# SHIPPING MANUAL

## AAU Congress 2026

23rd AAU CONGRESS
November 2026
Saudi Arabia

مؤتمر الرابطة العربية لجراحي المسالك البولية والتناسلية
Arab Association of Urology Congress

In Conjunction with

# 4th Saudi Urolithiasis Days

# AAU Congress

## 4th – 7th November 2026
## The Ritz Carleton Jeddah
## Saudi Arabia

***Presented by:***

**DSV - Fairs & Events**
A division of DSV SOLUTIONS FOR LOGISTICS SERVICES
Logistics Park
Sulay, Exit 18 Riyadh,
Saudi Arabia
E-mail: mohamed.tantawy@dsv.com
www.dsv.com

# SHIPPING INSTRUCTIONS

## 1.1 CONSIGNMENT INSTRUCTION

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:

**Consignee:**
KAAF INTERNATIONAL TRADING COMPANY
AS SAYYIDAH KHADIJAH
STREET AL FAISALIYAH
DISTRICT
PO BOX: 23441
JEDDAH, KINGDOM OF SAUDI
ARABIA VAT: 311375179200003
E-mail: vivian.fernandez@dsv.com
Mobile: +966 54 621 0982

**Notify Party:**
KAAF INTERNATIONAL TRADING COMPANY
AS SAYYIDAH KHADIJAH
STREET AL FAISALIYAH
DISTRICT
PO BOX: 23441
JEDDAH, KINGDOM OF SAUDI
ARABIA VAT: 311375179200003
E-Mail: mohamed.tantawy@dsv.com
Mobile: +966 563780413
Exhibitor Name: _____

Stand No. : _____

**Description:** Exhibitions Goods

**Note:**
All documents such as Air waybill/Sea waybill/Bill of lading/Truck waybill, Commercial Invoice & Packing List must show the consignee as indicated above. must clearly mention.
The Air waybill must be direct as issued by the airline (MAWB) and consigned correctly as above to avoid high handover costs and additional handling charges. If applicable these extra charges will be billed at cost + 15% outlay fee.

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.

## 1.2 DOCUMENTS REQUIRED

Please DO NOT mix temporary and permanent entry shipments under one AWB or B/L and should be forwarded separately. 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. Details on all documents must tally with the actual shipment. Pro Forma invoice or shipping Invoice is NOT acceptable.

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

**Shipments arriving by Sea freight: -**

a) Commercial Invoice / Packing List: 2 Originals and 2 Copies
b) Bill of Lading: 1 Original & 2 non-negotiable bills of lading
c) H.S. Code Summary Sheet: For shipments with more than three (3) HS Codes
d) *MSDS (Material Safety Data Sheet) For shipments with lithium-ion batteries or hazardous goods
e) Certificate of Origin 1 x legalized Original
f) SABER Certificate 1 x Original SABER certificate + 2 copies
Will be arranged by the Consignee through Saber Portal along with Items Catalogue, Pictures, Quality report & Checklist from Manufacturer or Supplier.

**Note:** Shipping via LCL Service is not recommended for import goods into Saudi Arabia. Since this service takes a very long time and being relatively slow.

**Shipments arriving by Air freight: -**

a) Commercial Invoice / Packing List: 2 Originals and 2 Copies
b) Air Waybill: 2 Originals and 2 Non-Negotiable Copies
c) H.S. Code Summary Sheet: For shipments with more than three (3) HS Codes
d) *MSDS (Material Safety Data Sheet) For shipment with lithium-ion batteries or hazardous goods
e) SABER Certificate 1 x Original SABER certificate + 2 copies
Will be arranged by the Consignee through Saber Portal along with Items Catalogue, Pictures, Quality report & Checklist from Manufacturer or Supplier.

