

Shipping Instructions For Trade Shows/Fairs & Exhibitions in Kenya

Presented By:

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INTIME FREIGHT

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1. SCOPE OF SERVICES

The instructions and guidelines have been formulated to ensure that all consignment reach the stand at the event successfully without delays and without the need for additional expenses.

- Guidance regarding proper documentation's/ Procedures.
- Assistance in preparation of proper documentation
- Preparation of Custom documentation.
- Completion of formalities with Customs Authorities
- Organizing economic movement of exhibits from origin to destination
- Completion of formalities on exhibit arrival at destination for movement to Exhibition Site
- Handling and movement of exhibits to Site
- Receiving cargo at site, intermediate storage.
- Completion of Custom formalities for temporary importation, providing Bank Guarantee for temporary importation
- Coordinating requirement of labour and equipment for unpacking/ installation, layout of exhibits, repacking etc. as may be desired by the participants.
- Handling and transportation of goods Ex-Stand/Booth to Port/ Airport via warehouse for return
- Completion of formalities at Sea/Air Port for return.
- Shipment to desired destination via Sea/ Air freight.



1. DEADLINE DATES

SEA FREIGHT SHIPMENTS

Load Port

This can be any port nearest the exhibitor’s premises in the country of origin

Discharge Port-Mombasa

Deadline dates	
Receiving verified documents at our Appointed Agent’s office	8 weeks prior to delivery
Receiving Exhibits at Loading Port	7 weeks prior to delivery



AIR FREIGHT SHIPMENTS

Load Airport

This is the nearest airport from the exhibitor’s premises

Discharge Airport-JKA-Nairobi

Deadline dates	
Receiving verified documents	3 weeks prior to delivery date
Receiving Exhibits at origin Airport	2 weeks prior to delivery date

2. DIRECT SHIPMENTS TO DESTINATION (Mombasa)

SEA FREIGHT SHIPMENTS

Discharge Port-Mombasa

Receiving verified documents	21 days prior to shipment arrival at port
Receiving Exhibits at Mombasa Port	14 Working days prior to delivery

AIR FREIGHT SHIPMENTS

Discharge Airport - Jomo Kenyatta International Airport (JKA)-Nairobi

Receiving verified documents	14 days prior to shipment arrival at Airport
Receiving Exhibits at Jomo Kenyatta International Airport	07 Working days prior to delivery

3. DOCUMENTATION

Documents Required

For Commercial Invoice	
Bill of Lading for Sea Shipments	02 Originals + 02 Non negotiable
Air Waybill for Air Shipments	03 Original
Original Invoice	06 Original
Original Packing List Giving Packing Specifications	06 Original
Copy of Import Export Code Number	01 copy
SDF Form OR Certificate of G.R Waiver / Bank Certificate	01 Original
Letter of Authority	01 Original
Export Value Declaration duly Signed & Stamped	02 Original
Participation Certificate	01 copy
Catalogue	01 Original
Certificate of Conformation issued by SGS inspection authority	02 Original
Certificate of Origin	01 Original
ARE 1 Form, if any	01 Original
Fumigation Certificate, if wooden material used in packing	01 Original
NOC from ITPO, if require	01 Original
PIN Certificate copy for the consignee/ buyer	
Customs Security bond for temporary importation	
Certificate of Conformity (CoC) for Permanent import	

4. IMPORT REGULATIONS IN KENYA

Temporary Import

Authority for Exhibits temporary importation for re-exportation must be applied for to the customs authority. Documents required in the application include:

- Commercial Invoice
- Packing List
- Participants invitation Letter by the Event Organizer or Promoter
- A Photo of the exhibits and especially for machines and equipment can be very helpful

The exhibits are allowed to be imported in Kenya on temporary basis subject to the following conditions, and as provided for under section 117 of the East African Community Customs Management Act, 2004 and Regulation 132 of the East African Community Customs Regulations 2006. Viz:-

- Execution of Particular Customs Bond CB10 or Cash Bond to cover the taxes accruing thereof.
- The goods must have identifiable marks and numbers or other specification marks.
- Verification to confirm quantities/marks and numbers before customs release
- Payment of taxes for all consumables
- Payment of taxes on items which do not have identifiable marks and numbers
- Re-exportation of the goods within the specified period from the date of the customs entry

Other conditions include.

