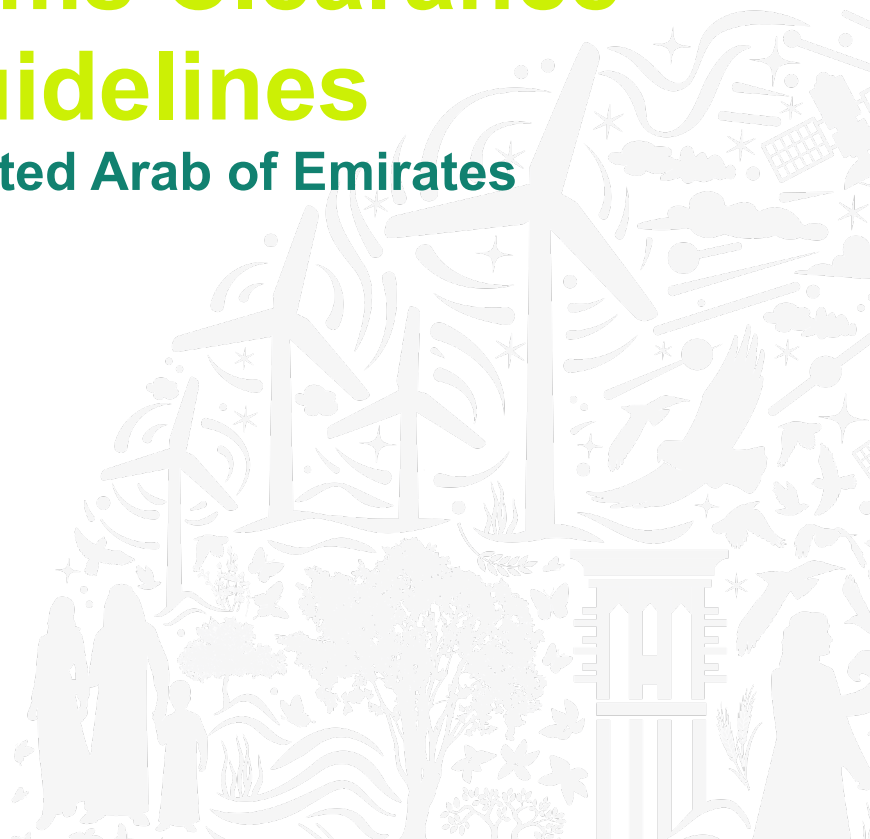


COP²⁸
UAE



Freight Forwarding & Customs Clearance Guidelines

Dubai, United Arab of Emirates





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1. Introduction

1.1. About COP28

The COP is the supreme decision-making body of the Convention. All States that are Parties to the Convention are represented at the COP, at which they review the implementation of the Convention and any other legal instruments that the COP adopts and take decisions necessary to promote the effective implementation of the Convention, including institutional and administrative arrangements.

The first COP meeting was held in Berlin, Germany in March 1995 and this year UAE proudly hosts COP 28th conference in Dubai. The conference takes place in Expo City Dubai from November 30th till December 12th, 2023.

The venue size and design enable COP28 UAE to serve as an inclusive platform for dialogue, by offering a dedicated space to the accredited parties and observer delegates site (Blue Zone) and to wider public (Green Zone).

The conference is expected to convene over 70,000 Participants, including heads of state, government officials, industry leaders, academics, and representatives from civil society organizations.

The Blue Zone is an UNFCCC managed site, open to accredited party and observer delegates. It hosts the formal negotiations, as well as panel discussions, speaking events and cultural events across the two weeks of the conference. It is attended by 199 Parties (negotiators from 198 States and the EU), Observers (NGOs, IGOs, UN Agencies), Media and World leaders.

The Green Zone is a space managed and delivered by the COP28 UAE Presidency. It offers a platform to non-accredited delegates, including youth groups, civil society, NGOs, the private sector, and indigenous groups to have their voices heard, promoting dialogue and awareness about climate action.

More information about COP28 UAE can be found on:

<https://www.cop28.com/en/>

<https://unfccc.int/>



1.2. About this Guide

The Freight Forwarding & Customs Clearance Guideline is aligned with the customs policies, procedures, as well as regulatory requirements in the UAE, and has been developed to provide step-by-step guide for Parties, Observer Organizations, Participants (further Participants) on how to import goods destined for COP28, its in-land movements, and further re-exportation from the UAE.

COP28 is partnered with one of the world's leading logistics providers – Kuehne+Nagel, and appointed Kuehne+Nagel as the official Logistics Partner of COP28 UAE (further Logistics Service Provider). In this role Kuehne+Nagel is entitled to freight forwarding, customs brokerage, last mile delivery, and other miscellaneous logistics services to be provided to all Participants.

Nevertheless, COP28 Participants can select a freight forwarder of choice for international freight forwarding and customs brokerage, whereas the delivery to and within the venue is sole responsibility of Logistics Service Provider due to limitation of access to COP28 venue.

1.3. About Kuehne+Nagel.

With more than 1,300 locations in 100+ countries, Kuehne+Nagel is one of the world's leading providers of logistics solutions and services. Kuehne+Nagel has a vast experience in managing delivery of shipments from any part of the world to the UAE and has a proven records in successful logistics management of large-scale global events.

Kuehne+Nagel has a stronghold in the Middle East and Africa region since 1954 covering 60 locations within 17 countries from its Regional Head Offices in Dubai.

