

**COP**<sup>28</sup>  
**UAE**



# **Freight Forwarding & Customs Clearance Guidelines**

**Dubai, UAE  
2023**





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## 1. Introduction

### 1.1. About COP28

The United Arab Emirates proudly hosts 28th Conference of Parties in Expo City Dubai from November 30th till December 12th, 2023. The state-of-the-art sustainable venue design, the venue size, accessibility to the public transport, UAE's position as a global logistics hub are key elements for delivering an exciting and successful conference and showcasing UAE's climate commitment on the global stage.

The COP28 UAE convenes over 70,000 Participants, including heads of state, government officials, industry leaders, academics, and representatives from civil society organizations.

The event split into two zones, the Blue Zone, and the Green Zone. 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. 199 Parties (negotiators from 198 States and the EU), Observers (NGOs, IGOs, UN Agencies), Media and World leaders expected to attend the COP28. 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:

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

<https://unfccc.int/>

### 1.2. About this Guide

The Freight Forwarding and 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 ("Participants") on how to import goods consigned to COP28, its in-land movements, delivery to the venue, miscellaneous logistics services available on-site, and further re-exportation from the UAE.

### 1.3. Official Service Provider Scope for COP28.

COP28 partners with one of the world's leading logistics services providers – Kuehne+Nagel, and appointed Kuehne+Nagel as the *Official Logistics Provider of COP28 UAE*. In this role Kuehne+Nagel entitles to freight forwarding, customs brokerage, last mile delivery, and other miscellaneous logistics services on-site.

The below listed services provided by Kuehne+Nagel as a regular logistics services scope and some services specifically developed to meet requirements of COP28 event. Nevertheless, COP28 Participants can select a freight forwarder of choice, whereas some exceptions are in place during the event operational phase and details will be given further in this guideline.



- 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.
- Decommissioning support.
- Re-exportation.
- Provision of workforce for unloading/loading vehicles.
- Small parcel/package receipt from courier with further delivery to recipient.

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

#### **1.4. 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.
- Ultramodern warehousing with CCTV surveillance.
- Provision of CO<sub>2</sub> emission certificates for shipments managed.
- Availability of eco-friendly fleet and use of biodiesel fuel for domestic and onsite handling to reduce CO<sub>2</sub> emission during the event.
- Elimination of double handling cost during Last Mile Logistics.



## 2. Preparing to move goods.

This section describes the various processes needed to import goods intended to stage the COP28. It shows 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.**

**Due to ingress constrains at the COP28 venue the shipments should be sent in Euro pallets (1200 x 800 mm). Handling of oversized cargo must be addressed to COP28 team and, or to the Official Service Provider in advance. (Pre-Approval is mandatory due to site constrains)**

### 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 webpage <https://cop28.com/en/shipping-logistics> where one can get information on logistics services scope, how to request logistics services, last mile deliveries, 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. The “*Last Mile Logistics*” gives delivery and goods on-site movement and handling instructions. The “*Rate Card*” has the list of services and tariffs of Kuehne+Nagel in UAE. All logistics services charged as per official “*Rate Card*” by Kuehne+Nagel. The inbound and outbound freight rates to be requested individually.

In addition, the webpage has 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. HS Code Summary Sheet needed if there are more than five (5) different HS Codes in one single shipment. The templates are also available for reference in Documentation Templates Guide at the end of this document (Section 12).



## 2.2. Goods transportation mode & arrival deadlines.

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

## 2.3. Modes of Transport & Estimated transit time.

An estimated transit time via different modes of transport needed 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 three hundred destinations worldwide with an extensive network of local, regional, and international flights. Dubai has two international airports with ultramodern 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
<b>Shipper:</b>	As per ATA Carnet with induction of full name and address.	As per invoice with indication of full name and address.	As per invoice with indication of full name and address.
<b>(Consignee) Ship To:</b>	N/A	COP28 UAE Expo City Dubai, Dubai, UAE	COP28 UAE Expo City Dubai, Dubai, UAE
<b>Notify Party:</b>	As per shipping agent instructions	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"> <li>• Direct MAWB.</li> <li>• Freight Prepaid.</li> <li>• Description of Goods: "Exhibition materials &amp; Goods".</li> <li>• "Shipper" "Consignee" &amp; "Nature and Quantity of Goods" to be correspondence with shipper's documents (Invoice &amp; Packing list).</li> <li>• Number of pieces, Gross weight, Dimensions should match on all the documents.</li> <li>• <i>Please don't use any consolidation service of other forwarder to UAE.</i></li> </ul>			

