



Shipping Manual

Intralogistex MEA 2025 | ADNEC | Abu Dhabi | 27th – 28th May 2025

DHL Trade Fairs & Events UK Limited has been appointed as the official logistics contractor and as such is the only company providing handling, storage, and customs clearance for this event. Below you will find information on the services we offer and guidance as how to dispatch shipments to the event.

There will be a strict Unloading schedule in place to ensure that all goods will be handled to or from stand within a set time frame which exhibitors and stand builders will need to apply to DHL for unloading slots prior to the event. Delays will occur for anyone attempting to deliver without a timeslot.

1. ESSENTIAL DATES	
Build up	Monday 26 th May
Opening	Tuesday 27 th May – Wednesday 28 th May
Dismantling	Wednesday 28 th May

2. PRE-ADVISE / ORDER FORM	
DEADLINE ORDER FORM (for our services and time slot request)	28 th April 2025

ALL PRE-ADVISES INCL. A FULL SET OF DOCUMENTS MUST BE SENT TO:

DHL Trade Fairs & Events (UK) Limited
United Kingdom
Matthew Spokes – Matthew@dhl-exh.com

If you dispatch your shipment without pre-advice to us, you may occur delays and additional expenses.

3. TRANSPORT-INSTRUCTIONS
3.1 AIRFREIGHT

CONSIGNEE AIRWAYBILL (AWB)

DSV SOLUTIONS PJSC
C/O INTRALOGISTEX 2025
PO Box 93971
Abu Dhabi, U.A.E
Attn: Mr. Nomar Pavon
Tel : +971 4 8131312

AIRPORT OF DESTINATION	Abu Dhabi
DEADLINE	13th May 2025

ALL SHIPMENTS MUST BE SENT “FREIGHT PREPAID”

3.2 ROAD FREIGHT - During Set up Dates

If you arrange your own transport, then you **MUST** book unloading slots with our company for any vehicles arriving at the venue. *This is mandatory whether you use our handling services. Please note that slots will be allocated on a first-come, first-served basis, Stand size and location and method of unloading.*

Any attempted deliveries to the Venue prior to the official build up dates will be re-routed to our onsite warehouse for acceptance and charged to exhibitor as per rates set out in the official logistics Tariff.

3.3 Advanced Warehouse

If you prefer to Deliver your material prior to the official set up days, you can dispatch your shipment to our local Holding warehouse for us to receive cargo and transfer to venue & deliver to your stand at day and time of your requirement. Please view the official tariff for charges for this service. The delivery address is:

DSV Solutions LLC (Fairs & Events)
C/o **INTRALOGISTEX 2025**
61 Street, Dubai Investment Park 1
Plot No. 598-1164, Near Tayseer Arar Food Industry,
PO Box 34910, Dubai, United Arab Emirates
Tel : +971 4 8131312
Attn : Mr. Nomar Pavon
Name of Exhibitor : _____
Stand Number : _____

For use of this service, please email details of your goods or completed order form and we arrange a full quotation.

Last Arrival Date (Applies to Shipments of EU Origin Only)	20th May 2025
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3.4 CUSTOMS CLEARANCE

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 and in accordance with the rules and regulations of the Abu Dhabi / Dubai Customs Authorities. Details on all documents must tally with the actual shipment.

For shipments arriving in Dubai, the same can be cleared using copy of the Combined Commercial Invoice & Packing List / without Certificate of Origin by paying USD 355.00 (Document deposit USD 280.00 + Service fee USD 75.00) as customs deposit. Similarly, for shipments arriving via Abu Dhabi can be cleared using copy of the Combined

Commercial Invoice & Packing List or without Certificate of Origin by paying USD 355.00 per missing document (original invoice & packing list or certificate of origin)

Upon receiving the original document within 25 days from arrival date into UAE, the deposit of USD 280.00 can be refunded subject to acceptance & approval from customs authority.

Following documents are required for purpose of import clearance on arrival.
For shipments arriving under ATA Carnet please refer to point 2.6.

By Airfreight

2 sets of original signed & stamped Commercial Invoice + 2 copies
2 sets of original Packing List
1 original and 3 non-negotiable Air Waybills
1 original and 1 copy of Insurance Certificate (if insured)
H.S. Code Summary Sheet (If more than 3 H.S. Codes)

By Sea freight

2 sets of original signed & stamped Commercial Invoice + 2 copies
2 sets of original Packing List + 2 copies
1 original and 3 non-negotiable Bills of Lading
1 original and 1 copy of Insurance Certificate (if insured)
H.S. Code Summary Sheet (If more than 3 H.S. Codes)

By Road freight (On the documentation part, please check with our team prior to moving the shipment)

2 sets of original signed & stamped Commercial Invoice (English & Arabic) + 2 copies
2 sets of original Packing List + 2 copies
2 sets of original Certificate of Origin issued/endorsed by Origin Chamber of Commerce + 2 copies
1 original and 1 copy of Insurance Certificate (if insured)
H.S. Code Summary Sheet (If more than 3 H.S. Codes)

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 indicating currency code, total number of packages, total weight, itemized country of origin (Manufacture) and the remark "shipment for temporary (or permanent) import into Abu Dhabi for INTRALOGISTEX 2025 and will be re-exported after the exhibition". The invoice number should also reflect on Air Waybill / Bill of lading as well.

The acceptance of the shipping documents as originals 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 number of packages, weight and measurement of individual package including shipping marks of the goods.

Certificate of Origin

Certificate of origin (applicable for road freight only) must be issued from the local Chamber of Commerce at origin.

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 & Certificate of Origin 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.

For all Airfreight shipments, it is mandatory that all original documents must accompany the shipment, otherwise shipment will be customs cleared on copies with a document deposit / fine per consignment and originals once received via courier (regardless if courier arrives prior to shipment arrival) will be submitted to the customs for refunds thereafter. Acceptance of the commercial documents as originals is solely based on customs discretion, is non-negotiable and may take between 30 – 60 days to receive an approval, once this is approved by the customs the deposit will be refunded.

4. Payment Terms and Rates

Unless freight is routed via one of our appointed agents, we will require payment of all charges, as advised by us, prior to the start of the exhibition. Personal or foreign cheques are not acceptable. Settlement needs to be made by either bank-transfer, MasterCard, VISA or Amex on receipt of our invoice accompanied by a secure payment link.

For all onsite handling rates please see our Official Logistics Tariff available in the Exhibitor Manual.

5. INSURANCE & LIABILITY

We operate exclusively in accordance with the latest version of the British International Freight Association General Terms and Conditions of Trading.

These limit the legal liability for damage to goods in certain circumstances whilst in the care of a forwarder. The forwarders custody liability ends with the delivery of the consignment to the exhibitor's stand even if the exhibitor or his representative is not present.

Your Logistics Partner for Intralogistex MEA 2025

DHL Trade Fairs & Events (UK) Limited
Unit 17 & 9 Second Exhibition Avenue

**NEC Birmingham B40 1 PJ
United Kingdom**

Contact : Simon Latchford E-Mail : Simon@dhl-exh.com

We wish your company every success at Intralogistex MEA 2025.



www.dhl-exh.com

