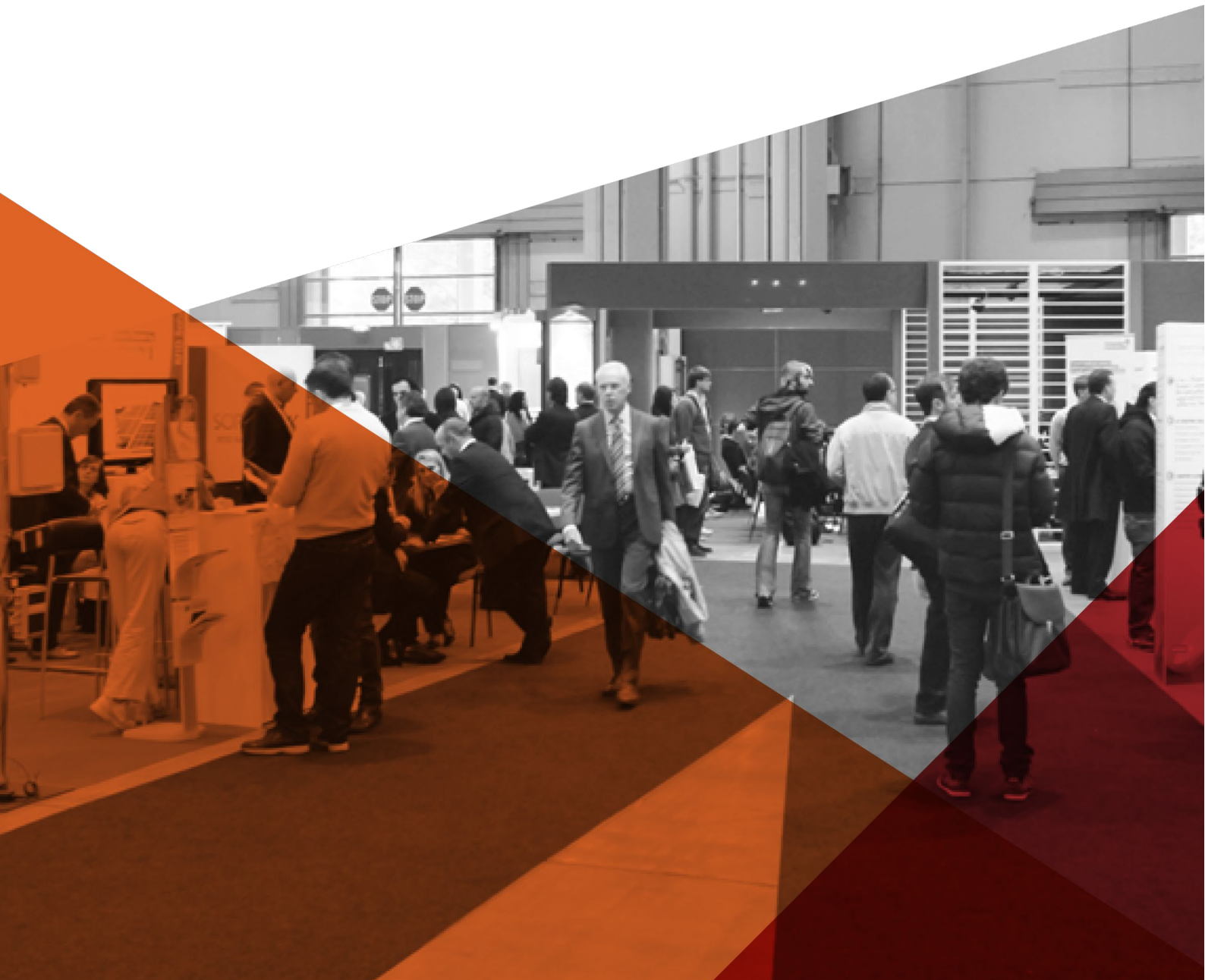




Shipping Instructions



Presented by

Agility Logistics Vietnam Co.Ltd

8Fl., 802-804 E-Town 1 Building
364 Cong Hoa st, Ward 13, Tan Binh Dist
Ho Chi Minh City, Vietnam
Tel: +84 8 38132848/49
Fax: +84 8 38122965

Contact:

Vo Thanh Vinh
Mobile: +84 908577064
Email: vovinh@agility.com

www.agility.com/fairsevents

Deadlines

Email copy of Commercial Invoice/Packing List for all shipments (LCL/FCL/AIR)	30 days before move in day
Arrival of films and video tapes/discs by COURIER	22-25 days before move in date
Final of Bill of Lading and the Commercial Invoice and Packing List for SEAFREIGHT consignments	25-27 days before move in date
Arrival of exhibits shipped by SEAFREIGHT (LCL)	10-12 days before move in date
Arrival of exhibits shipped by SEAFREIGHT (LCL) which contains censorship items	22-25 days before move in date
Arrival of exhibits shipped by SEAFREIGHT (FCL)	7-10 days before move in date
Arrival of exhibits shipped by SEAFREIGHT (FCL) which contains censorship items	22-25 days before move in date
Final of Commercial Invoice and Packing List for AIRFREIGHT consignments	25-27 days before move in date
Arrival of exhibits shipped by AIRFREIGHT	7-10 days before move in date
Arrival of exhibits shipped by AIRFREIGHT which contains censorship items	22-25 days before move in day

Document & Consignment Deadlines

Seafreight

In accordance with the Vietnam rules for the importation of exhibition goods, the Ministry of Trade MUST grant a PRE-ENTRY approval prior to entry.