As a supply chain leader, Kuehne+Nagel takes both its impact on the environment and its capacity to leverage industry change seriously. Setting ambitious, science-based emission reduction targets for its operations supports its customers with their transition to net-zero logistics.

More information about Kuehne+Nagel can be found on <https://home.kuehne-nagel.com/>.



1.4. Logistics Service Provider Scope for COP28.

The below listed services are provided by Logistics Service Provider as a regular logistics services scope, whereas some specifically developed to meet requirements of COP28 event:

- International freight forwarding services by air, sea, and road.
- Comprehensive cargo insurance.
- Customs Clearance.
- Last Mile Logistics and deliveries to the venue.
- Warehousing & Inventory management services.
- Loading/unloading with standard and specialized equipment.
- Deliveries within the venue.
- Empties handling and storage during the event.
- Add-on services: X-docking at transit warehouses.
- Provision of packing materials, safety, and security labelling.
- Handling of non-standard categories of goods (fragile, high-value, perishables, oversized).
- Last minute service requests handling.
- Provision of MHE (Mechanical Handling Equipment) and KN onsite logistics team.
- Packing/repacking, palletizing, etc.
- Decommissioning support.
- Re-exportation.
- Provision of manpower for unloading/loading vehicles.
- Small parcel/package receipt from courier with further delivery to recipient.

1.5. Advantages of engaging with Kuehne+Nagel.

- Global presence and extensive network of partners and agents.
- One stop services provider for all logistics requirement of the event.
- Expertise in customs clearance processes in UAE and customs brokerage services.
- ATA Carnet document arrangement in shipment origin country.
- Bank Guarantee account available with UAE Customs.
- Restricted goods permit obtaining on behalf of Participant/Exporter/Shipper.
- Competitive rates for freight and add-ons services.
- Online cargo tracking.
- State of the art warehousing with CCTV surveillance.
- Ability to provide CO₂ emission certificates for shipments handled.
- Availability of eco-friendly fleet and use of biodiesel fuel for domestic and onsite handling to reduce CO₂ emission during the event.



2. Preparing to move goods.

This section describes the various processes required to import goods intended to stage the COP28. It identifies the different entities involved, clarifies the procedures, freight, and clearance timelines, and includes suggestions and recommendations.

To reduce the carbon footprint of the conference it is recommended that each Participant forwards shipments not more than 50 kg of a cumulative total weight. Participants having pavilions and/or have been assigned an exhibit booth will be granted an extra allowance of 50 kg.

2.1. Freight Forwarding & Customs Procedures

2.1.1. How to request goods transportation.

To help participants with transportation of their goods to UAE, COP28 has launched a dedicated web-page <https://cop28.com/en/shipping-logistics> where one can get a guide on how to request logistics services, tariffs applicable for the services, and shipping documentation templates.

The “*Service Request Manual*” gives detailed instructions on how to request logistics services with Kuehne+Nagel and available for download from the webpage. If onsite services during the event are required, then “*Delivery to Venue Guide*” is available for review. In addition, the webpage contains templates for Invoice, Packing List, Authorization Letter, HS Code Summary Sheet Template. Participants can use the templates for preparation of their own shipping documentation, or consider the information provided in the templates as a reference while preparing their own internally adopted shipping documentation. It is necessary to mention that HS Code Summary Sheet is required if there are more than 5 different HS Codes in one single shipment. The templates are available in Documentation Templates Guide at the end of this document as well (Section 10). The “*Rate Card*” containing list of services and tariffs providing by Kuehne+Nagel in UAE can be downloaded from the same webpage. All freight rates inquiries are provided by Kuehne+Nagel upon request.

2.2. Goods transportation mode & arrival deadlines.

Delivery Mode		Port / Timing
Air Freight	Airport of discharge	DXB & DWC
	Shipment arrival to UAE	November 22 nd , 2023
Sea Freight FCL	Port of discharge	Jebel Ali
	Shipment arrival to UAE	November 15 th , 2023
Sea Freight LCL	Port of discharge	Jebel Ali
	Shipment arrival to UAE	November 15 th , 2023
Land Freight	Border crossing point	Al Batha – Sila (KSA-UAE) Wajajah – Hatta (Oman-UAE)
	Shipment arrival to UAE	November 15 th , 2023

2.3. Modes of Transport & Estimated transit time.

An estimated transit time via different modes of transport required to reach Dubai as follows:

Air Freight	
All regions of the world	1-3 days* depending on capacity availability

Road Freight	
GCC countries	3-6 days* depending on capacity availability

Sea Freight	
South America	40-55 days*
North & Central America	40-50 days*
Central, North Europe & UK	30-35 days*
South Europe	20-25 days*
Asia Pacific	15-25 days*
Africa	30-40 days*
Australia & Oceania	30-35 days*



2.3.1. Air freight - Shipping instructions.

The UAE is connected by direct flights with over 300 destinations worldwide with an extensive network of local, regional, and international flights. Dubai has two international airports with state-of-the-art cargo handling terminals at Dubai International Airport (DXB) and Dubai World Central (DWC).

