# OFFICIAL SHIPPING INSTRUCTIONS FOR ROAD, AIR & SEA SHIPMENTS

**Agro Pack & Food Iraq**

**Erbil, Iraq**

**November 23 – 26, 2026**

PANEXPO

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## Contact

**PANEXPO Gesellschaft für**
**Transport- und Messelogistik mbH**
Bauernreihe 6
D-27726 Worpswede
Fax +49 (0) 4792 9300 - 18
www.panexpo.de

**Michael Horré**
**Project Manager**
Tel. +49 (0) 4792 9300 - 22
Mobil +49 (0) 175-8353388
m.horre@panexpo.de

# GENERAL INFORMATION

Information contained within these pages is very important when you are sending your shipment to this event. Failure to comply with these instructions will result in delays and additional costs.
It is also important to note that we do not automatically insure cargo against loss or damage.
We advise exhibitors to obtain their own comprehensive insurance cover prior to departure of their goods from point of origin.

**IMPORTANT NOTES**

- Shipping documents have to be issued in English language
- In case of return cargoes, goods have to be returned to their origin in the same way they came into Iraq (e.g. if shipment arrived by airfreight we are obliged to return by airfreight)
- Seafreight LCL – Less Container Load (inbound/outbound) is not possible
- Landfreight is not recommendable. Please refrain from sending truck loads. In exceptional cases, please contact Panexpo for individual evaluation
- Import of following items/categories into Iraq in any form is strictly prohibited: pork, coconut, mango, alcohol, any kind of articles of Israeli origin
- For food items, production and expiry date has to be mentioned within the CCIPL and also has to be either engraved or digitally printed on each item. Stickers on the items won't be accepted
- Perishables/temperature-controlled foodstuff should be dispatched to Iraq by airfreight only
- Non-perishable food/no temperature-controlled items should be either dispatched to Iraq by seafreight (FCL only!) or by airfreight
- Shipping of foodstuff by courier service to Iraq is not possible
- The use of the CCIPL specimen copy being provided by PANEXPO is mandatory. Alternative formats won't be accepted by Iraqi customs authorities.
  The CCIPL must be signed with ball pen (blue ink) and to be stamped with company stamp (blue ink) and must be printed on an original company letterhead!
- Confirmed copies of shipping documents (except B/L resp. AWB) have to be submitted by Email to the PANEXPO latest 3 weeks before shipment's arrival in Iraq
- Certificate of Conformity (CoC) will be needed in case of shipping of the following categories: perfumes, underwear, cosmetics
- At present no legalization of documents by local Iraqi embassy in the country of origin is required in case of temporary import into Iraq. As status can suddenly change until date of shipping, please check right in advance with PANEXPO
- Goods for temporary and permanent import must be dispatched separately and CANNOT be combined in one shipment
- Pallets as packing material for shipping your items to Iraq will be not recommendable. Please use strong packing (such as wooden cases) only in order to avoid theft/robbery
- Exhibition Layout Plan – for large or heavy exhibits, an exhibit layout plan is required by us in advance in order to position such exhibits during the early stage of the build-up period
- Re-Export process for return of temporary items will take at least 2-3 weeks due to limited number of outgoing flights. Import-CCIPL-format will be used for re-export clearance

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# DOCUMENT DEADLINES

All document drafts (except B/L resp. AWB) must be sent via Mail to Panexpo not later than:

| | |
|---|---|
| Airfreight consignments | October 15th, 2026 |
| Perishables/temperature-controlled items | October 21st, 2026 |
| Landfreight consignments: | September 28th, 2026 |

# CONSIGNMENT DEADLINES

All freight must arrive not later than:

| | |
|---|---|
| Airfreight consignments | 10 working days before start of the exhibition |
| Perishables/temperature-controlled items | 5-7 working days before start of the exhibition |
| Airport of destination | Erbil International Airport (only!) |

# DOCUMENTATION

**Exhibits - Temporary importation**

- CCIPL (specimen copy of Panexpo only!) – 2 Originals

neither to be legalized by your local Iraqi embassy nor to be attested by your local Chamber of Commerce

For goods which are already sold at time of shipping but foreseen to be displayed at the exhibition before hand-over to local buyer in Iraq, following documents must be provided:

- CIPL (specimen copy of Panexpo only!) – 2 Originals
- Certificate of Origin – 1 Original

The CIPL & Certificate of Origin must be legalized by your local Iraqi embassy and attested by your local Chamber of Commerce!

