

# SHIPPING GUIDELINES

## SMES 2011

Beirut 28<sup>th</sup> – 30<sup>th</sup> November 2011



## SHIPPING GUIDELINES

### 1. CONTACTS FOR INTERNATIONAL TRANSPORTATION.

The main point of contact for all International shipping inquiries is Airlink and GT Exhibitions our international Sales Agents whose contacts are listed below. Once shipments are executed, please also send all pre-alerts to..

#### **GT Exhibitions Ltd.**

GT House  
25 – 27 Blackwell Drive  
Springwood Industrial Estate  
Braintree, Essex CM7 2PU  
Contact : Mr Steve Andrews

Tel. +44 (0) 1376 567567  
Fax +44 (0) 1376 335035  
e-mail: [steveandrews@gtexhibitions.com](mailto:steveandrews@gtexhibitions.com)

#### **Airlink International UAE**

PO Box 10466  
Dubai, UAE

Contact: Mr Michael Cornelius

Tel +971 43325334  
Fax +971 43325155  
e-mail: [michael@airlink.ae](mailto:michael@airlink.ae)

### 2. CONSIGNING OF SHIPMENTS

The corresponding bills of lading or airway bills should be consigned as follows: -

Airlink Lebanon SAL  
C/o Exhibition Name  
P.O. Box 11-1260  
Beirut - Lebanon

Attn: Mr. Georges Youssef  
Tel: +961 1 563277  
Fax: +961 1 563276  
Email: [georges@airlinklebanon.com](mailto:georges@airlinklebanon.com)

### 3. DOCUMENTATION REQUIRED

#### For seafreight shipments:-

- Destination port: Beirut port only
- Original Certificate of origin attested by the Chamber of Commerce at origin (1original + 1 copy)
- Original Commercial invoice/ packing list (2 originals + 3 copies)
- Invoice & packing list should show: -
  - The individual item price
  - Total CIF value
  - Total number of packages & exact type of packaging matching the B/L
  - The gross weight, net weight & volume

#### For Air Freight Shipments

- Destination airport: Beirut only
- Original Certificate of origin attested by the Chamber of Commerce at origin (1original + 1 copy)
- Original commercial invoice and packing list (2 originals + 3 copies)
- Invoice & packing list should show: -
  - The individual item price
  - Total CIF value
  - Total number of packages & exact type of packaging matching the AWB or HAWB
  - The gross weight, net weight & volume

### 4. ADDRESSING OF INVOICES

Please use the below format or include all of the below details for the addressing of invoices.

Name of Exhibitor: \_\_\_\_\_  
Stand No.: \_\_\_\_\_  
Venue: \_\_\_\_\_  
Beirut - Lebanon  
Date of show: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_  
Name of show: \_\_\_\_\_

## 5. MARKING OF PACKAGES

Please use the below format or include all of the below details when marking all shipment packages.

Name of Exhibitor: \_\_\_\_\_  
 Stand No.: \_\_\_\_\_  
 Venue: \_\_\_\_\_  
 Beirut - Lebanon  
 Date of show: From: \_\_\_\_\_ To: \_\_\_\_\_  
 Name of show: \_\_\_\_\_  
 Package #: \_\_\_\_\_ of \_\_\_\_\_ (for multiple-package shipments only)

## 6. TIMEFRAMES - for the clearance and delivery to site.

- FCL Sea Freight shipments to Beirut need at least 15 days clearance time.
- LCL Sea Freight shipments to Beirut need at least 15 days clearance time.
- Air Freight shipments to Beirut need at least 10 days clearance time.
- DVD by courier needs at least 15 days clearance time.

7. Payment should be done in advance to our bank details as below:

<b>BENEFICIARY</b>	<b>Airlink Lebanon S.A.L</b>
<b>BENEFICIARY'S ADDRESS</b>	<b>4th floor, sehnaoui bldg, Charles Helou Avenue, Medawar P.O Box: 11-1260 Beirut-Lebanon</b>
<b>BANK'S NAME</b>	<b>Société Générale de Banque au Liban</b>
<b>BANK'S ADDRESS</b>	<b>Sin El Fil Branch –Beirut, Lebanon</b>
<b>ACCOUNT NUMBER</b>	<b>233389</b>
<b>SWIFT CODE OF OUR BANK</b>	<b>SGLILBBX</b>
<b>IBAN NUMBER</b>	<b>LB63 0019 0000 1004 3602 3338 9012</b>

### IMPORTANT NOTES

- Hand written documents are not acceptable; the details on all documents **MUST** be in the English language and should tally with the actual shipment.
- Country of origin should be declared correctly on the certificate of origin which should match the declared country of origin on the goods / boxes
- Original commercial invoice & packing list should be stamped and signed in blue color ink
- Commercial invoice must also show the below declaration:
  - “We hereby guarantee that this is a true and correct invoice and that the goods referred to in this invoice are the origin, manufacture and production of (country)... Being sent to Lebanon intended for display only at the exhibition.”
- A full pre-advise of dispatch should be sent to Airlink Lebanon SAL at least 6 days prior to shipping of the freight along with copies of shipping documents. Original documents as specified must be sent to Airlink Lebanon SAL at least 10 days prior to arrival of seafreight or attached to Original AWB if goods are sent by airfreight.
- Courier shipments sent to exhibition hall directly are beyond our control, and as items such as films, videos, slides, DVDs and CDs are subject to censorship in Lebanon, it is recommended that all items are sent in English, and much in advance to enable censorship to be completed prior to exhibition. We also recommend that these items and all courier shipments should be sent to Lebanon addressed to Airlink Lebanon SAL C/O “SMES”
- 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, please ensure adequate packaging to the exhibits.
- All Shipments must have an End User Certificate, please find attached a draft copy, please fill up, send to the organizers, and they will get the approval from the right governmental channel to process with the customs clearance
- All shipments will be escorted from port/airport to the venue

## **CUSTOM DUTY**

- Custom duty on sold goods, giveaways and any of non return items such as leaflets, brochures, catalogues etc, is calculated as per applicable tariff based on cost, insurance, and freight value declared. (C.I.F.) Therefore, please issue detailed invoices showing C.I.F. values and H.S. codes. Customs duty varies and will be charged against official receipt issued by Beirut Customs, since customs duty is based on the type of commodity.
- Beirut Customs can and often re-evaluate the value of invoices. Duty / duty deposits are paid based on Beirut Customs valuation of a shipment, Airlink Lebanon SAL will not be held responsible for an invoice value being increased by the authorities.
- It is essential, that the information mentioned on the documents matches with those mentioned on the AWB, B/L, packing list and Invoice
- All brochures, giveaways, leaflets, samples which are not returning, exhibitor should provide a separate detailed invoice showing the number of boxes, weight, dimensions, individual price per item, total CIF price, and H.S. codes. It is irrelevant if such items are re-exported at the end of the show, the customs duty will still be applied as they are imported only as permanent goods for any exhibition.

## **INSURANCE**

- It is the responsibility of each exhibitor to arrange Marine (Transport) Insurance covering transport to the exhibition, during the exhibition, and the return of the exhibits to domicile, including the period the exhibits are handled by Airlink and also ensure that Transport Insurance is arranged for exhibits sold locally.
- Our tariff is computed on the basis of 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 and all associated liability is the sole responsibility of the exhibitor.
- For shipments arriving in apparent damaged condition, the airport and sea port will not assist with surveys and provide a damage reports. The goods will need to be surveyed on site by the exhibitor's survey company to process any claims.