



MIDDLE EAST COATING SHOW 2026
28 – 30 September 2026

SHIPPING GUIDELINE





Introduction

Contact Details

Introduction

DSV Fairs & Events LLC. have been appointed by **DMG EVENTS** as the official freight and on-site handling contractor for **Middle East Coating Show 2026** exhibition being held at **NORTH HALLS, DUBAI EXHIBITION CENTRE (DEC), EXPO CITY DUBAI**.

The following instructions are designed to assist you with the movement of exhibits and stand building materials.

Failure to comply with these instructions and deadlines, may cause unnecessary delays in handling / clearance and additional expenses being incurred.

Contact Details

Presented by:

DSV - Fairs & Events LLC.
Office R023A, Concourse1
Hall No. 2, P. O. Box 34910
Dubai World Trade Centre
Dubai, U.A.E
Attn : Nomar Pavon
Tel: +971 4 813111
E-mail: nomar.pavon@dsv.com

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National Exhibition Centre
Birmingham B40 1PJ
United Kingdom
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Sales Inquiries

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E-mail: terence.brunton@dsv.com

Consignee Instructions



Road Freight Consignee

Consignee Instructions

DSV Fairs & Events LLC.
C/O Middle East Coating Show 2026
Tel: +971 4 813 1111
Dubai U.A.E

Notify Party:

(Exhibitor name)
C/O Middle East Coating Show 2026
Hall No. / Stand No.

Arrival Deadlines

Cargo Arrival at UAE border : 17th Sept 2026
Pre-alert to receive via mail : Prior to truck departure from Origin

* If goods require Health Certificates etc., please check arrival date with show manager, as the shipment may need to arrive earlier than above.



Air Freight Consignee

Consignee Instructions

DSV Fairs & Events LLC.
C/O Middle East Coating Show 2026
Tel: +971 4 813 1111
Dubai U.A.E

Notify Party:

(Exhibitor name)
C/O Middle East Coating Show 2026
Hall No. / Stand No.

Arrival Deadlines

Cargo Arrival at DXB or DWC Airport : 15th Sept 2026
Pre-alert to receive via mail : At least 5 working days prior to arrival of shipment in Dubai.

* If goods require Health Certificates etc., please check arrival date with show manager, as the shipment may need to arrive earlier than above.



Sea Freight Consignee

Consignee Instructions

DSV Fairs & Events LLC.
C/O Middle East Coating Show 2026
Tel: +971 4 813 1111
Dubai U.A.E

Notify Party:

(Exhibitor name)
C/O Middle East Coating Show 2026
Hall No. / Stand No.

Arrival Deadlines

LCL - Cargo Arrival at Jebel Ali Port : 09th Sept 2026
FCL - Cargo Arrival at Jebel Ali Port : 10th Sept 2026
Pre-alert to receive via mail : At least 10 working days prior to arrival of vessel in Dubai.

* If goods require Health Certificates etc., please check arrival date with show manager, as the shipment may need to arrive earlier than above.

Tentative Re-export Timeframe

FCL shipments from Jebel Ali Port	-	10 days from last day of break-down
LCL shipments from Jebel Ali Port	-	15 days from last day of break-down
Airfreight shipments from Dubai/DWC Airport	-	10 days from last day of break-down

The following documents are required for the temporary import clearance of goods in Dubai:

Shipments arriving by SEA

a) Commercial Invoice / Packing List	:	2 sets of original signed & stamped CIPL
b) Bill of Lading	:	1 Original & 3 non-negotiable bills of lading
c) H.S. Code Summary Sheet	:	For shipments with more than three (3) HS Codes
d) *MSDS (Material Safety Data Sheet)	:	For shipments with lithium-ion batteries or hazardous goods
e) Insurance Certificate (if insured)	:	1 original and 1 copy of Insurance Certificate

Shipments arriving by AIR

a) Commercial Invoice / Packing List	:	1 set of signed & stamped Commercial Invoice (Colored Copy with Blue Ink Stamp)
b) Air Waybill	:	1 x non-negotiable Air Waybills
c) H.S. Code Summary Sheet	:	For shipments with more than three (3) HS Codes
d) *MSDS (Material Safety Data Sheet)	:	For shipment with lithium-ion batteries or hazardous goods
e) Insurance Certificate (if insured)	:	1 original and 1 copy of Insurance Certificate

