



## **Delivery & Logistic Services**

Merkur Expo Logistics GmbH has been appointed the official forwarding agent and clearance agent for WSC Congress. We offer the following services: customs clearance, delivery to the booth, freight forwarding, manpower & trolleys for unloading/loading during build-up and dismantling, storage of empty crates, transportation to and from the Exhibition Hall.

For security, insurance, and efficiency reasons Merkur is the exclusive agent nominated by the organizer for move in and move out and handling of empties.

Exhibitors and booth builders are free to deliver their goods or to pick their goods up from outside the venue. Those who use their own facilities up to the venue are requested to coordinate their time schedule and unloading of their cargo into the venue with Merkur.

### **Contact Details:**

Merkur Expo Logistics  
Contact: Mrs Irit Sofer  
Mobile: +972-52-8890129  
E-mail: [irit.sofer@merkur-expo.com](mailto:irit.sofer@merkur-expo.com)

MAILING ADDRESS  
ELF Shipping LLC,  
P.O. Box 30344,  
National Industrial Park (NIPL),  
Dubai, UAE  
Tel: 04 8834444, Fax: 04 8834443  
Contact: Mr.Sreejith , Mob: +971 54 3076156

**Please note these important dates:**

Buildup	Space only 21st October 10:00 - 19:30 22nd October 08:30-19:30
Exhibition	October 23-25
Breakdown	Will be adv
<b>SERVICE</b>	<b>DEADLINE</b>
Airfreight shipments	<ul style="list-style-type: none"> <li>• Pre-alert documents should reach us at least 5 days prior to the arrival of the shipment.</li> <li>• Original documents should be attached to the AWB along with the shipment.</li> <li>• Shipment should reach Dubai International Airport at least 5 Working days prior to the delivery date</li> </ul>

**Services, Delivery Address & Shipping Instructions**

**SHIPPING DOCUMENTS**

Do not send any goods prior of sending the documents for customs classification and confirmation

Consignee:	Notify:
<p><b>ELF Shipping L.L.C</b></p> <p><b>P.O. Box 30344, NIP, Dubai, U.A.E</b></p> <p><b>Tel: 04 8834444, Fax: 04 8834443</b></p> <p><b>Mob: 054 3076156</b></p> <p>For: <b>NAME OF EXHIBITION</b></p>	<p>Name of the Exhibitor</p> <p><b>NAME OF EXHIBITION</b></p> <p>DATES &amp; VENUE</p>

➤ CONSIGNEE DETAILS FOR COURIER SHIPMENT – Only for General Cargo (No Foodstuff)

[Courier shipment should be consigned to below address on DDP basis and We need an Invoice copy in advance to check the import approval under our license.]

ELF Middle East General Trading L.L.C  
P.O. Box 30344, National Industrial Park  
DUBAI, UAE.  
Contact: Mr. Mohammed, Mob: +971 54 3076271

❖ **SHIPPING DOCUMENTS**

All documents including, Bills of lading, Airway Bill, Commercial Invoice, Packing List & Certificate of Origin should be issued in English language, which are subjected to verification and approval of ELF shipping before dispatch the original. Handwritten documents are not acceptable. Photocopy, scanned copy or fax copy of the documents will not be considered as original. Each house AWB or BL will be treated as separate shipment.

▪ Documents Required for / Air freight

✓ Bill of Lading	- Original / a clear copy If Express Released BL
✓ Commercial Invoice	- Issued in company letter head, embossed with company ink stamp (3 original Set)
✓ Packing List	- Issued in company letter head, embossed with company <b>ink stamp</b> (3 original Set)
✓ Certificate of Origin	- Will be required if the country of origin is not indicated on the CIPL
✓ Phytosanitary Certificate	- Applicable for Plants/wood/flowers, vegetable, fruits etc..
✓ Health Certificate	- Applicable for food products
✓ MSDS	- Applicable for Chemical content
✓ Halal Certificate	- Applicable for Meat
✓ Participation Letter	- Issued by organizer (Template attached )

**Original documents as stated above are a must. There is a penalty of USD 300 per document if the originals are not produced.**

