



SHIPPING MANUAL & HANDLING TARIFF

IB CONFERENCE 2019

24th – 26th October 2019

Abu Dhabi National Exhibition Centre (ADNEC)

Abu Dhabi, U.A.E.

Presented by:

Agility Fairs & Events

A division of Agility Logistics UAE

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1. SHIPPING INSTRUCTION

1.1 Consignment Instruction

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

a) *Shipment via Abu Dhabi*

Agility (Abu Dhabi) PJSC
C/O IB CONFERENCE 2019
PO Box 93971
Abu Dhabi, U.A.E
Attn: Mr. Alexander Philip
Tel : +971 2 4496311
Fax : +971 2 4491609

Notify Party: Exhibitor Name : _____
 Stand No. : _____
 Exhibition Name : IB CONFERENCE 2019

All documents should also bear the following declaration: "In Transit to IB CONFERENCE 2019, Abu Dhabi, for re-export after the exhibition."

b) *Shipment via Dubai*

Agility Logistics LLC
C/O IB CONFERENCE 2019
PO Box 36683
Dubai, U.A.E
Attn: Mr. Praveen Suri
Tel : +971 4 8131210

Notify Party: Exhibitor Name : _____
 Stand No. : _____
 Exhibition Name : IB CONFERENCE 2019

All documents should also bear the following declaration: "In Transit to IB CONFERENCE 2019, Abu Dhabi, for re-export after the exhibition."

1.2 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. Hand written documents are not acceptable. The entries on the Invoices must be in English Language and in accordance with the rules and regulations of the Abu Dhabi / Dubai Customs Authorities. Details on all documents must tally with the actual shipment.

For shipments arriving in Dubai, the same can be cleared using copy of the Combined Commercial Invoice & Packing List / without Certificate of Origin by paying USD 355.00 (Document deposit USD 280.00 + Service fee USD 75.00) as customs deposit. Similarly, for shipments arriving via Abu Dhabi can be cleared using copy of the Combined Commercial Invoice & Packing List or without Certificate of Origin by paying USD 355.00 per missing document (original invoice & packing list or certificate of origin)

Upon receiving the original document within 25 days from arrival date into UAE, the deposit of USD 280.00 can be refunded subject to acceptance & approval from customs authority.

Following documents are required for purpose of import clearance on arrival.

For shipments arriving under ATA Carnet please refer to point 1.10.

By Sea Freight / Airfreight / Road freight

- 2 sets of original signed & stamped Commercial Invoice + 2 copies (in English) (in English & Arabic for Road freight only)
- 2 sets of original detailed Packing List (in English) (in English & Arabic for Road freight only)
- 2 sets of original Certificate of Origin issued/endorsed by Chamber of Commerce+ 2 copies (not applicable for airfreight shipments via Dubai Airport)
- 1 original and 3 non-negotiable Air Waybills / Bills of Lading
- 1 original and 1 copy of Insurance Certificate (if insured)

Commercial Invoice

The signed (blue ink) & stamped commercial invoices must be in original on shipper's(exhibitor's) letter-head and bear the following information: invoice number, number of packages, itemized description of goods, itemized visible engraved serial number, itemized harmonized code, itemized gross weight, 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 Abu Dhabi for IB CONFERENCE 2019 and will be re-exported after the exhibition". The invoice number should also reflect on Airway bill / Bill of lading as well.

The acceptance of the shipping documents as originals is subject to the sole discretion of the customs authority as per their defined parameters.

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

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.

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 then USD 15.00 per item will be charged additionally

Packing List

The detailed 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 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 B/L or AWB 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 number should be mentioned on AWB or B/L 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 be subject to a customs penalty of USD 300.00 per document.
- For shipments consisting of Brochures / Literature / Printed matter, a copy sample of each item should be forwarded along with the shipping documents or couriered / emailed to Agility.
- 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 and originals once received via courier will be submitted to the customs for refunds thereafter.

