

UNFCCC COP 18 CMP 8  
Doha Qatar 2012

# **Official Shipping Guidelines**

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DB Schenker are the official shipping and  
freight forwarding agents appointed for  
COP18/CMP8

## Team Contact Details

### **Team Leader:**

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Team Leader for COP18/CMP8

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### **Onsite/Cargo Queries:**

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Director

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### **Customs Queries:**

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#### **Deno Moodlayiar**

Import Customs Clearing & Warehouse Logistics

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### **Warehousing and Distribution Queries:**

#### **Brett Language**

Warehouse Operations & Invoicing Controller

Mobile Number +974 771 07444

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## Documentation & Consigning Details

MAWB consigned to:  
Overseas Cargo  
P O Box 21819  
Doha – Qatar  
Tel: 00974 44995755  
Fax: 00974 44995756

HAWB consigned to:  
UNFCCC COP 18 /CMP8  
Doha – Qatar  
Stand no. { }  
Exhibitor Name { }

### Docs Needed

1. original MAWB
2. original HAWB (original 2 for consignee)
3. Commercial invoice
4. Packing List

### Commercial Invoice Terms and Conditions

- Must be **in English language only** and typed on the shipper/ Letterhead
- Must indicate the full Details/ Address of the shipper and consignee
- It must clearly mention the full description of goods, Net Weight, Gross Weight, Unit, HS code.
- Price of each item, Total Value, Currency , Origin of each item separately
- No. of pieces and Gross weight on the Commercial Invoice should tally with the Packing List and the AWB.
- Must be stamped and signed by the shipper.

### Terms and conditions of Packing List

Detailed packing list, package-wise, giving complete details of cargo with model/serial number if any, weight and measurement of individual case

Details on all documents must tally with each other in terms of consignee name, Gross Weight, volume weight, cargo details, number of packages ...etc.

## Remarks:

Any delays or costs due directly to incorrect/improper/missing documents will be billed to the respective Exhibitor and there is also the possibility that in such cases the cargo would be returned to its origin.

Please note the warehouse is operational between 8am and 5pm. Please contact Brett Language for assistance +974 771 07444

## Temporary Import shipments

### Terms and Conditions of Temporary Importations

In terms of documentation; temporary import customs clearance is subject to special / additional conditions and requirements as follows:-

1. Temporary import shipments are subject to prior customs approval as per the attached application properly signed and stamped on both sides by COP18.
2. All re-exported materials should match exactly the imported materials in serial no. / number of packages, Gross weight...etc, failure to match any of these requirements will end up with permanent duty settlement to customs authority with no chance for refund.
3. Re-export of incoming cargo via airfreight must be via airfreight or courier service via airfreight.
4. Qatar is not a signatory to the ATA Carnet system.
5. If possible, two sets of photograph pictures for each item must be provided by the exhibitor /delegate to accompany shipping documents to facilitate temporary import formalities and to ensure smooth export and return of shipments to origin. A photography service will be provided at Customs clearance if photographs are not sent with the shipment.
6. Side events and exhibits: the consignment labels will be sent to the official organizers that have accounts in the side events and exhibits online registration systems (SEORS). Please ensure you place this paper label inside a clear plastic folder to avoid damage during transit.

## Restricted Commodities

Importation of commodities such as Alcohol, products containing alcohol, Pork, food items, liver plants/flowers, tiles/marbles, / are restricted for import into Qatar.

Wireless/radio, telecommunications; including laptops, computers and all IT-related hardware are subject to ICT approvals.

(<http://www.ictqatar.qa/about/contact-us> Supreme Council of Information and Communication Technology).

All audio, video, cassette and film may be subject to approval from the Ministry of Information and Media Bureau.

## Packing / Case Marking

**It is mandatory to use UN labels.**

**Side Events and Exhibits:** the consignment labels will be sent to the official organizers that have accounts in the side events and exhibits online registration system (SEORS).

**Delegations:** the consignment labels may be obtained upon request by email: [consignments@unfcc.int](mailto:consignments@unfcc.int)

All packages shipped must have identification markings, below markings are required:

1. Name of Exhibitors
2. Name of the show
3. Date of the Exhibit/show
4. Stand number
5. Gross weight
6. Dimension
7. All markings must be in English language only.
8. Please ensure to remove all previous and old markings before you ship out.
9. No. of each single package within a pallet must be indicated on the commercial invoice and packing list (example 1 of 2; 2 of 2 etc.)
10. For fragile packages, it is the exhibitor's responsibility to use proper packing that fit with handling and transportation conditions.

## **Insurance and Liabilities**

We strongly recommend that you 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.

We computed our handling charges based on volume and weight with no correlation to the value of exhibits; therefore, the cost of insurance cover is not included in our charges. Each exhibitor is responsible to obtain full Insurance coverage of goods from origin to the exhibition, and the return of same back to origin at the end of the show, including the period we handle exhibits/goods.