The following shipping instructions to be considered when shipping by air:

	ATA Carnet	Temporary Admission	Import
Shipper:	As per ATA Carnet with induction of full name and address.	As per invoice with induction of full name and address.	As per invoice with induction of full name and address.
(Consignee) Ship To:	COP28 UAE Expo City Dubai, Dubai, UAE	COP28 UAE Expo City Dubai, Dubai, UAE	COP28 UAE Expo City Dubai, Dubai, UAE
Notify Party:	Kuehne+Nagel LLC C/O the actual Participant / exhibitor's name Dubai, UAE	Kuehne+Nagel LLC C/O the actual Participant / exhibitor's name Dubai, UAE	Kuehne+Nagel LLC C/O the actual Participant / exhibitor's name Dubai, UAE
<ul style="list-style-type: none"> • Direct MAWB. • Freight Prepaid. • Description of Goods: "Exhibition materials & Goods". • "Shipper" "Consignee" & "Nature and Quantity of Goods" to be correspondence with shipper's documents (Invoice & Packing list). • Number of pieces, Gross weight, Dimensions should match on all the documents. • <i>Please don't use any consolidation service of other forwarder to UAE.</i> 			

2.3.2. Sea freight - Shipping instructions.

The UAE has an extensive connection with the countries around the globe via regular sea routes. Major sea carriers such as CMA, Cosco, Hapag Lloyd, Maersk, MSC have regular sea freight service to Jebel Ali Sea Port in Dubai.

In case goods are transported by sea, the following shipping instructions to be considered:

	ATA Carnet	Temporary Admission	Import
Shipper:	As per ATA Carnet with induction of full name and address.	As per invoice with induction of full name and address.	As per invoice with induction of full name and address.
(Consignee) Ship To:	COP28 UAE Expo City Dubai, Dubai, UAE	COP28 UAE Expo City Dubai, Dubai, UAE	COP28 UAE Expo City Dubai, Dubai, UAE



Notify Party:	Kuehne+Nagel LLC C/O the actual Participant / exhibitor's name Dubai, UAE	Kuehne+Nagel LLC C/O the actual Participant / exhibitor's name Dubai, UAE	Kuehne+Nagel LLC C/O the actual Participant / exhibitor's name Dubai, UAE
<ul style="list-style-type: none"> • Direct BL. • Freight Prepaid. • <u><i>In case of importing under ATA Carnet regime, it's imperative that the respective ATA Carnet number is mentioned on BL.</i></u> • Description of Goods: "Exhibition materials & Goods". • "Shipper" "Consignee" & "Nature and Quantity of Goods" to be correspondence with shipper's documents (Invoice & Packing list). • Number of pieces, Gross weight, Dimensions should match on all the documents. • <u><i>Please don't use any consolidation service of other forwarder to UAE.</i></u> • In case of shippers owned the container following remark must be added to the MBL body: <u><i>SHIPPERS OWNED CONTAINER (S.O.C)</i></u> 			

2.3.3. Land freight - Shipping instructions.

The high-speed road network connects UAE with GCC countries with the entry into UAE via Saudi Arabia - UAE and Oman - UAE land borders (Sila is at KSA-UAE border and Wajajah - Hatta at Oman-UAE border). Usual transit time for land freight is 2 - 5 days and subject to customs clearance and release at each crossing country customs office.

For the land freight the following shipping instructions to be considered:

	ATA Carnet	Temporary Admission	Import
Shipper:	As per ATA Carnet with induction of full name and address.	As per invoice with induction of full name and address.	As per invoice with induction of full name and address.
(Consignee) Ship To:	COP28 UAE Expo City Dubai, Dubai, UAE	COP28 UAE Expo City Dubai, Dubai, UAE	COP28 UAE Expo City Dubai, Dubai, UAE
Notify Party:	Kuehne+Nagel LLC C/O the actual Participant / exhibitor's name Dubai, UAE	Kuehne+Nagel LLC C/O the actual Participant / exhibitor's name Dubai, UAE	Kuehne+Nagel LLC C/O the actual Participant / exhibitor's name Dubai, UAE
<ul style="list-style-type: none"> • Description of Goods: "Exhibition materials & Goods". • "Shipper" "Consignee" & "Nature and Quantity of Goods" to be correspondence with shipper's documents (Invoice & Packing list). • Number of pieces, Gross weight, Dimensions should match on all the documents. • A serial number must be engraved on every item to be temporary imported via land border. 			



2.3.4. Courier Shipments.

Shipping of goods to COP28 using services of express courier companies like DHL, FedEx, TNT, Aramex, UPS, etc. is a sole responsibility of a Participant. Such shipments must arrive in UAE with *freight, duty, and VAT charges prepaid* and must be charged on Shipper's account. Also, courier shipments cannot be sent directly to COP28 venue due to access limitation restrictions but must be delivered to Logistics Service Provider's external warehouse. Logistics Service Provider delivers such shipment to the venue as per instructions given and respective charge for delivery to the venue is applied. It is important to give detailed and precise instructions on shipment's package as well as to add copy of such instructions inside the package so the actual Recipient can be easily identified.

3. Insurance and Liability.

It is the responsibility of Participant/Exporter/Shipper to ensure that goods destined to COP28 UAE are covered by comprehensive cargo insurance which protects their goods from loss, damage, or theft while in transit. Such insurance is arranged at shipment originated country and before departure to the UAE. It is highly recommended to obtain cargo insurance from shipment's origin place till the site, i.e., till COP28 venue.

The cargo insurance is not to be mixed with carrier liability where Participant/Exporter/Shipper of goods must prove that damage or loss is the carrier's fault and provide evidence of value and loss. Such cases are hardly can be proven; therefore, comprehensive cargo insurance is advisable.

