



## SHIPPING INSTRUCTIONS

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Each participant is responsible for his own shipping to and from the HILTON NAIROBI HOTEL . To avoid any delay due to the custom in Kenya, we very **STRONGLY ADVISE** you to follow the below instructions and ship your packages with **EHS /www.ehs.fr** our **EXCLUSIVE** shipping company having a long experience with shipping to Nairobi.

**BE AWARE THAT YOUR PACKAGES NEED TO ARRIVE BY THE 20th of August 2009 in France.**

*The African Exhibitors should directly contact the EHS office: [tony.coker@ehs.fr](mailto:tony.coker@ehs.fr), [operations1@ehs.fr](mailto:operations1@ehs.fr). Tel:+33170038407/8*

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### SHIPPING FROM REST OF WORLD TO PARIS

- 1/ Recommended to send by FedEx, TNT, UPS or DHL.
- 2/ Please ensure that your full shipper contact details are clearly visible on the International Shipping Airwaybill, to enable us to contact you.
- 3/ If sending by FedEx ensure that you use the document : **Fedex In'l Expanded Service Airway bill** and state **BROKER CLEARANCE DESIGNATE EHS**
- 4/ If sending by UPS,DHL,TNT ensure that you inform them at time of booking that you require **CNEE BROKER TO CLEAR in PARIS.**
- 5/ The International Shipping Airwaybill must be addressed to consignee:

**HILTON NAIROBI HOTEL/ DISCOP AFRICA 02**  
**CARE OF - YOUR COMPANY + YOUR SCREENING STAND / MEETING STATION /**  
**< YOUR NAME >**

C/O Express Handling Services, zone de Fret 4 Batiment Air France Express  
Roissy-CDG, Val d'Oise 95724, France  
Tel : 017 00 38 407 / 017 00 38 408

- 6/ The Customs Declaration Form (Pro-Forma Invoice) must be addressed to : HILTON NAIROBI HOTEL/ DISCOP AFRICA 02 with your contact name and also mobile telephone numbers.
- 7/ The parcels must be addressed to you at the final destination in Nairobi.

#### **Once your parcel has been collected:**

- A) Scan and email (or fax) the copy of the International Shipping Airwaybill.
- B) Scan and email (or fax) the copy of the Pro-Forma Invoice.

**Fax: +331 70 03 84 09**

**Emails : [Tony.coker@ehs.fr](mailto:Tony.coker@ehs.fr) / [Operations1@ehs.fr](mailto:Operations1@ehs.fr) / [Fidelis.abara@ehs.fr](mailto:Fidelis.abara@ehs.fr)**

Please ensure that your email has the name of the person that will be responsible for the shipping of these goods. We will be sending all communications to this person.

### **Upon arrival of parcels in Paris**

- 1/ We will collect the goods from the Integrator under customs (meaning that the goods will not be cleared into France, thereby avoiding unnecessary duties and taxes.
- 2/ We will store the goods into our warehouse.
- 3/ We will weigh the goods.
- 4/ We will inform the shipper of cost of transport and delivery of the goods.
- 5/ We will send the Pro-Forma Invoice to Nairobi for Calculation of expected Duties & taxes.
- 6/ We will inform shipper of expected cost of duties and taxes at Nairobi (within 2 working days)
- 7/ We will await shippers' to agreement of the total charges.
- 8/ If charges are agreed we will await receipt of payment for total charges.
- 9/ We will re-label and prepare a new shipping airwaybill according to the final destination address as stated on the Pro-Forma Invoice.
- 10/ We will make export to final destination on agreed date.

### **Upon arrival in NAIROBI Airport**

We will make customs clearance

We will store in our warehouse until designated delivery date

We will deliver to the address as stated on the Pro-forma Invoice

### **Transit Updates**

Email updates will be sent to each customer informing them of:

- A) Confirmation that goods departed Paris
- B) Confirmation that goods arrived at Nairobi airport
- C) Confirmation that goods customs cleared
- D) Confirmation that goods in our Nairobi warehouse ready for delivery to Hotel

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