



# **OFFICIAL SHIPPING INSTRUCTIONS FOR ROAD, AIR & SEA SHIPMENTS**

**agrofood &  
plastprintpack Nigeria  
Lagos, Nigeria  
March 24 – 26, 2020**



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PANEXPO

## INTRODUCTION

We are pleased to inform you that PANEXPO GmbH has been appointed as the official and exclusive freight forwarder for this exhibition and in co-operation with our local partner and subcontracted agent IAL Nigeria Limited having the opportunity to service exhibitors participating in agrofood & plastprintpack Nigeria 2020. Our comprehensive range of services includes customs clearance, all logistic requirements from port of arrival to the exhibition booth, and all re-export arrangements.

This shipping instructions will assist you in the preparation for the correct and timely dispatch of exhibits to Nigeria. Failure to comply with the deadlines and instructions will cause unnecessary delays in clearance and may lead to additional expenses incurred.

## GENERAL INFORMATION

The Nigerian Customs Authorities, working in line with international conventions, permit exhibits to be imported into Nigeria on "Temporary Import" basis. To enable us to clear the exhibits under bond on "Temporary Import" basis, please adhere to all instructions in this shipping instructions. Certain commodities like foodstuff, medication, electrical goods and certain rubber products are restricted from importation or require special permits for import into Nigeria. If you are not sure, please check with our staff prior to shipment to ensure we have the correct documentation as required by the Nigerian Customs Authorities.

For FCL: we advise as best shipping company/line to use SAFMARINE, as our partner in Nigeria enjoys special concessions with same and our rates are based on this. We also advise best Port of entry / discharge as APAPA PORT / LAGOS.

### IMPORTANT NOTES

- The use of the CCIPL (Combined Commercial Invoice & Packing List) specimen copy being provided by PANEXPO is mandatory. Alternative formats won't be accepted by Nigerian Customs Authorities.
- The CCIPL has to be signed with ball pen and to be stamped with company stamp (both in blue colour).
- All documentation must be in the ENGLISH language.
- A full description of each product / item must be given. Do not just indicate the model 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.
- If there is a serial number available for a product, please indicate it on the Combined Commercial Invoice & Packing List. This will assist temporary customs formalities.
- Every individual item, including giveaway items and brochures, is to be given a value based on FOB value expressed in U.S. Dollars. **Do not indicate the phrase "No Commercial Value – NCV"**.
- It must be clearly stated on the Combined Commercial Invoice & Packing List if the goods are for temporary or permanent importation.
- For all consolidated shipments having more than one Combined Commercial Invoice & Packing List (more than one exhibitor), a HAWB/HBL must be issued for each CCIPL/exhibiting company.
- For furniture and stand materials, information as to whether floor-standing or wall mounted must be indicate, and material composition specified.

- It is recommended to mail a copy of the CCIPL – Combined Commercial Invoice & Packing List to our office prior to departure of shipment in order to check if there is any restrictions on the products or if there are any special import permits required. The Combined Commercial Invoice & Packing List must be received by us not later than the deadlines shown.
- If possible, please provide the Harmonized Customs Tariff Code for each product on the Combined Commercial Invoice & Packing List. If there is no Harmonized Customs Tariff Code indicated on the CCIPL, one will be assigned by our local agent's entry clerk at his discretion and Customs duties and taxes must be paid accordingly. No queries/disputes regarding Customs Duty and VAT will be accepted if there have no Harmonized Customs Tariff codes been indicated on the commercial invoice.
- The number of packages, weight and volume should tally with the details on Bills of Lading, Air Waybills, Combined Commercial Invoices & Packing Lists.
- Exhibitors are requested to declare products correctly on all documents. In case of discrepancies arising from customs examination, Customs may impose penalties as applicable. We do not accept any responsibilities in case of incorrect declarations by the exhibitor.
- Seafreight/LCL inbound to Lagos/Nigeria is not recommendable at all. There is no seafreight/LCL-service out of Lagos/Nigeria!