➤ **PORT OF ARRIVAL**

**Air Freight:** Dubai International Airport

➤ **Commercial Invoice**

Commercial Invoice and all other documents should be made out in English language and as per the regulations of the UAE Customs Authorities. The word "**Proforma**" should **not** be mentioned on the invoice. The invoices should be consigned as:

<p><b>ELF Shipping L.L.C</b></p> <p>For: Name of the Exhibiting Company</p> <p>At: <b>NAME OF THE EXHIBITION</b> DATE &amp; VENUE-----</p> <p>Hall No. _____ Stand Number _____</p>
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Each invoice should be explicit with Individual value for each items, Quantity, type, serial numbers, Currency Code and Total CIF value. **We prefer the currency of the Invoice in USD. Different currency Invoices under one shipment is not acceptable. The value of the invoice should be in CIF terms**

**(Cost + Freight + Insurance). Customs may assess the Freight as per IATA Tariff if Invoice is not in CIF value.** Irrespective of declared value, Customs have full right to assess the value. Customs Duty / Deposit would apply @ 5% of Customs assessed CIF value. Country of Origin must be indicated against each item with weight.

It is better to have separate invoices for temporary and permanent imports. Invoices should be indicated as “Goods are intended for exhibition purpose and would be re-exported after the show – Temporary imports.” **OR** “Goods are for free distribution purpose at “Name of the exhibition” – Permanent Imports” which ever appropriate

Number of Pkgs & the Gross weight mentioned on the Invoice and Packing list should correlate each other and with Bill of Lading, AWB or Truck Way Bill.

➤ **Packing List**

Packing List must be in detail indicating identification mark of each product, Type of Package, number of packages, gross weight and measurement of individual Package. It is suggested that a copy of the packing list is to be kept in each package. It is absolutely required to match the details of the invoice / packing list to the AWB / BL.

➤ **Certificate of Origin** - Certificate of Origin should be issue by the Chamber of Commerce at Origin and all the details should be correspond with the details shown in the B/L, AWB and Invoice/Packing List. Hand written, manually corrected or a photocopy of the Certificate is not acceptable, which will not be considered as original.

➤ **ATA Carnet** –ATA Carnet customs clearance is permitted in UAE for 100% re export shipment, but on strict compliance of ATA Carnet Rules and Regulations as per Dubai Customs. Exhibitors or the overseas forwarders are requested to contact us well in advance for the assistance and to be obtained our approval before dispatch of any shipment under ATA Carnet. **Please check with us case to case before effecting the shipment under ATA Carnet.**

- **Case Marking** - All packages must be marked in English and should be displayed at least 2 sides of each package.

Name of the Show _____
Name of the exhibitor _____
Hall number / Stand Number _____
Gross Weight in Kgs _____
Dimensions Lx W x H in cms _____

#### ❖ SPECIAL INFORMATION

- **Restricted Goods** - (Should require pre-clearance approval from concerned Authority)

The following categories of materials are restricted, controlled by the authorities, might require special documentation and approval by the concerned authority prior to importation. Please supply us with details of such goods well in advance to enable us to approach the concerned authority for permissions. The permission / Approval is at the discretion of the authority. USD 150.00 / shipment will be our processing charges for such permission / approvals from the Ministry.

- Telecommunication and transmitting equipments, Radiographic equipments
- Food and beverage products of any kind
- Drugs, Medical, pharmaceutical, chemical products
- Live animals, any products made of animal parts
- Live plants, seeds, natural soil etc....
- Vehicle of any kind
- Any goods containing radioactive effects, hazardous nature

- **Prohibited goods** : ( Should not import to Dubai )

- Arms and ammunitions, explosives, fireworks, military equipment etc...
- Books, articles, images, videos, CD's, Film's with any contents against Islamic tradition & Custom.
- Alcohol, Alcohol content products, wine vinegar, Pork, etc....
- Any Goods produced or originated from or through Israel.

- **Food Products**

Many food products require special permission by the Health & Hygiene Authorities, particularly meat, fish and dairy products whether fresh, frozen or canned. Permission is granted on a case to case basis, and these items must be accompanied by Certificate of Origin and Health Certificate / Halal Certificate issued ( In English Language )by the concerned authority at the country of origin. Do not effect such shipment without our prior approval on the documents.