4. Shipments managed by 3rd parties.

Each Participant selects a freight forwarding contractor of their choice for inbound logistics and customs clearance, with the Last Mile Logistics and deliveries to and within venue are solely managed by Logistics Service Provider.

In case 3rd party provider is selected, it is the responsibility of Participant/Exporter/Shipper, or its representative, to deliver goods to Logistics Service Provider's external warehouse. Logistics Service Provider ensures smooth delivery to the venue as per deadline and other instructions given by Participant. The respective pre-alert must be sent to Logistics Service Provider via email: cop28@kuehne-nagel.com at least 24 hours prior the expected shipment's delivery to the external warehouse.

The following minimum information must be included in the pre-alert:

- Participant /Exhibitor name
- Zone/Pavilion and booth number
- Weight, volume of the shipment, and number of pieces
- Expected date of delivery to the external warehouse
- Truck and driver details
- Planned date of delivery to the booth and contact person onsite



5. Import Documentation

Documentation requirements for customs clearance purpose varies according to shipment arrival channel (air, sea, road). The summary of the documentation requirements as follows:

AIR FREIGHT	SEA FREIGHT	ROAD FREIGHT
<ul style="list-style-type: none">- Master Airway Bill/House Airway Bill- Invoice- Packing List- Certificate of Origin (optional)- Official letter "purpose of importing"- Permits if required.	<ul style="list-style-type: none">- Master Bill Of Lading/House Bill of Lading- Invoice- Packing List- Certificate of Origin (optional)- Official letter "purpose of importing"- Permit if required.	<ul style="list-style-type: none">- Invoice- Packing List- Certificate of Origin (optional)- Official letter "purpose of importing"- Permit if required.

Depending on the type of importation and specific goods categories there are additional documentation requirements. These requirements will be specified in this document further.

5.1. Requirements for import documentation.

For smooth customs clearance process Participant/Shipper is to issue a set of the original shipping documentation such as detailed invoice, packing list and optionally goods Certificate of Origin. The invoice and packing list are to be issued in the English language and computer generated (handwritten copies are not accepted) and contain actual handwritten signature and sealed by actual company/organization stamp (electronic stamp is not recognized by UAE Customs).

The below listed details are mandatory for both invoice and packing list:

- **Invoice**

- Invoice header
- Invoice date
- Invoice reference number
- Full legal details of Participant/Exporter/Shipper
- Full legal details of Consignee/Receiver/Importer
- Shipping terms (Incoterms)
- Goods description
- Goods unit of measurement (UOM), e.g., piece, sqm, litre, kg
- UOM quantity
- Goods value with the currency specification
- Total invoice value
- Goods HS code
- Goods country of origin



- **Packing List**

- Packing List header
- Packing List date
- Packing List reference number
- Full legal details of Participant/Exporter/Shipper
- Full legal details of Consignee/Receiver/Buyer
- Goods detailed description
- Goods unit of measurement (UOM)
- UOM quantity
- Package type
- Package(s) quantity
- Package(s) size (in metric units)
- Net weight (in metric units)
- Gross weight (in metric units)

If a shipment contains goods with multiple HS codes and country of origins, such details must be clearly specified against each item.

- **Certificate of origin**

Certificate of Origin (COO) is optional for importation of goods by air, sea, and road. However, the country of origin must be clearly specified in the invoice against every item listed in the invoice. If not, the Certificate of Origin from the respective regulatory entity must be issued and presented along with invoice and packing list.

Goods made in European Union must clearly specify one single country of origin, as collective EU as country of origin is not recognized by UAE Customs.

6. Customs clearance and Importation types.

Customs Clearance is required for all goods entering UAE and a detailed Customs Declaration must be submitted to Customs Authority upon goods arrival. Customs duty and Value Added Tax (VAT) is collected by the relevant authorities upon customs clearance. The customs declaration can be submitted by an Importer, his authorized Representative, or nominated Customs Broker.

The importation type is to be carefully selected and depends on the purpose of entry and usage of goods at COP28. The following importation types shall be applicable for COP28 goods:

- **ATA Carnet**
- **Temporary Admission**
- **Import (Permanent)**
- **Import (Temporary)**



Each importation type has some provisions and particulars which are to be carefully reviewed and considered beforehand. The general provisions and particulars are given further.

ATA Carnet.

ATA Carnet is an international customs document that permits *duty-free and tax-free temporary admission* in UAE goods intended for display, professional equipment, and commercial samples used in exhibitions, fairs, events. Goods under the cover of ATA Carnet document have internationally valid guarantee to cover import duties and taxes by the Guaranteeing Association (usually Chamber of Commerce, National Trade Associations, etc.) in the country of shipment origin. Currently, ATA Carnet document is issued and accepted in approximately 80 countries/customs territories. It is recommended to consult a Guaranteeing Association in the shipment origin country for more particulars.

General provisions for goods under the cover of ATA Carnet arriving for COP28.