### 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
<b>Shipper:</b>	As per ATA Carnet with induction of full name and address.	As per invoice with indication of full name and address.	As per invoice with indication of full name and address.
<b>(Consignee) Ship To:</b>	N/A	COP28 UAE Expo City Dubai, Dubai, UAE	COP28 UAE Expo City Dubai, Dubai, UAE





<b>Notify Party:</b>	As per shipping agent instructions	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"> <li>• Direct BL.</li> <li>• Freight Prepaid.</li> <li>• <i>In case of importing under ATA Carnet regime, it's imperative that the respective ATA Carnet number is mentioned on BL.</i></li> <li>• Description of Goods: "Exhibition materials &amp; Goods".</li> <li>• "Shipper" "Consignee" &amp; "Nature and Quantity of Goods" to be correspondence with shipper's documents (Invoice &amp; Packing list).</li> <li>• Number of pieces, Gross weight, Dimensions should match on all the documents.</li> <li>• <i>Please don't use any consolidation service of other forwarder to UAE.</i></li> <li>• In case of shippers owned the container following remark must be added to the MBL body: <b>SHIPPERS OWNED CONTAINER (S.O.C)</b></li> </ul>			

### 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
<b>Shipper:</b>	As per ATA Carnet with indication of full name and address.	As per invoice with indication of full name and address.	As per invoice with indication of full name and address.
<b>(Consignee) Ship To:</b>	COP28 UAE Expo City Dubai, Dubai, UAE	COP28 UAE Expo City Dubai, Dubai, UAE	COP28 UAE Expo City Dubai, Dubai, UAE
<ul style="list-style-type: none"> <li>• Description of Goods: "Exhibition materials &amp; Goods".</li> <li>• "Shipper" "Consignee" &amp; "Nature and Quantity of Goods" to be correspondence with shipper's documents (Invoice &amp; Packing list).</li> <li>• Number of pieces, Gross weight, Dimensions should match on all the documents.</li> <li>• A serial number must be engraved on every item to be temporary imported via land border.</li> </ul>			



### 2.3.4. Courier Shipments.

Shipping of goods to COP28 using services of express courier companies like DHL, FedEx, TNT, Aramex, UPS 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.

If courier shipments arrive during the event and if the weight exceeds **10 kg and the dimensions exceed 50x50x50 cm**, such shipments cannot be sent directly to COP28 venue but must be delivered to Official Service Provider's external warehouse.

Official Service Provider further delivers courier shipments to the venue as per instructions given and respective charge for delivery to the venue is applied as per the "Rate Card". It is important to give detailed and precise instructions on shipment's package as well as to add a copy of such instructions inside the package so the actual Recipient can be easily found.

If a courier shipment weight and size are less than above mentioned value, such parcels can be accepted by Participant outside of the venue (e.g. Venue Entry Point, Accommodation etc.) and brought to the venue through *Pedestrian Screening Area (PSA)* where it is screened to ensure that there is no any prohibited or restricted items in the parcel.

### 3. Insurance and Liability.

It is the responsibility of Participant/Exporter/Shipper to ensure that goods consigned 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 third parties.

Each Participant selects a freight forwarding contractor of their choice for inbound logistics and customs clearance, whereas the Last Mile Logistics is solely managed by Official Service Provider.

In case third party provider is selected, it is the responsibility of Participant/Exporter/Shipper, or its representative, to deliver goods to Official Service Provider's external warehouse. Official 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 Official Service Provider via email: [cop28@kuehne-nagel.com](mailto: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"><li>- Master Airway Bill/House Airway Bill</li><li>- Invoice</li><li>- Packing List</li><li>- Certificate of Origin (optional)</li><li>- Official letter "purpose of importing"</li><li>- Permits if needed.</li></ul>	<ul style="list-style-type: none"><li>- Master Bill Of Lading/House Bill of Lading</li><li>- Invoice</li><li>- Packing List</li><li>- Certificate of Origin (optional)</li><li>- Official letter "purpose of importing"</li><li>- Permit if needed.</li></ul>	<ul style="list-style-type: none"><li>- Invoice</li><li>- Packing List</li><li>- Certificate of Origin (optional)</li><li>- Official letter "purpose of importing"</li><li>- Permit if needed.</li></ul>

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

### 5.1. Requirements for import documentation.

For smooth customs clearance process Participant/Exporter/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 not accepted) and have actual handwritten signature and sealed by actual company/organization stamp (electronic stamp 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 has 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 not recognized by UAE Customs.

## **6. Customs clearance and Importation types.**

All goods entering UAE require customs clearance, and a detailed Customs Declaration submitted to Customs Authority upon goods arrival. Customs duty and Value Added Tax (VAT) collected by the relevant authorities upon customs clearance. Importer, his authorized Representative, or nominated Customs Broker submits the customs declaration via online channel of customs authority.

