



17th TRADE FAIR OF OIC MEMBER STATES

December 06 - 09, 2021 DAKAR SENEGAL

Theme :
facilitate intra-OIC trade:
which tools for the development
of trade?

EXHIBITOR'S GUIDE



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CONTENTS

INTRODUCTION

PARTICIPATION REQUIREMENTS

Participants.....	-
Exhibits.....	-
Direct sales	-
Financial terms	-
Facilities granted to participants.....	-

THE FAIR'S REGULATIONS

Organisation and dates	-
Payment	-
Booking and layout of stands	-
Renunciation	-
Prohibitions.....	-
Insurance	-
Security	-
Special provisions	-
Jurisdiction	-

CUSTOMS AND ADMINISTRATIVE FORMALITIES

Administrative formalities	-
Customs regulation	-
Foreign exchanges regulation	-
Forwarders and customs brokers fees.....	-
Certificates and trophies	-

APPLICATION FORMS

Booking of stands /Rental	-
Registration in the catalogue.....	-

USEFUL INFORMATION

Accommodation.....	-
Tourist sites	-
Rent a car	-

INTRODUCTION

The 17th Trade Fair of Islamic Countries will be organised from 06th to 09th December 2021 at the Centre international d'échanges de Dakar (CIED), Republic of Senegal, by the Centre international du commerce extérieur du Sénégal (CICES), in cooperation with the Islamic Centre for the Development of Trade (ICDT).

The 17th Trade Fair of Islamic Countries, **the theme of which is « facilitate intra-OIC trade: which tools for the development of trade»**, has set the following objectives:

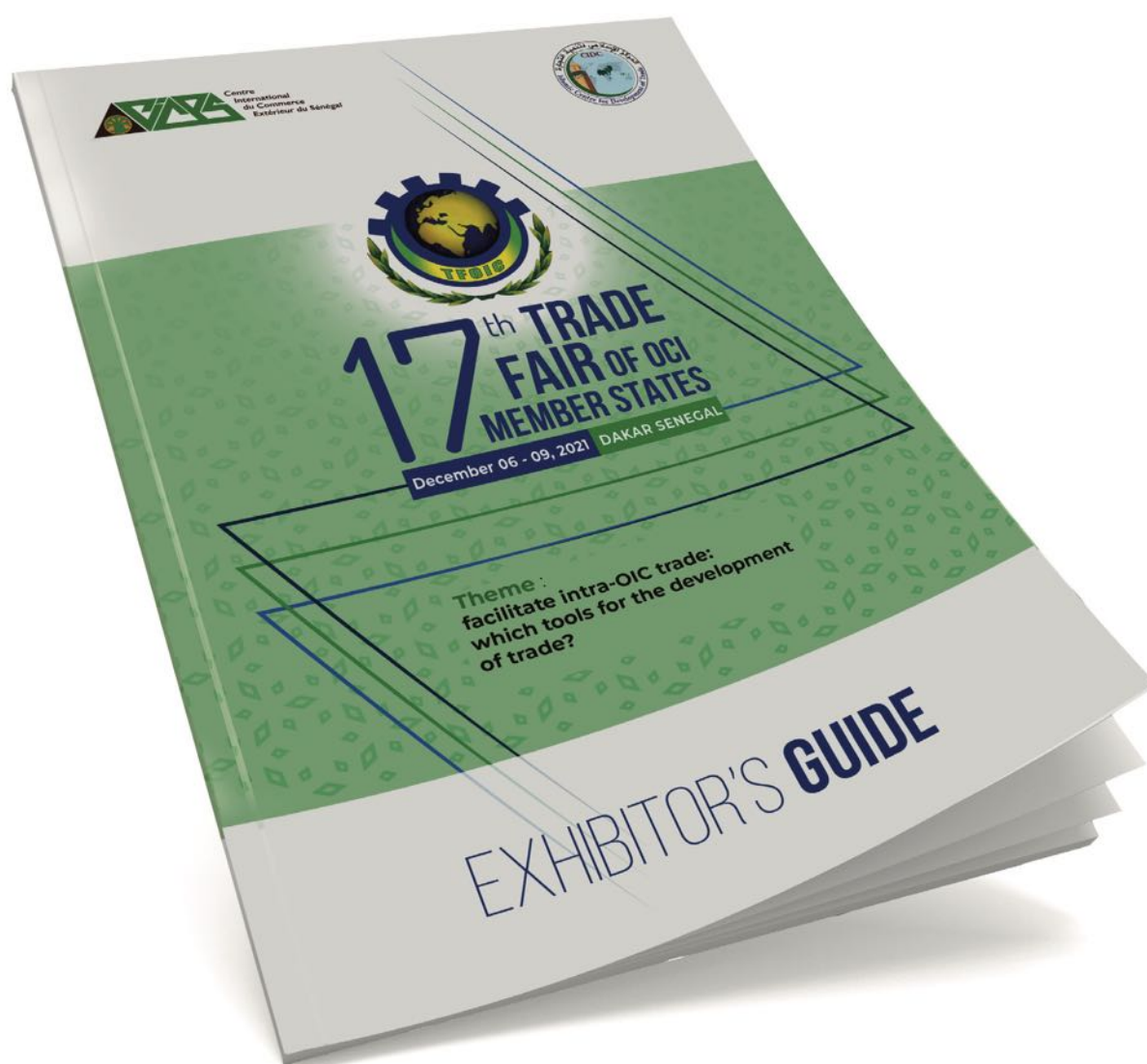
- to develop intra-Islamic economic and commercial partnership;
- to disseminate the economic potentialities of Islamic Countries;
- to provide a concrete contribution to the development of trade and trade related investments between Islamic countries;
- to market the products and services of the OIC member States;
- to promote direct contacts between the economic operators of OIC countries ;
- to develop partnership between the economic operators of OIC countries;
- to develop the economic integration of OIC member States;
- to work towards the development of fairs and congresses, as a marketing tool, between the OIC Member States.

