

Under the Patronage of the Minister of Agriculture and Rural Development  
**FOR A SMART AGRICULTURE, FACING THE CHALLENGE  
OF SUSTAINABLE FOOD AND HEALTH SECURITY**

**21<sup>e</sup> SIPSA®**



**FILAHA**

**AGRICULTURE, LIVESTOCK  
AND AGRO-INDUSTRY SHOW**

**22 > 25 MAY 2023**

**ALGIERS - ALGERIA**

**EXHIBITION CENTER - SAFEX**



# EXHIBITOR'S GUIDE



**Senegal**

**Country guest of honor**



**BOOK YOUR STAND NOW !**

**[www.sipsa-filaha.com](http://www.sipsa-filaha.com)**



SCAN ME



EXPOSIA

Ain Allah 2 Lot.N°-7 Dely Ibrahim

16320 Alger - Algérie

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## 1) YOURS CONTACTS

### **PRESIDENT OF SIPSA-FILAHA : Dr Amine Bensemmane**

Email : [bensemmane@expovet-dz.net](mailto:bensemmane@expovet-dz.net)

### **SHOW DIRECTOR : Dr Amina Bensemmane-benchoubane**

Email : [amina.bensemmane@expovet-dz.net](mailto:amina.bensemmane@expovet-dz.net)

### **EXPOSIA (Algeria, Tunisia, Morocco Exhibitors and the MENA region)**

**Imène MIHOUB**  
Project Manager

Tel : +213 (0)23 31 22 48  
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Sales Assistant

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**Sadjida HAMDANI-BERBAR**  
Communication Director, administration & finance

Tel : +213 (0)23 28 92 12

**Chiraz BENSEMMANE**  
FILAHA trust and press  
Entertainment & Conferences

Tel : +213 (0)77 0909 005 / +213 (0)54 955 6205  
Email : [contact.fondation@filaha-dz.com](mailto:contact.fondation@filaha-dz.com)

### **EXPOSIA (exhibitors from all countries except Algeria, Tunisia, Morocco and the MENA region)**

**Ramzi BENSEMMANE**  
Event Project Manager  
International

Tel : +33 (0)6 76 14 14 19  
Email : [ramzi.bensemmane@expovet-dz.net](mailto:ramzi.bensemmane@expovet-dz.net)



## FURNISHING, STAND FITTING & CONSTRUCTION, TECHNICAL SERVICES

### **EXPOSIA**

Tél : +213(0)23 31 22 48

E-mail : [sipsa@expovet-dz.net](mailto:sipsa@expovet-dz.net)

## LOGISTIC

### ONE CREATIVE (all Exhibitors)

**Anis NAMOUN**

Tel : +213 (0)6 62 42 86 61

Email : [anis-namoun@hotmail.fr](mailto:anis-namoun@hotmail.fr) / [namounanis@one-dz.com](mailto:namounanis@one-dz.com)

**List of manufacturers approved by EXPOSIA for Algerian exhibitors**

**Email :** [sipsa@expovet-dz.net](mailto:sipsa@expovet-dz.net) **Tel :** +213 (0)77 091 7676 & +213 (0)77 096 7983 \*\*\*

**PROMODESIGN**

**EXPOSIGN**

**EXPOLAND**

**DESIGNER TOUCH**

**BIG NUMERIQUE**

**SIMBA COMMUNICATION**

## TRANSPORTATION, CUSTOMS, ATA CARNETS, SALES ON SHOW

### NATT :

**Yoann ROOL**

Tel : +33 (0)4 91 91 46 46

Fax : +33 (0)4 91 56 09 81

Mobile : +33 (0)6 98 39 84 81

Email : [y.rool@natt-mrs.fr](mailto:y.rool@natt-mrs.fr)

## 2) GENERAL INFORMATION

### Show dates and venue

From **May 22-25, 2023** in the Pavilion CT, Pavilion C, Pavilion G, & Africain esplanade and animals park of the **SAFEX** exhibition park in Algiers.

### SAFEX

Palais des Expositions – Pins Maritimes – Alger BP 366 Alger Gare

The exhibition grounds are located 10 minutes by car from the airport and 20 minutes by car from the center of Algiers.

### Visitors opening hours

From 10.00 am to 6.00 pm

### Visitors admitted to the show

The show is reserved to professionals only. Access is limited to those visitors in possession of an invitation or professional accreditation (registered company status, business card).