- **CD ROMs / Video Tapes**

CD's, Films, Video Tapes and CCTV Cameras are subject to Censorship by the concerned Ministry approvals.

#### ❖ CUSTOMS DUTY/DEPOSIT

All Exhibition shipments will be customs cleared on arrival as temporary import on 5 % customs Bond. Temporary admission period is maximum 90 Days from the date of arrival. Customs Duty 5% of CIF value should be paid for complete shipment or a part of shipment which are not re-export to country of origin. If shipment is re-exported to any GCC countries, the Customs Duty should be paid in Dubai and a second time Duty to be paid in receiving GCC country, unless and otherwise the consignee at receiving GCC country have any kind of Duty exemption at the Customs of their respective country. Customs Duty should be paid to ELF Shipping L.L.C, if shipment is released locally to a buyer or to a third party forwarder for re-export. On the other words ELF Shipping L.L.C will not be responsible for Duty exemption for shipment re-exported by third party. If actual customs duty for a shipment is less than US\$ 150.00 Out set duties to be paid.

#### ❖ VAT

The Vat is implemented in UAE Since 1<sup>st</sup> January 2018. The Vat percentage is 5% which will be applicable on all the UAE local charges and on the customs duty. Delivery Order, Bill of Lading, Airport or Seaport Handling, Customs Inspection and export freight charges are exempted from VAT. If the shipment is not re-exported, then VAT is applicable on the invoice value. The VAT amount is calculated as CIF Value of the Invoice + Customs Duty x 5%. For Example:

CIF Value of the Invoice: Usd.2000 + Customs Duty (5% of Usd.2000=Usd.100) = Usd.2100 x 5% = Usd.105 (VAT).

#### ❖ INSURANCE

We do not insure the goods unless specifically advised to do so. It is exhibitors / Shippers responsibility to ensure that all goods are covered by a fully comprehensive marine insurance policy for round the trip journey, i.e from Exhibitors premises to booth until return shipment reach to the exhibitor's premises at country of origin.

As our tariff is computed on the basis of volume or weight and have no correlation with the value of exhibits, it follows that the cost of Insurance cover is not included in our charges and exhibitors shall ensure that there is adequate insurance coverage for their goods, and such insurance policy shall include a waiver of subrogation against ELF Shipping L.L.C, and its subcontractors.

#### ❖ ON-SITE INFORMATION

Our On-site team will be supervising the inward/outward movement of your exhibits and visiting your stand during the exhibition to discuss about the return movement. Disposal Form attached with the copy of commercial Invoice and packing list will be served to all exhibitors during the show, which should be duly filled with your instructions and returned back to us before exhibitor leave the booth after closing of the show. Goods which are sold, disposed or to be returned should be properly marked on the commercial invoice and hand over to our representative along with the disposal Form and return goods.

Please ensure that, you receive a copy of Disposal Instructions signed by our representative. Also ensure that the return shipment Pkgs / cases are properly marked and handed over to our onsite representatives before you leave the booth on the last day of the exhibition. We will not be responsible for any lost or damage of goods which are left at booth by an exhibitor without informing our representative.

#### ❖ STORAGE OF EMPTY CASES & CONTAINERS

Empty cases which are required for re-exporting after the close of exhibition can be removed and stored at designated area at venue marshalling yard during the exhibition and the same cases will be repositioned at the stand area at the close of exhibition. If any reason the empty storage facility is not available at the exhibition marshalling yard, then we need to move it to our warehouse with additional charges. In case exhibitor required a secured storage of empty boxes or exhibits during the exhibition should be notified to us well in advance. Additional charges for which may quoted case to case basis.