For the coming edition, the organisers will provide the potential exhibitors with:

- 27,000 sq. m indoor and 29,000 sq m outdoor spaces;
- a highly efficient staff and exhibition equipment for the installation and decoration of their stands ;
- a facilitation platform to develop thematic and partnership meetings ;
- a business opportunity service between exhibitors or between exhibitors and professional visitors;
- facilities for the products and persons to come in and out of Senegal ;
- preferential rates

The plan of this exhibitor's guide for the 17th Trade Fair of Islamic Countries includes three parts:

- participation requirements ;
- entry and exit formalities and procedures for the products and participants ;
- useful information.





PARTICIPATION REQUIREMENTS

1 Participants



■ Participation to the Fair is open to any member state of the Organisation of the Islamic Cooperation (OIC), OIC institutions, and the different public and private economic operators of Islamic countries.

■ Similarly, the states enjoying observership right within OIC, the economic operators of Islamic communities from non-member countries, as well as guests of honour, can participate in the Fair ; in consultation with the relevant parties.

2 Exhibits

Products and services to be exhibited, shall originate from OIC member states, as specified by the national rules and regulations of these countries and in compliance with the ethics and values of Islam.

3 Direct Sale

Exhibitors, who wish to sell their products and services during the Fair, are requested to book their stand in the area « **Exhibition-direct sale** », which is separated from the area « **Exhibition with no direct sale or on samples** ».

4 Financial conditions

A number of steps were taken by the Republic of Senegal in order to increase the chances of success of the participants in the 17th Trade Fair of Islamic Countries.

The stand reservation, the registration in the Catalogue and/or other forms shall be sent back to CICES, duly filled in and stamped, with a 50 % down payment of the total charges. The balance should be paid by 30 October 2021.

The price of the stand's square meter is:

- **Indoor** serviced and equipped square meter = 69 Euros
- **Outdoor** bare square meter = 53 Euros

5 Facilities provided to participants

The Republic of Senegal will provide the participants in the 17th Islamic Trade Fair (exhibitors and professional visitors) with the following facilities:

- preferential rates on transport, freight, accommodation and transit are granted and ensured by the relevant services providers;
- a professional space separated from the sales area ;
- a platform to facilitate the commercial contacts;
- a business forum ;
- national days ;
- a journal of the fair ;
- cultural and artistic events;
- distinction awards to the three best exhibitors;
- participation certificates.



