

OFFICIAL SHIPPING GUIDELINES



Cityscape

9th to 11th November 2021, Dubai, UAE

Presented by



informamarkets

Preferred Partner 2021

1) Introduction

GT Exhibitions Ltd have been appointed as the exclusive official freight forwarders and on-site handling contractor by Informa Markets, the organiser of **Cityscape Global 2021** exhibition being held at the Dubai Exhibition Centre at Expo 2020, Dubai, United Arab Emirates.

We will be providing a full Customs clearance and on-site handling service for the exhibition.

Please read and adhere to the following shipping instructions and tariff. This is essential in order to avoid any problems or delays with clearance, handling and transportation of your goods.

We will be pleased to assist you with any questions that you may have.

GT Exhibitions ME

Office RO23A, Concourse 1,
Hall 1, Dubai World Trade Center,
P O Box 34910, Dubai,
United Arab Emirates
Tel: + 971 (04) 3213235 / Fax: +971 (04) 3213245

Contact:

George Nassif georgenassif@gtexhibitions.com
Beth Madrid bethmadrid@gtexhibitions.com



www.gtexhibitions.com

*All business transacted in accordance with our General Trading Conditions, copy is available upon request.
Business with third parties is made by the company as an agent of the company.*

2) Consignee Instructions

Kindly arrange to send all shipments “freight pre-paid” consigned as mentioned below:

Consignments being sent to Dubai (DXB or DWC airports or Jebel Ali seaport)

Consignee : GTME Logistics L.L.C
C/O Cityscape Global 2021
P. O. Box 34910,
Dubai, United Arab Emirates
Attn: Mr. Tybano Gowray
Tel: +9714 3213235. Fax: +9714 3213245.

Notify Party : (Exhibitor’s Name)
Cityscape Global 2021
(Hall and Stand No)
Dubai Exhibition Centre at Expo 2020

Note: -

The air waybill/sea waybill/bill of lading/truck waybill must clearly mention
“In transit to Dubai, UAE for the Cityscape Global 2021 exhibition, for re-export at the end of the exhibition”.

The master air waybill must be **direct** and consigned correctly to GTME Logistics L.L.C, to avoid high handover costs and additional handling charges. If applicable these extra charges will be billed at cost + 15% outlay fee.

The total number of pieces, total gross weight & total volume of the freight must be clearly indicated on the waybill and the same details must match 100% to the commercial invoice.
Separate house waybills must be issued for each individual exhibitor, when consolidated.

Important

Please ensure you send a full pre-alert to GT Exhibitions.

Attn: George Nassif and Beth Madrid,
via email to georgenassif@gtexhibitions.com & bethmadrid@gtexhibitions.com

3) Cargo Arrival Deadlines and Port of Destination

- Sea freight arrival at Jebel Ali Seaport (FCL or LCL) **10 working days** prior to exhibitor move-in date
- Airfreight arrival at DXB or DWC Airports **8 working days** prior to exhibitor move-in date
- Road freight arrival at Sila UAE Border Crossing **5 working days** prior to exhibitor move-in date
- Courier shipment arrival at GT Office **15 working days** prior to exhibitor move-in date

We strongly recommend that you ship on a direct service to the above-mentioned UAE port to avoid delays in trans-shipment, etc.

GT Exhibitions cannot be held responsible for the late or non-delivery of goods, including additional surcharges incurred for shipments that fail to comply with the above-mentioned arrival deadlines. Cargo arriving after the deadline dates as mentioned above will be subject to a minimum **35% late arrival surcharge** on the basic handling tariff.

4) Shipping Documentation

Documentation Required

The following documents are required for the temporary import clearance of goods in the UAE:

Shipments arriving by Sea freight: -

- | | |
|---------------------------------------|---|
| a. Commercial Invoice / Packing List: | 3 Originals and 3 Copies |
| b. Certificate of Origin: | 1 Original and 3 Copies |
| c. Bill of Lading: | 1 Copy of Express Release Waybill |
| d. H.S. Code Summary Sheet: | For shipments with more than three (3) HS Codes |
| e. *MSDS (Material Safety Data Sheet) | For shipments with lithium-ion batteries or hazardous goods |

