



WORLD FEDERATION OF NEUROLOGY

ACCELERATING THE PACE OF CHANGE



DUBAI

WCN 2019

XXIV WORLD CONGRESS OF NEUROLOGY

DUBAI, UNITED ARAB EMIRATES, OCTOBER 27-31 2019

SHIPPING INSTRUCTIONS



WWW.WCN-NEUROLOGY.COM



Logistics Services and Shipping Instructions

Kindly note that Merkur Expo Logistics GmbH is the sole official on-site agent nominated by Kenes Group to handle all in/out shipments arriving to this congress.

We are pleased to inform you of the arrangements for shipping, international freight forwarding, customs clearance and on-site services for World Congress of Neurology 2019.

Please note that you may use any transport company up to the venue door. However, no other company is permitted to deliver, operate, and handle goods inside the venue.

Congress date start: Sunday, October 27, 2019
Congress date end: Thursday, October 31, 2019

Location:
Dubai World Trade Centre
Sheikh Zayed Rd
Dubai, United Arab Emirates

Main locations:
Exhibition hall: Sheikh Rashid Hall C-D-F, level 0

Exhibition move-in date: Friday, October 25, 2019 from 10:00
Saturday, October 26, 2019 from 08:00
(subject to change)

Exhibition move-out date: Wednesday, October 30, 2019: 17:30-22:00
Thursday, October 31, 2019: 08:00-14:30

Range of services

- Transport, national or international
- Temporary or permanent customs clearances
- Coordination of deliveries, delivery time slot management
- Advance warehouse services
- Unloading, delivery to exhibition-stands, forklift service
- Storage of empty boxes and crates during the event
- Accessible storage for brochures and stand materials during the event
- On-site assistance and supervision

This shipping manual will assist you with preparations for the correct and timely dispatch of exhibits to the congress. Please follow the instructions closely.

General Information

Contact Details:

Merkur Expo Logistics GmbH

- Operation Manager: Ms. Zehavit Akerman
Tel: + 49 6173 966 95 28
E-mail: Akerman@merkur-expo.com
- On site Representative: Mr. Gernot Iven
Mobile +49 175 5880290
- Customs Broker: Agility Logistics
Mr. Praveen Suri
E-mail: PSuri@agility.com

Please note these important dates:

SERVICE	DEADLINE
Door to door shipments	Please contact MERKUR
Airfreight shipments to Dubai Airport	12 days prior to move-in
Road freight shipments to UAE border	12 days prior to move-in
Tentative re-export time frame (Not applicable for shipments to GCC Countries) Note: <ul style="list-style-type: none"> • The above is subject to receiving return complete instructions prior show closure and customs inspection. • The above is subject to space and final acceptance/confirmation of cargo by carrier or line. • The Above is subject to Weekends / Public Holidays. • Notification for urgent re-export shipments to be provided within 5 working days prior to the close of the show and premium rates may apply . 	Airfreight shipments from Dubai 10 days from last day of break-down

All shipments must be packed, labeled and sent according to the appropriate category (see below).

Please do not mix different types of shipments in one box.

Medical items/devices can be sent to the congress **except Medicines.**

Services, Delivery Address and Shipping Instructions

Air Freight Shipment

Consignment Instructions

All shipping documents including Bill of Lading / Air Waybill / Truck Waybill / Invoice / Packing list / Certificate of origin on Freight Prepaid basis MUST be consigned to :

Agility Logistics LLC
C/o WCN 2019
P. O. Box 36683 Dubai, UAE
Tel: +971 4 8131210
E-mail: PSuri@agility.com
ATTN: Praveen Suri
Notify Party:
Exhibitor Name: _____
Stand No.: _____

Documents Required

Separate documents are required for temporary and permanent import and should correlate each other and tally with Bill of Lading/Air Waybill/Truck Waybill.

Handwritten documents are not acceptable. The entries on the Invoices must be in English Language and in accordance with the rules and regulations of the Dubai Customs Authorities. Details on all documents must tally with the actual shipment. Pro Forma invoice or shipping Invoice is NOT acceptable.

