

**IAAPA EXPO ASIA 2022
8 – 10 JUNE 2022
HONG KONG CONVENTION & EXHIBITION CENTRE,
HONG KONG**

Shipping Instruction

INTRODUCTION

It's our pleasure to serve all exhibitors participating in **IAAPA EXPO ASIA 2022** in Hong Kong.

All inquiries, please feel free to contact:

APT Showfreight Limited.
31/F, Morrison Plaza,
9 Morrison Hill Road, Wanchai, Hong Kong
Tel: +852 2877 0538 Fax: +852 2877 0505
Email: jenny.yau@aptshowfreight.com
Contact: Ms. Jenny Yau

**** Only the Official Freight Forwarder is allowed to operate mechanical handling equipment like hand-push trolley, hydraulic jacks, pallet trucks, forklift, etc. inside the loading dock of the venue and inside the exhibition hall.**

DOCUMENT REQUIREMENT

- 1 copies of Airway Bill / 1 original Bill of Lading or 1 copy of Express Bill of Lading
- 1 copies of Combined Commercial Invoice & Packing List
- 1 copy of Insurance Policy (if insured)
- Original copy of ATA Carnet with + 4 Original Copy of Power of Attorney with company chop and signature (if applicable)

TIME SCHEDULE

Document Deadlines:

Seafreight	LCL: 10 MAY 2022
		FCL: 17 MAY 2022
Airfreight	17 MAY 2022
Local	20 MAY 2022

Consignment Deadlines:

Arrival of Seafreight exhibits in Hong Kong	LCL: 17 – 19 MAY 2022
Seaport		FCL: 25 – 27 MAY 2022
Arrival of Airfreight exhibits in Hong Kong	24 – 26 MAY 2022
Airport		
Collection of local exhibits in Hong Kong	30 MAY – 1 JUNE 2022

HAND CARRY ITEMS

Exhibitor may move material that can be hand-carried by one person in one trip and only allowed to access through main entrance of the hall, without the use of trolley, hand truck, or other mechanical equipment. Hand-carry items include small cartons, packages or wheeled luggage. Only full time employees of the exhibiting company will be allowed to hand-carry items and will not be permitted access to the loading dock area(s). Otherwise, labor/lifting equipment will be required for such exhibit handling and can be ordered in advance from APT Showfreight Ltd.

COURIER SHIPMENT

We strongly suggest exhibitors NOT to send any courier shipment to exhibition hall/ venue as there will be no one receiving the cargo on behalf of the exhibitors at the exhibition hall/ venue. It may cause unnecessary cargo loss or delay.

CONSIGNMENT INSTRUCTIONS

All Master Airway Bill/ Bill of Lading must be consigned "Freight Prepaid" as follows, additional surcharge will be imposed for wrong consignee consignments, and a 5% outlay commission fee will be imposed for all "Freight Collect" consignments.

Consignee:

APT SHOWFREIGHT LIMITED

31/F, Morrison Plaza,

9 Morrison Hill Road, Wanchai, Hong Kong

Tel: 852 2877 0538 Fax: 852 2877 0505

Notify:

APT SHOWFREIGHT LIMITED

Tel: 852 2877 0538 Fax: 2877 0505

For: IAAPA EXPO ASIA 2022

LATE ARRIVAL

In case there is any late shipment arriving Hong Kong after the above specific deadline, a late arrival surcharge at 30% based on basic handling charge will be applied. APT Showfreight Limited will make all efforts to expedite the delivery schedule but no guarantee can be given.

PACKING

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.

CASE MARKING

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

IAAPA EXPO ASIA 2022

c/o APT Showfreight Limited

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

COMBINED COMMERCIAL INVOICE & PACKING LIST

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

While filling in the Combined Commercial Invoice and Packing List form, please take special attention to the followings:

- a. All entries must be in English Language.
- b. A full description of the item must be given. Brand name, model number, serial number and country of origin must be given of machine, computer and hi-tech equipments.
- c. All value declared/ indicated on the shipping documents must be reasonable. Problems in customs clearance may occur if the customs officer judges the declared price to be unreasonably low. "No Commercial Value" is not acceptable by the Customs.

RE-EXPORT

During the show period, representative from APT Showfreight Limited will give a 'Return shipping Instruction' form to exhibitors. Exhibitors are required to advise if the goods will be re-exported, sold or disposed for each item declared on the commercial invoice and packing list ; During move-out days, we will assist exhibitors with returning of empty cases, repacking, re-export, etc. as applicable.

Approximately, it takes 1 week time for handling all Re-export Customs formalities and vessel/ flight bookings in Hong Kong after show closed. If any exhibitor who needs the goods to be re-exported urgently, please advise APT Showfreight Limited in advance.

