



## Official shipping instructions for Road, Air & Sea Shipments

DB Schenker are the **Official Logistics Provider** for event shipping, customs clearance and on-site handling at Middle East Energy being held at Dubai World Trade Centre from 7th to 9th April 2025.

**Delivering solutions.**



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# Contact & Booking Information

For all enquiries at **Middle East Energy 2025**, please contact DB Schenker via the below:

## DB Schenker UK - Fairs and Events

Project Manager: Edward Gillo (UAE)

Email: [middleeastenergy@dbschenker.com](mailto:middleeastenergy@dbschenker.com)

Experienced representatives from DB Schenker will be available onsite throughout the event.

### Booking Your Services

Please send your pre-alert to the email address above along with full information and accompanying documentations.



# Event Timeline



Build-up		
04/04/2025	08:00-20:00	Space only contractors
05/04/2025	08:00-22:00	Space only contractors
06/04/2025	08:00-22:00	Space only contractors and exhibitors / Shell scheme / Show ready Exhibitors




Exhibition		
07/04/2025	10:00-18:00	Show Day
08/04/2025	10:00-18:00	Show Day
09/04/2025	10:00-17:00	Show Day

Breakdown		
09/04/2025	17:30-20:00	Shell scheme exhibitors
	19:00-22:00	Space only contractors
10/04/2025	08:00-13:00	Space only contractors

\*Please contact us for requirements outside of these times.



# Document & Arrival Deadlines

	 <b>Air freight</b>	 <b>Sea Freight</b>	 <b>Road Freight</b>
Documentation:	7 Days Prior to arrival at Dubai Airport (DXB)	15 days prior to arrival at Jebel Ali Seaport	3 days prior to arrival at Al Guwaifat /Sila border
Arrival:	7 working days prior to stand delivery	10 working days prior to stand delivery	Available upon request

All shipping documents be sent in advance to – [middleeastenergy@dbschenker.com](mailto:middleeastenergy@dbschenker.com) for prior checking.

Late pre-advice surcharges apply for bookings made on or after **31st March 2025**.

**Shipments arriving after the deadlines will incur a 30% surcharge on all handling rates. The requested delivery date to stand may also be affected.**

DB Schenker will make all reasonable efforts to ensure late shipments arrive prior to the show opening but cannot guarantee this.

Only DB Schenker operated equipment is permitted in the loading bays and halls. No other lifting machinery will be allowed inside the exhibition halls.



# Freight Instructions



Freight Mode	Consignee instructions	Notify Party
Air	Schenker LLC, C/O Middle East Energy 2025 PO Box 62532 Dubai United Arab Emirates Tel No. +971 42956 111	Middle East Energy 2025 Exhibitor name: Hall & stand Number: Dubai World Trade Centre
Sea		
Road – Via warehouse		
Road – Direct to site		
Courier		

# Freight Instructions



## Air Freight

**All shipments must arrive pre-paid at airport DXB or DWC**, on own Master Airwaybill, addressed to the consignee detailed on page 4.

Please observe arrival deadlines.

Separate AWBs must be issued for each individual exhibitor.

**Exhibition Goods** must be mentioned on the AWB.

Additional charges (storage, handover fee, etc.) will apply to shipments sent via consolidation.

Batteries must be removed from shipments before returning via air freight.

## Sea Freight



**All shipments must arrive pre-paid at port Jebel Ali Port**, on own Master Bill of Lading, addressed to the consignee detailed on page 4.

Please observe arrival deadlines.

Separate B:s must be issued for each individual exhibitor.

**Exhibition Goods** must be mentioned on the BL.

Additional charges (storage, handover fee, etc.) will apply to shipments sent via consolidation.

## Road Freight

**Vehicles should stop at the below address for clearance:**

All Waddah Customs Clearance LLC  
Al Ghuwaifat Border  
Sila, Abu Dhabi  
United Arab Emirates  
Tel: +971 2 872 3225

**Access to the venue will be controlled from the Holding Area at Al Warsan. All vehicles, including local transport, are required to report to our office at Al Warsan. For instructions, please refer to our Traffic Instructions.**

**Exhibition goods** must be mentioned on the waybill.

Waybills should indicate 'in transit to Dubai to Middle East Energy 2025 exhibition for free distribution or re-export after the event' and should state the number of pieces, weight and volume of the freight. Separate waybills must be issued for each individual exhibitor.

Please note that duty will have to be paid on any goods originating from outside the GCC (Gulf Cooperation Council) upon initial entry into the GCC and is not refundable. DB Schenker only has temporary import arrangements with UAE customs and not the customs of the other GCC members.