A registered importer with a valid import license will be required for permanent importation of exhibits/sold cargoes.

**Brochures, advertising material/giveaways etc. - Permanent importation**

- CIPL (specimen copy of Panexpo only!) – 2 Originals
- Certificate of Origin – 1 Original

The CIPL & Certificate of Origin must be legalized by your local Iraqi embassy and attested by your local Chamber of Commerce!

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**Foodstuff - Permanent importation**

- CIPL (specimen copy of Panexpo only!) – 2 Originals
- Certificate of Origin – 1 Original
  (needs to show the total gross weight of each packing unit as shown on the CCIPL and the invoice number of the CIPL)
- Health Certificate – 1 Original
- Certificate of Analysis – 1 Original
- HALAL Certificate (meat/meat products) – 1 Original

The above listed documents must be legalized by your local Iraqi embassy and attested by your local Chamber of Commerce!

A registered importer with a valid import license will be required for permanent importation of foodstuff cargoes.

# DOCUMENT DISTRIBUTION / AIR

| **Documents** | **Attached to AWB** | **PANEXPO** |
|---|---|---|
| AWB | 2 originals & 2 copies | 1 copy per mail |
| Manifest | 2 copies | 1 copy per mail |
| CIPL | 2 originals | 1 copy per mail |
| Certificate of Origin | 1 original | 1 copy per mail |
| Health certificate (food) | 1 original | 1 copy per mail |
| HALAL certificate (meat) | 1 original | 1 copy per mail |
| Certificate of Analysis (food) | 1 original | 1 copy per mail |
| Certificate of Conformity | 1 original | 1 copy per mail |

**AWB must be consigned ("Freight PREPAID") to:**

Consignee:
Agro Pack & Food Iraq 2026
Erbil International Fairground
November 23-26, 2026
C/O Global Event Logistics Erbil

Notify:
Agro Pack & Food Iraq 2026
( *Exhibitor's Name* )
( *Hall and Stand No.* )

**Description of goods on AWB must comply with the invoice general description. "Exhibition goods" is strictly not acceptable! Please mention HS codes on the AWB. Temporary goods cannot be packed and mixed with giveaways and must be packed separately. In this case 2 AWB must be issued.**

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# PACKING

It is essential that cases used to transport the exhibits are of sufficient strength and can withstand unpacking and repacking operations (e.g. during customs inspections).
Cases should therefore have prefabricated sections and should be constructed as a bolted returnable container.
Do not use pallets as packaging material (cartons shrink wrapped on pallet) to ship your items to Iraq. We refuse any responsibility in such a case!!!

**ISPM15**
Iraq do not require treatment of solid wooden packing material according to ISPM15-standards/regulations. Therefore, heat treatment or fumigation of wooden packages before re-export ex Iraq to countries of origin is not possible.
In any case we recommend using solid wooden packing material being treated according to ISPM15 standards and marked with IPPC-logo in case your own country has this requirement for freight coming back from abroad.

# CASE MARKING

All packages, shipped either by airfreight, seafreight, landfreight must be properly marked for identification on arrival, as follows:

Global Event Logistics - Erbil
Name of the Exhibition: Agro Pack & Food Iraq 2026
Name of the Exhibitor:
Stand & Hall Number:
Date of the Show: Nov. 23-26, 2026
Dimensions: ….. x ….. x ….. CMS (L x W x H)
Case Number: …… of ……
Gross/Net Weight: ……. / …… KGS

# FOODSTUFF – important information

**Ban of imports**

Following items/categories cannot be imported into Iraq:
- pork
- coconut
- mango
- alcohol
- any kind of articles of Israeli origin
- Tobacco products
- Mineral oils
- Gold & platinum jewels
- Military goods

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**Quantities / limitations**
The quantity per item must be adequate (customary quantities for fairs/events)
The unit value per item must be a realistic market value.