THE FAIR'S REGULATIONS

1 Organisation and dates

The 11th Trade Fair of OIC Member Countries will be held in Dakar, from 06th to 09th December 2021. It will open on weekdays from 9 am to 1 pm for professional visitors, and from 10 pm to 7 pm for public visitors ; and on Saturdays and Sundays from 10 am to 9 pm for public visitors.

2 Payment

The participation charges become fully due once the contract is concluded, as per the terms and conditions therein. Any application form without the 50 % down payment for the stand renting charges, will be classified and not taken into consideration.

In the case of non-payment of the balance of the invoice before the opening of the Fair, 06th December 2021, the organisers may terminate the contract as of right and deny purely and simply the participant any access into the Fairground. Yet the exhibitor shall still be liable to pay the organizers the total amount due.

3 Stands reservation and installation

Only the forms (application, registration in the catalogue, extra orders), duly filled in, signed and forwarded to CICES **by November 20th**, will be accepted within the limits of available exhibition spaces.

Exhibition spaces available for exhibitors consist in stands, exclusively serviced and equipped by CICES.

The stands include:

- the exhibition area per module of 09 sq.m for turnkey stands, and 25 sq.m for bare spaces;
- the carpet ;
- the pannels ;
- the electric power and lighting ;
- the signboard ;

- third party liability insurance and the fireproofing treatment (included in the registration fees)
- basic equipment : 2 chairs and 1 desk, per module of 09 sq.m.

CICES technical services will communicate to participants, accurate **plans of the exhibition spaces** they are allotted. However, it is up to the exhibitors to ensure their accuracy or to commission their local representative (agent, assistant or equipment installer) to carry out the necessary checks.

If necessary, organisers will be entitled to **move a participant or allocate him another space** corresponding to its line of activity that will not give rise to entitlement to any claim or pay in lieu.

4 Renunciation (withdrawal from participation)

Renunciations received after confirmation of the exhibition space, will not give rise to entitlement to any refunding, since the amounts paid are meant to cover the administrative and technical costs already initiated by the organizers.

If the renunciation is sent before the exhibition space is confirmed, the amounts paid as earnest money (deposit) shall be refunded after deduction of twenty five per cent (25 %) of the stand renting charges, representing administrative penalties. Requests for withdrawal should be sent by registered mail to the Fair's authorities.

5 Prohibitions

It is strictly prohibited to introduce in the stands highly flammable products, weapons and narcotics.

The use of hi-fi sound system in the stands, for advertising purposes is prohibited and may lead to their seizure.

In fact, organisers intend to provide the exhibitors who want it, with an animation platform, as well as chargeable visible spaces.

Any lease or subletting of all or part of the stand or the exhibition space is strictly prohibited. However, a written agreement of the organizers may authorize a group of participants to share the same stand.

Subject to approval by the Fair's administration, exhibitors may organise various cultural events and national days.



Nevertheless, some prohibited acts must be avoided; otherwise offenders shall be immediately excluded from the fair without prior notice. They include:

- distribution of samples or leaflets outside the stands;
- any noisy demonstration or gimmicks to attract the clients, or any form of publicity likely to disturb the neighbouring stands or visitors;
- placing overhanging items, protruding from the outside walls of stands;
- any damage to the equipment provided.

Moreover it is strictly forbidden to exhibitors to leave personnel in the stands after closing hours, with the exception of watchmen and security guards provided by registered companies.

6 Insurance

An insurance policy is mandatory for all exhibitors. In addition to the public liability insurance that is included in the registration fees, they shall take out a full cover to the exhibition's official insurer, for the goods and materials exhibited by them, whether they are personally owned or the property of third parties.