Shipments arriving by ROAD

a) Commercial Invoice / Packing List	:	2 sets of original signed & stamped CIPL (English & Arabic)
b) Certificate Of Origin	:	2 sets of original Certificate of Origin issued/endorsed by Origin Chamber of Commerce.
c) H.S. Code Summary Sheet	:	For shipments with more than three (3) HS Codes
d) *MSDS (Material Safety Data Sheet)	:	For shipment with lithium-ion batteries or hazardous goods
e) Insurance Certificate (if insured)	:	1 original and 1 copy of Insurance

The commercial invoice for all shipments (Air / Sea / Road) should include the following information:

- Full description of all items with individual quantities and values in USD, EUR or GBP
- Total CIF value
- HS code for each item
- Serial numbers (if applicable)
- Country of Origin
- Gross weight and dimensions of each case / package

Please remember the description will need to be understood by people that are not familiar with your goods. The invoice should clearly state that the shipment is a 'Temporary Import'.

Please be advised that all goods entered under our bond / guarantee, remain under our control. At the end of the show, they should either be re-exported or subsequently permanently imported, by DSV only. Goods imported on DSV bond cannot be handed over to third parties to export from the U.A.E

Good that will not be returning after the event, should be documented using a Combined Commercial Invoice / Packing list as above clearly stating that the shipment is a "Final Import" or intended as "Giveaways."



Case Markings

Courier Shipments

Case Markings

We suggest that your goods are well packed and labelled for easy identification, all packages should be marked as follows:

Name of Exhibitor: _____
Stand & Hall Number _____
Name of the Show Middle East Coating Show 2026
Case Numbers: _____
Gross Weight _____
Dimensions: _____

Exhibits and cargo should be well packed and designed with internal padding and battens, suitable to the nature of the goods and the mode of transportation intended. The packaging should be able to withstand the entire journey, in case of temporary import the return journey also.

It should be capable of easy unpacking and repacking; the use of screws and clips is highly recommended instead of nails which can damage the packaging.

Crates / flight cases on wheels and individual pieces weighing more than 30 kgs

Airlines in U.A.E will not accept shipments for export that are over 30 kgs and not able to be handled by forklift, or crates / flight cases that are on wheels. It is a requirement that all these items are palletized before export.

However please note if these items are not palletized on import to Dubai, then there could be a discrepancy in the weight of the shipment on re-export and result in import duty having to be paid on the total value of the shipment.

Therefore, it is requested that **all pieces over 30 kgs in weight, and all wheeled items, are palletized before shipping to U.A.E**

The handling and airfreight charges will be applicable as per the chargeable weight on the air waybill.

Additional charges will be applicable for provision of a new pallet, or palletization of cargo by our staff.

DG/ Non-DG shipments and DCAA permits.

Any return shipment having DG (Dangerous Goods) or ELI (Lithium-Ion Batteries) or normal batteries must be declared on the return shipping instructions with proper declaration and number of packages having this commodity (declaration form templates are available on request).

Any shipment having a compressor / generator / cylinder (extinguisher) must be declared in advance of export with the proper declarations. A DG declaration for DG shipments and non - DG declaration for non - dangerous goods is required (declaration form templates are available on request).

If shipments are held at the airport during screening due to undeclared items, additional charges shall apply for DCAA permits for AWB amendments and airport storage charges shall accrue until the declarations are submitted and DCAA permit approved.

Courier Shipments

- Don't send any food or consumable items as courier shipment. DSV will not hold any responsibility if it gets stuck in customs.
- When you are booking the courier shipments, please ensure you have booked it under DDP Incoterms, and the Courier company will be able to customs clear and deliver it door to door.
- Ensure that any shipment sent through courier are not of high quantity & Value.
- Courier pre alert must be communicated by e-mail –
To: **Rohini Manoharlal** - rohini.manoharlal@dsv.com; **Bibin Varghese** - bibin.varghese@dsv.com
Cc: **Udaykumar Pillai** - udaykumar.pillai@dsv.com
- Consignee on waybill must be same as provided in the shipping instructions.
- Please DO NOT send courier shipments addressed direct to your hall or stand/booth number.

All courier shipments (up to 50 Kg) should be sent and addressed as follows: -

DSV Fairs & Events LLC.

C/O **Middle East Coating Show**

Al Quoz Industrial Area

Next to Marina Furniture

Street No: 16,

Dubai, United Arab Emirates

Attn: Mr. Nomar Pavon / Tel: +971 55 9171107 & Bibin Varghese / Tel: + 971 50 6129848

Name of Exhibitor : _____

Stand Number : _____

Exhibitors should report to the DSV site office and pay cash for the handling charges incurred. The goods will then be delivered to your stand. Payments in advance by bank transfer are subject to a service fee to cover bank charges.