Shipment can be cleared with copy of Combined Commercial Invoice & Packing List/ without Certificate of Origin by paying € 455.00 (Document deposit € 380.00 + Service fee € 175.00) per document as customs deposit. If receiving the original document within 25 days from arrival date into UAE & same is accepted by the customs authority, then the deposit of € 380.00 can be refunded subject to approval from customs.

Following documents are required for purpose of import clearance on arrival. For shipments arriving under ATA Carnet please refer to ATA instructions.

By Airfreight

- 2 sets of original signed & stamped Commercial Invoice + 2 copies
- 2 sets of original Packing List
- 1 original and 3 non-negotiable Air Waybills
- 1 original and 1 copy of Insurance Certificate (if insured)
- H.S. Code Summary Sheet (If more than 3 H.S. Codes)
- 1 original and 1 copy of TRA approval Certificate (For telecommunication equipment's and accessories)

By Sea freight

If you are planning to send by ocean please contact Merkur for instructions.

By Road freight

- 2 sets of original signed & stamped Commercial Invoice (English & Arabic) + 2 copies
- 2 sets of original Packing List + 2 copies
- 2 sets of original Certificate of Origin issued/endorsed by Origin Chamber of Commerce + 2 copies
- 1 original and 1 copy of Insurance Certificate (if insured)
- H.S. Code Summary Sheet (If more than 3 H.S. Codes)
- 1 original and 1 copy of TRA approval Certificate (For telecommunication equipment's and accessories)

Commercial Invoice

The signed (blue ink) & stamped commercial invoices must be in original on shipper's (exhibitor's) letterhead and bear the following information:

invoice number, number of packages, itemized description of goods, itemized visible engraved serial number, itemized harmonized code, itemized value, total CIF value indicating currency code, total number of packages, total weight, itemized country of origin (Manufacture) and the remark "Shipment for temporary (or permanent) import into Dubai for [World Congress of Neurology 2019](#) and will be re-exported after the exhibition".

The invoice number should also reflect on Air Waybill / Bill of lading as well.

The acceptance of the shipping documents as originals is subject to the sole discretion of the customs as per their defined parameters. Failure to comply with documentation and accuracy will result in delay and undue inconvenience, storage & other dues which shall be for account of the shipper .

Food items, giveaways, brochures, catalogues, magazines, printed matters, CD ROMs etc. are dutiable on final basis and must be given a value based on CIF basis. DO NOT INDICATE 'No Commercial Value' on the invoice .

If the invoice consists of more than three H.S.Codes, a summary sheet is required as per the following format :

SUMMARY OF H.S.CODE AS PER INVOICE No. _____ DATED _____

H.S.Code	Description	Country of Origin	Quantity	Weight	CIF Value

Note: Please ensure the total weight and value of the respective HS Code indicated on both the Summary of HS Codes and Commercial Invoice must be the same .

If itemized H.S. code is not mentioned in invoice / packing list € 15.00 per item will be charged additionally

Packing List

The Packing List must give details of the number of packages, weight and measurement of individual package including shipping marks of the goods .

Certificate of Origin

Certificate of origin (applicable for sea freight and road freight only) must be issued from the local Chamber of Commerce at origin .

Notes to documentation:

- There should be uniformity in the type of packaging mentioned on all shipping documents. E.g. If the Bill of Lading or Air Waybill reads Cases then Invoice, Packing list & Certificate of Origin should reflect Cases as well – else there will be customs penalty even if the documents provided are original. The commercial invoice numbers also should be mentioned on Air Waybill as well.

- Failure to declare true and accurate values on the shipping invoice including mis-declaration of the country of origin against physical cargo, will subject to a customs penalty of € 400.00 per document .
- For shipments consisting of Brochures / Literature / Printed matter, a copy sample of each item should be forwarded along with shipment / couriered prior shipment arrival. Please e-mail to:
Agility: PSuri@agility.com
Merkur: Akerman@merkur-expo.com
- For all Airfreight shipments, it is mandatory that all original documents must accompany the shipment, otherwise shipment will be customs cleared on copies with a document deposit / fine of € 355.00 per consignment and originals once received via courier (regardless if courier arrives prior to shipment arrival) will be submitted to the customs for refunds thereafter. Acceptance of the commercial documents as originals is solely based on customs discretion, is non-negotiable and may take between 30 – 60 days to receive an approval, once this is approved by the customs the deposit of € 380.00 will be refunded.

