



SHIPPING GUIDELINES

BIG 5 NIGERIA 2026





22nd – 24th September 2026

LANDMARK CENTRE

LAGOS, NIGERIA

Presented by:

DSV - Fairs & Events LLC.

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INTRODUCTION

DSV FAIRS & EVENTS kindly request for you to read these shipping instructions and guidelines very carefully concerning freight logistics to the **Big 5 Nigeria 2026** (exhibition being held from **22nd – 24th September 2026** at the LANDMARK CENTER, Lagos - Nigeria. This is essential in order to avoid any problems or delays with clearance, handling and transportation of your goods

We will be pleased to assist you with any questions that you may have.

SHIPPING INSTRUCTIONS

1.1 CONSIGNMENT INSTRUCTION

Kindly arrange to ship all shipments "Freight Pre-paid" consigned as mentioned below:

Consignments being sent to Nigeria (LOS Airports or APAPA Seaport)

Consignee: (Exhibitor Name)
C/o Octamode Nigeria Limited
5, Alhaji Tokan Street
Alaka Estate, Surulere
LCDA - Lagos
Nigeria
For Big 5 Nigeria 2026
Show dates: 22nd – 24th September 2026

Notify Party: Octamode Nigeria Limited
5, Alhaji Tokan Street
Alaka Estate, Surulere,
LCDA – Lagos, Nigeria
Ctc: Olusegun Lawal info@octamode.com
Tel: +234 903 533 7076

Description: Exhibitions Goods

Note:

The air waybill/sea waybill/bill of lading must clearly mention "In transit to Lagos, Nigeria for Big 5 Nigeria 2026 exhibition, for re-export at the end of the exhibition".

The total number of pieces, total gross weight & total volume of the freight must be clearly indicated on the waybill, and the same details must match 100% with the commercial invoice.

Separate house waybills must be issued for each individual exhibitor, when consolidated.

Important

Please send a full pre-alert to DSV Fairs & Events, indicating the vessel/flight details along with copy of shipping documents (commercial invoice, packing list), number of packages, weight, dimensions and contact details must be sent to DSV Fairs & Events 3 days prior to departure from origin, send by email to:

Udaykumar Pillai: udaykumar.pillai@dsv.com | Rohini Manohar Lal: rohini.manoharlal@dsv.com

1.2 CARGO ARRIVAL DEADLINE

Shipments arriving via Sea Freight: -

Sea Port of Discharge: APAPA Sea Port Only

Shipments arriving by FCL should arrive at the above-mentioned seaport 28 working days prior to exhibitor move in date/delivery date.

Please note we strongly recommend you use Safmarine Line while shipping your goods to Nigeria for smooth release and transfer of the container in APAPA seaport.

LCL sea freight shipments are STRICTLY NOT recommended.

LCL Service is not recommended due to the tedious nature of the clearance process in Nigeria.

It generally takes more than 3 months to arrange clearance of an LCL consignment and invites added costs with no guarantee of delivery in time.

Shipments arriving via Air Freight: -

Airport of Discharge: Murtala Muhammed International Airport (LOS)Only

Shipments should arrive at the above-mentioned airport **18 working days** prior to exhibitor move in date/delivery date.

We strongly recommend that you ship on a direct service to the above-mentioned port/terminal in order to avoid delays in trans-shipment, etc.

DSV Fairs & Events cannot be held responsible for the late or non-delivery of goods, including additional surcharges incurred for shipments that fail to comply with the above-mentioned arrival deadlines. Cargoes arriving after the deadline dates, as mentioned above will be subject to a minimum 50 % late arrival surcharge on the basic handling tariff.

1.3 SHIPPING DOCUMENTS

Documentation Required

The following documents are required for the import clearance of goods in Nigeria.

Shipments arriving by Sea freight OR Air freight:

- Commercial Invoice / Packing list – 02 Originals and 03 Copies.
- CCVO (combined certificate of value and origin)
- Copy SONCAP certificate
- Air waybill / Bill of Lading – 02 Original and 03 Non-Negotiable Copies.
- Health Certificates for Food Products – 01 Original and 03 Copies.
- Phytosanitary Certificate for Plant Products (refresh fruits, vegetables, etc) – 01 Original and 03 Copies.
- Electrical Test Certificates for Electrical goods – 01 Originals and 03 Copies.
- Fumigation Certificate for wooden packages – 01 Originals and 03 Copies.
- Product Brochures – 01 Copy

Please DO NOT mix temporary and permanent entry shipments under one AWB or B/L and should be forwarded separately. Separate documents are required for temporary and permanent import and should correlate to each other and tally with Bill of Lading/Air Waybill/Truck Waybill.

