OFFICIAL SHIPPING GUIDELINES

MRO & AIRCRAFT INTERIORS MIDDLE EAST 2027

AVIATION WEEK by informa | MRO Middle East | Aircraft Interiors

2nd – 3rd February 2027

Dubai World Trade Centre
Dubai, UAE

Presented by:

DSV - Fairs & Events L.L.C.
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Airlink International UAE
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www.airlinkuae.com

1. INTRODUCTION

DSV Fairs & Events L.L.C. and Airlink International UAE have been appointed as the exclusive official freight forwarders and on-site handling agent by **Informa (Organisers of MRO Middle East 2027 and Aircraft Interiors Middle East 2027)**. Together we will be providing a full Customs clearance and on-site handling service.

Please read and adhere to the following shipping instructions and tariff. This is essential in order to avoid any problems or delays with clearance, handling and transportation of your goods.
We will be pleased to assist you with any questions that you may have.

2. CONSIGNMENT INSTRUCTION

Kindly arrange to ship all shipments **"Freight Pre-paid"** consigned as mentioned below:

Consignments being sent to Dubai U.A.E (DXB or DWC Airports or Jebel Ali Sea Port)

Consignee: **Airlink International UAE**
C/O MRO ME / AIME 2027
P.O. Box 10466
Dubai, United Arab Emirates
Attn: Mr William Lobo, Tel: +971 4 332 5334
Email: william@airlink.ae

Notify Party: **(Exhibitor's Name)**
MRO ME / AIME 2027
(Hall and Stand No)
Dubai World Central

Description: Exhibitions Goods

Note:
The Air waybill/Sea waybill/Bill of lading/Truck waybill must clearly mention.
"In transit to **MRO Middle East 2027 / AIME 2027, for re-export at the end of the exhibition".**

The Air waybill must be direct as issued by the airline (MAWB) and consigned correctly as above to avoid high handover costs and additional handling charges. If applicable these extra charges will be billed at cost + 15% outlay fee.

The total number of pieces, total gross weight & total volume of the freight must be clearly indicated on the waybill and the same details must match 100% to the commercial invoice. Separate house waybills must be issued for each individual exhibitor, when consolidated.

Important
Please ensure you send a full pre-alert to DSV Fairs & Events.

Attn: Matt Cross & Jihad Khoury matt.cross@dsv.com | jihad.khoury@dsv.com

3. CARGO ARRIVAL DEADLINE

- Sea freight arrival at Jebel Ali Seaport (FCL or LCL): **10 working days** prior to delivery date
- Airfreight arrival at Dubai (DXB or DWC) Airport: **8 working days** prior to delivery date
- Road freight arrival at U.A.E Border: **5 working days** prior to delivery date
- Courier shipment arrival at Airlink Office: **5 working days** prior to delivery date

We strongly recommend that you ship on a direct service to the above-mentioned J/Ali port to avoid delays in trans-shipment, etc.

DSV Solutions (Fairs & Events) / Airlink International cannot be held responsible for the late or non-delivery of goods, including additional surcharges incurred for shipments that fail to comply with the above-mentioned arrival deadlines. Cargo arriving after the deadline dates as mentioned above will be subject to a minimum **50% late arrival surcharge on the basic handling tariff**.

4. TENTATIVE RE-EXPORT TIMEFRAME

- FCL shipments from Jebel Ali Port: **16 working days**
- LCL shipments from Jebel Ali Port: **21 working days**
- Airfreight shipments from Dubai airport: **12 working days**

5. SHIPPING DOCUMENTS

5.1 Documentation Required

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

Shipments arriving by Sea freight:

a. Commercial Invoice / Packing List: **3 Originals** and 3 Copies
b. Bill of Lading: **1 Copy of Express Release Waybill**
c. H.S. Code Summary Sheet: For shipments with more than three (3) HS Codes
d. *MSDS (Material Safety Data Sheet) For shipments with lithium-ion batteries or hazardous goods

Shipments arriving by Air freight:

a. Commercial Invoice / Packing List: **3 Originals** and 2 Copies
b. Air Waybill: **2 Originals** and 2 Non-Negotiable Copies
c. H.S. Code Summary Sheet: For shipments with more than three (3) HS Codes
d. *MSDS (Material Safety Data Sheet) For shipment with lithium-ion batteries or hazardous goods

Shipments arriving by Road freight: -

a. Commercial Invoice / Packing List: **3 Originals** and 2 Copies
b. Truck Waybill: **1 Original** and 2 Non-Negotiable Copies
c. H.S. Code Summary Sheet: For shipments with more than three (3) HS Codes
d. *MSDS (Material Safety Data Sheet) For shipment with lithium-ion batteries or hazardous goods

* For Lithium-ion batteries shipments being returned by air, please see section 13 for more details.

