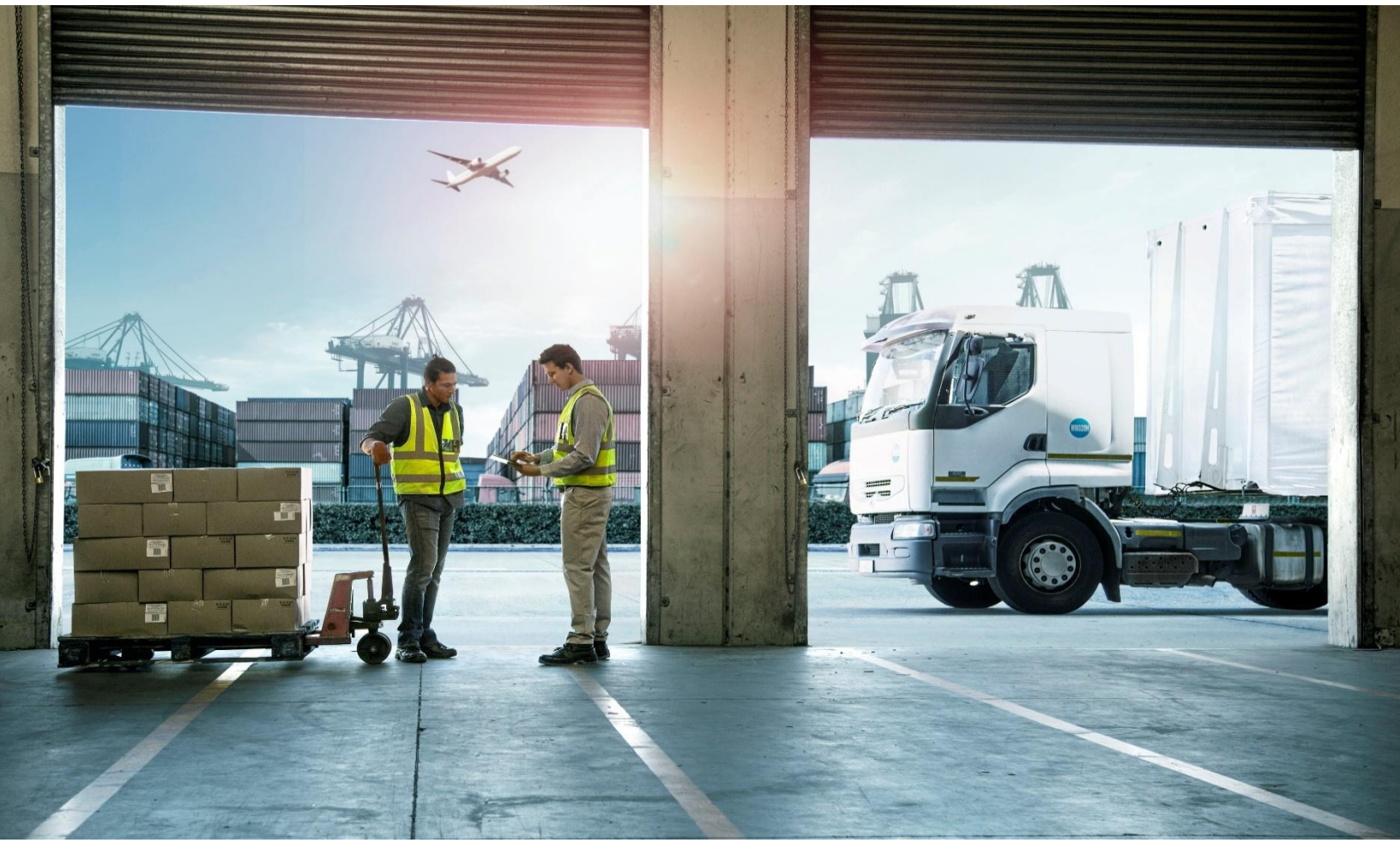
Global Transport and Logistics

Inbound Shipping Guidelines



Inbound Shipping Guidelines for Geo Smart 2026

Delhi Office Contacts:

Mr. Anil Maherra :anil.kumar.maherra@dsv.com
Cell No : +91 9999571950
Mr. Devnath Kumar :devnath.kumar@dsv.com
Cell No : +91 9818935414
Ms. Divya Mishra :divya.mishra@dsv.com
Cell No : +91 9899199710

All and any business undertaken by DSV Contract Logistics Pvt Ltd is subject to our Standard Trading Conditions

Global Transport and Logistics

Inbound Shipping Guidelines

Deadlines: Sea Shipments:

- 10 working days prior to requested delivery date (at ICD Delhi)
- Air Shipments: 07 working days prior to requested delivery date (at DEL Airport)

NOTE:

• Bill of Lading should show destination of port: ICD TKD, New Delhi, for LCL CFS Patparganj
• Ocean freight charges should be up to free arrival at ICD TKD, for LCL CFS Patparganj
• Only 3 days free time is allowed on arrival of containers at Nhava Shiva port. Thereafter detention & demurrage charges will apply from day one

Shipping Instructions for BL / AWB:

Seaport of destination	ICD TKD, New Delhi Port, for LCL – CFS Patparganj, Delhi
Airport of destination	New Delhi Airport
Ocean-b/l or MAWB Consignee	DSV Air & Sea Pvt. Ltd, Building No- 10, Tower A, 3rd Floor, DLF Cyber City , Phase - II, Gurugram - 122 002, Haryana (INDIA) Email sahil.jaswal@dsv.com
House-b/l or HAWB Consignee	Exhibitor Name: Exhibition Name: DATE: Venue: Hall No. Booth No.
Notify instruction	DSV Air & Sea Pvt. Ltd, Building No- 10, Tower A, 3rd Floor, DLF Cyber City , Phase - II, Gurugram - 122 002, Haryana (INDIA) Email sahil.jaswal@dsv.com
House-b/l or HAWB must show	**"Name of Exhibition"**
Special Instructions	**"URGENT – EXHIBITION GOODS"**

Shipping Instructions for BL / AWB:

Shipper	Actual customer address

All and any business undertaken by DSV Contract Logistics Pvt Ltd is subject to our Standard Trading Conditions

Global Transport and Logistics

Inbound Shipping Guidelines

Consignee	Exhibitor Name: Exhibition Name: DATE: Venue: Hall No. Booth No.
Notify	DSV Air & Sea Pvt. Ltd, Building No- 10, Tower A, 3rd Floor, DLF Cyber City , Phase - II, Gurugram - 122 002, Haryana (INDIA) Email sahil.jaswal@dsv.com

Documentation:

- 2 Originals and 3 copies Bill of Lading (we also accept SEAWAY B/L or surrender BL)
- 5 Original Invoice / packing list with product overview and HS Code, CIF Value
- Original ATA Carnet & Power of Attorney.
- Insurance Certificate and contact details of Insurance company in India
- Original Authority letter (format will provide)
- Original Custom permission letter – request letter for clearing good on temporary or permanent basis (format will provide)
- Original Participation letter issued by organizer to exhibitor
- Certificate of Origin (legalized and endorsed through respective authorities) from chamber of commerce
- Product overview with HS Codes & Product Catalogues
- Fumigation certificate
- Any other documents which customs may ask for will be advised accordingly

Note:

- All shipments must be on "Freight Prepaid" basis as per below mention details
- Consolidated shipments: One MB/L or MAWB with corresponding HB/Ls or HAWBs
- One ATA Carnet on one HAWB or HBL only, no clubbing of multiple ATA Carnet out of one waybill
- Literature and give away items should not be packed with ATA Carnet shipment; appropriate values should be packed and invoiced separately.
- One Invoice / packing list on one HAWB or BL only • All entries in invoice/packing list must be in the English language
- Do not use word 'SAMPLE (S)' as this will be confused with give-away
- Each item should have a commercial value, including give-away and brochures
- The phrase 'No Commercial Value' is not permitted
- The final invoice value should be "CIF" in US Dollar Currency. No other declaration is acceptable and must state country of origin

