

# Shipping Instructions & Handling Tariff for

**AUTOPARTS SOUTH AFRICA 2008**  
**24<sup>th</sup> to 26<sup>th</sup> July, Durban Int'l Exhibition Centre**  
**Durban, South Africa**

## HEAVY EXHIBITS

The floor to ceiling height in Hall 1 is six (6) metres and Hall 2 is eleven (11) metres. It would be recommended that exhibitors view the exact location of their stand in the venue before designing stands, especially if space is allocated in Hall 1 as there are metal struts and air-conditioning pipes to be taken into consideration.

**Information contained in the following pages contains information facilitating shipment to move smoothly and swiftly. Failure to comply with these instructions could result in delay, damages, fines or non-delivery. It is important that these instructions are read very carefully and complied with to ensure smooth clearance and delivery of shipment.**

## A) GENERAL INFORMATION

Bridgeway Group was established a quarter of century ago and now have a strong base in the region with its own offices in the Middle East and corporate agents worldwide.

A team of dedicated professionals diversifying the group's activities in 1996 set up Bridgeway Exhibition division handles only exhibition freight movement worldwide and on-site handling.

SOLE APPOINTD FREIGHT FORWARDER	SERVICE SUPPORT IN RSA
<b>Bridgeway Shipping &amp; Clearing Services LLC</b> Post Box 8109, Dubai United Arab Emirates Tel : 00971 4 8861170 Fax : 00971 4 8861077 Email : expo@bridgewayshipping.com	<b>Sebenza Forwarding</b> 140, Bauhinia Street, The Grange, Highveld Technopark, Centurion 0046, Gauteng, South Africa Tel : +27 12 6651141 Fax : +27 12 665 2638 E-mail : rharper@sebenza.co.za

All the business transactions are undertaken in accordance with the Standard Trading conditions of Bridgeway Group, copy of which will be provided on request.

## B) SHIPMENT ARRIVAL DEADLINES

### Sea freight

Documents : Originals 10 working days prior to the vessel arrival  
 Shipment: : LCL - Latest 21 working days prior to opening of show or your intended work commencement date on-site  
 FCL - Latest 14 working days prior to opening of show or your intended work commencement date on-site

Seaport : Port Durban

Freight **PRE PAID**

### Airfreight

Documents Copies by fax and originals Attached to the AWB

Shipment Latest 12 working days prior to opening of the show or your intended work commencement date on-site

Airport Johannesburg International Airport  
 Freight **PRE PAID**

## C) CONSIGNEE DETAILS

**AIRFREIGHT : All Airway Bills should be consigned as follows:**

**Consignee:**

SEBENZA FORWARDING  
P.O Box 25116,  
Monument Park, 0105,  
South Africa

For : **Autoparts South Africa 2008 Exhibition**

**Notify:**

SEBENZA FORWARDING  
P.O Box 25116,  
Monument Park, 0105,  
South Africa

For : **Autoparts South Africa 2008 Exhibition**

**SEA FREIGHT : All Bills of Lading should be consigned as follows:**

**Consignee:**

SEBENZA FORWARDING  
P.O Box 149781,  
East End 40018  
South Africa

For : **Autoparts South Africa 2008 Exhibition**

**Notify:**

SEBENZA FORWARDING  
P.O Box 149781,  
East End 40018  
South Africa

For : **Autoparts South Africa 2008 Exhibition**

Bills of lading and air waybills must show the total number of cases, total gross weight in kilos and total volume in cubic meters. Bills of lading for containerised cargo must show the relevant container and seal numbers. The description shown on the shipping document must correspond to the description shown on the commercial invoices and packing lists issued for the cargo. If your consignment arrives with documentation not issued in accordance with our instructions we may not be able to arrange the customs clearance in time for the Exhibition.

## D) DOCUMENTATION

Bill of Lading, Airway Bill, Commercial invoice, Packing List, and other documents must be made as follows. All House Way Bills will be treated as separate shipment.

### Documents

**Sea freight**

Bill of Lading - 3 Originals  
Commercial Invoice - 3 Originals  
Packing List - 3 Originals  
ATA Carnet (instead of Invoice)- 1 Original

**Air freight**

Airway Bill - Copy  
Commercial Invoice 3 Originals  
Packing List - 3 Originals  
ATA Carnet (if no Invoice) - 1 Original

ATA Carnets may be used in place of Invoice. ATA Carnet should only be used if the items mentioned on the Canet are 100% returned and nothing stays in South Africa .

Original documents as stated above are a must. There is a penalty of USD 50 per document if the originals are not produced. Original Documents implies documents signed in blue ink with company seal / stamp in Original. **No Photocopy please !!**. Also, the shipment would undergo more procedures that would take longer for custom clearance.