'Freight collect' consignments by road are not accepted by DB Schenker



# Courier Shipments

All courier shipments MUST be sent on a DAP basis. Please refer to 'Deadlines & Event Timeline' pages for arrival deadlines.

### Consignee instructions:

Schenker LLC  
c/o Middle East Energy 2025  
PO Box 62532  
Dubai  
United Arab Emirates  
Tel No: +971 4 2956111

### Notify Party:

Middle East Energy 2025  
Exhibitor name  
Hall & stand number  
Dubai World Trade Centre  
Dubai, UAE

Due to change in customs regulations all B2B shipments need to be consigned to an entity which is registered under the UAE, therefore all courier shipments should be sent DAP and collection from airport as well as customs clearance will be handled by DB Schenker.

Please email a copy of the courier waybill and commercial invoice/packing list prior to the consignment's departure for checking.

### IMPORTANT - COURIER SHIPMENTS DIRECT TO SHOW SITE

We strongly advise not to send shipments direct to venue due to the complexity of navigating the venue which could be hosting multiple events, and also with access and/or traffic restrictions in place implemented by the venue or event organizer. Please have your shipment sent in advance to our consolidation warehouse, where your consignment can be received and signed for and prepared for onward delivery to your booth to meet your requirements.

Any courier shipments sent direct to venue is at your own responsibility, if the courier company cannot deliver to your booth for any reason and is intercepted by Schenker, we will manage the freight onwards onsite, and please note costs for handling will be passed on and should be settled prior to final handover. If you need assistance onsite to track and trace your courier shipment, DB Schenker will be happy to assist from our service desk or main office. DB Schenker cannot be held liable for failed delivery attempts, lost freight, delays or additional costs due to a booking made directly with your agent.



# On-Site Storage Services



Please liaise with our team onsite or contact via the email provided to place onsite services.

If you require our storage services, please place your order with the contact details provided. More details under 'Contact & Booking Information' page.

DB Schenker only offers standard empty storage, there is no express or priority storage.

Full storage will be returned upon request, please visit DB Schenker's service desk onsite

### Official build-up

When your cases are ready to be removed, please collect storage labels from the DB Schenker service desk. Please have your booking reference ready so your information can be processed quickly.

When completing the label please ensure the following information is clearly displayed:

Exhibitor name  
Hall & stand no.  
Number of pieces

The label should be attached to each item and be clearly visible.

### Breakdown

Once the Exhibition has closed and the organiser has permitted access to the halls, we will begin returning storage items.

DB Schenker endeavour to return all empty case storage as quickly and safely as possible, however we cannot guarantee times due to high volumes. Please consider this when making return transport arrangements.

We appreciate your patience during this period.

Please do not leave goods unattended until they have been collected both during build-up and breakdown. DB Schenker cannot be held liable for goods left unattended.



# Custom Clearance – Documentation

Copies of all shipping documentation should be sent to DB Schenker prior to the consignment's departure from origin to check that all details are correct. The following documentation is required for all shipments.

## Cargo Arriving by Sea freight:

- Commercial Invoice / Packing List – 03 Originals (Letter Head and signed with blue ink) and 03 Copies - Certificate of Origin – 01 Original issued by Chamber of Commerce and 03 Copies
- Bill of Lading – 01 copy of Express Release waybill
- Insurance Certificate – 01 Original and 01 Copy (if available)
- HS Code Summary, if multiple HS code in invoice – 01 Copy
- Material Safety Data Sheet (MSDS) – shipment with lithium-ion batteries or hazardous goods

## Cargo Arriving by Air freight:

- Commercial Invoice / Packing List - 03 Originals (Letter Head and signed with blue ink) and 03 Copies - Airway Bill – 02 Originals and 02 Non-Negotiable Copies
- Insurance Certificate – 01 Original and 01 Copy (if available)
- HS Code Summary, if multiple HS code in invoice – 01 Copy
- Material Safety Data Sheet (MSDS) – shipment with lithium-ion batteries or hazardous goods

## Cargo Arriving by Road freight:

- Commercial Invoice / Packing List – 03 Originals (Letter Head and signed with blue ink) and 03 Copies - Certificate of Origin – 01 Original issued by Chamber of Commerce and 03 Copies
- Insurance Certificate – 01 Original and 01 Copy (if available)
- HS Code Summary, if multiple HS code in invoice – 01 Copy
- Material Safety Data Sheet (MSDS) – shipment with lithium-ion batteries or hazardous goods

