



## SHIPPING MANUAL

**SAUDI WAREHOUSING & LOGISTICS EXPO 2025  
COMMERCIAL VEHICLES ZONE 2025**





SAUDI  
**WAREHOUSING  
& LOGISTICS**  
EXPO



**COMMERCIAL  
VEHICLES**  
ZONE

**27<sup>th</sup> – 29<sup>th</sup> May 2025**

**RIYADH INTERNATIONAL CONVENTION &  
EXHIBITION CENTRE  
RIYADH, SAUDI ARABIA**

***Presented by:***

**DSV Solutions LLC - Fairs & Events**

A division of DSV Solutions for Logistics Services Company – Saudi Arabia

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# INTRUCTION:

DSV Fairs & Events have been appointed as the logistics freight forwarders and on-site handling agent by Dmg Events the organizer of **Saudi Warehousing & Logistics Expo 2025 and Commercial Vehicles Zone 2025**, DSV will be providing a full Customs clearance and on-site handling service for the exhibition.

Please read and adhere to the following shipping instructions and tariff. This is essential to avoid any problems or delays with clearance, handling, and transportation of your goods.

Please also ensure you follow the below deadline dates and ensure you order your required services for a smooth participation for your company at **Saudi Warehousing & Logistics Expo 2025 and Commercial Vehicles Zone 2025**.

Contact DSV Fairs & Events, For International shipping & Local Onsite handling services you must contact us latest by 25<sup>th</sup> April 2025, this deadline date must be adhered to for your cargo arrival at Dammam or Jeddah airport / seaport for the exhibition, we will be pleased to assist you with any questions that you may have.

## SHIPPING INSTRUCTIONS

### 1.1 CONSIGNMENT INSTRUCTION

All shipping documents including Bill of Lading / Air Waybill / Truck Waybill / Invoice / Packing list / Certificate of origin on Freight Prepaid basis must be **consigned to**:

**Consignee:**  
KAAF LOGISTICS COMPANY LIMITED  
AS SAYYIDAH KHADIJAH STREET  
AL FAISALIYAH DISTRICT  
PO BOX: 23441  
JEDDAH, KINGDOM OF SAUDI ARABIA  
VAT: 311375179200003  
Email: anees@kaaflogistics.com

**Notify Party:**  
DSV SOLUTIONS FOR LOGISTICS SERVICES COMPANY  
EXIT 18, SOUTHERN ISTANBUL STREET, EASTERN RING ROAD,  
SULAY, RIYADH 11534, KINGDOM OF SAUDI ARABIA  
PO. BOX: 55073  
TEL: +966593293207  
ATTN: Ahmed Khafaga  
E-mail: Ahmed.Khafaga@dsv.com

Remarks : Exhibition Goods

Show Name :  
Exhibitor Name : \_\_\_\_\_  
Stand No. : \_\_\_\_\_

All documents such as Bill of Lading, Air Waybill, Commercial Invoice & Packing List must show the consignee as indicated above.

## 1.2 DOCUMENTS REQUIRED

Please DO NOT mix temporary and permanent entry shipments under one AWB or B/L. Separate documents are required for temporary and permanent import and should correlate each other and tally with Shipping documents.

Handwritten documents are not acceptable. The entries on the Invoices must be in English Language. Details on all documents must tally with the actual shipment. Pro Forma invoice or shipping Invoice is NOT acceptable.

Following documents are required for purpose of import clearance on arrival.

### **Mandatory Documents Required – Air freight / Sea freight / Road freight.**

- Sea waybill of lading / air waybill / truck waybill
- 1 x Original commercial invoice + 2 copies
- 1 x Original packing list + 2 copies
- 1 x Original certificate of origin + 2 copies (refer page 3 for exemptions) – only for Road freight
- 1 x Clear picture of all the DG items along with MSDS
- 1 x Original insurance + 2 copies (for CIF shipments)
- 1 x Brochures and product catalogues for any regulated products (refer page 3 & 4)
- 1 x Original SABER certificate + 2 copies (refer page 3) Will be arranged by the Consignee through Saber Portal along with Items Catalogue, Pictures, Quality report & Checklist from Manufacturer or Supplier.