FUMIGATION RULES IN HONG KONG

Fumigation is not required for shipment to Hong Kong. Shipment that will be re-exported from Hong Kong contains wooden packaging materials, which are required to be fumigated or treated with preservatives prior to departure, all related charges will be for the exhibitor's account and will be quoted upon request.

DANGEROUS GOODS

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. A separated quotation will be provided upon receiving the request.

Exhibitors/ agents shall be liable for the consequences of shipping such items to Hong Kong without consulting APT Showfreight Limited.

CONTROLLED ITEMS IN HONG KONG

In case the shipment contains any controlled items by Hong Kong Government, we strongly recommend that the Combined Commercial Invoice & Packing List should be sent to APT Showfreight Limited for checking prior to the shipment departure from the country of origin.

If required, APT Showfreight Limited will apply necessary license/ permit on behalf of the exhibitors, but under no circumstances that APT Showfreight Limited can guarantee such license will be granted.

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

- 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
- Textiles, etc.

If import / re-export license is required, exhibitors are required to submit to APT Showfreight Ltd the following documents / information for application of licenses in Hong Kong **at least 30 (thirty) 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

For further details, please refer to the below web-site: <http://www.tid.gov.hk>

HIRE OF LABOUR

Our rates include outside packing material unpacking and repacking on-site during normal work hours. If exhibitor requires additional labour for stand dressing, assembly of display panels or machinery or decoration of any kind, please contact us for quotation.

ADDITIONAL SERVICES

For additional services not covered by this tariff, an individual quotation will be given upon request.

INSURANCE

It is the responsibility of each exhibitor to arrange Marine (Transport) Insurance covering transport to the exhibition, during the exhibition, till the return of the exhibits to domicile/ exhibits sold locally, including the period the exhibits are handled by APT Showfreight Limited.

This tariff is computed on the basis of volume and weight and has no correlation with the value of exhibits, no insurance coverage is included, and subject to separate quotation.

PAYMENT TERMS

Inward : Upon presentation of invoice, prior to delivery to stand

Outward : Upon presentation of invoice, prior to delivery to premises or cargo release to consignee.

All payments must be made without any deduction or deferment on account of any claim, counterclaim or offset, and all remittance bank charges are to be borne by exhibitor.

Details of our bank account:

Beneficiary Bank Name:	HSBC Hong Kong
Beneficiary Bank Code:	004
SWIFT Code:	HSBCHKHHHKH
Account Number:	813-221496-838 (USD/ HKD/EUR)
Account Name:	APT SHOWFREIGHT LTD

TERMS AND CONDITIONS

APT Showfreight Limited 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

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

Use of APT Showfreight Limited'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.

SERVICE REQUEST FORM

Please kindly complete and fax this form to:

APT Showfreight Limited

31/F, Morrison Plaza, 9 Morrison Hill Road, Wanchai, Hong Kong

Contact: Ms Jenny Yau

Tel: (852) 2877 0538 Fax: (852) 2877 0505 Email: jenny.yau@aptshowfreight.com

Document & Consignment Deadlines in Hong Kong

Document Deadlines:

Seafreight	LCL: 10 MAY 2022
		FCL: 17 MAY 2022
Airfreight	17 MAY 2022
Local	20 MAY 2022

Consignment Deadlines:

Arrival of Seafreight exhibits in Hong Kong Seaport	LCL: 17 – 19 MAY 2022
		FCL: 25 – 27 MAY 2022
Arrival of Airfreight exhibits in Hong Kong Airport	24 – 26 MAY 2022
Collection of local exhibits in Hong Kong	30 MAY – 1 JUNE 2022

Item No.	Description of Exhibits	Gross Weight (kg)	Dimensions L x W x H (cm)	Bare or Packed

(Please tick the box)

INWARD <input type="checkbox"/> OUTWARD <input type="checkbox"/>	1.	To arrange transportation from the following address / country delivery to booth or vice versa: Address: _____ Country: _____ Contact: _____ Tel: _____ Fax: _____ E-mail: _____
<input type="checkbox"/>	2.	To arrange transportation from arrival fairground of the venue upto booth or vice versa
<input type="checkbox"/>	3.	Empty storage the packing materials during the show period

Note:

- Individual exhibits exceed 2,000 kg per package or dimension exceeding L3m x W2m x H2m per package; we may have to conduct a cargo survey to facilitate our logistics planning.
- 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, during the period the exhibits are handled by APT Showfreight Limited, and also ensure that Transport Insurance is arranged for exhibits sold locally.

