

# SHIPPING INSTRUCTIONS

IGCS 2025 Cape Town

05 – 07 November, 2025

**DSV Fairs & Events Spain  
Official Freight Forwarder &  
On-site Handling Contractor**





# Introduction – Contact details – Exhibition timetable

## Introduction

DSV Fairs & Events Spain has been appointed as the official freight and onsite handling contractor for IGCS Cape Town 2025.

The following instructions are designed to assist you with the movement of exhibits and stand materials for IGCS Cape Town 2025.

Failure to comply with these instructions and deadlines, may cause unnecessary delays in handling / clearance and additional expenses being incurred.

## Contact details

Before the event, all enquiries should be routed via:

Olimpia Rodrigalvarez – [olimpia.rodrigalvarez@dsv.com](mailto:olimpia.rodrigalvarez@dsv.com)

Office: +34 954325842

Mobile +34 628930293

Lorena Perdomo – [lorena.perdomo@dsv.com](mailto:lorena.perdomo@dsv.com)

Office: +34 930260837

Mobile +34 627582484

During the event:

DSV will be contactable during the build-up, show open & pull-down periods.

## Exhibition timetable

### Build-up:

3 November, 2025	9:00 – 20:00 h space only hard set-up
4 November, 2025	9:00 – 13:00 h space only hard set-up 13:00 – 17:00 h decoration only

### Show:

5 November, 2025	10:00 – 20:35 h (end of welcome reception)
6 November, 2025	9:30 – 16:15 h ( sessions running until 18h, you can stay until end of sessions )
7 November, 2025	8:30 – 16:30 h

### Dismantling:

7 November, 2025	16:30 - 21:30 h
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### Notes:

(\*) Attention!! Please **consider 2 hours** between the exhibition closing time and the start of empty cases & full goods delivery.





# Consignment instructions



## Air freight - Direct to Cape Town Int'l Airport



## Sea freight - Direct to Cape Town Port

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

Consignee: **King Cargo Projects (PTY) Ltd,**  
Gallagher Convention Centre,  
19 Richards Drive,  
Midrand,  
Gauteng  
For: **IGCS 2025**  
Notify: **King Cargo Projects (PTY) Ltd,**  
Tel: +27 82 451 2815  
Attention: Mike Weeks  
E-Mail: [mike@kingcargo.co.za](mailto:mike@kingcargo.co.za)

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



## Road freight direct to the venue

Upon request.



# Consignee instructions

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Air freight: the freight value on AWB can never be "AS PER ARRANGED" OR "AS AGREED", this is not accepted by customs and will lead to be charged with a fine.

- Loose pieces (not dedicated pallets) must be declared.
- All the pieces must be labeled.
- The documents must be revised before dispatch, please send draft for approval.
- Do not ship until confirmation.
- Any piece containing LITHIUM-ION batteries must be well identified and labeled.
- There is no need to send any document in the pouch.
- For consolidated air shipment it must be informed on the MAWB: "Cargo consolidated as per attached manifest."

Sea freight: it's mandatory to mention in the BL the cargo's volume (m3) and harmonized code.

For BL PLS INSTRUCT TO PRINT ORIGINALS AT DESTINATION, FREIGHTED BL, DIRECT BL, NO HBL's (the client will not see the BL, only DSV Fairs & Events)

For the BL is mandatory to detail the packaging as following:

- In case of pallets: Nr of pallets - description of the goods; weight in Kg; CBM; Harmonized Code.
- In case of plastic drums: Nr of plastic drums - description of the goods; weight in Kg; CBM, harmonized code.
- In case of wooden crate: Nr of wooden crate - weight in Kg; CBM; Harmonized Code. inform if the wood is treated/not treated/ certified/ not certified.
- In case of cardbox: Nr of cardbox boxes - weight in Kg; CBM; Harmonized Code.
- In case of Wooden packaging, it is mandatory to inform in the BL or AWB if the wooden packaging is:
  - Processed Wood;
  - Treated and Certified
  - Not Treated and not Certified
- If any wood skids are coming in the container, this need to have the fumigated stamp/mark, if not, penalties will be applied at the port.
- MASTER BL – PLEASE CONTACT US IN CASE OF OCEAN SHIPMENT CONSOLIDATION



# Deadline dates

In case that an additional preclearance is necessary such as health inspection, pharmacy inspection, quality inspection what depends on the kind of product, the period for the customs entry may extend up to 4 weeks to 6 months prior the event. That's why we ask you to send us the full set of documents as soon as possible before preparing the shipment and the departure of the goods from origin. **Please do not ship anything without our document approval.**

**Any shipment arriving after the deadline dates as indicated above will incur a 50% Late Arrival Surcharge.**



## Air freight – Cape Town Int'l Airport

### Air Freight Arrival:

The air waybill, commercial invoice & packing list for airfreight consignments must be emailed to our office 2 Working days prior to the arrival of the flight at airport of destination.