**Shipments arriving by Road freight: -**

a) Commercial Invoice / Packing List: 2 Originals and 2 Copies
b) Truck Waybill: 1 Original and 2 Non-Negotiable Copies
c) H.S. Code Summary Sheet: For shipments with more than three (3) HS Codes
d) *MSDS (Material Safety Data Sheet) For shipment with lithium-ion batteries or hazardous goods
e) Certificate of Origin 1 x legalized Original
f) SABER Certificate 1 x Original SABER certificate + 2 copies
Will be arranged by the Consignee through Saber Portal along with Items Catalogue, Pictures, Quality report & Checklist from Manufacturer or Supplier.

- ✓ For all shipping method the SABER is required.
- ✓ Any additional documents requested by Saudi Customs must be provided upon request.
- ✓ For Lithium-ion batteries shipments being returned by air, please see section 10 for more details.

- All documents must be in original on shipper's letterhead with rubber stamp in blue ink and signature.
- All documents must be endorsed by Chamber of Commerce at origin.
- Hand-written documents or corrections are not acceptable.
- All the cargo (each and every unit) and its packing materials should declare the "Made in Country" statement as per customs regulations.
- Please do not mix temporary and permanent entry shipments under one AWB or B/L and should be forwarded separately. Separate documents are required for temporary and permanent import and should correlate each other and tally with Bill of Lading/Air Waybill/Truck Waybill.
- The entries on the Invoices must be in English Language (plus Arabic translation for Road freight shipments) and in accordance with the rules and regulations of the Saudi Arabian Customs Authorities.
- Details on all documents must tally with the actual shipment.
- We cannot begin customs clearance without the above original documents.
- Above requirements is for general cargo only.

**Additional documents in certain cases:**

- Conformity certificate from origin country in case of regulated products under SABER regulations.
- Ministry of health permission in Saudi Arabia in case of medicine & medical equipment.
- SFDA permit in Saudi Arabia will be required in case of food products, cosmetics, perfumes, creams etc.
- Health certificate, phytosanitary certificate, and fitness certificate in case of food items.
- CITC permit in Saudi Arabia in case of materials involving transmitters, laser sensors, cameras, receivers, antenna, telephone etc.
- Ministry of PTT permission in Saudi Arabia in case of materials involving transmitters, receivers, antenna, telephone, radios, walkie talkies etc.

## 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 value, total CIF value should be declared as FOB value + insurance + Freight, indicating currency code, total number of packages, total net & Gross weight, itemized country of origin (Manufacture) and the remark "shipment for temporary (or permanent) import into Jeddah, KSA for "**AAU CONGRESS 2026**" and will be re-exported after the exhibition". The invoice number should also reflect on Air Waybill / Bill of lading as well. Invoice must show C & F value for each item preferably in United States Dollars (USD). A separate invoice is required for consumable items & all consumables, give away, literature must have a value for customs purpose.

Each invoice must include the following paragraphs appropriate to the goods that are sending. We certify that items (1) are manufactured by (Company name) and (address).
We certify that the literature is printed /published by (company name) and (address).
The acceptance of the shipping documents as originals and the values given 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. Code, 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* |
|---|---|---|---|---|---|
| | | | | | |
| | | | | | |

## Packing List

The Packing List must give details of the Content of each case, number of packages, Serial/ Model number, weight and measurement of individual package under a HS Code including shipping marks of the goods.

## Certificate of Origin

Certificate of origin (COO) must be issued from the local Chamber of Commerce at origin. The details on the COO (consignee, weight, pieces and origin) must correspond with those shown on the other documents. COO could be exempted for few products which have stamped, embossed and immoveable labels of origin attached to all freight. Removable stickers declaring country of origin(s) are not allowed. To benefit from this customs exemption, any imported products that have pre-existing international agreements must be accompanied by a COO as per the form and conditions stated within them. Applicable for Road Freight only.

