



Exhibition Freighting G.S.M.

**FREIGHT FORWARDER AND
ON SITE HANDLING CONTRACTOR**

INTERNATIONAL SHIPPING INSTRUCTIONS

MINING INDABA 2017

CAPE TOWN, SOUTH AFRICA

6 – 9 February, 2017

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INTRODUCTION

We are pleased to have this opportunity to be of service to you and will endeavour to provide a flexible and quality range of services to all participants. Whilst you are free to use your own sub-contractor up to arrival at the door of the exhibition hall, we are able to offer a comprehensive package including, Customs clearance, Warehousing and Transportation, as well as the On-site operations. All under the supervision of our experienced staff.



PLEASE READ THROUGH OUR INSTRUCTION CAREFULLY, as failure to comply, may lead to unnecessary delays in clearance and additional expenses. Please also refer to the exhibitor's kit issued by the organiser, which contains other important information relating to forwarding regulations and installation schedules, etc.

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CONSIGNMENT ARRIVAL DESTINATION / DATES / DETAILS

AIRFREIGHT:

Destination:

Cape Town International Airport (CPT)
Freight should be paid up to arrival Cape Town airport

Deadlines:

14 days prior to the event.

MAWB Consignee Details:

(Must be "Freight Prepaid")

Exhibition Freightling G.S.M.
Unit 11A, Platinum Junction,
School Street, Milnerton 7441
South Africa.

FOR - MINING INDABA 2017

Notify Party:

Exhibition Freightling G.S.M

TEL: (021) 552 7248

FAX: (021) 552 2349

For CONSOLIDATED shipments:

Manifest and House bill Consignee Details:

(Must state "Consolidated Shipment")

& (HAWB must be issued per exhibitor)

EXHIBITOR NAME

MINING INDABA 2017

STAND NO

C/o Exhibition Freightling G.S.M

Unit 11A platinum Junction,

School Street,

Milnerton 7441

South Africa.

SEAFREIGHT:

Destination:

Cape Town Port (CPT)
Freight should be paid up to arrival Cape Town Port

Deadlines FCL/Breakbulk and LCL:

20 days prior to the event.

Master Bill of Lading Consignee Details:

(Must be "Freight Prepaid")

Exhibition Freightling G.S.M.
Unit 11A, Platinum Junction,
School Street, Milnerton 7441
South Africa.

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Notify Party:

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TEL: (021) 552 7248

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(HAWB must be issued per exhibitor)

EXHIBITOR NAME

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Stand No:.....

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South Africa.

If you are unable to meet the above deadlines, please advise full shipping details immediately when they become available to enable us to make the necessary arrangements for urgent Customs clearance. Whilst every effort will be made to clear cargo through to site prior to opening we are not able to guarantee timings therefore please do your utmost to adhere to our quoted deadlines.

PLEASE NOTE:

- It is **imperative that House documents are issued per exhibitor consignment.** Failure to do so for consolidated shipments will result in detention of all cargo until all clearances have been finalised. **NO PARTIAL RELEASE IS PERMITTED.**
- Permanent shipments can be combined on 1 invoice, however there **MUST** be a **SEPERATE HAWB** for **EACH TEMPORARY SHIPMENT.**



CASE MARKING (Use the attached label)

All cases should be clearly marked as follows:

EXHIBITOR NAME

STAND NO.

MINING INDABA 2017

CASE NO. (TALLIED WITH YOUR PACKING LIST).

GROSS WEIGHT AND NETT WEIGHT IN KILOGRAMS.

DIMENSIONS IN CENTIMETRES.

Please ensure that your equipment is packed in strong, waterproof packing cases, which lend themselves to being re-packed after the exhibition.

We recommend the use of bolted re-usable cases.

WOOD PACKAGING REGULATIONS

ALL IMPORT / EXPORT WOOD PACKAGING MATERIALS must carry an **ISPM 15 MARK** (International Standard of Phytosanitary Measures)

Wood packing material used in supporting, protecting, or carrying a commodity, includes inter-alia, cases, crating, dunnage, wooden drums, load boards, packing blocks, pallets, pallet collars, and skids, **excluding plywood, particle board, orientated strand board and veneer, sawdust.**

For more information kindly log onto – www.nda.agric.za or www.ippc.int

RESTRICTED ITEMS

We **do not** recommend that you ship any **foodstuffs, beverages, alcohol, plants or pharmaceutical products** to the exhibition and would suggest that you purchase your requirements locally.

NOTE: For any foodstuffs, Customs now require that both the Port Health & State Vet examine the goods, and this has now become a 2 – 3 day exercise. Please check with us, what documentation is required, prior to shipping any goods.

- If it is essential that you bring any of these items, they must be packed and documented separately. To avoid any delays to your main shipment, they should also be sent under a separate HAWB or House Bill of Lading.
- Duty will be levied on such items and this coupled with high clearance charges will make the exercise uneconomical. A special import licence is also required and this may not be forthcoming, therefore any additional costs, which may result, will be charged out at cost plus a 10% disbursement fee.