*Important: At the entrance of the show, the price is 500 DA, excepted if you have a visit card.*

Admission is free for :

- visitors in possession of an invitation card
- farmers in possession of a farmer card
- and the students

### Entrance of the show

Entrance of the show will be available for visitor's access and control in **Pavilion CT**.

### Visa for Algeria

**A visa is required for travelling in Algeria.**

Contact with the Algerian Consulate in your city for the visa.

**Please don't forget to fill in the form you will find in your exhibitor area on the show website.**

<https://sipsa-filaha.com/>

### Local currency

Local currency is the dinar whose average exchange rate is 135 dinars to 1 euro. Dinars and euros may be changed at Algiers airport or in hotels.

### Credit cards

Credit cards (Visa, Mastercard...) are accepted in hotels as well as the CIB Algerian card.

### Food on the Park and in Algiers

Please refer to here attached list (appendice 2).

### Taxi

Taxis are available in front of the Exhibition center.

Taxis available with the applications YASSIR and TEM TEM.

## 3) USEFUL ADDRESS

### **Algerian Embassy in France**

50-52 Rue de Lisbonne 75008 Paris - Tel : +33 (0)1 53 93 20 20

## 4) EXHIBITOR ENGAGEMENT

By signing his participation file, the exhibitor undertakes to respect and cause to be respected by all decorators, fitters, contractors and partners in Algeria, all the clauses of the special regulations to be found in the participation file and Article 13 concerning bare stand manufacturers.





## 6) ASSEMBLY & DISMANTLINGTIMETABLE

### ASSEMBLY & DISMANTLING

PAVILION CT-PAVILION C-PAVILION G		
SET UP	Bare stands	From Wednesday 17 <sup>th</sup> to Saturday, May 20 <sup>th</sup>
		8:00 am – 7:00 pm
		Sunday, May 21 <sup>st</sup>
		8:00 am – 10:00 pm
	Fitted stand	Sunday, May 21 <sup>st</sup>
		2:00 pm – 10:00 pm
EXHIBITION		
		From March 22 <sup>th</sup> to March 25 <sup>th</sup>
		10:00 am to 6:00 pm
DISMANTLING	Bare stands & Fitted stands	Thursday, May 25 <sup>th</sup>
		6:00 pm – 11:00 pm
		Friday, May 26 <sup>th</sup>
		8:00 am – 12:00 am

**Every stand must be dismantled on Friday at 12 am, 26<sup>th</sup> of May.**

*The organization reserves the right to dismantle any stand still in place.*

## IMPORTANT NOTICE FOR STAKEHOLDERS PROVIDING EXHIBITORS

### 7) MACHINES & EQUIPMENT THAT CAN BE EXHIBITED

Only those new machines, equipment and products included in the products lists of the show are permitted to be exhibited.

*Only those machines, equipment and products specified by the exhibitor in catalogue registration may be exhibited.*

No machine or piece of equipment may be removed from the stand before the closure of the show.

### 8) GENERAL INSTALLATION- IMPORTANT NOTE

**SIPSA FILAHA 2023** takes place in 2 covered halls. Exhibitors may obtain furnishings, electrical material and various fittings.

### 9) STAND ASSEMBLY & DISMANTLING

Thank you for informing your manufacturers & decorators of this important point.

#### 1.1 Set-up

##### IMPORTANT

**Bare stands' staff approved by Exposia must be registered at your arrival on site at the SAFEX and pay the rights of intervention which will be required as a service provider of the hall of the Exhibition place.**

**Staff setting up stands may only enter the hall with the showing of a working pass (setting up badges) approved by Exposia or with a manufacturer contract from May, 17<sup>th</sup> to May 22<sup>th</sup>. An inspection and security service will be set up inside the hall.**

Please make your building permit request and badges set-up/dismantling to the following address: [sipsa@expovet-dz.net](mailto:sipsa@expovet-dz.net) [agrovet.conseils@filaha-dz.com](mailto:agrovet.conseils@filaha-dz.com)

To enter the exhibition Halls during installation and dismantling, all personnel must wear personal safety equipment, in particular safety shoes. Otherwise, access to the exhibition will be refused.

For safety reasons, work in the halls is forbidden outside the specified hours above.