Shipments that require an advanced payment of Customs Duty or any freight charges will be refused, unless agreed in advance. Courier shipments must therefore be sent on a delivered Duty paid basis.

V.A.T charged additionally estimated at 5% of total invoiced amount, charged both ways, Inbound & Outbound, and applicable on all local charges mentioned in section 5.

All publications are subject to U.A.E censorship, we request one copy of each to be couriered to us at least 30 days prior to the event for censorship processing. Clearance of such items is solely subject to approval of the U.A.E government authorities.

It is the responsibility of the exhibitor to check with DSV if their package has been received. Shipments that require advance payment of Customs Duty or any other freight charges will be refused unless it is pre-arranged. Courier shipments must therefore be sent on a Delivery Duty Paid (DDP) basis.

Re-Export /Permanent Import

Freight and other related charges will be on account of the exhibitor. In the event the exhibitors would like to leave the exhibition goods in Dubai for disposal or giveaways, the permanent import is subject to Dubai Customs approval and once it has been agreed, the exhibitors or the buyers are required to pay all duties and taxes including the formality to convert the temporary import to permanent import.

Even if goods are to be disposed, duties and VAT @ (5% on the customs duty + CIF Amount are payable by the exhibitors and any additional disposal charges shall be additional for account of the exhibitors.

DSV's representatives will be on-site during the show dates to help exhibitors with the re-export, disposal or giveaways.

HAND-CARRY

Overseas exhibitors are not encouraged to hand-carry exhibits which will be subject to customs clearance on arrival.

In event the exhibits are stopped at airport on arrival, exhibitors are required to handover the shipment along with the Invoice and Packing list to Customs Authorities at airport against issuance of Custody Receipt, thereafter; handover the original Custody Receipt along with copy of invoice and packing list to us urgently for customs clearance.

In which case, please allow up to 2 working days for customs clearance with the Dubai Customs prior to delivery to the booth. All charges for this urgent clearance shall be for account of the exhibitors.

ATA Carnet Procedure

The requirements for processing importation using the ATA Carnet system are mentioned below:

- All equipment to be shipped under the ATA Carnet system must have engraved serial/identification numbers clearly visible. The same serial/identification numbers must also be mentioned in the ATA Carnet and Commercial Invoice and must match 100%.
- An original invoice will need to be attached along with the ATA Carnet, as required by U.A.E Customs for import. The weight of the shipment on import must match exactly on re-export.
- Customs will check each item/piece of equipment during examination and if the numbers cannot be found or do not correlate to what is mentioned in the documents, the temporary importation of the shipment will/may be rejected, and the ATA carnet will not be used or stamped.
- The ATA Carnet number must be clearly mentioned on the AWB or sea waybill.
- It should clearly list the country U.A.E of the front page.
- Cargo and exhibits being shipped under ATA Carnet cannot be combined with any other permanent or temporary import goods not included in the ATA Carnet. This must be shipped on an individual and separate waybill. **Only 1 x ATA Carnet should be sent per waybill.**
- **More than one ATA Carnet cannot be mentioned on the same MAWB / HAWB / MBL / HBL.**
- The ATA Carnet should clearly mention the returning destination for the freight out of U.A.E
- During exportation, the ATA Carnet cannot be processed and stamped by the authorities, if the shipment will be re-exported within any of the GCC countries in the region.
- The cargo details, piece count, weights and values mentioned on the Carnet should match 100% to the details mentioned on the air or sea waybill.
- The period fixed for the re-exportation of goods imported under ATA Carnet shall not exceed 6 months from the date of temporary admission.
- A service charge will be applicable for each ATA Carnet being processed.

CUSTOMS DUTY / DEPOSITS

Present Customs regulations impose a customs duty @ 5% of CIF or customs assessed value +VAT @ 5% (customs duty + CIF Amount) for permanent shipments.

For Temporary import, the serial number of the items must be engraved on each item and the same should be mentioned in the invoice too. If there are no serial numbers, then customs authority will not accept temporary import and customs duty +VAT should be paid on final basis (Non-refundable). Customs deposits are subject to refund on re-export. Custom Duty / Deposit must be settled by the exhibitor before customs clearance procedures. It may take 4-6 months to avail customs deposit refund and to provide the actual customs duty receipt.

For PART or FULL re-export shipments, custom duties are calculated either based on CIF value or on the Weight Loss / Gain, whichever is higher. Please ensure that all parties concerned are informed and accordingly our invoices will have to be settled at that time with any further disputes.