## SPECIAL IMPORT REGULATIONS & IMPORT LICENCES

- All electrical appliances, whether on temporary or permanent import, require electrical test certificates from their country of origin before they can be imported into Nigeria. Copies of these certificates must be mailed to our office latest two weeks prior to the departure of the shipment from country of origin.
- Rubber products, such as tires, are subject to import license prior to entry into Nigeria.
- Import permits are also required for certain foodstuffs, medicines, weapons, flowers and plant products.
- All goods specified in the Import Control Regulations require an import permit. Imports which contravene import control requirements are subject to seizure; therefore, before shipping goods to Nigeria, exporters must make certain that the importer has obtained the correct import permit. Import permits are only issued to registered importers.
- A Phytosanitary Certificate is required for shipments of living plants, seeds, fresh fruits and vegetables. Importers in Nigeria, in addition, must obtain an entry permit in advance of shipment for any item covered by the pertinent regulations in Nigeria.
- Special regulations are required for the importation of lard, bacon, ham, hides and skins, sausage casings, animal hair and bristles, and honey and products containing honey.

**It is recommended to email copies of the Combined Commercial Invoice & Packing List to our office in advance in order to check if there is any restriction on the products or if there is any special import permit required.**

**All applications for import licenses will be subject to an application fee (please see our tariff).**



## RESTRICTED GOODS

Certain goods may only be imported, provided you are in possession of the necessary authority / permit. If you are in any doubt whether the importation of other goods is restricted, please contact your nearest Nigerian Embassy. A few examples of the goods in question are listed here for your information:

- Nigerian bank notes, gold coins, coin and stamp collections and unprocessed gold are subject to currency control
- Endangered species of plants or wildlife, whether alive or dead, including any parts of and articles made from them.
- Plants or plant products, such as seeds, flowers, fruit, honey, margarine and vegetables oils.
- Animals, birds, poultry and products thereof, for example dairy products, butter and eggs.
- Medicine (excluding sufficient quantities for one month for own personal treatment) accompanied by a letter of certified prescription from a registered physician, except on production of a permit / license by the Director-General: NAFDAC.

**NOTE:** Additional information on prohibited and restricted goods is available from our local agent's offices on request.

## PROHIBITED GOODS

The importation of, inter alia, the following goods into Nigeria is prohibited:

- Narcotic and habit-forming drugs in any form.
- Fully automatic, military and unnumbered weapons, explosives and fireworks.
- Poison and other toxic substances.
- Cigarettes with a mass of more than 2 kg per 1000.
- Goods to which a trade description or trademark is applied in contravention of any act (for example counterfeit goods).
- Unlawful reproductions of any works subject to copyright.
- Prison-made and penitentiary-made goods.

## PORT HEALTH EXAMINATION

Some imports may require permission from the Department of Agriculture, Health or Environmental Affairs. Should any foodstuff, beverages, herbal medicines or plant matter be contained in the shipment and it is stopped by either Port Health or Plant Inspector for examination, an examination fee will be applicable (please see our tariff).



## DOCUMENT DEADLINES

All document drafts (except Bill of Lading / Air Waybill) must be send via E-Mail to PANEXPO not later than:

**Seafreight consignments (FCL only!):** **January 13<sup>th</sup>, 2020**

The final set of original documents (Bill of Lading, Combined Commercial Invoice & Packing List and other required documents, if any) for sea freight consignments must be directly couriered to our local agent IAL in Lagos, Nigeria and must reach them **16 Working days** prior to the arrival of vessel at port of discharge.

Copies of all documents have to be mailed to PANEXPO once finalized .

**Airfreight consignments:** **February 24<sup>th</sup>, 2020**

The final set of original documents (Air Waybill, Combined Commercial Invoice & Packing List and other required documents, if any) for airfreight consignments have to be attached to the AWB. Copies of all documents have to be mailed to PANEXPO **5 Working days** prior to the arrival of the flight at airport of destination at the latest.

A pre-alert with indication of vessel/flight details, Bill of Lading/MAWB number, and number of packages, weights and dimensions must be mailed to our office before the arrival of the freight in Nigeria.

## CONSIGNMENT DEADLINES

All freight must arrive in Lagos **not later than:**

Seafreight consignments (FCL only!): **21 working days** prior to delivery to booth/stand (arrival of freight under temporary import)  
**16 working days** prior to delivery to booth/stand (arrival of freight under permanent import)

Seaport of destination: Lagos, Apapa seaport (only!)

Airfreight consignments: **7 working days** prior to delivery to booth/stand (arrival of freight under temporary import)  
**7 working days** prior to delivery to booth/stand (arrival of freight under permanent import)

Airport of destination: Lagos, Ikeja airport (only!)



