

**CFS EMEA 2023**

**Ritz Carlton Dubai IFC**

**Dubai, UAE**

**February 6-8, 2023**

# Shipping Guidelines for International Exhibitors

GlobeX Logistics has been appointed to assist with customs clearance and delivery of your goods for CFS EMEA 2023. Below, you will find information on preparing your shipments to Dubai. Should you have any questions, please feel free to contact us.

Copies of all documents should be sent to GlobeX Logistics 4 days prior to departure to ensure that all documents are completed properly. Please send copy of docs to: twarren@globexlogistics.net.

Do not ship until your documents have been approved.

**Consignee details**

All exhibition goods on the shipping documents, Bill of Lading / Air Waybill / Truck Waybill on **Freight prepaid** basis must be consigned as follows:

**Consignee:                                                                                       Notify:**

Masstrans Freight LLC Exhibitor Name

P.O.Box 127315                                             (Show Name )

Dubai, United Arab Emirates                                      (Show Date, Venue, UAE )

C/O Show Name                                                                Tel: + 971 4 88 55902

                                                                                           Fax: + 971 4 88 55903

If shipment is under ATA Carnet, It is imperative that All bills of Lading / Air Waybills should state the ATA Carnet Number.

**Commercial Invoice**

Commercial Invoice and all other documents must be in English language and in accordance with the rules and regulations of UAE customs authorities. **Proforma Invoices** are not acceptable. Handwritten documents are not acceptable. All Invoices must be consigned to:

                                  Masstrans Freight LLC

                                  PO Box : 127315

                                 Dubai , UAE

                                 Tel : +971 4 8855902

                                 C/O ; Show Name 2023

**Courier Address:**

**Masstrans Freight LLC**

Al Asmawi Building, Office # 212

Dubai Investment Park

DUBAI, U.A.E

Tel: +971 4 88 55 90 2 Fax: +971 4 88 55 90 3

Attention: Melvin Francis

Airway Bill / Bill Decription:

Exhibition Goods for “ Show Name”

Do not Mention HS code on AWB / BL. If imperative put 90230000

**Duration of Stay in Dubai**

* Temporary importation shipments are allowed to stay in the UAE for only 6 months from the date of entry for both under Invoice & ATA Carnet. Extension is subject to customs approval and if not approved Duties & VAT should be paid or penalty of USD 300 per week would apply for overstay.
* TIB validity is for 2 months, and any further extension would apply additional bond fees which will be on case to case basis

**Terms & Conditions:**

* Charges are based on Non-DG goods only
* Freight rates are based on current market rate and subject to change at the time of shipment
* Freight based on stackable basis and confirmation of space from the carrier
* Charges are based one-time placing only
* Forklift rental or labor hire for exhibit erection / positioning would be additional on case-to-case basis.
* Special permission for early check in should be granted by the organizer and we should get a letter of the same.
* Client should be present at site at the time of move in for heavy / Over dimension cargo
* Insurance of the cargo is not in our scope of work and rate unless agreed and advised clearly by customer / agent. Insurance for the services has to be taken by customer / agent with an express and unconditional waiver of subrogation’s towards us and our subcontractors.

All business transactions with GlobeX Logistics/Masstrans Freight LLC is subject to  NAFL standard trading and operational conditions. Copies are available up on written request.

Again, should you have any question, please contact us.

GlobeX Logistics

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Ste. 114, PMB 69

Fort Worth, TX 76107

Tel: 940 584 0606

Email: twarren@globexlogistics.net