CUSTOMS REQUIREMENTS – TEMPORARY IMPORTS

- South African Customs is a signatory to the ATA Carnet agreement and exhibitors may use this document when shipping their goods.
- All goods imported under this method **MUST BE RE-EXPORTED.**
- Should this system not be available to you, a deposit (Bond) will be lodged with Customs on your behalf, for which a Bond Fee is charged. In this instance, each exhibitor should provide a commercial invoice to include the following phrase:
Goods are for display purposes only at the exhibition and will be returned after the close.

NOTE: All customs examinations can no longer be arranged over the phone, only via email. Below is how long these procedures can take:

Johannesburg: Up to approximately 3 weeks to be booked and completed.

Durban: Up to approximately 3 days to be booked and 1 day to be completed.

Cape Town: Up to approximately 3 days to be booked and 2 days to be completed.

Any urgent shipments (ex Jo'burg) will need to be sent via Durban, where this procedure has not yet been implemented.

- -100 kgs – R1550
- +100 kgs – R1700

CUSTOMS REQUIREMENTS – PERMANENT IMPORTS

Goods that are intended to remain in South Africa fall into two categories; "Consumables" and "Goods already sold." Commercial Invoices raised to cover these should include the following phrases as applicable:

- Consumables: ***"Goods are for free distribution purposes only at the exhibition."***
- Goods already sold: ***"Goods are for permanent entry into the Republic of South Africa".***

PLEASE NOTE - Duties, taxes and a disbursement fee at 10% are levied on permanent imports and will be debited to you once known.

Many goods require an Import Licence prior to entry into South Africa. Where goods have been sold prior to arrival, please ensure that the buyer is in possession of same where applicable. **Exhibition Freighting G.S.M.** cannot be held responsible for demurrage incurred where an Import Licence has not been obtained. **Import Licences take 6-7 weeks to obtain.**

NOTE: Goods intended for **PERMANENT AND TEMPORARY ENTRY** into South Africa **MUST BE PACKED SEPARATELY** in accordance with the method of entry required **ie (PERMANENT, TEMPORARY OR ATA CARNET)**
THE INDIVIDUAL WEIGHTS FOR PERMANENT IMPORT & TEMPORARY IMPORT MUST BE SHOWN ON THE INVOICE. THIS IS CRITICAL FOR WHEN THE GOODS GET RE-EXPORTED AGAIN.

CUSTOMS EXAMINATION

Authorities are very thorough in their examination of goods. On previous exhibitions, every case has been opened and the contents have been carefully checked against the invoice/packing list. We suggest that:

- All products have a serial number.
- Stand material we require photographs together with your invoice/packing list. Please supply 2 copies of descriptive/illustrated brochures together with your invoice/packing list.

It is completely at the discretion of the Customs Officer whether exhibits are accepted under the temporary import facility. Should exhibits not be easily identifiable, Customs have the right to revoke the temporary import and can insist on duties being brought to account.

CERTIFICATE OF ORIGIN

In terms of the South African SARS Act, it instructs that ALL shipments that arrive in South Africa, from outside of ZA borders, are to be accompanied by with the following documents –

- Commercial Invoice
- Packing List
- DA59 / Certificate of Origin / EUR1 / SADC Certificates

NOTE: Main countries that require a certificate of origin are: Honk Kong, China, Sri Lanka, Pakistan, India, Taiwan, Thailand and Vietnam

COMMERCIAL SHIPPING INVOICES (Use the attached invoice)

You are required to use the commercial invoice provided (**attached**).





Please ensure the following on the commercial invoice:

- All items must have a reasonable value.
- All items must have a tariff code
- Must be in English.
- Stamped (Company Stamp)
- Signed (Can be an electronic signature)
- South African exchange control requires that funds may only be remitted against Customs stamped documents. Therefore, if goods are intended for sale the true value must be reflected on the initial commercial invoice.
- Include the below statement which is most applicable:
 - Temporary goods:
"Goods are for display purposes only at the exhibition and will be returned after the close."
 - Consumables:
"Goods are for free distribution purposes only at the exhibition."
 - Goods already sold:
"Goods are for permanent entry into the Republic of South Africa".

NOTE: Goods that are entered for temporary import (not on an ATA Carnet) may also be sold but will be removed to our warehouse to await finalisation of Customs formalities.