It is important to note and follow the below listed provisions when shipping goods to UAE under the cover of ATA Carnet document:

- ATA Carnet document is valid for one year from the date of the issue and may be used number of times during its validity period.
- Consumable, promotional, and perishable goods are not permitted under ATA Carnet.
- Re-exporting goods in the same state as arrived, and ensuring nothing is left, modified, or consumed in UAE.
- The goods sold, distributed, lost, stolen, damaged are subject to customs duties and fines.
- There is no requirement to have a counterpart (Importer, Consignee) in UAE for goods under the cover of ATA Carnet.
- ATA Carnet document clearly specifies UAE as a country mentioned in the country list of the ATA Carnet, and *COP28 UAE* is clearly specified in the “Intended Use of Goods” section of ATA Carnet document (section C).
- ATA Carnet document reference number to be mentioned in the B/L, AWB
- Goods arriving under ATA Carnet document to be shipped under separate B/L or AWB and not mixed with other shipments entering the UAE.
- UAE as a member of GCC and UAE Customs will not accept the ATA Carnet if the shipment is to be re-exported to any other GCC country, thus no direct importation to any GCC country from UAE.
- The shipment details such as goods, HS code, origin, quantity, weight, value on ATA Carnet and on shipping documentation entirely match.
- The goods are examined and inspected physically upon importation and re-exportation.



- Other provisions may be applicable.

COP28 UAE recommends utilizing ATA Carnet as a first-choice temporary importation tool for COP28 destined goods due to simplified and unified customs border crossing regulations, no cash or bank guarantee as well as no importing entity are required in UAE.

Temporary Admission.

This importation type is applicable for goods temporarily admitting in UAE for the purpose of *display in exhibitions and events, machinery and equipment for projects completion, commercial samples for exhibitions* and for the specific period and with the mandatory re-exportation before the duration expiration.

General provisions for temporarily admitted goods arriving for COP28.

- Goods shall be temporarily admitted for “exhibitions” and “commercial samples for exhibitions” purposes and for the period of 180 days.
- Cash deposit or bank guarantee is applicable upon goods entry in UAE.
- Type of the imported goods shall be appropriate and in consistence with the purpose for which they are admitted.
- Having approval from COP28 in the form of “*No Objection to Admission*” letter is mandatory for the goods arriving in UAE under this importation tool.
- Goods shall not be used, allocated, or disposed for the purposes other than they have been admitted.
- Goods shall be clearly distinguished.
- The number and quantity of samples must be in consistent with the purpose of exhibition.
- The goods are examined and inspected physically upon admission and re-exportation.
- Temporary Admission is terminated at the expiry period and fines for non-re-exportation are applicable.
- Before the validity expiration date goods can be converted to permanent importation with the mandatory duty and VAT payment.
- Other provisions may be applicable.

COP28 UAE recommends utilizing Temporary Admission importation tool when ATA Carnet is not available in the country of shipment origin.

If one has no receiving counterpart (Importer, Consignee) in UAE, COP28 UAE can act as Importer/Consignee of the goods and in such cases, customs clearance is solely performed by Logistics Service Provider, and the below legal name to be specified as Receiver/Consignee/Importer in UAE:



COP28 UAE
Expo City Dubai,
Dubai, UAE

Import (Permanent).

This regime is applicable for goods arriving in UAE for the purpose of definitive consumption within the country. All consumable, promotional, and perishable goods will fall under permanent import regime.

General provisions for permanently imported goods arriving for COP28.

- Goods imported are subject to prohibition and restriction provisions where approval from competent authorities is required.
- Value of goods exceeding AED 10,000 require e-attestation in UAE.
- Respective customs duty and VAT are collected upon customs clearance.

If one has no receiving counterpart (Importer, Consignee) in UAE, COP28 UAE can act as Importer/Consignee of the goods and in such cases, customs clearance is solely performed by Logistics Service Provider while customs duty and VAT must be cleared with Logistics Service Provider before shipment arrival in UAE. The below legal name to be specified as Receiver/Consignee/Importer in UAE:

COP28 UAE
Expo City Dubai,
Dubai, UAE

Import (Temporary).

This type of importation is applicable for goods arriving in UAE and intended to be re-exported within specific time. The below provisions are to be carefully considered if this importation tool is used.

General provisions for temporary import of goods arriving for COP28.

- Value of goods shall be not less than AED 20,000.
- Goods imported and may be re-exported within a period of not exceeding 180 days.
- Cash deposit or bank guarantee equivalent to duty & VAT amount is applicable upon goods entry in UAE.
- If shipment is re-export to one of the GCC territories the refund of guarantee is not possible.



- Goods imported are subject to prohibition and restriction provisions where approval from competent authorities is required.
- The goods may be examined upon import, and customs inspection upon re-export is mandatory.
- Partial re-export is allowed.
- Goods can be converted to permanent importation with the mandatory duty and VAT payment.
- Other provisions may be applicable.

If one has no receiving counterpart (Importer, Consignee) in UAE, COP28 UAE can act as Importer/Consignee of the goods and in such cases, customs clearance is solely performed by Logistics Service Provider. The below legal name to be specified as Receiver/Consignee/Importer in UAE:

**COP28 UAE
Expo City Dubai,
Dubai, UAE**

7. Restricted And Prohibited Goods.

7.1. Restricted goods.

There are certain goods importation of which require mandatory permit or approval from a competent UAE authority. The restricted goods require permit or approval which must be obtained before goods arrival in UAE where prohibited goods are entirely banned.

The restricted goods category and restricting authorities in UAE as follows:

Restricting Authority	Goods Category
Ministry Of Climate Change & Environment	Live animals, plants, fertilizers, and insecticides
Ministry Of Defence / Armed Forces / Ministry of Interior	Arms, ammunitions, explosives, and fireworks
Ministry Of Health & Prevention	Pharmaceutical products and Medical/ Surgical instruments and machines
National Media Council	Print materials, publications, and media products
Federal Authority for Nuclear Regulation	Nuclear energy-related products
Emirates Authority for Standardization and Metrology	New tires /E-cigarettes and electronic hookah
Telecommunications Regulatory Authority	Transmitters and radio equipment
Dubai Police	Alcoholic beverages



Dubai Municipality	Foodstuffs, personal care, and cosmetic products
UAE Kimberley Process office	Rough diamonds

In case importing goods fall under above listed categories and assistance in the permit obtaining in UAE is required, the Logistics Service Provider shall be contacted in advance. There might be additional documents requirements from a competent authority.