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.

Bill of lading / Air waybills

Must be consigned as per instructions mentioned above in the name of (EXHIBITOR) C/O OCTAMODE Nigeria Limited ONLY, failing which we will not be able to process customs clearance.

- The Airway bill/Sea waybill/Bill of Lading must clearly mention “Goods exported for Big 5 Nigeria 2026 Exhibition, taking place at the Landmark Center, Lagos, Nigeria from the 22-24 September 2026”
- Description of goods “Exhibition goods for display purpose only”.
- The shipping/cargo manifest must declare “Goods are for Big 5 Nigeria 2026 Trade Exhibition and shipped under temporary importation, therefore, no pre-shipment Inspection required”.
- Total number of pieces, total gross weight & total volume of the freight must be clearly indicated on the waybill.

Temporary and Permanent goods must be packed and documented separately but may be shipped under One waybill per exhibitor.

Failing, which will cause serious delays with the clearance and will invite fines and additional surcharges.

Separate house air waybills (HAWB) must be issued for individual exhibitors per consignment stating the correct weights and measures.

SONCAP Certificate - Shipper (obtained at origin, Lead-time + or - 3 months. once that is done, we can assist to collect same in Nigeria once we receive the conformity letter from the shipper.

Please refer to the website below for information on how to apply for your son cap certificates

[http: //son.gov.ng/](http://son.gov.ng/)

CERTIFICATE OF CONFORMITY (where applicable) SONCAP The Standards Organizations of Nigeria has appointed certain agents at the origin country (INTERTEK, SGS and Bureau Veritas) for the conformity inspection for the commodities that require inspection at the origin.

These agents will issue to the shipper / supplier a SON certificate and the test results. The list of such goods can be found on.

It is important to plan ahead for the requirements, especially for the time-critical shipments as testing and issuing of the certificate can take up to 3 months.

Note: If you have any issues with applying for SONCAP from the issuing authorities in your country please contact us straight away to assist you.

Commercial Invoice / Packing List:

Please ensure the commercial invoice and Packing list issued comply with the requirements below:

1. The document must be duly typed in English country of origin, HS Tariff code and value (in US\$) for each individual item, and total value in CIF (Cost, Insurance & Freight)
2. Must be printed on shipper's Original embossed letter head and must bear an original company's stamp along with an authorized signature. The document must be headed “Commercial invoice”. No other term is accepted; Temporary and permanent goods must be packed and invoiced separately.
3. Must be addressed/consigned as per the details mentioned above (see Section 2) in addition to which you will also need to add the “Exhibitors name, stand & hall no, **big 5 Nigeria 2026, Landmark Center, Lagos, Nigeria**”.

4. The Invoice must clearly indicate a detailed description along with the serial number, weight, full description of each product / item must be given. Do not just indicate the model's name or model number. Describe the item – such as “1:3 scale (cutaway) missile model” or “souvenirs – lapel pins” or “wooden display plinth – floor standing” etc
5. The Invoice must clearly indicate the commercial invoice number, number of packages, itemized description of goods, itemized visible engraved serial number, itemized harmonized code, itemized value, total CIF value indicating currency code, total number of packages, total weight, itemized country of origin (Manufacture), The packing list must indicate individual weight and dimensions of each package in the shipment.
6. Every individual item, including giveaway items and brochures, is to be given a value based on CIF value in U.S. Dollars. Do not indicate the term “No Commercial Value” or “Value for Customs purposes only”.
7. If there is a serial number available for a product, please indicate it on the commercial invoice, This will assist temporary Customs formalities.
8. **Exhibitors are requested to please ensure and declare all items and products correctly in the commercial invoice and all shipping documents.** We do not accept any responsibilities in case of missing information or incorrect declarations by the exhibitor.
9. It must be clearly stated on the commercial invoice if the goods are for temporary or permanent importation. In addition, all consolidated shipments having more than one commercial invoice, a HAWB/HBL must be issued for each commercial invoice.
10. The packing list must indicate individual weight and dimensions of each package in the shipment.
11. It must indicate which items are packed into which boxes. It is very important that the piece numbers mentioned in the invoice and packing list tally with the physical packaging of your consignment.
12. The invoice and packing list must also clearly mention the total value of the goods, total number of packages, the total gross weight and volume of the consignment. The packing details (number of pieces, gross weight and volume) must match 100% to the details declared on the Air/Sea waybill.
13. The commercial invoice must have to following declaration clearly stated in its contents: “We hereby guarantee that this is a true and correct invoice, and that the goods referred to are of the origin, manufacture and production of (Country...)and “Goods exported for **Big 5 Nigeria 2026** Exhibition, taking place at Landmark Center, Lagos, Nigeria from the 22 - 24 September 2026, Exhibition goods for display purpose only”.