1. Import under Commercial Invoice subject to condition that the exhibits will be re-exported back to the country of Origin after the closure of the exhibition/demonstration. These goods will be released against submission of Customs Temporary Importation Bond CB10 and Surety by our Bank or Cash Bond
2. The Commercial Invoice must contain the following information
 - A. CIF value showing FOB + Freight + Insurance cost
 - B. No Exchange involved
 - C. Country of Origin
 - D. Goods for Exhibition/Demonstration purpose only
2. The Invoice and Packing List must be declared in English Language, consigned to **INTIME FREIGHT & CARGO SERVICES LTD** and stating the Exhibition/Event and Stand/Booth Number

IMPORTANT NOTE

All import in Kenya is subject to Certification of CoC certificate. This certificate confirms that the import into Kenya is as per Kenya Bureau of Standards. The inspection and issuance of the CoC is done through its authorized International Inspection Agency in the country of origin and will issue necessary certificate.

The procedure-

- Forward Invoice and Packing List to us.
- We will process the IDF (Import Declaration Form) scan and send copy to the exhibitor by mail.
- We have to approach the Kenya Bureau of Standards authorized inspection body with all three documents to get our goods inspected and certificate issued.

This process is lengthy and therefore we advise all exhibitors to contact us and take the information of requirement of this certificate.

PROCEDURE

Certificate of Conformity (CoC) (Some items as stipulated by Kenya Bureau of Standards require pre-shipment inspection. Visit: [www.Kenyapvoc.com/ Products list](http://www.Kenyapvoc.com/Productslist))

- Seller/Exporter forwards a soft copy of the Performa Invoice or Final Commercial Invoice to consignee/customs broker.
- Consignee/customs broker applies for an Import Declaration Form (IDF) to Kenyan Customs
- This process takes at least two (2) working Days.
- If products are covered under the pre-shipment inspection program, customs broker/consignee would forward a copy of IDF to Shipper to arrange pre-shipment inspection to be completed by SGS, Bureau Veritas or Intertek on behalf of Kenya Bureau of standards and a certificate of Conformity issued at Destination.
- Any products covered under the pre-shipment inspection program if imported without a certificate of conformity would be charged a penalty fee of 15% of CIF value at destination.

The exhibits which are for final consumption in Kenya will be Custom Cleared against payment of duties and taxes on the value assessed by Customs.

All goods imported on temporary basis can be sold to buyer subject to payment duties, taxes and penalty if any. Buyer will be responsible for clearing the goods from customs and payment of duties. The goods sold during show will be cleared by buyer within one week to enable us to cancel the bond as per the facilities granted by Kenya Customs

5. IMPORTANT PRECAUTIONS FOR SHIPMENT

5.1 PACKING OF EXHIBITS

1. Please pack your exhibits with seaworthy packing material
2. Please use strong packing suitable for multiple handling.
3. Please use the packing material which can be re-used.
4. We strongly recommend making the cases with nut and bolts for quick opening and re-packing
5. Please mark the sign for Fragile for delicate goods
6. Place the wooden case with implementation of the regulation of wood packing under International Phytosanitary measure ISPM 15.

Note:

-ISPM NO 15 requires that wood packaging either be heat treated or fumigated with Methyl Bromide and marked with International recognized International Plant Protection Convention (IPPC Mark)

The exhibitor shall be responsible for the consequences of improper packing.

A) Protection against Damage and Rain.

Please note that the exhibits are to be repeatedly loaded and unloaded by different parties during the long distance transportation. Shocking/Bumping will sometimes be inevitable. Moreover, the exhibits will be placed outdoors many times, including open-air storage at the exhibition centre before and after the exhibition sometimes even without a tarpaulin. Therefore, we strongly recommend the Exhibitor to take necessary precautions for damage and rain, especially when the return exhibits are to be packed with original packing materials (the case as well as aluminum foil, plastic covers etc. may be damaged already during unpacking).