Customs fines will be imposed on the exhibitor in cases of Undervaluation, Non-declaration, and Erroneous declaration. In such cases, DSV shall not be responsible for any delay in clearance. Customs fines and extra expenses incurred shall be borne by the exhibitor. Exhibitors are therefore strongly reminded to declare the true market value of their goods and be extremely careful in their preparation of documents.

EXCISE TAX

Effective 1st December 2019, Excise Tax will be applicable on the selected food items at the below rates:

- Tobacco & its derivatives and Energy Drinks at 100% of the CIF Value
- Soft Drinks at 50% of the CIF Value

Excise Tax will be applicable for the following items: Malt Extract that can be used to produce aerated beverages or energy drinks, preparations for making lemonade or other soft drinks, mineral water- flavoured or sweetened, lemonade drinks, orange drinks, Cola drinks, Non-Alcoholic beers, milk-based beverages, cocoa based beverages and Non-aerated beverages – sweetened with fruit flavor.

Tobacco, not stemmed / stripped or partly or wholly stemmed / stripped, suitable use as tobacco, cigars, cheroots and cigarillos containing tobacco, ordinary cigarettes, electrically heated cigarettes containing tobacco, cigars of tobacco substitutes (not containing tobacco or nicotine), waterpipe tobacco, chopped or pressed tobacco for smoking / pipes, homogenized or reconstituted tobacco, pressed or liquored tobacco for making snuff, chewing and sniffing preparations containing tobacco, snuffs, jirak, tobacco extracts and essences.

Notes

- For valuable cargo, serial number, tag number, art number with pictures must be provided and should be mentioned on all shipping documents.
- Amendment / surrender charges for AWB or MB/L if any will be charged additionally.
- Non-Delivery of goods to stand to be reported before opening of the show to the site office or DSV representative. Non delivery could possibly be due to (and not limited to) instances such as:
 - ✓ Delay due to incorrect documents.
 - ✓ Delay in customs approval
 - ✓ No pre-alert / documents

Failure to notify in due time, DSV shall not be held responsible for the same.

- Special handling / services / transportation if required, then the charges for the same will be additional based on the scope of work. Please advise us the details of such shipments prior to the dispatch from origin.
- All shipments are cleared into Dubai on temporary basis for exhibition. Temporary import is subject to a Temporary Import Bond Fee (non-refundable).
- All exhibition shipments are customs cleared on temporary import basis (subject to customs authority's discretion) and have to be re-exported within 90 days from date of arrival into UAE. Otherwise, customs duty +VAT will be applicable on final basis (non-refundable). Note that if the shipments are re-exported to any GCC country then customs duty has to be paid in UAE (first port of entry) prior to re-export.

For sea / road freight, it may take 2-3 months and for airfreight 2-6 weeks to obtain the GCC statistical declaration and is subject to customs authority discretion.

To avoid delays, other option is to re-export as a local export shipment by paying duty + VAT in UAE and destination GCC country.

Re-export documentation + Certificate of origin issuance/attestation charges for road freight shipments will be additional and applicable on case-to-case basis. (An order processing fee would be applicable).

At the Close of the Exhibition: It is imperative that every exhibitor has completed and signed the Return Shipping Instruction Form before they leave the exhibition. DSV will not be held responsible for any loss of shipment or damage incurred due to an exhibitor not completing or signing the form correctly. If the exhibitor needs to change the number of packages returning and has failed to provide DSV with the revised instructions, DSV will not be held responsible for any such discrepancies in the piece count.

If for some reason the exhibitor has not been able to meet with our representative, and the exhibitors have a return shipment requirement, they should either visit our site office or contact DSV representative at the earliest opportunity to complete their disposal instructions. Alternately, **please contact: Nomar Pavon Tel: +971 4 8131312 & Mobile: +971 55 9171107**

If the exhibitor has sold their exhibits to a 3rd party during the exhibition, it is the sole responsibility of the Exhibitor thereafter and DSV will not accept responsibility for any loss or damage after this time unless otherwise specified in writing. The exhibitor must be present to oversee the collection of all Exhibits.

A complete return instruction needs to be provided by the agent or exhibitor to DSV prior to the show closing so that direct handover to Airline / Shipping line can be arranged. Failure to provide the Return Instructions within the time frame will result in transfer of consignment to DSV warehouse and any such movements will be subject to additional handling and transport charges will be applicable.