1.3 Pre-alerts

To ensure no delays or undue inconvenience in customs clearance upon arrival, it is imperative that copy of the above documents must be forwarded well in advance to the arrival of shipments in UAE to Agility:

Attn. : Mr. Alexander Philip / Mr. Praveen Suri
Email : PAlexander@agility.com / PSuri@agility.com

1.4. Timeframes/Arrival Deadlines

- | | | |
|---|---|-------------------------------|
| ▪ LCL shipments to Jebel Ali Seaport | - | 11 th October 2019 |
| ▪ FCL shipments to Abu Dhabi / Jebel Ali Seaport | - | 10 th October 2019 |
| ▪ Airfreight shipments to Abu Dhabi / Dubai Airport | - | 14 th October 2019 |
| ▪ Road freight shipments to UAE border | - | 17 th October 2019 |

1.5 Tentative Re-Export Timeframe

- | | | |
|---|---|-------------------------------------|
| ▪ FCL shipments from Abu Dhabi / Jebel Ali | - | 10 days from last day of break-down |
| ▪ LCL shipments from Jebel Ali | - | 15 days from last day of break-down |
| ▪ Airfreight shipments from Abu Dhabi / Dubai | - | 10 days from last day of break-down |

Note:

- Above is subject to receiving complete return instructions prior to show closure.
- Above is subject to space and final acceptance / confirmation of cargo by carrier or line.
- Above is subject to Weekends / Public Holidays
- Notification for Urgent re-exports shipments to be provided within 5 working days prior to the close of the show and premium rates may apply.

1.6 Case Markings

Agility – Fairs & Events
C/O IB CONFERENCE 2019

Name of Exhibitor : _____
Stand Number : _____
Case Number : _____ of _____
Gross/Net Weight : _____
Dimension : _____

We recommend you to design 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 will not be responsible for damages / claims arising out of improper packing.

1.7 Restricted 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 and prior to the arrival of shipment into UAE. A copy of the approval has to be provided accordingly.
- Dangerous Goods (DG) need to be accompanied with the MSDS enabling us to avail necessary approvals from the concerned ministries.
- Food Stuff 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 Municipality/ authorities. In such cases it must be attested / legalized by UAE consulate from the shipment's originating country. 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 USD 150.00 as our agency fees.

If the above mentioned additional documents are not in order /available at time of clearance it may delay the customs clearance formalities for which Agility will not be held responsible. Thus, do not ship these goods into UAE without our prior confirmation or approval from the authorities.

- Ensure that no labor, capital, parts or raw materials of 'Israeli origin' have been used in the printing, publishing or manufacture of the goods and none are part or parent companies of firms included on the Israeli Boycott Blacklist
- Agility's 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 embargo or any other kind of restrictions shall be subject to Agility's sanctions policy and Agility's export control and sanctions compliance screening procedures.

1.8 Courier Shipments

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

Agility – Fairs & Events
 C/o IB CONFERENCE 2019
 P.O.Box 93971, Airport Road
 Office no. 15, ADNEC building, Al Khaleej Road
 Abu Dhabi, United Arab Emirates
 Tel : +971 2 4496311
 Attn : Mr. Alexander Philip

Name of Exhibitor : _____
 Stand Number : _____

1.9 Customs Duty / Deposits

Present Customs regulations impose a customs duty @ 5% of CIF or customs assessed value + VAT @ (5% on the duty + CIF Amount) for permanent shipments.

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, customs authority will not accept temporary import and applicable customs duty + VAT 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 accordingly and our invoices will have to be settled prior to the export of the shipment.

