



# SHIPPING MANUAL

## The 6<sup>th</sup> APHRS & CardioRhythm 2013

03 – 06 October 2013  
HKCEC  
Hong Kong

Presented by

### **Agility Fairs & Events Logistics Limited**

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## DEADLINES/TIME SCHEDULE AT A GLANCE

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Copies of Bill of Lading and the Commercial Invoice and Packing List for <b>Seafreight</b> consignments to Hong Kong Seaport	<b>11 September 2013 - LCL</b> <b>18 September 2013 - FCL</b>
Arrival of <b>Seafreight</b> shipment in Hong Kong Seaport	<b>18 September 2013 - LCL</b> <b>25 September 2013 - FCL</b>
Copies of Airway Bill and the Commercial Invoice and Packing List for <b>Airfreight</b> Consignments to Hong Kong Airport	<b>18 September 2013</b>
Arrival of <b>Airfreight</b> shipment in Hong Kong Airport	<b>25 September 2013</b>
Copies of Commercial Invoice and Packing List for local exhibits in Hong Kong	<b>25 September 2013</b>
Collection of Local exhibits in Hong Kong	<b>25-27 September 2013</b>

## INTRODUCTION

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We are pleased to have this opportunity to serve all exhibitors participating in **The 6<sup>th</sup> APHRS & CardioRhythm 2013**. Our comprehensive ranges of services including customs clearance, transportation, on-site handling and re-export arrangements handled by our fully equipped and experienced team of executives, supervisors and workers.

This Shipping Manual will assist you in your preparation for the correct and timely dispatch of your exhibits to Hong Kong. We advise you to read this manual carefully in conjunction with the Exhibitor's Kit issued by the organizer.

We recommend that you engage the services of our overseas offices and agents worldwide for a complete logistics package for your exhibits ' door-to-door ' from your country to your exhibition stand in Hong Kong. If you decide, however, not to use our recommended agents, we ask that you hand over this Shipping Manual to your freight forwarder for their compliance so that your exhibits can be correctly dispatched and consigned to us. Failure to comply with the deadlines and instructions will cause unnecessary delays in clearance, and may lead to additional expenses incurred.

## AIRFREIGHT

### DOCUMENT DEADLINES

The following documents must reach us not later than **18 September 2013**.

- 1 copy of Airway Bill
- 1 copy of Commercial Invoice & Packing List
- 1 copy of Insurance Policy (if insured)
- Original of ATA Carnet + Original Power of Attorney with company chop and signature ( if applicable)

### CARGO DEADLINES

The cargo must arrive at Hong Kong International Airport not later than **25 September 2013**.

### INWARD/OUTWARD HANDLING TARIFF

*(For individual exhibits not exceeding 3,000 kg)*

From arrival Hong Kong International Airport to exhibition stand inclusive of removal and temporary storage of empty packing cases (where applicable) at site or vice versa.

Documentation & Communication Fee	<b>US\$60.00</b> per consignment per exhibitor
Basic handling rate	<b>US\$0.90</b> per kg based on actual or volumetric weight, whichever is the greater.
Minimum charge	<b>US\$135.00</b> per consignment (HAWB) per exhibitor.
*Airport Terminal Charge	<b>Approx US\$0.35</b> per kg based on actual or volumetric weight, whichever is the greater (at cost).
Minimum charge	<b>US\$35.00</b> per consignment (HAWB) per exhibitor.

## **SEAFREIGHT**

### DOCUMENT DEADLINES

We need the following documents not later than

**11 September 2013 - LCL Shipment**  
**18 September 2013 - FCL Shipment**

- 1 original Bill of Lading or 1 copy of Express Bill of Lading
- 1 copy of Commercial Invoice and Packing List
- 1 copy of Insurance Policy (if insured)
- Original of ATA Carnet + Original of Power of Attorney with company chop and signature (if applicable)

### CARGO DEADLINES

The cargos must arrive Hong Kong seaport not later than

**18 September 2013 - LCL Shipment**  
**25 September 2013 - FCL Shipment**

### INWARD/OUTWARD HANDLING TARIFF

*(For individual exhibits not exceeding 3,000 kg)*

From arrival Port of Hong Kong to exhibition stand inclusive of removal and temporary storage of empty packing cases (where applicable) at site or vice versa.

