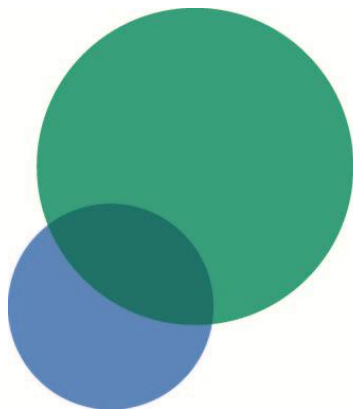




SHIPPING INSTRUCTIONS

GESS Saudi Arabia 2026





GESS
SAUDI ARABIA

29th September – 1st October 2026

THE ARENA
RIYADH – SAUDI ARABIA

Presented by:

DSV - Fairs & Events LLC.

Office R023A, Concourse 1

Hall No. 2, P. O. Box 34910

Dubai World Trade Centre,

Dubai, United Arab Emirates

E-mail: mohamed.tantawy@dsv.com

www.dsv.com

1. INTRODUCTION

DSV Fairs & Events have been appointed as the exclusive official freight forwarders and on-site handling agent by, the organizer of **GESS Saudi Arabia 2026** DSV will be providing a full Customs clearance and on-site handling service for the exhibition.

Please read and adhere to the following shipping instructions and tariff. This is essential to avoid any problems or delays with clearance, handling, and transportation of your goods.

Please also ensure you follow the below deadline dates and ensure you order your required services for a smooth participation for your company at **GESS Saudi Arabia 2026**

Contact DSV Fairs & Events, For International shipping & Local Onsite handling services you must contact us latest by **1st August 2026**, this deadline date must be adhered to for your cargo arrival at Jeddah airport / seaport for the exhibition, we will be pleased to assist you with any questions that you may have.

2. CONSIGNMENT INSTRUCTIONS

Kindly arrange to ship all shipments "Freight Pre-paid" consigned as mentioned below:

Consignments being sent to Jeddah airport or seaport

Consignee: TAHALUF
Office 109, 1st Aban Center
King Abdulaziz Road, Al Ghadeer District Riyadh, 13311, KSA
Attn: Faisal Aljaber
Email: faisal.aljaber@tahaluf.com

Notify Party: Same as consignee
C/O GESS 2026
Riyadh, KSA
Attn: Mohamed Tantawy
mohamed.tantawy@dsv.com
Tel +966 56 378 0413
Exhibitor Name: _____
Stand No: _____

Description: Exhibitions Goods

Note: -

The Air waybill/ Express release Sea waybill /Truck waybill must clearly mention:

"In transit to GESS Saudi Arabia 2026, for re-export at the end of the exhibition".

The Air waybill must be direct as issued by the airline (MAWB) and consigned correctly as above to avoid high handover costs and additional handling charges. If applicable these extra charges will be billed at cost + 15% outlay fee.

The total number of pieces, total gross weight & total volume of the freight must be clearly indicated on the waybill and the same details must match 100% to the commercial invoice. Separate house waybills must be issued for each individual exhibitor, when consolidated.

Important

Please ensure you send a full pre-alert to DSV Fairs & Events. **Attn: Mohamed Tantawy** mohamed.tantawy@dsv.com

3. CARGO ARRIVAL DEADLINES

- Sea freight arrival at Jeddah Seaport (FCL): **Sunday 13th September 2026**
- Airfreight arrival at Jeddah (RUH) Airport: **Saturday 19th September 2026**
- Road freight arrival at KSA Border: **Wednesday 23rd September 2026**
- Courier shipment arrival at DSV Office: **Wednesday 9th September 2026**

We strongly recommend that you ship on a direct service to the above-mentioned Saudi port to avoid delays in trans-shipment, etc.

DSV SOLUTIONS cannot be held responsible for the late or non-delivery of goods, including additional surcharges incurred for shipments that fail to comply with the above-mentioned arrival deadlines.

Cargoes arriving after the deadline dates as mentioned above will be subject to a minimum 50% late arrival surcharge on the basic handling tariff.

