



ROGERS
S I N G A P O R E

GENERAL SHIPPING MANUAL



1. INTRODUCTION

This shipping manual will assist you in the correct and timely dispatch of your exhibits to Singapore and should be read in conjunction with the exhibitor-kit issued by the organisers. Please do not hesitate to contact us if you require clarification on any points.

ROGERS EXPO SERVICES (SINGAPORE) PTE LTD
6 Harper Road #05-03
Leong Huat Building
Singapore 369674
Tel: 65-6846 0055
Fax: 65-6846 1376
E-mail: sales@rogers-asia.com

We wish you every success and look forward to seeing you in Singapore.

2. CONSIGNING INSTRUCTIONS (SEA & AIR)

All freight should be shipped on "FREIGHT PREPAID", and consigned as follows:-

ROGERS EXPO SERVICES (SINGAPORE) PTE LTD
6 Harper Road #05-03
Leong Huat Building
Singapore 369674
Tel: 65-6846 0055
Fax: 65-6846 1376
E-mail: sales@rogers-asia.com
For : **(Name of Exhibition)**

3. LATEST ARRIVAL DEADLINES

Please ship your goods to arrive Singapore no later than:-

Seafreight FCL & LCL	:	10 – 14 days before show date
Airfreight	:	07 – 10 days before show date
Video (via courier)	:	14 days before show date

8. FILMS, VIDEOS - CENSORSHIP

All videotapes and films (including video CDs and laser discs) are subject to the censorship clearance of the Media Development Authority (MDA) before they are allowed for public viewing. Therefore, the films /videos/discs must be sent by courier service to arrive ROGERS EXPO SERVICES (SINGAPORE) PTE LTD, Singapore at least 2 weeks before the start of the exhibition.

To apply for exemption from censorship of video tapes/discs, please complete the enclosed "C" Form and for declaration of CD-Rom, please complete the "E" Form & fax these forms together with your pre-alert fax to us. Approved Form "C" from MDA should accompany the videotape upon entry into Singapore. For handling charges please refer to our tariff.

9. HAND-CARRIED EXHIBITS

It is an offence under Singapore Customs regulations not to declare personal belongings or exhibits with a total value of S\$400.00 or above. All goods imported into Singapore are subject to Goods & Services Tax (GST), which must be paid at the time of import at the various entry points. Exhibitors who hand-carry their exhibits are required to declare their goods at the Customs checkpoints and make the necessary tax payment before they are granted entry.

Alternatively, if you have high value goods of a returnable nature that you wish to hand-carry, we suggest that you obtain an ATA Carnet from your local Chamber of Commerce.

10. PERMANENT IMPORTATION

All goods imported into Singapore are subject to GST when sold, consumed, distributed, disposed, donated or given away in Singapore. The GST is based on the CIF value indicated on the invoice and is subject to the Customs & Excise final appraisal of the imported goods value. Brochures, pamphlets, newsletters, advertising material and give-aways of any kind will automatically be imported for local consumption with GST paid upon import. GST paid is not refundable.

11. TEMPORARY IMPORTATION

There are two options available to exhibitors in obtaining GST and duty exemption for those exhibits entering Singapore for display and subsequently re-exported.

(i) **ATA Carnet:-**

Singapore Customs are a signatory to the ATA Carnet system and exhibitors may use this document when shipping their goods. Shipments covered by ATA Carnets are exempt from payment of any tax or duties for the period of temporary importation.

However, goods indicated in the ATA Carnet must be re-exported after the show. You are therefore **reminded** not to include any goods which are **NOT** intended to be **re-exported** in the ATA Carnet.

(ii) **Temporary Import Bond raised by Rogers Expo Services (Singapore) Pte Ltd:-**

Rogers Expo Services (Singapore) Pte Ltd can provide a Bank Guarantee on your behalf for exhibition goods under "temporary import". This procedure involves raising a bank guarantee to customs to cover the potential (Goods & Services Tax) GST/Duty liability.

