



# OFFICIAL SHIPPING MANUAL

## Mobile World Congress Doha 25

25-26<sup>TH</sup> November 2025

### INTERNATIONAL SHIPPING CONTACT:



Exhibition Freighting G.S.M

T: +44 (0)1732 885 131

Bradley Chapman

[bradley@ef-gsm.com](mailto:bradley@ef-gsm.com)

Michael Armitage

[Michael@ef-gsm.com](mailto:Michael@ef-gsm.com)

### LOCAL TRAFFIC MARSHALLING AND ON-SITE HANDLING CONTACT:



Onsite Trading and Services W.L.L.

Tel: +974 6661 8021

Mohammed Nooruddin

[mohammed.nooruddin@onsiteqatar.com](mailto:mohammed.nooruddin@onsiteqatar.com)



**OFFICIAL FREIGHT FORWARDER AND CUSTOMS BROKER**

We are pleased to confirm that Exhibition Freightting GSM Ltd, in partnership with Onsite Trading and Services W.L.L. has been appointed as the Sole Official Freight Forwarder and Customs Broker for Mobile World Congress Doha 2025. The services we will be providing include the following:

- International and Qatari domestic shipping and transportation services from door to venue and vice versa
- Qatari customs brokerage
- Qatari Temporary Import Bond
- On-site support

**CARGO ARRIVAL DEADLINES**

	<i>PLACE OF ARRIVAL</i>	<i>ARRIVAL DEADLINE</i>
<b>AIRFREIGHT</b>	DOHA AIRPORT	MINIMUM 7 WORKING DAYS
		PRIOR TO STAND DELIVERY DATE
<b>LCL SEAFREIGHT</b>	DOHA PORT	MINIMUM 15 WORKING DAYS
		PRIOR TO STAND DELIVERY DATE
<b>FCL SEAFREIGHT</b>	DOHA PORT	MINIMUM 10 WORKING DAYS
		PRIOR TO STAND DELIVERY DATE
<b>ROADFREIGHT</b>	DOHA	MINIMUM 3 WORKING DAYS
		PRIOR TO STAND DELIVERY DATE

**IMPORT LICENSES / PERMITS AND DOCUMENT DEADLINES – VERY IMPORTANT**

Please note that many products require additional Qatari Import License / Import Permit that must be obtained from the relevant authority well in advance of cargo arrival into Qatar. Outlined below are examples of some of the local government authorities that must be approached to obtain the necessary permissions and licenses, which include but are not limited to:

- Ministry of Interior (MOI) – For CCTV cameras, drones, communication systems, and robotics
- Information and Communication Technology Authority (ICT)
- Qatar General Organization for Standards and Metrology – for specific items.
- Ministry of Environment and Climate Change
- Qatar Customs Authorities

To proceed with the approval process, the following documents and certificates will be required in advance:

Commercial invoice

Packing list

Certificate of Origin

MSDS (for battery-powered products)

Third-party test report (for specific products)

Manufacturer's report (for specific products)

These documents must be prepared well ahead of time. **We also recommend initiating contact with the relevant local authorities at least one month prior to the shipping date to ensure timely approvals for import into Qatar.**

On this basis, we suggest contacting us with draft commercial invoice/packing list as soon as possible, in order that we can ascertain whether your shipment requires Import License / Import Permit,

**Draft Documentation Submission Deadlines**

- **Airfreight shipments – 8<sup>th</sup> October 2025**
- **Seafreight shipments – 8<sup>th</sup> October 2025 or 2 weeks prior to vessel departure from origin (whichever is earliest)**

Please send all documents to [bradley@ef-gsm.com](mailto:bradley@ef-gsm.com) / [michael@ef-gsm.com](mailto:michael@ef-gsm.com) for approval prior to shipping.

For any shipments requiring an Import Permit / License from any Government Department, the associated costs for obtaining such Permit / License are excluded from our handling tariff and will be passed on at cost, subject to an additional Service Fee.

