



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 Arabian Travel Market being held at Dubai World Trade Centre from 28th till 1st May 2025.

Delivering solutions.



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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 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 **22nd April 2025**. Only card payments will be accepted thereafter. Please note that card payments will incur additional fees, please see official tariff.

GBP Sterling (£) Deutsche Bank AG London Global Transaction Banking Winchester House 1 Great Winchester Street London, EC2N 2DB	Account Name: Schenker Limited Account number: 13757700 Sort code: 40-50-81 IBAN number: GB82DEUT40508113757700 Swift Code: DEUTGB2L
Euro (€) Deutsche Bank AG London Global Transaction Banking Winchester House 1 Great Winchester Street London, EC2N 2DB	Account name: Schenker Limited Account number: 13757701 ort code: 40-50-81 IBAN number: GB55DEUT40508113757701 Swift Code: DEUTGB2L
US Dollar (\$) Deutsche Bank AG London Global Transaction Banking Winchester House 1 Great Winchester Street London, EC2N 2DB	Account name: Schenker Limited Account number: 13757702 Sort Code: 40-50-81 IBAN number: GB28DEUT40508113757702 Swift Code: DEUTGB2L



Contact & Booking Information

For all enquiries at **Arabian Travel Market 2025**, please contact DB Schenker UK via the below:

DB Schenker UK - Fairs and Events

Project Manager: Edward Gillo

Email: edward.gillo@dbschenker.com

Mobile: +971 55 100 7526

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

Booking Your Services

Please email – Edward.gillo@dbschenker.com

DB Schenker’s onsite team, workforce and manual handling equipment (MHE) adhere to all rules and guidelines set by the local government, the venue and the event organiser to ensure everyone’s health and safety.

For current information please see [Dubai World Trade Centre - Home \(dwtc.com\)](http://dwtc.com)

DB Schenker cannot be held liable for delays, service disruptions and rate increases caused by any event of force majeure. Any increase in costs incurred by Schenker for resources and/or activities supporting the client’s services, such as but not limited to, delays, changes, reductions in capacity, cancellations or any other supply chain disruption will be passed on.

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.



Event Timeline



Build-up

23/04/2025	08:00-20:00	Space only
24/04/2025	08:00-20:00	Space only
25/04/2025	08:00-20:00	Space only
26/04/2025	08:00-20:00	Space only
27/04/2025	08:00-20:00	Exhibitor set up

Exhibition

28/04/2025	08:00-19:00	Halls open for exhibitors
	11:00-18:00	Exhibition open
29/04/2025	08:00-19:00	Halls open for exhibitors
	11:00-18:00	Exhibition open
30/04/2025	08:00-19:00	Halls open for exhibitors
	11:00-18:00	Exhibition open
01/05/2025	08:00-18:00	Halls open for exhibitors
	10:00-17:00	Exhibition open

Breakdown

01/05/2025	17:30-19:00	Exhibitor pack up
02/05/2025	00:00-24:00	Space only
03/05/2025	00:00-12:00	Space only

*Please contact us for requirements outside of these times.



Air Freight

Air Freight Instructions:

All shipments must arrive pre-paid at Dubai Airport (DXB or DWC), on own Master Airwaybill, addressed to the consignee detailed below.

Please observe arrival deadlines as per the below

Exhibition Goods must be mentioned on the AWB.

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

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

Documentation & Arrival Deadlines:

Documentation:	7 days prior to arrival at Dubai Airport (DXB or DWC)
Arrival:	Arrival to destination airport on a pre-paid basis no later than 7 working days before required delivery to stand date.

All shipping documents must be sent to the Schenker contact in advance before the deadlines. Failure to do so may result in delays to your shipment.

Late pre-advice surcharges applies for all bookings made after **28th April 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.

Consignee & Notify Instructions:

Freight Mode	Consignee instructions	Notify Party
Air	Schenker LLC, c/o ATM 2025 PO Box 62532, Dubai United Arab Emirates Tel:+97142941045 Fax:+97142941045	ATM 2025 Exhibitor Name: Hall & Stand No: Dubai World Trade Centre, Dubai UAE

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](#).



Sea Freight

Sea Freight Instructions:

All shipments must arrive pre-paid at port (Jebel Ali), on own Master Bill of Lading, addressed to the consignee detailed below.

Please observe arrival deadlines as per the below.

Exhibition Goods must be mentioned on the BL.

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

Documentation & Arrival Deadlines:

Documentation:	15 days prior to arrival at Jebel Ali Seaport
Arrival:	Arrival to destination port on a pre-paid basis no later than 10 working days before required delivery to stand date.

All shipping documents must be sent to the Schenker contact in advance before the deadlines. Failure to do so may result in delays to your shipment.