Deadline for Dispatch of Documents (Pre-Alerts)

To ensure no delays or undue inconvenience to customs clearance on arrival, it is imperative that copy of the above documents must be forwarded well in advance to the arrival of shipments in UAE to Merkur Expo Logistics.

E-mail: **Zehavit Akerman:** akerman@merkur-expo.com

- Sea freight: At least **12 working days** prior to arrival of vessel in Dubai
- Air freight: At least **7 working days** prior to arrival of shipment in Dubai
- Road freight: Prior to truck departure from Origin

Case Markings

Categories: please contact Merkur for labels according to the following colors

(1) Insert-for participant bags

(2) Marketing and display

(3) Exhibition goods-for exhibition stand only

Agility Logistics

C/O [World Congress of Neurology 2019](#)

Name of Exhibitor: _____

Stand Number: _____

Case Number: _____ of _____

Gross/Net Weight: _____

Dimension: _____

We recommend designing your packing carefully to minimize risks to your equipment. **It is also advisable to use bolts, screws and hinges whenever possible if your cases are to be used for return or onward transport.** Cardboard cartons should be avoided if they are intended for onward use. Agility/Merkur will not be responsible for damages / claims arising out of improper packing.

Stricter Cargo

- Import of alcohol or food items containing alcohol is prohibited .
- Radio/wireless/telecommunication equipment's or accessories require Telecommunication Regulatory Association (TRA) approval and the approval has to be obtained by the respective exhibitor well in advance to arrival of shipment into Dubai. A copy of the approval has to be provided accordingly .
- Dangerous Goods (DGR) need to be accompanied with the MSDS enabling us to avail necessary approvals from the concerned ministries .
- Foodstuff needs to be accompanied with 'Health Certificate & Certificate of ingredients and quality" issued by the Health authority of the country of production / manufacture & attested certifying fitness for human consumption. Certificates issued by 'Food Controlling Committee' are not accepted by Dubai Municipality/ authorities. In such cases it must be attested / legalized by UAE consulate from the shipment's originating country. For document requirements, please contact Merkur .
- In order to arrange for these importations (subject to approval), we suggest you send us information of such materials at least 45 days prior to dispatch of shipment from origin. Any fee arising from such application shall be additional for account of the exhibitor as per actual receipts plus a processing fee of € 150.00 as our agency fees .
- If the above-mentioned documents are not in order /available at time of clearance it may delay the customs clearance formalities for which Agility/Merkur will not be held responsible. Thus, do not ship these goods into UAE without our prior confirmation of approval from the authorities .
- Our services hereunder may be subject to the laws, regulations, rules, orders and other requirements relating to export control, economic sanctions, embargoes and sectoral sanctions of the US, the EU and its member states, the UN, and other countries with jurisdiction over consignor or consignee (including but not limited to the restrictions on movement to and from Qatar issued by the United Arab Emirates). Therefore, shipments originating from or destined to countries under applicable sanctions or arms embargo or any other kind of restrictions shall be subject to Agility's/Merkur's sanctions policy and Agility's/Merkur's export control and sanctions compliance screening procedures.