## Courier Shipments

Courier companies generally cannot clear exhibits and equipment being sent for exhibitions in Saudi Arabia Such shipments are normally held with Customs when the volume or value is high. We therefore recommend you contact your courier company and ensure they can customs clear and handle exhibition goods. In cases where the courier company cannot process the clearance, we will try to assist but cannot be held responsible for late or non-delivery of such shipments.
Please DO NOT send courier shipments addressed direct to your hall or stand/booth number.

- Don't send any food or consumable items as courier shipment. DSV will not hold any responsibility if it gets stuck in customs.
- When you are booking the courier shipments, please ensure you have booked it under DDP Incoterms, and the Courier company will be able to customs clear and deliver it door to door.
- Ensure that any shipment sent through courier are not of high quantity & Value.
- Courier pre alert must be communicated by e-mail –
  To: **Vivian Fernandez –** Vivian.fernandez@dsv.com**; Rohini Manoharlal -** rohini.manoharlal@dsv.com
  **Cc: Uday Kumar Pillai -** udaykumar.pillai@dsv.com**; Mohamed Tantawy -** Mohamed.tantawy@dsv.com
- Consignee on waybill must be same as Airfreight shipping instructions.
- Exhibitors should report to the DSV site office and pay cash for the handling charges incurred. The goods will then be delivered to your stand. Payments in advance by bank transfer are subject to a service fee to cover bank charges. We cannot accept credit card payments for courier shipments.
- Shipments that require an advanced payment of Customs Duty or any freight charges will be refused, unless agreed in advance. Courier shipments must therefore be sent on a delivered Duty paid basis.
- It is the responsibility of the exhibitor to check with DSV if their package has been received. Shipments that require advance payment of Customs Duty or any other freight charges will be refused unless it is pre- arranged, courier shipments must therefore be sent on a Delivery Duty Paid (DDP) basis.

## SABER

- The Saudi authority SASO (Standards, Metrology and Quality Organization) has introduced a new system for the Certificate of Conformity.
- The electronic certification and conformity assessment certificate SABER is set to replace the Certificate of Conformity CoC since 2019 and accelerate the processes.
- SABER is an online system that connects importers, certification bodies and Saudi customs and trade authorities.
- The goal of Saber is to quickly handle shipments, reduce counterfeit consumer goods, track products more easily and increase the number of SASO-approved products in the Saudi market.
- SABER platform relates to the Ministry of Trade & Industry, SASO, Saudi Customs Authority & the certification bodies.

## ATA Carnet Procedure

**The requirements for processing importation using the ATA Carnet system is mentioned below:**

- Exhibitor has to obtain approval to use ATA Carnet in Saudi Arabia. Prior to the movement it needed to be applied by visiting this link https://eservices.zatca.gov.sa and then an application reference will be available. Once it's been reviewed by customs, they will give permission or reject the Carnet to use in SAUDI Arabia.
- All equipment (each item) which you are intending to ship under the ATA Carnet system must have engraved serial/identification numbers clearly visible. The same serial/identification numbers must also be mentioned in the ATA Carnet and Commercial Invoice and must match 100%
- An original invoice will need to be attached along with the ATA Carnet, as required by KSA Customs for import. The weight of the shipment on import must match exactly on re-export.
- Customs will check each item/piece of equipment during inspection and if the numbers cannot be found or do not correlate to what is mentioned in the documents, the temporary importation of the shipment will/may be rejected, and the ATA carnet will not be used or stamped.
- The ATA Carnet number must be clearly mentioned on the air or sea waybill.
- It should clearly list the country KSA of the front page.

- 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.
- 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.
- In Saudi Arabia, carnets cannot be used for materials contrary to Islamic culture, pornography, distilling equipment, religious sculpture, or images, or any depicting nudity.
- Prior approval from the Saudi authorities is required for live animals, films, videos, periodicals and books, particularly religious books. The same applies to wireless, or radio-controlled equipment, products containing alcohol and archaeological artifacts.
- Cargo and exhibits being shipped under ATA Carnet cannot be combined with any other permanent or temporary import goods not included in the ATA Carnet. This must be shipped on an individual and separate waybill. Only 1 x ATA Carnet should be sent per waybill.
- More than one ATA Carnet cannot be mentioned on the same MAWB / HAWB / MBL / HBL.
- The ATA Carnet should clearly mention the returning destination for the freight out of KSA.
- During exportation, the ATA Carnet cannot be processed and stamped by the authorities, if the shipment will be re- exported within any of the GCC countries in the region.