1.10 ATA carnet:

Regulation for Importation of ATA Carnet items:

- ATA Carnet reference number should be mentioned on the AWB or the B/L and the shipping documents.
- Number of Pieces, Net Weight declared on ATA Carnet must be reflected on the AWB / MB/L.
- ATA Carnet should show the UAE mentioned in the country list of the document.
- Do not mix ATA Carnet shipment under temporary import with permanent import under one MAWB or MB/L, this should be shipped on a separate MAWB or MB/L.
- ATA Carnet will NOT be stamped if the shipment is to be re-exported to any other GCC countries (except Bahrain)
- Itemized visible engraved serial number, H.S. Code, description of goods, Number of pieces, Weight etc., should be mentioned and must match with all other 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 event in UAE
- Return destination of the freight should be mentioned on the ATA Carnet
- Copy of Commercial Invoice should be attached along with the ATA Carnet, matching all details.
- Goods imported under ATA Carnet must be re-exported 6 months from the date of temporary admission.

1.11 Re-export / Permanent Imports

At the end of the event, all exhibits must be re-exported out of the country. 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 UAE for disposal or giveaways, the permanent import is subject to Abu Dhabi / Dubai Customs approval if permitted, exhibitor or the buyer is required to pay all applicable duties and VAT including the formality to convert the temporary import to permanent import.

Even if goods are to be disposed, duties and VAT are payable by the exhibitors and any additional disposal charges shall be additional for account of the exhibitors.

If the shipments are re-exported to any GCC country customs duty + VAT has to be paid in UAE (first port of entry) prior to export, it will take minimum 2-6 weeks for airfreight & 2-3 months for sea / road freight to obtain the duty receipts from customs.

1.12 Hand-carry Shipments

We do not encourage hand-carrying of exhibits which will be subject to customs clearance on arrival. In event the exhibits being stopped at the 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 a Custody Receipt, thereafter handover the original Custody Receipt along with copy of invoice and packing list to us urgently for customs clearance.

In such cases, please allow up to 2 working days for customs clearance with the UAE Customs prior to delivery to the booth. All charges for this urgent clearance (as per airfreight handling tariff) shall be to the account of the exhibitors.

1.13 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's Company with an express and unconditional waiver of subrogation towards Agility, 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 do not 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.

Upon written instructions, Agility – Fairs & Events can offer the exhibitor insurance coverage at competitive premiums.

1.14 Value Added Tax (VAT)

Effective 1st January 2018, Value Added Tax (VAT) @ 5%, has been implemented in the UAE as per FTA Laws and will be applicable on all our charges as mentioned in our handling tariff, not applicable for shipments booked with Agility for outbound.

1.15 Terms of Payment

Inward	:	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. Personal or foreign cheques are not acceptable.

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

Account Name	:	Agility Logistics Dubai LLC
Bank Name	:	SHARJAH ISLAMIC BANK
Branch	:	Sheikh Zayed Road Br., Dubai, UAE
A/C No.	:	001-2002794001
SWIFT Code	:	NBSHAEAS
IBAN	:	AE870410000012002794001

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

2. T A R I F F - SEA FREIGHT HANDLING CHARGES

(For individual exhibits not exceeding 2,000 kg)

2.1 SEAFREIGHT – INWARD HANDLING CHARGES VIA ABU DHABI / JEBEL ALI SEAPORT

From free arrival Abu Dhabi / Jebel Ali seaport, offloading on wheels with delivery to exhibition stand (one time positioning) inclusive of removal and temporary storage of empties onsite. VAT@ 5% will be applicable on all the below charges as per UAE FTA law.

