



SHIPPING INSTRUCTIONS





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Introduction

DSV Fairs & Events LLC. have been appointed by **IAPPA GLOBAL** as the official freight and on-site handling contractor for **IAPPA EXPO MIDDLE EAST 2026** exhibition being held at **ADNEC - UAE**

The following instructions are designed to assist you with the movement of exhibits and stand building materials.

Failure to comply with these instructions and deadlines, may cause unnecessary delays in handling / clearance and additional expenses being incurred.

Contact Details

DSV - Fairs & Events LLC.
Office R023A, Concourse1
Hall No. 2, P. O. Box 34910
Dubai World Trade Centre
Dubai, United Arab Emirates

Mr. George Nassif
georges.nassif@dsv.com

Tel: +971 4 831 1111

During the event:

DSV Fairs & Events will be contactable during the build-up, show open & break-down periods.

Exhibition Timetable

Build up date(s):	29 th March 2026
Show date(s):	30 th March – 2 nd April 2026
Break down date(s):	3 rd April 2026

Consignee Instructions



Road Freight Consignee

Consignee Instructions

DSV Fairs & Events LLC.
C/O IAPPA EXPO MIDDLE EAST 2026
Tel: +971 4 813 1111
Dubai U.A.E

Notify Party: Exhibitor name
C/O IAPPA EXPO MIDDLE EAST 2026
Hall No. / Stand No.

Arrival Deadlines

Groupage:	5 days prior to stand delivery date
Full loads:	4 days prior to stand delivery date
Pre-alert:	7 days prior to vehicle arrival

* If goods require Health Certificates etc., lease check arrival date with show manager, as the shipment may need to arrive earlier than above.



Air Freight Consignee

Consignee Instructions

DSV Fairs & Events LLC.
C/O IAPPA EXPO MIDDLE EAST 2026
Tel: +971 4 813 1111
Dubai U.A.E

Notify Party: Exhibitor name
C/O IAPPA EXPO MIDDLE EAST 2026
Hall No. / Stand No.

Arrival Deadlines

Abu Dhabi Airport	7 working days prior to exhibition move in date
Pre-alert:	3 days prior to flight arrival

* If goods require Health Certificates etc., lease check arrival date with show manager, as the shipment may need to arrive earlier than above.



Sea Freight Consignee

Consignee Instructions

DSV Fairs & Events LLC.
C/O IAPPA EXPO MIDDLE EAST 2026
Tel: +971 4 813 1222
Dubai U.A.E

Notify Party: Exhibitor name
C/O IAPPA EXPO MIDDLE EAST 2026Hall
No. / Stand No.

Arrival Deadlines Abu Dhabi Port

LCL:	10 working days prior to exhibition move-in date
FCL:	10 working days prior to exhibition move-in date
Pre-alert:	7 days prior to vessel arrival

* If goods require Health Certificates etc., please check arrival date with show manager, as the shipment may need to arrive earlier than above.

Customs Documentation

The following documents are required for the temporary import clearance of goods in Abu Dhabi:

Shipments arriving by SEA

- | | |
|---------------------------------------|---|
| 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 |

Shipments arriving by AIR

- | | |
|---------------------------------------|--|
| e. Commercial Invoice / Packing List: | 2 Originals and 2 Copies |
| f. Air Waybill: | 2 Originals and 2 Non-Negotiable Copies |
| g. H.S. Code Summary Sheet: | For shipments with more than three (3) HS Codes |
| h. *MSDS (Material Safety Data Sheet) | For shipment with lithium-ion batteries or hazardous goods |

Shipments arriving by ROAD

- | | |
|---------------------------------------|--|
| i. Commercial Invoice / Packing List: | 2 Originals and 2 Copies |
| j. Truck Waybill: | 2 Originals and 2 Non-Negotiable Copies |
| k. H.S. Code Summary Sheet: | For shipments with more than three (3) HS Codes |
| l. *MSDS (Material Safety Data Sheet) | For shipment with lithium-ion batteries or hazardous goods |
| m. Certificate of origin | For all road freight shipments |

The commercial invoice for all shipments (Air / Sea / Road) should include the following information:

- Full description of all items with individual quantities and values in USD, EUR or GBP
- Total CIF value
- HS code for each item
- Serial numbers if applicable
- Country of Origin
- Gross weight and dimensions of each case / package

Please remember the description will need to be understood by people that are not familiar with your goods. The invoice should clearly state that the shipment is a 'Temporary Import'.