## Cargo Arriving on ATA Carnet:

- ATA Carnet reference number should be mentioned in the AWB or BL and the shipping documents
- ATA Carnet should show the UAE mentioned in the country list of the document
- ATA Carnet cannot be mixed with permanent import cargo under one AWB or BL. This should be on separate AWB or BL. Only 1 x ATA Carnet should be sent per waybill
- Itemized description of goods, engraved serial number, number of pieces, weight, country of origin, etc. should be mentioned on all documents
- Original Commercial Invoice should be attached along with the ATA Carnet
- Shipment will be customs inspected and should tally with the ATA Carnet and shipping documents. If found not tally, customs duty will be applicable on final basis
- Full shipment must be re-exported after the exhibition in UAE
- Return destination of the freight should be mentioned on the ATA Carnet
- The period for the re-exportation of goods imported under ATA Carnet shall not exceed 6 months from the date of temporary importation



The combined commercial invoices and packing list (CIPL) must be duly typed in English and only on the front side of the paper on an Original Company Letter Head with an Original Company Stamp embossed along with an authorized Signature (blue ink), it should bear the following information:

- Invoice number and Date
- Itemized description of the items
- Itemized visible engraved serial number
- Itemized harmonized code
- Itemized value
- Total CIF value indicating the currency code
- Total number of packages
- Total weight
- Itemized country of original (manufacture)
- Mentioned if temporary or permanent import into Dubai for Middle East Energy 2021
- Packing/volume details must tally the details mentioned on the AWB/BL/CMR

HS Codes should not be mentioned on the CIPL and should instead be listed on a Data Sheet clearly mentioning the individual item, weight and value per HS Code applicable.

If you require a CIPL and HS Code data sheet template one can, be sent upon request.

The acceptance of the shipping documents as originals is subject to the sole discretion of the Dubai Customs as per their defined parameters. Failure to comply with documentation and accuracy will result in delay and undue inconvenience, storage, and other dues.

Goods under permanent import such as literature, consumables and giveaways should be listed separately on the Invoice detailing all above information. They should be separately packed and may be subject to import duties. This is to ensure accurate calculation of Customs Duty and VAT during re-exportation.

**The UAE does not allow Exhibition items to be permanently imported therefore all goods will be deemed as temporary then converted to permanent, if necessary, both charges will apply. Please refer to official Tariff for rates.**

Any Customs Fines and Excess Duty Assessments – caused due to incorrect / improper/ missing documents will be billed to the responsible party.

VAT is applicable to all goods imported to the UAE and computed based on 5% of the CIF value + 5% of Customs Duty/Deposit. This will be refunded if the cargo will be re-exported.

If cargo will be consumed, given away or sold during the exhibition 5% VAT plus service fee applies.

Some commodities may require additional documentation (such as a certificate of origin, health certificate or import licence). Please send us the pro-forma invoice prior to exporting to check if there are any specific requirements.



# Customs Clearance – Importance Notes

## RESTRICTED CARGO

UAE Authorities only allows advertising materials (like DVD's, USB's, brochures, magazines and leaflets, etc.) to be displayed or handed out at the exhibition after customs have inspected and approved the censorship clearance. All media must be fully in English or fully in Arabic only and must be sent to us well in advance. For deadlines, please contact us. For fee information please refer to our official Tariff.

UAE customs do not permit import of some commodities such as Alcohol or Pork and products containing alcohol or pork or any of its by-products.

Radio / Wireless / Telecommunication equipment or accessories require Telecommunication Regulatory Association (TRA) approval, and the approval has to be obtained by the respective exhibitor well in advance to arrival of shipment into Dubai. A copy of the approval has to be provided accordingly.

Dangerous Goods (DGR) need to be accompanied with the MSDS (Material Safety Data Sheet) enabling us to get the approvals from concerned ministries. Lithium-ion Battery falling under UN3480 can be imported in the UAE but can't be reexported out of the UAE by any mode of transport. Fees apply.

Medical / Surgical / Laboratory Equipment, Machines and Apparatus need to obtain permit from the Ministry of Health (MOH) upon importation. Meanwhile, ISO certificate and EU certificate for those countries' member of the European Union along with the brochures / catalogues of the said equipment / machines and apparatus as well as the undertaking letter that the goods will be exported after the end of the show are required. Fees apply.

Foodstuff needs to be accompanied with "Health Certificate & Certificate of Ingredients and Quality" issued by the Health Authority of the country of production/manufacture & attested for human consumption. Fees apply.