Basic Handling Charges - FCL	Arrival at Abu Dhabi Port	USD 95.00 per cubic meter (CBM) or 1,000 kgs whichever is greater
	Arrival at Jebel Ali Port	USD 100.00 per cubic meter (CBM) or 1,000 kgs whichever is greater
Minimum Handling Charge	FCL 20' DC	20 CBM per 20' DC
	FCL 40' DC	40 CBM per 40' DC
	FCL 40' HC / OT	45 CBM per 40' High Cube container
Basic Handling Charges - LCL	Arrival at Jebel Ali Port	USD 150.00 per cubic meter (CBM) or 1,000 kgs whichever is greater
	Minimum	6 CBM per consignment per exhibitor
Customs Examination Fee		USD 90.00 per exhibitor / container / entry (whichever is greater)
Crane Charge (if applicable)		USD 250.00 per container per lift
TIB Fee (non-refundable)*Refer notes pertaining to TIB in Notes 10.8		0.5% of CIF value Minimum USD 75.00 per consignment per exhibitor
ATA Carnet Processing fee (if applicable)		USD 200.00 per ATA Carnet
Empty Case Storage (if applicable)		USD 30.00 per CBM (Min 2 CBM) per shipment per exhibitor
Document Fine (If applicable)		USD 355.00 per document set – Jebel Ali Port USD 355.00 per Invoice per COO – Abu Dhabi Port
Line Demurrage / Port Storage (if applicable)		At Actuals + 10% outlay fee.

Note:

- Above Handling Charges include Delivery Order fees, THC/LCL Handling, Port fees, Import Customs Clearance, Transportation to Site, offloading container on wheels, Delivery to Booth.
- Above rates exclude unpacking, stand dressing, assembly of display panels or machinery or decoration of any kind. If these special services are required, it will be subject to a mutual agreement with the exhibitor and additional charges will be levied.
- For consolidations with multiple exhibitors under one invoice/ one entry/ one container a maximum customs examination fee of US\$ 270.00 per container / import entry will apply.
- Container demurrage, Port Storage, Trailer detention, Consolidators Storage, Warehouse Handling and any additional charges if incurred will be charged accordingly at cost + 10% outlay fee, irrespective of the arrival deadlines.
- Free time permitted for off-loading / loading at site will be 3 running hours and thereafter trailer detention charges @ USD 50.00 per hour will be applicable. For containers remaining onsite for more than 6 hours, or if container is grounded and the empty container is to be delivered to the port later, a separate transportation charge of USD 400.00 per container will be applicable.
- B/L exchange fee @USD 100.00 per HB/L is applicable in case various consolidators are involved and delivery order needs to be collected from third party agent.
- LCL Shipments with volume of more than 10 CBM, additional Port Handling charges would be applicable as per official receipts + 10% outlay fees.
- All LCL Shipments should be imported via Jebel Ali Port only, we do not accept LCL shipments via Abu Dhabi Seaport.

2.2 SEAFREIGHT - OUTWARD HANDLING CHARGES VIA ABU DHABI / JEBEL ALI SEAPORT

From collected exhibition stand to Abu Dhabi / Jebel Ali Seaport. * In case the return freight is not booked through Agility VAT@ 5% will be applicable on all the below charges as per UAE FTA law.

Basic Handling Charges – FCL	Via Abu Dhabi Port	USD 95.00 per cubic meter (CBM) or 1,000 kgs whichever is greater
	Via Jebel Ali Port	USD 100.00 per cubic meter (CBM) or 1,000 kgs whichever is greater
Minimum Handling Charge	FCL 20' DC	20 CBM per 20' DC
	FCL 40' DC	40 CBM per 40' DC
	FCL 40' HC / OT	45 CBM per 40' High Cube container
Basic Handling Charges - LCL	Via Jebel Ali Port	USD 150.00 per cubic meter (CBM) or 1,000 kgs whichever is greater
	Minimum	6 CBM per consignment per exhibitor
Customs Examination Fee		USD 90.00 per container / entry (whichever is greater)
Crane Charge (if applicable)		USD 250.00 per container per lift
Cancellation of Temporary Import Bond for shipments cleared at Abu Dhabi Airport / Port		1.25% of the duty deposit outlaid, Minimum USD 100.00 per consignment per exhibitor
Bill of Lading Fee		USD 140.00 per issue

