

# General Shipping Guidelines & Exhibition Handling Tariff

[RIYADH - KSA]



Information contained within these pages is very important when you are sending your shipment to the subject event. Failure to comply with these instructions will result in delays and additional costs. It is also important to note that we do not insure cargo against loss or damage; this is the responsibility of the Shipping & Air Lines. We advise exhibitors to obtain their own comprehensive insurance cover prior to departure of their goods from point of origin.

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## Shipping Instructions

### Contact Details

#### International Contact

BCC Logistics Branch Co.  
Platinum Center, Salahuddin Street  
4<sup>th</sup> Floor, Office No. 410  
Riyadh– KSA  
Tel: + 966 11 460 2997  
Ctc: Mr. Charly Faddoul – Mob: 00966 592808511  
Email: [charly.faddoul@bcclogistics.com](mailto:charly.faddoul@bcclogistics.com)  
Ctc: Mr. Eugene Melko – Mob: 00966 534769701  
Email: [eugene.melko@bcclogistics.com](mailto:eugene.melko@bcclogistics.com)

### Arrival Deadlines

#### Deadline of Cargo

Sea Freight: FCL to arrive at RUH-JED-DMM Port before 3 Working weeks of the show (working days Sunday-Thursday)  
LCL to arrive RUH-JED-DMM Port before 4 Working weeks of the show (working days Sunday-Thursday)  
Air Freight: To arrive at RUH-JED-DMM Int'l Airport before 2 Working weeks of the show (working days Sunday-Thursday)  
Land Freight: To arrive at Saudi Border before 2 Working weeks of the show (working days Sunday-Thursday)

**\*\*\* No shipments are preferred to reach KSA on the week-end days (Friday & Saturday).**

**Note: All exhibits are to be shipped Freight Prepaid on direct flights/vessels and not transshipped, in order to avoid the possibility of goods being delayed at the transshipment point.**

**\*\* IF YOU CANNOT MEET ABOVE DEADLINES WE MUST BE ADVISED IN PRIOR IN ORDER TO ARRANGE EXPRESS CUSTOMS CLEARANCE TO MEET THE OPENING DATE. FAILURE TO COMPLY WITH THE LATEST ARRIVAL DATES COULD RESULT IN NON-DELIVERY / LATE ARRIVAL SURCHARGE FOR WHICH BCC CANNOT BE HELD RESPONSIBLE (Please Refer to Tariff).**

**SEA-AIR-LAND FREIGHT*****Consigning Instructions***

All shipping Documents such as Bill of Lading, Invoice, Packing List, Certificate of Origin and Saber to be consigned to:

***Consignee:***

Please contact BCC on the above.

***NOTIFY:***

(Exhibition Name)

(Exhibitors Name)

(Hall and Stand No)

C/O BCC Logistics

Contact: Mr. Eugene Melko – Email: [Exhibitions.ksa@bcclogistics.com](mailto:Exhibitions.ksa@bcclogistics.com) Mob: 00966 534769701 – 00966 592808511

Commodity: EXHIBITION GOODS – (plus describe exact nature of goods)

***Commercial Invoice***

- Original Invoice per exhibitor attested from chamber of commerce.
- Consigned exactly as per the Bill of Lading.
- All documents must be in English.
- Show number, description, country of origin and HS code of each item
- Value of each item and Total C&F or CIF Value (Copy of insurance is required for CIF shipments)
- Serial/Model numbers of each item for duty reclaim (subject to approval from customs)
- Original signature in blue ink and company stamp in blue ink

***Packing List***

A detailed packing list should be provided, and must show the following.

Contents of each case.      Weight of each case.

Dimensions of each case.      Serial/Model numbers if any.

***Certificate of Origin***

Each shipment must be accompanied by an original legalized Certificate of Origin (C of O) and legalized commercial invoice, issued by the nearest Chamber of Commerce from Country of Origin. We cannot begin customs clearance without these documents.

The details on the C of O (consignee, weight, pieces, and origin) must correspond with those shown on the other

SABER certificate is the updated version of SASO, All the imported shipments require SABER certificate to make sure that the items imported meet the SAUDI standards and quality. With some specific cases, some shipments under temporary import might benefit from an exemption based on customs acceptance. There are 3 types of SABER certificate and we can advise which certificate required based on the HS code, below you can find for each certificate the required documents.

