



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

**Ethiopia agrofood & plastprintpack 2024**

**6<sup>th</sup> International Trade Show**

**09 - 11 May 2024**

**Millenium Hall – Addis Ababa**



PANEXPO

## CONTACT

**PANEXPO Gesellschaft für  
Transport- und Messelogistik mbH**

Bauernreihe 6

D-27726 Worswede

Tel. +49 (0) 4792 9300 - 0

Fax. +49 (0) 4792 9300 – 18

[info@panexpo.de](mailto:info@panexpo.de)

[www.panexpo.de](http://www.panexpo.de)

Mr. Michael Horre

Tel. +49 (0) 4792 9300 - 22

[m.horre@panexpo.de](mailto:m.horre@panexpo.de)

## GENERAL INFORMATION

Information contained within these pages is very important when you are sending your shipment to this event. Failure to comply with these instructions will result in delays and additional costs.

It is also important to note that we do not automatically insure cargo against loss or damage.

We advise exhibitors to obtain their own comprehensive insurance cover prior to departure of their goods from point of origin.

# CONSIGNMENT DEADLINES

## Bole International Airport:

Non food products: 4 weeks before exhibition opening

## COMET DRY PORT:

20ft and 40ft FCL: 6 weeks before exhibition opening

LCL: not possible

Note: For cargo imported via multimodal system to COMET DRY PORT deposit for a 20ft Container = € 600,00 and 40ft Container € 1000,00. The exhibitor or his freight forwarder should negotiate with the shipping line to waive this fee. In case PANEXPO must pay the deposit, we charge a 10% disbursement fee plus the actual paid deposit.

All documents ( Ocean B/L resp. AWB) must be send via Mail to Panexpo latest by March 07<sup>th</sup> 2024 before shipping. This is required to approve documents in Ethiopia and to calculate duties and taxes as well as approval of Ministry of Trade is required

## IMPORTANT NOTES

- Shipping documents must be issued in English language
- Temporary imported goods cannot be sold and must be returned to country of origin after the exhibition
- In case of return cargoes, goods must be returned to their origin same way they came in to Ethiopia (e.g. if shipment arrived by airfreight we are obliged to return by airfreight)
- **Ministry of Trade will not permit any import of food, food ingredients, drinks. We recommend to bring small items with exhibitors luggage.**
- Machinery must have a serial number engraved. Same must be mentioned within the COMMERCIAL INVOICE / PACKING LIST
- Separate packing and COMMERCIAL INVOICE / PACKING LIST is mandatory for temporary and permanent goods
- The COMMERCIAL INVOICE / PACKING LIST must be signed with ball pen (blue ink) and stamped with company stamp (blue ink). A company logo must printed in the COMMERCIAL INVOICE / PACKING LIST.
- Pallets as packing material for shipping your items to Ethiopia is not recommended. Please use strong packing (such as wooden cases) only to avoid theft/robbery/damages
- Re-Export process for return of temporary items will take at least 3-4 weeks. Import-COMMERCIAL INVOICE / PACKING LIST-format will be used for re-export clearance

## IMPORT FORMALITIES

Ethiopia is not a member of the ATA Carnet agreement neither temporary imports under Customs Bond are available! Customs duties in Ethiopia can go up to 35% plus 15% tax. For temporary importation PANEXPO and their partners must provide full amount of customs duties and taxes to the customs authorities. The customs duties must be paid in local currency and after exportation the refund will take up to four months. It is therefore essential that we receive the COMMERCIAL INVOICE / PACKING LIST one week before departure to calculate the estimated customs duties. The expected customs duties (based on cif value) plus 10% disbursement fee plus handling charges as per our tariff must be paid before stand delivery. The foreign exchange risk is exhibitors risk. After exportation we will claim the duties and taxes and will refund the amount credited by the Ethiopian customs authorities to each individual exhibitor.

Any food products, food ingredients, soft drinks etc. can only be imported by licensed Ethiopian companies. All such products require laboratory examination and must be registered with the authorities. We strongly recommend to hand carry such products.