Note

- Above Handling Charges Include Return of Empty Cases, Collection from Exhibition Stand, Loading onto Truck while containers are being loaded on wheels, Transportation to Port, Export Customs Clearance.
- Above rates exclude repacking, dismantling of display panels or machinery of any kind. If these special services are required, it will be subject to a mutual agreement with the exhibitor and additional charges will be levied.
- For consolidations with multiple exhibitors under one invoice/ one entry/ one container a maximum customs examination fee of US\$ 270.00 per container / import entry will apply.
- **There is no LCL Export service Ex Abu Dhabi Port, all LCL shipments should be re-exported via Jebel Ali Port.**
- Container demurrage, Port storage, Trailer detention and any unforeseen charges if incurred will be charged accordingly at cost + 10% outlay fee.
- If same inbound Container is used for re-export, container demurrage till the date the container is returned back to the port will be applicable.
- If empty container is to be picked up for re-export an additional transport charge of USD 400.00 per container will be applicable.
- Free time permitted for loading at site will be 3 running hours and thereafter trailer detention charges @ USD 50.00 per hour will be applicable. For containers remaining onsite for more than 6 hours, or if container is grounded and the loaded container is to be delivered to the port later, then a separate transportation charge of USD 400.00 per container will be applicable.
- LCL Shipments Ex Jebel Ali Port that are more than 10 CBM, additional Port Handling charges would be applicable as per official receipts + 10% outlay fees.
- For return shipments booked on Freight Collect basis, a co-ordination fee of USD 15.00 per CBM for LCL Shipments, USD 100.00 per 20'DC and USD 200.00 per 40'DC / HC shall be applicable and should be agreed with us in advance preferably during the sales process

3. T A R I F F – AIR FREIGHT HANDLING CHARGES

(For individual exhibits not exceeding 2,000 kg)

3.1 AIRFREIGHT - INWARD HANDLING CHARGES VIA ABU DHABI / DUBAI AIRPORT

From free arrival Abu Dhabi / Dubai International Airport to delivery exhibition stand (one time positioning) inclusive of removal and temporary storage of empties onsite. VAT@ 5% will be applicable on all the below charges as per UAE FTA law

Arrival at AUH Airport	Basic Handling Charges	USD 0.95 per kilogram (based on actual or volumetric weight whichever is higher)
	Minimum Charge	USD 300.00 per consignment / HAWB
Arrival at DXB/DWC Airport	Basic Handling Charges	USD 1.00 per kilogram (based on actual or volumetric weight whichever is higher)
	Minimum Charge	USD 350.00 per consignment / HAWB
Customs Examination Fee		USD 90.00 per entry (whichever is greater)
TIB Fee (non-refundable) <i>Refer notes pertaining to TIB in Notes 10.8</i>		0.5% of CIF value Minimum USD 75.00 per consignment per exhibitor
ATA Carnet Processing fee		USD 200.00 per ATA Carnet
Empty Case Storage (if applicable)		USD 30.00 per CBM (Min 2 CBM) per shipment per exhibitor
Document Fine (If applicable)		USD 355.00 per document set – Dubai Airport USD 355.00 per Invoice per COO – Abu Dhabi Airport
Airport Storage(if applicable)		At Actuals + 10% outlay fee.

3.2 AIRFREIGHT - OUTWARD HANDLING CHARGES VIA ABU DHABI / DUBAI AIRPORT

Include return of empty cases to exhibition stand, handling & transport up to Abu Dhabi / Dubai International airport. * In case the return freight is not booked through Agility VAT@ 5% will be applicable on all the below charges as per UAE FTA law.