B) The Case

The case must be strong enough to avoid damage during transportation as well as unpacking and in particular, be suitable for repacking and for sale or return movement after the exhibition. It is advisable that the gross weight of a package be between a few hundred kilogram and 2 tons -smaller cases will be handled manually and therefore has more chances to get damaged

SHIPPING MARKS

For the outside marking of all packages, clearly mark at least 2 sides as follow:

Case Marking: All packages should be marked as follows:

NAME OF EXHIBITION: _____
EXHIBITOR NAME : _____
STAND/BOOTH NO : _____
CASE NO. _____ **OF** _____

Measurements/Volume _____ (L)x _____ (W)x _____ (H) cm

NET WEIGHT _____

GROSS WEIGHT _____

For the weight of single piece of exhibits over 1000 kgs., please mark clearly in the outside case the "Center of Gravity", "Front Side and Back Side", "Lifting Point".. For any Fragile and Up-Right Position items, please also label or mark in the outside box. Other Marking should conform to the International Rules and Regulations Governing packing signs and symbols.

5.2 CARGO ROUTING

Exhibits may be transported to Kenya from abroad by sea or air. Exhibitors may forward their exhibits to Kenya either through our appointed agents at origin or by making their own shipping arrangement.

Sea Freight Route

Port of Loading-This can be the nearest sea port to the premises of the exhibitor in the country of origin

Port of Discharge-Mombasa
Sailing-Direct with days of transit time

Air Freight Route

Airport of Loading-This can be the nearest international airport to the exhibitor's premises.
Airport of Discharge-Jomo Kenyatta International Airport-Nairobi

Transit Time-Number of days

All Shipments should be forwarded on Freight Prepaid basis only from load Port / Airport.

All shipment will be shipped on behalf of exhibitor as per carrier's terms and conditions

INTIME FREIGHT & CARGO SERVICES LTD and their Agents will not be held responsible for any delays, mishaps or unavoidable circumstances during the transiting of goods by carrier

5.3. SHIPPING NOTIFICATION & PRE-ADVICE

The documents and pre-advice should reach us 14 working days for Sea freight shipments and 07 working days for Air Freight shipments prior to arrival of shipment. We will not be responsible for any consequences or delay resulting to the late supply of it.

Please don't use House Air Waybills as this will cause difficulties in the tracking of shipments and in turn delays in customs clearance.

Please separate the invoice and packing list for items intended for Temporary and Permanent Imports.

5.4. HAND-CARRIED EXHIBITS

We will not take any responsibility for hand carry items due to customs regulation in force at airport of destination.

5.5. CONTAINER STORAGE / DEMURRAGE

Please note that any charges for container storage and demurrage / detention will be on the account of the exhibitor and will be charged to the exhibitor as per outlay + 10 %.

5.6 UNPACKING / REPACKING EXHIBITS ON-SITE

We will assist Exhibitors in physical unpacking and installation of all exhibits; however exhibitors must supervise and are responsible for these operations. For this purpose, a representative of the company must be available on-site during the move-in & move out period. If exhibitors arrived late on-site, or, instruct us to arrange unpacking or re-packing unsupervised on their behalf, we shall handle these operations only at the exhibitors risk.

Similarly, during exhibition closing, exhibitors must also supervise the dismantling and repacking of exhibits, especially for sensitive or heavy equipment. When exhibits are repacked with used packing materials, the packing is regarded as no longer suitable to protect the equipment against damage/moisture compared with the original. Exhibitors shall therefore bear the responsibility for any consequences arising.

A) REQUIREMENTS TO CONVERT GOODS CLEARED UNDER TEMPORARY IMPORTATION INTO HOME USE

Cargo cleared under temporary importation for re-exportation is cleared under a Temporary Importation Customs Bond CB10. They must remain in our custody until all customs procedures/requirements and conditions have been met as follows and to be completed in 3 (three) stages as below:

STEP 1

Apply to the Customs Authority for permission to convert into Home use/Local consumption. The goods can be deposited into a Customs Warehouse and Form F89 obtained endorsed by the Customs Warehouse Keeper.

Submit all documents covering the goods including a copy of the Security Bond.

Customs Officer to verify the goods to confirm serial numbers/model numbers or other specification marks and issue examination report.

STEP 2

Once the above has been met, customs officer would issue a letter granting permission to enter the goods into home use and issue further conditions as below:

-Process an Import Declaration Form (IDF)

-Lodge Customs Entry

-Pay all duties and taxes immediately

-Pay additional 10% duty on the customs value of the goods

-Pay 15% penalty for local inspection fee to Kenya Bureau of Standards if goods covered under the Pvoc Programme.

STEP 3

-Submit evidence of payment of duties to customs warehouse holding the cargo

-Pay customs warehouse rent

-Take delivery of the goods.



Please contact for any further information/clarification

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