



GHANA DIASPORA HOMECOMING SUMMIT '17

Logistics Management Instructions

for

The Ghana Diaspora Homecoming Summit 2017

International Conference Centre, Accra, Ghana

5-7 July 2017

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Attention Mr George Sappor

1. COMMITMENT

IMPEX TROPIKA

We undertake to perform the following functions for you when importing your exhibits, literature and giveaways on a TEMPORARY IMPORTATION (TI) regime.

- Apply to Customs for permit(s) for temporary importation
- Physical clearance of cargo from port
- Storage (after clearance from port and before re-exportation)
- Haulage (from port through to exhibition venue and back to port)
- Deliver items to exhibition stand on 17 July 2016
- Store all packing materials away from site
- Return packaging, pack and re-label items after the exhibition
- Arrange Customs clearance and airline/shipping line for re-export

CLIENT / EXHIBITOR

A TEMPORARY IMPORTATION (TI) is a time consuming and complicated procedure. Please make sure all your documents are carefully put together. The description of items/weight/volume/marks and numbers on the invoice/packing list/BL or AWB must match those on the actual items. Any discrepancy will lead to unnecessary delays and penalties.

Please also ensure timely delivery of original documents as stated below (at least **three weeks** for ocean freight and/or e-mail a copy of the air waybill immediately it's obtained from airline before the estimated time of arrival of cargo). Cargo must arrive **three clear weeks** for ocean freight **and two clear weeks** for air freight before exhibition date.

Meanwhile, you should e-mail a pro-forma invoice to us as soon as possible to assess the level of TI. This will enable us to give you an estimate of costs.

1. DOCUMENTATION

The following documents are required for customs clearance:-

- Bill of Lading / Air waybill
- Invoice (sample copy attached)
- Packing List

A letter of commitment for temporary importation and other documents, may be requested by Customs depending on the type of item

2. SHIPPING INSTRUCTIONS

- Consign goods to **IMPEX TROPIKAS** as indicated on the sample invoice.
- Attach only the packing list to cargo.
- Packaging and packing materials must be strong enough to avoid damage during shipping and handling. It must be suitable for re-packaging and storage after the exhibition and before re-exportation.
- Please mark the side of your packaging should it be necessary for examination by custom officials.
- Please mark all packages on at least two sides as follows:-

Name of Exhibitor.....
Stand No.....
Case No.....of..... (eg. 1 of 4)
Country of origin.....
Dimension.....cm x.....cm x.....cm
Gross Weight.....KG
Net weight.....KG

3. DUTIES AND INSURANCE

Brochures, leaflets and freebies

The above items are subject to customs duty and taxes. To keep the duty amount as minimum as possible, be advised to quote a low but realistic value.

Insurance

We undertake to manage client's logistics at client's own risk. Exhibitors are advised to arrange round-trip (including exhibition period) all-risk insurance for their exhibits. Impex Tropika would however arrange a three month bond insurance to cover the potential duty and tax liabilities (if any)

4. DEADLINES

Please be advised to stick to the deadlines as outlined above under COMMITMENTS; Exhibitor / Client to avoid unnecessary delays and costs.

ENDS

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5 April 2017