Via AUH Airport	Basic Handling Charges	USD 0.95 per kilogram (based on actual or volumetric weight whichever is higher)
	Minimum Charge	USD 300.00 per consignment / HAWB
Via DXB/DWC Airport	Basic Handling Charges	USD 1.00 per kilogram (based on actual or volumetric weight whichever is higher)
	Minimum Charge	USD 350.00 per consignment / HAWB
Customs Examination Fee		USD 90.00 per entry (whichever is greater)
Cancellation of Temporary Import Bond for shipments cleared at Abu Dhabi Airport / Port		1.25% of the duty deposit outlaid, Minimum USD 100.00 per consignment per exhibitor
Export Air Waybill Fee		USD 65.00 per issue

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.
- 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.
- For consolidations with multiple exhibitors under one invoice/ one entry a maximum customs examination fee of US\$ 270.00 per consignment / import entry will apply.
- Above services excludes unpacking / re-packing, stand dressing, assembly of display panels or machinery or decoration material of any kind for inbound and excludes 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.

- Irrespective of the arrival deadline airline storage charges will be applicable at cost + 10% outlay fee
- Air Waybill / Delivery Order exchange fee @ USD 100.00 per AWB or D/O is applicable if consignee on consolidated MAWB is any other, than as per our Consignee Instructions, and/or delivery order needs to be collected from any agent/forwarder for import shipments.

4. TARIFF- ROAD FREIGHT – HANDLING CHARGES

(For individual exhibits not exceeding 2,000 kg)

4.1 ROAD FREIGHT - INWARD HANDLING CHARGES

Customs clearance from free arrival UAE border, offloading at exhibition center (FOT) & delivery to stand (one time positioning) inclusive of removal and temporary storage of empties onsite. (Not applicable for consolidated shipments with multiple exhibitors). VAT@ 5% will be applicable on all the below charges as per UAE FTA law

Basic Handling Charges	USD 95.00 per cubic meter or 1,000 kg whichever is greater
Minimum Charge	USD 950.00 per consignment / exhibitor 45 CBM per 40' Trailer
Border Customs Clearance	USD 150.00 per consignment / truck
Customs Examination Fee	USD 90.00 per consignment / entry
TIB Fee (non-refundable) Refer notes pertaining to TIB in Notes 10.8	0.5% of CIF value Minimum USD 75.00 per consignment per exhibitor
Empty Case Storage (if applicable)	USD 30.00 per CBM (Min 2 CBM) per shipment per exhibitor
Document Fine (If applicable)	USD 355.00 per document set

4.2 ROAD FREIGHT - OUTWARD HANDLING CHARGES

Include return of empty cases to exhibition stand, re loading of truck (FOT), export customs clearance at UAE border. * In case the return freight is not booked through Agility VAT@ 5% will be applicable on all the below charges as per UAE FTA law.

Basic Handling Charges	USD 95.00 per cubic meter or 1,000 kg whichever is greater
Minimum Charge	USD 950.00 per consignment / exhibitor 45 CBM per 40' Trailer
Border Customs Clearance	USD 150.00 per consignment / truck
Customs Examination Fee	USD 90.00 per consignment / entry
Cancellation of Temporary Import Bond for shipments cleared at Abu Dhabi Airport / Port	1.25% of the duty deposit outlaid, Minimum USD 100.00 per consignment per exhibitor
Export Truck Waybill Fee	USD 125.00 per issue

Note:

- For road freight shipments all or individual items are required to have engraved/embossed serial numbers failing which final customs duty is applicable.
- Above service excludes unpacking / re-packing, 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 consolidations with multiple exhibitors under one invoice/ one entry/ one truck a maximum customs examination fee of US\$ 270.00 per consignment / import entry will apply.
- For re-export road freight shipments to GCC translation charges will be applicable at cost + 10% outlay fee.
- Refer clause 10.8 for re-export shipments to GCC Countries.

5. TARIFF- COURIER SHIPMENTS

Clearance Charges if arrived at Exhibition Hall	USD 0.75 per chargeable weight + customs duty, if any
Minimum Charge	USD 100.00 per consignment + customs duty
Clearance and Delivery charges if arrived at Airport	As per airfreight tariff

The Above rates are subject to V.A.T. @ 5% as per UAE FTA Laws.

