



OFFICIAL SHIPPING GUIDELINES

SAND & FUN AVIATION SHOW 2025





SAND & FUN AVIATION SHOW 2025

25th – 29th November 2025

Al Thumamah Airport, Saudi Arabia

Presented by:

DSV SOLUTIONS FOR LOGISTICS SERVICES
A division of DSV SOLUTIONS Logistics Park
Sulay, Exit 18
Riyadh, Saudi Arabia
E-mail: ahmed.khafaga@dsv.com
www.dsv.com

INTRODUCTION

DSV SOLUTIONS (FAIRS & EVENTS) kindly request for you to read these shipping instructions and guidelines very carefully concerning freight logistics to the **SAND AND FUN AVIATION 2025** exhibition being held at **Al Thumamah Airport Saudi Arabia**. We will be providing a full Customs clearance and on-site handling service for the exhibition.

Please read and adhere to the following shipping instructions and tariff. This is essential in order to avoid any problems or delays with clearance, handling and transportation of your goods, we will be pleased to assist you with any questions that you may have.

SHIPPING INSTRUCTIONS

1.1 CONSIGNMENT INSTRUCTION

Kindly arrange to ship all shipments "Freight Pre-paid" consigned as mentioned below:
Consignments being sent to RIYADH (RUH airport or Jeddah seaport).

Consignee: SAUDI AVIATION CLUB
THUMAMAH AIRPORT
RIYADH 11424
KINGDOM OF SAUDI ARABIA

Notify Party: DSV SOLUTIONS
C/O Sand and Fun AVIATION 2025
RIYADH, KSA
Attn: Ahmed Khafaga
Tel +966 59 329 3207

Description: Exhibitions Goods

Note: -

The air waybill/sea waybill/bill of lading/truck waybill must clearly mention.
"In transit to **SAND AND FUN AVIATION 2025**, for re-export at the end of the exhibition".

The master air waybill must be direct and consigned correctly as above, to avoid high handover costs and additional handling charges. If applicable these extra charges will be billed at cost + 15% outlay fee.
The total number of pieces, total gross weight & total volume of the freight must be clearly indicated on the waybill and the same details must match 100% to the commercial invoice. Separate house waybills must be issued for each individual exhibitor, when consolidated.

Important

Please ensure you send a full pre-alert to DSV SOLUTIONS.
Attn: Ahmed Khafaga & Rohit John - ahmed.khafaga@dsv.com | rohit.john@dsv.com

1.2 CARGO ARRIVAL DEADLINE

- | | |
|--|---|
| • Sea freight arrival at Jeddah Seaport (FCL or LCL) | 30 working days prior to exhibitor move-in date |
| • Airfreight arrival at RUH Airports | 15 working days prior to exhibitor move-in date |
| • Road freight arrival at Batha Border | 10 working days prior to exhibitor move-in date |
| • Courier shipment arrival at DSV Office | 25 working days prior to exhibitor move-in date |

We strongly recommend that you ship on a direct service to the above-mentioned Saudi port to avoid delays in trans-shipment, etc.

DSV SOLUTIONS cannot be held responsible for the late or non-delivery of goods, including additional surcharges incurred for shipments that fail to comply with the above-mentioned arrival deadlines.

Cargoes arriving after the deadline dates as mentioned above will be subject to a minimum 50% late arrival surcharge on the basic handling tariff.

1.3 SHIPPING DOCUMENTS

Documentation Required

The following documents are required for the temporary import clearance of goods in Saudi:

Shipments arriving by Sea freight: -

- | | |
|---------------------------------------|---|
| a. Commercial Invoice / Packing List: | |
| b. Express release Bill of Lading: | |
| c. H.S. Code Summary Sheet: | For shipments with more than three (3) HS Codes |
| d. *MSDS (Material Safety Data Sheet) | For shipments with lithium-ion batteries or hazardous goods |
| e. Certificate of Origin | |

Shipments arriving by Air freight: -

- | | |
|---------------------------------------|--|
| f. Commercial Invoice / Packing List: | |
| g. Air Waybill: | |
| h. H.S. Code Summary Sheet: | For shipments with more than three (3) HS Codes |
| i. *MSDS (Material Safety Data Sheet) | For shipment with lithium-ion batteries or hazardous goods |

Shipments arriving by Road freight: -

- | | |
|---------------------------------------|--|
| j. Commercial Invoice / Packing List: | Originals |
| k. Truck Waybill: | Original |
| l. H.S. Code Summary Sheet: | For shipments with more than three (3) HS Codes |
| m. *MSDS (Material Safety Data Sheet) | For shipment with lithium-ion batteries or hazardous goods |
| n. Certificate of Origin | 1 x legalized Original. |

For some shipping method the SABER is required

Any additional documents requested by Saudi Customs must be provided upon request.

