



SHIPPING INSTRUCTIONS

LOUPE INDIA 2026





Introduction

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Introduction

DSV Fairs & Events LLC. have been appointed by **INFORMA MARKETS** as the official freight and on-site handling contractor for **LOUPE INDIA 2026** exhibition being held at **India Expo Centre & Mart, Greater Noida, Delhi NCR, India.**

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, U.A.E
Mr. Jihad Khoury
jihad.khoury@dsv.com

Tel: +971 4 813 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):	26th – 28th October 2026
Show date(s):	29th October – 1st November 2026
Break down date(s):	2nd November 2026

Consignee Instructions



Air Freight Consignee

Consignee Instructions

Exhibitor Name -----

LOUPE INDIA 2026

29th October – 1st November 2026

Venue: India Expo Centre & Mart
Greater Noida, Uttar Pradesh, IND

Hall & Stand Number: -----

Notify Party:

Schenker India Private Limited
Building No. 10, Tower A, 3rd Floor, DLF Cyber
City, Phase 2
Gurgaon – 122002, IND
On Behalf Of: **Exhibitor Name**

Arrival Deadlines

Delhi (DEL): 7 working days prior to requested delivery date (at DEL Airport)

Pre-alert: 5 days prior to flight arrival

* If goods require special permits / approvals, please check arrival date with show manager, as the shipment may need to arrive earlier than above.



Sea Freight Consignee

Consignee Instructions

Exhibitor Name -----

LOUPE INDIA 2026

29th October – 1st November 2026

Venue: India Expo Centre & Mart
Greater Noida, Uttar Pradesh, IND

Hall & Stand Number: -----

Notify Party:

Schenker India Private Limited
Building No. 10, Tower A, 3rd Floor, DLF Cyber
City, Phase 2
Gurgaon – 122002, IND
On Behalf Of: **Exhibitor Name**

Arrival Deadlines

LCL: 10 working days prior to requested delivery date (at **CFS Patparganj**)

FCL: 10 working days prior to requested delivery date (at **ICD TKD**)

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.

Special Instructions: Please move freight on direct Master AWB or Master Bill of lading, and perishable on Sea Wat bill

******* NO COURIER SHIPMENTS ARE ALLOWED OR ACCEPTABLE *******

Customs Documentation

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

Shipments arriving by AIR / SEA

- 1) 2 Originals and 3 copies Bill of Lading (we also accept SEAWAY B/L or surrender BL)
- 2) 5 Original Invoice / packing list with product overview and HS Code, CIF Value
- 3) Original ATA Carnet & Power of Attorney.
- 4) Insurance Certificate and contact details of Insurance company in India
- 5) Original Authority letter (format will be provided)
- 6) Original Custom permission letter – request letter for clearing good on temporary or permanent basis (format will provide)
- 7) Original Participation letter issued by organizer to exhibitor
- 8) Certificate of Origin (legalized and endorsed through respective authorities) from chamber of commerce
- 9) Product overview with HS Codes & Product Catalogues
- 10) Fumigation certificate
- 11) Any other documents which custom may ask for will be advised accordingly

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

- Item name, model no.
- Full description of all items with individual quantities and values in USD, EUR or GBP
- Quantity, type, serial numbers, model numbers to be subscribed on individual item
- Individual value
- Total CIF value
- HS code for each item
- 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 India

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."

House-B/L Or Hawb must show proper Marks & Nos, HS Code, full description of goods

Shipping Instruction for CCIPL

Consignee Details:

Exhibitor Name: -----
LOUPE INDIA 2026
29th OCT – 1st NOV 2026
Venue: India Expo Center & Mart
Hall No: -----
Booth No: -----

Notify Party:

Schenker India Pvt. Ltd. DLF Building No.8C,
12th Floor, DLF Cyber City, Phase - II
Gurgaon - 122002, Haryana, IND
On behalf of: <Exhibitor Name>
Exhibition Name: **LOUPE INDIA 2026**



Case Markings

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 India 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 India, 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 India**

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 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 import permits for AWB amendments and airport storage charges shall accrue until the declarations are submitted and permits are approved.

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 Indian 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 India 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 India
- 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.

Additional notes

- All shipments must be on "Freight Prepaid" basis as per below mention details
- Literature and give away items should not be packed with ATA Carnet shipment; appropriate values should be packed and invoice separately.
- Consumables and exhibits under Bank/Embassy Guarantee and ATA Carnet should be packed separately.
- One Invoice / packing list on one HAWB or BL only
- All entries in invoice/packing list must be in the English language
- Do not use word 'SAMPLE (S)' as this will be confused with give-away. Each item should have a commercial value, including give-away and brochures. The phrase 'No Commercial Value' is not permitted
- The final invoice value should be "CIF" in US Dollar Currency. No other declaration is acceptable and must state country of origin
- Goods for Temporary Import Declaration and consumable products for Final Import Declaration should be packed separately and listed on a separate Invoice/Packing List to avoid any delay in customs clearance.
- All shipments to arrive Mumbai on prepaid basis, any collect shipment subject to 25% surcharges.
- De-stuffing of container for LCL shipments at seaport is shipping line responsibility and until & unless shipping line de-stuff the container we cannot initiate clearance of cargo hence shipping line needs to be well informed about the importance of time bound exhibition cargo.
- All giveaway items will be subject to duty, / taxes. **Goods for final import, such as brochures and give-away items, must be packed separately.**
- Garment and Fabric made: Certificate from concerned department is required for Garments and made – ups. Hence please send us the details invoice cum packing list prior to make export arrangements at your end.
- Import shipment cleared under BG & ATA Carnet can be sold only after the custom approval and completion of custom formalities with duly duty / fine paid. Sales & clearance charges will be quoted on request.
- Normal working hours at onsite (9:00 am – 6:00 pm). For odd hours or working on holidays, Saturday / Sunday's surcharge will be applicable.
- Port storage charges and removal charges if incurred due to late receipt of negotiable shipping documents will be charged according at cost.
- Exhibition goods need to be packed with quality packing material. Fragile items should be packed in additional wrapping, and the box should be marked "Fragile".
- Boxes should be stacked on the pallet properly.
- Model number, serial number or any identification number of items should tally with the invoice / packing list for smooth import & re-export custom clearance. In case the identity of import items is not established at the time of re-export, custom will raise objection and re-export formalities will come on hold
- For the convenience of quarantine inspection, please have IPPC inspection certificates affixed to shipments in an easily identifiable position. Also ensure that certificates are securely affixed or stamped; a sticker that falls off in transit will delay quarantine inspection

Special Requirements

Restricted items

- Food, Beverage, Alcohol & Tobacco products are restricted to import in India and subject to various certificate – please cross check with DSV before handle such shipments.
- Import of Items like DGR goods, weapons, ammunitions & Explosives are strictly prohibited by Indian government and require special procedures which must be strictly complied hence the brief information is required before proceeding further
- Restricted items, like, calculators, watches, clocks and other electronic items together with food and beverages, should not be shipped
- 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 India.

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.

All shipment should be insured with Marine insurance covering transport to the exhibition, during the exhibition and the return of exhibits to domicile, including the period the exhibits are handled by DSV and also ensure that transport insurance is arranged for exhibits sold locally, since DSV will not be responsible for any damage / loss, delay or theft occurs.

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:

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: **BBMEAEAD**

Account Numbers:

US\$ 023-692171-100	IBAN AE340200000023692171100
AED 023-692171-001	IBAN AE880200000023692171001

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