Shipments arriving by Air freight: -

- | | |
|---------------------------------------|--|
| a. Commercial Invoice / Packing List: | 3 Originals and 3 Copies |
| b. Air Waybill: | 2 Originals and 2 Non-Negotiable Copies |
| c. H.S. Code Summary Sheet: | For shipments with more than three (3) HS Codes |
| d. *MSDS (Material Safety Data Sheet) | For shipment with lithium-ion batteries or hazardous goods |

Shipments arriving by Road freight: -

- | | |
|---------------------------------------|--|
| a. Commercial Invoice / Packing List: | 3 Originals and 3 Copies |
| b. Certificate of Origin: | 1 Original and 3 Copies |
| c. Truck Waybill: | 1 Original and 2 Non-Negotiable Copies |
| d. H.S. Code Summary Sheet: | For shipments with more than three (3) HS Codes |
| e. *MSDS (Material Safety Data Sheet) | For shipment with lithium-ion batteries or hazardous goods |

* For Lithium-ion batteries shipments being returned by air, please see section 11 for more details.

Bill of lading / Air waybills / Truck waybills

Must be consigned as per instructions mentioned above (see section 2) in the name of "GTME Logistics L.L.C" only, failing which we will not be able to process the Customs clearance.

Commercial Invoice/Packing List

Please ensure the commercial invoice issued complies to the below requirements:

- The document must be duly typed in English
- Must be printed on shipper's original embossed letter head and must bear an original company stamp along with an authorized signature. The document must be headed "Commercial invoice". No other term is accepted and it must also include an invoice number.
- Temporary and permanent goods must be packed and invoiced separately
- Must be addressed/consigned as follows:

GTME Logistics L.L.C
C/O **Cityscape Global 2021**
DEC, Dubai, UAE
Exhibitor: _____
Hall / Stand: _____

- The Invoice must clearly indicate a detailed description along with the serial number, weight, country of origin, HS Tariff code and value (in US\$) for each individual item in the shipment.

- The packing list must indicate individual weight and dimensions of each package in the shipment
- For goods such as machinery and electrical items, the serial number, make and model must be listed in the commercial invoice
- The invoice and packing list must also clearly mention the total CIF value of the goods, total number of packages, the total gross weight and volume of the consignment. The packing details (number of pieces, gross weight and volume) must match 100% to the details declared on the air/sea/truck waybill.
- The commercial invoice must have the following declaration clearly stated in its contents “We hereby guarantee that this is a true and correct invoice, and that the goods referred to are of the origin, manufacture and production of **(Country...)**”
- In case of shipments with multiple HS codes you must provide a data sheet clearly listing the items with their individual description, weight, quantity, Country of origin, value and corresponding HS codes.

Certificate of Origin

This document must be sent as an original, issued and attested by the Chamber of Commerce at origin only.

- **Must be addressed/consigned in exactly the same way as the commercial invoice/packing list above**
- The document must clearly mention the total value of the goods, total number of packages, total gross weight and volume of the shipment.

Important: Documents failing to meet the above requirements will result in Customs fines and possible delays.

For All Shipments

The original shipping documents must be sent to GT Exhibitions, Dubai office 10 days prior to the arrival of the vessel if sent by sea freight OR attached to the original air waybill if the goods are sent by air.

A full pre-advance, with copy of all the documents, should be sent to GT Exhibitions prior to dispatch for pre-approval.

5) ATA Carnet Procedure

The requirements for processing importation using the ATA Carnet system is mentioned below:

- **As per regulations**
- All equipment (each and every item) which you are intending to ship under the ATA Carnet system must have engraved serial/identification numbers clearly visible. The same serial/identification numbers must also be mentioned in the ATA Carnet and Commercial Invoice and must match 100%.
- An original invoice will need to be attached along with the ATA Carnet, as required by UAE Customs for import. The weight of the shipment on import must match exactly on re-export.

- Customs will check each item/piece of equipment during examination and if the numbers cannot be found or do not correlate to what is mentioned in the documents, the temporary importation of the shipment will/may be rejected and the ATA carnet will not be used or stamped
- The ATA Carnet number must be clearly mentioned on the air or sea waybill
- It should clearly list the country UAE, Dubai or Abu Dhabi on the front page
- Cargo and exhibits being shipped under ATA Carnet cannot be combined with any other permanent or temporary import goods not included in the ATA Carnet. This must be shipped on an individual and separate waybill. **Only 1 x ATA Carnet should be sent per waybill.**
- **More than one ATA Carnet cannot be mentioned on the same MAWB / HAWB / MBL / HBL**
- The ATA Carnet should clearly mention the returning destination for the freight out of the UAE
- During exportation, the ATA Carnet cannot be processed and stamped by the authorities, if the shipment will be re-exported within any of the GCC countries in the region.