4. SHIPPING DOCUMENTS

Documentation Required

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

Shipments arriving by Sea freight: -

- 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
- e. Certificate of Origin 1 x legalized Original
- f. SABER Certificate 1 x Original SABER certificate + 2 copies (refer page 3)
Will be arranged by the Consignee through Saber Portal along with Items Catalogue, Pictures, Quality report & Checklist from Manufacturer or Supplier.

Shipments arriving by Air freight: -

- a. Commercial Invoice / Packing List: 2 Originals and 2 Copies
- b. Air Waybill: 2 Originals and 2 Non-Negotiable Copies
- c. H.S. Code Summary Sheet: For shipments with more than three (3) HS Codes
- d. *MSDS (Material Safety Data Sheet) For shipment with lithium-ion batteries or hazardous goods
- e. SABER Certificate 1 x Original SABER certificate + 2 copies (refer page 3)
Will be arranged by the Consignee through Saber Portal along with Items Catalogue, Pictures, Quality report & Checklist from Manufacturer or Supplier.

Shipments arriving by Road freight: -

- a. Commercial Invoice / Packing List: 2 Originals and 2 Copies
- b. Truck Waybill: 1 Original and 2 Non-Negotiable Copies
- c. H.S. Code Summary Sheet: For shipments with more than three (3) HS Codes
- d. *MSDS (Material Safety Data Sheet) For shipment with lithium-ion batteries or hazardous goods
- e. Certificate of Origin 1 x legalized Original
- f. SABER Certificate 1 x Original SABER certificate + 2 copies (refer page 3)

Will be arranged by the Consignee through Saber Portal along with Items Catalogue, Pictures, Quality report & Checklist from Manufacturer or Supplier.

- ✓ For all shipping method the SABER is required
- ✓ Any additional documents requested by Saudi Customs must be provided upon request
- ✓ For Lithium-ion batteries shipments being returned by air, please see section 10 for more details.

Bill of lading / Air waybills / Truck waybills

Must be consigned as per instructions mentioned above (see section 2) in the name of "TAHALUF" only, failing which we will not be able to process the Customs clearance.

Commercial Invoice/Packing List

Please ensure the commercial invoice issued complies to the below requirements:

- The document must be duly typed in English.
- Must be printed on shipper's original embossed letterhead with an original company stamp along with an authorized signature. The document must be headed "Commercial invoice". No other term is accepted, and it must also include an invoice number, DO NOT indicate "NO COMMERCIAL VALUE"
- Temporary and Permanent goods must be packed / documented and shipped separately.
- Do Not ship as a consolidated cargo and therefore there should be no mention of consol in any shipping documents
- Must be addressed/consigned as follows:

TAHALUF
 Office 109, 1st Aban Center
 King Abdulaziz Road,
 Al Ghadeer District Riyadh, 13311, KSA
 Attn : Faisal Aljaber
 Email : faisal.aljaber@tahaluf.com
 Exhibitor Name: _____
 Stand No : _____

- The Invoice must clearly indicate a detailed description along with the serial number, weight, country of origin, HS Tariff code and value (in US\$) for each individual item in the shipment.
- The packing list must indicate individual weight and dimensions of each package in the shipment.
- For goods such as machinery & electrical items, serial number, make & model must be listed in the commercial invoice.
- The invoice and packing list must also clearly mention the total CIF value of the goods, total number of packages, the total gross weight and volume of the consignment. The packing details (number of pieces, gross weight, and volume) must match 100% to the details declared on the air/sea/truck waybill.
- The commercial invoice must have the following declaration clearly stated in its contents "We hereby guarantee that this is a true and correct invoice, and that the goods referred to are of the origin, manufacture, and production of **(Country...)**. **Signature in blue ink, and original company stamp** Temporary Export for **CESS 2026**"
- You must provide a data sheet clearly listing the items with their individual description, weight, quantity, Country of origin, value, and corresponding HS codes.
- A separate invoice is required for consumable items & all consumables, give away, literature must have a value for customs purpose. This should be separate shipment and can't be mixed with temporary import shipment)
- Each invoice must include the following paragraphs appropriate to the goods that are sending.
- We certify that items (1____) are manufactured by (Company name) and (address).
- We certify that the literature is printed /published by (company name) and (address).
- The acceptance of the shipping documents as originals and the values given 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.