## DOCUMENTATION

For **Sea Freight (FCL shipments only!)** consignments, the following documents are required:

- 2 originals and 3 copies of the Bill of Lading
- 1 original and 2 copies of Combined Commercial Invoice & Packing List
- Cargo manifest – where applicable
- Product brochures
- 1 copy of Insurance Policy (if applicable)
- 1 original of Health Certificate (for food products)
- 1 original of Certificate of Analysis (for food products)
- 1 original of Phytosanitary Certificate (for plant products)
- 1 original of Electrical Test Certificate (for electrical goods)
- 1 original of Fumigation Certificate for wooden packages (+ IPPC-marking on wooden package)

For **Air Freight** consignments, the following documents are required:

- 2 originals and 3 copies of the Air Waybill
- 1 original and 2 copies of Combined Commercial Invoice & Packing List
- Cargo manifest – where applicable
- Product brochures
- 1 copy of Insurance Policy (if applicable)
- 1 original of Health Certificate (or food products)
- 1 original of Certificate of Analysis (for food products)
- 1 original of Phytosanitary Certificate (for plant products)
- 1 original of Electrical Test Certificate (for electrical goods)
- 1 original Fumigation Certificate for wooden packages (+ IPPC-marking on wooden package)

## CONSIGNMENT INSTRUCTIONS

All exhibition goods dispatched either by sea freight or air freight, shall be consigned “Freight Prepaid” as follows:

Shipper: full name and address of shipper

Consignee: “ **Name of exhibitor** ”  
c/o IAL Nigeria Limited  
16 Burma Road  
Apapa, Lagos  
Nigeria  
For: agrofood & plastprintpack Nigeria 2020 (March 24 - 26)

Notify: IAL Nigeria Limited  
16 Burma Road  
Apapa, Lagos  
Nigeria  
Tel: +2348136332444; +23412707508-9  
Attention: Yewande Alao  
E-Mail: [preferred-agents@ialnigeria.com](mailto:preferred-agents@ialnigeria.com)

Description

of goods: exhibition goods for agrofood & plastprintpack Nigeria 2020 (March 24 – 26)

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

## PACKING

It is essential that cases used to transport the exhibits are of sufficient strength and can withstand unpacking and repacking operations (e.g. during customs inspections).

Cases should therefore have pre-fabricated sections and should be constructed as a bolted returnable container.

**Do not use pallets as packaging material (cartons shrink wrapped on pallet) in order to ship your items to Nigeria. We refuse any responsibility in such case!!!**

### ISPM15

Nigeria will implement the requirements of the international standard on Phytosanitary Measures (ISPM15), Guidelines for Regulating Wood Packaging Material in International Trade”, effective 1 January 2005. 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 ISPM 15.

The “Guidelines for Regulating Wood Packaging Material in International Trade” (ISPM15) are available at the web site of the International Plant Protection Convention <http://www.ippc.int>

## CASE MARKING

For easy identification of exhibits, all packages shall be marked as follows:

### **agrofood & plastprintpack Nigeria 2020 (March 24 - 26)**

C/o IAL Nigeria Limited

Name of Exhibitor:

Stand Number:

Case Number: ..... of .....

G. Weight / N. Weight: ..... kgs / ..... kgs

Dimensions: ..... x ..... x ..... cms (L x W x H)

Seaport / Airport of destination: .....





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## TEMPORARY IMPORT

Temporary import is allowed under temporary import bond (TIB) lodged with Nigerian Customs. **In such case a Temporary Import Application Letter has to be provided by shipper/exhibitor.** Please ask PANEXPO for a template.

### **Temporary Import Bond (TIB)**

Our local agent IAL Nigeria Limited can facilitate a TIB subject to a TIB Fee (Non-Refundable) and a Bond Processing Fee for airfreight and seafreight (FCL only!) shipments. Costs as per our tariff.

Validity of TIB is 3 months from date of entry. Extensions can be arranged subject to Custom's approval and an additional TIB fee of filed value with Customs per month.

### **Temporary Import Bond (TIB) Processing**

Exhibitors are strongly advised to ship their exhibition goods on time in order to provide enough time for the processing time of documents for temporary importation.

## STORAGE / STORAGE OF EMPTY CASES

Empty cases will be stored within the exhibition site if space is available. Your cases will be marked and stored systematically under shelter during the exhibition period in order to facilitate quick and early retrieval for the repacking at the end of the exhibition.