As condition of their participation, exhibitors wave the right, in case of accident or damage, to enter claims against following:

- the authorities of the exhibition ;
- all participants in the exhibition ;
- leaders, representatives, administrators and agents of all such persons or organizers.

7 Security

The organisers of the Fair provides a general security service entrusted to the Gendarmerie Brigade of the Trade Fair for the period starting five (5) days before the inauguration and ending three (3) days after the official closing ceremony. The gendarmerie forces of the Fair shall be exclusively entrusted with the Fair's general security; the administration shall disclaim responsibility for specific missions entrusted to security guards provided by authorised companies.

In order to avoid commercial spying, the Trade Fair's Management allows each exhibitor the right to judicial protection at its own expenses against those who would wish to take photos, or copy in any way, of goods on display. However, the CICES general Management reserves the right to take photos of the stands, pavilions or layout and use the clichés in its publicity brochures and leaflets

8 Special provisions

The exhibitors solemnly commit themselves to comply with all the provisions of these regulations which shall be strictly enforced and may not be considered merely communitary.

Exhibitors shall undertake in their own interest, to have in the stand a permanent representative, who has authority to negotiate on their behalf. Exhibitors and the managers of stands or pavilions are responsible for the behaviour and deeds of their staff, particularly for all kinds of dealings or misappropriation of funds which they may be charged with. The Fair's organisers decline all responsibility as to the behaviour of workers employed by exhibitors.

The Fair's organisers reserve the right to expulse any unwanted, undesirable person and generally, to take all the necessary measures likely to preserve the smooth running and success of the fair and to safeguard its good reputation, including the right to sue for damages or undertake any legal action.

The Administration of the Fair shall be sole judge of modalities for the application of the said provisions.

In the event of the exhibition failing to take place or being hindered by unforeseen political, economic, or social reasons, or in case of force majeure, exhibitors will not claim or seek a refund of any amount they may have disbursed.

The organizers are empowered to wholly or partially amend this regulation in the event of such measures being rendered inescapable by prevailing economic conditions.

9 Jurisdiction

In the case of dispute, only Senegalese courts have exclusive jurisdiction. No waiver to this jurisdiction clause shall be accepted.



ADMINISTRATIVE AND CUSTOMS FORMALITIES

1 Administrative formalities

The Blaise Diagne International Airport is well serviced by major air companies, operating from Africa, Europe, America and Asia.

All the nationals from ECOWAS member countries, the USA and the European Union can freely enter the Senegalese territory, provided they have an unexpired passport.

The nationals of other countries should contact the Embassies of the Republic of Senegal accredited in their respective countries to have information on the entry visa into Senegal.

The nationals of the countries where there is no diplomatic representation of Senegal should imperatively send to the CICES a photocopy of their unexpired passport.

Concerning the sanitary regulations, the following documents are required before entry:

- yellow Fever vaccine certificate of more than ten (10) days and less than ten (10) years. Except for passengers coming from non-endemic area (e.g.: Europe);
- cholera vaccine certificate (for the nationals of African countries);
- Less than 72h COVID 19 negative PCR Test or a vaccination certificate.

Besides it is recommended to the persons who intend to stay in Senegal for more than 15 days to undergo an anti-malaria treatment. To be efficient, such a treatment should be started eight (8) days before arrival and two (2) weeks after leaving the Senegalese territory.

2 Customs regulations

2.1. General customs clearance

The pre-board inspection contract between the Government of Senegal and the COTECNA/MODELIS S.A. Group expired on 31 December 2020. The new procedure for imports of goods into Senegal remains subject to the production of a dematerialized Prior Import Declaration (IPD). IPR is mandatory for all imports of goods with FOB value of one million (1,000,000) CFA francs or for any custom container, regardless of FOB value.

It is therefore important to emphasize that for any import operation of goods subject to bank account, the IPR must be endorsed by the domiciliary bank.

The customs value of the goods, for the collection of duties and taxes, is the transaction value as provided in the relevant rules of the Agreement on Implementation of Article VII of the GATT, referred to as the World Trade Organization (WTO) Evaluation Code, which entered into force in Senegal on 1st of July 2001.