Important: Documents failing to meet the above requirements will result in Customs fines and possible delays.

SASO / SABER Conformity Certificates Effective 2021 all import shipment must be processed through the SABER account of the importer on record. Importation of certain goods and items such as Electronics/Melamine items/Toys/Tires, etc into KSA require a SASO/SABER Conformity certificate before customs will allow them into KSA. Exhibition goods are not exempted from this requirement. Please check with your local Chamber of Commerce for more details on this requirement. The SASO / Certificate of Conformity is issued by the authorized agent in your country such as INTERTEK/BV/TUV, etc. you can also obtain this and further information from the Chamber of Commerce at the country of origin.

The Saudi authority SASO (Standards, Metrology and Quality Organization) has introduced a new system for the Certificate of Conformity.

The electronic certification and conformity assessment certificate SABER is set to replace the Certificate of Conformity CoC since 2019 and accelerate the processes.

SABER is an online system that connects importers, certification bodies and Saudi customs and trade authorities.

The goal of Saber is to quickly handle shipments, reduce counterfeit consumer goods, track products more easily and increase the number of SASO-approved products in the Saudi market.

SABER platform relates to the Ministry of Trade & Industry, SASO, Saudi Customs Authority & the certification bodies.

For All Shipments

A full pre-advice, with copy of all the documents, should be sent to DSV Fairs & Events, prior to the dispatch of the shipment for pre-approval.

Collection, storage and return of empty packaging, is subject to the availability of space at, or around, the venue.

5. DOCUMENTS DISPATCH DEADLINES (PRE-ALERTS)

Copy of all documents must be forwarded to DSV Fairs & Events. Original documents must not be attached with AWB and sent separately via courier to below address:

DSV SOLUTIONS FOR LOGISTICS SERVICES

Exit- 18, Southern Istanbul Street

Eastern Ring Road Sulay

PO Box 55073, Riyadh 11534,

Kingdom of Saudi Arabia

Attn: Mohamed Tantawy / email: mohamed.tantawy@dsv.com.

Sea freight	:	Wednesday 26 th August 2026
Airfreight	:	Tuesday 8 th September 2026
Road freight	:	Wednesday 9 th September 2026

6. ATA CARNET PROCEEDURE

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

- Exhibitor has to obtain approval to use ATA Carnet in Saudi Arabia. Prior to the movement it needed to be applied by visiting this link <https://eservices.zatca.gov.sa> and then an application reference will be available. Once it's been reviewed by customs, they will give permission or reject the Carnet to use in SAUDI Arabia.
- All equipment (each item) which you are intending to ship 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 KSA 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 KSA of the front page
- Itemized visible engraved serial number, H.S. Code, description of goods, Number of pieces, Weight etc., should be mentioned on all documents.
- Shipment will be under customs inspection and should tally with the ATA Carnet and shipping documents. If not, customs duty will be applicable on final basis.
- Shipment in full must be re-exported after the exhibition.
- Return destination of the freight should be mentioned on the ATA Carnet.
- Original Invoice should be attached along with the ATA Carnet.
- The period fixed for the re-exportation of goods imported under ATA Carnet shall not exceed 6 months from the date of temporary admission.
- In Saudi Arabia, carnets cannot be used for materials contrary to Islamic culture, pornography, distilling equipment, religious sculpture, or images, or any depicting nudity.
- Prior approval from the Saudi authorities is required for live animals, films, videos, periodicals and books, particularly religious books. The same applies to wireless, or radio-controlled equipment, products containing alcohol and archaeological artifacts.
- 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 KSA
- 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.

7. RESTRICTED CARGO

Saudi regulations impose some restrictions on the importation of certain commodities into the country. If you are not sure if your product falls under this category, this can be checked and confirmed with the relevant Saudi Embassy or Consulate at origin. We can also assist you in this matter.

Listed below are a few main restrictions:

- Lithium-ion goods falling under UN3480 can be imported into the Jeddah but cannot be re-exported out of the country 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 the Saudi Arabia.
- Radio/ wireless/ telecommunication equipment's or accessories require Telecommunication Regulatory Association (TRA) approval, and the approval has to be obtained by the respective exhibitor well in advance to arrival of shipment into SAUDI ARABIA. A copy of the approval has to be provided accordingly.

