

INTERNATIONAL FINE ART & ANTIQUES FAIR 2007

21st - 24th November 2007

Abu Dhabi

SHIPPING INSTRUCTIONS

1. FREIGHT FORWARDING, CUSTOMS BROKER AND HANDLING CONTRACTOR

BAX Global LLC
 P.O. Box 62532
 Dubai
 UAE

Tel: 009714 2956111

2. DEADLINE DATES

SEA

Shipments either FCL or LCL should arrive at Dubai Port 10 days before the exhibition.

AIR

Shipments should arrive at Dubai Airport 7 days before the exhibition.

Goods arriving after these dates will be subject to a 15% surcharge on basic tariff.

3. PACKING/MARKING

Packages should be addressed as follows:

Name of Exhibitor.....	Gross Weight.....
Stand No.	Size
NAME OF EXHIBITION	Case No.
Dubai	
UAE	

We recommend you design your packing carefully to minimise risks to your equipment. It is also advisable to use bolts, screws and hinges whenever possible if your cases are to be used for return or onward transport. Cardboard cartons should be avoided if they are intended for re-use.

4. CONSIGNMENT INSTRUCTIONS

Bills of Lading & Airway Bills should be completed as follows:

BAX Global LLC
P.O. Box 62532
Dubai
UAE

Tel: 009714 2956111

“In transit to NAME OF EXHIBITION for re-export after the exhibition”.

5. DOCUMENTATION REQUIREMENTS

i) COMMERCIAL INVOICE

Four original invoices on your letter headed paper are required. Each copy should bear an original signature in blue ink and be addressed as follows:

Exhibitors Name
Stand No.
NAME OF EXHIBITION
Dubai, UAE

The invoice should detail all items in your consignment with separate values for each, even when nominal. A separate invoice is required for brochures and giveaway items with the above information. The invoice should also confirm the total value plus the number of packages and weight and also show the following declaration:

We hereby guarantee that this is a true and correct invoice, and that the goods referred to are the origin, manufacture and production of (Country)...., Signed....., Status - Director/Partner/Secretary.

As an addendum to your invoice you should declare all names and addresses of companies responsible for the manufacture of items within your consignment.

ii) PACKING LIST

We shall require four original copies of your packing list on your letter headed paper. Alternatively, this may be incorporated in your invoice.

iii) CERTIFICATE OF ORIGIN

A certificate of origin is required for SEAFREIGHT SHIPMENTS and need only be certified by the Chamber of Commerce. It does not require legislation by the UAE Embassy or Consulate.

Certificate of origin is NOT required for AIRFREIGHT SHIPMENTS

This is a special concession granted by the UAE Customs Authorities following our recent visit and negotiations. The concession is applicable only for shipments consigned as per the instructions detailed in paragraph 5.

FOR ALL SHIPMENTS

The original plus 2 copies of the above documents listed above, should arrive with BAX Global in Dubai one week prior to arrival of the vessel if sent by seafreight or attached to AWB if goods sent by airfreight.

A pre-advise of despatch should be sent to BAX Global in Dubai giving name of vessel, container number, flight details, AWB number and estimated arrival date in Dubai.

6. AUDIO VISUAL FILMS AND CASSETTES

Films, Videos and Slides are subject to censorship in UAE. All such items must be in English and must be sent in advance to enable censorship to be completed prior to the exhibitions.

These items should be sent to:

BAX Global LLC
705, 7th Floor Al Masouad Building
Airport Road
Dubai
UAE

To arrive with BAX Global 30 days before the exhibition.

You should prepare a commercial invoice to cover the despatch of these audio visual items.

7. INSURANCE

You are strongly recommended to check with your All Risks insurer that you are fully covered for all work we may undertake on your behalf and to advise them of our conditions.

8. TERMS & CONDITIONS

All business is transacted only in accordance with our standard trading conditions. A copy of which is available on request.