6. TARIFF- HAND CARRY EXHIBITS

From arrival airport to deliver both including all urgent processing of customs formality and clearance. The Below rates are subject to V.A.T. @ 5% as per UAE FTA Laws.

Consignment Service Charge	USD 250.00 per consignment per exhibitor
Clearance and Delivery charges	As per airfreight tariff
TIB Fee (non-refundable) <i>Refer notes pertaining to TIB in Note</i>	0.5% of CIF value Minimum USD 75.00 per consignment per exhibitor

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

Re-export Consignment Service Fee	USD 250.00 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.

7. TARIFF - FILMS / VIDEO TAPES / PUBLICATIONS

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

Handling Rate	Minimum USD 110.00 per shipment
Each additional DVD	USD 35.00 per piece

Ensure contents of the DVD/CD/Publications respect the religious, political & cultural sensitivity of the region. The Above rates are subject to V.A.T. @5% as per UAE FTA Laws.

8. TARIFF-ADDITIONAL SERVICES - The below services will be subject to V.A.T.@ 5% as per UAE FTA Laws.

8.1 Heavy-Lift Surcharges

Heavy-lift surcharge for over 2000 kg & less than 8000 kg per unit or for units in excess of 2.0(l) x 2.0(w) x 1.5(h) meters or for exhibits exceeding 8,000 kg per package will be subject to an individual quotation when the dimensions and weights are provided.

These additional heavy-lift charges will apply for inward as well as for outward movements. Charges are for one time positioning only. Additional re-positioning will attract extra charges.

8.2 Rental of Crane

Rental of Crane includes fuel & operator and is available for offloading if containers need to be grounded or set-up of exhibits if required and should be booked in advance by at least 3 working days from required date..

25 Ton Crane	USD 1,280.00 per day (for 8 hours operation including 3 Ton Forklift for rigging and 2 Manpower to chain container)
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8.3 Rental of Forklift

Rental of forklift includes fuel & operator and is available for set-up of exhibits if required and should be booked in advance by at least 2 working days prior to required date. Rental of forklift is strictly for assembly / erection purpose only.

3 Ton Forklift	USD 130.00 per hour (Minimum 2 hours per order, if equipment already available onsite.)
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8.4 Manpower

Hiring of unskilled labour for stand dressing, etc., the rates shall be as follows and must be booked in advance by at least 2 working days..

Manpower Hiring Charges	USD 35.00 per man per hour (Minimum 4 hours per order)
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*Overtime Surcharge would apply for work performed outside of our normal working hours / work days.

9. STORAGE / ARRIVAL SURCHARGES

9.1 Storage Charges

- For early arrival shipments, storage charges will be applicable (irrespective of the cargo arrival deadline mentioned in the shipping manual).The free time permitted for the shipments to Jebel Ali port is 5 days from the shipping line/consolidator and 10 days from the Port authority effective from the date of arrival. Estimated charges (vary from liner to liner) as under.
- FCL Line demurrage per day (at actual & vary from liner to liner-Subject to change)+ 10 % outlay fee
 - ✓ First 5 days Free
 - ✓ Next 5 days USD 20.00/20' USD 25.00/40'
 - ✓ Thereafter USD 35.00/20' USD 50.00/40'
- Port Storage per day (at actual-Subject to change) + 10 % outlay fee
 - ✓ First 10 days Free
 - ✓ Next 5 days USD 24.00/20' USD 48.00/40'
 - ✓ Thereafter USD 45.00/20' USD 90.00/40'
- LCL shipments if arriving early, double handling charges as per sea freight handling tariff will be applicable for transportation from port to warehouse & then to site. Alternatively storage charges at port will be applicable.
- LCL consolidator storage charges (at actual & vary from liner to liner-Subject to change) + 10 % outlay fee
 - ✓ First 5 days Free
 - ✓ Thereafter USD 9.00 per CBM per day

Please note for some consolidators, if the cargo is not collected (due to various reasons) within the free storage period, then the storage starts from the date of arrival.