- Dangerous Goods (DGR) need to be accompanied with the MSDS enabling us to avail necessary approvals from the concerned ministries.
- Food Stuff needs to be accompanied with ‘Health Certificate & Certificate of ingredients and quality’ issued by the Health authority of the country of production / manufacture & attested certifying fitness for human consumption.
- Importation of products such as food items, live plants/flowers, tiles/marbles, wireless/radio, telecommunication /defence equipment and radioactive materials of a hazardous nature, cosmetics, hazardous/class rated cargo, etc. may have restrictions for importation into Saudi Arabia.
- Importation of exhibits such as weapons, ammunition, explosives, or any other military equipment is strictly forbidden for import into Saudi Arabia.

However, some commodities can be imported after obtaining prior approvals and special permissions from the necessary ministries. 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.

8. PACKING AND CASE MAKING

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.

All packages, shipped using any mode of transport, must be clearly marked for identification on arrival showing the below information:

Name of Exhibitor:	_____
Stand & Hall Number:	_____
Name of the Show:	DSV Fairs & Events C/O GESS 2026
Dimensions:	_____Gross/Net Weight: _____
Case Number:	_____(i.e. 1 of 3, 2 of 3, etc)_____

Please note the below re-export regulations applicable:

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

Airlines in Saudi 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 Saudi, then there could be a discrepancy on 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 Saudi.**

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 CAA permits.

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

9. COURIER SHIPMENTS

Courier companies generally cannot clear exhibits and equipment being sent for exhibitions in Saudi Arabia 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 to the following delivery address: - Shipments must be consigned to

KAUF INTERNATIONAL TRADING COMPANY

AS SAYYIDAH KHADIJAH STREET

AL FAISALIYAH DISTRICT

PO BOX: 23441

JEDDAH, KINGDOM OF SAUDI ARABIA

VAT: 311375179200003

E-mail: ahmed.khafaga@dsv.com

MOBILE: +966 536147187

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.

Please ensure you send a full pre-alert to DSV Fairs & Events.

Attn: Ahmed Khafaga & Mohamed Tantawy; ahmed.khafaga@dsv.com & mohamed.tantawy@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. We cannot accept credit card payments for courier shipments.

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.

All films, videos, slides, DVD and CD's are subject to Saudi censorship, we request one copy of each DVD/CD- ROM 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 Saudi 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.**

V.A.T charged additionally estimated at 15% of total invoiced amount, charged both ways, Inbound & Outbound, and applicable on all local charges mentioned in this tariff

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.

10. TEMPORARY IMPORTATION | CUSTOMS DUTY | V.A.T

Temporary importation of goods is solely subject to the approval by the applicable Customs authorities. If Customs reject the application for clearance on a temporary importation basis, the goods will have to be imported permanently and the assessed Customs Duty and VAT on Goods will be applicable.

Goods intended for temporary importation must clearly bear embossed serial numbers wherever possible and the same must match the commercial invoice 100%. Customs will/may reject temporary importation and force permanent import when this information is not available.

All goods value assessments are solely up to the discretion of Saudi Customs. Saudi Customs can re-evaluate the value declared on the commercial invoices and the Duty and VAT is calculated based on this revised custom assessed value. In the event that an exhibitor wishing to dispose/sell his goods during the exhibition, the permanent importation of these items can be processed subject to approval from Saudi Customs.

However, Customs Duty and VAT on goods will be applicable on such items in addition to a cancellation of bond and import conversion fee.

Most shipments are cleared on permanent import basis paying Duty & VAT. Sometimes customs might insist on having to export the shipment after the exhibition and even in this case, duty & VAT will still be applicable on import. 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 5-20% CIF value. For temporary import shipments, temporary import bond fee shall be applicable and will be charged as per handling tariff.