***Regulated SABER (applicable only on Permanent import)***

Shipping documents  
Test report  
Photos of item  
Instruction manual  
QM Certificate  
Certificate Of Conformity  
Required 5 working days to be issued.

***Non-Regulated SABER***

Shipping docs  
Photo of the item  
Required one working day to be issued

***SABER exemption (might be applied but only on temporary import)***

Shipping docs  
Temporary letter  
Exhibition or Event License  
SABER exemption format  
SABER certificate rates kindly rely to page 12

**Logistics**  
**DOCUMENTS REQUIRED**

**Sea Freight**

Bill of Lading -> 2 originals, 1 copy  
Invoice -> 1 legalized original and 3 copies  
Packing list -> 1 original and 3 copies  
Certificate of origin -> 1 original and 1 copy  
Copy of insurance for CIF shipments

Originals documents must be couriered to:

Please contact BCC on the above

c/o Mr. Eugene Melko – BCC Logistics Exhibition  
Copies to be mailed to: [Exhibitions.ksa@bcclogistics.com](mailto:Exhibitions.ksa@bcclogistics.com)

**Air Freight**

Air way bill -> 1 original consignee and 2 copies  
Invoice -> 1 legalized original and 3 copies  
Packing list -> 1 original and 3 copies  
Certificate of origin -> 1 legalized original and 1 copy  
Copy of insurance for CIF shipments

Attach documents to AWB pouch, email copies to [Exhibitions.ksa@bcclogistics.com](mailto:Exhibitions.ksa@bcclogistics.com)  
in advance of shipment.

Original Bills of Lading and Airway Bills should be issued to the port of arrival.

**Land Freight**

Truck way bill -> 1 original and 2 copies  
Invoice -> 1 legalized original and 3 copies  
Packing list -> 1 original and 3 copies  
Certificate of origin -> 1 legalized original and 1 copy  
Copy of insurance for CIF shipments

Truck driver must accompany all originals documents email copies to  
[Exhibitions.ksa@bcclogistics.com](mailto:Exhibitions.ksa@bcclogistics.com) in advance of shipment.

#### ADDITIONAL DOCUMENTS FOR SPECIFIC CASES

- ❖ Insurance certificate in case of CIF consignments
  - ❖ Conformity certificate in case of regulated products under Saber regulations
  - ❖ Duty exemption letter in case of duty exempted consignments (Please ensure that all the shipping documents must show the same description of goods approved for exemption by the ministry. If applicable.)
  - ❖ Ministry of Commerce permission in case of chemicals
  - ❖ Ministry of Agriculture permission in case of seed and soil
  - ❖ Ministry of Health permission in case of medicine & medical equipment
  - ❖ Health Certificate, Phytosanitary Certificate, and Fitness Certificate in case of food items
  - ❖ Ministry of PTT permission in case of materials involving transmitters, receivers, antenna, telephone etc.
- Kindly ensure that all the doc's tally with the BL/AWB, specially the total weight, volume and the total number of packages. Please mention the simplified description of each item and shipment terms (CIF/C&F/FOB) should be furnished on the Invoice. If the invoice is showing CIF value require insurance certificate ALL ORIGINAL INVOICES MUST HAVE ORIGINAL SIGNATURE & COMPANY STAMP.

#### PACKING STANDARDS

All cargo will be subject to a rigorous customs examination on import and export. Therefore, packing must be of a high standard with cases that can be easily opened and re-sealed. Please avoid using cardboard cartons. 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.

#### LABELS ON PACKAGES

"Name of Exhibition"  
"Name of Exhibitor"  
Hall number:  
Stand Number:  
Outer package serial count:  
Gross weight (kgs):  
Dimensions (cm):  
Items description:  
Items serial number:  
Inner box count:  
Country of origin:  
Temperature Controlled degree:

*Reproduction on any case of the Saudi Government mark or human or animal form is strictly forbidden.  
\*\*\* Country of origin statement must be Engraved/ Embossed on packing case, Material if this is not mentioned customs may reject, issue a fine and may prohibit entry to KSA. There are strict penalties on*

## **Logistics**

*shipments arriving without country of origin being clearly displayed\*\*\*.*

### **CUSTOM DUTY**

All cargo is subject to import duty of 5-20% from CIF value. In order that we may pay the duty on your behalf, we require you to advance 12% of the CIF value of your cargo, to our bank. All bank charges at origin and destination are to your account. We can claim the custom duty of the shipments cleared under temporary basis and will try to get it back after the re-export of the shipment (upon customs final approval).