5.2 Bill of lading / Air waybills / Truck waybills

Must be consigned as per instructions mentioned above (see section 2.0) in the name of "Airlink International UAE" only, failing which we will not be able to process the Customs clearance.

5.3 Commercial Invoice/Packing List

Please ensure the commercial invoice issued complies to the below requirements:

- The document must be duly typed in English
- Must be printed on shipper's original embossed letterhead with an original company stamp along with an authorized signature. The document must be headed "Commercial invoice". No other term is accepted, and it must also include an invoice number, DO NOT indicate "NO COMMERCIAL VALUE"
- Temporary and permanent goods must be packed and invoiced separately
- Must be addressed/consigned as follows:

  Airlink International UAE
  C/O MRO ME 2027 / AIME 2027
  P.O Box 10466, Dubai, UAE
  Exhibitor Name / Hall & Stand number
- The Invoice must clearly indicate a detailed description along with the serial number, weight, country of origin, HS Tariff code and value (in US$) for each individual item in the shipment
- The packing list must indicate individual weight and dimensions of each package in the shipment
- For goods such as machinery and electrical items, the serial number, make and model must be listed in the commercial invoice
- The invoice and packing list must also clearly mention the total CIF value of the goods, total number of packages, the total gross weight and volume of the consignment. The packing details (number of pieces, gross weight, and volume) must match 100% to the details declared on the air/sea/truck waybill
- The commercial invoice must have the following declaration clearly stated in its contents "We hereby guarantee that this is a true and correct invoice, and that the goods referred to are of the origin, manufacture, and production of **(Country…). Signature in blue ink, and original company stamp" Temporary Export for MRO ME 2027 / AIME 2027**
- For shipments with multiple HS codes you must provide a data sheet clearly listing the items with their individual description, weight, quantity, Country of origin, value, and corresponding HS codes

Important: Documents failing to meet the above requirements will result in Customs fines and possible delays.

For All Shipments
The original shipping documents must be sent to Airlink International's office 10 days prior to the arrival of the vessel if sent by sea freight OR attached to the original air waybill if the goods are sent by air.

A full pre-advice, with copy of all the documents, should be sent to DSV Solutions prior to the dispatch of the shipment for pre-approval.

Collection, storage and return of empty packaging, is subject to the availability of space at, or around, the venue.

6. ATA CARNET PROCEDURE

The requirements for processing importation using the ATA Carnet system is mentioned below:

- All equipment (each item) which you are intending to ship 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 U.A.E 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 U.A.E 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 U.A.E
- During exportation, the ATA Carnet cannot be processed and stamped by the authorities, if the shipment will be re-exported within any of the GCC countries in the region

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.

7. RESTRICTED CARGO

U.A.E regulations impose some restrictions on the importation of certain commodities into the country. If you are not sure if your product falls under this category, this can be checked and confirmed with the relevant U.A.E Embassy or Consulate at origin. We can also assist you in this matter.

Listed below are a few main restrictions:

- Lithium-ion goods falling under **UN3480** can be imported into the U.A.E but cannot be re-exported out of the U.A.E by any mode of transport

- Importation of commodities such as alcohol or pork and products containing alcohol or pork or any of its by-products, this is strictly restricted for import into U.A.E

- 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 U.A.E

- Importation of exhibits such as weapons, ammunition, explosives, or any other military equipment is strictly forbidden for import into U.A.E

However, some commodities can be imported after obtaining prior approvals and special permissions from the necessary ministries. 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.

8. PACKING AND CASE MAKING

8.1 Labelling

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.

All packages, shipped using any mode of transport, must be clearly marked for identification on arrival showing the below information:

Name of Exhibitor: _____
Stand & Hall Number: _____
Name of the Show: DSV Fairs & Events / Airlink International UAE
C/O **MRO ME 2027 / AIME 2027**
Dimensions: _____Gross/Net Weight: _____
Case Number: _____(i.e. 1 of 3, 2 of 3, etc)_____

8.2 Crates / flight cases on wheels and individual pieces weighing more than 30 kgs

Please note the below re-export regulations are applicable:

DNATA, and Airlines in the U.A.E, 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 Dubai, 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 U.A.E.

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.

8.3 DG/ Non-DG shipments and DCAA permits

Any return shipment having DG (Dangerous Goods) or ELI (Lithium-Ion Batteries) or normal batteries must be declared accordingly on the return shipping instructions with the 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 DCAA permits for AWB amendments and airport storage charges shall accrue until the declarations are submitted and DCAA permit approved.