Saudi Customs Duty on most commodities is currently charged between 5% to 22% of the customs assessed CIF value of the goods. Value Added Tax (VAT) @ 15% is implemented in the Saudi as per Laws and the applicable charges for the same will be included as an additional charge on our final invoice. Any Customs duties applicable to shipments that are sold during the event will be for the account of the respective freight agent or exhibitor. DSV will not collect duties from the local buyer. The exhibitor should include the duties and taxes in their invoice to the buyer. An advancement fee of 15% of the paid Customs duty amount will also apply, as per our tariff.

Saudi Customs may reject temporary importation and force permanent import when this information is not available or satisfactory, regardless of it being re-exported at the end of the event. Saudi Customs are very thorough with their examinations, during which all cases are opened, and contents checked against the commercial invoice.

Note: Clearance of shipments under Temporary Importation is solely up to the discretion of Saudi Customs. If temporary importation is approved, then it is possible to reclaim the duty deposit outlaid on the shipment when the goods are being re-exported. The Refund is entirely at the discretion of the inspection officer. A Service Fee of is charged at 20% (Minimum Charge of USD 250.00 of the Total amount refunded to cover the admin expenses we incur to complete the refund process

The following guidelines are adhered, 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.

- Cargo must arrive within our stated deadlines, and documentation must be 100% correct.
- It is advised to pay the duty on final basis for lower value shipments and to reclaim refund for only higher value shipments exceeding customs duty of **USD 1,500.00**, else the process is uneconomical.

- The cargo must be re-exported in full 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 after the re-export of shipment from Saudi Arabia. It also slows down the re-export process, and this must be borne in mind if you need your cargo urgently after the exhibition.

Please note that if shipments are re-exported to any GCC (Gulf Cooperation Council) Country then Customs duty and VAT on goods must be paid in the Saudi (being first port of entry) prior to re-export, which will take a minimum of 2-6 weeks to process.

Shipping via LCL Service is not recommended for temporary import goods into Saudi Arabia. Since this service takes a very long time and being relatively slow, the export formalities cannot be completed within the stipulated time frame permitted for re-export of temporary goods immediately at the end of the show. Shipments cannot be mixed, split or consolidated during importation and re-exportation.

If temporary import is approved by Saudi Customs then the Customs Duty will have to be initially outlaid on the consignment. It is possible to reclaim this Customs Duty outlaid once the goods are re-exported in full. The refund of the Customs Duty is solely up to the discretion of Customs. In order to reclaim the Duty amount outlaid the cargo must arrive within the stated arrival deadlines and all documentation must be 100% correct as per the Saudi Arabian Customs authorities satisfaction.

The Refund process of Customs Duty is a very lengthy procedure and can take from 8 to 10 months for the final completion. This may also at times slow down the re-export process. Exhibitors/Agents are strongly requested to keep this in mind while planning the next leg of their transport, should the cargo be needed urgently after the show for another event

11. LABOUR & EQUIPMENT

DSV are the only companies authorized to work on site and provide manpower and equipment for the handling/movement of freight within the premises of the exhibition centre.

No Exhibitor or their suppliers will be permitted to operate their own lifting equipment, such tail lift or crane mounted trucks, genie lifts (manual lifts), etc. for unloading/reloading goods from their vehicle in the service yard for the exhibition.

12. 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.

13. RETURN SHIPPING

Full return shipping instructions must be given, in writing, to DSV on-site staff during the show. If requirements change after receipt of your return instructions, all updated requests must be submitted in writing. Additional costs may be incurred and charged accordingly. All return shipments are sent on a freight pre-paid basis. For any bookings made directly with airlines or shipping lines, an administration fee will be levied.

Bookings for FCL (full container loads) shipments must be given in writing by latest the opening day of the show. This then allows us sufficient time to make the necessary booking with the shipping line. For any FCL bookings received after this date, the goods will have to be taken back to a warehouse in Saudi for loading and extra costs will be incurred.

We normally do not allow the handover of goods to another agent for return shipping, as the goods are under our temporary bond and the process can be very complicated and time-consuming. If a shipment must be handed over to another local freight agent for them to export out of Saudi, we will require a security cheque from that agent for the full duty and VAT amount. Once the agent completes the export formalities correctly, fulfilling all the Customs requirements and after we have obtained the refund for the duties and VAT, the security cheque will be returned to the local agent. A handover fee will be applicable.

