



## SHIPPING MANUAL

### 12th Western Pacific Congress on Chemotherapy and Infectious Diseases 2010

2 - 5 December 2010  
Shangri-La Hotel Singapore  
Singapore

Presented by

#### **Agility Fairs & Events Logistics Pte Ltd**

Co. Reg. No. 198701172E

7 Toh Tuck Link

Singapore 596227

Tel. +65 6463 9868 • Fax +65 6467 9467

fairs-singapore@agilitylogistics.com – [www.agilitylogistics.com](http://www.agilitylogistics.com)

Contact:

**Ms Naz Yusoff**

Sales Executive

**Agility Fairs & Events Logistics Pte Ltd**

Tel. +65 6463 7968 • Fax. +65 6467 9467

[NYusoff@agilitylogistics.com](mailto:NYusoff@agilitylogistics.com)

## DEADLINES

### a. DEADLINES/SCHEDULE AT A GLANCE

Arrival of films and video tapes/discs by <b>COURIER</b>	<b>18 - 22 November 2010</b>
Copies of Bill of Lading and the Commercial Invoice and Packing List for <b>SEAFREIGHT</b> consignments	<b>11 November 2010</b>
Arrival of exhibits shipped by <b>SEAFREIGHT</b>	<b>18 - 22 November 2010</b>
Copies of Commercial Invoice and Packing List for <b>AIRFREIGHT</b> consignments	<b>15 November 2010</b>
Arrival of exhibits shipped by <b>AIRFREIGHT</b>	<b>22 - 25 November 2010</b>

### b. DOCUMENT & CONSIGNMENT DEADLINES

#### 1. **SEAFREIGHT**

We need the following documents not later than **11 November 2010**.

- 2 originals and 3 copies of Bill of Lading
- 3 copies of Commercial Invoice/Packing List
- 1 copy of Insurance Policy (if insured)

All seafreight consignments must arrive at Singapore Port by **18 - 22 November 2010**

#### 2. **AIRFREIGHT**

We need the following documents not later than **15 November 2010**.

- 2 originals and 3 copies of Airway Bill
- 3 copies of Commercial Invoice/Packing List
- 1 copy of Insurance Policy (if insured)

All airfreight consignments must arrive at Singapore airport by **22 - 25 November 2010**

**NOTE:** Singapore Customs are strict and thorough in their examination of goods. All packages can be expected to be opened and contents checked against the Combined Commercial Invoice & Packing List.

Customs fines will be imposed on the exhibitor in cases of Undervaluation, Non-declaration, and Erroneous declaration. In such cases, Agility shall not be responsible for any delay in clearance. Customs fines and extra expenses incurred shall be borne by the exhibitor. Exhibitors are therefore strongly reminded to declare the **true market value** of their goods and be extremely careful in their preparation of documents.

## **ADDITIONAL NOTES FOR SHOWS IN HOTELS / SCHOOLS:**

1. Storage of empty cases away from the exhibition venue (if no storage area is available on site) will be charged including local transportation from/return to exhibition venue.
2. Any third party's charges (not listed above) incurred will be charged at cost.
3. A 30% surcharge of the basic handling will apply for move-in and move-out between 2200hrs to 0800hrs.

### **a. COURIER CONSIGNMENTS**

All couriers must be consigned to the following address:

Consignee: AGILITY FAIRS & EVENTS LOGISTICS PTE LTD  
Level 4, 7 Toh Tuck Link, Singapore 596227  
**For: 12th Western Pacific Congress on Chemotherapy and Infectious Diseases 2010**  
Ms Naz Yusoff  
Tel. +65 6463 7968

## **SHIPPING INSTRUCTIONS**

### **CONSIGNMENT INSTRUCTIONS**

- i. All exhibition goods by **AIRFREIGHT** and **SEAFREIGHT** must be sent "Freight Prepaid" to:

Consignee: AGILITY FAIRS & EVENTS LOGISTICS PTE LTD  
7 Toh Tuck Link  
Singapore 596227  
**For: 12th Western Pacific Congress on Chemotherapy and Infectious Diseases 2010**

- ii. All exhibition goods by **COURIER** must be sent "Freight Prepaid" to:

Consignee: AGILITY FAIRS & EVENTS LOGISTICS PTE LTD  
Level 4, 7 Toh Tuck Link  
Singapore 596227  
**For: 12th Western Pacific Congress on Chemotherapy and Infectious Diseases 2010**  
Ms Naz Yusoff  
Tel. +65 6463 7968

All documents such as Bill of Lading and Airwaybill must show Agility Fairs & Events Logistics Pte Ltd as the consignee.