Late pre-advice surcharges applies for all bookings made after **28th April 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.

Consignee & Notify Instructions:

Freight Mode	Consignee instructions	Notify Party
Sea	Schenker LLC, c/o ATM 2025 PO Box 62532, Dubai United Arab Emirates Tel:+97142941045 Fax:+97142941045	ATM 2025 Exhibitor Name: Hall & Stand No: Dubai World Trade Centre, Dubai UAE



Road Freight Instructions:

All road freight shipments should enter the UAE via Al Guwaifat/Sila border.

Vehicles should stop at the below address for clearance:
 Waddah Customs Clearance LLC
 Al Guwaifat Border
 Sila Abu Dhabi
 United Arab Emirates,
 Tel: +971 2 872 3225

Waybills should indicate 'in transit to Dubai to Arabian Travel Market 2025 exhibition for free distribution or re-export after the event' and should state the number of pieces, weight and volume of the freight.

Documentation & Arrival Deadlines:

Documentation:	3 days prior to arrival at Al Guwaifat/Sila border
Arrival:	Arrival to Al Guwaifat/Sila on a pre-paid basis no later than 5 working days before required delivery to stand date.

All shipping documents must be sent to the Schenker contact in advance before the deadlines. Failure to do so may result in delays to your shipment.

Late pre-advice surcharges applies for all bookings made after **28th April 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.

Consignee & Notify Instructions:

Freight Mode	Consignee instructions	Notify Party
Sea	Schenker LLC, c/o ATM 2025 PO Box 62532, Dubai United Arab Emirates Tel:+97142941045 Fax:+97142941045	ATM 2025 Exhibitor Name: Hall & Stand No: Dubai World Trade Centre, Dubai UAE

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.



Custom Clearance – Documentation

- Copies of all documentation **must** be sent to [DB Schenker](#) prior to the shipment’s departure from origin. This is to ensure all details are accurate and to **avoid customs delays**.
- Dimensions, weight and volume of each piece must correspond **exactly** to the shipment documentation.
- Some commodities may require **additional documentation**, such as a health certificate or import license. Please send the CIPL to [DB Schenker](#) prior to export for approval and so that we can check for specific regulations.

The combined commercial invoices and packing list 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 ATM 2023
- Packing/volume details must tally the details mentioned on the AWB/BL/CMR
- HS codes* (see next page)

If you require a commercial invoice template one can, be sent upon request.

Please note that a separate CIPL is required for temporary and permanent items.

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



Custom Clearance – Documentation



Itemized description 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 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 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 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





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.

*HS Codes: The invoice must clearly mention the HS Codes related to the actual items being shipped. In case of multiple HS Codes, you will also need to provide us with a Data Sheet clearly mentioning the individual weight and value per HS Code applicable for each consignment.

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.

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 within 6 months from the time of shipment arrival in Dubai, UAE.

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 CIPL prior to exporting in order to check if there are any specific regulations.



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 must be obtained by the respective exhibitor well in advance to arrival of shipment into Dubai. A copy of the approval must 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. For fee information please refer to our official Tariff.

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. For fee information please refer to our official Tariff.

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. For fee information please refer to our official Tariff.

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.

All courier shipments **MUST** be delivered to the advance warehouse on a DDP basis. Please refer to 'Deadlines & Event Timeline' below.

Please attach a copy of the courier waybill and commercial invoice to your LIFT booking for our record prior to the consignment's departure. Please note that Schenker will have no control over the customs clearance of courier shipments.

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 organiser. 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.

Courier shipments received onsite, and which require immediate payment in relation to taxes, duties or third-party fees will be refused by DB Schenker. To avoid this please ensure you send shipments DDP or have a pre communicated agreement with us to settle these costs on your behalf.

For advanced delivery to our warehouse please ensure you have booked on our LIFT site, and for label-ling and packing information please see 'Case Marking and Packaging' sections.

Documentation & Arrival Deadlines:

Documentation:	3 days prior to arrival at warehouse
Arrival:	Arrival to advanced warehouse on a pre-paid basis no later than 3 working days before required delivery to stand date.

Consignee & Notify Instructions:

Freight Mode	Consignee instructions	Notify Party
Sea	Schenker LLC, c/o ATM 2025 PO Box 62532, Dubai United Arab Emirates Tel:+97142941045 Fax:+97142941045	ATM 2025 Exhibitor Name: Hall & Stand No: Dubai World Trade Centre, Dubai UAE



On-Site Storage Services



Please place orders for required storage services via our LIFT platform.

DB Schenker offers empty storage:

'Same day' (returned on 1st day of breakdown)

Full storage will be returned upon request, please visit our service desk onsite.



Official build-up

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

When completing the label, you must ensure the following information is clearly displayed:

- LIFT booking reference
- 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 travel 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.