This Agreement provides that the valuation for customs purposes shall be based on the price paid or the price payable of the goods to be valued which is generally shown on the invoice. This price, after adjustment for certain elements listed in Article 8 of the said Agreement, constitutes the transaction value which is the primary and principal basis for determining the customs value.

To this end, the customs declaration must be accompanied by the invoice and the declaration of the elements of value (DEV) for imports of goods directly released for consumption and the amount of which is greater than or equal to five hundred thousand (500 000) CFA francs. The legislator offers the possibility of obtaining the Voucher to Remove (BAE) even in the event of a Customs challenge to the declared value, subject to the deposit of a security.

Where there is no transaction value or where the transaction value is not acceptable as a value for duty because the price has been distorted as a result of certain circumstances, the Agreement provides for five (05) other valuation methods for customs which must be applied in the prescribed hierarchical order: transaction value of identical goods; transaction value of like goods; deductive method; computed value method and last resort method.

However, it should be clarified that for goods placed under customs suspensive procedures (warehousing, temporary admission, etc.) the method for determining the value to be declared at the end of the stay is defined by the rules specific to each procedure.

The provisions of the Customs Code stipulate that any import or export of goods must be the subject of a customs declaration, even in the case of exemption from duties and taxes (Article 110 of the CD).

This declaration may be made by the owners of the goods.

However, it is obligatorily waived by an authorized Customs Commissioner when the value of the goods exceeds 200,000 CFA francs.

The Customs Commissioner shall be seized by the importer, who shall forward to him all documents relating to the customs clearance operation, such as: commercial invoice, bill of lading, FORM A certificate, for European Union products, advance import declaration (IPD), detailed note and all other documents required by customs regulations (sanitary or phytosanitary certificate, food import declaration (DIPA) and other attestations).

Regarding the payment of duties and taxes, Article 4 of the Customs Code of 2014 states that: « Goods entering or leaving the customs territory are liable, as the case may be, to import duties and taxes or to export duties and taxes entered in the » Customs Tariff.

2.2. Preferential Taxation

With regard to the taxation applicable within the regional communities (originating products), it should be stressed that the regulation of trade within the WAEMU (Benin, Burkina Faso, Côte d'Ivoire, Guinea Bissau, Mali, Niger, Senegal and Togo) is defined by Additional Act No. 04/96 of 10 May 1996, establishing a transitional preferential tariff regime for trade within WAEMU and its method of financing, as amended by Additional Acts No. 01/97 of 23 June 1997 and 04/98 of 30 December 1997 998, and Additional Protocol No. 3 of 19 December 2001 establishing the rules of origin of WAEMU.

Within ECOWAS by Additional Protocol A/P1/1/03 of 31 January 2003 on the definition of the concept of products originating in ECOWAS member States and its subsequent implementing legislation.

It should also be noted that Senegal has deposited its instruments of ratification of the ZLECAf Agreement since 2 April 2019, in accordance with Act No. 2018-30 authorizing the President of the Republic to ratify the Agreement.

The official start of trade under the CFTA was launched on 1 January 2021, but in practice the CFTA rules are not yet implemented due to the outstanding issues.

Senegal's membership in these subregional or regional economic communities (UEMOA and ECOWAS, ZLECAF) requires it to adopt the common fiscal provisions established by these bodies.

For this purpose, originating products intended for a trade fair or exhibition in a State Party to those bodies and sold at the end of the trade fair or exhibition for consumption shall benefit from preferential treatment provided that it is demonstrated to the satisfaction of the customs authorities that:

- a certificate of Community origin; or
- a declaration of origin as referred to in Article 17 paragraph 1(b) of Annex 2 to the ECCASf Agreement or an invoice declaration (Article 16 of Additional Act A/SA.7/12/18 laying down the rules of Community origin and procedures applicable to goods originating in ECOWAS).

Products of agriculture, livestock and handmade articles shall be exempt from the production of proof of origin. The same applies to products which are the subject of small consignments exchanged between individuals or which are contained in travelers' personal luggage, provided that they are imports which are not of a commercial nature.