- Arrival of freight under ATA Carnet: 5 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: 5 Working Days prior to delivery to booth/stand.



## Courier

Courier companies cannot do the customs clearance of shipments for events or exhibitions as they need an importer with local country tax ID. **Please avoid sending cargo with them.** In case you send cargo through courier companies get in touch with us in advance to ensure a viability and a smooth clearance.

Please contact us for tailor made instructions.



## Sea freight – Cape Town Port

### Sea Freight Arrival:

Original Bill of Lading, commercial invoice and packing list for sea freight consignments must be received by us 14 Working days prior to the arrival of vessel at port of discharge.

- Arrival of freight under ATA Carnet: 10 Working Days prior to delivery to booth/stand.
- Arrival of freight under Temporary Import: 14 Working Days prior to delivery to booth/stand.
- Arrival of Freight under Permanent Import: 10 Working Days prior to delivery to booth/stand.



## Road freight or via Warehouse



Upon request





# Documentation

## **DSV cannot act as importer/exporter of any shipment.**

The following documents are necessary/mandatory.

**Please do not mix temporary and permanent** entry shipments under one AWB or B/L or under same packaging. It 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.

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

We recommend that you forward us copies of all shipment documentation for checking by our staff prior to dispatch of your cargo (Preferably at least two months prior to shipping. This will enable us to check you documentation and to advise whether any other specific documentation is required to facilitate import into South Africa.

Documentation typically required is as follows:

- Bill of Lading (Sea Freight).
- Air Waybill (Air Freight).
- Commercial Invoice.
- Packing list.
- Original ATA Carnet + Letter of Authority from the Carnet holder.
- Cargo manifest – where applicable.
- Product brochures.
- Copy of Insurance Policy (if applicable).
- Health Certificate for food products.
- Certificate of Analysis for Alcohol products.
- Phytosanitary Certificate for plant products.
- Material Safety Data Sheet for hazardous cargo.
- Electrical Test Certificate for electrical goods.
- Fumigation Certificate for wooden packages.

We can clear cargo into South Africa under the following conditions:

- Permanent Import.
- Temporary Import under ATA Carnet
- Temporary Import Under Commercial Invoice and Customs Bond



# Customs Documentation

- 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”.
- In case of machinery or equipment the respective serial numbers for the products must be mentioned along with the date of manufacture. This will assist temporary Customs formalities.
- 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.
- 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 & Certificates should reflect **Cases** as well – else there will be customs penalty even if the documents provided are original. Please make sure that all shipments are weighed and measured correctly, as the declared weight on the export documents must match with the actual weight. Any discrepancy will lead to delays and high fines.
- 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.
- 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.
- 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.
- All import is only allowed on exhibits where the stand space has been paid for and the organizers confirm that the applicant is an exhibitor at the event. The organizers are aware of this fact and you should ask for a Booth Contract from them, which needs to accompany your shipping documents.
- Commercial Invoice:
  - CCIPL must be in English Language.
  - Must be printed on shipper's original embossed letter head and must bear an original company stamp (blue ink) along with an authorized signature (blue ink). The document must be headed “Commercial Invoice”. No other term is accepted.
  - The Invoice must clearly indicate the Commercial invoice number with a detailed description along with the serial number, model name, number of cases, individual & total net/gross weight, total number of packages, unit value and total value in CIF (FOB Cost, Insurance & Freight must be mentioned separately), country of origin, HS tariff code and value (in US\$ ) for each individual item.



# Restrictions

Due to customs restrictions, the shipment of certain goods must be properly declared and documented to ensure correct customs clearance. The final acceptance of shipments will, in all cases, be subject to the customs regulations of the destination country.

Any violation in this regard will be subject to the sanctioning regime of the relevant Customs authority, and the goods in question may be held and/or even confiscated. Regardless of the above, any damages resulting from such violation will be the sole responsibility of the party at fault.

All boxes will be inspected by customs, so nothing that is not declared in the commercial invoice should be shipped. Textile products, food, and beverages are subject to permits, so we kindly ask you not to send these items without prior consultation.

Certain commodities like foodstuff, medication, electrical goods, lard, bacon, ham, hides and skins, sausage casings, animal hair and bristles, and honey and products containing honey and certain rubber products are restricted from importation or require special permits for import into South Africa from the South African National Regulator for Compulsory Specifications (NRCS) or other Government Authorities. If you are not sure, please check with our staff prior to shipment to ensure we have the correct documentation as required by the South African Authorities.

