



**Exhibition Freighting G.S.M.**

**FREIGHT FORWARDER AND  
ON SITE HANDLING CONTRACTOR**

**INTERNATIONAL SHIPPING INSTRUCTIONS**

**AFRICA OIL WEEK 2022**

**CAPE TOWN, SOUTH AFRICA**

**3 – 7 OCTOBER, 2022**

Website: [www.ef-gsm.co.za](http://www.ef-gsm.co.za)  
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**Exhibition Freighting G.S.M.**

***Rely on us***

**CONTACT US: +27 21 552 7248 / [ef-gsm@ef-gsm.co.za](mailto:ef-gsm@ef-gsm.co.za)**

**CAPE TOWN:** Jacqui Nel / Monelisi Gaji  
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## INTRODUCTION

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We are pleased to have this opportunity to be of service to you and will endeavour to provide a flexible and quality range of services to all your clients. Whilst the exhibitor is free to use their own Freight Agent up to arrival & delivery to their stand, we are able to offer a comprehensive package including, Customs clearance, Warehousing and Transportation, as well as the On-site Services. All under the supervision of our experienced staff.

**In order to import into South Africa, the receiving company MUST be a registered importer & EF-gsm is registered, therefore please inform the exhibitor, that it is imperative that they use your services.**



- PLEASE READ THROUGH OUR INSTRUCTION CAREFULLY, as failure to comply, may lead to unnecessary delays in customs clearance, and may cause additional expenses. Please also refer to the exhibitor's kit issued by the organiser, which contains other important information relating to the exhibition installation & breakdown schedules.

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## URGENT NOTE - CONSIGNMENT PRE-ADVICE

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It is imperative that *Exhibition Freight G.S.M.* receive pre-advise by email at least 24-48 hours before sending the shipment (excluding weekends), ie MAWB or MB/L - HAWB or HB/L - Commercial Invoice & packing list.

NOTE: Please email copy documents prior to despatch, to ensure timely delivery of your exhibits.

**\*\*\* Dangerous goods shipments - A copy of the MSDS must be sent to EF-gsm**



## CONSIGNMENT ARRIVAL DESTINATION / DATES / DETAILS

### AIRFREIGHT:

**Destination:**

**Cape Town International Airport (CPT)**  
Freight should be paid up to arrival airport

**Deadlines:**

**14 days** prior to the event.

**MAWB Consignee Details:  
(Must be "Freight Prepaid")**

Exhibition Freighting G.S.M.  
Unit 11A, Platinum Junction,  
School Street, Milnerton 7441  
South Africa.  
FOR - AFRICA OIL WEEK 2022

**Notify Party:**

Exhibition Freighting G.S.M  
TEL: (021) 552 7248  
Email: [ef-gsm@ef-gsm.co.za](mailto:ef-gsm@ef-gsm.co.za)

**For CONSOLIDATED shipments:**

**A HAWB must be issued per exhibitor  
Manifest and House bill Consignee Details:**

EXHIBITOR NAME  
AFRICA OIL WEEK 2022  
STAND NO .....  
C/o Exhibition Freighting G.S.M  
Unit 11A platinum Junction,  
School Street, Milnerton 7441  
South Africa.

**MAWB -Must state "Consolidated Shipment"**

### SEAFREIGHT:

If you are unable to meet the above deadlines, please advise full shipping details immediately when they become available to enable us to make the necessary arrangements for urgent Customs clearance. Whilst every effort will be made to clear cargo through to site prior to opening we are not able to guarantee timings, therefore please do your utmost to adhere to our quoted deadlines.

**PLEASE NOTE:**

- It is **imperative that House documents are issued per exhibitor per consignment.** Failure to do so can result in the shipment being delayed until all clearances have been finalised.
- **NO PARTIAL RELEASE IS PERMITTED.**
- Permanent shipments can be combined on 1 invoice, and
- Temporary shipments **MUST** be on **SEPARATE INVOICE**

**Destination:**

**there is a 11 delay in vessels docking in DBN**  
**Cape Town Port (CPT)**  
Durban Port (DBN)  
**Johannesburg cargo to stop at Durban Port**  
Freight should be paid up to arrival Port

