



DUBAI INTERNATIONAL BOAT SHOW 2009

DUBAI INTERNATIONAL MARINE CLUB - MINA SEYAHI

3 - 7 MARCH 2009
Tuesday - Saturday

SHIPPING GUIDELINES

Dear Exhibitors,

It is our pleasure to inform you that Airlink International, UAE along with Agility – Translink have been appointed as the Official Freight Forwarder and exclusive site handling agent for all **The Dubai International Boat Show**.

In this regard Agility - Translink will be your main contact to offer International freight forwarding services through its worldwide Network of offices / appointed agents and Airlink International U.A.E. will look after providing you with destination services and Customs clearances. Combining our pool of resources to provide for the site handling services will mean that we will bring in all our strengths to provide the exhibitors with a high level of service deliverables.

In the following sheets you will find the contact details of our personnel you need to be in touch with for our Tariffs and who will also provide you with the details of our nominated Freight Agent who will look after your individual requirements at origin as well as when the shipments are returned. We hope the Shipping Guidelines will help you to be better prepared for the shipping of your exhibits for the show. We look forward to be of service to your esteemed organization.

Wish you all a successful Exhibition!

The Airlink International U.A.E. / Agility - Translink Team

° TABLE OF CONTENTS °

1) SHIPPING GUIDELINES ----- 2

- **Consigning Of Shipments ----- 2**
- **Documentation Required ----- 2**
- **Addressing Of Invoices ----- 3**
- **Marking Of Packages ----- 3**

2) IMPORTANT NOTES ----- 4

- **Deadlines ----- 4**
- **Custom Duty ----- 4**
- **Insurance ----- 5**
- **Documentation Related ----- 5**

3) KEY CONTACTS ----- 7

- **UAE – Local Site Operations Contact ----- 7**
- **International - Sales Agent Contact ----- 7**

1) SHIPPING GUIDELINES

CONSIGNING OF SHIPMENTS

- The Bills of Lading or Airway Bills should be consigned as follows:-

Airlink International U.A.E.

PO Box 10466

Dubai - U.A.E.

C/o The Dubai International Boat Show 2009

Attn: **Mr. Jihad Khoury**

Manager – Exhibition Logistics

Tel: 04-3325334

Fax: 04-3325155

DOCUMENTATION REQUIRED

- **For Sea Freight Shipments:-**

- Certificate of Origin
- Original Commercial Invoice/ Packing list, originals attested by the Chamber of Commerce at Origin only. (2 Original + 5 Copies)
- Invoice & Packing List should show:-
 - The individual item price
 - Total CIF value
 - Total number of packages matching the B/L
 - The Gross Weight & Volume matching the B/L

- **For Air Freight Shipments**

- Original Commercial Invoice & Packing List (2 Original + 5 Copies)
- Invoice & Packing list should show:-
 - The individual item price
 - Total CIF value
 - Total number of packages matching the AWB or HAWB
 - The Gross Weight & Volume matching the AWB or HAWB

ADDRESSING OF INVOICES

Please use the below format or include all of the below details for the addressing of invoices.

Name of Exhibitor: _____
Stand No.: _____
Venue: _____
Dubai - U.A.E. _____
Date of Show: From: **3rd March** To: **7th March**
Name of Show: **The Dubai International Boat Show 2009**

MARKING OF PACKAGES

Please use the below format or include all of the below details when marking all shipment packages.

Name of Exhibitor: _____
Stand No.: _____
Venue: _____
Dubai - U.A.E. _____
Date of Show: From: **3rd March** To: **7th March**
Name of Show: **The Dubai International Boat Show 2009**
Package #: _____ of _____ (for multiple-package shipments only)

2) IMPORTANT NOTES

DEADLINES

- Sea Freight shipments to Dubai should arrive **at least 15 days** before the show.
- Air Freight shipments to Dubai should arrive **at least 10 days** before the show.
- Videos sent by courier to Dubai should arrive **at least 25 days** before the show.

CUSTOM DUTY

- The “Port & Custom Authorities” of Dubai levy a **5% duty** on goods, which are sold, giveaways and any of non return items such as leaflets, brochures, and catalogues etc, based on Cost, Insurance, and Freight value declared. (C.I.F.) Therefore, please issue detailed invoices showing C.I.F. values.
- All shipments are normally cleared on a temporary import basis against payment of **5% CIF VALUE** as assessed by the UAE customs. UAE customs can and often do re-evaluate the value of invoices, duty is paid based on UAE customs valuation of a shipment, Airlink International UAE will not be held responsible for an invoice value being increased by the authorities.
- It is essential, that the information mentioned on the documents matches with those mentioned on the AWB, B/L, Packing list and Invoice.
- All brochures, give a ways, leaflets, samples which are not returning, exhibitor should provide a separate detailed invoice showing the Number of boxes, weight, dimensions, individual price per item, and total CIF price.

INSURANCE

- For safety of all exhibits, we request all exhibitors to arrange full insurance coverage from point of leaving warehouse at origin up to stand, as well as return of same back to origin.

DOCUMENTATION RELATED

- **Bill of Lading / Airway Bills:** Must be consigned as per details mentioned above in the name of "Airlink International UAE" only. Failing which we will not be able to process customs clearance.
- **Separate House Airway bills (HAWB) or Forwarders Bill of Ladings (FBL):** Must be issued for individual Exhibitors per consignment stating the correct weights and measures.
- **Certificate of Origin:** This Document must be sent in Original issued and attested by the Chamber of Commerce at origin only.
- **Commercial Invoice/Packing List:** This Document must be duly typed in English and only on the front side of the paper on an Original Company Letter Head with an Original Company Stamp embossed along with an Authorized Signature. Computer Print Outs of invoices or Freight Forwarders Invoices are not acceptable.
- **Separate Invoices** for Temporary and Permanent goods are also require.
 - Goods under Permanent Import such us giveaways/brochures, consumables, gift items, etc. Must be mentioned separately on a Separate Invoice detailing their respective Correct Gross and Net Weight.
 - The same should also be packed separately as a different package. This is a must to ensure accurate calculation of Customs Duty during re-exportation.

- **Failing to provide us with Original Documents** fulfilling the above requirements in detail will invite Customs Fines, Excess Duty Assessment and cause delays with Customs Clearance making it difficult and at times not possible.
- **Any Customs Fines and Excess Duty Assessments** caused due to incorrect / improper / missing documents will be billed to the respective Freight Agent/Client.

3) KEY CONTACTS

UAE – LOCAL SITE OPERATIONS CONTACT

Airlink International, UAE

Dubai World Trade Centre
Office Unit No. 23: B
Hall 2, Dubai,
United Arab Emirates

Tel: (+971 4) 3325 334
Fax: (+971 4) 3325 155

Mr. Jihad Khoury
Manager – Events & Exhibitions
Email: j.khoury@airlink.ae

Or Mr. Michael Cornelius
E-mail: michael@airlink.ae

INTERNATIONAL - SALES AGENT CONTACT

Agility Fairs & Events

P. O. Box 52378
Dubai
United Arab Emirates

Tel: +971 4 331 2003
Fax: +971 4 331 0007

Contact: Mr. George Jacob
E-mail: gjacob@agilitylogistics.com