*** For Lithium-ion batteries shipments being returned by air, please see section 1.11 for more details.**

Bill of lading / Air waybills / Truck waybills

Must be consigned as per instructions mentioned above (see section 1.1) in the name of “SAUDI AVIATION CLUB” only, failing which we will not be able to process the Customs clearance.

Commercial Invoice/Packing List

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

- The document must be duly typed in English.
- Must be printed on shipper's original embossed letterhead with an original company stamp along with an authorized signature. The document must be headed “Commercial invoice”. No other term is accepted, and it must also include an invoice number, DO NOT indicate “NO COMMERCIAL VALUE”
- Temporary and Permanent goods must be packed / documented and shipped separately.
- Do Not ship as a consolidated cargo and therefore there should be no mention of consol in any shipping documents.
- Must be addressed/consigned as follows:

**SAUDI AVIATION CLUB
THUMAMAH AIRPORT
RIYADH 11424
KINGDOM OF SAUDI ARABIA**

- 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 in the shipment.
- 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 CIF value 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 “We hereby guarantee that this is a true and correct invoice, and that the goods referred to are of the origin, manufacture, and production of (Country...). Signature in blue ink, and original company stamp” Temporary Export for **SAND AND FUN AVIATION 2025**.
- You must provide a data sheet clearly listing the items with their individual description, weight, quantity, Country of origin, value, and corresponding HS codes.

Important: Documents failing to meet the above requirements will result in Customs fines and possible delays.

SASO / SABER Conformity Certificates Effective 2021 all import shipment must be processed through the SABER account of the importer on record. Importation of certain goods and items such as Electronics/Melamine items/Toys/Tires, etc into KSA require a SASO/SABER Conformity certificate before customs will allow them into KSA. Exhibition goods are not exempted from this requirement. Please check with your local Chamber of Commerce for more details on this requirement. The SASO / Certificate of Conformity is issued by the authorized agent in your country such as INTERTEK/BV/TUV, etc. you can also obtain this and further information from the Chamber of Commerce at the country of origin.

For All Shipments

A full pre-advice, with copy of all the documents, should be sent to DSV emails prior to dispatch for pre- approval.

Based on pre alert we will confirm the original shipping documents. It must be sent to DSV Solutions Riyadh office 14 days prior to the arrival of the vessel if sent by sea freight OR attached to the original air waybill if the goods are sent by air.

1.4 RESTRICTED CARGO

Saudi regulations impose some restrictions on the importation of certain commodities into the country. If you are not sure if your product falls under this category, this can be checked and confirmed with the relevant Saudi Embassy or Consulate at origin. We can also assist you in this matter.

Listed below are a few main restrictions:

- Lithium-ion goods falling under UN3480 can be imported into the Riyadh but cannot be re-exported out of the country by any mode of transport.
- Importation of commodities such as alcohol or pork and products containing alcohol or pork or any of its by-products, this is strictly restricted for import into the Saudi Arabia.
- Importation of products such as food items, live plants/flowers, tiles/marbles, wireless/radio, telecommunication / defence equipment and radioactive materials of a hazardous nature, cosmetics, hazardous/class rated cargo, etc. may have restrictions for importation into Saudi Arabia.
- Importation of exhibits such as weapons, ammunition, explosives, or any other military equipment is strictly forbidden for import into Saudi Arabia.

However, some commodities can be imported after obtaining prior approvals and special permissions from the necessary ministries. Import permissions are solely subject to approvals from the respective ministry and such goods must be shipped only after receipt of these import permits and our confirmation. Additional charges are applicable to secure such permissions and can be quoted upon request, If you intend to ship any such items, please contact DSV at least 90 days prior to shipping.

1.5 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 repacking; 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:	SAUDI AVIATION CLUB C/O SAND AND FUN AVIATION 2025
Dimensions:	_____ Gross/Net Weight: _____
Case Number:	_____ (i.e. 1 of 3, 2 of 3, etc) _____

Please note the below re-export regulations applicable:

Crates / flight cases on wheels and individual pieces weighing more than 30 kgs

Airlines in Saudi will not accept shipments for export that are over 30 kgs and not able to be handled by forklift, or crates / flight cases that are on wheels. It is a requirement that all these items are palletized before export.