Please be advised that all goods entered under our bond / guarantee, remain under our control. At the end of the show, they should either be re-exported or subsequently permanently imported, by DSV only. Goods imported on DSV bond cannot be handed over to third parties to export from the U.A.E

Good that will not be returning after the event, should be documented using a Combined Commercial Invoice / Packing list as above clearly stating that the shipment is a "Final Import" or intended as "Giveaways."



Case Markings

Courier Shipments

Case Markings

We suggest that your goods are well packed and labelled for easy identification, all packages should be marked as follows:

Name of Exhibitor: _____
Stand & Hall Number _____
Name of the Show _____
Case Numbers: _____
Gross Weight _____
Dimensions: _____

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.

Crates / flight cases on wheels and individual pieces weighing more than 30 kgs

Airlines in U.A.E 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 Abu Dhabi, then there could be a discrepancy in 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 U.A.E**

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 DCAA permits.

Any return shipment having **DG** (Dangerous Goods) or **ELI** (Lithium-Ion Batteries) or normal batteries must be declared on the return shipping instructions with 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 GCAA permits for AWB amendments and airport storage charges shall accrue until the declarations are submitted and GCAA permit approved.

Courier Shipments

Courier companies generally cannot clear exhibits and equipment being sent for exhibitions in U.A.E 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.

All courier shipments (up to 50 Kg / 0.3 CBM maximum) should be sent and addressed as follows: -

DSV Fairs & Events LLC.

C/O IAAPA EXPO MIDDLE EAST 2026

Office RO23A, Concourse 1,

Hall 1, Dubai World Trade Center,

P O Box 34910, Dubai, United Arab Emirates

Tel: + 971 4 813 1111

Name of Exhibitor : _____

Stand Number : _____

A commercial invoice must accompany all courier shipments and a full pre-advice including a copy of the export courier waybill must be sent to DSV Attn: **Georges Nassif via email: georges.nassif@dsv.com**

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.

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.

V.A.T charged additionally estimated at 5% of total invoiced amount, charged both ways, Inbound & Outbound, and applicable on all local charges mentioned in section 5.

All publications are subject to U.A.E censorship, we request one copy of each to be couriered to us at least 30 days prior to the event for censorship processing. Clearance of such items is solely subject to approval of the U.A.E government authorities.

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.

ATA Carnet Procedure

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

- All equipment to be shipped 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 U.A.E 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 examination 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 U.A.E of the front page.
- 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 U.A.E
- 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.

Special Requirements

Restricted items

- Lithium-ion goods falling under **UN3480** can be imported into the U.A.E but cannot be re-exported out of the U.A.E by any mode of transport.
- 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 U.A.E
- Importation of exhibits such as weapons, ammunition, explosives, or any other military equipment is strictly forbidden for import into U.A.E
- Importation of products such as food items, live plants / flowers, tiles / marbles, wireless / radio, telecommunication / defense equipment and radioactive materials of a hazardous nature, cosmetics, hazardous / class rated cargo, etc. may have restrictions for importation into U.A.E

However, some commodities can be imported after obtaining prior approvals and special permissions from the necessary ministries, for some items such as medical equipment, medicines...etc,. 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 DSV at least 90 days prior to shipping.

Insurance – Payment Terms



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.



Terms of Payment

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

Very important: for invoicing, please make sure DSV will receive your company address, contact email, telephone number, copy of your company commercial registration/trade licence and VAT Certificate, to register your company, this is very important, enabling us to facilitate our timely invoices to you, towards services provided.

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:

Account Title:
DSV Fairs & Events L.L.C
Bank Name: HSBC Bank Middle East LTD
Address: Bur Dubai Branch P O Box 66, Dubai, UAE
Swift code: BBMEAED

Account Numbers:

US\$ 023-692171-100
AED 023-692171-001

IBAN AE340200000023692171100
IBAN AE880200000023692171001

