



SHIPPING MANUAL

SAUDI INTERNATIONAL BOAT SHOW 2009

**Al Furusya Marina, Jeddah, Saudi Arabia
14 – 17 October 2009**

Presented by

Agility – Fairs & Events

a division Agility Logistics UAE

H-05, Dubai Airport Free Zone Authority (DAFZA)

Post Box 52378, Dubai, United Arab Emirates

Tel: +971 4 2990456 Fax: +971 4 2990458

E-mail: GJacob@agilitylogistics.com

Contact: Mr. George Jacob

www.agilitylogistics.com

SHIPPING INSTRUCTIONS

CONTACT DETAILS

If you have any queries relating to these instructions or any exhibition in the Kingdom of Saudi Arabia, please contact:

Agility – Fairs & Events

a division of Agility Logistics UAE
H-05, Dubai Airport Free Zone Authority (DAFZA)
Post Box 52378
Dubai, United Arab Emirates
Tel: +971 4 2990456 Fax: +971 4 2990458
E-mail : DNair@agilitylogistics.com
Contact : Mr. Dinesh Nair

CARGO ARRIVAL DEADLINE

| | | |
|-----------------|---|--|
| Seafreight | : | FCL-12 days prior to move-in - arrival at Jeddah Port LCL-20 days prior to move-in - arrival at Jeddah Port |
| Airfreight | : | 8 days prior to move-in - arrival at Jeddah Int'l Airport (JED) |
| Road freight | : | 7 days prior to move-in - arrival at Saudi Border Customs |
| Printed matters | : | Via courier - 14 th September 2009 |
| Videos/CD | : | Via courier - 14 th September 2009 |

CONSIGNEE ON ALL DOCUMENTS

Al Ahlam Marine Tourism Group
P.O. Box 14841
Jeddah 21434
Kingdom of Saudi Arabia
For: Saudi International Boat Show 2009

NOTIFY PARTY (on all documents)

PWC (Agility) Logistics Co.
Ameer Sultan Street
P. O. Box 140111
Jeddah 21333, Saudi Arabia
Tel: +966.2.2369181

Important: We cannot clear cargo that has been consigned in any other manner.

ADDITIONAL REQUIEMENT

As per strict directives from the Saudi Arabian Customs Authority, Country of Origin/ Made In..... must be mentioned (engraved or affixed- non removable sticker) on each item and also should be shown on the boxes/cartons.

Country of Origin/Made In.....must be mentioned on the Certificate of Origin too. If the shipment is originating from any European country, then the exact country of the item manufactured / produced must be mentioned on Certificate of origin instead of "EUROPEAN UNION". If one package/ carton contain shipments from various countries, then each item should show its own country of origin.

If any shipment arrives without Country of Origin/Made In.....then the Customs authority will not allow affixing the country of origin on the item anymore and will lead to return (re-export) of shipments to origin country at shipper's cost without any prior notice.

For Boats: Registration number, Engine number, Model number, Make and Country of Origin to be mentioned on all documents and original Registration documents to be submitted upon request.

Saudi Arabian Standards Organization (SASO)

Certain goods require SASO (Conformity) certificates before customs will allow them into the Kingdom. These goods include, but are not limited to Electrical items, Paints, Varnishes, Cars etc.,

Exhibition goods are not exempted from this requirement. Please check with your local Chamber of Commerce for more details.

DISTRIBUTION OF DOCUMENTS

Seafreight

- Invoice - 1 x original + 5 copies
- Packing List - 1 x original + 5 copies
- Certificate of Origin - 1 x original + 5 copies
- Bill of Lading - 2 x originals + 1 copy.

(Documents must be in original and endorsed by Chamber of Commerce at origin)

Contact Person: Mr. Lal Muhammed
Email id : lmuhammad@agilitylogistics.com
Mobile No : +966 50 199 3257

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Originals must be couriered to:

Agility Logistics

7th Floor, Tower B, JIBC Building,
Behind Jeddah Chamber of Commerce
Jeddah, Saudi Arabia
Tel : +966 2 2369181 Ext.7081
Email : MProtapKhan@agilitylogistics.com

Airfreight

- Invoice – 1 x original + 5 copies
- Packing List – 1 x original + 5 copies.
- Certificate of Origin - 1 x original + 5 copies
- Air Waybill

(Documents must be in original and endorsed by Chamber of Commerce at origin)

Contact Person: Mr. Mohammad Protap Khan
Email id : MProtapKhan@agilitylogistics.com
Mobile No : +966 50 4684214

Road Freight

- Invoice – 1 x original + 5 copies
- Packing List – 1 x original + 5 copies.
- Certificate of Origin - 1 x original + 5 copies

(Documents must be in original and endorsed by Chamber of Commerce at origin)

To avoid delay for the customs clearance at border, **all documents must be translated into Arabic and endorsed by Chamber of Commerce.** Driver should carry the original documents endorsed by Chamber Of Commerce with him throughout the transportation.

Contact Person: Mr. Mohammed Shakeel
Email id : MShakeel@agilitylogistics.com
Mobile No : +966 5675 91087

DEADLINE FOR DESPATCH OF DOCUMENTS TO AGILITY (PRE-ALERT)

Copy of all documents must be forwarded to Agility Fairs & Events Dubai/Saudi Arabia
- Email: DNair@agilitylogistics.com / MProtapKhan@agilitylogistics.com

Seafreight : 20th September 2009 Airfreight : 1st October 2009
Roadfreight : 1st October 2009 Courier : 9th September 2009

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PACKING

All cargo will be subject to a rigorous customs examination on import and export. Therefore packing must be of a high standard with cases that can be easily opened and re-sealed. Cardboard cartons are not recommended.