However please note if these items are not palletized on import to Saudi, then there could be a discrepancy on the weight of the shipment on re-export and result in import duty having to be paid on the total value of the shipment.

Therefore, it is requested that all pieces over 30 kgs in weight, and all wheeled items, are palletized before shipping to Saudi.

The handling and airfreight charges will be applicable as per the chargeable weight on the air waybill. Additional charges will be applicable for provision of a new pallet, or palletization of cargo by our staff.

DG/ Non-DG shipments and GACA permits.

Any return shipment having DG (Dangerous Goods) or ELI (Lithium-Ion Batteries) or normal batteries must be declared accordingly on the return shipping instructions with the proper declaration and number of packages having this commodity (declaration form templates are available on request).

Any shipment having a compressor / generator / cylinder (extinguisher) must be declared in advance of export with the proper declarations. A DG declaration for DG shipments and non - DG declaration for non - dangerous goods is required (declaration form templates are available on request).

If shipments are held at the airport during screening due to undeclared items, additional charges shall apply for GACA permits for AWB amendments and airport storage charges shall accrue until the declarations are submitted and GACA permit approved.

1.6 COURIER SHIPMENTS, DIGITAL VIDEOS, CD-ROMS AND FILMS

Courier companies generally cannot clear exhibits and equipment being sent for exhibitions in Saudi Arabia. Such shipments are normally held with Customs when the volume or value is high. We therefore recommend you contact your courier company and ensure they can customs clear and handle exhibition goods. In cases where the courier company cannot process the clearance, we will try to assist but cannot be held responsible for late or non-delivery of such shipments.

Please DO NOT send courier shipments addressed direct to your hall or stand/booth number

All courier shipments (up to 50 Kg / 0.3 CBM maximum) should be sent to the following delivery address: - Shipments must be consigned to SAUDI AVIATION CLUB

Consignee: Saudi Aviation club
C/o SAND AND FUN AVIATION 2025
Delivery address:
DSV logistics WH
Southern Istanbul Street Sulay,
P O Box 55073, Riyadh.

Attn:

Mr. Ahmed Khafaga
Tel: +966 59 329 3207

Name of Exhibitor : _____
Stand Number : _____

A commercial invoice must accompany all courier shipments and a full pre-advice including a copy of the export courier waybill must be sent to DSV.

Courier waybill must be sent by e-mail to **Ahmed Khafaga & Rohit John**: ahmed.khafaga@dsv.com & rohit.john@dsv.com

Exhibitors should report to the DSV site office and pay cash for the handling charges incurred. The goods will then be delivered to your stand. Payments in advance by bank transfer are subject to a service fee to cover bank charges. We cannot accept credit card payments for courier shipments.

Shipments that require an advanced payment of Customs Duty or any freight charges will be refused, unless agreed in advance. Courier shipments must therefore be sent on a delivered Duty paid basis.

All films, videos, slides, DVD and CD's are subject to Saudi censorship, we request one copy of each DVD/CD- ROM to be couriered to us at least 30 days prior to the event for censorship processing. Clearance of such items is solely subject to approval of the Saudi government authorities.

It is the responsibility of the exhibitor to check with DSV if their package has been received. Shipments that require advance payment of Customs Duty or any other freight charges will be refused unless it is pre- arranged. Courier shipments must therefore be sent on a Delivery Duty Paid (DDP) basis.

1.7 TEMPORARY IMPORTATION AND CUSTOMS DUTY

Temporary importation of goods is solely subject to the approval by the applicable Customs authorities.

If customs accept, full customs duty must be paid as deposit to customs then consignee will refund it after re-export. If Customs reject the application for clearance on a temporary importation basis, the goods will have to be imported permanently and the assessed Customs Duty and VAT on Goods will be applicable.

Goods intended for temporary importation must clearly bear embossed serial numbers wherever possible and the same must match the commercial invoice 100%. Customs will/may reject temporary importation and force permanent import when this information is not available.

All goods value assessments are solely up to the discretion of Saudi Customs. Saudi Customs can re-evaluate the value declared on the commercial invoices and the Duty and VAT is calculated based on this revised custom assessed value. In the event that an exhibitor wishing to dispose/sell his goods during the exhibition, the permanent importation of these items can be processed subject to approval from Saudi Customs.

However, Customs Duty and VAT on goods will be applicable on such items in addition to a cancellation of bond and import conversion fee.