### **DUTY REFUNDS**

Some high value shipments can be imported on a duty deposit basis. IF KSA 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 to there will be a better chance of a successful reclaim.

- Goods and documents MUST show a 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, stickers are not allowed.
- Cargo must arrive within our stated deadlines, and documentation must be 100% correct.
- The reclaim amount must be more than US\$ 850 otherwise the process is uneconomical.
- The cargo must be re-exported 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.
- Bank deposit for temporary shipment after approval from ministry and customs will be paid as 5% from CIF Value + 5% VAT might be refundable and 2% bond fees non-refundable.

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. It also slows down the re- export process; you must bear this in mind if you need your cargo urgently after the exhibition.

BCC Charge 15% (Min. Charge US\$ 100.00) of the TOTAL amount refunded, this is to cover admin expenses and the physical time taken to complete the required documentation.

### **INFORMATION FOR IMPORTS**

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

BCC will not be hold responsible in case of any importation of any kind of Alcohol.

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 instance Saudi Customs may decide that literature requires Ministry approval. This can delay clearance by 2 to 3 weeks.

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.

Please do not send any kind of Chemical or Fertilizers, even Samples or otherwise, for the Exhibition. Chemicals of any kind, whether in the form of powder or liquid, cannot to be imported into Saudi Arabia without prior approval from the Ministry. Customs will not release the chemical/fertilizer items without valid import permit. BCC, being the handling agents, cannot obtain this permit for anyone. Even we had experienced similar problem during last exhibition where the Organizer could not obtain permit for fertilizers.

**Saudi Arabia is a strict Islamic State and the following are considered offensive.**

Not allowed to create a 3D representation of human or animal life forms

Totally restricted to mention and / or forming any article, topic, sculpture or Pictures or references In a disrespectful way to the Saudi Arabia.

All product ingredients or final production or physical animal even as mockup/model related to PIGS are not permitted.

A datalogger is mandatory to be installed whenever there is any temperature controlled goods

**High Value Import- Jewelry & Watches**

BCC cannot guarantee the import of these products on a temporary basis, should you wish to avail temporary admission the documentation and shipment much reach its port of entry a MINIMUM of 3 working weeks prior to the show.

In the event of Temporary Admission being granted the FULL shipment must be re-exported within 1 month from import to guarantee SOME refund from Customs. We cannot guarantee the time it will take or the amount of refund from customs.

If you are hand carrying your exhibits, we CANNOT get involved at the airport on your arrival should you be stopped as this is strictly against customs regulations (please also refer to Hand Carry Section in this document) we suggest you carry an original invoice, packing list, certificate of origin and S.A.S.O with you if you intend to hand carry. Customs are more than likely to request other documents from you but these vary on a case-by-case basis.



**Films, Videos, CD-ROMS, Etc.**

These are subject to censorship and should be sent by courier 4 weeks before the exhibition to:  
Please contact BCC on the above

**Hand Carried Exhibits**

Do not hands carry exhibits in to the Kingdom, as it is quite likely they will be taken from you and a customs receipt given. If this happens bring the receipt to us. We will then clear the cargo under normal procedures. This takes time, and is VERY expensive and we cannot guarantee timely clearance or clearance at all!

**Empty Box Storage**

In case the Exhibition Venue's not having a secure Service Yard/Storage Area, BCC will help to support for the storage process for the empty boxes.

**\*\*\*PLEASE NOTE THAT THE RETURN SHIPMENTS WILL PROBABLY TAKE A MINIMUM OF 2 WORKING WEEKS TO BE SHIPPED. IF YOU NEED YOUR GOODS RETURNING URGENTLY, PLEASE INFORM BCC TEAM PRIOR TO THE IMPORT OF YOUR GOODS\*\*\***

**Kindly Note**

- For Electrical & Electronic items and components, we would suggest you to arrange Conformity (SASO) Certificate for such items as is required by Saudi Customs & Lab. Authorities.
- Similarly, catalogues, Brochures, Literature etc. will be referred to Ministry of Information for their verification and screening.
- Also, please ensure that the country-of-origin markings by non-removable stickers is available on each item.