The maximum term for temporary importation under guarantee is six weeks (3 weeks prior to exhibition show opening date and 3 weeks from the show closing date). It is possible for the Temporary Import period to be extended beyond the granted six weeks providing that:

- (i) Prevailing GST is paid based on the Customs assessed value, allowing the first term of import to be cancelled.
- (ii) A letter is supplied by the exhibitor giving valid reasons for keeping their exhibits in Singapore. This request will be presented to customs and, if approved, a further period may be granted prior to final clearance instructions relating to sale, re-export or transfer to another exhibition. Any extensions granted are strictly at Customs' discretion.

12. PROHIBITED / RESTRICTED / CONTROLLED GOODS
PLEASE DO NOT SHIP WITHOUT OUR PRIOR APPROVAL

The following categories of materials are prohibited, restricted or controlled and require special documentation and/or clearances prior to importation. Please supply us with details of your goods so we can advise you of the import paperwork required for the different types of products. On no account are the following products to be shipped without checking with us in advance.

- | | | |
|-----------------------|---|---|
| Prohibited | - | Crossbows, chewing gums and pornographic materials |
| Restricted/Controlled | - | Arms and explosives, fireworks, military equipment, toy guns/arms |
| | - | Telecommunication / transmitting equipment |
| | - | Radiographic equipments |
| | - | Motorised Vehicles |
| | - | Foodstuff & Beverage products |
| | - | Cigarettes & Tobacco products |
| | - | Medical/Pharmaceutical / Chemical products |
| | - | Live Animals and any products made from animal parts |

FOODSTUFF

Most food products require special import permission by the Health & Hygiene Authorities, particularly meat, fish and dairy products whether fresh, frozen or canned. Permission is granted on a case-to-case basis, and these items must be accompanied by Certificate of Origin and Health Certificate (in English) from the Government Veterinary Department of the exporting country. Please check with us for instructions and documentary requirements. Do not effect shipment without our prior approval.

All food products must be packed, documented and despatched on separate Master Airway Bills from all the other exhibition products. They will be imported based on the pre-payment of GST at the time of customs clearance. We are also able to provide special handling and storage of chilled and frozen products and these services & rates will be quoted separately upon request.

ALCOHOLIC BEVERAGES

Alcoholic beverages may only be imported on a permanent basis, and are subject to payment of duty & GST which must be paid at the time of importation. Duty rates vary depending on the alcohol percentage which will be determined by the Government's chemist from samples extracted or as determined by customs. All duties/GST paid are not refundable.

The following details must be indicated on the Commercial Invoice/Packing List:

- Number of cases/ pallets
- Number of carton per case/pallet
- Number of bottles per carton
- Number of litres per bottle
- The percentage of alcohol content
- Type of Alcoholic Beverage (e.g. wine, bourbon, vodka etc). If wine – whether still or sparkling, red or white wine. (A certificate of Age for Whiskey or Brandy must be attached to the invoice)

We strongly recommend that you do not send any alcoholic drinks/beverages as most brands are easily available in the local market.

MEDICAL/PHARMACEUTICAL/CHEMICAL PRODUCTS

Import and Export Licences are required for western medicines and traditional Chinese medicine, pharmaceutical products & chemical products.

Please note that we do not have the authority to apply for an import license, or act as importer for any pharmaceutical products on an exhibitor's behalf, even for exhibition purposes only. Those participants planning to ship product samples must have a registered pharmacy / importer holding valid licenses to clear same.

IMPORTANT NOTE:

It is the exhibitor's responsibility to ensure that their materials conform to all existing regulations regarding the import of any items regulated by the various government agencies in Singapore. The list above is not exhaustive and is subject to change at any time by operation of law. Therefore in the interest of safety, we would urge all participants to contact us for specific instructions regarding these and any other category of materials. Additional cost may be associated with these clearances, permits or licences.

In all instances, the approval of import permits/licenses is solely at the discretion of the relevant government authorities and we cannot be held responsible for their refusal to grant such permits, event if the product have already arrived in Singapore.