The importation type selected depending on the purpose of entry and usage of goods at COP28. The following importation types applicable for COP28 goods:

- **ATA Carnet**
- **Temporary Admission**



- **Import (Permanent)**
- **Import (Temporary)**

Each importation type has certain provisions and particulars which to be carefully reviewed and considered beforehand. The general provisions and particulars given below.

## ATA Carnet.

ATA Carnet is an international customs document that allows *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) in the country of shipment origin. Currently, ATA Carnet document is issued and accepted in approximately eighty countries/customs territories. The Guaranteeing Association in the shipment origin country should be contacted 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 not allowed under ATA Carnet.
- Re-exporting goods in the same state as arrived, and ensuring nothing stays in, changed, 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* clearly specified in the “Intended Use of Goods” section of ATA Carnet document (section C).
- ATA Carnet document reference number mentioned in the B/L, AWB
- Goods arriving under ATA Carnet document must 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 does not accept the ATA Carnet if the shipment is 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 examined and inspected physically upon importation and re-exportation.



- Other provisions may be applicable.

***COP28 UAE recommends using ATA Carnet as a first-choice temporary importation tool for COP28 consigned goods due to simplified and unified customs border crossing regulations, no cash or bank guarantee as well as no importing entity 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 end.

### **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 proper and in consistence with the purpose 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, distributed, 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 examined and inspected physically upon admission and re-exportation.
- Temporary Admission ended at the expiry period and fines for non-re-exportation are applicable.
- Before the validity end date goods converted to permanent importation with the mandatory duty and VAT payment.
- Fixed cost of AED150 is applicable for VAT service payment for each shipment.
- Other provisions may be applicable.

***COP28 UAE recommends using 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 function as Importer/Consignee of the goods, and in such cases, customs clearance solely performed by Official Service Provider, and the below legal name must 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 type.

### **General provisions for permanently imported goods arriving for COP28.**

- Goods imported are subject to prohibition and restriction provisions where approval from competent authorities needed.
- Value of goods exceeding AED 10,000 require e-attestation in UAE.
- Respective customs duty and VAT collected upon customs clearance.
- Fixed cost of AED150 is applicable for VAT service payment for each shipment.

***If one has no receiving counterpart (Importer, Consignee) in UAE, COP28 UAE can function as Importer/Consignee of the goods, and in such case, Official Service Provider solely performs customs clearance, and customs duty and VAT cleared with Official Service Provider before shipment arrival in UAE. The below legal name must 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 for re-exported within specific time. The below provisions carefully considered if this importation tool 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 needed.



- 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.
- Fixed cost of AED150 is applicable for VAT service payment for each shipment.
- Other provisions may be applicable.

***If one has no receiving counterpart (Importer, Consignee) in UAE, COP28 UAE can function as Importer/Consignee of the goods, and Official Service Provider solely performs customs clearance. The below legal name must 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 required in UAE, the Official Service Provider shall be contacted in advance. There might be other documents requirements from a competent authority.

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

**It is required to send an email to [fb sampling@cop28.com](mailto:fb sampling@cop28.com) for inquiries related to shipping food items to COP28.**

## 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 apply 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 imply that goods arrived are in consistent with its shipping documentation, the documentation produced as per requirements, and if approval and permits (if any) obtained before shipment arrival.

## 8. Delivery to the venue

### 8.1. Event Operational Phases

The Last Mile Logistics as well as goods movements within the COP28 venue solely belong to Official Service Provider due to event security and venue access limitation considerations. Operational period of the event observes few phases, and it is necessary to distinguish the Inbound Lockdown phase during which the specific security and venue access restrictions are applicable:

- **Inbound Lockdown phase** (\*Delivery to venue is only allowed for only K+N for security reasons)  
November 10<sup>th</sup> – December 15<sup>th</sup>
- **Event phase**  
November 30<sup>th</sup> - December 12<sup>th</sup>

### 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 *Build-Up* and *Dismantling* periods.

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

Any shipment routed to the venue must be preliminary delivered to Official Service Provider's external warehouse which is inbound and outbound hub for all shipments delivered to the venue and collected from the venue. Official 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 stand build & dressing phase and once customs clearance process is complete, such shipment sent and stored at Official Service Provider's external warehouse.

After the event completion Official Service Provider will support Participants with dismantling, packing, and preparing shipments for re-export. To manage the return of the goods, the Official Service Provider's onsite staff will reach every Participant 4-6 day 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 Official Service Provider.