Shipping of alcohol beverages for displaying, consumption, or sampling purposes during COP28 event is not permitted! Such requests will NOT be processed by Logistics Service Provider, neither importation assistance from COP28 is provided.

7.2. Prohibited goods.

- Firearms, fireworks, swords, rifles (even for decoration or entertainment purpose).
- All kind of knives, cutters, Swiss knives, Sharpened edge articles (even for use during the event).
- Remote Controlled Plane Drones
- Telescopes, Binoculars, World maps, Globe maps.
- High frequency telephones either wireless or related equipment.
- Alcoholic, cigarettes, tobacco, wine, pork, hydrocarbon oil.
- Prepared foodstuff.
- Gold & Silver Jewellery, Accessories or Decoration articles.
- Medicines, Cosmetics, Vitamins, Chemicals, Detergents, inks, insecticides, liquids.
- Porno books, magazines, materials.
- Religious Books.

7.2.1. Customs clearance timeline.

The below mentioned customs clearance timelines to be considered for the different modes of transport from the moment of goods arrival in UAE:

Mode of transport	Duration
Air freight	1 - 2 days
Road freight	1 - 2 days
Sea freight	2 - 4 days

The above timelines are given considering that goods arrived are in consistent with its shipping documentation, the documentation is produced as per requirements, and if approval and permits (if any) are obtained in advance.

8. Delivery to the venue

8.1. Event Operational Phases

The Last Mile Logistics as well as goods movements within the COP28 venue exclusively belong to Logistics Service Provider due to event security and venue access limitation considerations.

Operational period of the event observes the below specified phases and during each phase the specific security and access requirements are applicable.

- **Set-up (assembling/bump-in) phase**
September 11th - October 4th.
- **Inbound Lockdown phase**
October 5th - November 29th.
- **Event phase**
November 30th - December 12th.
- **Outbound Lockdown phase**
December 13th - December 20th.
- **Dismantling (bump-out) phase**
December 21st - December 31st.

8.2. Setup and dismantling phase.

Delivery of the equipment and goods to the venue before the event and its further collection after the event takes place during *Bump-In* and *Bump-Out* periods.

For deliveries during setup and dismantling phase Logistics Service Provider books a delivery time slot via Delivery Management System (DMS) of Expo City Dubai. No vehicle is allowed to enter a venue without delivery booking confirmation obtained via DMS.

Any shipment routed to the venue must be preliminary delivered to Logistics Service Provider's external warehouse which is inbound and outbound hub for all shipments to be delivered to the venue and to be collected from the venue. Logistics Service Provider arranges regular shuttle service and books the relevant delivery time slot ensuring on-time delivery to the venue.

If a shipment arrives in UAE earlier than Bump-In phase and once customs clearance process is complete, such shipment is forwarded and stored at Logistics Service Provider's external warehouse.

After the event completion Logistics Service Provider will support Participants with dismantling, packing, and preparing shipments for re-export. To manage the return of the

goods, the Logistics Service Provider's onsite staff will reach every Participant 4-6 days before the end of the event to estimate the goods readiness for collection from the venue and scope of the logistics services they require from Logistics Service Provider.

8.3. Lockdown period and event phase.

The COP28 venue is thoroughly inspected by Security Team to identify and remove any dangerous items, and once the inspection is completed the venue is considered as "Clean".

The next phase is considered as Lockdown phase, November 5th till December 20th. During the lockdown phase the deliveries to and from the venue are fulfilled by authorized personnel and vehicles of Logistics Service Provider as per delivery booking confirmation. The preliminary security screening of a vehicle at the Remote Screening Area (RSA) point and its further sealing is mandatory.

During the event phase, November 30th till December 12th, the deliveries to the venue are fulfilled during the night-time from 22:00 till 06:00 with the mandatory observation of other delivery procedures.

8.4. Scope of services at the Venue.

To provide goods smooth deliveries, movements, handling, and other miscellaneous services within both Blue and Green Zones, Logistics Service Provider ensures availability of equipment and manpower at the COP28 venue.

A designated warehouse in the Blue Zone will be operated providing storage services for full and empty cases before, during and after the event.

A dedicated "*Roaming Team*" will be available on demand to carry out urgent deliveries and handlings at the venue.

From November 15th till December 15th so called "*Logistics Desk*" will be set up and available at both zones allowing the event Participants to address any logistics service inquiries.

9. Storage and Warehousing services.

9.1. External warehouse.

Logistics Service Provider's external warehouse with 24/7 surveillance, advanced cargo handling and electronic security system is located at a proximity to Expo City Dubai. The scope of warehouse services as follows:

- Temporary storage
- Long term storage
- Delivery to COP28 venue



- X-docking
- Packing/unpacking/re-packing
- Consolidation
- Lifting equipment rental
- Manpower hire
- Labelling
- Reporting

Temporary storage at external warehouse can be commenced from August 1st, 2023.