Courier Shipments

Do not send courier shipments addressed to exhibition hall or hotel as it will probably not arrive on time. All courier shipments along with copy of documents should be sent to:

Merkur Expo Logistics for:
Agility – Fairs & Events
C/o [World Congress of Neurology 2019](#)

15th Floor, Office No 1507 Dubai World Trade Centre Tower
Sheikh Zayed Road
Post Box 36683
Dubai, United Arab Emirates
Tel: +971 4 8131210
ATTN: Mr. Praveen Suri
Name of Exhibitor: _____
Stand Number: _____

Shipment via Advance Warehouse (Only Custom Cleared Goods)

No deliveries will be accepted without prior information or email requests

Agility Logistics LLC, for Merkur
C/O World Congress of Neurology 2019

Address:
Al Quoz Warehouse # 4
16 D Street
PO Box 17713, Next to Marina Home Interiors H.O
Al Quoz Dubai, UAE
Phone: +971 48131251

Working hours for the warehouse are 08:30am to 5:00pm from Sunday to Thursday (Friday and Saturday are off days in UAE)

Direct delivery

Direct delivery to the venue: Dubai World Trade Centre, can be arranged only during the move-in / build-up period (custom cleared goods, local exhibitors)

Subject to time slot, onsite unloading / loading order

Customs Duty / Deposits

For valuable cargo, serial number, tag number, art number with pictures must be provided and should be mentioned on all shipping documents.

Amendment / surrender charges for AWB or MB/L if any will be charged additionally at cost + 10% outlay fee .

Present Customs regulations impose a customs duty at 10% of CIF or customs assessed value for permanent and customs deposit at 10% of CIF or customs assessed value for temporary import. Customs deposits are subject to refund on re-export. Custom Duty / Deposit must be settled by the exhibitor before customs clearance procedures .

For Temporary import, the serial number of the items must be engraved on each item and the same should be mentioned in the invoice too. If there is no serial numbers, then customs authority will not accept temporary import and customs duty should be paid on final basis (Non-refundable). Customs deposits are subject to refund on re-export. Custom Duty / Deposit must be settled by the exhibitor before customs clearance procedures. It may take 4-6 months to avail customs deposit refund and to provide the actual customs duty receipt

For PART or FULL re-export shipments, custom duties are calculated either based on CIF value or on the Weight Loss / Gain, whichever is higher. Please ensure that all parties concerned are informed and accordingly our invoices will have to be settled at that time with any further disputes .

Customs fines will be imposed on the exhibitor in cases of Undervaluation, Non-declaration, and Erroneous declaration. In such cases, Agility/Merkur shall not be responsible for any delay in clearance. Customs fines and extra expenses incurred shall be borne by the exhibitor. Exhibitors are therefore strongly reminded to declare the true market value of their goods and be extremely careful in their preparation of documents

VAT: The Fees are exclusive of any value added tax ("VAT") that the Services are or may become subject to as a result of a change of law during the term of this Agreement. VAT, if and when applicable, will be charged back to the Company at the applicable rate

ATA carnet :

Regulation for Importation of ATA Carnet items:

- ATA Carnet reference number should be mentioned in the AWB or the B/L and the shipping documents.
- ATA Carnet should show the UAE / Dubai mentioned in the country list of the document.
- You cannot mix ATA Carnet shipment under temporary import with permanent import under one MAWB or MB/L, this should be done in separate MAWB or MB/L.
- ATA Carnet will NOT be stamped if the shipment is to be re-exported to any of the GCC countries.
- Itemized visible engraved serial number, H.S.Code, description of goods, Number of pieces, Weight etc. should be mentioned on all documents.
- Shipment will be under customs inspection and should tally with the ATA Carnet and shipping documents. If not, customs duty will be applicable on final basis.
- Shipment in full must be re-exported after the exhibition in UAE.
- Return destination of the freight should be mentioned on the ATA Carnet - Original Invoice should be attached along with the ATA Carnet.
- The period fixed for the re-exportation of goods imported under ATA Carnet shall not exceed 6 months from the date of temporary admission.
- A service charge of € 300.00 is applicable for each ATA Carnet being processed.

Re-export / Permanent Imports

Freight and other related charges will be on account of the exhibitor. In the event the exhibitors would like to leave the exhibition goods in Dubai for disposal or giveaways, the permanent import is subject to Dubai Customs approval and once it has been agreed, the exhibitors or the buyers are required to pay all duties and taxes including the formality to convert the temporary import to permanent import. Even if goods are to be disposed, duties and taxes are payable by the exhibitors and any additional disposal charges shall be additional for account of the exhibitors. Merkur's representatives will be on-site during the show dates to help exhibitors with the re-export, disposal or giveaway .