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

## **CASE MARKINGS**

For easy identification, all packages shall be marked as follows:

### **12th Western Pacific Congress on Chemotherapy and Infectious Diseases 2010**

c/o Agility Fairs & Events Logistics Pte Ltd

Name of Exhibitor	:	_____
Stand Number	:	_____
Case Numbers	:	_____
Gross Weight/Net Weight	:	_____
Dimensions	:	_____

## **CUSTOMS REGULATIONS**

### **BANKER'S GUARANTEE UNDER THE TEMPORARY IMPORT SCHEME (TIS) IN SINGAPORE**

Under the T.I.S., a Bank Guarantee is required by the Singapore Customs to cover the potential Goods & Services Tax (GST). Goods for exhibitions may be imported 3 weeks prior to the exhibition and re-exported within 3 weeks of the closure of the exhibition.

Request for extension of these periods must be made in writing (with reasons stated) and approval will be granted on a case by case basis.

A Bank Guarantee Fee will be charged.

As an alternative to the T.I.S., exhibitors can have their goods imported into Singapore by utilising the ATA Carnet. Please check with your local Chamber of Commerce on its application.

### **PERMANENT IMPORTATION**

#### **GOODS & SERVICES TAX (GST) ON PERMANENTLY IMPORTED GOODS**

All goods sold, disposed, or given away or not re-exported at the end of the exhibition will be subject to a GST of 7% of the CIF value.

### **INSURANCE**

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 Logistics Pte Ltd, 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.

Upon written instructions, AGILITY FAIRS & EVENTS LOGISTICS PTE LTD can offer the exhibitor insurance coverage at competitive premiums.

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

## **ADDITIONAL SERVICES**

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

## **TERMS OF PAYMENT**

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.**

Our bank account is:

Agility Fairs & Events Logistics Pte Ltd  
The Hong Kong and Shanghai Banking Corporation Ltd,  
21 Collyer Quay, #01-01 HSBC Building, Singapore 049320.  
S\$ A/C : 141-271379-001  
USD A/C : 260-319876-186  
Swift code : HSBCSGSG

For additional information or clarification, please contact us at:

**AGILITY FAIRS & EVENTS LOGISTICS PTE LTD**  
7 Toh Tuck Link  
Singapore 596227  
Telephone : (65) 6463 9868  
Telefax : (65) 6467 9467  
eMail : [fairs-singapore@agilitylogistics.com](mailto:fairs-singapore@agilitylogistics.com)  
Website : [www.agilitylogistics.com](http://www.agilitylogistics.com)  
Contact : Ms Naz Yusoff  
E-Mail : [NYusoff@agilitylogistics.com](mailto:NYusoff@agilitylogistics.com)

## **IMPORTANT**

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

Use of AGILITY FAIRS & EVENTS LOGISTICS PTE LTD's 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.

**COMBINED COMMERCIAL INVOICE & PACKING LIST**

**12th Western Pacific Congress on  
Chemotherapy and Infectious  
Diseases 2010**  
2 - 5 December 2010  
Shangri-La Hotel Singapore

NAME OF EXHIBITOR : \_\_\_\_\_

STAND NO. : \_\_\_\_\_

ADDRESS : \_\_\_\_\_

HALL NO. : \_\_\_\_\_

CONSIGNEE : AGILITY FAIRS & EVENTS LOGISTICS PTE LTD  
7 Toh Tuck Link  
Singapore 596227  
**For: 12th Western Pacific Congress on Chemotherapy and  
Infectious Diseases 2010**