**CASE MARKINGS**

Please ensure that all shipments are clearly labelled with the following information. A sample Shipping Label can be found on Page 12:

**Exhibiting Company Name / Stand #**

QATAR BUSINESS EVENTS CORPORATION  
FOR MOBILE WORLD CONGRESS DOHA 2025 (MWC 2025)  
C/O ONSITE TRADING AND SERVICES W.L.L.  
DECC, DOHA  
QATAR

**CONSIGNMENT INSTRUCTIONS**

Please see below consignment instructions for shipments being sent by airfreight and seafreight to Doha:

Consignee on MAWB, B/L as follows:  
QATAR BUSINESS EVENTS CORPORATION  
FOR MOBILE WORLD CONGRESS DOHA 2025 (MWC 2025)  
C/O ONSITE TRADING AND SERVICES W.L.L.  
P.O. Box 13324 | Doha – Qatar | Tel +974 77302892

Notify Party  
ONSITE Trading and Services W.L.L.  
Doha Exhibition & Convention Centre-West Bay  
P.O. Box 13324 -Doha, Qatar  
Tel: +974 77302892 – [shehan.samsudeen@onsiteqatar.com](mailto:shehan.samsudeen@onsiteqatar.com) & [jad@onsiteqatar.com](mailto:jad@onsiteqatar.com)

**DOCUMENTATION REQUIRED FOR CUSTOMS CLEARANCE**

The following documentation is required for customs clearance (a sample Commercial Invoice/Packing List can be found on Page 10):

- Commercial Invoice, 2 x originals, signed and stamped (signature not in black ink)
- Packing List – must include actual value and serial number of each item and must be signed and stamped by shipper (signature not in black ink)
- Original Certificate of Origin – this must be attested by the Chamber of Commerce at Country of Origin.
- All above documents must be attested by the Chamber of Commerce and legalized at the Country of Origin

Documentation must be addressed to:

QATAR BUSINESS EVENTS CORPORATION  
FOR: MOBILE WORLD CONGRESS DOHA 2025 (MWC 2025)  
C/O ONSITE TRADING AND SERVICES W.L.L.  
PO BOX 13324 | DOHA – QATAR | TEL: +974 77302892

ON BEHALF OF:

**EXHIBITOR'S FULL NAME AND ADDRESS**

NAME OF EXHIBITION: MOBILE WORLD CONGRESS DOHA 25 / STAND# .....

VENUE: DECC – DOHA

DATE OF SHOW: 25-26<sup>TH</sup> NOVEMBER 2025

Timeframe for Receipt of Final Shipping Documentation:

- Seafreight documents must be delivered to Onsite Qatar office at least 2 weeks prior to vessel arrival
- Airfreight documents must be delivered to Onsite Qatar office at least 1 week prior to flight arrival
- 2 x Original Invoice / Packing List / Certificate of Origin should be supplied by Shipper

Commercial Invoice

- Must be Issued in English and typed on the Shipper's Letterhead
- Must show full address of both Shipper and Consignee
- Must contain full, comprehensive description of each item
- Must Show: Number of Packages, Net Weight per line item, Gross Weight per line item, Unit Price, Total Value, Currency, Country of Origin of each item and Manufacturer's name and Serial Number where applicable
- Must include HS Code per line item
- All electrical items and machinery must have visible serial number, in order for Customs to identify items at the time of importation. In the event that Serial Numbers are not located during Customs Examination, the shipment will become liable for import duties/taxes, irrespective of whether goods are re-exported after the Show.
- A separate Invoice must be raised for temporary import goods and consumable goods (such as literature and exhibition giveaways).

Packing List

- Must be issued in English by the Local Chamber of Commerce at Country of Origin
- Packing List must show the Shipper and Consignee's Name and Full address
- Packing List should mention the Invoice Number that it relates to
- In the case of multiple Origins, the Packing List must state the Country of Origin of each Line Item

- All electrical items and machinery must have visible serial number, in order for Customs to identify items at the time of importation. In the event that Serial Numbers are not located during Customs Examination, the shipment will become liable for import duties/taxes, irrespective of whether goods are re-exported after the Show.
- A separate Packing List must be raised for temporary import goods and consumable goods (such as literature and exhibition giveaways).

