



SHIPPING MANUAL

By 24th IAOM-MEA - Official Freight Forwarder



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1. SHIPPING INSTRUCTION

1.1 Consignment Instruction

All shipping documents including Bill of Lading / IATA **direct** Air Waybill / Truck Waybill / Invoice / Packing list / Certificate of origin on Freight Prepaid basis must be consigned to:

For Airfreight and LCL Shipment and Road Freight

OTI TUNISIE

38 Avenue hedi Nourira
2040 Rades Tunisia

Notify Party: Same as above

Stand No. : _____

Handling information:

Exhibition Name: **24th IAOM-MEA 2013**
Exhibition Place: **MOVENPICK Hotel Resort Sousse**

For FCL Freight

Consignee: **OTI TUNISIE**
38 Avenue hedi Nourira
2040 Rades Tunisia

Notifie : **OTI TUNISIE**
38 Avenue Hedi Nourira 2040 rades

1.2 Documents Required

1.2.1 for ATA shipment

Regulation for Importation of ATA Carnet items:

- ATA Carnet reference number should be mentioned in the AWB or the B/L and the shipping documents.
- ATA Carnet should show TUNISIA mentioned in the country list of the document.
- You cannot mix ATA Carnet shipment under temporary import with permanent import under one MAWB or MB/L, this should be done in separate MAWB or MB/L
- ATA Carnet will NOT be stamped if the shipment is to be re-exported to any of the GCC countries.
- 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 event in Tunisia.
- 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.
- A service charge is applicable for each ATA Carnet being processed.

1.2.2 Temporary Shipment

Separate documents are required for temporary and permanent import and should correlate each other and with Bill of Lading/Air Waybill/Truck Waybill (CMR).

Hand written documents are not acceptable. The entries on the Invoices must be in English or French Language and in accordance with the rules and regulations of the Tunisian Customs Authorities. Details on all documents must tally with the actual shipment.

Following documents are required for purpose of import clearance on arrival.

By Sea Freight / Airfreight

- 2 sets of original signed & stamped Commercial Invoice + 2 copies (in French or English)
- 2 sets of original Packing List (in French or English)
- 2 sets of original Certificate of Origin issued/endorsed by Chamber of Commerce+ 2 copies
- 1 original and 3 non-negotiable Air Waybills / Bills of Lading
- 1 original and 1 copy of Insurance Certificate (if insured)

By Road freight

- 2 sets of original signed & stamped Commercial Invoice (English & Arabic) + 2 copies
- 2 sets of original Packing List + 2 copies (in English & Arabic)
- 2 sets of original Certificate of Origin issued/endorsed by Origin Chamber of Commerce + 2 copies
- 1 original and 3 non-negotiable Truck waybill
- 1 original and 1 copy of Insurance Certificate (if insured)

Commercial Invoice

- original copy duly signed and stamped (Blue Ink)
- Must show the exhibition and consignee name.
- Must Show the exhibition name and place as Delivery address
- Must show all details about commodity such as number of boxes/ palettes, quantities, Gross weight, Net weight, commodity Value, HS code.
- Must show Shipping term DDP
- If shipment is sent by ATA carnet, Invoice must show the ATA n# and state "shipment under ATA carnet"
- If shipment is temporary Imported Invoice must Show Payment term "without payment"/// "value only for customs"/// "shipment under temporary Import and will be shipped back to origin"
- If shipment is definitely imported, such as Samples, Brochure CDROM and all Marketing & publicity items, value on the invoice must be more or less 300 USD with a maximum gross weight of 300 Kg, Invoice must show "value only for customs, without payment"

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.
If itemized H.S. code is not mentioned in invoice / packing list additional charge will be applicable.

Packing List

The Packing List must give details of the number of packages, weight and measurement of individual package including shipping marks of the goods.

Certificate of Origin

Certificate of origin must be issued from the local Chamber of Commerce at origin.

Invitation Letter

- All Exhibitors must provide us by email with the exhibition invitation letter with all Exhibitor details:
- Company's name,
 - Full Address
 - Main contacts

1.3 Deadline for dispatch of documents (Pre-alerts)

To ensure no delays or undue inconvenience to customs clearance on arrival, it is imperative that copy of the above documents must be forwarded by email before shipment departure for final check and green light:

Attn.: Mr. Nizar Dallel

Email: nizar.dallel@vectorys.com

1.5 Restricted Cargo

- Import of alcohol or food items containing alcohol is prohibited.
- Radio/ wireless/ telecommunication computer and equipment's or accessories shipped with the cargo request special approval from CERT authority and import license, this will delay clearance procedure.
- 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. Certificates issued by 'Food Controlling Committee' are not accepted by authorities; ***Food Stuff must be cleared as definitive import and will occur payment of duties and taxes as per Tunisian customs regulations.***

1.6 Courier Shipments

All courier shipment must be avoided; customs clearance in Tunisia will take more than 7 days, Shipping commodity by courier will accrue delivery delay due to bad service of our local flag courier center.

1.7 Customs Duty / Deposits

-For permanent import (will not be returned to origin); Duties and taxes must be paid by exhibitors before shipment delivery to the fair.

-For temporary Import, OTI will Arrange the bank deposit on behalf of EL Warda EL Bidha, this will be used for the customs clearance purpose and will be charged to the exhibitors on the basis of 0.5% of commodity CIF value with a Min of 35 EUR per invoice.