**NOTE:** SABER COC / PCOC /can be only generated subject to SABER authority confirmation upon uploading in portal once the Govt Fees are paid. The Govt fees will be actual billing to DSV even if the SABER Coc /PC OC is rejected. SABER Registration is required for both Temporary and Permanent Imports. Photos are required for SABER Registration and if actual photos are not available then of same models are acceptable. If serial numbers are not available, then suggest affixing stickers (preferably non-removable) with serial numbers and should be mentioned on the shipping documents as well.

- All documents must be in original on shipper's letterhead with rubber stamp in blue ink and signature.
- All documents must be endorsed by Chamber of Commerce at origin. (Refer page 3)
- Hand-written documents or corrections are not acceptable.
- All the cargo (each and every unit) and its packing materials should declare the "Made in Country" statement as per customs regulations.
- The entries on the Invoices must be in English Language (plus Arabic translation for Road freight shipments) and in accordance with the rules and regulations of the Saudi Arabian Customs Authorities.
- Details on all documents must tally with the actual shipment.
- We cannot begin customs clearance without the above original documents.
- Above requirements is for general cargo only.

### **Additional documents in certain cases:**

- Conformity certificate from origin country in case of regulated products under SABER regulations.
- Ministry of health permission in Saudi Arabia in case of medicine & medical equipment.
- SFDA permit in Saudi Arabia will be required in case of food products, cosmetics, perfumes, creams etc.
- Health certificate, phytosanitary certificate, and fitness certificate in case of food items.
- CITC permit in Saudi Arabia in case of materials involving transmitters, laser sensors, cameras, receivers, antenna, telephone etc.
- Ministry of PTT permission in Saudi Arabia in case of materials involving transmitters, receivers, antenna, telephone, radios, walkie talkies etc.

## Commercial Invoice

The signed (blue ink) & stamped commercial invoices must be in original on shipper's(exhibitor's) letter-head and bear the following information: invoice number, number of packages, itemized description of goods, itemized visible engraved serial number, itemized harmonized code, itemized value, total CIF value should be declared as FOB value + insurance + Freight, indicating currency code, total number of packages, total net & Gross weight, itemized country of origin (Manufacture) and the remark "shipment for temporary (or permanent) import into Riyadh, KSA for **"Saudi Warehousing & Logistics Expo 2025 and Commercial Vehicles Zone 2025"** and will be re-exported after the exhibition". The invoice number should also reflect on Air Waybill / Bill of lading as well. Invoice must show C & F value for each item preferably in United States Dollars (USD). A separate invoice is required for consumable items & all consumables, give away, literature must have a value for customs purpose.

Each invoice must include the following paragraphs appropriate to the goods that are sending.  
We certify that items (1\_\_\_\_) are manufactured by (Company name) and (address).  
We certify that the literature is printed /published by (company name) and (address).

The acceptance of the shipping documents as originals and the values given is subject to the sole discretion of the customs as per their defined parameters. Failure to comply with documentation and accuracy will result in delay and undue inconvenience, storage & other dues, which shall be for account of the shipper.

Food items, giveaways, brochures, catalogues, magazines, printed matters, CD ROMs etc., are dutiable on final basis and must be given a value based on CIF basis. DO NOT INDICATE 'No Commercial Value' on the invoice.

## Packing List

The Packing List must give details of the Content of each case, number of packages, Serial/ Model number, weight and measurement of individual package under a HS Code including shipping marks of the goods.

## Certificate of Origin

Certificate of origin (COO) must be issued from the local Chamber of Commerce at origin. The details on the COO (consignee, weight, pieces and origin) must correspond with those shown on the other documents. COO could be exempted for few products which have stamped, embossed and immoveable labels of origin attached to all freight. Removable stickers declaring country of origin(s) are not allowed. To benefit from this customs exemption, any imported products that have pre-existing international agreements must be accompanied by a COO as per the form and conditions stated within them. Applicable for Road Freight only.