13. FCL CONTAINER STORAGE /DEMURRAGE

Container storage and demurrage/detention charges will be levied by the shipping lines for any containers that are held in use longer than the free period specified by them (usually 3 days from arrival of vessel). If the containers are required to be retained till a later period due to exhibitors' request to be present for unloading; for onsite storage; for subsequent re-export or any other purposes , we suggest that the exhibitors negotiate a pre-agreed demurrage rate with the shipping line at the country of origin, as any negotiation with the shipping lines in Singapore will be difficult. All such charges incurred will be billed at cost.

14. STAND LAYOUT PLANS

If you are exhibiting heavy equipment which requires the use of a forklift, truck or crane to place it in position on your stand, we ask you to supply us with scale layout drawings so we can position such items early during the build up period. Drawings should accompany your Combined Invoice & Packing List.

15. UNPACKING / REPACKING ON-SITE

We will assist you in physical unpacking and installation of exhibits, however exhibitors must supervise and be responsible for these operations. For this purpose, a representative of the company must be available on-site during the move-in period. If exhibitors arrive on-site late, or instruct us to arrange unpacking or repacking unsupervised on their behalf, we shall handle these operations only at the exhibitors risk.

Similarly, during exhibition closing, exhibitors must also supervise the dismantling and repacking of exhibits, especially for delicate or heavy equipment. When exhibits are repacked with used packing materials, the packing is regarded as no longer suitable to protect the equipment against damage/moisture compared with the original. Exhibitors shall therefore bear the responsibility for any consequences arising there from.

16. EXHIBITION CLOSING PROCEDURES & RETURN MOVEMENT

The following documents will be distributed to exhibitors before closing.

- a copy of the List of Exhibits previously submitted to customs
- a form of Instructions for Disposal of Exhibits

We will start to return empty cases to stands on the closing day after all visitors have left and as soon as the organisers permit, and will assist exhibitors in re-packing and undergoing Customs formalities. In order to ensure the closing of the exhibition can proceed smoothly, those exhibitors with heavy and oversized equipment may be required to repack their exhibits on the next day. Our on-site representative will inform exhibitors of the exact arrangements during the exhibition.

Exhibitors are requested to declare on their disposal form the number of packages, value, and weight/volume of each product within the following categories:-

- sold
- to be returned (port of destination/mode of transport)
- consumed/given away

Return consignments will be despatched on a freight 'prepaid' basis upon full payment of our handling charges in Singapore or on 'collect' terms via a shipper's disbursement. **(Please note that we are not in a position to handover any return freight to other third party agents** as temporary import guarantees are lodged in our name and customs formalities must be cancelled at the time of exportation). We will be pleased to provide you with a quotation upon request.

17. INSURANCE

As the official tariff is computed on the basis of volume or weight and has no correlation with the value of exhibits, it follows that the cost of insurance cover is not included in our charges. It is the responsibility of each exhibitor to arrange a full transit Insurance Policy covering transport to the exhibition, during the exhibition, and the return of exhibits to domicile, including the period the exhibits are handled by us, and also ensure that Transport Insurance is arranged for exhibits sold locally. Insurance shall include a waiver of subrogation against ROGERS EXPO SERVICES (SINGAPORE) PTE LTD and its agents and/or subcontractors.

Exhibitors should also bring a copy of the insurance policy to Singapore as it will be required in case we need to file a claim for damage or loss on your behalf.

18. PAYMENT TERMS & CONDITIONS OF TRADING

Companies using Rogers Expo Services (Singapore) Pte Ltd or its appointed agents will be invoiced by them for all services. Companies shipping other than by our offices or agents are advised that full payment must be received by us as follows:

Inward : Upon uplift of goods, prior to delivery to stand.
Outward : Upon presentation of invoice/prior to return of exhibits to sender.

All payment must be made without any deduction or deferment on account of any claim, counterclaim or off-set, and remitting bank charges are to be borne by the remitter.

Personal or foreign cheques are not acceptable. Payment can be made by Telegraphic Transfer to our account as follow:-

The Hong Kong and Shanghai Banking Corporation Limited,
Robinson Road P.O. Box 896
Singapore 901746
Sin Dollar A/C No: 141-101212-001
(Bank Swift Code: HSBCSGSG)

All work is undertaken at owners risk and otherwise in accordance with our terms & conditions of trading, (Copy is available upon request). Insurance is not included!