Special Requirements for any Food products/exhibit shipments.

1. **“Health Certificate” OR “Certificate of ingredients and quality”** issued by the health authority of the country of production / manufacture certifying fitness for human consumption.
This Certificate is to be legalized / attested by a Nigerian embassy/Consulate or African embassy from the originating country.
Certificates issued by “Food Controlling Committee” are not accepted by Nigerian Authorities and municipality.
2. The following details must be printed or embossed (not stamped) on individual packages/cans and the same should co-relate to the shipping documents.

Product.....
Batch Number.....
List of Ingredients.....
Production Date (in English)
Expiry Date (in English)
Made in

Important: Documents failing to meet the above requirements will result in Customs fines and possible delays and in worst cases confiscation along with penalties.

Very Important: Failure to provide original documents, which meet the above requirements in detail, will invite Customs fines, **excess Duty** assessments **and severe** delays with Customs clearance **that may cause non-delivery of your shipment to the show.**

Any Customs fines and excess Duty assessments – caused due to incorrect/improper/missing documents will be billed to the respective exhibitor/freight agent/client.

Documents failing to meet the above requirements will result in Customs fines and possible delays.

FOR ALL THE SHIPMENTS

It is very important that we, DSV Fairs & Events receive the following copy documents at least 30 days in advance prior to the arrival of the goods in Lagos, Nigeria.

- Copy of the commercial invoice (as mentioned above)
- Copy of the Exhibitors letter of accreditation for the Exhibition

The above requirements are necessary for us to initiate the application of the temporary import bond process, which can take approximately **25 days** for finalization.

2.1 RESTRICTED CARGO

Nigerian regulations impose some restrictions on importation of a few commodities into the country. If you are not sure if your product falls under this category, this can be checked and confirmed with the relevant trade offices, Nigerian Embassy or consulate at Origin. The complete list of prohibited items can also be found at <https://www.customs.gov.ng/ProhibitionList/import.php>
Please do contact us in case of any clarification and we can also assist you in this matter.

Listed below are a few main restrictions:

- Importation of Poultry and Live Poultry is strictly restricted for importation into Nigeria
- Importation of products such as any food items, alcohol, liver/dead poultry, vegetables, puree and paste, fruits, animal feeds, textiles, fabrics, fertilizers, chemicals, chemical seeds, grains, liver plants/flowers, tiles/marbles, wireless/radio, telecommunication/defence equipment and radioactive materials of hazardous nature, Cosmetics, Class rated cargo, etc are also very restricted for import into Nigeria.
- Importation of exhibits such as weapons, ammunition, explosives or any other military equipment as well as narcotics and ivory is strictly restricted and prohibited for import into Nigeria.

However, only some of the above restricted goods can be imported after obtaining prior approvals and special permissions from the necessary ministries. In order for us to arrange for such import permissions, we suggest you send us complete details and information of the items at least 60 to 70 days in advance prior to the shipping.

Import permissions are solely subject to approvals from the respective ministry and can be shipped only after receipt of these import permits. 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 Fairs & Events., well in advance, at least **90 days** prior to the actual shipping of the goods. Note such goods must **NOT** be shipped until you receive confirmation from DSV Fairs & Events

3.1 PACKING AND CASE MARKING

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 re-packing; the use of screws and clips is highly recommended instead of nails which can damage the packaging.

All packages shipped using any mode of transport must be clearly marked for identification on arrival, showing the information below:

Name of the show: **Big 5 Nigeria 2026 - C/O OCTAMODE NIGERIA LTD**

Name of Exhibitor: _____

Stand & Hall Number: _____

Dimensions: _____ Gross/Net Weight: _____

Case Number: _____ (i.e. 1 of 3, 2 of 3, etc) _____

- Packages should bear the consignee's mark and they should be numbered unless the shipment is such that the contents of the packages can be readily identified without numbers.
- Labels must be in English.
- All goods shipped to Nigeria must conform to the metric International System of Units (S.I.).

REGULATION OF WOOD PACKAGING MATERIALS

Nigeria will implement the requirements of the international standard on Phytosanitary Measures (ISPM15), Guidelines for Regulating Wood Packing Material in International Trade effective 1st January 2015. This implies that all raw wood packaging material entering and leaving Nigeria will have to be treated and marked in accordance with the requirements of ISPM15.

4.1 COURIER SHIPMENT

We strongly advise that exhibitors **DO NOT** send their goods via courier companies (FedEx, UPS, DHL, etc.). The only commodity that should be sent via this method is printed matter, with a low value (\$50 or less) declared on the waybill.