## **1.3 DEADLINE FOR DISPATCH OF DOCUMENTS (PRE-ALERTS)**

Copy of all documents must be forwarded to DSV Fairs & Events. Original documents must not be attached with AWB and sent separately via courier to DSV Solutions for Logistics Services Company, Riyadh as per courier address mentioned above.

Attn: Ahmed Khafaga [ahmed.khafaga@dsv.com](mailto:ahmed.khafaga@dsv.com)

SFDA permit etc	: 15 working days prior to arrival of the shipment.
Sea freight	: 10 working days prior to arrival at dry port
Airfreight	: 7 working days prior to arrival at airport
Road freight	: 7 working days prior to arrival at Saudi Border

## 1.4 CARGO ARRIVAL DEADLINE

Below deadline purely includes working days and does not count weekends- Friday, Saturday and public holidays. Irrespective of arrival deadline, storage will be applicable for all the shipments.

Sea freight- FCL	: 12 working days prior to move-in - arrival at Dammam Seaport
Sea freight- LCL	: 15 working days prior to move-in- arrival at Dammam Seaport
Air freight	: 8 working days prior to move-in - arrival at Riyadh Airport
Road freight	: Arrival at border, 5 working days prior to move-in – arrival at border

## 1.5 CASE MARKINGS

The following markings should appear on all packages:

Name of Exhibition  
Name of Exhibitor  
Stand Number.....  
Case Number.....  
Gross weight (kgs).....  
Dimensions (cms).....

Reproduction on any case of the Saudi Government mark or human or animal form is strictly forbidden. All Products should have embossed or permanent sticker with Country of origin and serial number, if this is not mentioned then customs will reject, issue a fine (billed at actual+15% outlay fee) and may prohibit the entry of the shipment to Saudi Arabia.

All cargo will be subject to a rigorous customs examination on import and re-export. Therefore, packing must be of a high standard with cases that can be easily opened and re-sealed. Cardboard cartons are not recommended. All packing must comply with Saudi Port Authority rules, i.e. loose cargo must be palletized, with no individual piece exceeding 2000 kilos gross weight per pallet (unless otherwise specified), otherwise customs fine will be applicable.

## 1.6 TEMPORARY IMPORTATION / CUSTOMS DUTY

Temporary import permission is subject to customs authority's discretion. If temporary import permission is not granted, then all cargo is subject to import duty of 5-20% CIF value. For temporary import shipments, temporary import bond fee shall be applicable and will be charged as per handling tariff.

To apply for temporary importation, it may take minimum 2-3 weeks of time. The Packing List must give details of the Content of each case, **number of packages, Serial/ Model number, weight and measurement of individual package under a HS Code including shipping marks of the goods.**

## 1.7 VALUE ADDED TAX (VAT)

Effective 01st January 2018, Value added tax of 15% will be applicable on all the services rendered in Saudi Arabia. The same will be added in our final invoice.

## 1.8 CUSTOMS DUTY DEPOSITS / REFUNDS

Some high value shipments can be imported on a duty deposit (temporary) basis. If Saudi Arabian Customs grants this, then it is possible to reclaim the duty when the goods are re-exported. The refund is entirely at the discretion of the inspecting officer, but if the following guidelines are adhered, there will be a better chance of a successful reclaim.

- Goods and documents **must** show a visible engraved serial / model number. Duty will not be refunded on any items that do not have this on both the item and corresponding documentation. These serial numbers must be embossed or plated, and stickers are not allowed.
- Cargo must arrive within our stated deadlines, and documentation must be 100% correct.
- It is advised to pay the duty on final basis for lower value shipments and to reclaim refund for only higher value shipments exceeding customs duty of USD 1,500.00, else the process is uneconomical.
- The cargo must be re-exported in full via the same port and mode of transport as used for importation.
- The cargo must be re-exported immediately, and cannot be held in Kingdom for private demos, etc.

Duty refund amounts are calculated by Saudi Customs on FOB values, even though duty payments are made on CIF values.