Hand-carry Shipments

Overseas exhibitors are not encouraged to hand-carry exhibits which will be subject to customs clearance on arrival. In event the exhibits are stopped at airport on arrival, exhibitors are required to handover the shipment along with the Invoice and Packing list to Customs Authorities at airport against issuance of Custody Receipt, Thereafter; handover the original Custody Receipt along with copy of invoice and packing list to us urgently for customs clearance.

In which case, please allow up to 2 working days for customs clearance with the Dubai Customs prior to delivery to the booth. All charges for this urgent clearance shall be for account of the exhibitors.

Insurance

Insurance of the cargo is not included in our scope of work / tariff and same to be arranged by the Exhibitor and / or Exhibitor Company with an express and unconditional waiver of subrogation towards Agility/Merkur, partners & our 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. 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 .

For shipments arriving in apparent damaged condition, the airport and sea port will not assist with surveys and provide any damage reports. The goods will need to be surveyed on site by the exhibitor's survey company to process any claims .

It is the responsibility of each exhibitor to arrange Marine (Transport) Insurance covering transport to the exhibition, during the exhibition, and the return of the exhibits to domicile, including the period the exhibits are handled by us, and also ensure that Transport Insurance is arranged for exhibits sold locally .

Terms of Payment

Inward: Upon uplift of goods, prior to delivery to stand.

Outward: Upon presentation of invoice/prior to dispatch of shipments.

All payments must be made without any deduction or deferment on account of any claim, counterclaim or offset.

Payment can be made by Bank Draft or Telegraphic Transfer to our account as follows payable to:

Merkur Expo Logistics GmbH

AG Frankfurt am Main

HRB 84936

St Nr. 043 239 15331

Ust-Id.Nr. DE 263 693 922

Bank: Frankfurter Sparkasse BLZ 500 502 01 Konto 200 532 995

IBAN DE70 5005 0201 0200 5329 95

Swift HELADEF1822

Tariff

T A R I F F - AIR FREIGHT (For individual exhibits not exceeding 2,000 kg)

AIRFREIGHT - INWARD HANDLING CHARGES

From free arrival Dubai International Airport to delivery exhibition stand (one time positioning) inclusive of removal and temporary storage of empties on site, subject to free storage availability at the venue.

Basic Handling Charge	€ 1.50 per chargeable weight (gross weight or volume whichever is higher)
Minimum Handling Charge	€ 450.00 per consignment per exhibitor per HAWB
Customs Examination Fee	€ 120.00 per exhibitor per import entry (whichever is greater)
TIB Fee (non-refundable) Refer notes pertaining to TIB in notes 12.10	0.75% of CIF value Minimum €100.00 per consignment per exhibitor

AIRFREIGHT - OUTWARD HANDLING CHARGE

Include return of empty cases to exhibition stand, handling & transport up to Dubai International airport. (Not applicable for 3rd party handovers)

Basic Handling Charge	€ 1.50 per chargeable weight (gross weight or volume whichever is higher)
Minimum Handling Charge	€ 450.00 per consignment per exhibitor per HAWB
Customs Examination Fee	€ 120.00 per exhibitor per import entry (whichever is greater)
Export Air Waybill Fee	€100.00 per issue

Port fee, airline charges, storage as per outlay + 10%

Note

- Inward Handling Charges Includes Delivery Order fees, Airport Handling Charges, Import Customs Clearance, Transportation to Site, Off Loading at Site, Delivery to Booth, Removal & Storage of Empty Cases. *Incase empty case storage is not available at site then additional Empty Case Storage charges will be applicable at € 47.00 per CBM (Minimum 2 CBM)
- Outward Handling Charge Includes Return of Empty Cases, Collection from Stand, Loading onto Truck at Site, Transportation to Airport, Export Customs Clearance & Airport Handling Charges .
- Above service excludes unpacking, stand dressing, assembly of display panels or machinery or decoration of any kind for inbound & vice versa for outbound. If these special services are required, it will be subject to a mutual agreement with the exhibitor and additional charges will be levied .
- Irrespective of the arrival deadline airline storage charges will be applicable at cost + 10% outlay fee
- Air Waybill / Delivery Order exchange fee at € 135.00 per issue is applicable if consignee on consolidated MAWB is any other, than as per our Consigning Instructions, and/or delivery order needs to be collected from any agent/forwarder for import shipments

