

7. FREIGHT AND SHIPPING INSTRUCTIONS

7.1 CONSIGNMENT OF EXHIBITS / MATERIALS INTO SINGAPORE

To ensure that your exhibits and materials are temporary imported into Singapore, cleared the Customs and delivered to your stand in time, the following instructions must be adhered to:

- (a) All shipments must be consigned as follows if they are being handled by the Official Freight Forwarder:

CONSIGNEE : **AGILITY FAIRS & EVENTS LOGISTICS PTE LTD**
No 7 Toh Tuck Link, Singapore 596227

FOR : **INTERPHEX ASIA 2010**

- (b) All Documents such as Bill of Lading and Airway Bill must show Agility as the consignee. (A 5% outlay commission will be imposed on all "Freight Collect" consignments)
- (c) For shipments handled by your own appointed forwarder, please ensure that they are consigned to your forwarder.

DO NOT CONSIGN SHIPMENTS TO YOUR COMPANY'S NAME, THE EXHIBITION, THE VENUE OR THE ORGANISER / SHOW MANAGER.

If you have further queries, please consult the Official Freight Forwarder.

7.2 FREIGHT HANDLING / DELIVERY AND REMOVAL OF EXHIBITS

The Official Freight Forwarder or their agent/s will make contact with each Exhibitor regarding documentation procedures and deadlines for shipping exhibits.

As the Official Freight Forwarder, **AGILITY** will provide all lifting and handling equipment in-hall as well as labour at a cost.

Please ensure that all exhibits and displays are sufficiently insured for all the stages of the Exhibition, and that all exhibits and displays are properly packed and crated with shock absorbing materials to prevent damage caused in transit and during delivery to stands and vice-versa on-site.

(a) Shipping Deadlines

The following is a schedule of deadline dates for action by Exhibitors' nominated forwarder/s and information of/action by the Official Freight Forwarder.

Arrival of films and video tapes by courier service	:	20 – 24 May 2010
Receipt of documents for sea freight consignments	:	13 May 2010
Receipt of documents for air freight consignments	:	17 May 2010
Arrival deadline for sea freight consignments to Singapore	:	10-24 May 2010
Arrival deadline for air freight consignments to Singapore	:	24-27 May 2010

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(b) **Lifting and Handling On-site**

Only **Agility** is permitted to work inside the Ballrooms as the on-site handler operating all mechanical and lifting equipment. A forwarder/ contractor/ exhibitor with goods/exhibits or items that required the aid of a mechanical lifting or handling equipment should hand them over to the Official Freight Forwarder at the freight yard or unloading bays of the Ballrooms for the delivery of such goods/exhibits or items to the Exhibitor's stand, unless such goods/exhibits or items can be hand-carried easily and safely by one (1) man. This regulation will be strictly enforced and is necessary for reasons of safety, insurance and control/co-ordination of in-hall movements.

(c) **Local Deliveries and Hand-carried Items**

Exhibits should not be sent to the Ballrooms until the stand construction has progressed sufficiently to receive them (refer to the "*Time-Table of In-Hall Operations*"). The Exhibitor and/or his representative must be present at his own stand to accept delivery of freight. The Organiser / Show Manager will not accept any delivery on behalf of the Exhibitor, nor can we be responsible for any failures in delivery. The Organiser / Show Manager will not be responsible for the safe-keeping of items which arrive in advance of the Exhibitor's staff.

It is strongly recommended that a representative of the Exhibitor, who is authorised to make decisions, should be available on site during the Build-up to facilitate any last minute requirements. This representative should also be present earlier if required to hand over or receive goods from the Official Freight Forwarders to avoid any loss or damage.

Access to the Exhibition site is restricted. Exhibitors must ensure that the delivery, loading and unloading of goods is via the bay designated by the Official Freight Forwarder. Vehicles at these loading/unloading bays will be under the supervision and direction of the Official Freight Forwarder and the Hall Owner/Exhibition Security Officers, who will see that the operation is carried out smoothly.

(d) **Delivery of Exhibits during the Build-up**

Exhibits requiring mechanical handling aid must be handed over to the Official Freight Forwarder at the freight yard or loading/ unloading bay. Exhibitors using their own freight forwarder to these areas are requested to submit their details to **Agility** on the Freight Instructions Form (Form E6) in order to facilitate co-ordination.

To avoid congestion in-hall, only small items and/or goods that can be taken out of their cases without risk of damage to the floor and Hall should be unpacked inside the Exhibition premises. For major items, Exhibitors should arrange with the Official Freight Forwarder to unpack away from the Exhibition premises and bring these items to the stand for positioning.

Exhibits should only be sent into the Ballrooms when the stand construction has progressed sufficiently to receive them. The Exhibitor and/or his representative must be present at his own stand to accept delivery of freight/exhibits. The Organiser/Show Manager will not accept any delivery on behalf of the Exhibitor, nor can we be responsible for failure in delivery, nor safe-keeping of items which arrive in advance of the Exhibitor's staff.

(e) **Delivery of Exhibits during the Exhibition Days**

Removal or delivery of exhibits and other stores *will not be permitted during the opening hours of the Exhibition days*. Such removal, delivery or replenishment of stock should only be carried out before opening hours in the morning or after closing time in the evening.