The cargo details, piece count, weights and values mentioned on the Carnet should match 100% to the details mentioned on the air or sea waybill.

## 1.3 DEADLINE FOR DISPATCH OF DOCUMENTS (PRE-ALERTS)

Copy of all documents must be forwarded to the following email IDs of DSV Fairs & Events team as per the below deadline:

**Attention:**
Rajesh Rajan rajesh.rajan2@dsv.com;

Cc, Ahmed Khafaga ahmed.khafaga@dsv.com,
Mohamed Tantawy mohamed.tantawy@dsv.com

**Original documents must not be attached with AWB and sent separately via courier to below address:**

**DSV SOLUTIONS FOR LOGISTICS SERVICES**
Exit- 18, Southern Istanbul
Street Eastern Ring Road
Sulay
PO Box 55073, Riyadh
11534, Kingdom of Saudi
Arabia
Attn: Vivian Fernandez / vivian.fernandez@dsv.com

| | | |
|---|---|---|
| Sea freight | : | 10 working days prior to arrival at dry port |
| Airfreight | : | 7 working days prior to arrival at airport |
| Road freight | : | 7 working days prior to arrival at Saudi Border. |

**Note:**
For SFDA permit etc.: please send the copy of all documents 35 working days prior to dispatch of the shipment in order to obtain the import permit from the authority. (This is totally subject to authority approval).

## 1.4 CARGO ARRIVAL DEADLINE

Below deadline purely includes working days and does not count weekends- Friday, Saturday and public holidays. Irrespective of arrival deadline, storage will be applicable for all the shipments.

| | |
|---|---|
| Sea Freight – FCL: | 12 working days prior to move-in – arrival only at Jeddah seaport |
| Airfreight: | 8 working days prior to move-in – arrival only at Jeddah airport |
| Road freight: | 5 working days prior to move-in – arrival at KSA border. |

## 1.5 PACKING & 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 repacking; 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:

| | |
|---|---|
| Name of Exhibitor: | _____ |
| Stand & Hall Number: | _____ |
| Name of the Show | DSV Fairs & Events<br>c/o **AAU Congress 2026** |
| Dimensions: | Gross/Net Weight |
| Case Number: | i.e. 1 of 3, 2 of 3, etc |

Please note the below re-export regulations applicable:

**Crates / flight cases on wheels and individual pieces weighing more than 30 kgs**
Airlines in Saudi will not accept shipments for export that are over 30 kgs and not able to be handled by forklift, or crates / flight cases that are on wheels. It is a requirement that all these items are palletized before export.

However please note if these items are not palletized on import to Saudi, then there could be a discrepancy on the weight of the shipment on re-export and result in import duty having to be paid on the total value of the shipment.
Therefore, it is requested that all pieces over 30 kgs in weight, and all wheeled items, are palletized before shipping to Saudi.

The handling and airfreight charges will be applicable as per the chargeable weight on the air waybill. Additional charges will be applicable for provision of a new pallet, or palletization of cargo by our staff.

**DG/ Non-DG shipments and CAA permits.**
Any return shipment having DG (Dangerous Goods) or ELI (Lithium-Ion Batteries) or normal batteries must be declared accordingly on the return shipping instructions with the proper declaration and number of packages having this commodity (declaration form templates are available on request).
Any shipment having a compressor / generator / cylinder (extinguisher) must be declared in advance of export with the proper declarations. A DG declaration for DG shipments and non - DG declaration for non - dangerous goods is required (declaration form templates are available on request)

If shipments are held at the airport during screening due to undeclared items, additional charges shall apply for CAA permits for AWB amendments and airport storage charges shall accrue until the declarations are submitted and CAA permit approved.