TARIFF-ROAD FREIGHT

ROAD FREIGHT - INWARD HANDLING CHARGES

Customs clearance from free arrival UAE border, offloading at exhibition center (FOT) & delivery to stand, (one time positioning) inclusive removal and temporary storage of empties on site, subject to free storage availability at the venue.

Basic Handling Charge	€128.00 per cubic meter or 1,000 kg whichever is greater
Minimum Charge-Truck	7 CBM.00 per consignment per exhibitor
Minimum Charge-Trailer	25 CBM per trailer
Border Customs Clearance	€ 200.00 per consignment / truck
Customs examination fee	€ 120.00 per consignment per import entry
TIB Fee (non-refundable) Refer notes pertaining to TIB in notes 12.10	0.75% of CIF value Minimum €100.00 per consignment per exhibitor

ROAD FREIGHT - OUTWARD HANDLING CHARGES

Include return of empty cases to exhibition stand, re loading of truck (FOT), export customs clearance at UAE border

Basic Handling Charge	€128.00 per cubic meter or 1,000 kg whichever is greater
Minimum Charge-Truck	7 CBM per consignment per exhibitor
Minimum Charge-Trailer	25 CBM per trailer
Border Customs Clearance	€ 200.00 per consignment / truck
Customs examination fee	€ 120.00 per consignment per import entry
Export Truck Waybill Fee	€ 165.00 per issue

Notes:

- For road freight shipments all or individual items are required to have engraved/embossed serial numbers failing which final customs duty is applicable
- In case empty case storage is not available at site then additional Empty Case Storage charges will be applicable at € 47.00 per CBM (Minimum 2 CBM)
- Above service excludes Transportation, unpacking, stand dressing, assembly of display panels or machinery or decoration of any kind for inbound and exclude repacking, dismantling of display panels or machinery of any kind for outbound. If these special services are required, it will be subject to a mutual agreement with the exhibitor and additional charges will be levied .
- For re-export road freight shipments to GCC translation charges will be applicable at cost + 10% outlay fee .
- NOTES TO TARIFF for re-export shipments to GCC Countries.
- All shipments are cleared into Dubai on temporary basis for exhibition. Temporary import is subject to a Temporary Import Bond Fee (non-refundable). On shipments if duty amount is € 120.00 or less, full duty will apply in such cases. Cancellation of (TIB) Bond Fees charged at € 37.00 per shipment per bill of entry, applicable on all Temporary Import Shipments during re-exportation. Import conversion fee from temporary to permanent status charged at € 150.00 per entry, per shipment.
- All exhibition shipments are customs cleared on temporary import basis (subject to customs authority's discretion) and have to be re-exported within 90 days from date of arrival in to UAE.

Otherwise, customs duty will be applicable on final basis (non-refundable). Note that if the shipments are re-exported to any GCC country then customs duty has to be paid in UAE (first port of entry) prior to re-export.

- For sea / road freight it may take 2-3 months and for air freight 2-6 weeks to obtain the GCC statistical declaration and is subject to customs authority discretion. To avoid delays, other option is to re-export as a local export shipment by paying duty in UAE and destination GCC country.
- Re-export documentation + Certificate of origin issuance/attestation charges for road freight shipments will be additional and applicable on case to case basis. (An order processing fee of Approx. € 240.00 would be applicable).