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(f) Removal of Exhibits

Should Exhibitors and their contractors/agents/suppliers wish to remove any items from the Hall, a "**GOODS REMOVAL PASS**" must be obtained from Show Manager office on-site. This applies to the Build-up, Tear-down, and Exhibition days. For removal of VCR, TV, projector, refrigerator, etc, the registration serial number/s of the unit must be provided for the "**GOODS REMOVAL PASS**" application.

In order to reduce the possibility of theft, all valuable and portable items/exhibits must not be left unattended at any time and should be removed from the Hall immediately on the evening when the Exhibition ends. Exhibitors are strongly advised to ensure that at least one member of their staff is on-site to supervise and coordinate the re-packing of their exhibits and handed over to their agents/contractors before leaving the Ballrooms. Dismantling of certain stands will commence on the evening when the Exhibition ends. All items/exhibits must be removed by the respective timings stated in the "**Time-Table of In-Hall Operations**".

7.3 STORAGE OF MATERIALS

The Organiser / Show Manager is unable to provide in-hall storage facilities for packing cases, surplus materials or other property of the Exhibitor. Arrangements for safe keeping of such items must be made with the Official Freight Forwarder. The Fire Safety Bureau (FSB) regulations prohibit surplus stores being placed behind perimeter stands and service access areas, other than those equipment needed to run the Exhibition, and those provided by the Official Contractor.

7.4 CUSTOMS AND TAX REGULATIONS

The following information is a summary of the GST regulations applicable to the import of exhibits/materials into Singapore for Exhibition purposes.

(a) Goods and Services Tax (GST)

Under the laws of the Republic of Singapore, all imports, including hand-carried items into Singapore, whether exhibits, brochures, promotional items, give-aways, or stand materials, are subject to the mandatory **7% Goods and Services Tax (GST)** as of 1 July 2007. The Customs and Excise Department of the Republic of Singapore, in their role of enforcing these laws of Singapore, requires that all imports must be covered by documentation, which shows that either GST has been paid on the said imports (where applicable) or is being deferred, if the said imports are covered by an ATA Carnet or a Temporary Import Permit or Customs Security Deposit for hand-carried items.

(b) ATA Carnet

This can cover a large cargo consignment or a simple Exhibitor's hand-carried goods, and has unlimited calendar validity. Exhibitors who wish to use the ATA Carnet should contact the International Chamber of Commerce in their respective countries regarding application procedures.

(c) Temporary Import (TI) Permit

This can cover any consignment, but has to be applied by a Singapore-based specialist agent or forwarder approved by the Singapore Customs, such as the Official Freight Forwarder. It is valid for a 21 days before and 21 days after the Exhibition.

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(d) Customs Security Deposit

All items hand-carried by Exhibitors, for Exhibition purposes, entering into Singapore via the Airport or any other entry points, must be declared with the Singapore Customs. Please approach and consult the Customs Officers stationed there, who will, upon inspection, advise the Exhibitors on the required documentation, duty and/or GST payable, or security deposit for the hand-carried items, if applicable.

Failure to do so may constitute a punishable offence under the Laws of the Republic of Singapore.

As the Organiser and Show Manager, we would strongly recommend that you engage the services of the Official Freight Forwarder, who is familiar with the Customs procedures and is also able to provide the necessary Bank Guarantee in lieu of the duty and GST payable on your exhibits, to handle all your exhibits and consignments from the arrival at Singapore port or Airport to the final departure from Singapore port or Airport.

Should you use your own freight forwarder, please ensure that your freight forwarder is familiar with the Customs and GST regulations, and is also in a position to raise the Bank Guarantee, if required.

7.5 SALE OF EXHIBITS / GOODS UNDER PERMIT WHILE IN SINGAPORE

Goods which have been imported into Singapore for Exhibition purposes under an ATA Carnet or a Temporary Import (TI) Permit have not paid GST on entry. If an Exhibitor subsequently wishes to sell all or part of any such consignment, he must engage the services of the Official Freight Forwarder, who have been authorised to both make an application to Customs for permission to do so, and to collect the GST due and pay it to the Customs Department, using prescribed methods and procedures. Otherwise, please ensure that your nominated freight forwarder is aware of the GST procedures and is capable of handling such documentation and GST payments on your behalf.

7.6 FINAL DEPARTURE OF EXHIBITS / GOODS FROM SINGAPORE AND GST REFUND

Exhibits and goods covered by ATA Carnet or a Temporary Import (TI) Permit, including those subject to partial sale while in Singapore MUST be checked and endorsed by Customs prior to departure from Singapore. Please consult the Official Freight Forwarder regarding the correct documentation procedure. *It is vital that Exhibitors complete and satisfy this customs procedure, otherwise the whole consignment will be deemed by Customs to have been disposed of in Singapore, resulting in a deduction from your deposit or bond, for duties and GST due.*

With the Customs endorsement, GST or security deposits can be refunded at the Customs Tax Refund Counter at the port or Airport, or for discharging the Bank Guarantee.

No GST refund is allowed for goods and services consumed, disposed of, or left behind in Singapore, such as accommodation, meals and beverages, car rentals, brochures, give-aways, stand materials, etc.

Please ensure that your nominated freight forwarder is aware of this regulation should you choose not to engage the service of the Official Freight Forwarder.