**Deadlines FCL/Breakbulk and LCL:  
36 days** prior to the event.

**Master Bill of Lading Consignee Details:  
(Must be "Freight Prepaid")**

Exhibition Freighting G.S.M.  
Unit 11A, Platinum Junction,  
School Street, Milnerton 7441  
South Africa.  
FOR - AFRICA OIL WEEK 2022

**Notify Party:**

Exhibition Freighting G.S.M  
TEL: (021) 552 7248  
Email: [ef-gsm@ef-gsm.co.za](mailto:ef-gsm@ef-gsm.co.za)

**For CONSOLIDATED shipments:**

**A HB/L must be issued per exhibitor  
Manifest and House bill Consignee Details:**

EXHIBITOR NAME  
AFRICA OIL WEEK 2022  
Stand No:.....  
C/o Exhibition Freighting G.S.M  
Unit 11A platinum Junction,  
School Street, Milnerton 7441  
South Africa.

**OBL -Must state "Consolidated Shipment"**



## CASE MARKING (Please use the attached label)

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**FOR SAFETY REASONS - Please only use the attached label**

All cases should be clearly marked as follows:

**EXHIBITOR NAME**

**STAND NO. ....**

**AFRICA OIL WEEK 2022**

**CASE NO. (TALLIED WITH YOUR PACKING LIST).**

**GROSS WEIGHT AND NETT WEIGHT IN KILOGRAMS.**

**DIMENSIONS IN CENTIMETRES.**

Please ensure that your equipment is packed in strong, waterproof packing cases, which lend themselves to being unpacked & then re-packed after the exhibition.

**We recommend the use of bolted re-usable cases.**

## WOOD PACKAGING REGULATIONS

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ALL IMPORT / EXPORT WOOD PACKAGING MATERIALS must carry an **ISPM 15 MARK** (International Standard of Phytosanitary Measures)

Wood packing material to be used in supporting, protecting, or carrying a commodity, includes inter-alia, cases, crating, dunnage, wooden drums, load boards, packing blocks, pallets, pallet collars, and skids, **excluding plywood, particle board, orientated strand board and veneer, sawdust.**

For more information kindly log onto – [www.nda.agric.za](http://www.nda.agric.za) or [www.ippc.int](http://www.ippc.int)

## RESTRICTED ITEMS

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**MOST IMPORTANT – please check with us, if your products are NRCS compliant, as many products will NOT be allowed into RSA as a Permanent Importation. A Temporary Bond will have to be applied for on these products.**

We **do not** recommend that you ship any **foodstuffs, beverages, alcohol, plants or pharmaceutical products** to the exhibition and would suggest that you purchase your requirements locally.

**NOTE:** For any foodstuffs, Customs now require that both the Port Health & State Vet are to examine the goods, and this has now become a 2 – 3 day exercise.

Please check with us, what documentation is required, prior to shipping any goods.

- If it is essential that you bring any of these items, they must be packed and documented separately. To avoid any delays to your main shipment, they should also be sent under a separate HAWB or House Bill of Lading.
- Duty will be levied on such items and this coupled with high clearance charges will make the exercise uneconomical. A special import licence may also be required, however it is the decision of the Issuing Dept. to issue the licence. Any additional costs, which may result, will be charged out at cost plus a 10% disbursement fee.



## HAZARDOUS GOODS & Lithium Batteries

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**It is at the discretion of the Airline as to whether they will accept Lithium Batteries on their own.**

For Laptops / items that have Lithium Batteries within them, only when the booking is made, will the Airline in South Africa check with the country of destination if they will accept the shipment. This procedure takes 2 – 3 days.

1) Dangerous Goods Check fee : \$150.00 / shipment

The airlines are charging this cost on all hazardous shipments as well as on shipments containing Lithium Batteries.

In the past the airlines only charged the \$150.00 / shipment for Dangerous goods, but this year all airlines are applying this fee to all shipments covered by a UN Number too.

2) Labelling and Lithium document fee : at cost – approx.. R1000.00 (depending number of boxes)  
This fee also depends on the commodity/s.

In the case where shipments contain hazardous goods / lithium batteries (in products), we have the shipment checked by Dangerous Goods Packers who then label the outer packaging with the correct hazardous / UN number label and issue the Lithium document for the airline.

