

## **SHIPPING INSTRUCTIONS**

### **A. ARRIVAL DEADLINES**

To ensure the timely delivery of your exhibits customs cleared to the exhibition site to coincide with the move-in schedule, all shipments must arrive by the following dates:-

|                     |         |                             |
|---------------------|---------|-----------------------------|
| Seafreight          | Latest: | -14 days before exhibition- |
| Airfreight          | Latest: | -10 days before exhibition- |
| Films & Video Tapes | Latest: | -30 days before exhibition- |

Any cargo arriving after the above dates will be subject to a late arrival surcharge of not less than 25% of the handling charge.

Due time constraint we may not have sufficient time to process your documents for temporary importation and as such your shipment will be treated as a permanent import incurring duty and taxes which will be passed on.

### **B. CONSIGNEE INSTRUCTIONS**

All cargo forwarded to Malaysia by either sea or air must be consigned Freight Prepaid to:

Name Of Exhibition: - **NAME OF EXHIBITION** -  
c/o R. E. Rogers (Malaysia) Sdn Bhd  
No. 7 Jalan Juru Odit U1/76  
Taman Perindustrian Batu Tiga  
40000 Shah Alam Selangor, Malaysia

|                    |            |   |                                    |
|--------------------|------------|---|------------------------------------|
| Port Of Discharge: | Seafreight | - | Port Klang                         |
|                    | Airfreight | - | Kuala Lumpur International Airport |

### **C. FREIGHT CHARGES**

Unless agreed otherwise all cargo forwarded by either sea or air must be shipped freight prepaid. Any consignments arriving Malaysia on a freight collect basis will be subject to an intervention charge of 10% which will be levied to the freight cost and payment will have to be made prior to delivery of goods to the exhibition stand.

D. **PRE ADVISE OF SHIPMENT**

It is essential to fax us at 03-5510 6296 details of shipment prior to despatch. We will require the following information:

**Seafreight**

Estimated Date of departure  
Estimated Date of arrival Port Kelang  
Bill of Lading number  
Vessel Name  
No. of pieces  
Meter cube / kilos

**Airfreight**

Estimate date of departure  
Estimate date of arrival KL Int Airport  
AWB No  
Flight No  
No. of piece  
Kilos

E. **DOCUMENTATION**

So as to arrange customs clearance on your behalf, with minimal delay we will require the following documents:

|            |  |
|------------|--|
| Seafreight | 2 original & 2 copies of Bill Of Lading<br>1 original & 7 copies of Invoice/Packing List<br>1 original & 1 copy of Insurance Certificate |
| Airfreight | 1 original & 7 copies of Invoice/Packing List<br>1 copy of Insurance Certificate   |

It would also greatly assist if you would also supply where available a copy of your Descriptive Brochure covering the items as invoiced.

The required documents should be forwarded by air courier to reach us, not later than 7 days prior to the arrival of shipment at either Port Klang or Kuala Lumpur Int'l Airport.

We would also ask that you take note of item no. L of these instructions.

All invoices/Packing List should be made out to:

Name of Exhibition: - **NAME OF EXHIBITION** -  
c/o R.E. Rogers (Malaysia) Sdn Bhd  
No. 7 Jalan Juru Odit U1/76  
Taman Perindustrian Batu Tiga  
40000 Shah Alam Selangor, Malaysia

E. **DOCUMENTATION (Continued)**

There will be two (2) methods of importation, details as follows:

1. **PERMANENT IMPORT**

This will apply to all items that will remain in Malaysia whether consumed, destroyed, given away or donated, display material, stand fittings, posters etc.

There is no customs exemption for exhibitions and as such all goods in this category will be imported duty and taxes paid, which will be debited to you by official receipt. When invoicing goods in this category give **A REALISTIC CIF VALUE IN MALAYSIAN RINGGIT.**

We recommended that you do not ship foodstuffs or any form of beverage and suggest that you purchase your requirements locally.

2. **TEMPORARY IMPORT**

This covers all items that will be exported after exhibition and these must be covered by a Bank Guarantee.

Items imported under this method cannot be disposed of, ie., sold, donated, destroyed, without prior permission of Customs. When invoicing goods in this category give **A TRUE CIF VALUE IN MALAYSIAN RINGGIT.**

Your goods must be invoiced separately in either of the above categories. **DO NOT** mix both categories together on the same invoice.

All invoices must bare an **ORIGINAL SIGNATURE** and show country of origin together with method of import ie., “The goods on this invoice are of (country of origin) and are for (temporary)/(permanent) import for the purpose of this exhibition.

To assist, we have included a copy of our own combined Invoice/Packing List which may be reproduced as necessary but please ensure that every copy has an original signature and endorsed with your company stamp.

F. **ATA CARNET**

ATA Carnets are accepted in Malaysia and exhibitors are urged to use this documents as an alternative to the use of your Invoice and our Bank Guarantee, and as such, reduce your costs if high value items are to be exhibited. Please ensure however the exhibits listed in the Carnet will be re-exported at the close of the exhibition, as Malaysian Customs do not allow items to be imported into Malaysia on a permanent basis originally cleared on a Carnet. In addition to the Carnet we should also receive a packing list covering the items as listed in the Carnet. This will greatly assist customs at the time of examination.