Saudi Customs Duty on most commodities is currently charged between **5% to 22%** of the customs assessed CIF value of the goods. **Value Added Tax (VAT) @ 15%** is implemented in the Saudi as per Laws and the applicable charges for the same will be included as an additional charge on our final invoice. Any Customs duties applicable to shipments that are sold during the event will be for the account of the respective freight agent or exhibitor. DSV will not collect duties from the local buyer. The exhibitor should include the duties and taxes in their invoice to the buyer. An advancement fee of 15% of the paid Customs duty amount will also apply, as per our tariff.

Saudi Customs may reject temporary importation and force permanent import when this information is not available or satisfactory, regardless of it being re-exported at the end of the event. Saudi Customs are very thorough with their examinations, during which all cases are opened and contents checked against the commercial invoice.

Note: Clearance of shipments under Temporary Importation is solely up to the discretion of Saudi Customs. If temporary importation is approved, then it is possible to reclaim the duty deposit outlaid on the shipment when the goods are being re-exported. The Refund is entirely at the discretion of the inspection officer. A Service Fee of is charged at **20%** (Minimum Charge of **USD 250.00** of the Total amount refunded to cover the admin expenses we incur to complete the refund process. Please note that if shipments are re-exported to any GCC (Gulf Cooperation Council) Country then Customs duty and VAT on goods must be paid in the Saudi (being first port of entry) prior to re-export, which will take a minimum of 2-6 weeks to process.

Shipping via LCL Service is not recommended for temporary import goods into Saudi Arabia. Since this service takes a very long time and being relatively slow, the export formalities cannot be completed within the stipulated time frame permitted for re-export of temporary goods immediately at the end of the show. Shipments cannot be mixed, split or consolidated during importation and re-exportation.

If temporary import is approved by Saudi Customs then the Customs Duty will have to be initially outlaid on the consignment. It is possible to reclaim this Customs Duty outlaid once the goods are re-exported in full. The refund of the Customs Duty is solely up to the discretion of Customs. In order to reclaim the Duty amount outlaid the cargo must arrive within the stated arrival deadlines and all documentation must be 100% correct as per the Saudi Arabian Customs authorities satisfaction.

The Refund process of Customs Duty is a very lengthy procedure and can take from 8 to 10 months for the final completion. This may also at times slow down the re-export process. Exhibitors/Agents are strongly requested to keep this in mind while planning the next leg of their transport, should the cargo be needed urgently after the show for another event.

1.8 INSURANCE

Insurance of the cargo is not included in our scope of work / tariff, and this should be arranged by the Exhibitor and / or Exhibitor company with an express and unconditional waiver of subrogation towards DSV their partners & sub-contractors.

The show site yard is not a covered site, therefore all freight and empties moving in and out of the halls or stored on site during the show are exposed to climatic conditions.

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 based on volume and weight and has no correlation with the value of exhibits, it follows 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, and the return of the same back to your domicile at the end of the show, including the period your exhibits/goods are handled by DSV. Please also ensure that the Marine (Transport) Insurance is arranged for the exhibits/goods sold locally during the exhibition.

DSV will not accept any liability towards any loss/damage of your exhibits/goods.

1.9 RETURN SHIPPING

Full return shipping instructions must be given, in writing, to DSV on-site staff during the show. If requirements change after receipt of your return instructions, all updated requests must be submitted in writing. Additional costs may be incurred and charged accordingly. All return shipments are sent on a freight pre-paid basis. For any bookings made directly with airlines or shipping lines, an administration fee will be levied.

Bookings for FCL (full container loads) shipments must be given in writing by latest the opening day of the show. This then allows us sufficient time to make the necessary booking with the shipping line. For any FCL bookings received after this date, the goods will have to be taken back to a warehouse in Saudi for loading and extra costs will be incurred. We normally do not allow the handover of goods to another agent for return shipping, as the goods are under our temporary bond and the process can be very complicated and time-consuming. If a shipment must be handed over to another local freight agent for them to export out of Saudi, we will require a security cheque from that agent for the full duty and VAT amount. Once the agent completes the export formalities correctly, fulfilling all the Customs requirements and after we have obtained the refund for the duties and VAT, the security cheque will be returned to the local agent. A handover fee will be applicable.

Return Shipping of goods containing Lithium Batteries.

Any shipments returning from an event in Saudi, that contain Lithium batteries, the shipper must apply to the Civil Aviation Authority for a "No Objection Certificate".

Along with that application, an up-to-date MSDS (Material Safety Data Sheet) must be submitted.

Whether it's Lithium Ion or Metal, standalone or contained in equipment/packed with equipment. It will require a NOC from GACA. A fee for the NOA application will be charged per shipment in addition to the DGR Handling fees in cases where applicable.

