SHIPPING MANUAL
Paper ME
(9-11 Sep 2025)

Paper ME 2025

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EGYPT INTERNATIONAL EXHIBITION CENTER (EIEC)

EGYPT

Presented by:

DSV - Fairs & Events
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SHIPPING INSTRUCTIONS

1.1 DEADLINE FOR DISPATCH OF DOCUMENTS (PRE-ALERTS)

To ensure there are no delays or undue inconvenience to customs clearance on arrival, it is imperative that copy of the above final documents must be forwarded well in advance to the arrival of shipments to DSV Fairs & Events, Attn: Mohamed Nader, E-mail: ext.mohamed.nader1@dsv.com

Sea Freight - FCL	:	21 days before delivery date to site
Sea freight – LCL	:	30 days before delivery date to site
Air Freight	:	14 days before delivery date to site

1.2 CARGO ARRIVAL DEADLINE

Sea Freight - FCL shipments to Alexandria Seaport	:	3 Weeks before delivery date to site
Sea Freight - LCL shipments to Alexandria Seaport	:	4 weeks before delivery date to site
Airfreight shipments to Cairo Airport	:	10 days before delivery date to site

(LCL Shipment is not recommended as it takes a very long time to de-stuff the container, so we are not responsible if the goods do not reach the exhibition center in time for the show.)

Important - Road freight shipments are not permitted

1.3 TENTATIVE RE-EXPORT TIMEFRAME

FCL shipments from Cairo	:	10 to 14 days from the date of show closing
Airfreight shipments from Cairo	:	10 to 14 days from the date of show closing

Notes:

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

1.4 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.

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.

Original documents are mandatory for customs clearance purpose.

Following documents are required for purpose of **Airfreight & Sea freight** import clearance on arrival.

- 2 x Original Air Waybill / Bill of Lading
- 2 x Original detailed Commercial Invoice
- 2 x Original detailed Packing List
- MSDS incase shipment contain laptops, scanners, printers, DG goods
- 1 x Fumigation certificate for wooden packages + 1 x copy (if applicable)
- ACID number is applied on sea freight shipments.
- Above documents to be shared via email before shipment arrival to start clearance formalities.

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 DDP 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 Cairo for **"Paper ME 2025"** and will be re-exported after the exhibition". The invoice number should also reflect on Air Waybill / Bill of lading as well.

Please note the value mentioned on the CCIPL should be in either USD, Sterling Pound or Euro, no other currencies are acceptable.

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, higher customs duty assessment, storage & other dues which shall be for account of the shipper.

Giveaways, brochures, catalogues, magazines, printed matters, CD ROMs etc., are dutiable on final basis and must be given a value based on DDP basis. DO NOT INDICATE 'No Commercial Value' on the invoice.

All machinery, engines, vehicles, audio visual equipment and any high value item for temporary import must have visible engraved serial numbers on each individual piece and these must be mentioned on the invoice / packing list. If serial numbers are not available, then the Egypt customs may not accept a temporary import and in such instances, customs duties will have to be paid based on the DDP value on a final basis.

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 Egypt without our prior confirmation of approval from the authorities.

Packing List

The Packing List must give details of the number of packages, weight and measurement of individual packages including shipping marks of the goods.

Notes to documentation

- There should be uniformity in the type of packaging mentioned on all shipping documents. e.g., if the Bill of Lading or Air Waybill reads Cases then Invoice & Packing list should reflect cases as well – else there will be customs penalty even if the documents provided are original. The commercial invoice numbers also should be mentioned on Air Waybill 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 subject to a customs penalty.
- For shipments consisting of Brochures / Literature / Printed matter, a copy sample of each item should be forwarded along with shipment / couriered / emailed to DSV prior shipment arrival.

2.1 CONSIGNMENT INSTRUCTION

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

Paper ME – 2025
Egypt International Exhibition Center (EIEC)
Exhibitor Name: ……
C/O DSV Solutions

Notify Party: DSV SOLUTIONS
Plaza (B-7), El Moshir Tantawy Axis, New Cairo, Egypt
ATTN: Mohamed Nader
Tel: +2 (010) 23565699

Description: Exhibition Goods

Exhibition's shipments cannot be consigned to a local company in Egypt and must be consigned as per the details provided above.

Some Ocean carriers require containers Guarantee to be paid being consigned for exhibition until re-export of containers, these Guarantee should be paid in advance by DSV or to be paid at origin. It is recommended to use carriers that are not requesting for container guarantee.

2.2 CASE MARKINGS

DSV SOLUTIONS
Paper ME – 2025
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 re-used for return or onward transport. Cardboard cartons should be avoided if they are intended for onward use. DSV will not be responsible for damages / claims arising out of improper packing.