Documentation & Communication Fee		<b>US\$60.00</b> per consignment per exhibitor
Basic handling rate		<b>US\$90.00</b> per cbm or 1,000 kg, whichever is the greater.
Minimum charge	LCL	<b>US\$135.00</b> per consignment (HBL) per exhibitor.
Minimum charge for FCL	FCL 20'	<b>US\$2250.00</b> per 20' GP container
	FCL 40'	<b>US\$4050.00</b> per 40' GP container
*LCL Terminal Handling Charge		<b>Approx US\$45.00</b> per cbm or 1,000 kg, whichever is the greater.
Minimum charge		<b>US\$45.00</b> per consignment (HBL) per exhibitor.
*FCL Terminal Handling Charge		<b>Approx US\$280.00</b> per 20' container
		<b>Approx US\$370.00</b> per 40' container

\* Current and actual cost levied by Airport or Container Freight Stations (CFS), all third party's charges incurred will be charged at cost.

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# The above rates (for both seafreight and airfreight) exclude stand dressing, assembly of display panels or machinery or decoration of any kind. If these special services are required, it will be subject to a mutual agreement with the exhibitor and additional charges will be levied.

# Above rates are based on direct MAWB/OBL consigned to us. If shipment is made through a consolidator, any additional fees imposed by the consolidator will be billed as additional at cost to exhibitors/agents.

# All consolidated shipments by seafreight and / or airfreight must be issued with House Bill of Lading and / or House Airway Bill. A Consolidation Cargo Manifest must also be provided.

### **CONSIGNMENT INSTRUCTIONS**

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The Master of Airway Bill / Bill of Lading must be consigned "Freight Prepaid" to:

*Consignee:* AGILITY FAIRS & EVENTS LOGISTICS LIMITED  
Unit 2105 – 2107, CITIC Telecom Tower, 93 Kwai Fuk Road, Kwai Chung, N.T.,  
Hong Kong  
Tel : (852) 2211 8200  
Fax : (852) 2866 2421

*Notify Party:* AGILITY FAIRS & EVENTS LOGISTICS LIMITED  
Tel : (852) 2211 8203  
Fax : (852) 2866 2421  
Contact: Mr. Bart Chiu  
For: **THE 6<sup>TH</sup> APHRS & CARDIORHYTHM 2013**

All documents such as Airway Bill / Bill of Lading must be consigned as above. Additional charges will be incurred for wrong consignee details.

(A 5% outlay commission will be imposed on all "Freight Collect" consignments).

### **LATE ARRIVALS**

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A late arrival surcharge (based on basic handling rate) will be applicable if the shipment arrives after the stipulated deadlines – 30% surcharge.

In the event of late arrivals, Agility Fairs & Events will make all reasonable efforts to ensure delivery before the show opens; however, no guarantee can be given. The surcharge will apply regardless of delivery date to the show site.

## CASE MARKINGS

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For easy identification of exhibits, all packages must be marked as follows:

### THE 6<sup>TH</sup> APHRS & CARDIORHYTHM 2013

c/o Agility Fairs & Events Logistics Limited

Name of Exhibitor : \_\_\_\_\_

Stand Number : \_\_\_\_\_

Case Number : \_\_\_\_\_

Gross Weight/Net Weight: \_\_\_\_\_

Dimensions : \_\_\_\_\_

## PACKING

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Exhibitors are advised to provide strong packing cases for the transportation of the exhibits which can withstand unpacking and repacking operations. For main exhibits, we commend bolted returnable type of cases to be used. This is to avoid unnecessary repair and reconstruction of cases in the event of damages due to handling whilst in transit.

## COMMERCIAL INVOICE & PACKING LIST

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Please find attached a copy of the **Commercial Invoice and Packing List** for your usage. You may photocopy additional copies if the attached is insufficient.

Explanatory notes on the filling of Commercial Invoice and Packing List form are as follows:

- a. All entries must be in English Language.
- b. A full description of the item must be given. Do not just indicate the model name or model number. Describe the item - such as " 1:3 scale (cutaway) missile model "or" souvenirs - Lapel pins" or "wooden display plinth floor standing", etc.
- c. Every individual item, including giveaway items and brochures, is to be given a value based on CIF value expressed in U.S. dollars. Do not indicate the phrase "No Commercial Value".
- d. The following declaration must be indicated: "The invoiced goods are of.....(country)....origin and are intended for display purposes only at the exhibition site in Hong Kong."

## **CONTROLLED ITEMS IN HONG KONG**

In case the shipment contains any controlled items by Hong Kong Government, we strongly recommend that the Commercial Invoice & Packing List and Catalogue & Brochure should be faxed or e-mailed to Agility Fairs & Events Logistics Limited for checking prior at least 1 (one) month to the shipment departure from the country of origin.