The refund system is a lengthy procedure and can take up to 8 months to complete after the re-export of shipment from Saudi Arabia. It also slows down the re-export process, and this must be borne in mind if you need your cargo urgently after the exhibition.

A service charge of 15% (Minimum charge of USD 120.00) will be applicable on the total amount refunded; to cover administration expenses and the physical time taken to complete the required documentation.

### **Procedure for Customs Deposit**

On behalf of exhibitor, the consignee or the customs broker has to pay the customs deposit or customs duty at the time of customs clearance. In order to arrange the same, the exhibitor has to arrange cash or wire transfer through their Bank at origin country to their corresponding bank in Riyadh prior to customs clearance. Bank guarantee is acceptable by the customs from the Riyadh local bank on behalf of exhibitor. If the shipment is re-exported in full, local bank will transfer the deposit amount back to the origin bank after re-export of shipment in full from Saudi Arabia. Estimated Time-frame for Customs refund would be 6 – 8 months

## **1.9 INFORMATION FOR IMPORTS**

The importation of pork, alcohol, in any form, is strictly prohibited.

Saudi Customs have been known to confiscate literature to support the Saudi printing industry. Whilst we strongly discourage hand-carrying goods into the Kingdom, it is a good idea that your representative takes a supply of literature to guard against this eventuality. In some instances Saudi Customs may decide that literature requires Ministry approval which will delay clearance upto to 3 weeks. Should publications contain interviews with the Ruling Royal Family, they will have to be submitted for Ministry approval. This will delay clearance and will involve additional costs.

Do not send any printed items (Magazine, Books, Brochures, company profile if any printed matter) along with the shipment. In case of any printed items, please forward separately by Air or Courier. There is no guarantee of release and delivery at your stand on time from the customs and related department.

Do not send foodstuffs for hospitality purposes. Items such as tea, coffee, soft drinks, etc. can be purchased locally.

Certain goods are restricted for import into the Kingdom and are subject to approval. Please contact us if you intend sending any of these: Fertilizers ~ Chemicals ~ Seeds ~ Plants ~ Grains ~ Animal Feeds ~ Animals ~ Defense & Military Equipment ~ Communications Equipment ~ All Hazardous Cargo.

Saudi Arabia is a strict Islamic State and Pictures of women working or with men ~ References to Islam ~ 3D representations of human or animal life forms ~ Pictures or references to Saudi Arabia, pigs, alcohol etc., are considered as offensive.

## 1.10 VIDEOS, FILMS, CD-ROMS ETC

These are subject to censorship and should be sent by courier 3 weeks before the exhibition.

We do not require any samples. Customs will take samples from the shipment upon arrival at the port and send to the concerned dept. of Ministry of Information. This is the routine customs procedure that samples from Brochures/catalogues/literature/periodicals/CDs/DVDs etc. to be referred to the Ministry of Information office for their verification & screening. After their approval only the cargo will be released by customs.

As the brochures, CDs, etc. are subject to approval from the concerned Ministry in Saudi Arabia, it is advisable to send these items as a separate shipment.

## 1.11 STAND PLAN

If you have large machinery or heavy exhibits, please provide us with a stand plan so that we may position your cases accordingly. Failure to send this prior to the move in, DSV will place the item on the booth as we see fit. Any further moves/correctional moves of the item will be charged in addition as a separate lift and will have to be paid in full prior to movement.

## 1.12 HAND CARRY EXHIBITS

Overseas exhibitors are strongly advised not to hand-carry exhibits as these will be subject to customs clearance upon arrival. In case exhibits are being stopped at the airport on arrival, DSV will not be able to assist with the customs clearance of hand carry items.

## 1.13 DURING THE EXHIBITION

It is extremely important that we receive your written instructions about consumption, sale or re-export for goods imported for the exhibition. We will visit your stand with the relevant forms.