Neither PANEXPO, nor our local agent IAL Nigeria Limited, will be responsible for the condition or the contents of any goods received for storage, nor for any loss of weight and damage to the said goods before or whilst being stored or remaining in storage caused by dampness, termites, burglary, theft, Acts of God, Enemies, hostilities, strikes, lockouts, riots, civil commotions, effects of climate, monsoon, tempest, lighting, earthquake, explosion, vermin, white ants, unprotected or insufficiently packing or packages, obliteration or marks, book holes, tearing of covers, busting of bands of goops, leakage, rust, decay, sweat, mildew, dry rot, evaporation, fumigation, accidents and / or the latent defect of the storage containers. The company may refuse to deliver to any person the goods deposited unless the storage charges accrued are paid.

## CONTAINER DETENTION

Container detention fee will be levied by shipping lines for containers kept in use. Should you require us to keep the container for subsequent re-export, you are to inform us of the container detention fee that has been negotiated with the shipping line.



## EXHIBITION LAYOUT PLAN

For large or heavy exhibits, an exhibit layout plan is required by us in advance in order to position such exhibits during the early stage of the build-up period.

## DISTRIBUTION OF SAMPLES AT THE EXHIBITION

Samples are dutiable unless they are cut samples of cloth, leather, linoleum and wallpaper in book form and not for distribution as advertising matter. Samples that have no commercial value because of mutilation in some way are also allowed duty free access.

Any samples not conforming to the above will attract the applicable Customs Duty and Customs VAT whether for free distribution or not.

## SOLD GOODS

All customs duties and taxes must be brought to account before the local buyer can obtain release. During this time the goods in question will be stored at IAL's warehouse. Neither sold goods nor any other temporary imported items will be permitted to leave the exhibition hall during or after the exhibition until the necessary customs releases have been obtained.

Specific excise taxes are levied on alcoholic and non-alcoholic beverages, tobacco and tobacco products, mineral waters, some petroleum products and motor vehicles.

## RE-EXPORT

Exhibitors are to indicate to us on the Commercial Invoice & Packing List, the items that will be re-exported as well as the items that will be disposed of, consumed or given away at the end of the exhibition.

Disposal instructions will be taken from the exhibitors during the exhibition.

Re-export formalities for airfreight shipments will require about 5 to 7 working days and for sea freight shipments 7 to 10 working days to process before they can be booked for re-export.

For goods destined for later exhibitions our covered storage facility in Nigeria can be utilized at a reasonable storage rate.

## CARGO INSURANCE

It is the responsibility of the exhibitor to ensure that they have adequate insurance for their goods whilst in transit to and from the exhibition, whilst there and / or in storage and also in transit to other destinations.



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## ON-SITE REPRESENTATIVE

Experienced representatives will be on-site to supervise customs clearance and freight handling and to liaise with exhibitors during the course of the event.

## TRADING CONDITIONS

We operate exclusively in accordance with the Allgemeine Deutsche Spediteurbedingungen 2016 ("ADSp 2016") (German Freight Forwarders' General Terms and Conditions 2016).

Pursuant to clause 23 of ADSp 2016, liability for loss and damage of goods, which is limited under Section 431 of the German Commercial Code (HGB) to 8,33 Special Drawing Right per kilogram (SDR/kg), is further limited to the higher of Euro 1 Million and 2 SDR/kg per claim provided that all claims per event are limited to the higher of Euro 2 Million and 2 SDR/kg; and where multimodal transport with sea carriage is involved to 2 SDR/kg.

Please find the complete ADSp 2016 under:

[http://panexpo.de/wp-content/uploads/2016/04/ADSp-2016\\_ENGLISH.pdf](http://panexpo.de/wp-content/uploads/2016/04/ADSp-2016_ENGLISH.pdf)

## PAYMENT OF SERVICES

In most cases, where agents are used within our organization or who are well known to us we will deal directly with those agents. It is therefore strongly recommended to employ an agent in your own country with whom we can make these arrangements.

Exhibitors or stand contractors with whom we are dealing directly are going to be charged by PANEXPO on a cash in advance basis and have to use the following method of payment:

### In Euro

Account name : PANEXPO  
Bank name: Sparkasse Bremen  
IBAN: DE85 2905 0101 0006 0066 88  
BIC SBREDE22XXX

### In USD

Account name : PANEXPO  
Bank name: Sparkasse Bremen  
Account No.: 6006688  
IBAN: DE34 2905 0101 0555 1056 91  
BIC SBREDE22XXX

**If you require an invoice in USD-currency, please kindly inform us right in advance. Remitting bank charges are to be borne by the exhibitor or his agent. PANEXPO GmbH retains the right to withhold delivery of any freight until all invoices/charges are settled in full.**