### 8.3. Inbound Lockdown period and event phase.

The Lockdown phase starts as soon as COP28 venue thoroughly inspected for security purpose and lasts till the last day of the event. During the lockdown phase the deliveries to and from the venue

fulfilled by authorized workforce and vehicles of the Official 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 30<sup>th</sup> till December 12<sup>th</sup>, the deliveries to the venue 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.**

For goods smooth deliveries, movements, handling, and other miscellaneous services within both Blue and Green Zones, Official Service Provider ensures availability of equipment and workforce at the COP28 venue.

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

So-called “*Roaming Team*” will be available on demand to conduct urgent deliveries and handlings at the venue.

From November 15<sup>th</sup> till December 15<sup>th</sup> 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.**

Official Service Provider’s external warehouse with 24/7 surveillance, advanced cargo handling and electronic security system 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
- Workforce hire
- Labelling
- Reporting

The warehouse address is as follows:

Kuehne + Nagel LLC  
EzDubai, Warehouse DLC-FH-03  
Dubai South  
Dubai, UAE

### **9.2. Internal warehouse.**

The internal warehouse is a temporary structure set up at the venue by Official Service Provider with the commencement date from November 1<sup>st</sup>, 2023. The immediate storage, loading, unloading, acceptance, repacking, customization and other miscellaneous services for regular and high value goods and belongings will be performed using 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. Official Service Provider ensures the prompt 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. Participants strictly ensure 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.

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 1<sup>st</sup>, 2023, till March 30<sup>th</sup>, 2024. Also, there might be other re-export instructions and conditions from Official Service Provider's end to follow.

For convenience of all Participants "*Re-Export Inquiry Form*" will be distributed by Official 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 managed by Official Service Provider on a "freight pre-paid" basis.

### **10.1. Reverse Logistics.**

Since Official Service Provider solely manages 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 Official Service Provider, then their scope is limited to storage and freight forwarding to a named place whether in UAE or abroad, whereas repair, alteration, re-sell, scrapping, donation not in scope of Official Service Provider.

## **11. Tariff, Billing & Payment Terms.**

All logistics services provided by Kuehne+Nagel charged as per official “*Rate Card*.” Kuehne+Nagel ensures the highest level of 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. Kuehne+Nagel’s overseas offices collect customs duties and VAT payments prior shipping.

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

## 12. Templates & Document samples.

### 12.1. Combined Invoice & Packing List Template.

INVOICE															
<b>Shipper Information</b>				<b>Consignee</b>			<b>Notify</b>			<b>Event</b>					
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			<b>COP 28</b> (Nov 30th -Dec 12th, 2023) Expo City, Dubai, UAE					
<b>Exhibition / Event Details</b>										Invoice #					
Representative at Exhibition: Contact Number: Requested Delivery Date to Stand: Requested Delivery Time to Stand:										Invoice Date :					
										ATA Carnet #					
										<b>Hall / Stand Number</b>					
<b>Total no. of pieces</b>										INSERT THE SHIPPER LOGO HERE OR PRINT OUT ON THE SHIPPER LETTERHEAD					
<b>Total Gross weight, kg</b>															
<b>Total volume, cbm</b>															
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 -			
											TOTAL CIF DUBAI VALUE   USD -				
* A = re-export after the event * B = to be disposed or consumed * C = given away/sold															
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			





**12.3. 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**



**12.4. How to obtain shipment label**


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 - Pavilions 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


**Label Sample**

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  
EzDubai, Warehouse DLC-FH-03  
Dubai South  
Dubai

Warehouse contact: [xxxxxx@kuehne-nagel.com](mailto: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: 30px;" type="text"/> out of <input style="width: 30px;" type="text"/> boxes

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

This shipment label has been duly acknowledged and authorized by UAE customs. It is crucial to ensure that this label accompanies the consignment, as failure to do so may result in customs retention and subsequently lead to delayed delivery.



## 13. Contacts.

The below contacts are the references in case Participants require more information, have inquiries, or have a complaint to raise:

General e-mail for any requests related to Shipments & Consignments for COP28:

[cop28@kuehne-nagel.com](mailto:cop28@kuehne-nagel.com)

**Muhammed Unais**

**Liaison Team Manager**

[muhammed.unais@kuehne-nagel.com](mailto:muhammed.unais@kuehne-nagel.com)

Mob: +971 54 582 5415

**Pavel Chernyak**

**Project Manager**

[pavel.chernyak@kuehne-nagel.com](mailto:pavel.chernyak@kuehne-nagel.com)

Mob +971 54 996 3315

For any further enquires:

**COP28 Team**

[Shipments@COP28.com](mailto:Shipments@COP28.com)

To Download Guidelines & Rate Card

<https://cop28.com/en/shipping-logistics>

To Request Logistics Services

<https://home.kuehne-nagel.com/cop28>