



**IAAPA EXPO ASIA 2020
9 – 11 JUNE 2020
The Venetian Macao
Shipping Instruction**

INTRODUCTION

It's our pleasure to serve all exhibitors participating in **IAAPA EXPO ASIA 2020** in Macau.

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 APT Showfreight Ltd 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 Commercial Invoice & Packing List
- Original copy of ATA Carnet + Copy of Power of Attorney with company chop and signature (if applicable)
- 1 copy of container / consolidation manifest (for consolidated / containerized sea / air shipment)
- 1 copy of Insurance Policy (if insured)

TIME SCHEDULE

Deadlines for Transshipment via Hong Kong to Macau (Only for LCL shipment & Air shipment)

Document Deadline	14 MAY 2020
Arrival of Seafreight exhibits in Hong Kong Seaport	21 – 23 MAY 2020
Arrival of Airfreight exhibits in Hong Kong Airport	21 – 23 MAY 2020

Deadlines for Direct shipment to Macau seaport (Only for FCL shipment)

Document Deadline	14 MAY 2020
Arrival of Seafreight exhibits in Macau Seaport	28 – 30 MAY 2020 (Please apply the additional container free demurrage and detention period upto 8 JUNE 2020)

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.

Transshipment via Hong Kong to Macau (Only for LCL shipment & Air shipment)

Consignee:

APT SHOWFREIGHT LTD

31/F MORRISON PLAZA, 9 MORRISON HILL ROAD, WANCHAI, HONG KONG

TEL: 2877 0538 FAX: 2877 0505

Notify Party:

SAME AS CONSIGNEE

Direct shipment to Macau seaport (Only for FCL shipment)

Consignee:

TO BE ADVISED

Notify Party:

TO BE ADVISED

LATE ARRIVAL

In case there is any late shipment arriving Hong Kong / Macau 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.

CASE MARKING

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

IAAPA EXPO ASIA 2020

c/o APT Showfreight Limited

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

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.

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 at least one-week time for handling all Re-export Customs formalities and vessel/ flight bookings in Hong Kong / Macau 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 / MACAU

Fumigation is not required for shipment to Hong Kong / Macau. Shipment that will be re-exported from Hong Kong / Macau 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 / Macau without consulting APT Showfreight Limited.

CONTROLLED ITEMS IN HONG KONG / MACAU

In case the shipment contains any controlled items by Hong Kong / Macau 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 / Macau, import/ re-export license from the Hong Kong / Macau Government is required for transshipping the followings items in Hong Kong / Macau: -

- 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 / Macau 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, 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 / Macau **at least 14 (fourteen) 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> and <http://www.customs.gov.mo>

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
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 / Macau 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

Deadlines for Transshipment via Hong Kong to Macau (Only for LCL shipment & Air shipment)

Document Deadline	14 MAY 2020
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Seaport		
Arrival of Airfreight exhibits in Hong Kong	21 – 23 MAY 2020
Airport		

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Seaport		

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

(Please tick the box)

<input type="checkbox"/> INWARD <input type="checkbox"/> OUTWARD	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:

- 1) 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.
- 2) 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)