

OFFICIAL SHIPPING GUIDELINES



PHARMACONEX



MEDICONEX

EXHIBITION & CONFERENCE

14th – 16th April 2018, Cairo, Egypt

Presented by



Exhibitions Ltd

1) Introduction

GT Exhibitions Ltd kindly request for you to read these shipping instructions and guidelines very carefully concerning freight logistics to the **Pharmaconex / Mediconex 2018** exhibition being held at the Egypt International Exhibition Center - EIEC, Cairo, Egypt. This is essential in order to avoid any problems or delays with clearance, handling and transportation of your goods.

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

GT Exhibitions ME

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

2) Consignee Instructions

Kindly arrange to ship all shipments **"Freight Pre-paid"** consigned as mentioned below:

Consignments being sent to Cairo (CAI Airports or Alexandria Seaport)

Consignee : Pharmaconex / Mediconex 2018
Egypt International Exhibition Center
C/O Samehco Int'l Forwarding & Exhibition Services

Notify Party : Samecho Int'l Forwarding & Exhibition Services
32, Andalos Street, Heliopolis 11341
Cairo.
Tel: 24543155 / 24537131 / 24537132
Fax: 24555911
Ctc: Mr. Loutfi Guirguis

Note: -

The air waybill/sea waybill/bill of lading must clearly mention **"In transit to Cairo, Egypt for the Pharmaconex / Mediconex 2018 exhibition, for re-export at the end of the exhibition"**.

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

Important

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

Attn: Tybano Gowray / George Nassif / Michael Tremain by email:

tybanogowray@gtexhibitions.com / georgenassif@gtexhibitions.com / michaeltremain@gtexhibitions.com

3) Cargo Arrival Deadlines and Port of Destination

- | | |
|---|--|
| ○ Sea freight arrival at Alexandria Seaport (FCL) | 22 working days prior to exhibitor move-in date |
| ○ Sea freight arrival at Alexandria Seaport (LCL) | 36 working days prior to exhibitor move-in date |
| ○ Airfreight arrival at CAI Airport | 12 working days prior to exhibitor move-in date |

We strongly recommend that you ship on a direct service to the Cairo, Alexandria port in order to avoid delays in trans-shipment, etc.

Please Note: LCL sea freight shipments are not recommended as the clearance process is very lengthy and it takes a very long time for a co-loader to de-consolidate an LCL Container in Egypt. This as such is beyond our control and therefore we GT Exhibitions / Samecho cannot be held responsible if the LCL container is not de-consolidate in time and if there are any subsequent delays in the delivery of such shipments.

GT Exhibitions / Samecho cannot be held responsible for the late or non-delivery of goods, including additional surcharges incurred for shipments that fail to comply with the above mentioned arrival deadlines. Cargo arriving after the deadline dates as mentioned above will be subject to a minimum **50 % late arrival surcharge** on the basic handling tariff.

4) Shipping Documentation

Documentation Required

The following documents are required for the temporary import clearance of goods in Egypt.

Shipments arriving by Sea freight: -

- | | |
|---------------------------------------|---|
| a. Commercial Invoice / Packing List: | 3 Legalized Originals and 3 Copies |
| b. Certificate of Origin Legalized: | 1 Legalized Original and 3 Copies |
| c. Bill of Lading: | 2 Originals and 2 Non-Negotiable Copies |
| d. H.S. Code Summary Sheet: | For shipments with more than three (3) HS Codes |

Shipments arriving by Airfreight: -

- | | |
|---------------------------------------|---|
| a. Commercial Invoice / Packing List: | 3 Legalized Originals and 3 Copies |
| b. Certificate of Origin Legalized: | 1 Legalized Original and 3 Copies |
| c. Airway Bill: | 2 Originals and 2 Non-Negotiable Copies |
| d. H.S. Code Summary Sheet: | For shipments with more than three (3) HS Codes |

Especially for Goods originating from China.

All goods coming from China should be accompanied along with a **Pre-Inspection Certificate (CIQ)**, which is a must for importation of such goods in Egypt.

Bill of lading / Air waybills

Must be consigned as per instructions mentioned above (see section 2) in the name of "Pharmaconex or Mediconex 2018, Egypt International Exhibition Center, C/O Samecho Int'l Forwarding & Exhibitions Services"" only, failing which we will not be able to process the Customs clearance.

Commercial Invoice/Packing List

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

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

Pharmaconex / Mediconex 2018
Egypt International Exhibition Center
Exhibitor: _____
Hall / Stand: _____
- The Invoice must clearly indicate a detailed description along with the serial number, weight, country of origin, HS Tariff code and value (in US\$) for each individual item

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

Certificate of Origin

This document must be sent as an original, issued and attested by the Chamber of Commerce at origin and Legalized by the Egyptian Embassy in the country of Origin only. Please adhere to the below requirements:-

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

Important: The Original Commercial Invoice and Original Certificate of Origin must be legalized by the Egyptian Embassy or Consulate at Origin.