Lithium-ion goods falling under UN3480 can be imported into the Saudi but cannot be re-exported out of the Saudi by any mode of transport.

1.10 SPECIAL NOTES

Any Covid-safe regulations put in place by the organizer, venue, local government, or health department must be always adhered to.

To provide a contactless delivery, proof of goods delivery (POD) will not be provided. If required, our delivery staff will take a picture of the goods delivered to the stand and this will be considered as a POD. If we are to sign for freight delivery, the exhibitor will need to visit the DSV on-site office to physically sign a POD which must be done using their own pen.

The show site yard is not a covered area, therefore all freight and empties moving in and out of the halls or stored on site during the show are exposed to climatic conditions. Whilst we will do our utmost to cover freight and empties in the holding areas, we cannot be held responsible for any damage caused by climatic conditions.

DSV is the only company authorized to work on site and provide manpower and equipment for the handling/movement of freight within the premises of the exhibition centre. For safety and security reasons.

No Exhibitor, or their suppliers, will be permitted to operate their own lifting equipment (i.e. tail-lift or crane mounted trucks, genie lifts, manual lifts, recovery vehicles, etc.) for unloading/reloading goods from their vehicle in the service yard for the exhibition.

No other contractor's manpower is permitted to work, handle, or move any cargo on-site, as per the organiser's requirements for the show. Please ensure all your manpower requirements are pre-booked with DSV well in advance.

For any exhibit, box or crate which exceeds more than 2 tons per piece, or with dimensions that exceed **2m x 2m x 1.5m (LxWxH)**, where special handling and lifting is required, we request exhibitors/clients to contact us, providing a detailed description of the goods at least 20 days prior to the start of the exhibition.

This is very important and is required to ensure a smooth handling of your goods at the show site. Failure to do so in advance will invite heavy penalties and surcharges to mobilize such special equipment at a short notice, which if applicable will be on the respective exhibitors/client's account.

For manpower or any equipment, which may be required to assist exhibitors with the set-up, additional cost will be quoted upon request.

1.11 TERM OF PAYMENT

Inward: Upon uplift of goods, prior to delivery to stand.
Outward: Upon presentation of invoice/prior to delivery of shipments.

All payments must be made without any deduction or deferment on account of any claim, counterclaim or offset. Personal or foreign cheques are not accepted. Payment can be made by cash, credit card (subject to additional charges), Bank draft or telegraphic transfer to our account, details as follows: -

Payable to:

Customer Account Information Following are details of the mentioned account with The Saudi British Bank:

SAR

Account Name:	DSV SOLUTIONS FOR LOGISTICS SERVICES
Commercial Registration No.:	1010213149
Account Number:	003-530003-001
IBAN:	SA3845000000003530003001
Bank Name:	The Saudi British Bank
SWIFT Code:	SABBSARI

US\$

Account Name:	DSV SOLUTIONS FOR LOGISTICS SERVICES
Commercial Registration No.:	1010213149
Account Number:	003-530003-080
IBAN:	SA3945000000003530003080
Bank Name:	The Saudi British Bank
SWIFT Code:	SABBSARI

Remitting bank charges are to be borne by the respective agent/exhibitor

TERMS AND CONDITIONS

Unless all the conditions mentioned in these instructions are strictly complied with, we cannot be held responsible for late or non-delivery of cargo to the exhibition.

ADDITIONAL NOTE:

All business is only transacted in accordance with DSV Fairs & Events (DSV Logistics / DSV Company) General Trading Conditions, copy is available upon request.

Use of DSV Fairs & Events (DSV Solution) services – partly or full – and any requirement for additional services at any time before / during or after the exhibition should be expressed in writing only.

For additional information or clarification, please contact us at:

DSV Fairs & Events LLC
1st Floor, Regional Building
Jebel Ali Free zone, South Zone
PO Box 36683
Dubai, United Arab Emirates

DSV SOLUTIONS FOR LOGISTICS SERVICES
Exit- 18, Southern Istanbul Street
Eastern Ring Road, Sulay
PO Box 55073, Riyadh 11534,
Kingdom of Saudi Arabia.

Contact Persons:

Ahmed Khafaga

Mobile: +966 593293207

Email: ahmed.khafaga@dsv.com

Rohit John

Mobile: +966 54 2630977

Email: rohit.john@dsv.com

*All business transacted in accordance with our General Trading Conditions, copy is available upon request.
Business with third parties is made by the company as an agent of the company.*