**A copy of the MSDS must be sent to EF-gsm / [ef-gsm@ef-gsm.co.za](mailto:ef-gsm@ef-gsm.co.za)**

## CUSTOMS REQUIREMENTS – TEMPORARY IMPORTS

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- South African Customs is a signatory to the ATA Carnet agreement and exhibitors may use this document when shipping their goods.
- All goods imported under this method **MUST BE RE-EXPORTED.**
- Should this system not be available to you, a deposit (TI Bond) will be lodged with Customs on your behalf, for which a Bond Fee is charged. In this instance, each exhibitor should provide a commercial invoice to include the following phrase:  
***Goods are for display purposes only at the ..... exhibition and will be returned after the close.***

**NOTE:** Upon re-export, all customs examinations can no longer be arranged over the phone, only via email. Below is how long these procedures can take: 3-7 days to be booked

## CUSTOMS REQUIREMENTS – PERMANENT IMPORTS

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**MOST IMPORTANT – please check with us, if your products are NRCS compliant, as many products will NOT be allowed into RSA as a Permanent Importation.**

**A Temporary Bond will have to be applied for on these products.**

Goods that are intended to remain in South Africa fall into two categories; "Consumables" and "Goods already sold." Commercial Invoices raised to cover these should include the following phrases as applicable:





- Consumables: "**Goods are for free distribution purposes only at the ..... exhibition.**"
- Goods already sold: "**Goods are for permanent entry into the Republic of South Africa**".

**PLEASE NOTE** - Duties, taxes and a disbursement fee at 10% will be included in your invoice once the amounts are known.

Many goods require an Import Licence prior to entry into South Africa. Where goods have been sold prior to arrival, please ensure that the buyer is in possession of this licence. **Exhibition Freighting G.S.M.** cannot be held responsible for additional charges incurred where an Import Licence has not been obtained. **Import Licences take 6-7 weeks to obtain.**

**NOTE: Goods intended for PERMANENT AND TEMPORARY ENTRY into South Africa MUST BE PACKED SEPARATELY in accordance with the method of entry required, ie PERMANENT - TEMPORARY - ATA CARNET THE INDIVIDUAL WEIGHTS FOR PERMANENT IMPORT & TEMPORARY IMPORT MUST BE SHOWN ON THE INVOICE. THIS IS CRITICAL FOR WHEN THE GOODS ARE RE-EXPORTED AGAIN.**

## CUSTOMS EXAMINATION

Authorities are very thorough in their examination of goods. On previous exhibitions, every case has been opened and the contents have been carefully checked against the invoice/packing list. We suggest that:

- All products have a serial number.
- Stand material we require photographs together with your invoice/packing list. Please supply 2 copies of descriptive/illustrated brochures together with your invoice/packing list.

It is completely at the discretion of the Customs Officer whether exhibits are accepted under the **TI Bond** facility. Should exhibits not be easily identifiable, Customs have the right to revoke the **TI Bond** facility and can insist on duties & taxes being brought to account.

## CERTIFICATE OF ORIGIN

In terms of the South African SARS Act, it instructs that ALL shipments that arrive in South Africa, from outside of the ZA borders, for permanent importation, are to be accompanied with the following documents –

- Commercial Invoice
- Packing List
- DA59 / Certificate of Origin / EUR1 / SADC Certificates

**NOTE:** Main countries that require a certificate of origin are: Honk Kong, China, Sri Lanka, Pakistan, India, Taiwan, Thailand and Vietnam



## COMMERCIAL SHIPPING INVOICES (Use the attached invoice)

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You are required to use the commercial invoice provided (see attached).

### Please ensure the following on the commercial invoice:

- All items must have a reasonable value.
- All items must have a tariff code
- Must be in English.
- Stamped (Company Stamp)
- Signed (Can be an electronic signature)
- South African exchange control requires that funds may only be remitted against Customs stamped documents. Therefore, if goods are intended for sale the true value must be reflected on the initial commercial invoice.
- Include the below statement which is most applicable:
  - Temporary goods:  
***"Goods are for display purposes only at the ..... exhibition and will be returned after the close."***
  - Consumables:  
***"Goods are for free distribution purposes only at the ..... exhibition."***
  - Goods already sold:  
***"Goods are for permanent entry into the Republic of South Africa".***

**NOTE:** Goods that are entered for temporary import (not on an ATA Carnet) may also be sold but will be removed to our warehouse to await finalisation of Customs formalities.