#### ❖ IMPORTANT POINTS TO BE NOTED

- All bottles/cans/pkgs containing foodstuffs must show production & manufacturing dates as well as expiry dates. Health certificate and Halal certificate (in case meat items) is required. All Food products should have shelf life for minimum 6 months after arrival at Dubai.
- Import of alcohol, Pork, books against Islamic traditions, obscene pictures and photography, firearm, ammunition, animal skins, wine vinegar etc... are strictly prohibited / restricted to import.
- Prior permission from the Ministry of Agriculture is required to import flowers, seedling, natural soil and other agricultural products. Certificate from Ministry of Agriculture for agricultural products and flowers confirming quarantine test & Phyto sanitary regulations is required.
- Health Ministry's pre-permission is required to import drugs and food products.
- Print materials such as books, magazines, periodicals, video and audio cassettes and discs will be subjected to censorship test and approvals by the concerned authority.
- ELF Shipping LLC will not be responsible for clearance of exhibits wherein freight is not pre-paid.
- Any products contain chemical substances, should require MATERIAL SAFETY DATA SHEET (MSDS) and such products may go for clinical laboratory test by Dubai Health Authority.
- Clearance of any kind of CCTV cameras is subjected to Dubai Police physical inspection and approval and product catalogues are required for the same. CCTV cameras should be re-exported to the country of Origin immediately after the close of the show if Dubai police insist to do so.
- Any Vehicle temporarily imported for exhibition must return to the country of origin after the closing of the show. In case the exhibitor sold the vehicle locally ELF SHIPPING LLC will not be responsible for vehicle registration at RTA (Road Transport Authority). Vehicle registration should be at exhibitors or buyer's care and cost.
- Vehicle's chassis and model# must be indicated in the BL/AWB & CIPL upon importation.
- Food colors, code numbers indicated here after is banned in Dubai. (E104, E105, E107, E123, E124, E127, E131, E142, E924, E952 & E1510)
- All rates, fees and/or payments referred to in this Tariff are exclusive of all service tax, Value Added Tax (VAT) (whether existent or applicable at date of getting this Agreement / Tariff, or will be applicable in the future) and any other current or future tax, duty or fee of any nature whatsoever imposed from time to time by any gov.t or other authority which shall be added to the Tariff.

## ❖ PAYMENTS TERMS

### 12. Payment terms

1. Invoices will be sent by e-mail only.
2. The invoicing is per shipment.
3. Full payment of the incoming handling charges must be received prior the delivery to the booth.
4. The outgoing handling charges are payable immediately after receipt of our invoice.
5. Payment can be made by credit card (VISA and MASTERCARD) or by wire transfer. Personal or foreign cheques are not acceptable.
6. VAT will be added
7. 1,5% interest per month will be charged on overdue payments

Please complete and sign the attached material handling form/payment confirmation and return it to our attention.

Please note that your signature will be used as a payment guarantee based on the general tariff. Any services not outlined in the attached tariff will be quoted on an individual basis.

Please notify “Merkur” immediately about any requirements relating to invoices.

**Please note that all payments are in €. Will be charges based on Oanda ,date of the invoice**

## ❖ TERMS AND CONDITIONS

All orders are accepted exclusively on the basis of the local & German forwarders terms and conditions (ADSp).

**We wish you a successful experience!**  
**MERKUR EXPO LOGISTICS**



Dear Exhibitor / Stand Builder / PR Company,

Please return the below form fully filled in to Merkur

E-mail: [irit.sofer@merkur-expo.com](mailto:irit.sofer@merkur-expo.com)

**We cannot guarantee services for any cargo arrival without a pre-advise and payment confirmation!**

**General Pre advise - Material Handling Form**

<b>Congress name</b>	
<b>Exhibitor name</b>	
<b>Stand #</b>	

**Billing Information**

<b>Full company name</b>	
<b>Address</b>	
<b>VAT #</b>	
<b>Contact person</b>	
<b>E mail</b>	
<b>Tel #</b>	

**Shipment Information**

<b><u>Requested Service</u></b>		
<b>Door to Door</b>	<b>Advance warehouse</b>	<b>Direct to Venue</b>
<b>CBM /Weight in Kg</b>		
<b>Shipper's name</b>		
<b>E mail address</b>		
<b>Tel #</b>		
<b>Purchase order #</b>		
<b>Truck size</b>		
<b>Courier tracking #</b>		
<b>Airway bill number (AWB #)</b>		



