

SHIPPING INSTRUCTIONS

FOR M S AFRICA 2015

CAIRO INT'L CONFERENCE CENTER



1- GENERAL

SHIPPING INSTRUCTIONS SET FORTH MUST BE STRICTLY ADHERED TO ENSURE QUICK AND SMOOTH CLEARANCE AND DELIVERY OF SHIPMENTS. IN CASE ANY EXPLANATION OR MORE INFORMATION REQUIRED ABOUT ANY ITEM OF THE FOLLOWING SHIPPING INSTRUCTIONS PLEASE DON'T HESITATE TO CONTACT US AS FOLLOWING: -

SAMEHCO INTERNATIONAL FORWARDING & EXHIBITION SERVICES

32, ANDALOS STREET, HELIOPOLIS, 11341 CAIRO,

TEL: (+202) 24543155 - 24537131 - 24537132

FAX: (+202) 24555911

Email: sameh.guirguis@samehco.com

CONTACT: MR. LOUTFI GUIRGUIS

MR. SAMEH GUIRGUIS

2-INSTRUCTIONS

2.1 ARRIVAL DEADLINES

TO ENSURE THE TIMELY DELIVERY OF THE EXHIBITS TO THE EXHIBITION SITE AND TO COINCIDE WITH THE ORGANIZERS' MOVE IN SCHEDULE, ALL SHIPMENTS MUST ARRIVE EGYPT BY THE FOLLOWING DATES:-

BY SEA FREIGHT TO PORT OF ALEXANDRIA:

FCL CONTAINER: 3 WEEKS BEFORE REQUESTED DELIVERY DATE

LCL CONTAINER: 5 WEEKS BEFORE REQUESTED DELIVERY DATE

(LCL SHIPMENTS IS NOT RECOMMENDED AS IT TAKES A VERY LONG TIME TO UNSTAFF THE CONTAINER SO WE ARE NOT RESPONSIBLE IF THE GOODS DID NOT REACH THE EXHIBITION AT TIME)

BY AIRFREIGHT TO CAIRO INT'L AIRPORT (CAI):

10 DAYS BEFORE REQUESTED DELIVERY DATE (AT CAIRO AIRPORT)

PLEASE DON'T USE ANY CONSOLIDATION SERVICE OF OTHER FORWARDER TO EGYPT EITHER BY AIR OR SEA TO AVOID ANY DELAYS.

SHOULD THERE BE A PROBLEM WITH MEETING THE ABOVE DEADLINES PLEASE ADVISE US AS SOON AS POSSIBLE TO MAKE NECESSARY ARRANGEMENTS FOR URGENT CUSTOMS CLEARANCE & HANDLING THROUGH TO SITE.

2.2 CONSIGNEE INSTRUCTIONS

FINAL DESTINATION FOR SEA FREIGHT SHOULD BE ALEXANDRIA PORT.

FINAL DESTINATION FOR AIRFREIGHT SHOULD BE CAIRO INT'L AIRPORT (CAI).

EXHIBITION SHIPMENTS TO EGYPT BY EITHER SEA OR AIR SHOULD BE CONSIGNED FREIGHT PREPAID TO: -

M S AFRICA 2015

**CAIRO INTERNATIONAL CONFERENCE CENTER
C/O SAMEHCO INT'L FORWARDING & EXHIBITION SERVICES**

NOTIFY: -

SAMEHCO INT'L FORWARDING & EXHIBITION SERVICES

32, ANDALOS STREET, HELIOPOLIS 11341 CAIRO.

TELEPHONE : 24543155 / 24537131 /24537132

FACSIMILE : 24555911

CONTACT : MR. SAMEH GUIRGUIS.

PLEASE NOTE THAT ALL SHIPMENTS HAVE TO ARRIVE ON FREIGHT PREPAID BASIS.

2.3 CASE MARKING & PACKING

ALL PACKING MUST BE MARKED WITH THE FOLLOWING INFORMATION: -

SAMEHCO

CAIRO INTERNATIONAL CONFERENCE CENTER

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EXHIBITOR.....

STAND NO

CASE NO.....

DIMENSIONS.....(IN CENTIMETERS)

GROSS WEIGHT/ NET WEIGHT.....(IN KGS)

WE SUGGEST THAT THE EXTRA EXPENSE OF PROVIDING STRONG ROBUST PACKING MATERIAL IS MONEY WELL SPENT AS THERE WILL BE A CONSIDERABLE AMOUNT OF HANDLING. CARTON BOXES ARE NOT RECOMMENDED.