However, it should be noted that under the CFTA, the total value of these products must not exceed five hundred (500) US dollars for small packages or one thousand two hundred (1200) US dollars for products forming part of the traveler's personal baggage, as applicable. Therefore, products whose Community origin is determined on the basis of value added or change of tariff heading must be approved for preferential treatment.

2.3. The general taxation law

The general taxation law is full taxation system determined by UEMOA according to a Common External Tariff (CET) applicable to all imported goods from third countries to the West African Economic and Monetary Union (UEMOA).

2.4. Specific provisions for the Dakar Fair

The following provisions apply to goods destined for the Dakar Fair:

- (a) materials and products imported by foreign exhibitors not



covered by an ATA carnet or covered by an invalid ATA carnet, shall be granted temporary admission free of bail;

(b) duties and taxes will be paid on the products sold during the Fair;

(c) the goods not sold must be re-exported or released for consumption after payment of duties and taxes;

(d) all temporary admission accounts must be cleared no later than sixty (60) days after the closing date of the Fair.

In order to facilitate customs clearance operations, a Customs Office is set up on the site of the Fair called Special Office of the Fair.

**For further information on customs formalities,
exhibitors may contact:**

CUSTOMS DEPARTMENT

Bloc des Madeleines,
Bld de la République x Av. André Peytavin

PoBox: 4033 Dakar SENEGAL
Tel: + 221 33 889 74 21
Fax: + 221 33 821 44 84
E-mail : stdgd@douanes.sn
Website : www.douane.sn

Authorized Forwarding Companies

AFRIQUE EUROPE TRANS-LOGISTIQUE

Immeuble Fahd Boulevard Djily MBaye
Tel : +221 33 821 06 56/ 33 842 37 37
Email : afrique.europe@orange.sn

DELTA TRANSIT

25 Rue Fleurus Dakar
Tel/Fax : +221 33 823 02 05
Email : deltatransitdkr@gmail.com

2.5. Prohibitions

Concerning prohibitions, it should be noted that in Senegal, the importation of certain products is prohibited on an absolute basis. Others, however, are subject to special formalities.

2.6. Sanitary and phytosanitary regulation

In the lack of Senegalese specific standards, the local practice consists in using international and especially, European standards. Generally speaking, the consumption of some flours and powders, chiefly for animal food of any origin is subjected to the production of a sanitary certificate delivered by the Directorate of breeding, as well as a quality certificate for food products. With regard to vegetable products, a phytosanitary certificate must be delivered by the Ministry of Agriculture.

3 Exchange control

The exchange rules apply to all the rules applicable to the physical transport of BCEAO banknotes and foreign currency and to means of payment by travelers. It also concerns the regulation of imports and exports.

The regulation of foreign exchange on importation is related to the procedure for the bank's domicile and to the methods of payment for imported goods. Only an approved bank may settle imports. The Post Office may, however, make a settlement if the amount of imports does not exceed one million (1,000,000) CFA francs.

All imports of goods from countries other than those of the Franc zone must be domiciled at an authorized intermediate bank with the exception of:

- imports of less than or equal to ten million (10,000,000) CFA francs;
- imports without payment, which are however subject to the prior approval of the Directorate of Mint and Credit (DMC);
- imports of a particular nature listed in Annex V to Regulation 09/10.

In addition, an import certificate is required which shows the existence of the flows of goods which have occurred in return for the monetary flows.

In the case of imports covered by the system of bank domicile, the importer must give the authorized intermediary two (02) copies, certified by him, of the invoice drawn up by his foreign supplier or of the commercial contract concluded with the latter.



The actual importation of the goods shall be established by a certificate or other import document drawn up in at least six (06) copies.

Under the regulations, residents are required to repatriate to the authorized intermediary in Senegal, all sums derived from the sale of goods abroad.

This obligation must be fulfilled within one (1) month from the date of payment due, which may not exceed three (3) months from the date of dispatch.

Repatriation must be done through a home bank to which the exporter has given a foreign exchange commitment and a copy of the export contract. A certificate of export is presented to the customs service together with the goods to be exported.