## IMO SOLAS REGULATION

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South Africa airports & ports are very strict to follow the rules set out by the IATA & IMO regulations. There is a new amendment to the SOLAS regulation from 1 July.

Please ensure that a container destined for South Africa **MUST** have the correct weight on the B/L, as we have to physically weigh the cargo in our warehouse & the container gets weighed at the port. We are not allowed to alter the weights on the export B/L from South Africa.

Please note - It is no longer possible to guess the weights anymore.

See following website - Quoted from the SOLAS website

- <http://www.imo.org/en/About/Conventions/Pages/Action-Dates.aspx>

### 1 July 2016 - SOLAS - container weight verification

**Amendments to SOLAS chapter VI to require mandatory verification of the gross mass of containers, either by weighing the packed container; or weighing all packages and cargo items, using a certified method approved by the competent authority of the State in which packing of the container was completed.**



## FOR EU Countries

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To enjoy preferential (EU) rates of duty, please ensure that the:

→  
→  
→  
→

Total value  
of EURO  
6000 or  
**LESS**

Supplier's invoices for consignments with a value of EURO 6000 or less, must be endorsed, signed and stamped with the following declaration:

**"The exporter of the products, covered by this document declares that, except where otherwise clearly indicated, these products are of EU –preferential origin" (sign & stamp)**

**NB:** The original invoice must be presented to customs to qualify for the preferential duty status before we can obtain release of the consignment in South Africa.

**Note:** The shipment will be stopped for 2 days, for the original **SIGNED & STAMPED** invoice to be presented. Failure to do so, will result in penalties, which will be for your account.

Total value  
of EURO  
6000 or  
**MORE**

Suppliers invoices for consignments with a value of EURO 6000 or more, needs an Original Euro1 Certificate & the following declaration:

**"The exporter of the products, covered by this document Customs Authorisation No. (insert No.) declares that, except where otherwise clearly indicated, these products are of EU – preferential origin" (sign & stamp)**

**NB:** The original Euro 1 Certificate and invoice needs to be presented to Customs in South Africa to qualify for the preferential duty status before we can obtain release of the consignment in South Africa.

**Note:** The original must be **SIGNED & STAMPED** invoice to be presented. Failure to do so, will result in penalties, which will be for your account.

## PACKING LISTS

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Packing lists should be raised in accordance to method of importation either temporary or permanent importation. Serial numbers for temporary importations should be listed per item.

**NOTE:** Goods intended for **PERMANENT AND TEMPORARY ENTRY** into South Africa **MUST BE PACKED SEPARATELY** in accordance with the method of entry required, ie **PERMANENT - TEMPORARY - ATA CARNET**  
**THE INDIVIDUAL WEIGHTS FOR PERMANENT IMPORT & TEMPORARY IMPORT MUST BE SHOWN ON THE INVOICE. THIS IS CRITICAL FOR WHEN THE GOODS ARE RE-EXPORTED AGAIN.**

## CONSIGNMENT PRE-ADVICE

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It is imperative that **Exhibition Freighting G.S.M.** receive pre-advise by facsimile / email, prior to despatch of shipment, ie MAWB or MB/L, HAWB or HB/L & Commercial Invoice & packing list.

**NOTE:** South African Customs permit pre-clearance against copy documentation. Please email copy documentation to ensure timely delivery of your exhibits.





## HAND CARRIED GOODS

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**AVOID HAND CARRY EXHIBITS, DISPLAYS OR PRINTED MATERIAL INTO SOUTH AFRICA AS EXCESS OR ACCOMPANIED BAGGAGE.**

## COURIER SHIPMENTS

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Exhibition Freighting G.S.M. accepts **NO** liability or responsibilities for shipments sent by courier. We have no involvement in, or influence over the customs clearance, unless we receive copy documents prior to despatch. Should our assistance be required, after the shipment has landed in ZA, there will be penalty charges incurred and these will be billed out accordingly.