9. COURIER SHIPMENTS

Courier companies generally cannot clear exhibits and equipment being sent for exhibitions in U.A.E. Such shipments are normally held with Customs when the volume or value is high. We therefore recommend you contact your courier company and ensure they can customs clear and deliver the shipment using their own Customs Importer code. Due to VAT reasons we cannot provide our Importer code to other forwarders to arrange Customs clearance.

In cases where the courier company cannot process the clearance, we will try to assist but cannot be held responsible for late or non-delivery of such shipments. In this situation we will take over the Customs clearance and charges will be as per the airfreight tariff.

Please **DO NOT** send courier shipments addressed direct to your hall or stand/booth number.
All courier shipments (up to 50 Kg / 0.3 CBM maximum) should be sent and addressed as follows:

Airlink International UAE / DSV Fairs & Events
C/o MRO ME 2027 / AIME 2027
Hall no 1, Dubai World Trade Centre
P O Box 10466
Dubai, United Arab Emirates
Attn: William Lobo / Tel: + 971 4 332 5334
Name of Exhibitor : _____
Stand Number : _____

A commercial invoice must accompany all courier shipments and a full pre-advice including a copy of the export courier waybill must be sent to DSV.

Attn: Matt Cross & George Nassif via email matt.cross@dsv.com | georges.nassif@dsv.com

Shipments that require an advanced payment of Customs Duty or any freight charges will be refused, unless agreed in advance. Courier shipments must therefore be sent on a delivered Duty paid basis.

V.A.T charged additionally estimated at 5% of total invoiced amount, charged both ways, Inbound & Outbound, and applicable on all local charges mentioned in section 4.0 of the tariff

It is the responsibility of the exhibitor to check with DSV if their package has been received. Shipments that require advance payment of Customs Duty or any other freight charges will be refused unless it is pre-arranged. Courier shipments must therefore be sent on a Delivery Duty Paid (DDP) basis.

10. TEMPORARY IMPORTATION AND CUSTOMS DUTY

Temporary importation of goods is solely subject to the approval by the applicable Customs authorities.
If Customs reject the application for clearance on a temporary importation basis, the goods will have to be imported permanently and the assessed Customs Duty and VAT on Goods will be applicable.

Goods intended for temporary importation must clearly bear embossed serial numbers wherever possible and the same must match the commercial invoice 100%. Customs will/may reject temporary importation and force permanent import when this information is not available.

All goods value assessments are solely up to the discretion of U.A.E Customs. U.A.E Customs can re-evaluate the value declared on the commercial invoices and the Duty and VAT is calculated based on this revised custom assessed value. In the event than an exhibitor wishing to dispose/sell his goods during the exhibition, the permanent importation of these items can be processed subject to approval from U.A.E Customs.

However, Customs Duty and VAT on goods will be applicable on such items in addition to a cancellation of bond and import conversion fee.

Please ensure all airfreight shipments are correctly weighed, and this weight is stated on the AWB, at the airport of departure prior to arrival at DXB / DWC airport. If at the time of export from Dubai there is a difference in weight then we will not be able to get the refund of the Duty / VAT deposit. Therefore, the shipment will have to be imported permanently, Duty / VAT will be applicable on the value of the entire shipment, and a local export will follow.

U.A.E Customs Duty on most commodities is currently charged at **5%** of the customs assessed **CIF** value of the goods. **Value Added Tax (VAT) @ 5%** is implemented in the U.A.E as per U.A.E Laws and the applicable charges for the same will be included as an additional charge on our final invoice. Any Customs duties applicable to shipments that are sold during the event will be for the account of the respective freight agent or exhibitor. **DSV / Airlink International will not collect duties from the local buyer.** The exhibitor should include the duties and taxes in their invoice to the buyer. An advancement fee of 15% of the paid Customs duty amount will also apply, as per our tariff.

All exhibition shipments, including those for permanent import, are first Customs cleared on a temporary import basis and must be re-exported within 90 days from the date of arrival into U.A.E, otherwise a diversion entry is made, and the Customs duty and VAT will be applicable for a permanent importation. Please note that if shipments are re-exported to any GCC (Gulf Cooperation Council) Country then Customs duty and VAT on goods must be paid in the U.A.E (being first port of entry) prior to re-export, which will take a minimum of 2-6 weeks to process.

11. LABOUR AND EQUIPMENT

DSV / Airlink International are the only companies authorized to work on site and provide manpower and equipment for the handling/movement of freight within the premises of the exhibition centre.

No Exhibitor or their suppliers will be permitted to operate their own lifting equipment, such tail lift or crane mounted trucks, genie lifts (manual lifts), etc. for unloading/reloading goods from their vehicle in the service yard for the exhibition.

12. 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.