Here, residents and non-residents should be distinguished:

- the resident is any natural person having his or her principal center of interest in a WAEMU Member State, any national official stationed abroad and any legal or foreign person for his or her establishments in a WAEMU Member State;
- the non-resident is any natural person having his or her main interest abroad.

At the entrance

On entry into Senegal, the resident is not subject to any reporting formality.

The importation of Franc Zone banknotes or any other means of payment denominated in foreign currency is free.

These means of payment must be reported when their amount exceeds the equivalent of one million (1,000,000) CFA francs.

The resident traveler must, however, transfer to an authorized intermediary, within eight (8) days from the date of entry into the national territory, the foreign banknotes and other means of payment denominated in foreign currency where their equivalent exceeds five hundred thousand (500,000) CFA francs.

The non-resident traveler must declare in writing the currency in his possession when it exceeds the sum of one million (1,000,000) CFA francs, whether it is bank notes or any other means of payment.

A declaration form for the means of payment is completed by the traveler.

On exit

For residents:

- **Travel within WAEMU:** unlimited amount;
- To destinations outside the Franc Zone: the equivalent of 2,000,000 CFA;
- Any excess of this ceiling may only be taken in the form of traveler's checks, cash cards and conventional payments or other means of payment.

For non-residents:

- They may export, without justification, the equivalent of 500,000 CFA francs, the notes of foreign banks which they hold, as well as other means of payment established abroad or in the member states of WAEMU and denominated in their name.
- Any excess shall be justified by the presentation of an entry declaration entered into by the non-resident at the Customs Office upon entry into the national territory or a purchase voucher for foreign banknotes issued to the non-resident traveler during his stay in the country by an authorized intermediary, if he has acquired these banknotes from an authorized intermediary by debit from a foreign account in francs or euros or by assignment or use of means of payment other than foreign banknotes, drawn up in his name, denominated in foreign currency.

4 Forwarding Agents or Customs brokers fees

The transit companies selected by the officials of the Centre international du commerce extérieur du Sénégal (CICES), which have obtained the authorisation of the Customs General Division (Direction Générale des Douanes), help exhibitors in all the fair's operations and determine duties and taxes.

These operations are chargeable according to two invoices:

- one for the entry of the package (parcel) to the fair ;
- another one for adjustments of the commitments at the Customs.



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5 3.5 Certificates and trophies

Three trophies of distinction in gold, silver and bronze shall be awarded to the best national pavilions by a jury on the basis of the following criteria:

- exhibition area;
- quality of products and services exhibited;
- number of exhibiting companies;
- importance of the business delegation;
- regular participation in the fair.

Participation certificates, signed by the Directors General of CICES and ICDT shall also be delivered to all exhibitors.

INFORMATIONS UTILES

1 Accommodation

CICES signed an agreement with an accommodation hotel with special fees for exhibitors:

LES RESIDENCES FETO

Feto 3: Lot N° 9, Sud Foire

Tel: +221 33 827 19 27/ +221 77 606 19 69

Email: info@residencesfeto.com/ dec.cices@gmail.com

2 Tourism

- Gorée Island: La Maison des Esclaves built in 1784
- La Maison " Victoria ALBIS " housing Le Musée de la Femme (woman's Museum)
- Le Musée de la mer : open by IFAN Cheick Anta Diop in 1960
- Le " Castel "from which we have a beautiful view of Dakar (Peak point of the Isle, which hosted the Deutsch (Orange Fort) and a French Fort (Fort St Michel)
- L'Ancien fort d'ESTRÉES : It became a civil jail in 1950, it houses currently the Historical Museum of IFAN
- Renaissance monument.

3 Rent a car

Thanks to **CICES Transport**, a team is ready to transport every guest from the airport to his destination with special fees, The same service is also provided for every trip in Dakar and its suburban and beyond.

SGL /CICES TRANSPORT

Cite Keur Dame en face Stade Léopold Sedar Senghor

Tél : 77 554 45 79

77 932 77 77

33 827 20 01





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