



THE BIG 5 KENYA – 2026

OFFICIAL SHIPPING MANUAL





21 - 23 October 2026

**SARIT EXPO CENTRE
NAIROBI, KENYA**

Presented by:

DSV Fairs & Events LLC.

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SHIPPING INSTRUCTIONS

1.1 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 Kenya to DSV Fairs & Events, **Attn: Mr. Udaykumar Pillai - udaykumar.pillai@dsv.com**

Air Freight	:	3 weeks before delivery date to site
Sea Freight	:	3 weeks before delivery date to site

1.2 CARGO ARRIVAL DEADLINE

FCL shipments to Mombasa Seaport	:	3 weeks prior to intended delivery date to booth.
Airfreight shipments to JKIA Airport	:	2 weeks prior to intended delivery date to booth.

1.3 TENTATIVE RE-EXPORT TIMEFRAME

FCL shipments from Nairobi	:	2 weeks from last day of break-down
Airfreight shipments from Nairobi	:	2 weeks from last day of break-down

Notes:

- The above is subject to receiving return complete instructions prior show closure and customs inspection.
- The above is subject to space and final acceptance / confirmation of cargo by carrier or line.
- The above is subject to Weekends / Public Holidays.
- Notification for urgent re-export shipments to be provided within 5 working days prior to the close of the show and premium rates may apply.

1.4 DOCUMENTS REQUIRED

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 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.

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

By Airfreight

- 1 x original signed & stamped Commercial Invoice + 2 x copies.
- 1 x original Packing List + copies
- 2 x original Air Waybill
- 1 x original Insurance certificate, if its insured
- Certificate of Origin **(MANDATORY)**
- I COC (Certificate of Conformity) (processed at load port for permanent import)
- 1 x Fumigation certificate for wooden packages+ 3 x copies
- HS Code Summary Sheet (If more than 3 x HS Codes)
- 1 x copy of product brochures

By Sea freight

- 1 x original signed & stamped Commercial Invoice + 2x copies.
- 1 x original Packing List + 2 copies
- 2 x Surrender Bill of Lading / Sea Waybill
- Certificate of Origin **(MANDATORY)**
- 1 x original Insurance Certificate, if its insured
- I COC (Certificate of Conformity) (processed at load port for permanent import))
- 1 x Fumigation certificate for wooden packages+ 3x copies
- HS Code Summary Sheet (If more than 3 x HS Codes)
- 1 x copy of product brochures

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 Kenya for **"THE BIG 5 CONSTRUCTION KENYA 2026"** and will be re-exported after the exhibition".

The acceptance of the shipping documents as originals 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 number of packages, weight and measurement of individual package including shipping marks of the goods.

Notes to documentation

- There should be uniformity in the type of packaging mentioned on all shipping documents. Eg., If the Bill of Lading or Air Waybill reads **Cases** then Invoice, packing list & Certificate of Origin should reflect Cases as well – else there will be customs penalty even if the documents provided are original.
- Failure to declare true and accurate values on the shipping invoice including miss-declaration of the country of origin against physical cargo, will subject to a customs penalty.
- For shipments consisting of Brochures / Literature / Printed matter, a copy sample of each item should be forwarded along with shipment / couriered / emailed to DSV prior shipment arrival.

2.1 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: Kate Freight & Travel Ltd
P O Box 59280
Nairobi,
Kenya

Notify Party: (Exhibitors Name)
For **THE BIG 5 CONSTRUCTION KENYA 2026**
SARIT EXPO CENTRE
Nairobi, Kenya

For Sea Freight shipments, add a clause on the body of B/L under the description of cargo: 'IN TRANSIT TO ICD NAIROBI'

2.2 CASE MARKINGS

Kate Freight & Travel Ltd
P O Box 59280
C/O **THE BIG 5 CONSTRUCTION KENYA 2026**

Name of Exhibitor : _____
Stand Number : _____
Case Number : _____ of _____
Gross/Net Weight : _____
Dimension : _____

We recommend you to design your packing carefully to minimize risks to your equipment. It is also advisable to use bolts, screws and hinges whenever possible if your cases are to be used for return or onward transport. Cardboard cartons should be avoided if they are intended for onward use. DSV will not be responsible for damages / claims arising out of improper packing.

2.3 RESTRICTED CARGO

- Radio/ wireless/ telecommunication equipment's or accessories require Telecommunication Regulatory Association (TRA) approval, and the approval has to be obtained by the respective exhibitor well in advance to arrival of shipment into Kenya. A copy of the approval has to be provided accordingly.
- Dangerous Goods (DG) need to be accompanied with the MSDS.
- 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. In order to arrange for these importations (subject to approval), we suggest you send us information of such materials at least 45 days prior to dispatch of shipment from origin. Any fee arising from such application shall be additional for account of the exhibitor as per actual receipts plus processing fee.

2.4 FUMIGATION

All Wooden packages must be fumigated and stamped with IPTC logo indicating country where the fumigation has been made. Failure to do so will cause delay in customs clearance process, in addition to an extra cost of USD 300.00.