#### 9.2 Dismantling

**Dismantling will take place on May 25<sup>th</sup> from 6.00 pm to 11.00 pm and May 26<sup>th</sup> from 8.00 am to 12.00 am.**

**Staff taking down stands may only enter the hall at 9.00 pm on the presentation of a working badge that you can acquire in (Pavilion CT).**

**The evening of the exhibition closes, only the dismantling not requiring motorized handling can be carried out before 9 pm.**

Handlers will start to deliver empty packing materials stored at your request on your stand on the 26<sup>th</sup> May 2023.

- All equipment and decorations must be removed on March 26<sup>th</sup> at 12 am.
- The organiser reserves the right to destroy, at the exhibitor's expense, the stand and decor structures of whatever type which have not been dismantled by the exhibitor within the given delays. No claim will be accepted as such.



**Keep all equipment and items likely to be stolen out of sight.**

**To be on the safe side, it is strongly recommended that you watch closely over your stand and ensure that someone is always present until dismantling is completed.**

**This presence is your only safeguard against theft.**

Setting up and dismantling badges are valid only during the setting up or taking down phases of the show and do not permit access to the show during the duration of show (from May 17<sup>th</sup> to May, 21<sup>st</sup> 2023).

**For approved manufacturers and their personnel, the badges will be removed at the EXPOSIA offices before the set-up start.**

### 9.3 Exhibitors badges

**The badge must be worn.**

To order your exhibitor badges, please go to the show website  
<https://www.sipsa-filaha.com/fr/telecharger-votre-badage-exposant/>

An exhibitor's area is dedicated to you. You will then need to fill in your exhibitor ID and password in order to enter your personal space. Then click on "download your exhibitors badge".

You will be able to declare the people holding your stand on site.  
Each exhibitor can order 1 badge for 3 m<sup>2</sup> stand with a maximum of 10 badges.

### 9.4 On-stand material delivery

Exhibitors who have entrusted delivery of material to NATT must check with NATT beforehand as to the day and time of the arrival of material to the show.

They must also ensure the presence of an authorized person for the reception of material on the stand and similarly for the departure of this material, which must not remain unguarded by the exhibitor during the taking down phase.

**Companies exposing the Algerian equipment must first declare their equipment to the Algerian Customs present at the SAFEX. To do this they will need to fill out the form attached annex 1 below and get it signed by the Algerian customs before entering the show.**

### 9.5 Hall security

**The security arrangements and access to the 3 halls is provided from May 17<sup>st</sup> to may 126<sup>th</sup>, 12 am.**

The hall will be guarded **from 8:00 am on May 21<sup>st</sup> to May26<sup>th</sup>, 12.00 am.**

We request that the exhibitors ensure those persons who have to access to their stand to be in possession of a suitable badge.

## DECORATION RULES

### 1. Floor, columns and hall walls

It is strictly forbidden to drill, screw, nail, seawalls, claddings, pillars and hall floors, in particular to fix the exhibition machines. A fee of 300 € HT per hole will be invoiced to the exhibitor in case of non-compliance with these instructions. On the other hand, it is forbidden to paint or mark the walls, pillars and floors of the halls.

**Ground load: Depends on the halls. Please contact the technical service.**

Your stand location must be restored to its original state. **All debris (carpet, adhesive...)** must be removed. Any Damages incurred during the dismantling of the stands will be invoiced to the exhibitor responsible.



**The exhibitor is responsible for the complete dismantling of his stand! The exhibitor is himself responsible for its vice providers: decorators, installers...**

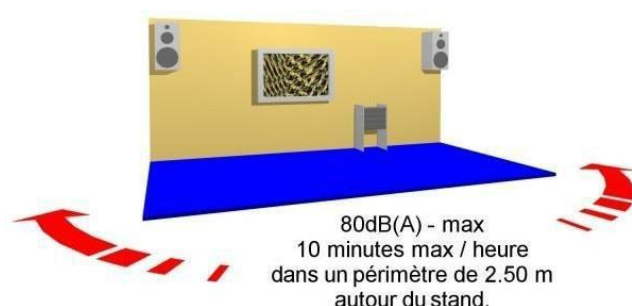
### 2. Installation and presentation of materials

The materials presented shall not cause any discomfort or prejudice to neighboring stands. No material shall exceed the surface of the stand.

### 3. Sound animation

Exhibitors who wish to use sound means on their stand must comply with the following regulations:

**The power radiated by the decoration or animation elements must not exceed 80 Db (A)** (measured value in a zone of 2.50 meters around the stand). The standards imposed for the sound of stands are intended to limit the nuisance likely to disturb neighboring stands.



We therefore ask you to respect the sound level indicated above, and this without any exception, even for a short time.