TELEPHONE NO. : \_\_\_\_\_ FAX : \_\_\_\_\_

**REMARKS**

A : RE-EXPORT  
B : DISPOSED OF/CONSUMED  
C : GIVEN AWAY/SOLD

\* PLEASE TICK WHERE APPLICABLE

CASE NO.	DIMENSIONS L x B x H (cm)	VOLUME (M <sup>3</sup> )	WEIGHT (KG)		DESCRIPTION OF GOODS (IN ENGLISH)  <b>*Model &amp; serial nos. are mandatory for machineries imported into Singapore for exhibitions</b>	INTERNATIONAL HARMONIZED CODE	QUANTITY	CIF VALUE (US\$)		REMARKS				
			GROSS	NETT				UNIT VALUE	TOTAL VALUE	A	B	C		

The invoiced goods are of \_\_\_\_\_ origin and are intended for display only at the exhibition site. We declare that the information given above is **true and correct** and represent **fair market value** for the items described herein.

**(To be completed by exhibitor)**

Signed for and on behalf of \_\_\_\_\_

Date \_\_\_\_\_

Country \_\_\_\_\_

Page \_\_\_\_\_ of \_\_\_\_\_

\_\_\_\_\_  
Name in Block Letters

\_\_\_\_\_  
Authorised Signatory

**DEADLINE:**  
**4 Weeks Before Show**

**Show Name** : **12th Western Pacific Congress on Chemotherapy and Infectious Diseases 2010**

**Show Dates** : **2 - 5 December 2010**

**Show Venue** : **Shangri-La Hotel Singapore**

## FREIGHT INSTRUCTIONS

**THIS FORM MUST BE COMPLETED AND RETURNED BY EVERY EXHIBITOR**

We advise AGILITY FAIRS & EVENTS LOGISTICS PTE LTD, the Official Forwarding Agent and On-Site Installation Contractor that we shall be shipping the following for the event, and we instruct Agility Fairs & Events Logistics Pte Ltd to customs clear and deliver the goods to our stand:

No. of pieces	Description of contents	Dimensions (metres)	Weight (kg)

We also note and understand the following:

**1. DEADLINE FOR SHIPMENT**

- Arrival of films and video tapes by courier service : **18 - 22 November 2010**
- Receipt of documents for seafreight consignments : **11 November 2010**
- Receipt of documents for airfreight consignments : **15 November 2010**
- Arrival of seafreight consignments : **18 - 22 November 2010**
- Arrival of airfreight consignments : **22 - 25 November 2010**

**2. CONSIGNMENT INSTRUCTIONS**

i. All exhibition goods either by **seafreight or airfreight**, must be consigned "Freight Prepaid" as follows:

Consignee: **AGILITY FAIRS & EVENTS LOGISTICS PTE LTD**  
 7 Toh Tuck Link, Singapore 596227  
 Tel: (65) 6463 9868 / Fax: (65) 6467 9467  
 For: **12th Western Pacific Congress on Chemotherapy and Infectious Diseases 2010**

ii. All exhibition goods by **courier** must be consigned "Freight Prepaid" as follows:

Consignee: **AGILITY FAIRS & EVENTS LOGISTICS PTE LTD**  
 Level 4, 7 Toh Tuck Link  
 Singapore 596227  
 For: **12th Western Pacific Congress on Chemotherapy and Infectious Diseases 2010**  
**Ms Naz Yusoff**  
 Tel. +65 6463 7968

All documents such as the Bill of Lading and Airway Bill must show the consignee as above.

**3. INSURANCE**

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 Logistics Pte Ltd, and also ensure that Transport Insurance is arranged for exhibits sold locally.

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

We also inform Agility Fairs & Events Logistics Pte Ltd that we will be using the services of the company below to freight our exhibits from \_\_\_\_\_ (country). Name of Freight Forwarder from origin: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Tel: \_\_\_\_\_

Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Authorised by:** Booth No: \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

Tel \_\_\_\_\_ Fax \_\_\_\_\_

Signature & Date \_\_\_\_\_

Send this form to:  
**AGILITY FAIRS & EVENTS LOGISTICS PTE LTD**  
 7 Toh Tuck Link, Singapore 596227  
 Tel: (65) **6463 7968** / 6463 9868  
 Fax: (65) 6467 9467  
 Contact: **Ms Naz Yusoff**  
 E-mail: **NYusoff@agilitylogistics.com**  
 www.agilitylogistics.com