## 1.14 EMPTY CASE STORAGE

- The exhibition show site yard is not a covered site, therefore all freight and empties moving in and out of the halls or stored on site during the show are exposed to climatic conditions, DSV shall not be responsible for any damage due to the same.
- The Exhibition venue yard is an unsecured storage area, DSV shall not be held responsible for any loss or damage incurred due to forces beyond our control. It is the responsibility of the agent / exhibitor to provide suitable packaging/covers to ensure the safe transit of their products for the duration of any freight movements.
- Empty Cases returned to stand at the time of break down that are left unattended at the exhibitors/forwarder's own risk, and we will not be responsible for boxes going missing from the booth during the interim period.
- The outbound return instructions and the collection of the freight from your exhibitor's stand is the responsibility of the respective agent / forwarder.
- If free empty case storage is not available at the show site, then extra charges would be applicable for moving the empties offsite and will be subject to additional handling and transportation charges.
- **Inbound** – Once DSV have delivered the pieces to the designated stand we cannot be held responsible for any packages that go missing during the buildup period.
- **Outbound** – Once DSV have placed the empty packages at the designated stand, until the time of collection, DSV cannot be held responsible for any packages that go missing.
- Boxes that are returned to stand at the close of the show, are left at the stand at the exhibitor's own risk. DSV cannot be held responsible for boxes that go missing during this period.
- Unless all the conditions mentioned in these instructions are strictly complied with, we cannot be held responsible for late or non-delivery of cargo to the exhibition.
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## 1.15 TENTATIVE RE-EXPORT TIMEFRAME

Whilst we provide labor and equipment to assist with re-packing, it is ultimately your responsibility to ensure that your goods are re-packed correctly for re-export. If we are left to re-pack goods, we cannot be held responsible for any loss or damage to your consignment.

We will only provide labor and equipment for re-packing on the morning after the show closes. This gives us time to return all empty cases during the night. \*\*\*Please allow a minimum of 3 working weeks for the processing of your return shipment. If you need your goods returning urgently, please advise this to DSV prior to the import of your goods\*\*\*

All the return instruction should be provided before closing of the show or latest within one week. Failure of these will incur additional storage charges and transportation, which will be billed as per our handling tariff.

For all urgent dispatches (completed within one working week where possible), an additional service free of USD 250.00 per shipment will be charged.

\*\*\*It is vital that you or your exhibitors complete a disposal instruction before you leave the venue, these are available in our onsite office\*\*\*

## 1.16 INSURANCE

Our tariff is computed on the basis of volume or weight. This has no correlation with the value of exhibits, it follows that the cost of insurance cover is not included in our charges. We would like to advise that it is the responsibility of each exhibitor to arrange Marine (Transport) Insurance covering transport to the exhibition, during the exhibition, and the return of the exhibits to domicile, including the period the exhibits are handled by DSV-Fairs & Events. Contractors/Transporter shall be included as coinsured/sub-contractor in the policy and cover all liabilities with an express and unconditional waiver of subrogation towards contractor/transporter. The insurance policy must waive the right to recovery from transporter fully and unconditionally. Also ensure that transport insurance is arranged for exhibits sold locally. Upon written instructions, DSV - Fairs & Events can offer the exhibitor insurance coverage at competitive premiums.

## 1.17 IMPORTANT

All business transacted is only in accordance with DSV's / our sub-contractors' Standard Trading Conditions, copy is available upon request.

Use of DSV Fairs & Events (DSV Solutions) 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.

**For additional information or clarification, please contact us at:**

### **DSV SOLUTIONS LLC – Fairs & Events**

1st Floor, Regional Building  
Jebel Ali Free zone, South Zone  
PO Box 36683  
Dubai, United Arab Emirates

### **DSV SOLUTIONS FOR LOGISTICS SERVICES**

Exit- 18, Southern Istanbul Street  
Eastern Ring Road, Sulay,  
PO Box 55073, Riyadh 11534,  
Kingdom of Saudi Arabia.

### **Contacts:**

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Should you require assistance with the shipping of your exhibits / displays, we would be more than happy to provide a list of our recommended agents worldwide who are experienced in the specialized field of exhibition freight forwarding and are accustomed to working on such exhibitions in this region.