Also, it is essential that Bridgeway is pre-advised prior to dispatch along with the carrier and waybill details

**Invoice**

Invoice and all other documents should be made out in English language and as per the regulations laid down by South African Customs Authorities. The invoices should be consigned as :

<b>Consignee</b>	<b>Notify</b>
Exhibiting Company Name For: Autoparts South Africa 2008 24 <sup>th</sup> to 26 <sup>th</sup> July 2008, Durban International Exhibition Centre Durban, South Africa Hall Number :                      Stand Number	Sebenza Forwarding Republic of South Africa

The following should be included on all invoices:

- a) All entries must be in the English language and typed on your own letter head or invoice
- b) Detailed description of the goods must be given including serial number & model number. If a serial or model number is not available the model name may be indicated but only when a serial number is strictly not available.
- c) Each item on the invoice must be given a FOB basis value in US\$ including "give-away" items and brochures; declaration of "no commercial value" is not acceptable.
- d) Declaration "the invoiced goods are of .....(country) origin and are intended for display purposes / consumption at exhibition and will / will not be returned to the country of Origin"
- e) For display stands please indicate if floor standing or wall mounted and type of materials
- f) Show each item together with quantity, individual values together with total value for each item
- g) Please show net and gross weight and Total number of packages.

Both temporary and permanent entry can be made on the same invoice

**Packing List**

The packing list on your company letter headed paper and typed in English are required for all consignments. The packing list should be addressed in exactly the same manner as the invoice. The contents of each case must be shown in the same manner as on the invoice. The type of packing, gross weight, dimensions and volume in metric terms, identification numbers / marks of each product must be shown. Case numbers listed on the packing list must correspond to those shown on the actual cases. Separate packing lists are required for each category of goods. It is suggested that a copy of the packing list be kept in each box.

**E) DISTRIBUTION OF DOCUMENTS**

All documents as listed above in Documentation (D), should be sent by courier service and details of dispatch with Tracking/ Docket Number should be sent to our Qatar and Dubai office.

**SEA FREIGHT –**

<b>Send to Sebenza Forwarding South Africa</b>	<b>Send to Bridgeway Shipping DUBAI</b>
1x Original Bill of lading + 1 x Copy 3 x Original Invoice, Packing List + 3 x Copy 1 x Original ATA Carnet in place of Invoice 1 x Brochure / Catalogue of your product	1 x Copy Bill of lading 1 x Copy of Invoice and packing List 1 x Copy ATA Carnet in place of Invoice

## AIR FREIGHT

Send to Sebenza Forwarding <b>South Africa</b>	Send to Bridgeway Shipping <b>DUBAI</b>
1x Original Bill of lading + 1 x Copy 3 x Original Invoice, Packing List + 3 x Copy 1 x Original ATA Carnet in place of Invoice 1 x Brochure / Catalogue of your product	1 x Copy Bill of lading 1 x Copy of Invoice and packing List 1 x Copy ATA Carnet in place of Invoice

## F) PRE ADVISE OF SHIPMENTS / PRE ALERTS

It is absolutely MUST to pre- alert Bridgeway Shipping Dubai & Sebenza Forwarding South Africa atleast 7 days before the shipment is due to leave the port of Origin. The information to be provide should include

- Estimated date and time of Departure
- Estimated date and Time of Arrival in Durban Port / Johannesburg Airport
- Bill of Lading Number / Airway Bill Number
- Vessel Name & Voyage / Airlines and Flight Number
- No. of Pcs , Gross weight, Chargeable Weight and Cubic Meters

## G) PACKING & CASE MARKING

Packing of the highest standard should be used. Please note that the same packing materials will be used for the re-export after the Exhibition and we therefore recommend the use of bolted returnable cases to offer the best protection for your exhibits. Cardboard cartons are not recommended due to the amount of handling involved.

Please pack items of which you know that will be re-exported in separate cases/crates, brochures and give away items (consumables) that will not be re-exported after the exhibition must be packed separately into case(s) by itself.

All packages must be marked clearly and markings, except for food products, must be in English and should be displayed at least 2 sides of each package.

### AUTOPARTS SOUTH AFRICA 2008 EXHIBITION

Name of the exhibitor

Hall number / Stand Number

Gross Weight in Kgs

Dimensions Lx W x H in cms

Case Number ( *This should tally with the packing list and invoice*)

## H) SPECIAL INFORMATION

### Restricted Goods

There are many commodities restricted to import into Republic of South Africa. Exhibitors who are in doubt as to whether the import of certain goods into RSA is restricted should contact the relevant government trade offices in their country of origin. **Alcohol is strictly prohibited.**

### **Dangerous Goods**

Any goods of hazardous nature and/or containing radioactive materials should be listed on the invoice and full particulars should be supplied to us to arrange suitable storage/transportation. MSDS (material safety data sheet) must be provided and dangerous goods are subject to approval from the concerned authorities.