- ✓ Handling : USD 15.00 per CBM per way (Minimum 3 CBM)
- ✓ Storage : USD 20.00 per CBM per week (Minimum 3 CBM)
- ✓ Transportation : USD 250.00 per 3-ton pickup per trip

Shipments over and above 8 CBM or 1000kgs will be quoted and billed on a case-to-case basis.

Special Requirements

Restricted items

- Lithium-ion goods falling under **UN3480** can be imported into the U.A.E but cannot be re-exported out of the U.A.E by any mode of transport.
- Importation of commodities such as alcohol or pork and products containing alcohol or pork or any of its by-products, this is strictly restricted for import into U.A.E
- Importation of exhibits such as weapons, ammunition, explosives, or any other military equipment is strictly forbidden for import into U.A.E
- Importation of products such as food items, live plants / flowers, tiles / marbles, wireless / radio, telecommunication / defense equipment and radioactive materials of a hazardous nature, cosmetics, hazardous / class rated cargo, etc. may have restrictions for importation into U.A.E
- Food Stuff needs to be accompanied with 'Health Certificate & Certificate of ingredients and quality" issued by the health authority of the country of production / manufacture & attested certifying fitness for human consumption. Certificates issued by 'Food Controlling Committee' are not accepted by Dubai Municipality/ authorities. In such cases it must be attested / legalized by UAE consulate from the shipment's originating country. For document requirements, please contact us

However, some commodities can be imported after obtaining prior approvals and special permissions from the necessary ministries, for some items such as medical equipment, medicines...etc,. Import permissions are solely subject to approvals from the respective ministry and such goods must be shipped only after receipt of these import permits and our confirmation. Additional charges are applicable to secure such permissions and can be quoted upon request.

If you intend to ship any such items, please contact DSV at least 90 days prior to shipping.



Insurance

Insurance of the cargo is not included in our scope of work / tariff, and this should be arranged by the Exhibitor and / or Exhibitor company with an express and unconditional waiver of subrogation towards DSV their partners & sub-contractors.

The 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.

You are strongly recommended to check with your all risk Insurer that you are fully covered for all the work we may undertake on your behalf and to advise them of our conditions. As our tariff is computed based on volume and weight and has no correlation with the value of exhibits, it follows that the cost of insurance cover is not included in our charges. It is the responsibility of each exhibitor/client to arrange a Full Marine (Transport) Insurance covering transport of your goods from your domicile to the exhibition, and the return of the same back to your domicile at the end of the show, including the period your exhibits/goods are handled by DSV. Please also ensure that the Marine (Transport) Insurance is arranged for the exhibits/goods sold locally during the exhibition.

DSV will not accept any liability towards any loss/damage of your exhibits/goods.

VALUE ADDED TAX (VAT)

Value Added Tax (VAT) @ 5% is implemented in the UAE as per FTA Laws and will be applicable on all our charges as mentioned in our handling tariff including shipments under ATA Carnet. If the return freight is booked through DSV, then VAT on the outbound services shall not be applicable.

VAT @ 5% of CIF value + customs deposit amount must be deposited with FTA. In order to arrange the payment, a non-refundable fee of 3% of the VAT deposit will be applicable.

Payment Terms

Terms of Payment

- ✓ Inward: Upon uplift of goods, prior to delivery to stand.
- ✓ Outward: Upon presentation of invoice/prior to exportation of shipments.

Very important: for invoicing, please make sure DSV will receive your company address, contact email, telephone number, copy of your company commercial registration/trade licence and VAT Certificate, to register your company, this is very important, enabling us to facilitate our timely invoices to you, towards services provided.

All payments must be made without any deduction or deferment on account of any claim, counterclaim or offset. Personal or foreign cheques are not accepted. Payment can be made by cash, credit card (subject to additional charges), Bank draft or telegraphic transfer to our account, details as follows:

Draft Invoices will be forwarded by mail which needs to be confirmed within 5 working days, after which the Final invoices will be issued and any disputes / discrepancy towards Final Invoices will not be accepted.

Payment can be made by Bank Draft or Telegraphic Transfer to our account as follows and payable to:

Account Name	-	DSV Fairs & Events L.L.C
Bank Name	-	HSBC Bank Middle East LTD
Branch	-	Bur Dubai Branch P O Box 66, Dubai, UAE
Swift code	-	BBMEAEAD

Account Numbers:

US\$ 023-692171-100	-	IBAN AE340200000023692171100
AED 023-692171-001	-	IBAN AE880200000023692171001

(Remitting bank charges are to be borne by the Exhibitor)

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 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.