The cargo details, piece count, weights and values mentioned on the Carnet should match 100% to the details mentioned on the air or sea waybill.

6) Restricted Cargo

United Arab Emirates regulations impose some restrictions on the importation of certain commodities into the country. If you are not sure if your product falls under this category, this can be checked and confirmed with the relevant UAE Embassy or Consulate at origin. We can also assist you in this matter.

Listed below are a few main restrictions:

- Lithium ion goods falling under UN3480 can be imported into the UAE but cannot be re-exported out of the UAE by any mode of transport.
- Importation of commodities such as alcohol or pork and products containing alcohol or pork or any of its by-products, this is strictly restricted for import into the UAE
- For any goods that have originated from, or been manufactured in, Israel, or for any goods assembled with parts from Israel, please contact us for further information for import into the UAE
- Importation of products such as food items, live plants/flowers, tiles/marbles, wireless/radio, telecommunication /defence equipment and radioactive materials of a hazardous nature, cosmetics, hazardous/class rated cargo, etc. may have restrictions for importation into the UAE.
- Importation of exhibits such as weapons, ammunition, explosives or any other military equipment is strictly forbidden for import into the UAE.

However, some commodities can be imported after obtaining prior approvals and special permissions from the necessary ministries. Import permissions are solely subject to approvals from the respective ministry and such goods must be shipped only after receipt of these import permits and our confirmation. Additional charges are applicable to secure such permissions and can be quoted upon request.

If you intend to ship any such items, please contact GT Exhibitions at least 90 days prior to shipping.

7) Packing and Case Marking

Exhibits and cargo should be well packed and designed with internal padding and battens, suitable to the nature of the goods and the mode of transportation intended. The packaging should be able to withstand the entire journey, in case of temporary import the return journey also.

It should be capable of easy unpacking and repacking, the use of screws and clips is highly recommended instead of nails which can damage the packaging.

All packages, shipped using any mode of transport, must be clearly marked for identification on arrival showing the below information:

Name of Exhibitor: _____
Stand & Hall Number: _____
Name of the Show: **Cityscape Global 2021**
C/o GTME Logistics L.L.C
Dimensions: _____ Gross/Net Weight: _____
Case Number: _____ (i.e. 1 of 3, 2 of 3, etc) _____

Please note the below re-export regulations applicable:

Crates / flight cases on wheels and individual pieces weighing more than 30 kgs

DNATA, and airlines in Dubai, will not accept shipments for export that are over 30 kgs and not able to be handled by forklift, or crates / flight cases that are on wheels. It is a requirement that all of these items are palletized before export.

However please note if these items are not palletized on import to Dubai then there could be a discrepancy on the weight of the shipment on re-export and result in import duty having to be paid on the total value of the shipment.

Therefore, it is requested that **all pieces over 30 kgs in weight, and all wheeled items, are palletized before shipping to Dubai.**

The handling and airfreight charges will be applicable as per the chargeable weight on the air waybill. Additional charges will be applicable for provision of a new pallet, or palletization of cargo by our staff.

DG/ Non-DG shipments and DCAA permits

Any return shipment having DG (Dangerous Goods) or ELI (Lithium Ion Batteries) or normal batteries must be declared accordingly on the return shipping instructions with the proper declaration and number of packages having this commodity (declaration form templates are available on request).

Any shipment having a compressor / generator / cylinder (extinguisher) must be declared in advance of export with the proper declarations. A DG declaration for DG shipments and non - DG declaration for non - dangerous goods is required (declaration form templates are available on request).

If shipments are held at the airport during screening due to undeclared items, additional charges shall apply for DCAA permits for AWB amendments and airport storage charges shall accrue until the declarations are submitted and DCAA permit approved.