### **AIRFREIGHT (1 kilo/6000cc) IMPORT**

	<b>SCOPE OF SERVICE</b>	<b>CHARGES ( US\$ )</b>
<b>HANDLING CHARGES</b>	Handling Charges (Ex-Dubai Airport till delivered to booth, including provision for 3 ton forklift, man power for unloading & delivery to booth and removal of empty cases.)	<b>\$1.37 Per Chargeable Kg</b>  <b>(Minimum 300.00 KGS Per Exhibitor/Shipment)</b>
<b>OTHER CHARGES</b>	Delivery Order	\$ 105.00 / Shipment
	Airport Handling Charges	\$ 0.07/Kg, Minimum Usd. 30/Shipment
	Customs Inspection	\$ 95.00 / HAWB
	Customs Bond Fee (applicable for Temporary and permanent import)	1% of the CIF Value (Min (\$95.00/Customs Bill))
	Temporary Customs Bond Cancellation	\$69.00.00/Customs Bill
	Empty Handling Charge (if applicable)	<b>\$60.00 @ Min 2CBM per Exhibitor + VAT</b>
	<b>Additional Charges :- If applicable</b>	
	ATA Carnet Clearance (If applicable)	\$ 190/HBL
	Customs Duty (If applicable)	6.26% of the CIF Value (Min\$ 62.00/ Shipment) + <b>10% Outlay on the Customs Duty Amount</b>
	<b>Ministry Attestation of INVOICE</b>	<b>\$ 95.00/Invoice (applicable if the non-return shipment value is over USD 2,600.00)</b>
	VAT (Permanent import)	5.25% of the CIF VALUE + 10% Outlay
	Penalty for non-original documents (If applicable)	\$ 375.00 / shipment
	Municipality / Ministry Inspection (If applicable)	\$ 187.00.00
<b>Other statutory Charges</b> (B/L Exchange fee, Co-loader additional charges, other than d/o, LCL Handling, Port Handling)	Actual + 10%	

➤ **Outsize / Heavy Lift surcharges**

Single Piece above 2000 Kgs or above 3.000 CBM	50% of basic handling charges ( WT / MEAS)
Single piece above 5000 Kgs or above 10.000 CBM	Will quoted case to case on request



➤ **Exclusive Equipment / labor charges**

3 Ton Forklift (Exclusive) For booth setup, assembling or erection etc...	\$ 150.00 / Hour ( Minimum 2 Hrs )
Un-skilled labor ( Exclusive )	\$19.00 / Hour / Labor( Minimum 3 Hours )

➤ **Late arrival Surcharge:**

- ✓ Shipment arrive After Dead Line : 20% addition on basic handling charge
- ✓ Shipment arrives on or after the opening day : 50 % addition on basic handling charge

➤ **CENSORSHIP VIDEO CASSETTES/CD ROMS**

- ✓ Censorship handling- \$95 per title

➤ **COURIER SHIPMENT ON DDP Terms**

- ✓ Handling & Delivery - \$1.40 per kilo Minimum \$450.00 per shipment – up to 30 KGS
- ✓ VAT 5.25% of CIF value of the shipment + 10% outlay

please be sure to send us a pre-advise with the full details of the shipment: courier company, number of pieces and tracking number.

All courier shipment must be send DDP (Delivery duties paid) terms .

Courier charges for handover of import shipping documents € 100.00/ document.

Shipments that arrive without pre alert and payment confirmation will not be accepted.

**AIR FREIGHT (1 Kilo / 6000 cc) EXPORT**

	SCOPE OF SERVICE	CHARGES ( US\$ )
<b>HANDLING CHARGES</b>	Handling Charges (Ex-booth till delivered to Dubai International Airport. Including provision for 3 ton forklift, man power for, empty re-delivery, pickup, loading, transportation & export customs clearance)	<b>\$1.37 Per Chargeable Kg</b>  <b>(Minimum 300 KGS Per Exhibitor/Shipment)</b>
<b>OTHER CHARGES</b>	AWB	\$105.00 / Shipment
	Airport Handling Charges	\$. 0.07/Kg, Minimum Usd. 30/Shipment
	Customs Inspection	\$ 95.00 / HAWB
	<b>Additional Customs Charges: applicable, If 2 or more shipments are clubbed together for Re-export</b>	<b>\$ 112.00/Import Bill</b>
	Air Freight	To be Advised
	HAWB (If Applicable)	\$ 63.00 / HAWB
	Re- Packing with New Packing Material (If applicable)	\$112.00 / CBM If required ( Minimum 1.000 CBM )
Municipality / Ministry Inspection (If applicable )	\$187.00	



