

# Shipping Manual



FTE ASIA EXPO 2019

SANDS EXHIBITION & CONVENTION CENTER

12th – 13th November 2019



**Kevin Watkins**

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## **OFFICIAL SHIPPING INSTRUCTIONS**

**Exhibition Freighting G.S.M. Limited** are the Sole official Freight, Customs broker and Exclusive site handling contractor for the **FTE Asia Expo 2019**.

Due to strict customs formalities, Exhibition Freighting G.S.M. Limited, working in conjunction with local partner APT Showfreight Pte Ltd, are pleased to share their International freight and Local Customs experience to ensure your exhibits reach your stand for the right date and time.

<b>Exhibition:</b>	FTE Asia Expo 2019
<b>Venue:</b>	Sands Exhibition & Convention Centre / Singapore
<b>Organizer:</b>	PPS Publication
<b>Build up:</b>	11 <sup>th</sup> November 2019
<b>Running time:</b>	12-13 <sup>th</sup> November 2019
<b>Dismantling:</b>	13 <sup>th</sup> November 2019

## **INTERNATIONAL AGENT CONTACT DETAILS**

### **Exhibition Freighting G.S.M. Limited**

Global House  
Unit 5 Station Court, Station Approach  
Borough Green, Kent TN15 8AD  
United Kingdom

**Attn: Kevin Watkins**

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[@efgsm](https://www.instagram.com/efgsm)



[Exhibition Freighting GSM Ltd.](https://www.linkedin.com/company/exhibition-freighting-gsm-ltd)



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## A) DOCUMENT DEADLINE

The following documents must be forwarded and received within the deadlines stipulated below. All information quoted on Commercial invoice & Packing List (CC IPL) Must be written in English Language, a full description of all items must be given indicating individual quantities and values and accompanied by their specific Customs Tariff heading.

- Commercial Invoice & Bill of Lading for Sea Freight
  - Commercial Invoice & Airway Bill for Air Freight
  - Commercial Invoice & Airway Bill for courier service
- 
1. Sea freight : 15 October 2019
  2. Air Freight : 18 October 2019
  3. Courier : 18 October 2019
  4. Catalogues/ brochures for Radio& Telecom Equipment : 11 October 2019

## B) FREIGHT CONSIGNMENT ARRIVAL DEADLINE

5. Sea freight : 24 – 26 October 2019
6. Air Freight : 29 – 31 October 2019
7. Courier : 29 – 31 October 2019

Shipments arriving after the above deadlines will incur late arrival surcharges

Full written pre alert, including copy AWB / BL / CC IPL / ATA CARNET must be sent within 48 Hours prior to goods arrival at destination Port / Airport. All freight must be sent on Prepaid basis, 15% outlay fee will be levied for any Freight collect shipments.

Exhibition Freightling GSM Ltd  
Attn: Kevin Watkins / FTE ASIA EXPO 2019  
Email: kevin@ef-gsm.com  
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Fax: +44 1732 886689

## C) CONSIGNMENT INSTRUCTIONS

All shipments must be sent on a "freight prepaid" basis, 15% outlay fee will be levied for any freight collect shipments

### AIRFREIGHT

#### **CONSIGNEE**

APT Showfreight (S) Pte Ltd  
10 Bukit Batok Crescent, The Spire  
#05-05, Singapore 658079  
Future Travel Experience Asia Expo 2019  
Attn: Manager in Charge  
Tel: +65 6499 8988

#### **NOTIFY**

ASPAC Aircargo Services Pte Ltd  
Attention Import Dept  
Tel: +65 654 25266

All consolidated shipments must be issued with a House Air Waybill and an accompanying Consolidated cargo / exhibitor manifest.

### SEA FREIGHT

#### **CONSIGNEE**

APT Showfreight (S) Pte Ltd  
10 Bukit Batok Crescent, The Spire  
#05-05, Singapore 658079  
Future Travel Experience Asia Expo 2019  
Attn: Manager in Charge  
Tel: +65 6499 8988

#### **NOTIFY**

As per consignee

All consolidated shipments must be issued with a House Bill of Lading and an accompanying Consolidated cargo / exhibitor manifest.

**COURIER:** All shipments must be sent on a Freight and Duty / Tax pre-paid basis. Full pre alert must be sent before dispatch to the following address. 15% Outlay fee's will be levied for any freight or duty / tax collect shipments.

APT Showfreight (S) Pte Ltd  
10 Bukit Batok Crescent, The Spire  
#05-05, Singapore 658079  
Future Travel Experience Asia Expo 2019  
Attn: Manager in Charge  
Tel: +65 6499 8988

## D) CASE MARKING / FREIGHT LABELLING (Labels available on request)

Please ensure all cases / packages are marked as follows for easy identification

FUTURE TRAVEL EXPERIENCE ASIA EXPO 2019

c/o APT Showfreight (S) Pte Ltd

Name of Exhibitor .....

Hall Number .....

Stand Number .....

Case Number .....

Dimensions .....

Gross Weight .....

## E) TEMPORARY IMPORT OF EXHIBITION GOODS

### a) Bankers Guarantee under the Temporary Import Scheme (TIS)

All exhibition goods except giveaways, brochures, samples and souvenirs will be imported under a Temporary Import Scheme and Customs cleared under a Temporary Import Bond with Singapore Customs. A Temporary Import Bond fee (T.I.B) will be levied and charged as detailed within our tariff.

Goods imported for the show can arrive 2 weeks prior to the Official start date and must be re-exported within 3 weeks after the close of show. Request to extend the temporary admission must be made in writing and will be granted on a case by case basis.