#### Certificate of Origin

- Must be issued by Chamber of Commerce at the Country of Origin in English Language
- The Certificate of Origin should mention the Shipper and Consignee's Name and mention the Invoice Number that it certifies
- In the case of multiple origins, it must state each origin reflected in the Commercial Invoice

#### Legalisation:

All commercial documents must be attested by the Chamber of Commerce and legalized by the Ministry of Foreign Affairs at Origin and the Qatar Consulate. In the event they cannot be legalized by the Qatar Consulate at Origin, this can also be done in Qatar.

A Legalisation Handling Fee of USD 150.00 will be applicable, in addition to the following legalisation fees:

Invoice Value	Fees Applicable
USD 1 - USD 3,750	<b>USD 125</b>
USD 3,751 - USD 25,000	<b>USD 250</b>
USD 25,001 - USD 62,500	<b>USD 625</b>
USD 62,501 - USD 250,000	<b>USD 1,250</b>
USD 250,001 and above	<b>USD 0.6% of the CIF value</b>

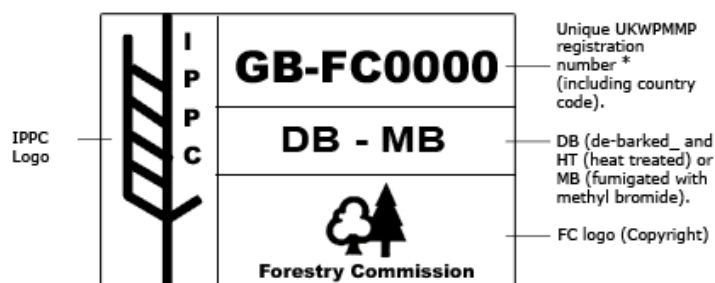
Original Documents (Commercial Invoice/Packing List and Certificate of Origin), legalized by Qatar Consulate are mandatory for customs clearance. In the event they cannot be supplied, the following additional fees will apply:

- Customs Penalty: 2% of CIF Value of Goods as assessed by Qatar Customs subject to minimum fee of USD 300.00
- Service fee USD 140.00 per document



## WOODEN PACKING MATERIAL REQUIREMENTS

Any wooden packing material must be ISPM compliant for importation into Qatar. It is essential that all packing cases are



\* the leading zero is optional if printing space is limited

Any wooden packing material arriving without this marking is liable for either immediate re-export to origin or destruction, both at the cost of the shipper.

## SHIPMENT NOTIFICATION

In order to allow the planning of customs clearance and handling of the shipment, please ensure we are notified with a pre-alert, including the following information at least 4 working days prior to dispatch of shipment:

### Sea shipments

- Estimated date of departure and eta Doha Port
- Bill of Lading Number / Vessel details
- Number of packages, weight and volume
- Completed Service Order Form (Page 11)

### Air shipments

- Estimated date of departure and eta Doha Airport
- Airwaybill Number / Flight details
- Number of packages, weight and volume
- Completed Service Order Form (Page 11)

### Overland shipments

- Estimated date of departure and eta at Qatar border
- Number of packages, weight and volume
- Completed Service Order Form (Page 11)

## SHIPMENT NOTIFICATION

Goods imported under temporary basis must be re-exported. If part of the shipment remains in Doha, Customs will levy 5% duty on the CIF value in addition to the 5% deposit paid at the time of import clearance.

Once duties are paid and definitive customs import bill issued, we can apply for the refund of the deposit paid initially. It takes 60 to 120 days to have the money refunded by Customs. In such case, we reserve the right to debit the outstanding duty charges to your account until such time as refunded by Qatari Customs Authorities.

For machinery and electrical items, please make sure to mention the serial No. in the Invoices/Packing lists for customs to identify the re-exported items and refund the deposit, deposit for such shipments or any other shipment with no serial No. will be unable to refund the deposit and subject to duty payment. For dutiable consignments, duty paid should be settled prior cargo delivery to stand.