We suggest that goods are sent to our advance warehouse and NEVER direct to the stand.

The address to ship to is:

Octamode Nigeria Limited

5, Alhaji Tokan Street

Alaka Estate, Surulere, LCDA – Lagos

Nigeria

Ctc: Olusegun Lawal info@octamode.com

Tel: +234 903 533 7076

To arrive at the above address at least **40 days before the** exhibition.

It is vital that the waybill & package(s) mention the show name, your company name and stand number. It is also imperative that you send us full **pre-advice** of your shipment with a copy of the courier's waybill. Any shipments that are held with Nigerian Customs under query and that require our assistance will be charged accordingly. Clearance of such items is solely subject to approval of the Nigerian authorities, and we cannot accept any liability or responsibility for courier shipments not released by the authorities.

It is the responsibility of the exhibitor/client to check with DSV Fairs & Events. if their package has been received. Shipments that require an advance payment of Customs Duty or any other freight charges will be refused unless pre-arranged. Courier shipments must therefore be sent on a delivery Duty paid basis

5.1 TEMPORARY IMPORTATION AND CUSTOMS DUTY

Goods intended for temporary importation must clearly bear serial numbers or product codes wherever possible. The same serial number or product codes should be mentioned in the commercial invoice. Nigerian customs may reject temporary importation and force permanent import when this information is not available. Nigerian Customs Authority working in line with the Federal government directives on the exhibits to be imported into Nigeria for International Trade Fairs/Exhibitions generally allow such exhibits to be imported on a temporary importation, However, a customs bond must be executed to cover the customs duties payable on such goods. We assist our exhibitors to secure this bond towards the importation and charge an import bond fee, details of which is provided in our tariff attached.

All Customs Duty assessments are solely up to the discretion by Nigerian Customs, who can re-evaluate the value declared on the commercial invoices, and the Duty is calculated and outlaid as assessed by the Nigerian Customs. Temporary importation of goods is solely subject to approval by the applicable Customs authorities. If Customs rejects the application for clearance on a temporary basis, the goods will have to be imported permanently, and the assessed customs duty will be applicable.

Number of packages, total weight, itemized country of origin (Manufacture) "shipment for temporary Import with The TIP number if applicable and will be re-exported after the exhibition". The TIP Number should also reflect on Air Waybill.

Goods cleared under Temporary Import must be re-exported out of Nigeria immediately at the end of the event, failing which Customs Duty and taxes will be automatically imposed on such goods.

If an exhibitor would like to dispose/sell his goods during the exhibition, the permanent importation of these items can be processed only subject to prior approval from the Nigerian Customs.

However, such goods cannot be handed over to the buyer directly after the show. The goods will have to be moved from the venue to our warehouse after which a customs clearance/release/permanent importation will have to be obtained from the Customs authorities after paying all necessary customs duties and taxes and import conversion fees. In such case please do contact us in advance in order for us to arrange accordingly.

All stand materials that are to be disposed of at the end of the exhibition must be done under Customs supervision. Goods are not permitted to leave the exhibition site during or after the exhibition until the necessary Customs releases have been obtained.

All Customs Duty (part or full) applicable on shipments being sent to Nigeria will be for the account of the respective freight agent/contractor or exhibitor as assessed by the Customs authority. An outlay fee of 15% of the outlaid customs duty amount will be charged additionally towards this service.

6.1 SPECIAL HANDLING

For any box or crate, which exceeds more than 2 tons per piece or with any dimensions that exceed 2m x 2m x 1.5m (LxWxH), where special handling is required, we request exhibitors/clients to contact us, providing a detailed description of the goods in order for us to check and quote our handling charges on a case-by-case basis. For manpower or any equipment, which may be required to assist exhibitors, additional cost will be quoted upon request.

7.1 INSURANCE

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 on the basis of 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 Fairs & Events. Please also ensure that the Marine (Transport) Insurance is arranged for the exhibits/goods sold locally during the exhibition.

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

SPECIAL NOTE: The show site is not a covered area, therefore all freight and empties moving in and out of the halls or stored on-site during the show are exposed to climatic conditions.

All work carried out is subject to DSV Fairs & Events standard terms and conditions of trading, copies of which are available upon request

8.1 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 receives your company address, contact email, telephone number, copy of your company commercial registration/trade license 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: -

Payable to:

Account Title:

DSV Fairs & Events L.L.C

Bank Name: HSBC Bank Middle East LTD

Address: 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

For additional information or clarification, please contact us at:

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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, partly or full – and any requirement for additional services at any time before / during or after the exhibition should be expressed in writing only.