**Late Arrival Surcharges**

- |                                  |                                    |
|----------------------------------|------------------------------------|
| ❖ Arrival after our deadline     | 35% of Handling Charge Additional  |
| ❖ On or after first build-up day | 100% of Handling Charge Additional |

**Special Rates on Request**

- Handling of overweight and over dimensional pieces, each piece exceeding 1500kgs or dimensions L200 x W200 x H150cms rates will be quoted on case-by-case on request.
- Handling of Dangerous / Perishable goods
- Forklift charges for assembling / dismantling if applicable.
- Re-packing and cost of any kind of packing materials

- Any shipment showing a trade name / Logo for a Saudi company on the goods will require an authorization letter from the local company in KSA .

**Special Notes**

- ✓ Our rates do not include any kind of Insurance, we strongly suggest the exhibitor to make comprehensive insurance for the round-trip service prior to the shipment movement from the point of origin.
- ✓ Any Charges incurred due to circumstances beyond our control and or levied by any authority will be charged to your account.
- ✓ All shipments must be sent Prepaid.
- ✓ Goods classed as restricted items by KSA Customs may incur penalties.
- ✓ Do not send any printed items (Magazine, Books, Brochures, company profile if any printed matter) along with the shipment, if any printed items please forward separately by Air or Courier. There is no any guarantee release and delivery your stand on time from the customs and related department.
- ✓ All products Manual should have an Arabic Version.
- ✓ Quite often KSA Customs Authorities will delay the clearance of some shipments due to changes in documentation required for clearance or due to their misunderstanding of the materials you are sending. In case this happened, it can take up to 3 weeks to process the shipment for clearance. This might be avoided by paying a 'fine' to the customs officer; this will be advised on a case by case basis and is COMPLETELY out of our control.
- ✓ Production date, Expiry date, food details must be mentioned on the cargo labels in English and Arabic.
- ✓ All services/ shipments are subject to 15% VAT except outbound services.
- ✓ For permanent import, the customs duty (between 5% and 22%), the VAT (15%) and the Zakat fees (5%) are mandatories.
- ✓ It is strictly forbidden for the temporary import goods to be sold inside the exhibition as partially or totally otherwise it will be subject for several taxes and penalties that will be occurred and charged on the exhibitor's account
- ✓ Regarding the goods that will be devasted or consumed during the exhibition period, in addition to the customs duty, it will be subject to settle the taxes and Zakat based on the commercial invoice value.
- ✓ The goods that been sold in the exhibition will be subject in addition to the customs duty to settle
- ✓ The taxes and zakat based on the selling prices/invoices in KSA.
- ✓ The below items are subject to an EXCISE TAX, here under the percentage of each type of products:
  - tobacco products: 100% of CIF value
  - soft drinks: 50% of CIF value
  - energy drinks: 100% of CIF value
  - sweetened drinks: 50% of CIF value
  - liquids used in electronic smoking devices and tools and similar items: 100% of CIF value
  - electronic smoking devices and tools and the similar items: 100% of CIF value

## Handling Tariff

### Sea Freight

#### Inbound

Full Container Load (FCL)	USD 100.00 PER CBM / 1000 KGS
Less Container Load (LCL)	USD 160.00 PER CBM / 1000 KGS

#### Outbound

Full Container Load (FCL)	USD 100.00 PER CBM / 1000 KGS
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**There is No Return LCL Service from any of KSA Port**

### Minimum Charge of:

USD 960 per LCL shipment  
25 CBM per 20' container  
45 CBM per 40' container  
52 CBM per 40' HQ container

### Air Freight

#### Inbound

Arrival RUH-JED Airport-Booth	USD 1.80/KG (up to 300 kgs)
	USD 1.75/KG (+ 300 kgs)
	USD 1.70 /KG (+500 kgs)
	USD 1.65/KG (+1000 kgs)

#### Outbound

Ex Booth RUH-JED-Airport	USD 1.80/KG (up to 300 kgs)
	USD 1.75/KG (+ 300 kgs)
	USD 1.70 /KG (+500 kgs)
	USD 1.65/KG (+1000 kgs)

### Minimum Charge of:

**300 kgs per Shipment**

### Land Freight

#### Inbound:

Full Truck Load (FTL)	USD 80.00 PER CBM / 1000 KGS
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#### Outbound

Full Truck Load (FTL)	USD 80.00 PER CBM / 1000 KGS
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Border Customs Inspection per shipment full truck: USD 150.00