## CUSTOMS EXAMINATION

Customs are thorough in their examination. From Experience with Local Customs Authorities, every case is opened, and the contents are carefully checked against the invoice/packing list. To help Customs with inspection, for each case containing hardware please attach 2 copies of a descriptive/illustrated brochure to the underside of the case lid. If possible, please indicate on the brochure where the model number and serial number are shown.

For all items, whether they carry serial numbers or not, please ensure to provide 3 set of photos of each item with references on the photos and the outer packaging for easy matching when inspection In & Out. One set of photos to be sent by email along with the pre-advice. In case photos to be taken at the time of inspection, additional handling fees of USD 200.00 per shipment in addition to USD 10.00 per picture will be applicable.

## SALE OF EXHIBITS

Goods can be sold during the exhibition only after approval from Exhibition Centre/Venue Management, organizers and local authorities is given, but under no circumstance can they be removed from the exhibition site until all duties and taxes have been paid and permanent customs import procedures are completed.

In case of a sale, the original sales invoice showing descriptions, details and value of the goods signed by the exhibitor must be provided to us during the exhibition for settlement with customs. Please note that goods left in Doha pending sale are removed to a warehouse within Doha until the necessary documentation is completed.



## WEIGHT AND CARGO RESTRICTIONS

Due to size & weight restrictions at the exhibition halls, exhibitors and their appointed agents must ensure that no case exceeds the dimensions of 4.00 m x 2.00 m x 1.5 m and a weight of 2,000 Kg. Should it be necessary to ship an exhibit in excess of the above, EF-GSM must be notified with a full specification and stand location, in order to undertake a site feasibility study. Otherwise, EF-GSM will be unable to take responsibility if exhibits are unable to be placed on stand.

The import of Alcohol, Wire/Radio/Telecommunication/Defense Equipment/Radioactive materials and hazardous goods are subject to prior approval of respective authorities. **DO NOT SHIP** these goods into Qatar without prior confirmation or approval from local authorities.

## COURIER SHIPMENTS

We would strongly recommend against sending any shipments to the event by courier service such as DHL, Fedex, UPS etc., due to likely customs clearance issues and we can accept no responsibility for any shipments sent by this method. If you are planning on sending any shipment by courier method, please contact us in advance, with details of your shipment in order that we can advise you further.

## OTHER INFORMATION

### Insurance

We strongly recommend that all exhibitors arrange insurance coverage to include transit to and from the exhibition, whilst on display and in storage. Please note that EF-GSM Limited do not insure automatically, unless asked to do so in writing. Please note that it is the exhibitors' responsibility to ensure that if goods are left on the stand, adequate security measures are taken to ensure the security of such items. EF-GSM Limited is not liable for any losses, theft or pilferage.

### Late arrival surcharges

Any shipments arriving after our deadlines will be subject to a late arrival surcharge of an additional 30% of our official tariff.

### Basic Conditions of Contract

All work undertaken is subject to the BIFA (British International Freight Association) terms and conditions (2021 Edition).

Our invoices will be due immediately after issue without any further notice. New customers or those with whom we have not agreed terms of payment will be asked to pay charges prior to the start of the event, on-site during the event or before return shipping of their exhibits. All charges levied will be in accordance with the official exhibition tariff.

Combined Commercial Invoice & Packing List

SHIPPER

CONSIGNEE

QATAR BUSINESS EVENTS CORPORATION  
FOR: MOBILE WORLD CONGRESS DOHA 2025 (MWC 2025)  
C/O ONSITE TRADING AND SERVICES W.L.L.  
PO BOX 13324, DOHA  
QATAR

NOTIFY

ONSITE TRADING AND SERVICES W.L.L.  
DOHA EXHIBITION & CONVENTION  
CENTRE - WEST BAY  
PO BOX 13324 - DOHA, QATAR  
TEL: 974 77302892

Invoice No.:

Shipment Mode :

Currency :

Shipment Term :

Country of Origin :