2.3 RESTRICTED CARGO

- Import of Alcohol is strictly prohibited.
- Video Tapes, CD, DVD's, printers, scanners, fax machines will be subject to censorship procedures which take around 15 days for approval. Or purchased locally in Egypt.
- Radio/ wireless/ telecommunication equipment or accessories require National Telecommunication Regulatory Authority (NTRA) approval, and the approval has to be obtained by the respective exhibitor from origin well in advance to the arrival of shipment into Cairo. A copy of the approval has to be provided accordingly. However, the approval is not exempting the shipments from NTRA Inspection in Egypt. Shipments still need to be inspected by NTRA and it may take 5-6 working days for the formalities, subject to approval / rejection by the Egyptian NTRA. Some items will be subject to "general Security inspections which will take 15 working days.
- Dangerous Goods (DG) need to be accompanied with the MSDS.
- 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.
- Medicine, food stuff, seeds, plants, chemicals, cosmetics, cameras or weapons are considered to be restricted items as they need special procedures.
- To avoid delays, check with DSV well in advance for the documentation requirements related to other items.

2.4 FUMIGATION

All Wooden packages must be fumigated and stamped with IPTC logo indicating country where the fumigation has been made. Failure to do so will cause delay in customs clearance process along with an additional cost.

2.5 CUSTOMS REGULATION

Each exhibitor must issue a bank guarantee for the amount of the customs duties and VAT in favor of the Customs Authority. The bank guarantee should be valid for 6 months from the date of the show commencing. Such guarantee to be full refunded upon re-export of the shipment shipmen from Egypt. If DSV is to arrange for the bank guarantee, then additional charges will be applicable for the same.

2.6 CUSTOMS DUTY

Permanent import items will be subject to customs duties of 0 - 60% or as a duty amount as assessed by Egypt customs along with a VAT of 14%.

2.7 RE-EXPORT / PERMANENT IMPORTS

Freight and other related charges will be on account of the exhibitor. In the exhibition the exhibitors would like to leave the exhibition goods in Egypt for disposal or giveaways, the permanent import is subject to Cairo Customs approval and once it has been agreed, the exhibitors or the buyers are required to pay all duties, taxes & VAT including the formality to convert the temporary import to permanent import. Even if goods are to be disposed, duties and taxes are payable by the exhibitors and any additional disposal charges shall be additional for account of the exhibitors. DSV's representatives will be on-site during the show dates to help exhibitors with the re-export, disposal or giveaways.

2.8 COURIER SHIPMENTS

Courier shipments are not recommended due to the inability of the Courier Company to clear goods through customs, especially for an Exhibition or on a temporary basis. It might take approximately 15 days or more for the release of the same from customs; hence, we should not be held responsible for the delay of such shipments.

2.9 GOODS DURING/AFTER THE SHOW

Direct sale of exhibits / goods or missing items will certainly be subject of legal action by customs against the exhibitor, in addition to heavy fines / penalties. Once Cargo delivered to the Exhibitor's booth, it would be the Exhibitor responsibility to ensure cargo is securely stored and any missing cargo should be dealt directly between Exhibitor and Venue without the involvement of DSV. If any goods are sold during the show, do not deliver the goods to the buyer. They should receive the goods at the customs warehouse after the completion of the customs process and payment of duty and tax.

2.10 GOODS DURING/AFTER THE SHOW

Giveaways such as bags, pens, keys, chains etc. along with brochures and catalogues are subject to customs duty and VAT. Exhibitor should submit an invoice with a reasonable market value.

2.11 HAND CARRY ITEMS

Overseas exhibitors are strongly advised not to hand-carry exhibits as these will be stopped by customs and 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 and exhibits will miss the show.

2.12 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 Company with an express and unconditional waiver of subrogation towards DSV, 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 seaport will not assist with surveys and 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 the 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.

NOTES TO TARIFF

- For early arrival shipments- airport/seaport storage or demurrage charges if applicable will be charged at actual.
- Any third-party charges incurred will be charged as per actual.
- Import permits are required on goods that are controlled by Import Control Regulations authority.
- Handling and storage of empty cases are subject to free space availability on site, if else, the empty cases will be taken to warehouse and additional storage charges will be applicable.
- Additional handling charges will be applicable for split delivery of freight into different stands / halls locations.
- Additional charges will be applicable for fumigation or wooden packaging if required.
- Export air and sea freight charges and accessible storage charges will be quoted on case-to-case basis if required.

STORAGE OF GOODS AT THE VENUE (EIEC)

- The current applicable process for all the exhibitions at EIEC, Egypt International Exhibition Center (EIEC) is that all the inbound goods are to be compulsory transferred from the port/airport of entry to the venue directly. Once the goods arrive at the venue will be subject to storage and customs inspection which takes one day after arrival at the venue. The goods remain stored in the venue warehouse till the start of the show and returned after the show time to be stored again till re-export. The in / out days are included in the storage period.

  In addition, forklifts/cranes must be used for the in / out warehouse handling. The storage cost before the show, in addition to storage cost for empties during the exhibition days till re-export the cargo will be billed to exhibitors + VAT 14%

- The charges / fines incurred due to incorrect documentation will be charged accordingly.
- Any additional services, which are not listed above, will be quoted on a case-to-case basis.

- **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. DSV 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 DSV with the revised instructions, DSV 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 DSV representative at the earliest opportunity to complete their disposal instructions.

  The responsibility of the Trade Fair Forwarding Agent terminates with the delivery of the cargo to the booth and will be resumed with its pick-up from the booth.

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 Logistics) Dubai 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:

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