2.5 TEMPORARY IMPORT INTO KENYA

Temporary Importation is allowed in Kenya for Machinery/Vehicles/Equipment having permanent visible engraved serial numbers for ease of identification upon arrival and at the time of re-export. Where shipments qualify for temporary importation, we will require a detailed Invoice & packing list with Customs HS codes indicated to apply for Customs Bond. Processing of Bond takes about 5 working days. We therefore request that such application should reach us at least 3 weeks before the exhibition.

Shipment under temporary importation not accounted for after the exhibition will attract full taxes and customs penalties.

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.

2.6 PERMANENT ENTRY INTO KENYA – DUTY PAID SHIPMENTS

All shipments without serial numbers have to be processed by paying customs duty. We will require copy of invoice to be sent to us to apply for an IDF 3 weeks before shipment is lifted at load port. The IDF is then used to inspect cargo at load port with either SGS or ITS. Only after the inspection, the shipment can be shipped.

Cargo like banners, leaflets, brochures, catalogues, fliers, building materials and other consumables will require having to pay taxes. We suggest such cargo to be sent on a separate AWB / B/L, Invoice

and Packing List from those that qualify for temporary importation. Customs duty is calculated on CIF Value assessed by customs authorities from 0-25%, VAT 16%, RDL Fees 1.5%, IDF Fees 2.25%.

2.7 IMPORT DECLARATION FORM (IDF) – IMPORT PERMIT

An IDF must be applied for and obtained from the Kenya Revenue Authority for any Commercial Importation. The importer is responsible for applying for the IDF however DSV can assist you to get same. Copy of Invoice is required to apply the IDF and processing fee is payable to the Kenya Revenue Authority + 10% service fee. Process takes minimum 48hrs.

Once the IDF is passed, the importer might proceed to arrange inspection of the cargo for Certificate of Conformity, once completed and COC certificate is obtained, the shipment can be exported from origin.

The IDF contains key information:

- Value of the cargo for tax calculation. Note that values may be disputed by customs and cargo verified to solve any disputes over the same. It is strongly advised to use correct values.
- Quantity should be as detailed and correct as possible. Every slightly different type of goods should have their own specified quantity rather than grouping similar items.
- Quality should also be backed up by the inspection. Other control bodies such the Kenya Bureau of Standards, Public Health Department, Department of Agriculture (Kephis) etc. may be asked to determine if the expected standards have been met. In case of suspicion, Tests may be carried out and Certificates/Permits issued. Under this criteria, test Certificates from accredited bodies may be required.
- Classification (HS Code) – similar to the other items these might be queried so it is best to ask beforehand if not sure especially if different HS codes attract different taxations.

2.8 CLASSIFICATION OF CONFORMITY

The Kenya Bureau of Standards has appointed certain agents at the origin country (INTERTEK, SGS, and Bureau Veritas) for the conformity inspection of the commodities that require inspection at origin country. These agents will issue to the shipper/supplier a Certificate of Conformity and the test results. The list of such goods can be found on: <http://www.kebs.org/?opt=qai&view=pvoc> It is important to plan ahead for this requirement especially for time-critical shipments as testing and issuing of the certificate can take some time. **For all permanent import shipment, COC is a mandatory requirement.**

2.9 RE-EXPORT / PERMANENT IMPORTS

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 Nairobi for disposal or giveaways, the permanent import is subject to Kenya 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 taxes 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.

2.10 INSURANCE

Insurance of the cargo is not included in our scope of work / tariff and same to be arranged by the Exhibitor and / or Exhibitor Company with an express and unconditional waiver of subrogation towards DSV, partners & our 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. 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.

For shipments arriving in apparent damaged condition, the airport and seaport will not assist with surveys and provide any damage reports. The goods will need to be surveyed on site by the exhibitor's survey company to process any claims. 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 us, and 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.

NOTES TO TARIFF

- For early arrival shipments- airport/seaport storage or demurrage charges if applicable will be charged additionally.
- Any third-party charges incurred will be charged as per actual plus 10% outlay fee.
- Import permits are required on goods that are controlled by Import Control Regulations authority.
- Handling and storage of empty cases are subject to free space availability on site, Additional storage charges may apply for off-site storage, which are levied by venue towards these services.
- Additional handling charges will be applicable for split delivery of freight into different stands / halls locations.
- Export air / sea freight charges, shipment via HC, OT, FR and accessible storage charges will be quoted on case-to-case basis if required.
- The charges / fines incurred due to incorrect documentation will be notified and charged accordingly.

- Any additional services which are not listed above will be provided an individual quotation based on the requirement.
- 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 as per below:

Handling	:	USD 25 per CBM – Min 3 CBM per way
Storage	:	USD 45.00 per CBM per week – Min 4 CBM per week
Transportation	:	USD 250.00 per 3 ton pick up

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

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 Logistics) 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, Concourse1
Hall No. 2, P. O. Box 34910
Dubai World Trade Centre
Dubai, United Arab Emirates

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