## 1.6 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 must be obtained by the respective exhibitor well in advance to arrival of shipment into SAUDI ARABIA. A copy of the approval must be provided accordingly.
- Dangerous Goods (DGR) 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.
- 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.
- If the above-mentioned documents are not in order /available at time of clearance it may delay the customs clearance formalities for which DSV will not be held responsible. Thus, do not ship these goods into SAUDI ARABIA without our prior confirmation of approval from the authorities.

## 1.7 TEMPORARY IMPORTATION / CUSTOMS DUTY

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 and VAT on Goods will be applicable.

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

All goods value assessments are solely up to the discretion of Saudi Customs. Saudi Customs can re-evaluate the value declared on the commercial invoices and the Duty and VAT is calculated based on this revised custom assessed value. In the event than an exhibitor wishing to dispose/sell his goods during the exhibition, the permanent importation of these items can be processed subject to approval from Saudi Customs.
However, Customs Duty and VAT on goods will be applicable on such items in addition to a cancellation of bond and import conversion fee.

Most shipments are cleared on permanent import basis paying Duty & VAT. Sometimes customs might insist on having to export the shipment after the exhibition and even in this case, duty & VAT will still be applicable on import. Temporary import permission is subject to customs authority's discretion. If temporary import permission is not granted, then all cargo is subject to import duty of 5-20% CIF value. For temporary import shipments, temporary import bond fee shall be applicable and will be charged as per handling tariff.

Saudi Customs Duty on most commodities is currently charged between 5% to 22% of the customs assessed CIF value of the goods. Value Added Tax (VAT) @ 15% is implemented in the Saudi as per Laws and the applicable charges for the same will be included as an additional charge on our final invoice. Any Customs duties applicable to shipments that are sold during the event will be for the account of the respective freight agent or exhibitor. DSV will not collect duties from the local buyer. The exhibitor should include the duties and taxes in their invoice to the buyer. An advancement fee of 15% of the paid Customs duty amount will also apply, as per our tariff.

Saudi Customs may reject temporary importation and force permanent import when this information is not available or satisfactory, regardless of it being re-exported at the end of the event. Saudi Customs are very thorough with their examinations, during which all cases are opened, and contents checked against the commercial invoice.

**Note:** Clearance of shipments under Temporary Importation is solely up to the discretion of Saudi Customs. If temporary importation is approved, then it is possible to reclaim the duty deposit outlaid on the shipment when the goods are being re-exported. The Refund is entirely at the discretion of the inspection officer. A Service Fee of is charged at 20% (Minimum Charge of USD 250.00 of the Total amount refunded to cover the admin expenses we incur to complete the refund process
The following guidelines are adhered, there will be a better chance of a successful reclaim

- Goods and documents must show a visible engraved serial / model number. Duty will not be refunded on any items that do not have this on both the item and corresponding documentation. These serial numbers must be embossed or plated, and stickers are not allowed.
- Cargo must arrive within our stated deadlines, and documentation must be 100% correct
- It is advised to pay the duty on final basis for lower value shipments and to reclaim refund for only higher value shipments exceeding customs duty of USD 1,500.00, else the process is uneconomical.
- The cargo must be re-exported in full via the same port and mode of transport as used for importation.
- The cargo must be re-exported immediately, and cannot be held in Kingdom for private demos, etc.

Duty refund amounts are calculated by Saudi Customs on FOB values, even though duty payments are made on CIF values.

The refund system is a lengthy procedure and can take up to 8 months to complete after the re-export of shipment from Saudi Arabia. It also slows down the re-export process, and this must be borne in mind if you need your cargo urgently after the exhibition.

Please note that if shipments are re-exported to any GCC (Gulf Cooperation Council) Country then Customs duty and VAT on goods must be paid in the Saudi (being first port of entry) prior to re-export, which will take a minimum of 2- 6 weeks to process.