9.2. Internal warehouse.

The internal warehouse is a temporary structure set up at the venue by Logistics Service Provider with the commencement date from November 1st, 2023. The immediate storage, loading, unloading, acceptance, repacking, customization and other miscellaneous services for regular and high value goods and belongings will be performed utilizing the internal warehouse.

9.3. Storage of empty cases.

After unpacking the empty cases are appropriately labelled and removed from the stand/booth for the further storage at the internal warehouse. In case of space limitation those empties will be sent for temporary storage to the external warehouse. After the event completion the same cases are repositioned at the stand/booth. Logistics Service Provider ensures the timely handling of the empties with the full traceability.

10. Re-Export.

All temporarily admitted and temporarily imported goods as well as goods arrived under the cover of the ATA Carnet to be re-exported from UAE after the event completion. Participant strictly ensures the temporary admitted/imported goods aren't distributed, destroyed, or modified in UAE and re-exported in the same state as imported. Re-exportation formalities might require 5 – 15 working days excluding freight transit time.

If Logistics Service Provider is chosen as logistics contractor, it is advisable to re-export goods right after the event completion as storage charge and other logistics service rates are effective for a limited time, i.e., July 1st, 2023, till March 30th, 2024. Also, there might be other re-export instructions and conditions from Logistics Service Provider's end to follow.

For convenience of all Participants "*Re-Export Inquiry Form*" will be distributed by Logistics Service Provider team throughout the event as well as any re-exportation queries can be raised over Kuehne+Nagel's Logistics Desk. All return shipments are handled by Logistics Service Provider on a "freight pre-paid" basis.

Please ensure you receive a copy of Disposal Instructions signed by our representative prior to leaving the stand on the last day of the exhibition. Kuehne+ Nagel LLC will not be

held responsible any loss of shipment or damage incurred due to an exhibitor not completing or signing the form correctly.

10.1. Reverse Logistics.

Since Logistics Service Provider exclusively handles logistics operations within the COP28 venue, it is their responsibility to retrieve goods from stand/booth after the event completion and deliver to external warehouse. If Participant chooses to re-export goods via Logistics Service Provider it is important to note they provide storage and freight forwarding services to a named place whether in UAE or abroad, whereas repair, alteration, re-sell, scrapping, donation etc. are not in scope of Logistics Service Provider.

11. Tariff, Billing & Payment Terms.

All logistics services provided by Kuehne+Nagel are charged as per official “*Rate Card*”. Kuehne+Nagel ensures the high level of logistics services, engagement as well as rates competitiveness for all Participants, thus they can receive advantage of having end-to-end logistics provider.

In case Kuehne+Nagel is selected as logistics contractor, then its overseas offices in country of goods origin, or Participant’s resident country, will bill all related charges to Participant, inclusive services obtained by Participant in UAE and at COP28 venue. Customs duty and VAT payments are collected by Kuehne+Nagel’s overseas office in advance.

If Participant chooses to obtain only certain logistics services in UAE or at COP28 venue, such services to be paid to Kuehne+Nagel in advance by bank transfer or card payment in UAE.

12. Templates & Document samples.

12.1. Invoice Template

INVOICE															
Shipper Information					Consignee			Notify			Event				
Company Name: Address: Phone: E-mail: Exhibition / Event Details Representative at Exhibition: Contact Number: Requested Delivery Date to Stand: Requested Delivery Time to Stand:					COP28 UAE Expo City Dubai United Arab Emirates			Exhibitor / Participant Name C/O COP28 UAE Nov 30th -Dec 12th, 2023 Kuehne + Nagel L.L.C Expo City, Dubai, UAE			COP 28 (Nov 30th -Dec 12th, 2023) Expo City, Dubai, UAE				
											Invoice #				
											Invoice Date :				
											ATA Carnet #				
Hall / Stand Number															
Total no. of pieces					INSERT THE SHIPPER LOGO HERE OR PRINT OUT ON THE SHIPPER LETTERHEAD										
Total Gross weight, kg															
Total volume, cbm															
Case / Package No	Dimensions, cm			CBM	Net Weight, kg	Gross Weight, kg	HS Codes	Country of Origin	Description of goods	Quantity	CIF Dubai value / US\$		Remarks *		
	Length	Width	Height								Unit value	Total value	A	B	C
											USD -	USD -			
											USD -	USD -			
											USD -	USD -			
											USD -	USD -			
* A = re-export after the event * B = to be disposed or consumed * C = given away/sold											TOTAL CIF DUBAI VALUE USD -				
We declare the above goods are temporary imported for COP 28 and it will be re-exported after the event We certify that the information given above is true and correct, and that prices indicated represent the fair market value for the items described herein.															
_____ Company Name/Stamp					_____ Name of Signatory in BLOCK LETTERS					_____ Signature			_____ Date		