TARIFF- COURIER SHIPMENTS

Clearance and delivery charges if arrived at Airport	As per airfreight tariff
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TARIFF- HAND CARRY EXHIBITS

From arrival airport to deliver both including all urgent processing of customs formality and clearance

Clearance and Delivery Charges	€ 1.35 per chargeable weight
Minimum Handling Charge	€ 350.00 per consignment / exhibitor / HAWB
Customs Examination Fee	€ 120.00 per consignment per import entry
Consignment Service Charge	€ 135.00 per consignment per exhibitor
TIB Fee (non-refundable) Refer notes pertaining to TIB in notes 12.10	0.75% of CIF value Minimum €100.00 per consignment per exhibitor

At the end of show closing, the re-export formality at site is:

Re-export Consignment Service Fee	€ 135.00 per consignment per exhibitor
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Thereafter, exhibitor can hand carry the exhibits on return to the airport of departure. If via air freight, then charges will be applicable as per airfreight tariff.

SHIPMENT VIA ADVANCE WAREHOUSE

Warehouse Handling Inward	€ 18.50 per CBM (Minimum 3 CBM)
Warehouse Storage	€ 12.00 per CBM per week / minimum 1 week (Minimum 3 CBM)
Warehouse Handling Outward	€ 18.00 per CBM (Minimum 3 CBM)
Transportation	€ 240.00 per 3 ton pick up
Site Handling Charges	As per site handling tariff DIRECT DELIVERY

Shipments over and above 8 Cbm or 1000kgs will be quoted and billed on a case to case basis

DIRECT DELIVERY TO VENUE (Customs cleared, local goods only)

Site handling tariff for the shipments arriving at Show Site, DWTC marshalling yard for delivery to the stand Please contact Merkur for time slot, order of services

AIRFREIGHT

INBOUND / OUTBOUND HANDLING Receiving cargo at marshalling yard up to delivery to stand (one time positioning) including removal and storage of empties at site and vice-versa for the outbound handling. Subject to free empty case storage availability at the venue.

VAT at 5% will be applicable on all the below charges as per UAE FTA Laws .

Basic Handling Charges

€ 1.14 per kilogram based on actual or volumetric weight whichever is higher per handling

Minimum Charges

250 kilogram based on actual or volumetric weight whichever is higher per exhibitor per shipment per handling

ROAD FREIGHT

INBOUND / OUTBOUND HANDLING Receiving cargo at marshalling yard up to delivery to stand (one time positioning) including removal and storage of empties at site and vice-versa for the outbound handling. Subject to free storage availability at the venue.

VAT at 5% will be applicable on all the below charges as per UAE FTA Laws .

Basic Handling Charges

€ 110.00 per CBM or 1,000 kgs whichever is higher per handling

Minimum Charges

L T L 7 CBM per exhibitor per shipment

7 / 10 Ton 25 CBM per exhibitor per shipment

40' F T L 40 CBM per exhibitor per shipment

TARIFF - FILMS / VIDEO TAPES / PUBLICATIONS

From arrival Dubai International Airport to exhibition site excluding censorship fee levied by the Board of Film Censors.

Handling Rate	Minimum € 100.00 per shipment
Each additional DVD	€ 35.00 per piece

Ensure contents of the DVD/CD/Publications respect the religious, political & cultural sensitivity of the region

TARIFF-ADDITIONAL SERVICES

Heavy-lift surcharge for over 2000 kg & less than 8000 kg per unit or for units Heavy-Lift Surcharges in excess of 2.0(l) x 2.0(w) x 1.5(h) meters freight is charged at Tariff Plus 50%. These additional heavy-lift charges will apply for inward movements as well as for outward movements. Charges are for one time positioning only. Any additional repositioning will incur extra charges. Exhibits exceeding 8,000 kg per package will be subject to an individual quotation when the dimensions and weights are provided.

Additional Cost

Airfreight shipments arriving earlier than the mentioned deadline are subject to early arrivals storage at the Airport for General cargo only. Charges would be billed at actuals + 10% Outlay fee. Indicative charges as per below :

- First 4 days Free
- Thereafter € 0.15 per kg (Minimum € 10.00 per day)

Road freight shipments arriving earlier than the mentioned deadline and/or prior to the show tenancy date will be transferred directly to Agility warehouse and any such movements will be subject to additional handling and transport charges as per below alternatively, shipment may remain on truck & all detention charges to shipper's account .

