



Meritex International Freight Services Ltd  
Baltic Wharf Business Centre, St Peters  
Quay, Totnes, Devon, TQ9 5EW

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[www.we-ship-it.com](http://www.we-ship-it.com)

## Exhibition Shipping Instructions Dubai, U.A.E.

Please ensure you read the following instructions before despatching goods to us. If there are any points that are unclear or you require further information then please do not hesitate to contact us.

### Consolidation point – UK

We can arrange collection of your freight from anywhere within the UK. However, if you wish to deliver direct to us please send your consignments to our London terminal, and pre-advise us of its estimated arrival.

**Meritex International Freight Services Ltd**  
C/o MPCO  
Chessington Industrial Estate  
Davis Road  
Chessington  
Surrey KT9 1TT  
United Kingdom

### Seafreight

Seafreight is generally the most cost-effective method of shipment to Dubai. Your consignment will be loaded into dedicated 20ft or 40ft containers, and then delivered directly to your stand on the first day of the build-up.

### Documentation requirements for Seafreight

The following documentation is required specifically for seafreight shipments:

- **Certificate of Origin** – an EU certificate of origin, certified by the Chamber of Commerce is required. This should be consigned to: Airlink International UAE, PO Box 10466, Dubai, UAE. Meritex can obtain this certificate on your behalf if requested.
- **Commercial Invoice** – consigned to Airlink International UAE, PO Box 10466, Dubai, UAE. Values should be declared CIF in USD. Items that are for full import (consumables and give-aways) should be shown separately from those which are for temporary import. We will require 4 originals.
- **Packing List** – also consigned to Airlink International UAE, PO Box 10466, Dubai, UAE, must include identification marks, case number, weight and dimensions. This does not need to be certified.

Directors: HRF Osborne, PA Saunders. Registered in England No: 3617385. VAT no. 717 790214  
Registered Office: Meritex International Freight Services Ltd, Baltic Wharf Business Centre,  
St Peters Quay, Totnes, Devon, TQ9 5EW, UK.



All business is transacted subject to the standard trading conditions of the British International Freight Association (2005 edition), a copy of which is available on request.





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### **Airfreight**

Whilst airfreight is slightly more expensive than seafreight, the later deadline provides extra time to prepare the shipment if required.

### **Documentation requirements for airfreight**

- **Commercial Invoice** – consigned to Airlink International UAE, PO Box 10466, Dubai, UAE. Values should be declared CIF in USD. Items that are for full import (consumables and give-aways) should be shown separately from those which are for temporary import.
- No Certificate of Origin is required, and certification of documentation by the Local Chamber of Commerce is not required.

### **Packing**

We strongly recommend that all freight be packed into wooden crates or cases. All cases/cartons/pallets should be marked with the following:

Case number (1 of 3, 2 of 3 etc)  
Name of exhibitor  
Stand Number/ Hall Number  
Name of show  
Destination

You will be provided with case labels for the return shipment.

All wooden packing material must meet ISPM 15 requirements, ie the timber should have been treated to eliminate all pests. Treated timber is usually marked as such. This is now a requirement under EU law for all packing materials entering into the EU.

### **Customs Duty & Bond Fee**

Goods imported to the exhibition on a permanent basis for distribution during the show will be subject to local duty. This will be paid on your behalf, in advance, and invoiced in the UK at cost plus 10%. Goods under temporary import are subject to a bond fee of 5% of the CIF value. The deposit amount must be paid in advance. The deposit amount may be re-claimed upon proof of re-export of the goods. However, we cannot guarantee duty refunds, especially on sea freight as final decision rests with Customs Authorities. Normally, it takes two to three months from the date of re-export to receive the duty refund from the customs authorities.

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### **Sensitive Goods**

We strongly advise against taking foodstuffs, even if only for stand supplies. Certification and labelling of foodstuffs is very strict. Such items can easily be obtained locally. Other goods to be avoided include: Tobacco, Furs, Firearms, Medical Preparations, Plants & Seeds.

It is strictly forbidden to import Alcohol through the Exhibition.

### **Return Goods**

During the show, a Meritex Representative will contact you on the stand to discuss the return shipment. Written instructions will be taken and a copy given to your site representative.

### **Censorship**

Videocassettes and CD-Roms should be sent to us by courier two weeks prior to the show date.

### **Insurance**

We strongly advise that you cover your consignment under an all risks policy. Meritex can arrange the cover for you if required for an additional charge.

### **Estimated Return Dates to the UK**

Seafreight - Allow approx. 35 days from the close of the exhibition

Airfreight - Allow approx. 10 days from the close of the exhibition

Note: Dubai is well served with freight connections world-wide. Please inform us prior to shipment if you would like your goods forwarded to an alternative destination or exhibition after the close of this show.

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### **Terms of payment**

Under our standard trading conditions, unless credit terms have been agreed in advance, invoices are payable immediately upon uplift of goods. Return consignments will only be released upon full settlement of account.

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