IF ANY CASE EXCEEDS THE DIMENSIONS OF LENGTH 2.50 X WIDTH 1.5 X HEIGHT 2.5 CMS - 2000 KILOS GROSS WEIGHT PLEASE INFORM US IN ADVANCE OF DISPATCH.

DO NOT SHIP ANY ALCOHOL, BEVERAGES OR FOOD PRODUCTS.

2.4 DOCUMENTATION REQUIREMENTS

- ORIGINAL AWB FOR AIRFREIGHT
 - 2 ORIGINAL PLUS 3 COPY BILLS OF LADING PORT OF DESTINATION ALEXANDRIA FOR SEA FREIGHT.
 - 1 ORIGINAL INVOICE + 2 COPIES
 - 2 PACKING LISTS
 - FOR MACHINERY AND EQUIPMENT INTENDED TO BE SOLD IN EGYPT 1 ORIGINAL CERTIFICATE OF ORIGIN LEGALIZED FROM EGYPTIAN EMBASSY IN COUNTRY OF ORIGIN MAY BE REQUIRED.
 - 1 ORIGINAL INSURANCE CERTIFICATE
- THE INVOICE / PACKING LISTS / CERTIFICATE OF ORIGIN MUST BE IN THE ENGLISH LANGUAGE MADE OUT AS FOLLOWS TO: -

M S AFRICA 2015**CAIRO INTERNATIONAL CONFERENCE CENTER****EXHIBITOR****STAND NO.**

VALUE MUST BE **CI** POINT OF ARRIVAL, AND SHOULD BE IN **USD, STERLING POUND OR EURO (NO OTHER CURRENCIES ARE ACCEPTABLE)**

2.5 DISTRIBUTION OF DOCUMENTS**SEA FREIGHT**

DOCUMENTS TO BE SENT BY RELIABLE COURIER SERVICE TO: -

SAMEHCO INTERNATIONAL FORWARDING & EXHIBITION SERVICES

32, ANDALOS STREET, HELIOPOLIS,

11341 CAIRO, EGYPT.

TELEPHONE : 24543155 / 24537131 /24537132

FACSIMILE : 24555911

TO ARRIVE AT LEAST SIX DAYS BEFORE THE SHIPMENTS ARRIVAL IN ALEXANDRIA. ALSO EMAIL PRE ADVISE WITH COPY OF ALL DOCUMENTS IS ESSENTIAL.

AIRFREIGHT

PLEASE ATTACH ALL DOCUMENTS REQUESTED TO THE AIR WAY BILL, ALSO EMAIL PRE ADVISE WITH COPY OF ALL DOCUMENTS IS ESSENTIAL.

2.6 CUSTOMS REQUIREMENT (PLEASE READ CAREFULLY)**2.6.1 BANK GUARANTEE**

EACH EXHIBITOR HAS TO ISSUE BANK GUARANTEE WITH THE VALUE OF CUSTOMS DUTY IN FAVOR OF CUSTOMS AUTHORITY CAIRO VALID FOR SIX MONTHS FROM THE DATE OF OPENING THE EXHIBITION (PLEASE ASK FOR EXACT DETAILS) OR PLEASE REFER TO OUR TARIFF FOR CHARGES IN CASE WE CAN ISSUE IT ON YOUR BEHALF .

2.6.2 GIVEAWAY ITEM, BROCHURES AND CATALOGUES

FOR BROCHURES, CATALOGUES AND GIVEAWAY ITEM SUCH AS PLASTIC BAGS, PENS, AND KEY RINGS ETC. WILL BE SUBJECT TO CUSTOMS DUTY AND TAXES THEREFORE THE INVOICE FOR SUCH ITEMS SHOULD BE KEPT LOW BUT STILL REALISTIC.

2.6.3 SELLING OF GOODS

DIRECT SELLING OF GOODS DURING THE SHOW AS WELL AS FREE DISTRIBUTION OF SAMPLES IS NOT PERMITTED AT ALL. IN CASE ANY GOODS IS MISSING AFTER THE SHOW A LEGAL ACTION WILL BE TAKEN BY THE CUSTOMS INCLUDING PENALTIES AND MAY BE RAISED TO LEGAL COURTS IN EGYPT DEPENDING ON NATURE OF GOODS.