All and any business undertaken by DSV Contract Logistics Pvt Ltd is subject to our Standard Trading Conditions

Global Transport and Logistics

Inbound Shipping Guidelines

- Goods for Temporary Import Declaration and consumable products for Final Import Declaration should be packed separately and listed on a separate Invoice/Packing List to avoid any delay in customs clearance.
- Full description of each item with: 1.Item name, model no. 2.Quantity, type, serial numbers, model numbers to be subscribed on individual item 3.Individual value 4.Custom Tariff number or HS Code 5.Total C.I.F. value 6.Country of Origin

Packing:

- Consumables and exhibits under Bank/Embassy Guarantee and ATA Carnet should be packed separately.
- Goods for final import, such as brochures and give-away items, must be packed separately.
- Exhibition goods need to be packed with quality packing material.
- Fragile items should be packed in additional wrapping, and the box should be marked "Fragile"
- Boxes should be stacked on the pallet properly
- All cases and crates must be clearly marked and numbered as per invoice / packing list

Marking & Labelling:

- Model number, serial number or any identification number of items should tally with the invoice / packing list for smooth import & re-export custom clearance. In case the identity of import items is not established at the time of re-export, custom will raise objection and re-export formalities will come on hold
- For the convenience of quarantine inspection, please have IPPC inspection certificates affixed to shipments in an easily identifiable position. Also ensure that certificates are securely affixed or stamped; a sticker that falls off in transit will delay quarantine inspection

Insurance:

- Insurance part will be looked after by exhibitor itself and shipment should be insured with Marine insurance covering transport to the exhibition, during the exhibition and the return of exhibits to domicile, including the period the exhibits are handled by Schenker India and also ensure that transport insurance in arranged for exhibits sold locally, since Schenker India Pvt Ltd will not be responsible for any damage / loss, delay or theft occurs.

Important Information:

- All shipments to arrive Mumbai on prepaid basis, any collect shipment subject to 25% surcharges.
- De-stuffing of container for LCL shipments at seaport is shipping line responsibility and until & unless shipping line de-stuff the container we cannot initiate clearance of cargo hence shipping line needs to be well informed about the importance of time bound exhibition cargo.
- All giveaway items will subject to duty, / taxes
- Food, Beverage, Alcohol & Tobacco products are restricted to import in India and subject to various certificate – please cross check with DB Schenker – India before handle such shipments.

All and any business undertaken by DSV Contract Logistics Pvt Ltd is subject to our Standard Trading Conditions

Global Transport and Logistics

Inbound Shipping Guidelines

- Garment and Fabric made: Certificate from concerned department is required for Garments and made – ups. Hence please send us the details invoice cum packing list prior to make export arrangements at your end.
- Import shipment cleared under BG & ATA Carnet can be sold only after the custom approval and completion of custom formalities with duly duty / fine paid. Sales & clearance charges will be quoted on request.
- Normal working hours at onsite (9:00 am – 6:00 pm). For odd hours or working on holidays, Saturday / Sunday's surcharge will be applicable.
- Port storage charges and removal charges if incurred due to late receipt of negotiable shipping documents will be charged according at cost.
- Import of Items like DGR goods, weapons, ammunitions & Explosives are strictly prohibited by Indian government and require special procedures which must be strictly complied hence the brief information is required before proceeding further.
- Restricted items, like, calculators, watches, clocks and other electronic items together with food and beverages, should not be shipped

Thank You!!

All and any business undertaken by DSV Contract Logistics Pvt Ltd is subject to our Standard Trading Conditions