8) Courier shipments, Digital Videos, CD-ROMs and Films

Courier companies generally cannot clear exhibits and equipment being sent for exhibitions in the UAE. Such shipments are normally held with Customs when the volume or value is high. We therefore recommend you contact your courier company and ensure they are able to Customs clear and handle exhibition goods. In cases where the courier company cannot process the clearance, we will try to assist but cannot be held responsible for late or non-delivery of such shipments.

Please DO NOT send courier shipments addressed direct to your hall or stand/booth number.

All courier shipments (up to 50 Kg / 0.3 CBM maximum) should be sent and addressed as follows: -

GT Exhibitions ME

Office RO23A, Concourse 1,
Hall 1, Dubai World Trade Center,
P O Box 34910, Dubai,
United Arab Emirates
Tel: +971 4 321 3235
Attn: Tybano Gowray

A commercial invoice must accompany all courier shipments and a full pre-advice including a copy of the export courier waybill must be sent to GT Exhibitions.

Attn: George Nassif and Beth Madrid,
via email to georgenassif@gtexhibitions.com & bethmadrid@gtexhibitions.com

Exhibitors should report to the GT Exhibitions site office and pay cash for the handling charges incurred. The goods will then be delivered to your stand. Payments in advance by bank transfer are subject to a service fee to cover bank charges. We cannot accept credit card payments for courier shipments.

Shipments that require an advanced payment of Customs Duty or any freight charges will be refused, unless agreed in advance. Courier shipments must therefore be sent on a delivered Duty paid basis.

All films, videos, slides, DVD and CD's are subject to UAE censorship, we request one copy of each DVD/CD-ROM to be couriered to us at least 30 days prior to the event for censorship processing. Clearance of such items is solely subject to approval of the UAE government authorities.

It is the responsibility of the exhibitor to check with GT Exhibitions if their package has been received. Shipments that require an advance payment of Customs Duty or any other freight charges will be refused, unless it is pre-arranged. Courier shipments must therefore be sent on a Delivery Duty Paid (DDP) basis.

9) Temporary Importation and Customs Duty

Temporary importation of goods is solely subject to the approval by the applicable Customs authorities. If Customs reject the application for clearance on a temporary importation basis, the goods will have to be imported permanently and the assessed Customs Duty and VAT on Goods will be applicable.

Goods intended for temporary importation must clearly bear embossed serial numbers wherever possible and the same must match the commercial invoice 100%. Customs will/may reject temporary importation and force permanent import when this information is not available.

All goods value assessments are solely up to the discretion of UAE Customs. UAE Customs can re-evaluate the value declared on the commercial invoices and the Duty and VAT is calculated based on this revised custom assessed value. In the event than an exhibitor wishing to dispose/sell his goods during the exhibition, the permanent importation of these items can be processed subject to approval from UAE Customs. However, Customs Duty and VAT on goods will be applicable on such items in addition to a cancellation of bond and import conversion fee.

U.A.E. Customs Duty on most commodities is currently charged at 5% of the customs assessed CIF value of the goods.

U.A.E. VAT on Goods and Service Taxes, which is currently charged at 5% on the landed goods value or invoiced amount towards the services provided will be charged additionally where applicable.

Any Customs duties applicable to shipments that are sold during the event will be for the account of the respective freight agent or exhibitor. **GT Exhibitions will not collect duties from the local buyer.** The exhibitor should include the duties and taxes in their invoice to the buyer. An advancement fee of 15% of the paid Customs duty amount will also apply, as per our tariff.

All exhibition shipments, including those for permanent import, are first Customs cleared on a temporary import basis and must be re-exported within 90 days from the date of arrival into the UAE, otherwise a diversion entry is made and the Customs duty and VAT will be applicable for a permanent importation. Please note that if shipments are re-exported to any GCC (Gulf Cooperation Council) Country then Customs duty and VAT on goods must be paid in the UAE (being first port of entry) prior to re-export, which will take a minimum of 2-6 weeks to process.

10) Insurance

Insurance of the cargo is not included in our scope of work / tariff and this should be arranged by the Exhibitor and / or Exhibitor company with an express and unconditional waiver of subrogation towards GT Exhibitions their partners & 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.