The show site yard is not a covered site, therefore all freight and empties moving in and out of the halls or stored at, or around the venue, 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 / Airlink International will not accept any liability towards any loss/damage of your exhibits/goods.

13. RETURN SHIPPING

Full return shipping instructions must be given, in writing, to DSV on-site staff during the show. If requirements change after receipt of your return instructions, all updated requests must be submitted in writing. Additional costs may be incurred and charged accordingly. All return shipments are sent on a freight pre-paid basis. For any bookings made directly with airlines or shipping lines, an administration fee will be levied.

Bookings for FCL (full container loads) shipments must be given in writing by latest the opening day of the show. This then allows us sufficient time to make the necessary booking with the shipping line. For any FCL bookings received after this date, the goods will have to be taken back to a warehouse in Dubai for loading and extra costs will be incurred.

We normally do not allow the handover of goods to another agent for return shipping, as the goods are under our temporary bond and the process can be very complicated and time-consuming. If a shipment must be handed over to another local freight agent for them to export out of U.A.E, we will require a security cheque from that agent for the full duty and V.A.T amount. Once the agent completes the export formalities correctly, fulfilling all the Customs requirements and after we have obtained the refund for the duties and VAT, the security cheque will be returned to the local agent. A handover fee will be applicable.

Return Shipping of goods containing Lithium Batteries
Any shipments returning from an event in U.A.E, that contain Lithium batteries, the shipper must apply to the Dubai Civil Aviation Authority for a "No Objection Certificate".

Along with that application, an up-to-date MSDS (Material Safety Data Sheet) must be submitted.
Whether it's Lithium Ion or Metal, standalone or contained in equipment/packed with equipment. It will require a NOC from DCAA. A fee for the NOA application will be charged per shipment in addition to the DGR Handling fees in cases where applicable.

Lithium-ion goods falling under UN3480 can be imported into the U.A.E but cannot be re-exported out of U.A.E by any mode of transport.

14. SPECIAL NOTES

The show site yard is not a covered area, therefore all freight and empties moving in and out of the halls or stored on site during the show are exposed to climatic conditions. Whilst we will do our utmost to cover freight and empties in the holding areas, we cannot be held responsible for any damage caused by climatic conditions.

Please note that empty packing material will not be permitted to be stored anywhere on the show site during the exhibition. DSV Fairs & Events and Airlink International will make provision to remove, store and return the empty packing material using an uncovered off-site facility. Please take this into consideration when planning the unpacking and repacking of your shipments.

15. SPECIAL HANDLING

For any exhibit, box or crate which exceeds more than 2 tons per piece, or with any individual dimension exceeding **200 x 200 x 200 cms** (**LxWxH**), where special handling and lifting is required a 50% surcharge will be applied on the tariff handling rates. We request exhibitors/clients to contact us, providing a detailed description of the goods at least 20 days prior to the start of the exhibition.

This is very important and is required to ensure a smooth handling of your goods at the show site. Failure to do so in advance will invite heavy penalties and surcharges to mobilize such special equipment at a short notice, which if applicable will be on the respective exhibitors/client's account.

For manpower or any equipment, which may be required to assist exhibitors with the set-up, additional cost will be quoted upon request.

16. TERMS OF PAYMENT

Inward: Upon uplift of goods, prior to delivery to stand.
Outward: Upon presentation of invoice/prior to delivery 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 accepted. Payment can be made by cash, credit card (subject to additional charges), Bank draft or telegraphic transfer to our account, details as follows: -

Payable to:

If invoiced by DSV Contract Logistics Ltd. (Fairs & Events) UK

USD Account

Beneficiary Name:	DSV Road Limited
Bank Name:	Danske Bank A/S
Branch:	London Branch, 75 King William Street, London. EC4N 7DT. UK
Account No. (**USD**):	93361014
IBAN No:	GB11DABA30128193361014
Sort Code:	301281
Swift Code:	DABAGB2L

If invoiced by DSV Fairs & Events L.L.C Dubai

Beneficiary Name:	DSV Fairs & Events L.L.C
Bank Name:	HSBC Bank Middle East LTD
Branch:	Bur Dubai Branch, PO Box 66, Dubai, UAE
Swift Code:	BBMEAEAD

Currency	Account No.	IBAN No.
USD	023-692171-100	AE340200000023692171100
AED	023-692171-001	AE880200000023692171001

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

All business transacted in accordance with our General Trading Conditions, copy is available upon request, or click the link DSV Standard Terms & Conditions

Business with third parties is made by the company as an agent of the company.

Use of DSV Fairs & Events LLC. Dubai services – partly or full – and any requirement for additional services at any time before / during or after the exhibition should be expressed in writing only