

Shipping Manual



Future Travel Experience (FTE) APEX Asia Expo 2022
Marina Bay Sands Exhibition & Convention Centre
09th – 10th November 2022



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Exhibition Freighting G.S.M. Limited are the appointed sole official freight forwarder, customs broker and exclusive on-site handling contractor for the **Future Travel Experience (FTE) APEX Asia Expo 2022**.

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.

Exhibition: Future Travel Experience (FTE) APEX Asia Expo 2022
Venue: Marina Bay Sands Exhibition & Convention Centre, Singapore
Organizer: FTE
Build up: 08 November 2022
Running time: 09-10th November 2022
Dismantling: 10th November 2022

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: Daniel Stearman

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A) DOCUMENT DEADLINES

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 | : 17 October |
| 2. Air Freight | : 24 October |
| 3. Courier | : 24 October |
| 4. Catalogues/ brochures for
Radio& Telecom Equipment | : 14 October |

B) FREIGHT CONSIGNMENT ARRIVAL DEADLINES

- | | |
|----------------|----------------------------|
| 5. Sea freight | : 24-26 October |
| 6. Air Freight | : 31 October – 02 November |
| 7. Courier | : 31 October – 02 November |

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.

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Attn: Daniel Stearman / FTE ASIA EXPO 2022
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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 2022
Attn: Sukiman Scotch
Tel: +65 6499 880

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 2022
Attn: Sukiman Scotch
Tel: +65 6499 880

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
FTE Asia Expo 2022
Attn: Sukiman Scotch
Tel: +65 6499 880

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 2022

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) 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.

h) Floor loading Capacity

Exhibition hall = 12.00 KN / m²

Based on requirements by the venue owners, all exhibits with individual nett weight of 1000 Kgs and more, the following information is to be received by the 17 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.

i) 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 (14 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 2021 edition.
Copy available upon request or www.ef-gsm.com/benefits**



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