**We cannot accept any responsibility for courier shipments sent directly to the exhibition venue.**

## EXHIBITION LAYOUT PLANS

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If you are exhibiting equipment that requires the use of heavy lifting equipment, please supply us with a to scale layout plan of your stand so that we may position such items early during the build-up period. Drawings should accompany your pre-advise.

We will assist with the physical unpacking and installation of exhibits, however, exhibitors must be present to supervise and be responsible for these operations. Similarly, exhibitors must supervise the dismantling and repacking of exhibits, especially for delicate and heavy equipment.

**NOTE:** If exhibitors arrive late at the show site or instruct us to arrange the repacking on their behalf, we shall handle this procedure only at the exhibitor's risk.

## RETURN SHIPMENTS / EXHIBITION CLOSING PROCEDURES

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We will start to return empty cases to stands on the closing day, after all visitors have left. We will assist exhibitors in undergoing Customs formalities. In order to ensure that the closing of the exhibition can proceed smoothly, those exhibitors with heavy or oversize exhibits may be required to repack their exhibits on the next day. Our on-site representatives will inform exhibitors of the exact arrangements during the exhibition.

The following document will be distributed to exhibitors before closing:

- A [RETURN Instruction Form](#), together with the Commercial Invoice, for signing
- Exhibitors are requested to complete on this form –
  - the number of packages, value, weight/volume of each product as to whether the items have been:
    - Consumed/given away; **OR**
    - Sold; **OR**
    - Are to be returned to destination (port/airport) & confirm mode of transport



## INSURANCE

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It has become law in South Africa, that no Shipping Company may offer insurance unless they are registered with the FSP.

Please note that it is the responsibility of each exhibitor to cover their consignments with a fully comprehensive all risks Marine Insurance Policy from the time of despatch up to and including the return of exhibits to country of origin, or other destinations (inclusive of the whole period whilst in South Africa).

**NOTE:** Whilst every care is taken to ensure the safe transit of your exhibits, unfortunately we cannot accept liability for 3<sup>RD</sup> party claims.

## TERMS OF PAYMENT AND HANDLING CONDITIONS

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All invoices raised for this exhibition are due for **immediate payment** upon presentation.

**NOTE:** Remitting bank charges are to be borne by the agent / exhibitor.

Details of our bank account are as follows:

**ABSA BANK**

**Adderley Street, CAPE TOWN**

**Branch Code – 632-005    Swift Address – ABSA ZA JJ**

**Account Number – 405 626 3359**

Unfortunately, we are **not** able to accept Credit Cards, however

We can accept - Paypal payments - traveller's cheques or cash at the showsite.

Without exception, our payment terms will be enforced as follows:

**Before the show:**            Upon presentation of invoice, payment required prior to delivery to stand

**After the show:**            Upon presentation of invoice, payment required prior to return airfreight / sea freight.

**IMPORTANT:** All work is undertaken at owner's risk and otherwise in accordance to our standard Terms and Conditions of Trading. A copy of which is available upon request.



## SUMMARY OF DOCUMENTS

### Commercial Invoice / Packing List

– must be in English on EF-gsm format – see attached

📄 Packing List – a copy to be placed inside each box & **must match**

📄 Commercial Invoice

– please separate temporary goods & permanent goods

- Commercial Invoice must have –

\_ detailed description of goods, incl serial no's

- **Tariff Headings**

\_ value of each item

\_ FOB value

\_ country of origin / manufacture

\_ please categorize goods,

ie –exhibits – display stand materials – brochures / give-away items

**ALL commercial invoices MUST be signed in BLACK**

📄 **NRCS – Bureau of Standards** – see attached list – temporary import only

Please email pictures of the items – **temporary import only**

📄 Product Specification Form / Ingredients list – see attached example

📄 Phytosanitary Certificate – applicable to plants / wood / flowers, etc

📄 Health Certificate – issued by your municipality – applicable to food products

📄 **MSDS – applicable to any Dangerous goods - please email us a copy**

📄 Certificate of Compliance – electrical goods for domestic use  
(temporary import only)

📄 Laboratory Certificate – applicable to Medical content

📄 Certificate of Origin – issued by Chamber of Commerce (optional)

– which **MUST** correspond with ALL documents.

📄 Printed matter – regarding your shipment