12.2. Packing list Template

PACKING LIST															
Shipper Information					Consignee			Notify			Event				
Company Name: Address: Phone: E-mail:					COP28 UAE Expo City Dubai United Arab Emirates			Exhibitor / Participant Name C/O COP28 UAE Nov 30th -Dec 12th, 2023 Kuehne + Nagel L.L.C Expo City, Dubai, UAE			COP 28 (Nov 30th -Dec 12th, 2023) Expo City, Dubai, UAE				
Exhibition / Event Details											Invoice #				
Representative at Exhibition: Contact Number: Requested Delivery Date to Stand: Requested Delivery Time to Stand:											Invoice Date :				
											ATA Carnet #				
											Hall / Stand Number				
Total no. of pieces					INSERT THE SHIPPER LOGO HERE OR PRINT OUT ON THE SHIPPER LETTERHEAD										
Total Gross weight, kg															
Total volume, cbm															
Case / Package No	Dimensions, cm			CBM	Net Weight, kg	Gross Weight, kg	HS Codes	Country of Origin	Description of goods	Quantity	CIF Dubai value / US\$		Remarks *		
	Length	Width	Height								Unit value	Total value	A	B	C
											USD -	USD -			
											USD -	USD -			
											USD -	USD -			
											USD -	USD -			
* A = re-export after the event * B = to be disposed or consumed * C = given away/sold											TOTAL CIF DUBAI VALUE USD - -				
We declare the above goods are temporary imported for COP 28 and it will be re-exported after the event We certify that the information given above is true and correct, and that prices indicated represent the fair market value for the items described herein.															
Company Name/Stamp					Name of Signatory in BLOCK LETTERS					Signature			Date		



12.4. Authorization Letter

Attention:

The document is to be printed out on Carnet holder's letterhead

Date: _____

Dubai Customs Authority / To Whom it may concern

POWER OF ATTORNEY

Ref: ATA Carnet No. _____

We, **(please insert the Carnet Holder name)** herewith authorize KUEHNE + NAGEL LLC or any agent appointed by KUEHNE + NAGEL LLC, to handle all customs formalities related to above mentioned ATA Carnet.

Please ask responsible person to sign the letter

Please put his/her name

Please put the Company stamp


12.5. Label Sample

For **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).

For **DELEGATIONS-PAVILLIONS** and **OFFICES**, the consignments labels will be sent to the official organizers through their accounts.


- Delegation Pavilion** - by Identity or organizers of pavilion
- Side Event** - by UNFCCC, Observers Organization Liaison Team
- Exhibition** - by UNFCCC, Observers Organization Liaison Team

Secretariat of the United Nations Framework Convention on Climate Change
(UNFCCC), the Kyoto Protocol and the Paris Agreement



COP28

Dubai Climate Change Conference, November 30 - December 12, 2023



**DELEGATION
PAVILION**

ADDRESS: Kuehne + Nagel LLC
 xxxxxxxxxxxx
 Dubai
 United Arab Emirates

Warehouse contact: xxxxxx@kuehne-nagel.com +971 xxxxx

**DELEGATION
PAVILION**

Consignee/recipient at venue:

Name/Attn:	<input style="width: 90%;" type="text"/>
Organization:	<input style="width: 90%;" type="text"/>
Mobile:	<input style="width: 90%;" type="text"/>
E-mail:	<input style="width: 90%;" type="text"/>
MAWB/BL:	<input style="width: 90%;" type="text"/>
Zone:	<input style="width: 90%;" type="text"/>
Booth/pavilion/meeting room number:	<input style="width: 90%;" type="text"/>
Box number:	<input style="width: 40px;" type="text"/> out of <input style="width: 40px;" type="text"/> boxes

NO COMMERCIAL GOODS. FOR EXHIBITION, EDUCATION AND TRAINING PURPOSES ONLY!



13. Definitions & Acronyms

UNFCCC	United Nations Framework Convention on Climate Change
GCC	Gulf Cooperation Council countries
COP	Conference of parties
COP28	Refers to COP28 UAE Team – the Local Organizer of COP28
Blue Zone	A UNFCCC managed site, open to accredited parties and observer delegates.
Green Zone	Public and Private Sector, NGOs, and the General Public area. open for delegates and guests of the Blue Zone.
ECD	Expo City Dubai, the conference venue
DEC	Dubai Exhibition centre
AWB (MAWB)	Refers to an airway bill, a document issued for international airway transportation of cargo
BL	Refers to a bill of lading, a document issued for international sea transportation of cargo
CIPL	Commercial Invoice and Packing List
ATA Carnet	Refers to an international customs document issued for a certain fee by national chambers of commerce or other national associations authorized by the governments in countries
Bump In	Refers to setup period before the event
Bump Out	Refers to dismantling period after the event
CMR	Refers to a transport waybill issued for international road transportation
DXB	Dubai international Airport
DWC	Al Maktoum International Airport
EU	European Union
FIATA Model Rules	The Rules stipulated general principles on the rights, obligations and liabilities of forwarders and their customers, whether the forwarder is acting as the shipper's agent or as contractual carrier.
HS code	Harmonised system customs code, customs Tariff Number
IGO	Intergovernmental Organization
KN	Kuehne + Nagel
NGO	Non-Governmental Organization
Proforma-invoice	Refers to a document which contains information on the value of the goods for customs clearance purposes only and no payment should be performed under this document
SWB	Sea Waybill
UN	United Nations



14. Contacts.

In case Participants require more information, have inquiries, or have a complaint to raise, the below contacts are provided for the reference:

General e-mail for any requests related to Shipments & Consignments for COP28:
cop28@kuehne-nagel.com

Muhammed Unais
Liaison Team Manager
muhammed.unais@kuehne-nagel.com
Mob: +971 54 582 5415

Pavel Chernyak
Project Manager
pavel.chernyak@kuehne-nagel.com
Mob +971 54 996 3315

For any further enquires:
COP28 Team
Shipments@COP28.com

To Download Guidelines & Rate Cards
<https://cop28.com/en/shipping-logistics>

To Request Logistical Services
<https://home.kuehne-nagel.com/cop28>