FOR EU Countries

To enjoy preferential (EU) rates of duty, please ensure that the:

 Total value of EURO 6000 or LESS 	<p>Supplier's invoices for consignments with a value of EURO 6000 or less, must be endorsed, signed and stamped with the following declaration: "The exporter of the products, covered by this document declares that, except where otherwise clearly indicated, these products are of EU –preferential origin" (sign & stamp)</p> <p>NB: The original invoice must be presented to customs to qualify for the preferential duty status before we can obtain release of the consignment in South Africa.</p> <p>Note: The shipment will be stopped for 2 days, for the original SIGNED & STAMPED invoice to be presented. Failure to do so, will result in penalties, which will be for your account.</p>
 Total value of EURO 6000 or MORE 	<p>Suppliers invoices for consignments with a value of EURO 6000 or more, needs an Original Euro1 Certificate & the following declaration: "The exporter of the products, covered by this document Customs Authorisation No. (insert No.) declares that, except where otherwise clearly indicated, these products are of EU – preferential origin" (sign & stamp)</p> <p>NB: The original Euro 1 Certificate and invoice needs to be presented to Customs in South Africa to qualify for the preferential duty status before we can obtain release of the consignment in South Africa.</p> <p>Note: The original must be SIGNED & STAMPED invoice to be presented. Failure to do so, will result in penalties, which will be for your account.</p>

PACKING LIST

Packing lists should be raised in accordance to method of importation either temporary or permanent importation. Serial numbers for temporary importations should be listed per item.

NOTE: Goods intended for **PERMANENT AND TEMPORARY ENTRY** into South Africa **MUST BE PACKED SEPARATELY** in accordance with the method of entry required (**PERMANENT, TEMPORARY OR ATA CARNET**)

THE INDIVIDUAL WEIGHTS FOR PERMANENT IMPORT & TEMPORARY IMPORT MUST BE SHOWN ON THE INVOICE. THIS IS CRITICAL FOR WHEN THE GOODS GET RE-EXPORTED AGAIN.

CONSIGNMENT PRE-ADVICE

It is imperative that **Exhibition Freighting G.S.M.** receive pre-advise by facsimile / email, prior to despatch of shipment, ie MAWB or MB/L, HAWB, Commercial Invoice.

NOTE: South African Customs permit pre-clearance against copy documentation. Please email copy documentation as pre-advise, to ensure timely delivery of your exhibits.



HAND CARRIED GOODS

DO NOT HAND CARRY EXHIBITS, DISPLAYS OR PRINTED MATERIAL INTO SOUTH AFRICA AS EXCESS OR ACCOMPANIED BAGGAGE.

COURIER SHIPMENTS

Exhibition Freightling G.S.M. accepts **NO** liability or responsibilities for shipments sent by courier. We have no involvement in, or influence on customs clearance, unless we receive copy documents and our charges are accepted, prior to the shipment arriving.

EXHIBITION LAYOUT PLANS

If you are exhibiting equipment that requires the use of heavy lifting equipment, please supply us with a to scale layout plan of your stand so that we may position such items early during the build-up period. Drawings should accompany your pre-advice.

We will assist with the physical unpacking and installation of exhibits, however, exhibitors must supervised and be responsible for these operations. Similarly, exhibitors must supervise the dismantling and repacking of exhibits, especially for delicate and heavy equipment.

NOTE: If exhibitors arrive on-site late or instructs us to arrange the repacking on their behalf, we shall handle this procedure only at the exhibitor's risk.

RETURN SHIPMENTS / EXHIBITION CLOSING PROCEDURES

We will start to return empty cases to stands on the closing day after all visitors have left, and will assist exhibitors in repacking and undergoing Customs formalities. In order to ensure that the closing of the exhibition can precede smoothly, those exhibitors with heavy and oversize exhibits may be required to repack their exhibits on the next day. Our on-site representatives will inform exhibitors of the exact arrangements during the exhibition.

The following documents will be distributed to exhibitors before closing:

- A copy of the List of Exhibits previously submitted to Customs
- A form of Instructions for Disposal of Exhibits

Exhibitors are requested to declare on their disposal form the number of packages, value, weight/volume of each product within the following categories:

- Sold;
- To be returned (port of destination/mode of transport) or
- Consumed/given away



INSURANCE

It has become law in South Africa, that no Shipping Company may offer insurance unless they are registered with the FSP.

Please note that it is the responsibility of each exhibitor to cover their consignments with a fully comprehensive all risks Marine Insurance Policy from the time of despatch up to and including the return of exhibits to country of origin, or other destinations (inclusive of the whole period whilst in South Africa).

NOTE: Whilst every care is taken to ensure the safe transit of your exhibits, unfortunately we cannot accept liability for 3RD party claims.

TERMS OF PAYMENT AND HANDLING CONDITIONS

All invoices raised for this exhibition are due for **immediate payment** upon presentation, unless you have engaged the services of our offices/agents, in which case you will be invoiced by them directly.

Details of our bank account are as follows:

ABSA BANK

Adderley Street, CAPE TOWN

Branch Code – 312-109

Account Number – 405 626 3359

Swift Address – ABSA ZA JJ

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

Unfortunately, we are **not** able to accept Visa / MasterCard payments on-site.

We can accept Paypal payments.

We can accept traveller's cheques on-site.

Without exception, our payment terms will be enforced as follows:

Before the show: Upon presentation of invoice, prior to delivery to stand

After the show: Upon presentation of invoice, prior to return airfreight / sea freight.

IMPORTANT: All work is undertaken at owner's risk and otherwise in accordance to our Standard Terms and Conditions of Trading. A copy of which is available upon request.