Company Name:					
Contact Person:		Tel:		Fax:	

(If your exhibits' details exceed one page, please make a copy for continuation)

2022 年 IAAPA 亚洲博览会

2022 年 6 月 8 - 10 日

香港会议展览中心

香港

运输指南

简介

很荣幸能为即将在香港举办的 **2022 年 IAAPA 亚洲博览会** 的展商提供展品运输服务。

如有咨询，请联系：

APT Showfreight Limited.
31/F, Morrison Plaza,
9 Morrison Hill Road, Wanchai, Hong Kong
Tel: +852 2877 0538 Fax: +852 2877 0505
Email: jenny.yau@aptshowfreight.com
Contact: Ms. Jenny Yau

**** 只有大會指定之货运公司才允许於卸货区和展馆内操作机械搬运设备，如手推小车、液压车、液压千斤顶、地狗、液压搬运车、叉车等。**

文件要求

- 空运单 复本一份 / 海运单 正本一份 / 电放提单 复本一份
- 装箱单发票一份
- 保单复本一份（如有）
- ATA 单证册 正本 + 加盖公章及签字的 ATA 授权书四份 （如使用 ATA 单证册）

时间要求

文件截至时间：

海运	拼箱: 2022 年 5 月 10 日 整柜: 2022 年 5 月 17 日
空运	2022 年 5 月 17 日
本地	2022 年 5 月 20 日

货物截至时间：

海运（香港码头）	拼箱: 2022 年 5 月 17 - 19 日 整柜: 2022 年 5 月 25 - 27 日
空运（香港机场）	2022 年 5 月 24 - 26 日
香港本地	2022 年 5 月 30 日 - 6 月 1 日

手提物品

展商可以自行携带物品通过展商出入口进馆，不得使用小推车，手动叉车或者其他机械装置。手提物品限于：小纸箱或者行李箱。只有展商方被允许携带展品进馆。所有通过卸货平台的操作，所需人力机力可提前向 APT SHOWFREIGHT LIMITED 预订。

快递

强烈建议展商不要通过快递发运展品至展馆，因为展馆是没有收货人的，由此可能导致展品遗失或是延误。

发运指示

所有展品必须以“**运费预付**”发运并必须按下列要求显示收货人。若展品以“运费到付”发运，我司将收取运费百分之五的垫付附加费。若因收货人资料错误而产生额外费用，我司将另外收取。

Consignee:

APT SHOWFREIGHT LIMITED

31/F, Morrison Plaza,

9 Morrison Hill Road, Wanchai, Hong Kong

Tel: 852 2877 0538

Fax: 852 2877 0505

Notify:

APT SHOWFREIGHT LIMITED

Tel: 852 2877 0538

Fax: 2877 0505

For: IAAPA EXPO ASIA 2022

晚到附加费

如展品于指定日期之后到达香港，我司将收取基本运输费之百分之三十(30%)的晚到附加费。对于晚到货，我司会尽全力在展览会开幕之前将展品运至展台，但是不能给予任何承诺。

包装

强烈要求展商使用坚硬牢固的能承受起国际长途运输外包装材料，并方便拆箱装箱。对于主要的展品，我们建议使用可循环包装，以避免在运输途中包装破损后需要进行修补或者重新制作。

箱唛

为了方便识别，所有货物外包装上必须印上如下唛头

IAAPA EXPO ASIA 2022

c/o APT Showfreight Limited

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

装箱单发票

请使用附件模板的装箱单发票。请查收如下填写注意事项：

A、 必须以英文填写

B、 必须提供展品详细拼命。对于机械、电子、高科技产品，需要提供品牌、型号、序列号、原产国。

C、 申报货值必须合理。海关有权对其认为价值不合理的货物重新估值，有可能会有罚款或导致延误。不接受“无商业价值”。

复出口

展会期间，我司会派发一份“回运指示”给各展商，展商需根据原有的展品清单向我司阐明展品的处理方式，如回运、消耗或散发等，以便我们在展览结束后安排展品的回运，如返还空箱，协助展商复包装，出口等等。

一般来讲，复出口手续大约在展会结束后 1 周完成。如展商有加急要求，请事先联系 APT。

熏蒸要求

进口香港不强制要求熏蒸。如在复出口货物中有木制包装，则需要在离港前进行熏蒸，所有费用将根据客户要求报价收取。

危险品

展商需提交危险品报告（格式供索取），截至时间：货物到达之前 7 个工作日。针对危险品，有单独报价。

如未事先通知/咨询 APT 而私自发运危险品至香港，则展商/代理风险自担。

香港受管制物品

为了避免因展品中含有受香港政府管制的物品而导致被扣留，我们强烈建议展商在从所在国发运展品前将展品清单/商业发票和装箱单传真或电邮至我司以备提前检查确认。如需许可证，APT 可以代为申请，但不保证一定能获得批准。