G. **CUSTOMS EXAMINATION**

Malaysian customs are through in there examination on previous exhibitions every case has been opened and the contents have been carefully checked against the invoice/packing list.

We would strongly recommend that at the time of preparing documentation that you ensure that the invoice/packing list tie up with the contents of your packed cases.

Please note that Malaysian Customs will impose fines should undeclared or under declared items be found. All such charges will be passed back to the exhibitor.

H. **CASE MARKING**

All cases and packages must be clearly marked as follows:

Name Of Exhibition :  
Hall No./Stand No :  
Exhibitor/Co's Name :  
Stand Number :  
Case Number :  
Measurement :  
Gross & Nett Weight :

DO NOT MIX temporary and permanent imports together in one case as this can cause delays in clearance and examination and will incur extra charges. All cases must show import status i.e., Temporary or Permanent.

I. **WEIGHT AND HEIGHT RESTRICTIONS**

Due to size and weight restriction in the exhibition hall, exhibitors and their appointed agents should take special note to ensure that no individual case exceeds a dimension of 2.50 x 6.00 x 2.00m and a weight of 2000 kilos.

Should it be necessary to ship cases in excess of the above, then please fax us immediately with full specification and also stand location we will then undertake a feasibility study and advise you accordingly.

Please take note that R. E. Rogers are unable to take any responsibility if exhibits are unable to be placed on stand if the above has not been adhered to.

We would also draw your attention to the notes in the exhibitor manual as issued by the organizer.

J. **PACKING**

We cannot put too much emphasis on the importance of all packing being of the highest standard. All cases and packages should be constructed to withstand extensive handling and where required repacking. We would advise against the use of cardboard cartons and strongly recommend for main display and exhibits that bolted returnable type cases are used. While initially they may be expensive we know from experience that short cuts can prove to be false economy.

K. **FILMS & VIDEO TAPES**

All films and video tapes to be shown at the exhibition must first be cleared by the Malaysian Censorship Board. We will be happy to arrange this on your behalf, but please note that they must arrive Malaysia not later than one month before opening of the exhibition.

These items should be sent to us by air courier service. Consignee instructions are the same as item B, however please ensure that a pre alert fax is sent to advise us of despatch so that we are able to monitor arrival.

L. **NATURAL PRODUCTS**

(Beauty & Personal Care, Herbs & Medicinal Vitamin/supplements, Organic Food and Beverages)

There are strict laws in Malaysia re the importation of these products.

Should you wish to exhibits such we would please ask that you contact us **30 days before the exhibition** giving us full details of the product and shipment size we will then approach the relevant authority and obtain guidelines and if importation will be permitted.

Please note that we will not be able to clear your shipment into Malaysia if the above has not been adhered to.

The presents of your shipment in Malaysia does not ensure that importation will be permitted and it could be shipment will have be re-exported to the country of origin or destroyed. All such charges will be for the exhibitors account therefore if you are in any doubt re the status of your product we would please ask that you contact us for clarification.

M. **COURIER SHIPMENTS**

We would discourage the use of Courier Service for the despatch of your material to the exhibition except Video Tapes, item no. K of these instructions refer.

Should shipment arrive by courier they will be handled by the courier company as follows:

a. **Brochures/Catalogues – Permanent Importation – Non Dutiable**

These are delivered to our office. We will then re-deliver to you at the exhibition site. A fee of US\$60.00 will apply.

b. **Exhibits & Displays – Customs Dutiable**

These will only be delivered to our office after customs duty has been paid. We would advise that we are unable to clear these under our bank guarantee and will only accept shipment upon confirmation from the exhibitor that duty and taxes will be paid prior to delivery exhibition site.

All charges as incurred from the courier company will be passed back at cost along with 10% to cover advance and in addition a fee of US\$60.00 will apply.

R.E. ROGERS (MALAYSIA) accepts no liability or responsibility for shipments sent by courier and have no involvement in or influence with customs clearance.

N. **CLOSE OF EXHIBITION**

We will return empty cases and packing material back to your stand as soon as possible after the close of the exhibition. Where repacking is required, please ensure that a representative is present to supervise this operation and that prior to this complete return freight instructions have been given to our site personnel.

O. **RE-EXPORT**

Re-export after the show may take a considerable time whilst the customs documentation is being completed. Please bare this in mind when planning further, use of your exhibits and displays. The minimum period needed to process export customs documentation is two (2) weeks. Qualified staff from R. E. Rogers (Malaysia) Sdn Bhd will be available on the exhibition site through out the exhibition tenancy to advise on all matters concerning payment of duty and re-shipment.

We will be happy to answer any questions related to the Freight Forwarding and clearance of exhibits. If you think we could be of assistance, please do not hesitate to contact us.

P. **TERMS AND CONDITIONS - INSURANCE**

These shipping instructions are subject to the standard terms and conditions of trading of R. E. Rogers (Malaysia) Sdn Bhd. All works is undertaken by us at Owner's Risk and no insurance is provided by us. Every exhibitor should make certain that all shipments are covered by a fully comprehensive insurance policy from the time of despatch from their works until returned to their works after the exhibition or until delivery to buyer or other destination.