**Ongoing monitoring will be carried out to ensure strict compliance with these standards organizer reserves the right to terminate any breach to these rules.**

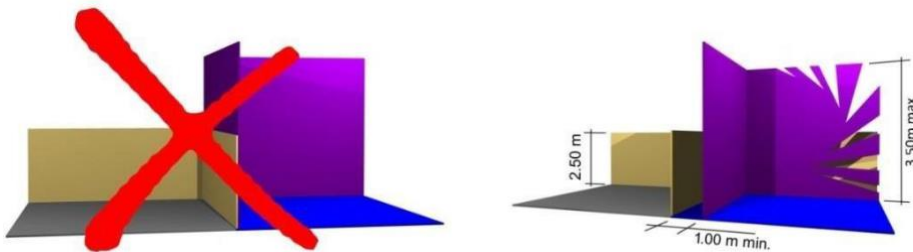
#### 4. Electrical installation of stands

**For safety reasons, it is strictly forbidden to use the private facilities of the Safex Exhibition Center** and to disconnect the secondary electrical installations of the organizer. A strict and permanent control will be carried out during all the phases of the show.

#### 5. Maximum height allowed beneath the hall (in relation to the floor of the building) **Stand construction & decoration:**

1. **The maximum height of construction is 3.50 meters maximum (Important : this does not apply to high banners).**

Any construction or decorative element greater than 2.50 meters in relation to the floor of the building, erected in joint ownership, must respect a withdrawal of 1.00 meters from the edge of the aisle in order to preserve the opening of the attached stand.

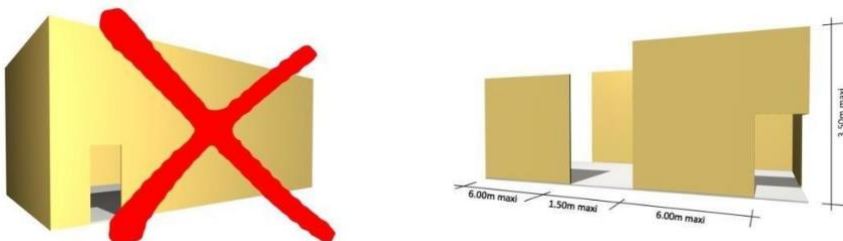


The back side of any building elements exceeding 2,50m high should be covered with a white scraped cotton or a white paint in order to leave a clean appearance on these parts of the stand.

#### 6. Facade arrangements

We remind you that the building of walls or screens constituted by partitions walls or additional premises disturbing the overall view of the halls, masking neighboring stands or hindering the free movement of visitors on the stand is prohibited.

**These types of facades developments which are overlooking an aisle should include a passage of 1, 50 meters every 6 meters linear (without withdrawal in relation to the aisles).**



## 7. Stands with floor

**Stands with mezzanine** are allowed on the SIPSA FILAHA show.

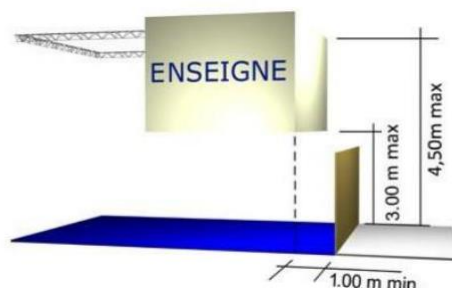
## 8. Sign

**The sign must not exceed 4.50 meters height** (in relation to the floor of the building)

Sign walls are strictly prohibited.

Suspended sign: The highest point of the sign or its support (if suspended from a light bridge) shall not exceed 4.5 meters height from the ground of the building. The sign must be within the limits of the stand (or island) **and have 1.00 meter shrinkage in relation to any shared stand.**

**Any flashing sign is prohibited.**



## 9. Light

Flashing lights and rotating beacons are prohibited. The gobos must respect the sweep on the surface of the stand.

## 10. Attachment to the frame

The hangings to the framework of the halls are carried out exclusively by the technical services of the exhibition center.

**Requests must be made directly to the Safex exhibitor's department by mail or telephone before February 10<sup>th</sup>.**

**Important: Certain areas in the pavilions do not allow clashes.**

## 11. Brochures & food

The distribution of leaflets, flyers, food distribution etc. is strictly forbidden outside the stands, including in the vicinity of the halls, unless contractual agreement with organizer.