- 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% Service fee. Indicative charges as per below:

At Dubai Airport

- ✓ First 4 days Free (for all airlines except Emirates Airlines)
- ✓ First 2 days Free (for shipments arriving on Emirates Airlines)
- ✓ Thereafter USD 0.10 per kg (Minimum USD 10.00 per day)

At Abu Dhabi Airport

- ✓ First 6 days Free for all airlines
- ✓ Thereafter USD 0.10 per kg (Minimum USD 10.00 per day)

9.2 Late arrival surcharges

The following surcharges will apply for consignments arriving after the advised Timeframes / deadlines.

SEA FREIGHT

7 days before the required delivery on site 25% SURCHARGE**ON BASIC HANDLING CHARGES

AIR FREIGHT

5 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.)

10. NOTES TO TARIFF

- 10.1 All rates are quoted in U.S. Dollars.
- 10.2 Above Inward / Outward tariff is applicable separately per movement.
- 10.3 Any container that remains out of the port for more than 17 days, a Port Receiving charges (PRC) will apply in addition to the storage charges @ USD 265.00 per 20' container & USD 390.00 per 40' container.
- 10.4 For valuable cargo - serial number, tag number, art number with pictures must be provided and should be mentioned on all shipping documents.
- 10.5 Amendment / surrender charges for AWB or MB/L if any will be charged additionally at cost + 10% outlay fee.
- 10.6 Any Special handling / services / transportation if required, then the charges for the same will be additional based on the scope of work. Please advise us the details of such shipments prior to the dispatch from origin.
- 10.7 Non-Delivery of goods to stand to be reported before opening of the show to the site office or Agility representative. Non delivery could possibly be due to (and not limited to)instances such as:
 - ✓ Delay due to incorrect documents
 - ✓ Delay in customs approval
 - ✓ No pre-alert / documents

Failure to notify in due time, Agility shall not be held responsible for the same.

- 10.8 All shipments are cleared into Abu Dhabi / Dubai on temporary basis for exhibition. Temporary import is subject to a Temporary Import Bond Fee (non-refundable)..

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 + VAT 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 local.

To avoid delays, other option is to re-export as a normal 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. USD 200.00 would be applicable).

- 10.9 **At the Close of the Event:** It is imperative that every exhibitor has completed and signed the Return Shipping Instruction Form before they leave the exhibition. Agility 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 exhibitor needs to change the number of packages returning and has failed to provide Agility with the revised instructions, Agility 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 Agility representative at the earliest opportunity to complete their disposal instructions. Alternately, please contact Philip Alexander on Tel: +971 56 6886356

If the exhibitor has sold their exhibits to a 3rd party during the event, it is the sole responsibility of the Exhibitor thereafter and Agility 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 sold Exhibits.

All shipments arriving via Abu Dhabi Seaport / Airport should be re-exported back from Abu Dhabi respectively (except LCL Shipments) and the same applies for shipment arriving via Dubai Seaport / Airport. In case shipment would need to be re-exported via another Emirate then Customs Duty of 5% of the CIF Value + VAT shall be applicable.

- 10.10 A complete return instructions needs to be provided by the agent or exhibitor to Agility prior to the show closing so that a 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 : USD 15.00 per CBM per way (Minimum 3 CBM)
- ✓ Storage : USD 30.00 per CBM per month (Minimum 3 CBM / month, Minimum 1 month)
- ✓ Transportation : USD 250.00 per 3 ton pick up

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



IMPORTANT

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

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

For additional information or clarification, please contact us at:

Agility – Fairs & Events
15th floor, Office No 1507- 08, DWTC Tower,
Sheikh Zayed Road
Post Box 36683,
Dubai, United Arab Emirates

Agility – Fairs & Events
Office no. 15, ADNEC building,
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