Ref No :

Exhibition Name : MOBILE WORLD CONGRESS DOHA 2025

Exhibitor Name:

SI #	Description	Serial Number	Hs Codes	Country of Origin	Quantity	Gross Weight(KGS)	Unit Price EUR	Total Price EUR
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
TOTAL CIF VALUE - EUR							0.00	EUR 0.00
TOTAL CIF VALUE - EUR							EUR 0.00	EUR 0.00

REMARKS:

TOTAL NUMBER OF PACKAGES:

TOTAL GROSS WEIGHT:

TOTAL VOLUME / m3:

AUTHORIZED SIGNATORY

## EF-GSM FORWARDING SERVICES ORDER FORM MOBILE WORLD CONGRESS DOHA 2025

Please send this form to [michael@ef-gsm.com](mailto:michael@ef-gsm.com)

### BILLING DETAILS:

<b>Company Name:</b>	
<b>Address:</b>	
<b>Zip Code /Post Code :</b>	<b>Country:</b>
<b>Tel:</b>	<b>VAT No.</b>
<b>Fax:</b>	<b>E-mail:</b>

### DELIVERY DETAILS:

<b>Exhibitor name:</b>			
<b>Hall / Stand no:</b>			
<b>Onsite Contact name:</b>		<b>Contact mobile:</b>	
<b>Delivery Date to Stand:</b>			

### SERVICE OPTIONS (Please (X) which of the below services you require):

<p><b>1. DOOR TO STAND</b> We require EF-GSM or partner office to arrange collection from my premises, arrange all customs clearances to delivered stand.</p> <p><input type="checkbox"/> Please contact me regarding my shipment</p>	<p><b>2. FROM ARRIVAL AIRPORT / PORT TO STAND:</b> Our own freight forwarder will get the goods to local airport or port and we will require Customs clearance, collection from port / airport and delivery to stand.</p> <p><input type="checkbox"/> Please ensure you complete your shipment details below.</p>
<p><b>3. FROM ADVANCE WAREHOUSE TO STAND:</b> We will use our own freight forwarder/courier company and will deliver to the advance warehouse, already customs cleared and duties paid. We require EF-GSM to transport goods from the warehouse to stand.</p> <p><input type="checkbox"/> Please ensure you complete your shipment details below,</p>	<p><b>4. EMPTY CASE HANDLING</b> We require EF-GSM to collection our empty cases from our stand and return at the end of the event. Will be charged as per the Show Tariff.</p> <p><input type="checkbox"/> Please ensure you complete your shipment details below.</p>

### APPROXIMATE SHIPMENT DETAILS:

<b>Name of own Freight Forwarder / Courier company / Haulier:</b>
<b>AWB / Tracking or Waybill no. / Vehicle Registration:</b>
<b>Estimated date goods due to arrive at Warehouse:</b>
<b>Nº of pieces:</b>
<b>Shipment Weight:</b>
<b>Shipment Volume:</b>
<b>Type of Goods:</b>
<b>Shipment Value:</b>
<b>Shipment Dimensions (If Available) :</b>

*All work is undertaken under BIFA (2021 Edition) trading terms and conditions, copy on request. All charges for the above services will be charged as per the official tariff. All charges must be settled in full prior to delivery unless otherwise agreed.*



Exhibition Freighting GSM Ltd  
Unit 5 Station Approach  
Borough Green, Kent TN15 8AD  
Tel: +44 (0)1732 885131  
info@ef-gsm.com

**EVENT NAME**

**MODE OF TRANSPORT**

**EXHIBITOR / SPONSOR NAME**

Stand No.

Hall No.

Contact person at stand & mobile phone  
number:

Case No.

OF

**CONSIGNEE ADDRESS**

QATAR BUSINESS EVENTS CORP.  
C/O ON-SITE QATAR AND SERVICES W.L.L.  
DECC, DOHA  
QATAR

EXHIBITION MATERIAL

**DO NOT DELAY**

Please complete all sections and affix to boxes (at least at two sides of large boxes).