## 12. Equipment in operation

All equipment presented in operation must be declared to the organizer. All demonstrations will be carried out under the sole responsibility of the exhibitor. When equipment is presented in a changing environment, a protected area must be reserved so that the public cannot approach it within a minimum of one meter.



## 10) SAFETY MEASURES

**Exhibitors shall strictly comply with all safety rules.**  
**Fire hydrants must be visible and accessible.**  
**Exhibitors must equip their stands with fire extinguishers in working order.**

Exhibitors must on no account leave empty packaging in aisles or other access lanes. Empty packaging intended to be used after the show must be brought to and stored in a packaging area designated by **SAFEX** and **SIPSA FILAHA**.

All flammable material used in the fitting and decoration of stands must meet all safety requirements.

Exhibitors must in no case carry out electrical or water connections themselves.

Electrical connections must meet all standards and safety requirements.

Electric wires must not be visible. In the case of any detected defects in electrical installations the power supply will be suspended until those defects are remedied.

**SAFEX** and **SIPSA FILAHA** may in no way be held responsible for any possible losses or damage resulting in the event of a power failure.

Installations requiring the use of gas cylinders must meet all safety requirements and will remain under the entire responsibility of the exhibitor.

During stand set up exhibitors are required to provide access for electrical, water and other pipe installation.

No work inside the Pavilion or stand likely to modify spaces may be carried out without prior and written agreement from **SAFEX** and **SIPSA FILAHA**.

It is strictly forbidden to erect structures or carry out works likely to hinder fire protection.

Exhibitors must on no account encroach upon spaces allocated by the organizer. They shall, in particular, ensure that no merchandise or other object obstructs lawns, passages or aisles inside or outside the Pavilion.

Stands offering food or drink must be provided with water throughout the event. In addition they must meet all hygiene regulations as well as all instructions **SAFEX** and **SIPSA FILAHA** may be compelled to give in this area.

**All active explosive, fulminating and/or fumigating materials and any material SAFEX and SIPSA FILAHA consider dangerous and of a disturbing nature to exhibitors or visitors are excluded from the event.**



## 11) TRANSPORTATION, CUSTOMS, ATA CARNETS, SALES ON SHOW

See attached NATT brochure.

**NATT is SIPSA FILAHA official carrier and forwarding agent.**

In appendice 3, you will find a NATT file containing information and order forms concerning the transport of your materials to Algeria as well as customs formalities. Please feel free to contact them regarding ATA carnets and the sale of material on site.

Tel: +33 4 91 91 46 46

**Thanks to respect the following deadline: Deadline for availability date for sending your material to the NATT premises : Avril 20<sup>th</sup> to the address on form.**

**TRANSELECT is SIPSA FILAHA's official carrier in Algeria.** For all information, please contact M. A. RAHMANIA, 20 Rue de la Fontaine- El Biar –ALGER – Tel: +213 21 92 15 18/92 50 25. Fax: +213 92 06 43/92 06 45.

Concerning formalities by companies exhibiting the Algerian material, thank you refer to the exhibition material transport manual.

## 12) HANDLING

Exhibitors who need handling and hoisting equipment on site can apply to NATT.

## 13) ELECTRICITY

Permanent electrical connections will be provided. Electricity is available on the stands from May 17<sup>th</sup> 2023 to May 25<sup>th</sup> 2023.

**For all types of stands (non- and fully equipped stands),** a 2 KW electrical connection with an electrical box, and the relevant electrical consumption are already supplied (already automatically ordered through your participation file).

**For any supply over 2 KW, please send directly your order to EXPOSIA before Avril 10<sup>th</sup>.**

## 14) SLINGS

Exhibitors are not authorized to hang any signboards and structures in the exhibition hall.

## 15) COMPRESSED AIR

Compressed is not available in the halls.

**IMPORTANT:** if you need compressed air on your stand, please bring your own air compressor. The organization does not supply any compressor.





## 16) CAR PARK

Exhibitors have the possibility of parking their vehicles in the exhibitor car park. Access to the exhibitor car park during the show will only be allowed upon presentation of the parking card provided by the show's General Management.

The exhibitor car park will be available from May 21st to 25th, 2023 from 8:00 am to 8:00 pm.

No guard survey is planned.

The Show General Management and **SAFEX** disclaim all responsibility for these vehicles. Exhibitor parking is free for exhibitors on the presentation of a parking permit to be left on the windshield.

## 17) PERSONAL TRANSPORTATION & ACCOMMODATION

### 11.1 Personal transportation

Exhibitors can use the means of transportation of their choice.

