica.co.za)

### SWITZERLAND

#### Expo Cargo CH

Contact: Peter Kubias  
E: [Peter.Kubias@expo-cargo.ch](mailto:Peter.Kubias@expo-cargo.ch)

### TAIWAN

#### Crown Van Lines

Contact: Claire Lee  
[claire@crownvan.com](mailto:claire@crownvan.com)

### UNITED KINGDOM

#### EFI Logistics

Contact: Jake Head  
E: [jake.head@efilogistics.com](mailto:jake.head@efilogistics.com)

### U S A

#### Showtime Logistics

Contact: Mark Namhie  
E: [mark@showtimelogistics.com](mailto:mark@showtimelogistics.com)