



SHIPPING MANUAL WAMPEX 2026





3rd – 5th June 2026

**LA PALM ROYAL BEACH HOTEL
ACCRA, GHANA**

Presented by:

DSV - Fairs & Events LLC.
Office R023A, Concourse 1
Hall No. 2, P. O. Box 34910
Dubai World Trade Centre
Dubai, United Arab Emirates
www.dsv.com

SHIPPING INSTRUCTIONS

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 address** : Hallmark Freights and Consultancy Gh. Ltd.
4th Floor, Allied Heights,
Olusegun Obasanjo Highway
Attn: Udaykumar Pillai - udaykumar.pillai@dsv.com
- Notify party** : Hallmark Freights and Consultancy Gh. Ltd.
4th Floor, Allied Heights,
Olusegun Obasanjo Highway
Attn: Udaykumar Pillai - udaykumar.pillai@dsv.com
- Description** : Exhibition Goods

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

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 imports.

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. Format attached for your reference.

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

Mandatory Documents Required – Air freight / Sea freight.

- Sea waybill of lading / Air waybill
- Commercial invoice reflecting C&F value
- Packing List
- Participation Letter

Additional documents in all cases:

- Import Permits from Customs for temporary admission is mandatory. The local representative of organizer must obtain from the Customs and concerned authorities

Commercial Invoice

- All Commercial Invoices should be stamped and signed.
- Invoice must show C & F value for each item in United States Dollars (USD). As per Customs rules, freight as declared on the AWB will be considered while assessing the value. As regards Ocean freight please submit freight certificate.
- A separate invoice is required for consumable items & all consumables, give-a-ways; literature must have a value for customs purposes.

3. Deadline for dispatch of documents (Pre-alerts)

To ensure no delays or undue inconvenience to customs clearance on arrival, it is imperative that copy of the above documents must be forwarded well in advance to the arrival of shipments in Nigeria to DSV Fairs & Events.

Sea Freight : 25 working days prior to arrival at **TEMA Port**
Air Freight : 12 working days prior to arrival at **ACCRA Airport**

Attn: Uday Kumar Pillai | E-mail: udaykumar.pillai@dsv.com

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 : 20 working days prior to move-in – arrival at **TEMA Port**
Airfreight : 07 working days prior to move-in – arrival only at **ACCRA Airport**

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) : _____

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. 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.

6. TEMPORARY IMPORTATION / CUSTOMS DUTY

Temporary admission of any shipment into the country for the show is totally subject to Customs approval. To get approval for temporary admission of the exhibits for the show, the co-organizer of the show based in Ivory Coast has to issue a request letter to Customs director and obtain approval. Temporary admission approval is issued on a shipment-to shipment basis for which the final Invoice & Packing list to be submitted to Customs at least 30 days in advance.

To apply for temporary importation, it may take a minimum of 4 weeks of time. The CIPL 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.

It is suggested that shipments be cleared on payment of applicable duties / taxes. Third party importer can be arranged.

7. VALUE ADDED TAX (VAT)

Value added tax of **24%** will be applicable on all the services rendered in Abidjan. The same will be added to our final invoice.

8. CUSTOMS DUTY DEPOSITS / REFUNDS

Customs duty @ **25% - 45%**, VAT @ 24%, based on CIF value assessed by the GHANA Customs Authorities will be charged on all item, this includes all giveaways, stand materials and exhibits.

9. 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.

10. 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.

11. 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 breakdown 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.
- Inbound – Once **DSV** have delivered the pieces to the designated stand, **DSV** will not be 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.

12. TENTATIVE RE-EXPORT TIMEFRAME

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.

A minimum of 3 working weeks for the processing of return shipment is required. If you need your goods returned urgently, please advise **DSV** to prioritize the return. For all urgent dispatches an additional service fee 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. *****

13. INSURANCE

All exhibits should be insured for round trips. DSV will not be responsible for the insurance or security during the buildup or break down periods. It is therefore recommended that exhibitors ensure that they have adequate insurance whilst their goods are being transported to and from the event, during all handling operations and the exhibition period itself. 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 recover from transporter fully and unconditionally.

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 - Fairs & Events LLC.
Office R023A, Concourse 1
Hall No. 2, P. O. Box 34910
Dubai World Trade Centre
Dubai, United Arab Emirates

CONTACT PERSON

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