Shipping via LCL Service is not recommended for temporary import goods into Saudi Arabia. Since this service takes a very long time and being relatively slow, the export formalities cannot be completed within the stipulated time frame permitted for re-export of temporary goods immediately at the end of the show. Shipments cannot be mixed, split or consolidated during importation and re-exportation.
If temporary import is approved by Saudi Customs, then the Customs Duty will have to be initially outlaid on the consignment. It is possible to reclaim this Customs Duty outlaid once the goods are re-exported in full. The refund of the Customs Duty is solely up to the discretion of Customs. In order to reclaim the Duty amount outlaid the cargo must arrive within the stated arrival deadlines and all documentation must be 100% correct as per the Saudi Arabian Customs authorities satisfaction.

The Refund process of Customs Duty is a very lengthy procedure and can take from 8 to 10 months for the final completion. This may also at times slow down the re-export process. Exhibitors/Agents are strongly requested to keep this in mind while planning the next leg of their transport, should the cargo be needed urgently after the show for another event

## 1.8 VALUE ADDED TAX (VAT)

Effective 1st January 2018, Value added tax of 15% will be applicable on all the services rendered in Saudi Arabia. The same will be added in our final invoice.

## 1.9 CUSTOMS DUTY DEPOSITS / REFUNDS

Some high value shipments can be imported on a duty deposit (temporary) basis. If Saudi Arabian Customs grants this, then it is possible to reclaim the duty when the goods are re-exported. The refund is entirely at the discretion of the inspecting officer, but if the following guidelines are adhered, there will be a better chance of a successful reclaim.

- Goods and documents must show a visible engraved serial / model number. Duty will not be refunded on any items that do not have this on both the item and corresponding documentation. These serial numbers must be embossed or plated, and stickers are not allowed.
- Cargo must arrive within our stated deadlines, and documentation must be 100% correct.
- It is advised to pay the duty on final basis for lower value shipments and to reclaim refund for only higher value shipments exceeding customs duty of USD 1,500.00, else the process is uneconomical.
- The cargo must be re-exported in full via the same port and mode of transport as used for importation.
- The cargo must be re-exported immediately, and cannot be held in Kingdom for private demos, etc.

Duty refund amounts are calculated by Saudi Customs on FOB values, even though duty payments are made on CIF values.

The refund system is a lengthy procedure and can take up to 8 months to complete after the re-export of shipment from Saudi Arabia. It also slows down the re-export process, and this must be borne in mind if you need you cargo urgently after the exhibition.

A service charge of 15% (Minimum charge of USD 120.00) will be applicable on the total amount refunded; to cover administration expenses and the physical time taken to complete the required documentation.

## 1.10 Procedure for Customs Deposit

On behalf of exhibitor, the consignee or the customs broker has to pay the customs deposit or customs duty at the time of customs clearance. In order to arrange the same, the exhibitor has to arrange cash or wire transfer through their Bank at origin country to their corresponding bank in Jeddah prior to customs clearance. Bank guarantee is acceptable by the customs from the Jeddah local bank on behalf of exhibitor. If the shipment is re-exported in full, local bank will transfer the deposit amount back to the origin bank after re-export of shipment in full from Saudi Arabia.

## 1.11 INFORMATION FOR IMPORTS

The importation of pork, alcohol, in any form, is strictly prohibited.

Saudi Customs have been known to confiscate literature to support the Saudi printing industry. Whilst we strongly discourage hand-carrying goods into the Kingdom, it is a good idea that your representative takes a supply of literature to guard against this eventuality. In some instances, Saudi Customs may decide that literature requires Ministry approval. This can delay clearance by 2 to 3 weeks. Should publications contain interviews with the Ruling Royal Family, they will have to be submitted for Ministry approval. This will delay clearance and will involve additional costs.