**If required, Agility Fairs & Events Logistics Limited will apply necessary license/ permit on behalf of the exhibitors, but under no circumstances that Agility Fairs & Events Logistics Limited can guarantee such license will be granted.**

According to the Trade and Industry Department/ Customs Regulations in Hong Kong, import/ re-export license from the Hong Kong Government is required for transshipping the followings items in Hong Kong:

- **Medical Equipments**
- Animals, Birds & Reptiles and their parts, Endangered Animals & Plants Species
- Controlled Chemicals
- Controlled Medicines
- Dutiable Commodities: alcoholic liquors, tobacco, hydrocarbon oil & methyl alcohol (*duties & taxes in Hong Kong will be billed to exhibitors' account as per outlay*)
- Fresh/ Frozen Meat
- Optical Disc Mastering & Replication Equipment
- Radio Transmitting Equipment
- Strategic/ Hi-Tech/ Communication Commodities
- Vehicle (left hand)
- Textiles, etc.

If import / re-export license is required, exhibitors are required to submit to Agility Fairs & Events the following documents / information for application of licenses in Hong Kong at least **21 (Twenty One) days** prior to the shipment departure from the country of origin.

- a. Catalogue/ Brochure of commodities
- b. Export Permit Issued by the Products' Originating Country/ Place
- c. Certificate of origin
- d. Commercial Invoice and Packing List

### **Application for import/re-export license in Hong Kong ( if required)**

License Application fee	<b>US\$50.00</b> per application
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For further details, please refer to the below web-site: <http://www.tid.gov.hk>.

## **MOVE-IN DAYS**

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Exhibits will be transferred to the exhibition venue during the move-in days. Representatives of Agility Fairs & Events will be available to help the exhibitors with the move-in logistics including unpacking and storage of empties as applicable.

## **MOVE-OUT DAYS**

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Prior to the move-out days, exhibitors will be given a 'Disposal Instruction Form' to fill in based on the Commercial Invoice & Packing List given at time of entry of goods into Hong Kong. Exhibitors are required to advise Agility Fairs & Events if the goods will be re-exported, sold or disposed, as applicable.

During move-out days, representatives of Agility Fairs & Events will be on-site to help exhibitors with return of empty cases, repacking, re-export, etc. as applicable.

## **RE-EXPORT**

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Re-export formality will require about 1 week prior to shipment re-export out of Hong Kong. In the event, the exhibitor needs the goods to be re-exported urgently, please contact our representative at the fairground for your request.

## **STORAGE CONDITION**

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The Owners/Agents forwarding goods for storage (hereinafter referred to as 'the depositor') hereby declare that they are the Owners/Agents of the goods, and in forwarding such goods for storage accept the following terms and conditions.

Goods received for storage are not insured by Agility Fairs & Events Logistics Limited (hereinafter referred to as 'The Company') and are stored entirely at the risk of the Depositor. The Company will however effect an insurance of the goods on behalf of the Depositor if requested to do so by the Depositor in writing provided that that the premium in respect of such insurance is paid or agreed to be paid by the Depositor.

The Company will not be responsible for the condition or the contents of any goods received for storage, nor for any loss of weight and damage to the said goods before or whilst being stored or remaining in storage caused by dampness, termites, burglary, theft, Acts of God, Enemies, hostilities, strikes, lockouts, riots, civil commotions, effects of climate, monsoon, tempest, lighting, earthquake, explosion, vermin, white ants, unprotected or insufficiently packing or packages, obliteration of marks, book holes, tearing of covers, bursting of bands of hoops, leakage, rust, decay, sweat, mildew, dry rot, evaporation, fumigation, accidents and /or the latent defect of the storage containers.

The Company may refuse to deliver to any person the goods deposited unless the storage charges accrued are paid.



### **HEAVY-LIFT SURCHARGES**

Our tariff is applicable for individual exhibit not exceeding **3,000 kg** per package. Individual exhibit in excess of **3,000 kg** per package will incur heavy-lift surcharge (in addition to the basic handling charge) as per the table below:

<b>Weight Per Package</b>	<b>Heavy-Lift Charges</b>
From 3,001 to 5,000 kg	<b>US\$50.00</b> per 1,000 kg (based on the total weight of the package)
From 5,001 to 7,000 kg	<b>US\$60.00</b> per 1,000 kg (based on the total weight of the package)
From 7,001 to 9,000 kg	<b>US\$80.00</b> per 1,000 kg (based on the total weight of the package)

Exhibits exceeding **9,000 kg** or dimension exceeding **L3m x W2m x H2m** per package will subject to an individual quotation when the dimensions and weights are provided.