**Computers or other devices with lithium batteries are considered dangerous goods for air transport.**

If you are interested in selling your goods, please contact us for information on the procedure and any possible additional costs. You may not remove goods from the stand without our authorization.

Additionally, the following products are restricted for import into South Africa and are subject to approval. Please inform us if you intend to send any of these products:

- Pornographic materials (brochures, cd roms, dvds, etc...)
- Arms and explosives, fireworks, military equipment, toy guns/arms
- Telecommunication /transmitting equipment
- Radiographic equipments
- Foodstuff & Beverage products
- Cigarettes & Tobacco products
- Medical/Pharmaceutical/ Chemical products
- Live Animals and any products made from animal parts
- All kind of foodstuffs
- Foodstuffs
- Pork meat
- Alcoholic beverages
- Medical, pharmaceutical or chemical products
- USB sticks require import license in Algeria, better to remove this kind of item from the shipment
- Among others.
- If you are not sure, please check with our staff prior to shipment to ensure we have the correct documentation as required by the South African Authorities.





# Additional Information

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## 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 to facilitate quick and early retrieval for the repacking at the end of the exhibition.

## 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.

## RE-EXPORT

Exhibitors are to indicate to us on the Commercial Invoice and 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.

## STORAGE

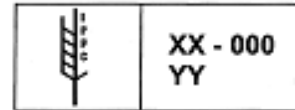
DSV will not be responsible for the condition or the contents of any goods received for storage, nor for any loss of weight and damage to the said goods before or whilst being stored or remaining in storage caused by dampness, termites, burglary, theft, Acts of God, Enemies, hostilities, strikes, lockouts, 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 hoops, 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.

# Packing & fumigation

## Temporary and permanent goods must be packed and shipped separately.

ALL SHIPMENTS with wood packing material to this country, such as wood block cases, lath cases, wood pallets, wood frames, wood drums, wood axes, chocks, stow-wood, crossties and so on, fumigation must be arranged in the country of origin before sending the cargo to this country.



Wood packing materials MUST be marked with the ISPM15 logo and the two letter ISO code for the country that treated the WPM. The marking must also include the unique number assigned by the national plant protection organization to the company responsible for ensuring the WPM was properly treated, and either the abbreviation HT (heat treatment) or MB (methyl bromide). Failure to do so will cause delay in customs clearance process, in addition to an extra cost.

To support the treatment, exhibitors should send the shipment along with a fumigation / heat treatment certificate issued by the producer of the packing material or issued by the company that did the fumigation or heat treatment and that indicates the code of the fumigation as described above.

**WOOD PACKING MATERIALS WITHOUT ACCEPTABLE STAMP OR NOT IN COMPLIANCE WITH THE ABOVE REQUIREMENTS MUST BE DESTROYED OR COMPULSORILY RE-EXPORTED WITH THE CARGO WITHOUT ENTRY INTO THE COUNTRY.**

For cargo with non-wood packing materials, the cargo owner must provide the non-wood packing declaration, which is printed out by company letterhead, signed with authorized signature and endorsed with company stamp.

DSV does not accept any responsibility for hidden damages, pressure points, scratches, drop of paint and other similar superficial damages if the shipment arrives with insufficient packing. The exhibitor shall be responsible for the consequences of improper packing.

Please note that the exhibits are to be repeatedly loaded and unloaded by different parties. During the long-distance transportation shocking / bumping will sometimes be inevitable. Therefore, we strongly recommend the Exhibitor to take necessary precautions to ensure strong / seaworthy packing to safeguard exhibits from damage and rain, especially when the return exhibits are to be packed with original packing materials.

Exhibitors are advised to provide strong packing cases for the transportation of the exhibits which can withstand unpacking and repacking operations. For main exhibits, we recommend bolted returnable type of cases to be used. This is to avoid unnecessary repair and reconstruction of cases in the event of damages due to handling whilst in transit.





# 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 normally damage the packaging.

We suggest that your goods are well packed and labelled for easy identification, all packages should be marked as follows:

IGCS Cape Town, 2025  
C/o DSV Fairs & Events / King Cargo Projects ( PTY ) Ltd

Exhibitor Name: \_\_\_\_\_

Stand Number: \_\_\_\_\_

Name & Location of Exhibition: \_\_\_\_\_

Case Numbers: \_\_\_\_\_

Gross Weight/Net Weight: \_\_\_\_\_

Dimensions: \_\_\_\_\_

Labels must be in English.