Do not send any printed items (Magazine, Books, Brochures, company profile if any printed matter) along with the shipment. In case of any printed items, please forward separately by Air or Courier. There is no guarantee of release and delivery at your stand on time from the customs and related department.

Do not send foodstuffs for hospitality purposes. Items such as tea, coffee, soft drinks, etc. can be purchased locally.

Certain goods are restricted for import into the Kingdom and are subject to approval. Please contact us if you intend sending any of these: Fertilizers ~ Chemicals ~ Seeds ~ Plants ~ Grains ~ Animal Feeds ~ Animals ~ Defense & Military Equipment ~ Communications Equipment ~ All Hazardous Cargo.
Saudi Arabia is a strict Islamic State and Pictures of women working or with men ~ References to Islam ~ 3D representations of human or animal life forms ~ Pictures or references to Saudi Arabia, pigs, alcohol etc., are considered as offensive.

## 1.12 VIDEOS, FILMS, CD-ROMS ETC

These are subject to censorship and should be sent by courier 3 weeks before the exhibition.
We do not require any samples. Customs will take samples from the shipment upon arrival at the port and send to the concerned dept. of Ministry of Information. This is the routine customs procedure that samples from Brochures/catalogues/literature/periodicals/CDs/DVDs etc. to be referred to the Ministry of Information office for their verification & screening. After their approval only the cargo will be released by customs.
As the brochures, CDs, etc. are subject to approval from the concerned Ministry in Saudi Arabia, it is advisable to send these items as a separate shipment.

## 1.13 STAND PLAN

If you have large machinery or heavy exhibits, please provide us with a stand plan so that we may position your cases accordingly. Failure to send this prior to the move in, DSV will place the item on the booth as we see fit. Any further moves/correctional moves of the item will be charged in addition as a separate lift and will have to be paid in full prior to movement.

## 1.14 HAND CARRY EXHIBITS

Overseas exhibitors are strongly advised not to hand-carry exhibits as these will be subject to customs clearance upon arrival. In case exhibits are being stopped at the airport on arrival, DSV will not be able to assist with the customs clearance of hand carry items.

## 1.15 LABOUR AND EQUIPMENT

DSV are the only companies authorized to work on site and provide manpower and equipment for the handling/movement of freight within the premises of the exhibition centre.
No Exhibitor or their suppliers will be permitted to operate their own lifting equipment, such tail lift or crane mounted trucks, genie lifts (manual lifts), etc. for unloading/reloading goods from their vehicle in the service yard for the exhibition.

## 1.16 EMPTY CASE STORAGE

- The exhibition 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, DSV shall not be responsible for any damage due to the same.
- The Exhibition venue yard is an unsecured storage area, DSV shall not be held responsible for any loss or damage incurred due to forces beyond our control. It is the responsibility of the agent / exhibitor to provide suitable packaging/covers to ensure the safe transit of their products for the duration of any freight movements.
- Empty Cases returned to stand at the time of break down that are left unattended at the exhibitors/forwarder's
  own risk, and we will not be responsible for boxes going missing from the booth during the interim period.
- The outbound return instructions and the collection of the freight from your exhibitor's stand is the responsibility of
  the respective agent / forwarder.
- If free empty case storage is not available at the show site, then extra charges would be applicable for moving the empties offsite and will be subject to additional handling and transportation charges.
- Inbound – Once DSV have delivered the pieces to the designated stand we cannot be held responsible for any packages that go missing during the buildup period.
- Outbound – Once DSV have placed the empty packages at the designated stand, until the time of collection. DSV cannot be held responsible for any packages that go missing.
- Boxes that are returned to stand at the close of the show, are left at the stand at the exhibitor's own risk. DSV cannot be held responsible for boxes that go missing during this period.
- Unless all the conditions mentioned in these instructions are strictly complied with, we cannot be held responsible for late or non-delivery of cargo to the exhibition.