### 11.2 Flights to Algeria from France

Air Algérie, Air France. Please contact your agency for prices.

Air France in Algiers : +213 (0)21 98 04 04

Air Algérie in Algiers : +213 (0)21 68 95 05 / 021 50 94 98

[www.airfrance.fr](http://www.airfrance.fr)

[www.airalgerie.dz](http://www.airalgerie.dz)

### 11.3 Accommodation

Exhibitors may choose any hotel or any other accommodation in Algiers. As a guideline **SIPSA FILAHA** recommends the following hotels :

- **M Suite hôtel \*\*\*\*** EXPOSIA approved partner Hôtel for your reservation, please click on this link: <https://docs.google.com/forms/d/e/1FAIpQLScm5rdnVSI8cF0kKR-uyY-pLu3um8dkPpEzd3YDu1BeajQswA/viewform?vc=0&c=0&w=1&flr=0>
- **Hôtel LAMARAZ \*\*\*\*** Hôtel agréé partenaire d'EXPOSIA  
Réservation email : [booking@lamarazhotels.com](mailto:booking@lamarazhotels.com) / [sales@lamarazhotels.com](mailto:sales@lamarazhotels.com)  
Tel : +213 21 77 97 79
- **Hôtel SOFITEL** (10 mn by car from the show)  
172 Rue Hassiba Ben Bouali – 16015  
ALGER Tel +213 (0)21 68 52 10  
Fax +213 (0)21 67 31 42 / 67 88 52
- **Hôtel EL DJAZAIR** (Typical hotel in Algiers centre from 30mn by car from SAFEX). 24 rue Souidani Boudjemaa – 16000 ALGER  
Tel : +213 (0)21 23 09 33
- **Hôtel IBIS ALGER AEROPORT**  
Route de l'Université - BAB EZZOUAR - DAR EL BEIDA - 16011 ALGER  
TEL : +213 (0)21 75 41 41 / 40 40 / Fax +213 (0)21 75 48 78
- **Hôtel MERCURE**, located between the airport and the show  
Route de l'Université, Cité 5 Juillet – Bab Ezzouar – 16311  
ALGER Tel : + 213 (0)21 24 59 10 / Fax +213 (0)21 24 59 70

## 18) PRESS SERVICE

To enhance your press kits and press release to journalists during the show, drop them to the press office from February 10, 2020.



# APPENDICES



22 > 25 MAY 2023  
ALGER - ALGERIE  
PALAIS DES EXPOSITIONS - SAFEX



COÏNCIDE AVEC / CO - LOCATED



This drawing has to be sent to : Email : [info@exposign.dz](mailto:info@exposign.dz)

Deadline : 10/04/2023

Company name

---

Manager

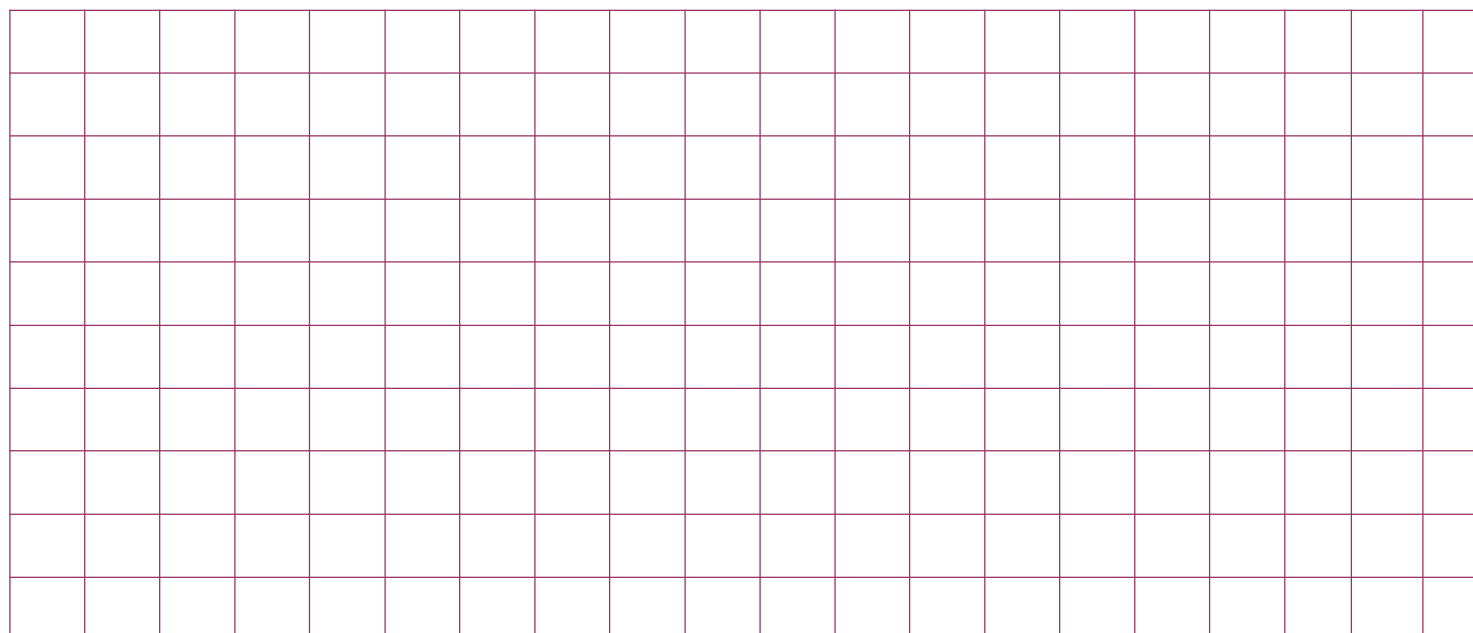
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Email \_\_\_\_\_ @ \_\_\_\_\_  
Phone \_\_\_\_\_