## DOCUMENTATION

It is mandatory to use the COMMERCIAL INVOICE / PACKING LIST which has been approved by Ethiopian customs. (specimen attached)

### **Exhibits - Temporary importation – Airfreight / Sea freight**

- Ocean Bill of Lading or AWB
- Commercial Invoice – 3 Originals
- Packing List
- Certificate of Origin 1 original 2 copies

### **Advertising material, brochures, give aways – permanent importation – Airfreight**

- AWB
- Commercial Invoice – 3 originals
- Packing List



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## DOCUMENT DISTRIBUTION

All documents must be send by courier service to Addis Ababa. No documents should be attached to the AWB as the ground handling agent in Addis Ababa do not hand over documents to our partner!

Courier address as follows:

Afroline Logistic Service PLC  
TIN No. 0046612776  
Bole Sub City  
Addis Ababa – Ethiopia  
Mr. Michael G. Kirstos  
Tel. +251-911 238312  
Fax +251-116 626818  
[marketingafroline@mail.com](mailto:marketingafroline@mail.com)

## SHIPPING INSTRUCTIONS

### AWB Instructions:

Consignee:

Afroline Logistic Service PLC  
TIN No. 0046612776  
Bole Sub City  
Addis Ababa – Ethiopia  
Mr. Michael G. Kirstos  
Tel. +251-911 238312  
Fax +251-116 626818  
[marketingafroline@mail.com](mailto:marketingafroline@mail.com)

Notify:

Ethiopia agrofood & plastprintpack 2024  
6<sup>th</sup> International Trade Show  
09 - 11 May 2024  
Millennium Hall – Addis Ababa  
**Exhibitors name:**  
**Stand No.:**

Nature / quantity of goods:

exhibitions goods for:  
Ethiopia agrofood & plastprintpack 2024  
6<sup>th</sup> International Trade Show  
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Note:

Airport of arrival: Bole International Airport

Airfreight charges “as agreed” are not acceptable.  
Freight amount must be mentioned in the MAWB.

Consolidation shipments are not possible. For each exhibitor a MAWB must be issued. Permanent and temporary goods for **one exhibitor** can be shipped under the same MAWB but packages/weight should be mentioned separately.

**Ocean Bill of Lading Instructions: (no Express or Seaway Bill)**

Consignee:

Afroline Logistic Service PLC  
TIN No. 0046612776  
Bole Sub City  
Addis Ababa – Ethiopia  
Mr. Michael G. Kirstos  
Tel. +251-911 238312  
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Note:

Seaport of arrival: COMET DRY PORT

Containers must be shipped FCL/FCL. In case more than 1 Exhibitor will be shipped per Container, we need separate Ocean Bill of Lading – one for each exhibitor. Individual pieces over 3000 kgs of weight must be shipped in Open Top Containers.



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## PACKING

It is essential that cases used for transport withstanding 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). We refuse any responsibility for damage or theft!!!**

## CASE MARKING

All packages, shipped either by airfreight or sea freight or courier service must be properly marked for identification on arrival, as follows:

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Name of the Exhibitor:  
Stand & Hall Number:  
Dimensions: ..... x ..... x ..... CMS (L x W x H)  
Case Number: ..... of .....  
Gross/Net Weight: ..... / ..... KGS

## COURIER SHIPMENTS

### **Shipments between 1 and 20 kgs (for brochures and/or advertising material only!)**

For shipments within this weight range and containing solely brochures and/or advertising material we recommend arranging courier service to our local partner's office in Ethiopia.

Courier address as follows:

ALS Afroline Logistic Service  
TIN No. 0046612776  
Bole Sub City  
Addis Ababa – Ethiopia  
Mr. Michael G. Kirstos  
Tel. +251-911 238312  
Fax +251-116 626818  
marketingafroline@mail.com

Please include 3 original versions of COMMERCIAL INVOICE / PACKING LIST in an envelope and send us tracking reference for courier shipment. Handling charges as per our tariff.



## 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.

## 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 must 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