-For Food Stuff, commodity must be definitely cleared and duties and taxes must be paid by exhibitors.

1.8 Re-export / Permanent Imports

At the end of the event, all exhibits must be re-exported out of the country. Freight and other related charges will be on account of the exhibitor. In the event if the exhibitors would like to leave the exhibition goods in Tunisia for disposal or giveaways, the permanent import is subject to Tunisian Customs approval and once it has been agreed, the exhibitors or the buyers are required to pay all duties and taxes including the formality to convert the temporary import to permanent import. Even if goods are to be disposed, duties and taxes are payable by the exhibitors and any additional disposal charges shall be additional for account of the exhibitors.

1.9 Hand-carry Shipments

Hand Carriage must be avoided, only personnel effects are authorized to be imported.

1.10 Insurance

As our tariff is computed on the basis of volume or 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 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 us, and also ensure that Transport Insurance is arranged for exhibits sold locally. Upon written instructions,

Important Notice:

Do not confuse in between shipment insurance and customs insurance that will be applied for each permanent and temporary import, (OTI will issue insurance on the basis of 0.20% of CIF value)

1.11 Terms of Payment

Inward: Upon uplift of goods, prior to delivery to stand.

Outward: Upon presentation of invoice/prior to dispatch 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 acceptable.

Payment can be made by Bank Draft or Telegraphic Transfer to our account as follows payable to:

Account Name: **OTI TUNISIA**
Bank Name: **UBCI**
Branch: **MEGRINE Code 02**
SWIFT Code: **BIC UBCITNTT**
IBAN: **TN 59 1100 2000 2019 0369 7835 EUR**
(Remitting bank charges are to be borne by the exhibitor)

TIMEFRAMES/DEADLINES BEFORE THE SHOW

- **FCL shipments to Rades Port - 10 working days for ATA shipment and 15 working days for Permanent & temporary import**
- **LCL shipments to Co loader Warehouse - 10 working days for ATA shipment and 15 working days for Permanent & temporary import before the show**
- **Airfreight shipments to Tunis Carthage Airport (TUN) - 4 working days for ATA shipment and 8 working days for Permanent & temporary**
- **Road freight shipments to Tunisia - 6 working days if shipped with OTI and 10 Working days if shipped by another forwarder**

TENTATIVE RE-EXPORT TIMEFRAME

- **FCL shipments from Rades Port - 10 days from last day of break-down**
- **LCL shipments from Rades Port - 15 days from last day of break-down**
- **Airfreight shipments Tunis Carthage Airport - 5 days from last day of break-down**

Note:

- The above is subject to receiving return instructions and customs inspection
- The above is subject to space and final acceptance / confirmation of cargo by carrier or line.
- The Above is subject to Weekends / Public Holidays (Week end in Tunisia are on Saturday and Sunday)
- Notification for Urgent re-exports shipments to be provided within 5 working days prior to the close of the show.

STORAGE

Storage Charges

For early arrival shipments, storage charges will be applicable (irrespective of the cargo arrival deadline mentioned in the shipping manual).

NOTES TO TARIFF

Special handling / services / transportation if required, then the charges for the same will be additional based on the scope of work. Please advise us the details of such shipments prior to the dispatch from origin.

All commodities will be delivered from Arrival Port, Airport or warehouse co loader directly to the exhibition place; we will avoid all transshipment of cargo at any other place.

Failure to notify in due time, OTI shall not be held responsible for the same.

All shipments are cleared into Tunisia on temporary basis for exhibition. Temporary import is subject to a Temporary Import Bond Fee (non-refundable).

All exhibition shipments are customs cleared on temporary import basis (subject to customs authority's discretion) and have to be re-exported **within 30 days** from date of arrival in to Tunisia. Otherwise, customs duty will be applicable on final basis (non-refundable) based on 1.70 % of Duties& taxes per 30 extra days.

At the Close of the Event: It is imperative that every exhibitor has completed and signed the Return Shipping Instruction Form before they leave the exhibition. OTI will not be held responsible for any loss of shipment or damage incurred due to an exhibitor not completing or signing the form correctly. If the exhibitor needs to change the number of packages returning and has failed to provide OTI with the revised instructions, OTI will not be held responsible for any such discrepancies in the piece count.

If the exhibitor has sold their exhibits to a 3rd party during the event, it is the sole responsibility of the Exhibitor thereafter and OTI will not responsibility for any loss or damage after this time unless otherwise specified in writing. The exhibitor must be present to oversee the collection of all Exhibits. A complete return instructions needs to be provided by the agent or exhibitor to OTI prior to the show closing so a direct handover to Airline / Shipping line can be arranged.

Failure to provide the Return Instructions within the time frame will result in transfer of consignment to OTI warehouse and any such movements will be subject to additional handling and transport charges. All commodities temporary and ATA carnet import must be returned to origin, a customs visit will be done at the export gateway and all missing item will be subject to customs fine, a final clearance must be issued for the purpose and duties and taxes must be paid, all fees will be on exhibitor charges.

Contact Matrix In annex

Mr. Nizar Dallel
OTI TUNISIA
Air Freight Manager
In charge of 24th IAOM-MEA Expo Shipments in Tunisia