**Bare stand** ☐ **Equipped stand** ☐ **Outdoor stand** ☐

Stand N°: \_\_\_\_\_ m<sup>2</sup> / Sq.m

Please indicate on the grid below, the required position of the fittings ordered (scale 1 square = 1 sqm). (Storage unit, partition, shelf...)



1 mètre

2 kw Electrical Box



Electric socket



Storage unit



Made in \_\_\_\_\_ on \_\_\_\_\_ / \_\_\_\_\_ / 2023 Company stamp and signature

## CUSTOMS DECLARATION FORM

I declare the wish to present one or more devices and machines at the **SIPSA FILAHA** show

COMPANY	STAND NUMBER	EQUIPMENT	SERIAL NUMBER

CUSTOM STAMP:

## RESTAURANTS IN ALGIERS

### **DAR LAHLOU**

Algerian specialties  
Palais des expositions – SAFEX  
MOHAMADIA - ALGER  
Tel/Fax : +213 (0)21 21 08 07

### **EL – DJENINA (booking is required)**

Maghrebien and algerian specialties  
10, rue Franklin Roosevelt - ALGER  
Tel : +213 (0)21 74 40 26

### **LE GRILL ROOM (booking is required)**

Bois des Arcades, Riadh El-Feth El Madania - ALGER  
Tel : +213 (0)21 66 92 75 / 21 66 92 72

### **L'AUBERGE DU MOULIN (booking is required)**

24 Rue Abane Ramdane Chéraga - ALGER  
Tel : +213 (0) 21 36 10 73 / 21 36 10 74

### **AU BON GIBIER (booking is required)**

Bois des Arcades Riadh El-Feth - ALGER  
Tel : +213 (0) 21 66 29 80

### **CHEZ SAUVEUR (booking is required)**

Fish and Shellfish specialties  
Port El-Djamila (ex la Madrague) Aïn Bénian - ALGER  
Tel : +213 (0)61 55 00 83

### **LE CERCLE NAUTIQUE**

Fish and Shellfish specialties  
Port El-Djamila (ex la Madrague) Aïn Bénian - ALGER  
Tel : +213 (0) 21 30 31 23

### **LE BARDO**

2, Rue Franklin Roosevelt - ALGER  
Tel : +213 (0)21 74 74 74

### **LE DAUPHIN**

Fish specialties  
Avenue D'Angkor - ALGER  
Tel : +213 (0) 21 71 65 57

### **LE KAHINA \*\*\*\*\***

Fish specialties  
Entre du Port de AIN BENIAN El Djamila - ALGER  
Tél : +213 (0) 7703 54503 & 0551 151866

## SHIPMENT HANDBOOK



## EUROPEAN EXHIBITORS

### SIPSA FILAHA 2023 - PALAIS DES EXPOSITIONS - SAFEX Algiers May 22<sup>th</sup> to May 25<sup>th</sup> 2023

We are named official freight forwarder for the transportation of exhibition goods.