You are strongly recommended to check with your all risk Insurer that you are fully covered for all the work we may undertake on your behalf and to advise them of our conditions. As 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. It is the responsibility of each exhibitor/client to arrange a Full Marine (Transport) Insurance covering transport of your goods from your domicile to the exhibition, and the return of the same back to your domicile at the end of the show, including the period your exhibits/goods are handled by GT Exhibitions. Please also ensure that the Marine (Transport) Insurance is arranged for the exhibits/goods sold locally during the exhibition.

GT Exhibitions will not accept any liability towards any loss/damage of your exhibits/goods.

11) Return Shipping

Full return shipping instructions must be given, in writing, to GT Exhibitions on-site staff during the show. If requirements change after receipt of your return instructions, all updated requests must be submitted in writing. Additional costs may be incurred and charged accordingly. All return shipments are sent on a freight pre-paid basis. For any bookings made directly with airlines or shipping lines, an administration fee will be levied.

Bookings for FCL (full container loads) shipments must be given in writing by latest the opening day of the show. This then allows us sufficient time to make the necessary booking with the shipping line. For any FCL bookings received after this date, the goods will have to be taken back to a warehouse in Dubai for loading and extra costs will be incurred.

We normally do not allow the handover of goods to another agent for return shipping, as the goods are under our temporary bond and the process can be very complicated and time consuming. If a shipment has to be handed over to another local freight agent for them to export out of the UAE, we will require a security cheque from that agent for the full duty and VAT amount. Once the agent completes the export formalities correctly, fulfilling all the Customs requirements and after we have obtained the refund for the duties and VAT, the security cheque will be returned to the local agent. A handover fee will be applicable.

Return Shipping of goods containing Lithium Batteries

Any shipments returning from an event in the UAE, that contain Lithium batteries, the shipper must apply to the Dubai Civil Aviation Authority for a "No Objection Certificate".

Along with that application, an up to date MSDS (Material Safety Data Sheet) must be submitted.

Whether it's Lithium Ion or Metal, standalone or contained in equipment/packed with equipment. It will require a NOC from DCAA. A fee for the NOA application will be charged per shipment in addition to the DGR Handling fees in cases where applicable.

Lithium ion goods falling under UN3480 can be imported into the UAE but cannot be re-exported out of the UAE by any mode of transport.

12) Special Handling

For any exhibit, box or crate which exceeds more than 2 tons per piece, or with dimensions that exceed 2m x 2m x 1.5m (LxWxH), where special handling and lifting is required, we request exhibitors/clients to contact us, providing a detailed description of the goods at least 20 days prior to the start of the exhibition. This is very important and is required to ensure a smooth handling of your goods at the show site. Failure to do so in advance will invite heavy penalties and surcharges to mobilize such special equipment at a short notice, which if applicable will be on the respective exhibitors/clients account.

For manpower or any equipment, which may be required to assist exhibitors with the set-up, additional cost will be quoted upon request.

13) Special Notes

Any Covid-safe regulations put in place by the organiser, venue, local government or health department must be adhered to at all times.

To provide a contactless delivery, proof of goods delivery (POD) will not be provided.

If required, our delivery staff will take a picture of the goods delivered to the stand and this will be considered as a POD. If we are to sign for freight delivery, the exhibitor will need to visit the GT on-site office to physically sign a POD which must be done using their own pen.

The show site yard is not a covered area, therefore all freight and empties moving in and out of the halls or stored on site during the show are exposed to climatic conditions. Whilst we will do our utmost to cover freight and empties in the holding areas, we cannot be held responsible for any damage caused by climatic conditions.

14) Terms of Payment

Inward: Upon uplift of goods, prior to delivery to stand.
Outward: Upon presentation of invoice/prior to delivery of shipments.

All payments must be made without any deduction or deferment on account of any claim, counterclaim or offset. Personal or foreign cheques are not accepted. Payment can be made by cash, credit card – subject to additional charges, Bank draft or telegraphic transfer to our account, details as follows: -

Payable to :

Beneficiary Name: GT Exhibitions M.E. FZ LLC.
Bank Name: Emirates NBD
Branch : Al Barsha Branch (Branch Code -1379), Dubai
Account No. (USD): 1024514753102
IBAN No: AE600260001024514753102
Swift Code: EBILAEAD

(Remitting bank charges are to be borne by the respective agent/exhibitor)

*All business transacted in accordance with our General Trading Conditions, copy is available upon request.
Business with third parties is made by the company as an agent of the company.*

Presented by