Return Shipping of goods containing Lithium Batteries

Any shipments returning from an event in Saudi, that contain Lithium batteries, the shipper must apply to the Civil Aviation Authority for a "No Objection Certificate".

Along with that application, an up-to-date MSDS (Material Safety Data Sheet) must be submitted.

Whether it's Lithium Ion or Metal, standalone or contained in equipment/packed with equipment. It will require a NOC from DCAA. A fee for the NOA application will be charged per shipment in addition to the DGR Handling fees in cases where applicable.

Lithium-ion goods falling under UN3480 can be imported into the Saudi but cannot be re-exported out of the Saudi by any mode of transport.

14. SPECIAL NOTES

Any Covid-safe regulations put in place by the organizer, venue, local government, or health department must be always adhered to.

To provide a contactless delivery, proof of goods delivery (POD) will not be provided. If required, our delivery staff will take a picture of the goods delivered to the stand and this will be considered as a POD. If we are to sign for freight delivery, the exhibitor will need to visit the DSV on-site office to physically sign a POD which must be done using their own pen.

The show site yard is not a covered area, therefore all freight and empties moving in and out of the halls or stored on site during the show are exposed to climatic conditions. Whilst we will do our utmost to cover freight and empties in the holding areas, we cannot be held responsible for any damage caused by climatic conditions.

The Exhibition venue yard is an unsecured storage area, DSV shall not be held responsible for any loss or damage incurred due to forces beyond our control. It is the responsibility of the agent / exhibitor to provide suitable packaging/covers to ensure the safe transit of their products for the duration of any freight movements

DSV is the only company authorized to work on site and provide manpower and equipment for the handling/movement of freight within the premises of the exhibition centre. For safety and security reasons.

No Exhibitor, or their suppliers, will be permitted to operate their own lifting equipment (i.e. tail-lift or crane mounted trucks, genie lifts, manual lifts, recovery vehicles, etc.) for unloading/reloading goods from their vehicle in the service yard for the exhibition.

No other contractor's manpower is permitted to work, handle, or move any cargo on-site, as per the organiser's requirements for the show. Please ensure all your manpower requirements are pre-booked with DSV well in advance.

15. SPECIAL HANDLING

For any exhibit, box or crate which exceeds more than 2 tons per piece, or with any individual any dimension exceeding 200 x 200 x 150 cms (LxWxH), where special handling and lifting is required a 50% surcharge will be applied on the tariff handling rates. We request exhibitors/clients to contact us, providing a detailed description of the goods at least 20 days prior to the start of the exhibition.

This is very important and is required to ensure a smooth handling of your goods at the show site. Failure to do so in advance will invite heavy penalties and surcharges to mobilize such special equipment at a short notice, which if applicable will be on the respective exhibitors/client's account.

For manpower or any equipment, which may be required to assist exhibitors with the set-up, additional cost will be quoted upon request.

16. TERMS OF PAYMENT

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

Customer Account Information Following are details of the mentioned account with The Saudi British Bank:

Account Name:	DSV SOLUTIONS FOR LOGISTICS SERVICES
Commercial Registration No.:	1010213149
Account Number:	003-530003-001
IBAN:	SA3845000000003530003001
Currency:	SAR
Bank Name:	The Saudi British Bank
SWIFT Code:	SABBSARI

Currency:	USD
Bank Name:	The Saudi British Bank
SWIFT Code:	SABBSARI

Remitting bank charges are to be borne by the respective agent/exhibitor.

Important Notice:

To ensure we can issue a TAX invoice for your requested service, please provide the following documents at the time of booking. These documents must be submitted at least 10 working days before the event setup begins:

Documents required from Saudi based companies:

- Commercial registration certificate
- VAT certificate
- National address certificate
- Company address
- Contact details, including contact person, phone number and email ID.

Documents required from Overseas companies:

- Trade certificate OR company registration certificate
- Company address
- Contact details, including contact person, phone number and email ID.

Use of DSV Fairs & Events services – partly or full – and any requirement for additional services at any time before / during or after the exhibition should be expressed in writing only.

*All business transacted in accordance with our General Trading Conditions, copy is available upon request.
Business with third parties is made by the company as an agent of the company.*