➤ **Outsize / Heavy Lift surcharges**

Single Piece above 2000 Kgs or above 3.000 CBM	50% of basic handling charges ( WT / MEAS)
Single piece above 5000 Kgs or above 10.000 CBM	Will quoted case to case on request

➤ **Exclusive Equipment / labor charges**

3 Ton Forklift (Exclusive) For booth setup, assembling or erection etc...	\$150.00 / Hour (Minimum 2 Hrs.)
5 Ton Forklift (Exclusive) For booth setup, assembling or erection etc...	TBA
Un-skilled labor ( Exclusive )	\$19.00 / Hour / Labor( Minimum 3 Hours )

➤ **Above Tariff excludes:** Packing, stand un-dressing, erection of display panels, dismantling of machinery or decoration of any kind, container demurrage, Trailer detention, port storage etc...

➤ **ONSITE RELEASE FOR SOLD / CONSUMED SHIPMENTS**

- ✓ Outbound onsite Handling up to buyer's truck : \$113.00/CBM (Minimum 3 CBM per Exhibitor)
- ✓ Customs Duty & VAT : Customs duty and VAT will be billed to the exhibitor

❖ **HOLD / STORAGE VIA ELF WAREHOUSE**

- ✓ Outbound onsite Handling and transfer to ELF Warehouse: \$125.00 / CBM (Minimum 3 Cbm per Exhibitor)
- ✓ Transport Charge from Booth to Warehouse would be applicable for shipments which are to be hold in our warehouse or locally releasing from our warehouse. Will be quoted on case-to-case basis.
- ✓ Storage \$ 38/CBM/Month, Minimum \$1.13 /Month

**Latest Addition to the Inbound/Outbound Tariff:**

➤ The Handling Charge is applicable with a minimum of 5.000 CBM per Exhibitor or Minimum \$530.00/air shipment per EXHIBITOR even though it is a part of a consolidated shipment.

➤ The Empty Storage Handling Charge is \$60.00/CBM per EXHIBITOR with a Minimum of 2.00 CBM per EXHIBITOR + 5% VAT. Only if it is applied by the show official.



- If the venue management does not provide the empty storage facility at the exhibition marshaling yard, then an empty handling charges via ELF warehouse - \$62.00/CBM @ Min 5 CBM per EXHIBITOR + 5% VAT will be applicable.
- On Re export, any shipments containing ELI/ELM batteries, empty cylinder or compressor returning by air will be subjected for Dubai Civil Aviation approval for which an additional charge of \$187.00/shipment will be applicable & for DGR shipments, the DGR Handling & Documentation charges will be \$320.00 per shipment. The airport handling charge for DGR shipments will be \$0.08/K @ Min \$38.00.
- On Re export, if 2 or more shipments are clubbed together, then an additional fee of \$112.00/Import Customs Bill will be applicable.
- The warehouse storage is free up to 7days from the close date of the exhibition. If the shipment is not re-exported or released within the free time, the storage charges will be applicable.
- VAT is applicable for shipments which are not re-exported within the allowed re export period.

#### Payment terms

**Please note the final invoice will be in € will be**

**The amount will be translated from dollars to euros according to the exchange rate on the day of the invoice**

1. Invoices will be sent by e-mail only.
2. The invoicing is per shipment.
3. Full payment of the incoming handling charges must be received prior the delivery to the booth.
4. The outgoing handling charges are payable immediately after receipt of our invoice.
5. Payment can be made, by credit card (VISA and MASTERCARD ) or by wire transfer. Personal or foreign cheques are not acceptable.
7. 1,5% interest per month will be charged on overdue payments

Please complete and sign the attached material handling form/payment confirmation and return it to our attention. Please note that your signature will be used as payment guarantee based on the general tariff. Any services not outlined in the attached tariff will be quoted on an individual basis.

Please notify " Merkur" immediately about any requirements relating to invoices.