



Shipping instructions from
Experienced and specialized team in fairs in Morocco

For the Transport & Freight, Customs Clearance, Loading, Unloading and storage.

Dear Valued Exhibitor,

We are pleased to advise you that **EXPO PLUS** and **TIMAR** has been appointed by the organizers GI Events and French Chamber of Commerce and Industry in Morocco as one of the Recommended Freight Forwarder, Customs Broker & Onsite Handling Contractor at **CFIA MAROC 2018** to handle all your logistical requirements at the show, i.e. **Transport & Freight, Customs Clearance, Loading, Unloading and storage.**

With our local partner we can provide you a full customs clearance and on-site handling service. Please read carefully our following shipping instructions. We will be pleased to assist you with any questions that you may have.

Any logistics enquiries for this event, please contact:



EXPO PLUS
2 RUE DU MEUNIER
ZAC DU MOULIN
95700 Roissy en France
France
Contact : Nadia BOUJEMIL

Tel : + 33 (0)1 30 11 93 73
Port : + 33 (0)6 89 75 50 31
Email : boujemil.nadia@expo-plus.fr



TIMAR
Immeuble N° 1 Rue1
Quartier Oukacha
20580, Casablanca,
Maroc
Contact : Khadija CHARROUD

Tel : + 212 (0)5 22 67 60 00 Ext 254
Port : + 212 (0)6 62 59 71 73
Email : k.charroud@timar.ma

Our Services

Before the Show



- Collection of your company exhibits
- Export Clearance formalities from France or your country of origin in UE
- Transport by Air or Road from our warehouse up to Casablanca
- Import Customs Formalities in Morocco
- Delivery to the venue and on-site handling
- Collection of empties (if required)
- EXPO PLUS/TIMAR assistance at the show

After the Show

- Delivery of empties (if required)
- Collection of your company exhibits on stand
- Pick up and transferring to bonded warehouse
- Export Customs Clearance Formalities in Morocco
- Transport by Air or Road from Casablanca to our warehouse in Roissy CDG
- Import Clearance formalities in France
- Collection at the Airport/ Warehouse
- Delivery in your office

Deadlines

In our warehouse in France

<i>TRANSPORT BY</i>	<i>DOCUMENTS BY EMAIL (FOR CHECKING)</i>	<i>EXHIBITS</i>
	August 27th 2018	August 30th 2018
	September 3rd 2018	September 10th 2018

Warehouse address :

EXPO PLUS
ZAC du Moulin
2 rue du Meunier - 95700 Roissy en France
France

Ctc : Nadia BOUJEMIL
Tel : + 33 (0) 1.30.11.93.73 - + 33 (0)6.89.75.50.31

E-mail : boujemil.nadia@expo-plus.fr

Packing and 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 can damage the packaging.

All packages, shipped using any mode of transport, must be clearly marked for identification on arrival showing the below information:

Name of Exhibitor: _____
Stand & Hall Number: _____
Name of the Show: **CFIA MAROC 2018**
C/o EXPO PLUS / TIMAR Maroc _____
Dimensions: _____, Gross/Net Weight: _____
Case Number: _____ (i.e. 1 of 3, 2 of 3, etc)

Documentation Required

The following documents are required for the **TEMPORARY IMPORT CLEARANCE** of goods into Morocco whether to be imported by sea, air or road freight:

- | | |
|--|---|
| a. ATA Carnet (mandatory) | 1 Original with sufficient vouchers |
| b. Commercial Invoice / Packing List | 3 Originals and 3 Copies |
| c. Express Release / Air / Truck Waybill | 2 Originals and 2 Non-Negotiable Copies |
| d. H.S. Code Summary Sheet | For shipments with more than three (3) HS Codes |

The following documents are required for the **PERMANENT IMPORT CLEARANCE** of goods into Morocco whether to be imported by sea, air or road freight:

- | | |
|--|---|
| a. Commercial Invoice / Packing List | 3 Originals and 3 Copies |
| b. Express Release / Air / Truck Waybill | 2 Originals and 2 Non-Negotiable Copies |
| c. H.S. Code Summary Sheet | For shipments with more than three (3) HS Codes |

Please ensure the commercial invoice issued complies to the below requirements:

- *The document must be duly typed in English or French*
- *Must be printed on shipper's original embossed letter head and must bear an original company stamp along with an authorized signature. The document must be headed "Commercial invoice". No other term is accepted*
- *Temporary and permanent goods must be packed, shipped and invoiced separately*
- *Must be addressed/consigned as follows:*

Shipper :

NAME OF THE EXHIBITING COMPANY
FULL ADDRESS
COUNTRY

Consignee :

TIMAR MAROC
C/O Exhibitor's name
SALON CFIA MAROC 2018
FOIRE DE CASABLANCA
Casablanca, Maroc

- The Invoice must clearly indicate a detailed description along with the serial number, weight, country of origin, HS Tariff code and value (in US\$) for each individual item
- The packing list must indicate individual weight and dimensions of each package in the shipment

For goods such as machinery and electrical items, the serial number, make and model must be listed in the commercial invoice

- The invoice and packing list must also clearly mention the total DDP value Casablanca of the goods, total number of packages, the total gross weight and volume of the consignment.

The packing details (number of pieces, gross weight and volume) must match 100% to the details declared on the Air/ Sea / Truck waybill

- The Commercial invoice must have the following declaration clearly stated in its contents duly stamped and signed.

“The exporter of the products covered by this document (declares that, except where otherwise clearly indicated, these products are of ...(country) preferential origin.”

- In case of shipments with multiple HS codes you must provide a data sheet clearly listing the items with their individual description, weight, quantity, Country of origin, value and corresponding HS codes

INSURANCE

You are strongly recommended to check with your all risk Insurer that you are fully covered for all the work we may undertake on your behalf and to advise them of our conditions. As our tariff is computed on The basis of volume and weight and has no correlation with the value of exhibits, it means that the cost of insurance cover is not included in our charges. It is the responsibility of each exhibitor/client to arrange a Full Marine (Transport) Insurance covering transport of your goods from your domicile to the exhibition site, and same back to your domicile at the end of the show, including the period your exhibits/goods are handled by EXPO PLUS/TIMAR. Please also ensure that the Marine (Transport) Insurance is arranged for the exhibits/goods sold locally during the exhibition. EXPO PLUS will not accept any liability towards any loss/damage of your exhibits/goods.