- Handling: € 20.00.00 per CBM per way (Minimum 3 CBM)
- Storage: € 40.00 per CBM per month (Minimum 3 CBM/Month, minimum 1 month)
- Transportation :€ 337.00 per 3 ton pickup Shipments over and above 8 CBM or 1000kgs will be billed on a case to case basis

Late arrival surcharges

AIR FREIGHT 4 days before the required delivery on site
25% SURCHARGE** ON BASIC HANDLING CHARGES

Official Freight Forwarder will not guarantee delivery before the opening of the Exhibition or during the show.

All rates are quoted in € (based on *Oanda* converter dated June 4, 2019)

Our tariff is based on work hours (with one hour lunch break) as defined as: Sunday to Thursday - 0800 to 1700 hours. In the event of overtime, overtime surcharges shall apply.

For valuable cargo, serial number, tag number, art number with pictures must be provided and should be mentioned on all shipping documents.

Amendment / surrender charges for AWB or MB/L if any will be charged additionally at cost + 10% outlay fee.

All shipments are cleared into Dubai on temporary basis for exhibition. Temporary import is subject to a Temporary Import Bond Fee (non-refundable). On shipments if duty amount is € 135.00 or less, full duty will apply in such cases. Cancellation of (TIB) Bond Fees charged at € 35.00 per shipment per bill of entry, applicable on all Temporary Import Shipments during re-exportation. Import conversion fee from temporary to permanent status charged at € 165.00.00 per entry, per shipment .

All exhibition shipments are customs cleared on temporary import basis (subject to customs authority's discretion) and have to be re-exported within 90 days from date of arrival in to UAE. Otherwise, customs duty will be applicable on final basis (non-refundable). Note that if the shipments

are re-exported to any GCC country then customs duty has to be paid in UAE (first port of entry) prior to re-export .

For road freight it may take 2-3 months and for air freight 2-6 weeks to obtain the GCC statistical declaration and is subject to customs authority discretion. To avoid delays, other option is to re-export as a local export shipment by paying duty in UAE and destination GCC country .

At the Close of the Exhibition:

It is imperative that every exhibitor has completed and signed the Return Shipping Instruction Form before they leave the exhibition. Agility/Merkur will not be held responsible for any loss of shipment or damage incurred due to an exhibitor not completing or signing the form correctly. If the Re-export documentation + Certificate of origin issuance/attestation charges for road freight shipments will be additional and applicable on case to case basis. (An order processing fee of Approx. € 270.00 would be applicable).

Exhibitor needs to change the number of packages returning and has failed to provide Agility/Merkur with the revised instructions, Agility/Merkur will not be held responsible for any such discrepancies in the piece count .

If for some reason the exhibitor has not been able to meet with our representative, and the exhibitors have a return shipment requirement, they should either visit our site office or contact Merkur representative at the earliest opportunity to complete their disposal instructions.

If the exhibitor has sold their exhibits to a 3rd party during the exhibition, it is the sole responsibility of the Exhibitor thereafter and Agility/Merkur will not accept responsibility for any loss or damage after this time unless otherwise specified in writing. The exhibitor must be present to oversee the collection of all Exhibits.

A complete return instructions needs to be provided by the agent or exhibitor to Merkur prior to the show closing so that direct handover to Airline / Shipping line can be arranged. Failure to provide the Return Instructions within the time frame will result in transfer of consignment to Agility warehouse and any such movements will be subject to additional handling and transport charges as per below :

- Handling: € 20.00 per CBM per way (Minimum 3 CBM)
- Storage: € 40.00 per CBM per month (Minimum 3 CBM / month, minimum 1 month)
- Transportation: € 350.00 per 3 ton pick up

Shipments over and above 8 Cbm or 1000kgs will be quoted and billed on a case to case basis

IMPORTANT

All business is only transacted in accordance with our Standard Trading Conditions, copy is available upon request .

Use of Agility Fairs & Events (Agility Logistics) Dubai services / Merkur Expo Logistics – partly or full – and any requirement for additional services at any time before / during or after the exhibition should be expressed in writing only.

MERKUR team wishing you good luck!