FOR SELLING OF GOODS AFTER THE SHOW CERTAIN PROCEDURES SHOULD BE TAKEN, PLEASE CONTACT FOR DETAILS (SELLING SHOULD BE FINISHED DURING ONE MONTH AS NEW REGULATION FOR TEMPORARY IMPORTED GOODS)

2.6.4 (SPECIALLY FOR CHINA)

ALL GOODS COMING FROM CHINA SHOULD HAVE PRE-INSPECTION CERTIFICATE (CIQ)

2.7. SPECIAL COMMODITIES

IF YOU HAVE ANY MEDICINE, FOOD STAFF, FOOD ADDITIVES, SEEDS, PLANETS, CHEMICALS, COSMETICS OR WEAPONS **PLEASE CONTACT FOR SPECIAL INSTRUCTIONS AND DEAD LINES.**

2.8 FUMIGATION

ALL WOODEN PACKING SHOULD BE FUMIGATED AND STAMPED FOR FUMIGATION WITH IPPC LOGO INDICATING THE COUNTRY WHERE BEEN FUMIGATED.

2.9. HAND CARRIED GOODS**2.9.1. INBOUND**

WE DON'T RECOMMEND HAND CARRYING GOOD, WHILE SOME TIMES YOU MAY SUCCEED, BUT IF YOU

ARE STOPPED BY THE CUSTOMS YOU MAY HAVE SERIOUS PROBLEM. IF CUSTOMS STOP YOU AND DEMAND DUTIES & OFFICIAL IMPORT DOCUMENTS, IF YOU ARE UNABLE TO PROVIDE THIS YOU ARE UNLIKELY TO GET THEM FOR THE START OF THE EXHIBITION. THIS IS BECAUSE EXHIBITORS USUALLY ARRIVE JUST BEFORE THE EXHIBITION, AND THERE IS NO ENOUGH TIME AVAILABLE TO COMPLETE THE NECESSARY PROCEDURES. SAMEHCO CAN TRY AND ASSIST BUT CAN'T GUARANTEE SUCCESS. THIS PROCEDURE TAKES ABOUT 3 – 4 WORKING DAYS.

2.9.2. OUTBOUND

EXHIBITORS WHO WANT TO HAND CARRY GOODS OUT OF EGYPT SHOULD CONTACT US 3 DAYS BEFORE DEPARTURE DAY. THE CUSTOMS PROCEDURE WILL TAKE TWO WORKING DAYS TO COMPLETE AFTER THE END OF EXHIBITION, I.E. IF THE EXHIBITION ENDS ON FRIDAY, THE GOODS SHOULD BE READY FOR COLLECTION FROM THE AIRPORT FOR HAND CARRYING BY THE SUNDAY EVENING. HAND CARRYING MUST BE PLANNED IN ADVANCE.

2.10. COURIER SHIPMENTS

THE USE OF COURIERS FOR THE SHIPMENTS OF EXHIBITION MATERIAL IS NOT RECOMMENDED; AS COURIER COMPANIES ARE OFTEN UNABLE TO PROVIDE TEMPORARY IMPORTATION THROUGH THE CUSTOMS.

3. DURING THE EXHIBITION

OUR REPRESENTATIVE WILL VISIT YOUR STAND DURING THE EXHIBITION TO CONSULT WITH YOU IN REGARD TO THE RETURN GOODS.

IF ANY GOODS ARE SOLD, IT IS NECESSARY TO INDICATE THE SAME ON ORIGINAL INCOMING INVOICE (**PLEASE DON'T HAND OVER THE GOODS TO THE BUYER DIRECTLY**, HE SHOULD RECEIVE IT FROM CUSTOMS WARE HOUSE AFTER FINISHING THE DOCUMENTATION AND PAYING THE DUTIES)

PLEASE ENSURE YOU RECEIVE COPY OF DISPOSAL INSTRUCTIONS SIGNED BY OUR REPRESENTATIVE PRIOR TO LEAVING THE STAND ON LAST DAY.

WE WILL NOT BE RESPONSIBLE FOR ANY LOSE OF GOODS, IF THE EXHIBITOR LEAVE THE STAND WITHOUT INFORMING OUR REPRESENTATIVE.

4. INSURANCE

IT IS THE RESPONSIBILITY OF THE EXHIBITOR TO ENSURE THE ADEQUATE INSURANCE COVERAGE IS AVAILABLE FOR EXHIBITS, WHILST IN TRANSIT TO AND FROM THE EXHIBITION SITE, WHILST IN STORAGE AND THAT THE GOODS ARE COVERED IF TO BE FORWARDED TO ORIGIN OR ANOTHER DESTINATION AT THE END OF EXHIBITION.

FOR ANY INFORMATION REGARDING THIS TARIFF PLEASE CONTACT:

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11341 CAIRO, EGYPT.

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MEMBER :