### b) ATA Carnet

Singapore is a signatory of the ATA Carnet system and exhibitors can arrange their own Temporary Import Bond (T.I.B) by their own ATA Carnet and advising prior to consigning the freight for Customs clearance on arrival.

### c) Conversion of Temporary Import to Permanent Import

Should any goods which have been Temporarily imported for the show be given away, sold, disposed or not re-exported at the close of show, will require a conversion entry to Permanent import and GST will apply and charged accordingly. Additional clearance and GST will be charged as per tariff.



**d) Permanent Importation**

Giveaways, brochures, Samples and souvenirs cannot be cleared under Temporary import and therefore must be cleared under a permanent / consumption entry. Generally, such items are Duty exempt but GST @ 7% (Goods & Service Tax) of the declared value or as appraised by Singapore Customs. 15% Outlay fee will be levied for any GST or Duty outlay.

**e) Container Detention**

Shipping lines will levy a container detention charge for containers kept in use for an extended period of time. Most shipping lines offer between 3 – 7 days free detention after the container is cleared from the Port. Prior arrangement / negotiations must be made with the shipping line if extended dates are required to keep the container for an extended period of time.

**f) Customs Sealed Containers (IMPORTANT)**

Custom seals placed on containers at the time of import should not be broken without Supervision or written permission. Unauthorised breakage of Customs red seal, may result in heavy fines and possibly jeopardise your shipment. All fines levied will be under the responsibility of the exhibitor – additional outlay fee's may also be applied.

**g) Re export shipping / disposal instructions after show**

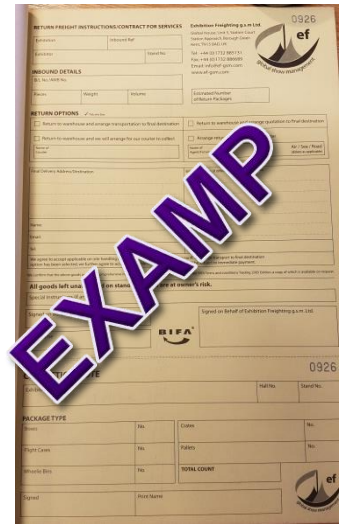
During the event, please visit the EFGSM shipping office / desk within the hall to collect / complete a return shipping instruction form. It is recommended you do this before the last day of the event to avoid long queues and busy offices... **BUT MUST BE COMPLETED BY 1200hrs on WEDNESDAY 13<sup>th</sup> November.**

Please provide your EF-GSM / Shipping representative with the following:

- a. Exhibitor Name
- b. Stand Number
- c. Business card / Contact details
- d. Return Instructions – E.g.
  - i. Please return to warehouse for my courier / forwarder to collect
  - ii. Please quote me back to the following destination
  - iii. Please co-ordinate the return via AIR, SEA or ROAD with my forwarder

You will be handed back a copy of the paper work which includes a collection slip. (As shown right >>> )

Plus some shipping labels to attach to you boxes. (Belowvvv)



Once your goods have been packed and labelled, you must return the collection slip to the shipping desk in your hall (Having completed the total number of pieces returning). This will notify the shipping team that your goods are ready to collect from the stand. It is recommended you return to the stand and wait for your goods to be collected, as the goods remain your responsibility until collected. Please note we will start collecting freight from the hall once it is safe to do so and all visitors have left.

\*\*\* EF-GSM cannot be held responsible to shipments left unattended on the stand \*\*

Please note if you are waiting for empty cases to return for re-packing. This is a process that happens throughout the evening after the event has closed, and we cannot give a guarantee by what time they will return.

Please make sure you keep a copy of your paperwork, as the reference no. is very important as this must be quoted by your courier / forwarder when you collect from the warehouse, or if you need to contact EF-GSM regarding your return shipment.

#### h) Marine Cargo Insurance

Exhibitors are reminded to ensure there is adequate Marine Insurance for their exhibit display material. Please ensure that insurance cover is taken from the time the exhibit material leaves your premises and covers whilst on stand and return through to delivery back to origin / final destination.

### i) Floor loading Capacity

Exhibition hall = 12.00 KN / m<sup>2</sup>

Based on requirements by the venue owners, all exhibits with individual nett weight of 1000 Kgs and more, the following information is to be forwarded by latest 11<sup>th</sup> October. Approval of the display item will be submitted. Only after the venue has approved the plans will your exhibit be allowed to enter the hall.

- 1) Dimensions of each individual machine
- 2) Nett weight of each machine
- 3) Functional: Whether the machine will be operated during show. If operational, then dynamic floor loading is required. Otherwise, static floor loading is required.
- 4) Footprint of all machines. Does the machine sit on a flat base, castor or legs. If Castor / legs, it is required to provide the footprint of each point of contact to floor.
- 5) Please provide technical product catalogue / drawings
- 6) Booth design layout, indicating the specific position for each machine on stand

If steel plates are required – plans must be certified by a professional engineer.

EF-GSM cannot be held liable for any un declared and non-approved items trying to gain access into the hall.

### j) Radio & Telecommunication Equipment

Please note that any such equipment that is intended for display at the show , requires approval from the Info-Communications Media Department. A copy of the product brochure or catalogue of the equipment with full technical specification, must be submitted no later than 11<sup>th</sup> October, approval request is then sent to the relevant authority.

Static display of the equipment is permissible. Any equipment that transmits radio frequency or sound waves, must be approved before import into Singapore.

Information required as follows:

- 1) Frequencies
- 2) Number of Channels being used
- 3) RF Output power
- 4) RF Band-width

All work carried out is subject to the terms and conditions of the British International Freight Association 2017 edition.  
Copy available upon request or [www.ef-gsm.com/benefits](http://www.ef-gsm.com/benefits)





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