We organize the transportation and transit from your warehouse to your stand in Algiers' Exhibition Site as well as its transportation and back, after the exhibit.

As per usual, we will be in Algiers with our local team.

Please do not hesitate to contact us for any additional information you might require, deadlines for provision, customs formalities, documents' writing, deadlines for delivery.

Please find hereafter the needed information to prepare your shipment.

#### Deadlines and platforms' locations

The exhibitors' material will be gathered and forwarded by Sea and Air Freight.

For every one of those options, please note the scheduled deadline for provision and delivery address.

We offer either to retrieve the merchandise at your warehouse, or to catch it at our platform.

→	Sea freight :	to favour
We retrieve the goods at your warehouse:	deadline for provision scheduled on:	Monday, April 17 <sup>th</sup> , 2023
You would rather deliver the goods by your own means;	deadline for reception:	Tuesday, April 20 <sup>th</sup> 2023
Delivery address:	ENTREPOT MATRAM P/C NATT EXPO 519 Chemin du Littoral 13 016 MARSEILLE - France	

→	Air freight:	Kindly contact us
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In any case, we will send you some stickers to affix on at least three sides of each one of your package.



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## ***Required documents***

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Please be sure to produce these documents as specified hereafter, in order to facilitate customs formalities in Algeria.

**Permanent export:**      **Export based on invoice**      **(copy sent by fax and original by post mail)**

It involves:      "Consumables": booklets and other advertising goods (pens, tee shirts etc.)

Required documents :

- **2 Original invoices**
- **1 detailed packing list with number, weight and packages' dimensions**

➔ **Invoice drafting to:**

Exhibitor (Your Company)  
SIPSA FILAHA 2023  
PALAIS DES EXPOSITIONS – SAFEX  
– ALGERIE

➔ « No Commercial Value, for Customs purposes » **must be stipulated on the invoice.**

**Temporary export:**      **ATA carnet**      **(sent to us by express mail)**

It involves:      « exhibition goods »: machines, mobiles stands, etc.

Required documents :

- **ATA Carnet**, issued by your Chamber of Commerce. It must be filled in, signed and stamped by the Chamber of Commerce and Industry for approval; and then sent to us by express mail.  
You may also indicate NATT as your representative in the B box of the ATA carnet
- **1 power of attorney signed by the person that also signed the ATA Carnet** appointing NATT as your representative to establish on your behalf all the needed customs formalities (and indicating your ATA Carnet's number).

➔ **Documents to be sent to our office:**

NATT / Attn. Rachel Tour  
ZAC Saumaty Séon - CS 10179  
22, rue Gaston Castel  
13 322 Marseille - FRANCE

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## ***Packages' preparation***

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**Packages' stamping :**      **to insure the follow-up of your merchandise**

Please affix the stickers that will be sent to you on at least two sides of each one of your packages.

**Merchandises' package:**      **to insure an arrival in good conditions**

Merchandise should be packed in boxes and/or cases easily handled by a forklift truck. It must be possible to open and close these packages without damaging them to transports the goods back without problems.

A bad or insufficient package may damage the merchandise.

Bad or insufficient package is a risk that is not covered by insurances' guarantees; a package is said to be sufficient when it fits normal carrying risks.

We kindly remind you that it is forbidden to pack in your packages alcohol or any other merchandise that is likely to block your shipment. For any merchandise that might induce a risk, please get back to us.

Should you wish to affix padlocks, please send us the keys, to avoid for the padlocks to be broken in case of customs inspections.

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## ***Packages' return***

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After the exhibition, we will take back your merchandise and clear the customs requirements in Algeria.

**The merchandise will be charged in a sea container to Marseille and sent to your premises from 3 to 4 weeks after the exhibition's closure.**

**Should you need to get your goods back before that time, please let us know in advance: we could then arrange an airfreight shipment.**

Please specify if the goods are to be returned back to the loading address (your warehouse, for example). If this is not the case, please mention the address, the person who will receive the goods and her/his phone number.

**We wish you a nice fair!**

To return before  
March 30th 2023



EXHIBITOR COMPANY								
CONTACT / EXHIBITION					PHONE EMAIL / FAX			
CONTACT / SHIPMENT					PHONE EMAIL / FAX			
GOODS DESCRIPTION	GROSS WEIGHT	PACKAGES	DIMENSIONS IN CM			PICK UP YES / NO	SHIPMENT	
			L	W	H		PERMANENT	ATA CARNET

LOADING PLACE :