### **Food Products**

If your shipments contain food products, please let us know. . We would send you the food instructions separately

### **Customs Examination**

Customs are thorough in their examination. They undergo 100% examination. On previous experiences, customs did open all the cases and the contents carefully checked and examined against the documents and information provided in the invoice and packing list.

Incase of machines or other hardware, please attach a copy of the drawing inside the box stating where the serial nos and model numbers are shown on the products.

## **J) ON-SITE INFORMATION**

Our on-site manager will be supervising the inward/outward movement of your exhibits and visiting your stand during the exhibition to discuss about the return movement. If any goods are sold, it is necessary to indicate the same on the original incoming invoice.

Please ensure you receive a copy of Disposal Instructions signed by our representative prior to leaving the stand on the last day of the exhibition. We will not be responsible for any lose of goods, if an exhibitor leaves the stand without informing our representative.

## **K) STORAGE OF EMPTY CASES**

Empty cases will be removed and stored during the exhibition and the same cases will be repositioned at the stand area at the close of exhibition, if those are required for re-export. All storage facilities are provided strictly at owner's risk. Exhibitors should therefore ensure that they have adequate insurance cover to include the removal, storage and return of empty packing cases/material.

## **L) ADDITIONAL REQUIREMENT**

Prior request should be made incase of an exhibitor requires any equipment like forklift/crane for assembling/dismantling, additional labour for assistance at the stand or any other services.

## **M) COURIER SHIPMENTS**

Please do not send any courier shipments. It has been observed in the past that courier shipments have resulted in delays and high destination charges were incurred by the exhibitors. Bridgeway Shipping and its agents or subcontractors accepts no liability or responsibility for shipments sent by courier service and have no involvement in or influence with custom clearance.

## **N) RE-EXPORT**

Re-export after the show may take about 2 weeks whilst the export documentation iss being completed. Should there be any urgent shipments for redisplay in another show/ event, please do let Bridgeway know as soon as possible before the show to enable making necessary arrangements.

## O) SALE OF EXHIBITS

Any goods remaining in RSA after the close of the exhibition will be subject to normal duties and tax. All duties and tax will be payable to RSA Customs before removal from the exhibition stand. Arrangements will need to be made to provide us with the necessary funds to meet such payments.

Please note that the goods left in RSA pending sale are removed to a warehouse / open Yard until the necessary documentation is done and duty, tax, our charges are paid to us.

## P) INSURANCE

We do not insure the goods unless specifically advised to do so. It is the exhibitor's responsibility to ensure that all goods are covered by a fully comprehensive marine insurance for round the trip journey, i.e from their premises to stand, during the exhibition until return to the exhibitor's premises including on-site handling.

As our tariff is computed on the basis of volume or weight and have no correlation with the value of exhibits, it follows that the cost of Insurance cover is not included in our charges, and exhibitors shall ensure that there is adequate insurance coverage for their goods, and such insurance shall include a waiver of subrogation against Bridgeway Shipping & Clearing Services – Dubai and its agent/ subcontractors.

## Q) TERMS OF PAYMENT

If the service of our recommended agent in your country is used, all charges should be paid to them. Otherwise, all our charges will have to be paid in advance by bank transfer.

### Our Bank Details

A/C Name : BRIDGEWAY SHIPPING & CLEARING SERVICES LLC  
A/C No. : 02-4173783-01(USD)  
Bank : STANDARD CHARTERED BANK  
Bank address : PO BOX 999, DUBAI, U.A.E  
SWIFT CODE : SCBLAEDXXX

**(Fax a copy of bank transfer details to 00971 4 347 6115).**

## R) IMPORTANT POINTS TO BE NOTED

- All bottles/cans/pkgs containing foodstuffs must show both production and expiry dates. Health certificate and Halal certificate is required.
- Import of alcohol, obscene pictures and photography, firearm, ammunition and animal skins are strictly prohibited.
- Prior permission from the Ministry of Agriculture is required to import flowers, seedling and other agricultural products. Certificate from Ministry of Agriculture for agricultural products and flowers confirming quarantine test & phyto sanitary regulations is required.
- Health Ministry's permission is required to import drugs and food products.

- Print materials such as books, magazines, periodicals, video and audio cassettes and discs will be released only after customs inspection and censoring which involves additional expense as per tariff.
- Separate application and prior intimation is necessary for any additional/extraordinary requirements of labour, forklifts cranes and other equipment required at the exhibition site.
- Bridgeway Shipping & Clearing Services will not be responsible for clearance of exhibits wherein freight is not pre-paid.

## **Heavy Exhibits**

The floor to ceiling height in Hall 1 is six (6) metres and Hall 2 is eleven (11) metres. It would be recommended that exhibitors keeps this in consideration while deciding the heavy exhibits for display at view the exact location of their stand in the venue and the feasibility before deciding heavy exhibits, especially if space is allocated in Hall 1 as there are metal struts and air-conditioning pipes to be taken into consideration.