However, these goods can be imported after obtaining prior approvals and special permissions from the necessary ministries. For us to arrange for such import permissions, we suggest you send us complete details and information of such items at least 45 days in advance prior to shipping. Import permissions are solely subject to approvals from the respective ministry and must be shipped only after receipt of the import permits.

\*\*\* Importation of exhibits such as weapons, ammunition, explosives or any other military equipment is strictly forbidden for import into the UAE. If you intend to ship any such items, please contact DB Schenker well in advance at least 4 months prior to the actual shipping of the goods. Note the Goods must not be shipped until you receive a confirmation from us.



# Case Marking & Packaging



## Case Packing

The sender is responsible for ensuring shipments are packaged appropriately. Crate packaging should have internal padding and battens suitable for the goods and method of transportation. Packaging must be able to withstand the outward and return journey (if applicable). We recommend screws/ clips rather than nails to ensure more efficient unpacking/repacking.

Cases should be clearly marked on at least 2 sides as follows:

*Exhibition name:*

*Exhibitor name:*

*Hall & stand no.:*

*Contact name & number:*

*Dimensions:*

*Case no. (1 of 1 etc): X of X*

*Gross weight (kgs):*

*Net weight (kgs):*

## Case Phytosanitary Measures

Cases imported from outside of the EU made or partially made from 'raw' wood should be fumigated/treated by a packing company registered with their national government plant health authority prior to export.

All officially treated cases will bear an 'ISPM15' mark.

Raw wooden packaging originating from outside of the EU that does not bear this mark may be fumigated, destroyed or re-exported at the responsible party's expense.

Supporting documents to confirm treatment are not required.

These regulations apply to coniferous and non-coniferous wood. Manufactured wood packaging (hardboard, plywood, chipboard, etc.) are not classed as 'raw.'

DB Schenker cannot be held responsible for delays to your consignment caused by non-compliance with these requirements.





# Important Information

Please be informed that the following countries are currently considered as high-risk countries and subject to trade embargoes or sanctions. As a result, all business dealings, exports, and imports involving these nations must be carefully reviewed to ensure compliance with applicable regulations.

### List of Embargoed Countries:

1. Iran
2. North Korea
3. Russia
4. Sudan
5. Syria

This list may be updated periodically based on international and local legal frameworks. Kindly ensure that your operations, transactions, and communications with any entities from these countries adhere to the current restrictions.

### Cargo Insurance

It is the exhibitor's responsibility to ensure they have adequate insurance for their goods while in transit to and from the exhibition, during the event and any onwards transport destinations.

DB Schenker can provide competitive cargo insurance upon written request.

### Trading Conditions

All work and services provided by Schenker Ltd will be undertaken in accordance with BIFA 2021 standard trading conditions. A copy can be found [here](#).



# Payment Details



DB Schenker recommends exhibitors and contractors work with freight forwarders or agents who have an established relationship with us. This is because they are likely to have a credit facility in place, as well as offering additional benefits such as familiarity with our [www.schenkerlift.com](http://www.schenkerlift.com) system, personnel and logistics set up onsite.

### Schenker UK offers two types of payment terms:

**Credit account:** If you have an existing credit account with Schenker UK Ltd, please verify with us that this is still valid and that you have sufficient credit agreement to cover the value of your required services. To set up a credit account, please [contact us](#) for an application form. Applications should be submitted at least one month in advance of the date your services are required.

**COD:** If you do not have an agreed credit account with Schenker UK Ltd, all services must be paid in advance by card or bank transfer.

The deadline for bank transfers is **XXth XXX 20XX**. Only card payments will be accepted thereafter. Please note that card payments will incur additional fees, please see official tariff.

<b>DIRHAM (AED)</b> <b>CITI BANK, N.A</b> <b>P.O BOX 749, DUBAI</b> <b>UNITED ARAB EMIRATES</b>	Account Name: Schenker LLC Account number: 0101226018 (AED) Bank SWIFT code : CITIAEAD IBAN number: AE410211000000101226018
<b>US DOLLAR (\$)</b> <b>CITI BANK, N.A</b> <b>P.O BOX 749, DUBAI</b> <b>UNITED ARAB EMIRATES</b>	Account name: Schenker LLC Account number: 0101226026 (USD) Bank SWIFT code : CITIAEAD IBAN number: AE1902110000001012260262L
<b>EURO</b> <b>CITI BANK, N.A</b> <b>P.O BOX 749, DUBAI</b> <b>UNITED ARAB EMIRATES</b>	Account name: Schenker LLC Account number: 0101226034 (EURO) Bank SWIFT code : CITIAEA IBAN number: AE940211000000101226034