### **ATA CARNET HANDLING FEE**

If ATA Carnet is used for temporary import, an ATA Carnet administration fee is applicable to exhibitor at **US\$50.00** per Carnet per entry or exit.

### **THIRD PARTY AGENCY'S FEE**

Only applicable if shipment is through co-loader

Third Party Agency's Fee	At cost as per outlay, minimum charge <b>US\$45.00</b> per consignment (HBL / HAWB) per exhibitor
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### **GOVERNMENT IMPORT / EXPORT DECLARATION FEES**

Declaration fee	<b>0.05%</b> of CIF Value declared
Minimum charge	<b>US\$15.00</b> per consignment per exhibitor

### **LOCAL/COURIER HANDLING SERVICES**

*(for individual exhibits not exceeding 3,000 kg)*

From collection at exhibitors' warehouse in Hong Kong to delivery exhibition stand or vice versa.

Handling Rate	<b>HK\$550.00</b> per cbm or 1,000kg whichever is the greater
Minimum	<b>HK\$800.00</b> per consignment per exhibitor

\*\* Courier delivery address will be advised subject to request

### **ON-SITE HANDLING SERVICES**

*(for individual exhibits not exceeding 3,000 kg)*

Local exhibits arriving at the venue shall be subject to the following On-Site Handling Services from arrival Exhibition Venue to delivery Booth or vice versa.

Handling rate	<b>HK\$300.00</b> per cbm or 1,000kg whichever is the greater
Minimum	<b>HK\$450.00</b> per consignment per exhibitor

### **STORAGE CHARGE**

Goods not re-exported or storage for another exhibition shall be transferred from the booth to our warehouse for temporary storage.

Handling charge	<b>US\$75.00</b> per cbm or 1,000kg whichever is the greater, minimum charge <b>US\$75.00</b> per consignment per exhibitor
Storage Fee	<b>US\$10.00</b> per cbm per week, minimum charge <b>US\$10.00</b> per consignment per week

### **FUMIGATION RULES IN HONG KONG**

For shipment that will be re-exported from Hong Kong to USA, Canada or Australia, all wooden packaging materials are required to be fumigated or treated with preservatives prior to departure. All related charges will be for the exhibitor's account as per outlay.

### **HIRE OF LABOUR ETC**

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Our rates are including unpacking and repacking on-site during normal work hours. If exhibitor requires additional labour, please contact us for quotation.

### **DANGEROUS GOODS**

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Exhibitors need to send us a special form for dangerous goods (the form will be provided upon request), and the completed forms should reach us at least 7 working days before shipment is dispatched. Additional handling surcharges will be levied and relevant charges will be quoted upon request.

Exhibitors/ agents shall be liable for the consequences of shipping such items to Hong Kong without consulting Agility Fairs & Events.

### **ADDITIONAL SERVICES**

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For additional services not listed above, an individual quotation will be given upon receipt of specific requirements

### **INSURANCE**

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We would like to advise that it is the responsibility of each exhibitor to arrange Marine (Transport) Insurance covering transport to the exhibition, during the exhibition, and the return of the exhibits to domicile, including the period the exhibits are handled by Agility Fairs & Events, and also ensure that Transport Insurance is arranged for exhibits sold locally.

Our tariff is computed on the basis of volume and weight and has no correlation with the value of exhibits, it follows that the cost of insurance cover is not included in our charges.

### **REQUEST FOR INSURANCE**

Upon written instructions, Agility Fairs & Events can offer the exhibitor insurance coverage at competitive premiums.

## **TERMS OF PAYMENT**

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**Inward** : Upon uplift of goods, prior to delivery to stand.

**Outward** : Upon presentation of invoice/prior to delivery to premises.

**All payments must be made without any deduction or deferment on account of any claim, counterclaim or offset.**

Details of our bank account:

The Hong Kong & Shanghai Banking Corporation  
Hay Wah Building Office  
Hong Kong

**Account No. 110-109097-001 (HKD)**  
**110-3-803050 (USD)**

(Remitting bank charges are to be borne by the exhibitor)

## **TERMS AND CONDITIONS**

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Agility Fairs & Events does not take any responsibility for: -

- a) Exhibits which are not allowed by the organizer or Hong Kong Customs to be sold or displayed in fair site.
- b) Any tax/duty for sold exhibits
- c) Loss of goods whilst on display at the venue

All business is only transacted in accordance with our General Trading Conditions. A copy is available upon request.

Use of Agility Fairs & Events' services – be it partly or in full – and any requirement for additional services at any time before, during or after the exhibition express orally and/or in writing and/or by conduct, implies acknowledgement and acceptance of the foregoing.