### Minimum Charge of:

40 CBM per 40' trailer  
20 CBM per 10 TON Truck  
12 CBM per 3 TON vehicle

### Courier Shipments

Courier shipment delivery Charges USD 250.00 per Shipment (without clearance up to 20 kgs). Courier shipment delivery Charges above 20 kgs, to add USD 1.00/additional kg per Shipment (without clearance)

**ADDITIONAL CHARGES FOR ALL INBOUND/OUTBOUND SHIPMENTS –AIR / SEA / LAND**

Consignment Service Fee	1.2 % of CIF value. Min. USD 150.00 per Invoice per Exhibitor
Customs Inspection – LCL/Airfreight	USD 175.00 per exhibitor per shipment
Customs Inspection – 20 / 40 & 40HC	USD 175.00 per shipment per exhibitor
Arabic Translation	USD 100.00 per Invoice per exhibitor
Customs Duty / DO FEES	Payable at cost (normally between 5% and 22% from CIF value) + 15% advancement fee
Empty container return/fresh release	USD 400.00 per container
collection , Storage & return Empty packages	USD 50.00 / CBM/ shipment ( min. 3 cbm)
Ministry Approval Fee / Misc. Expenses	USD 500.00 per exhibitor per shipment (if applicable)
SABER Fees	Minimum USD 500.00 + COC (if required) + 15% advancement fee
TAX on IMPORT	15% of (CIF value + Customs duty)
Censorship- Video/CDs etc.	USD 750.00 per shipment per exhibitor minimum (if applicable)
Container Demurrage	Payable at cost +15% advancement fee
Storage at Port/Terminal/Airport	Payable at cost +15% advancement fee
Exchange Bill of Lading Fee	Payable at cost + 15% advancement fee (if applicable)
Truck waiting charges	Payable at cost + 15% advancement fee (if applicable)
Crane (50 Ton)	USD 250.00/hour (minimum 4 hours)
BL surrender fee (if applicable)	USD 50.00 per issue
Courier charges for BL (if applicable)	USD 45.00 per issue
BCC acting as Importer of Record (If Applicable) – case by case	USD 650 IOR/ EOR Fees + VAT 15% of selling price + Zakat 5 % of selling value
Temperature controlled truck for transportation within Riyadh City limits	USD 550.00/ pick-up 3 ton/ exhibitor / way
KSA VAT 15%	On BCC Invoices except the outbound invoice

**RATES INCLUDE**

- Processing of Customs documentation for permanent Import or Temporary Import as required
- Payment of Statutory charges, i.e. Port Handling charges, Customs deposit, etc. Loading of cargo at port
- Transportation from port to exhibition site, unloading from trucks and delivery to stand
- Storage (un-charged) of empty cases during the exhibition site
- Repositioning of empty cases at the stand for re-packing at the end of the exhibition
- Export Customs examination
- Transportation from exhibition site to port/airport Preparation and processing of export documentation Supervision of every movement by our staff

**RATES EXCLUDE**

- Freight Rates: Air/ Sea/ land SABER (case by case)
- Crane / Forklift hire for grounding containers, assembling / dismantling exhibits.
- Customs deposits
- Customs duties on sold/consumed items Insurance Coverage
- Demurrage / Port Storage
- Pre/Post exhibition warehousing charges (if applicable):
  - Storage: USD 18 /cbm (Min 3 cbm)
  - Handling IN/ OUT: USD 15/cbm /Way (Min 3 cbm)
- Separate application should be made for extraordinary / additional requirements of labor, forklifts, cranes and other equipment required at the exhibition site.

#### ***BANK DETAILS***

**Bank Name and Address: BANK ALJAZIRA King Fahd Road  
PO.BOX 20438  
RIYADH 11455 SAUDI ARABIA**

**SWIFT CODE: BJAZSAJE**

**IBAN: SA90 6010 0001 6950 0356 5001**

**BENEFICIARY NAME & ADDRESS: BCC LOGISTICS BRANCH CO  
Platinum Center, Salahuddin Street, 4<sup>th</sup> Floor, Office No. 410  
PO.BOX 32560  
Kingdom of Saudi Arabia**

**P.S: ALL BANK CHARGES MUST BE PAID BY PAYER AND REACHED AMOUNT MUST BE THE  
SAME AS FULL INVOICE AMOUNT.**