## 1.17 TENTATIVE RE-EXPORT TIMEFRAME

Whilst we provide labor and equipment to assist with re-packing, it is ultimately your responsibility to ensure that your goods are re-packed correctly for re-export. If we are left to re-pack goods, we cannot be held responsible for any loss or damage to your consignment.

We will only provide labor and equipment for re-packing on the morning after the show closes. This gives us time to return all empty cases during the night. ***Please allow a minimum of 3 working weeks for the processing of your return shipment. If you need your goods returning urgently, please advise this to DSV prior to the import of your goods***

Full return shipping instructions must be given, in writing, to DSV on-site staff during the show. If requirements change after receipt of your return instructions, all updated requests must be submitted in writing. Additional costs may be incurred and charged accordingly. All return shipments are sent on a freight pre-paid basis. For any bookings made directly with airlines or shipping lines, an administration fee will be levied.

Bookings for FCL (full container loads) shipments must be given in writing by latest the opening day of the show. This then allows us sufficient time to make the necessary booking with the shipping line. For any FCL bookings received after this date, the goods will have to be taken back to a warehouse in Saudi for loading and extra costs will be incurred.

We normally do not allow the handover of goods to another agent for return shipping, as the goods are under our temporary bond and the process can be very complicated and time-consuming. If a shipment must be handed over to another local freight agent for them to export out of Saudi, we will require a security cheque from that agent for the full duty and VAT amount. Once the agent completes the export formalities correctly, fulfilling all the Customs requirements and after we have obtained the refund for the duties and VAT, the security cheque will be returned to the local agent. A handover fee will be applicable

Return Shipping of goods containing Lithium Batteries
Any shipments returning from an event in Saudi, that contain Lithium batteries, the shipper must apply to the Civil Aviation Authority for a "No Objection Certificate". Along with that application, an up-to-date MSDS (Material Safety Data Sheet) must be submitted.

Whether it's Lithium Ion or Metal, standalone or contained in equipment/packed with equipment. It will require a NOC from SCAA. A fee for the NOA application will be charged per shipment in addition to the DGR Handling fees in cases where applicable.

Lithium-ion goods falling under UN3480 can be imported into the Saudi but cannot be re-exported out of the Saudi by any mode of transport.

## 1.18 INSURANCE

Insurance of the cargo is not included in our scope of work / tariff, and this should be arranged by the Exhibitor and / or Exhibitor company with an express and unconditional waiver of subrogation towards DSV their partners & 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.
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 based on 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 DSV. Please also ensure that the Marine (Transport) Insurance is arranged for the exhibits/goods sold locally during the exhibition.

DSV will not accept any liability towards any loss/damage of your exhibits/goods.

## IMPORTANT

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

Use of DSV Fairs & Events (DSV Solutions) 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:


**DSV SOLUTIONS LLC – Fairs & Events**
1st Floor, Regional Building
Jebel Ali Free zone, South Zone
PO Box 36683
Dubai, United Arab Emirates

**DSV SOLUTIONS FOR LOGISTICS SERVICES**
Exit- 18, Southern Istanbul Street
Eastern Ring Road, Sulay,
PO Box 55073, Riyadh 11534,
Kingdom of Saudi Arabia.


### Contact Persons:


**Mohamed Tantawy**
Mobile: +966 563780413
Email: mohamed.tantawy@dsv.com

**Vivian Fernandez**
Mobile: +966 54 621 0982
Email: vivian.fernandez@dsv.com

**Nilofer Sayeed**
Mobile: +97156 6833914
Email: udaykumar.pillai@dsv.com

**Rohini Lal**
Mobile: +97156 9940874
Email: rohini.manoharlal@dsv.com


**For additional services not listed above, individual quotations will be provided based on your requirement.**

**Rates quoted basis current rates and tariffs, subject to changes with / without prior notice.**

*All business transacted in accordance with our General Trading Conditions, copy is available upon request, or click the link DSV Standard Terms & Conditions*

*Business with third parties is made by the company as an agent of the company.*