Panexpo in co-operation with our local agent is going to check the quantities and values of all items according to CIPL which must be e-mailed together with the rest of shipping documents (drafts) to Panexpo latest 3 weeks before the given deadline for arrival of shipment at Erbil airport.

**Means of transport**
We strongly recommend to dispatch foodstuff by airfreight to Erbil airport only!
Shipping by seafreight/LCL and by courier service is not possible!
Shipping by seafreight/FCL or landfreight is not recommendable!

**Date of production / Date of Expiry**
Production and expiry date must be mentioned within the CIPL (in English and/or Arabic language) and must be either engraved or digitally printed on each item. Stickers on the items showing such information won't be accepted by the local authorities in Iraq.

**Temperature controlled storage in Iraq**
Temperature controlled storage at Erbil airport respectively at Erbil fairground is not possible.

# CUSTOMS DUTY

The "Custom Authorities" levy customs duty on all goods coming to Iraq, which are sold/consumed/destroyed regardless, if they are re-exported at the end of the show.
Please note that customs duty is applicable on all brochures, giveaways and gift items being shipped to the show, immaterial if they are consumed or shipped back to origin.
All these shipments are cleared on a basis against payment of 40% on CIF (cost, insurance, freight)-value of the goods as assessed by Iraqi customs or a minimum of USD 200.00 per shipment.
All customs duty assessments are solely up to the discretion by Iraqi customs. Iraqi customs can re-evaluate the value declared on the invoices and the duty is calculated and outlaid as assessed by the Iraqi customs.

# CARGO INSURANCE

It is the responsibility of the exhibitor to ensure that they have adequate insurance for their goods whilst in transit to and from the exhibition, whilst there and / or in storage and also in transit to other destinations.

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# ON-SITE REPRESENTATIVE

Experienced representatives will be on-site to supervise customs clearance and freight handling and to liaise with exhibitors during the event.

# TRADING CONDITIONS

We operate exclusively in accordance with the Allgemeine Deutsche Spediteurbedingungen 2016 (“ADSp 2016”) (German Freight Forwarders’ General Terms and Conditions 2016).
Pursuant to clause 23 of ADSp 2016, liability for loss and damage of goods, which is limited under Section 431 of the German Commercial Code (HGB) to 8,33 Special Drawing Right per kilogram (SDR/kg), is further limited to the higher of Euro 1 Million and 2 SDR/kg per claim provided that all claims per event are limited to the higher of Euro 2 Million and 2 SDR/kg; and where multimodal transport with sea carriage is involved to 2 SDR/kg.

Please find the complete ADSp 2016 under:
http://panexpo.de/wp-content/uploads/2016/04/ADSp-2016_ENGLISH.pdf

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# PAYMENT OF SERVICES

In most cases, where agents are used within our organization or who are well known to us we will deal directly with those agents. It is therefore strongly recommended to employ an agent in your own country with whom we can make these arrangements.
Exhibitors or stand contractors with whom we are dealing directly are going to be charged by PANEXPO on a cash in advance basis and have to use the following method of payment:

## BANK TRANSFER

### In Euro

Account name : PANEXPO

Bank name: Sparkasse Bremen

IBAN: DE85 2905 0101 0006 0066 88

BIC SBREDE22XXX

### In USD

Account name : PANEXPO

Bank name: Sparkasse Bremen

Account No.: 6006688

IBAN: DE34 2905 0101 0555 1056 91

BIC SBREDE22XXX

**If you require an invoice in USD-currency, please kindly inform us right in advance.**

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