To comply with this ruling and for customs conversion purpose, all exhibitors are required to submit to us copies of the Commercial Invoice/Packing List not later than **30 days before move in day**. For machines and technical equipment, please send us a copy of their catalogues for our easy custom declarations.

Special license are required for temporary import of telecommunication, medical equipment, chemical, pharmaceutical & cosmetic products and food stuff. Fax copy of detailed Commercial Invoice & Packing List, Catalogue of Exhibit and appropriate support documents are to reach us **at least 25 days prior to arrival of cargo**.

For customs clearance purpose, the following documents must REACH us by **30 days before move in day**.

- 1 original or telex release of Bill of Lading
- 1 copies of Commercial Invoice/Packing List
- 1 set of pictures and catalogues of the exhibits
- 1 copy of Insurance Policy (if insured)
- Machine floor layout (if applicable)

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A late submission surcharge at **US\$100.00** per entry per exhibitor will be applied should documents reach us later than the stipulated deadline.

All seafreight consignments must arrive at Port of HCMC by:

- LCL Shipment: 10-12 days before move in date
- FCL Shipment: 7-10 days before move in date
- LCL Shipment containing censorship items: 22-25 days before move in date
- FCL Shipment containing censorship items: 22-25 days before move in date

The height of cases which is packed in container OT must be less than 3.3m
The height of cases which is packed in container FR must be less than 2.7m

Airfreight

In accordance with the Vietnam rules for the importation of exhibition goods, the Ministry of Trade MUST grant a PRE-ENTRY approval prior to entry.

To comply with this ruling and for customs conversion purpose, all exhibitors are required to submit to us copies of the Commercial Invoice/Packing List not later than **25-27 days before move in date** . For machines and technical equipment, please send us a copy of their catalogues for our easy custom declarations.

Special license are required for temporary import of telecommunication, medical equipment, chemical, pharmaceutical and cosmetic products and food stuff. A fax copy of detailed Commercial Invoice & Packing List, Catalogue of Exhibit and appropriate support documents are to reach us **at least 25 days prior to arrival of cargo**.

For customs clearance purpose, the following documents must REACH us **25-27 days before move in date**

- 1 copy of Airway Bill
- 1 copies of Commercial Invoice/Packing List
- 1 set of pictures and catalogues of the cargo
- 1 copy of Insurance Policy (if insured)
- Machine floor layout (if applicable)

A late submission surcharge at **US\$100.00** per entry per exhibitor will be applied should documents reach us later than the stipulated deadline.

All airfreight consignments must arrive at HCMC airport by

Shipment containing general items: 7-10 days before move in date
Shipment containing censorship items: 22-25 days before move in day

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All exhibition goods by **AIRFREIGHT**, **SEAFREIGHT** and **COURIER** must be sent "Freight Prepaid" to:

Consignee:

Agility Ltd

364 Cong Hoa st, Ward 13, Tan Binh Dist
Ho Chi Minh City, Vietnam
Tel : +84 8 38132848/49

Notify Party:

Agility Logistics VN Co. Ltd

364 Cong Hoa st, Ward 13, Tan Binh Dist
Ho Chi Minh City, Vietnam
Tel : +84 8 38132848/49
Fax :+84 8 38122965
Contact : Tay Hwee Ling
Hp: +65 64639747
Email : HLTay@agilitylogistics.com

Description of Goods: Exhibition Goods for **"SHOW NAME"**

All documents such as Bill of Lading and Airway bill must show "Agility 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:

"SHOW NAME"

c/o Agility Logistics VN Co. Ltd

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

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Customs Regulations

The Vietnamese Authorities allow exhibits to be imported under **'temporary import'** basis but exhibits **must** be re-exported **within one month** from the close of the show. There is no extension permit granted by Customs.

We do not recommend that the exhibitor ship foodstuff or beverages to the exhibition and would suggest the exhibitor buy them in Vietnam. If it is essential that the exhibitor bring their own, please ensure they are packed and documented separately from the exhibits to avoid delays in the customs clearance. It should also be sent on a separate Bill of Lading or Airway Bill.

Please be guided that imported foodstuff and beverages attract very high duty rates (between 35% and 75%). No exemption will be granted.

Temporary importation of some specific products such as telecommunication, medical equipment, chemical, pharmaceutical, cosmetic products, food products, foodstuff, fresh, frozen and beverage, plants, textile & garment products are subject to special import license granted by relevant Ministries.

Exhibits subject to certain Ministry Import Licenses Application & processing fee	Will Quote Case By Case
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ATA Carnet

The ATA Carnet is not an acceptable document in Vietnam.