根据香港海关条例，下列物品进/出口香港及经香港转运时需要办理许可证：

- 动物，鸟类，爬行动物以及他们的某些组成部分，濒临灭种的动植物种类。
- 受管制的化学物
- 受管制的药品
- 应纳税品：蒸馏酒，烟草，烃油以及甲醇
- 新鲜/冷藏肉类
- 光盘制作或复制设备
- 无线电传播设备
- 有战略意义的/高新科技/通信类的商品
- 车辆
- 纺织品，等等。

如果需要进口/再出口许可证，展商必须在货物发运日期 **30 天**之前向我司提供如下单据/信息

- a. 产品目录/商品的小册子
- b. 产品原产地/国签发的出口许可证
- c. 原产地证书以及健康证明书
- d. 商业发票和正表的装箱单 / 展品清单

想了解更多详情，可以登陆以下的网址：<http://www.tid.gov.hk>

工人雇佣

我司报价包含于正常进出馆工作时段内的外包装拆/装费用。如需额外工人装修站台、组装设备等，请联系我司进行报价。

其他服务

如需报价未列之服务，请联系我司进行报价。

保险

展商需自行投保，保险范围需要涵盖展品从始发地发运到目的地，展会期间保险，直至展品送回到发运地或者展品在当地售卖后的收货点，包括展品在安普特物流有限公司操作期间的保险。由于我司的报价是根据货物的体积或重量计费的，与货物价值无关，因此不包括保险费用。

支付条款

来程费用 : 提交账单之后, 送货上展台之前。
回程费用 : 提交账单之后, 货物退运至目的地之前。

所有费用不得因任何索赔, 反索赔或补偿而减除或延期支付, 所有的银行汇款手续费由展商承担

展商可通过银行汇票或电汇至我公司账号:

收款行名称: HSBC Hong Kong
收款行编号: 004
SWIFT 地址: HSBCHKHKKH
收款人帐号: 813-221496-838 (USD / HKD/ EUR)
收款人名称: APT SHOWFREIGHT LTD

公司条款

安普特物流有限公司不会负责-

- a) 任何被主办单位或香港海关拒绝于展览会售卖或陈列之展品
- b) 任何展品售卖之税项

所有业务根据我们的“标准贸易条款”执行, 全文供索取。

在展览前、期间或展览后, 无论全部或部分使用我司的服务, 无论以口头、书面或行为方式所提出的额外服务要求, 都表示您已清楚并接受上述各项条款。

服务需求表格

请填写完整并传真表格至:

APT Showfreight Limited

31/F, Morrison Plaza, 9 Morrison Hill Road, Wanchai, Hong Kong

Contact: Ms Jenny Yau

Tel: (852) 2877 0538 Fax: (852) 2877 0505 Email: jenny.yau@aptshowfreight.com

文件截至时间:

海运

拼箱: 2022 年 5 月 10 日

整柜: 2022 年 5 月 17 日

空运

2022 年 5 月 17 日

本地

2022 年 5 月 21 日

货物截至时间:

海运 (香港码头)

拼箱: 2022 年 5 月 17- 19 日

整柜: 2022 年 5 月 25 - 27 日

空运 (香港机场)

2022 年 5 月 24- 26 日

香港本地

2022 年 5 月 30 日 - 6 月 1 日

序号.	品名	毛重(公斤)	尺寸 (长宽高cm)	是否裸装

(请选择、填写)

<input type="checkbox"/> 进馆 <input type="checkbox"/> 撤馆 <input type="checkbox"/>	1.	需要安排自下列地址提货至展位/展位提货送至下列地址: 地址: _____ 国家: _____ 联系人: _____ 电话: _____ 传真: _____ 电邮: _____
<input type="checkbox"/>	2.	需安排展馆卸货区卸货至展位/展位提货至展馆装货区
<input type="checkbox"/>	3.	展会期间空箱储存

注意事项:

- 1) 单件展品重量超过2000公斤或尺寸超过长3米*宽2米*高2米, 我司有可能需要根据实际情况调整运输方案。
- 2) 展商需自行投保, 保险范围需要涵盖展品从始发地发运到目的地, 展会期间保险, 直至展品送回到发运地或者展品在当地售卖后的收货点, 包括展品在安普特物流有限公司操作期间的保险。

公司名称:					
联系人:		电 话:		传 真:	

(如一页不够填写, 请自行复制)