All packing must comply with Saudi Port Authority rules, ie., loose cargo must be palletized, with no individual piece exceeding 2,000 kilos gross weight (unless otherwise specified).

CASE MARKING

The following markings should appear on all packages:

Agility Logistics

“Name of Exhibition”

“Name of Exhibitor”

Stand Number.....

Case Number.....

Gross weight (kgs).....

Dimensions (cms).....

Reproduction on any case of the Saudi Government mark or human or animal form is strictly forbidden.

CUSTOMS DUTY

Temporary import permission is subject to customs authority’s discretion. If temporary import permission is not granted, then all cargo is subject to import duty of 5-12% CIF value. In order that we may pay the duty on your behalf, we require you to advance 12% of the CIF value of your cargo, to our bank.

CUSTOMS DUTY DEPOSITS / REFUNDS

Some high value shipments can be imported on a duty deposit (temporary) basis. If Saudi Arabian Customs grants this, then it is possible to reclaim the duty when the goods are re-exported. The refund is entirely at the discretion of the inspecting officer, but if the following guidelines are adhered to there will be a better chance of a successful reclaim.

- Goods and documents **MUST** show a visible engraved serial / model number. Duty will not be refunded on any items that do not have this on both the item and corresponding documentation. These serial numbers must be embossed or plated, and stickers are not allowed.

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- Cargo must arrive within our stated deadlines, and documentation must be 100% correct.
- The reclaim must be more than US\$ 1,500.- otherwise the process is uneconomical.
- The cargo must be re-exported via the same port and mode of transport as used for importation.
- The cargo must be re-exported immediately, and cannot be held in Kingdom for private demos, etc.

Duty refund amounts are calculated by Saudi Customs on FOB values, even though duty payments are made on CIF values.

The refund system is a lengthy procedure, and can take up to 8 months to complete. It also slows down the re-export process, and this must be borne in mind if you need your cargo urgently after the exhibition.

TERMS OF PAYMENT

If the service of our recommended agent in your country is used, all handling charges should be paid to them. Otherwise, all our charges will have to be paid in advance by bank transfer or at the stand on delivery of goods by cash.

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

All payments must be made without any deduction or deferment on account of any claim, counterclaim or offset.

Personal or foreign cheques are not acceptable. Payment can be made by Bank Draft or Telegraphic Transfer to our account as follows payable to:

Agility Logistics Dubai LLC
HSBC BUR DUBAI BR
Dubai, UAE
Account No. 020-693784-002
Swift Code: BBMEAEAD

(Remitting bank charges are to be borne by the exhibitor)

INFORMATION FOR IMPORTS

The importation of pork, alcohol, in any form, is strictly prohibited.

Saudi Customs have been known to confiscate literature to support the Saudi printing industry. Whilst we strongly discourage hand-carrying goods into the Kingdom, it is a good idea that your representative takes a supply of literature to guard against this eventuality. In some instances Saudi Customs may decide that literature requires Ministry approval. This can delay clearance by 2 to 3 weeks.

Should publications contain interviews with the Ruling Royal Family, they will have to be submitted for Ministry approval. This will delay clearance, and will involve additional costs.

Do not send foodstuffs for hospitality purposes. Items such as tea, coffee, soft drinks, etc. can be purchased locally.

Certain goods are restricted for import into the Kingdom and are subject to approval. Please contact us if you intend sending any of these:

Fertilizers ~ Chemicals ~ Seeds ~ Plants ~ Grains ~ Animal Feeds ~ Animals ~
Defense & Military Equipment ~ Communications Equipment ~ All Hazardous Cargo.

Saudi Arabia is a strict Islamic State and Pictures of women working or with men ~
References to Islam ~ 3D representations of human or animal life forms ~ Pictures or
references to Saudi Arabia, pigs, alcohol etc., are considered as offensive.

VIDEOS, FILMS, CD-ROMS ETC.

These are subject to censorship and should be sent by courier 3 weeks before the exhibition to Agility Logistics, Jeddah.

STAND PLAN

If you have large machinery or heavy exhibits, please provide us with a stand plan so that we may position your cases accordingly.

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HAND CARRY EXHIBITS

Do not hand carry exhibits into the Kingdom as it may delay the customs clearance formalities.

DURING THE EXHIBITION

It is extremely important that we received your written instructions about consumption, sale or re-export for goods imported for the exhibition. We will visit your stand with the relevant forms.

AT THE CLOSE OF THE EXHIBITION

Whilst we provide labour and equipment to assist with re-packing, it is ultimately your responsibility to ensure that your goods are re-packed correctly for re-export. If we are left to re-pack goods, we cannot be held responsible for any loss or damage to your consignment.

We will only provide labour and equipment for re-packing on the morning after the show closes. This gives us time to return all empty cases during the night.

INSURANCE

Agility – Fairs & Events is not responsible for insurance or security during the build-up, tenancy, or breakdown periods. It is the responsibility of each exhibitor to arrange Marine (Transport) Insurance covering transport to the exhibition, during the exhibition and return of the exhibits to domicile.

TERMS AND CONDITIONS

Unless all the conditions mentioned in these instructions are strictly complied with, we cannot be held responsible for late or non-delivery of cargo to the exhibition.

All work is undertaken in accordance with the Terms and Conditions of Agility – Fairs & Events.