The Certificate of Origin is a very important document and must accompany every consignment being sent to Egypt, whether by air, sea or land. If this document is not provided it will result in the Customs process being rejected and will incur heavy fines. The consignment will be returned back to origin at the shipper's expense.

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

For All Shipments

The original shipping documents must be sent to Samecho, Cairo office 10 days prior to the arrival of the vessel if sent by sea freight or attached to the original air waybill if the goods are sent by air freight.

A full pre-advice, with copy documents, **MUST** be sent to GT Exhibitions prior to dispatch for pre-approval.

5) Restricted Cargo

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

Listed below are a few main restrictions:

- Importation of commodities such as alcohol or pork and products containing alcohol or pork or any of its by-products this is strictly restricted for import into Egypt
- Importation of products such as any food items/products/beverages, live plants/flowers, tiles/marbles, wireless/radio, telecommunication /defence equipment and radioactive materials of hazardous nature, Cosmetics, Hazardous/Class rated cargo, etc. may have restrictions for importation into Egypt.
- Importation of Medical products and actual medical samples are strictly restricted for importation into Egypt, such goods can only be shipped after obtaining import permits in advance prior to the dispatch of the goods from origin.
- Importation of exhibits such as weapons, ammunition, explosives or any other military equipment is strictly forbidden for import into Egypt.

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

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

6) Packing and Case Marking

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

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

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

SAMECHO INT'L FORWARDING
EGYPT INTERNATIONAL EXHIBITION CENTER
Pharmaconex / Mediconex 2018
Name of Exhibitor: _____
Stand & Hall Number: _____
Dimensions: _____ Gross/Net Weight: _____
Case Number: _____ (i.e. 1 of 3, 2 of 3, etc) _____

FUMIGATION

All Wooden Packaging should be Fumigated and have all the necessary Stamps for Fumigation with IPPC Logos indication the Country where the crates are fumigated

This is a Must and in the absence of which will invite heavy fines and penalties by the Egyptian Authorities which will in turn be passed on to the respective exhibitor/agent or contractor.

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

Please DO NOT send courier shipments or use courier company's to ship exhibition goods. We strongly advise that exhibitors do not send their goods via courier companies such as (Fedex, UPS, DHL, etc.) as most courier company's cannot clear exhibitions goods, as a result of which such shipment are held by customs and left un-cleared at the airport.

8) Temporary Importation and Customs Duty

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

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

All Customs Duty assessments are solely up to the discretion by Egyptian Customs, who can re-evaluate the value declared on the commercial invoices, in which case the duty is calculated and outlaid as assessed by the customs authorities.

Direct Selling of Temporary Imported goods during the show as well as free distribution of samples is not Permitted at all. In case any goods are missing after the show a legal action will be initiated by the Egyptian customs and will invite heavy penalties which are raise legally by the courts in Egypt.

In the event if the exhibitor would like to dispose/sell his goods during the exhibition, the permanent importation of these items can be processed subject to approval from Egyptian Customs. However such goods cannot be handed over to the buyer directly after the show. The goods will have to be moved to our warehouse in Egypt after which a customs clearance/release/permanent importation will have to be obtained from the Customs Authorities after paying all necessary customs duty and taxes and import conversion fees. In such case please do contact us in advance in order for us to arrange accordingly.

No goods can be permitted to leave the exhibition site during or after the exhibition until the necessary customs releases has been obtained.

All customs duty (Part or Full Duty) applicable towards shipments being sent to Egypt will be on account of the respective freight agent/contractor or exhibitor as assessed by the Customs Authority. An Outlay fee of 15 % of the outlaid customs duty amount will be charged additionally towards this service.

All Stand materials that are to be disposed at the end of the exhibition must be done under customs supervision.

9) Special Handling

For any box or crate, which exceeds more than 2 tons per piece or with dimensions that exceed 2m x 2m x 1.5m (LxWxH), where special handling is required, we request exhibitors/clients to contact us, providing a detailed description of the goods in order for us to check and quote our handling charges on a case by case basis. For manpower or any equipment, which may be required to assist exhibitors, additional cost will be quoted upon request.

10) Insurance

You are strongly recommended to check with your all risk Insurer that you are fully covered for all the work we may undertake on your behalf and to advise them of our conditions. As our tariff is computed on the basis of volume and weight and has no correlation with the value of exhibits, it follows that the cost of insurance cover is not included in our charges. It is the responsibility of each exhibitor/client to arrange a Full Marine (Transport) Insurance covering transport of your goods from your domicile to the exhibition, and the return of the same back to your domicile at the end of the show, including the period your exhibits/goods are handled by GT Exhibitions/Samecho. Please also ensure that the Marine (Transport) Insurance is arranged for the exhibits/goods sold locally during the exhibition.

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

11) Special Notes

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

All work carried out is subject to GT Exhibitions / Samecho standard terms and conditions of trading, copies of which are available upon request.

12) Terms of Payment

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

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

Payable to :

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

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

Presented by