Please affix labels to the walls of the packages. This will make identification much easier. Example:



You can find a template attached to the Exhibitor's Form:

DSV FAIRS & EVENTS		DSV
Sender / Remittente		Case No. / Bulbo N°
Consignee / Exhibition / Consignatario / FERIA		Hall
		Stand
		Mode of Transport Modo de Transporte





# Insurance – Payment terms



## Insurance

All work is covered under our General Trading Conditions. It is recommended that all exhibitors should arrange a comprehensive cover for their goods. This should cover the shipment to the show site, the period of display and the return to the country of origin, or an appropriate disposal period at the conclusion of the exhibition.

Unless specifically insured, DSV Fairs & Events is not responsible for any loss, pilferage or damage whilst goods are left unattended on the stand. Although we will aim to make delivery to and collection from the stand, at the specified time requested, we cannot always guarantee this. Therefore, please ensure that goods are fully insured to cover all risks.

DSV Fairs & Events can offer a competitive insurance quotation. Please contact your show manager for further details.



## Terms of payment

Unauthorized Credit will not be accepted. Our invoices are due for immediate payment upon presentation. Customers with no credit term or any prior agreed payment terms will have to pay the invoices before the event starts or on-site during the event and before the outward shipping of their exhibits.

Please note the following method of payment accepted is by bank transfer:

Bank details of DSV Road/Solutions Spain, S.A.U.  
IBAN: ES77 1465 9000 1100 0183 2990  
Swift Code: BBRUESMX

All payments must be **made in euros** without any deduction or deferment on account of any claims, counterclaims or offset. Currency converter based on invoice issue date of XE.  
<https://www.xe.com/currencyconverter>.





# Conditions of contract

## **Environmental Fee**

To fulfil our commitment, we are introducing an Environmental Fee which will be implemented from January 1, 2025. The Environmental Fee reflects our commitment to taking action and making a positive impact on supply chains.

The fee will be charged to all customers at a rate of 0.15% of your invoice. The resulting funds collected will be used to cover costs related to investments in projects and technologies aimed at reducing the climate impact from our operations. Charges will be applied to all operations processed through DSV and will be clearly detailed on your invoice for full transparency.

With the acceptance of the quotation, the fee will be applied allowing us to formally implement the Environmental Fee. Should you have any questions or require any clarification, please reach out to your local DSV representative.

## **Conditions of Contract**

All charges are based on today's applicable rates, exchange rates and terms and conditions of all companies involved in this transport and are subject to change without prior notice.

The liability of DSV ceases with the delivery and commences with collection of shipments at the exhibition stand. It is the exhibitor's responsibility to ensure that the materials are secured after delivery / prior collection by DSV from your stand and that return shipments are properly marked by the exhibitor.

If the client also books the service of "empty case storage", they are obliged to indicate clearly if the packing material is in fact empty or packed (partially packed or full). DSV does not accept any responsibility for damages or loss of items that have been inside of packing material that has been previously declared as empty.



# Conditions of contract

## **DSV Standard Terms and Conditions**

Unless otherwise agreed, all services are rendered according to the [DSV Standard Terms and Conditions](#) of DSV Group and [Condiciones Generales de Servicios Logísticos y de Expedición de DSV](#) in Spain in that order. Orders undertaken as carrier of overseas carriage are subject to conditions stipulated in the [DSV Ocean Transport B/L](#). Orders undertaken as carrier of carriage by air are subject to conditions stipulated in [DSV House Air Waybill](#). In case of discrepancy between the DSV Standard Terms and Conditions and the terms stipulated in the DSV Ocean Transport B/L or the DSV House Air Waybill, the terms of the DSV Ocean Transport B/L or the DSV House Air Waybill shall prevail. We recommend that you review the full version of named general conditions set in [www.dsv.com](http://www.dsv.com).

This message and its attached files may contain confidential information. Communication, reproduction, or distribution of this message is prohibited. If you are not the final recipient, please delete it and inform us via this channel.

In accordance with the provisions of the current legislation on data protection, we inform you that your personal data will be processed under the responsibility of DSV to manage the relationship that binds us and will be stored for no longer than is necessary in maintaining the purpose of processing. The data will not be transferred to third parties unless legally obliged to do so. You may exercise your rights of access, rectification, portability, erasure, restriction and opposition by sending an e-mail to [barcelona.calidad@es.dsv.com](mailto:barcelona.calidad@es.dsv.com) or [spain.privacy@dsv.com](mailto:spain.privacy@dsv.com) and if you consider that the processing does not comply with the current legislation, you may file a claim with the supervisory authority at [www.aepd.es](http://www.aepd.es).

In compliance with the principle of data accuracy established in GDPR and LOPDGDD we request you to communicate any variation or change in your personal data that figures in our database as soon as possible by using the e-mail address [barcelona.calidad@es.dsv.com](mailto:barcelona.calidad@es.dsv.com) or [spain.privacy@dsv.com](mailto:spain.privacy@dsv.com).