Temporary Importation

Cargo that is imported into Vietnam under 'Temporary Importation' is solely mean for the exhibition purpose and must be re-exported within 30 days from the closing date of the exhibition. There is no extension permit granted by Customs

Re-Export

Re-export formality will require about 3 weeks prior to the shipment to be re-exported out of Vietnam. In the event, the exhibitor needs the goods to be re-exported urgently, please notify our representative on-site.

Permanent Importation

Conversion of Temporary-Import To Permanent- Import Status

All exhibits that are brought in under Temporary Import can be sold at the exhibition. However, all relevant duties/taxes/vat must be paid at the end of the exhibition.

The buyer/local agent is responsible for the application of the import license from the Ministry of Trade. If conversion service is require, Agility will be able to facilitate in the conversion from temporary import into permanent import under Commercial trade term with full documentation and license provided by buyer and seller.

Additional Charge for Repositioning of Machines on Site

All machines are quoted base on one time positioning, any additional re-positioning of machines will be charge accordingly on site.

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At The Close of Event

It is imperative that every exhibitor has completed and signed the Return Shipping Instruction Form before they leave the exhibition. Agility will not be held responsible for any sort of loss or damage incurred due to an exhibitor not completing or signing the form correctly. If the exhibitor needs to change the number of packages returning and has failed to provide Agility with the revised instruction. Agility will not be held responsible for any such discrepancies in the piece count.

If for some reasons the exhibitor has not been able to meet with our representatives, and the exhibitor have a return shipment requirement, they should either visit our site office or contact our Agility representative at the earliest opportunity to complete their disposal instructions.

If the exhibitor has sold their exhibits to a 3rd party during the event, it is the sole responsibility of the Exhibitor thereafter and Agility will not accept responsibility for any loss or damage after this time unless otherwise specified in writing. The exhibitor must be present to oversee the collection of all Exhibits.

Disposal

Upon delivery of your goods during move in, if your cases are not required to be redelivered to your booth after the show please advise us to arrange for disposal. Fees for disposal shall be charged to exhibitors who require Agility for such service. Otherwise, we will transfer the empty cases back to storage and relevant charges will apply.

Vat On Services Rendered

All services rendered will be subject to 10% VAT as per Government's regulation.

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, 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 can offer the exhibitor insurance coverage at competitive premiums.

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 Vietnam bank account is:

AGILITY LOGISTICS VN CO., LTD
Account (VND): 001-078344-001
Account (USD): 001-078344-101
Bank name: HSBC Ho Chi Minh City Branch
235 Dong Khoi St, Dist 1, HCMC Viet Nam
(Swift code : HSBCVNVX)

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Important

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

Use of Agility Logistics VN Co. 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.

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*Document &
Consignment
Deadlines*

*Shipping
Instructions*

*Customs
Regulations*

ATA Carnet

*Temporary
Importation*

Re-Export

*Permanent
Importation*

*Additional
Charge for
Repositioning
of Machines on
Site*

*At The Close of
Event*

Disposal

*Vat On Services
Rendered*

Insurance

*Additional
Services*

*Terms of
Payment*

*Annex 1 -
Combined
Commercial
Invoice &
Packing List*

*Annex 2 -
Freight
Instructions*

Annex 1 - Combined Commercial Invoice & Packing List

NAME OF SHOW

Date
Venue

NAME OF EXHIBITOR : _____
ADDRESS : _____

STAND NO. : _____
HALL NO. : _____
TELEPHONE NO. : _____ FAX : _____

CONSIGNEE :
Agility Ltd
364 Cong Hoa st, Ward 13, Tan Binh Dist
Ho Chi Minh City, Vietnam
Tel : +84 8 38132848/49

NOTIFY PARTY :
Agility Logistics VN Co. Ltd
8Fl., 802-804 E-Town 1 Building
364 Cong Hoa st, Ward 13, Tan Binh Dist
Ho Chi Minh City, Vietnam
Tel : +84 8 38132848/49
Fax : +84 8 38122965
Contact: Vo Vinh
Email: vovinh@agility.com

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 ³)	WEIGHT (KG)		DESCRIPTION OF GOODS (IN ENGLISH) *Model & serial nos. are mandatory for machineries imported for exhibitions	INTERNATIONAL HARMONIZED CODE	QUANTITY	UNIT (PC/SET)	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



Show Name : «Show»
Show Dates : «Date»
Show Venue : «Venue»
City, Country : Singapore



4 Weeks before
show opening

Note
This Form Must Be Complete and Returned By Every Exhibitor

Annex 2 - Freight Instructions

The Organiser has appointed Agility as the official freight forwarder and site handling agent for the exhibition. Should exhibitors engage another freight forwarder, please complete this Service Form for submission to Agility to facilitate freight handling at the exhibition site.

of pieces	Description of contents	Dimensions (metres)	Weight (kg)

We also note and understand the following:

Deadlines for Shipment

Faxed copy of Commercial Invoice/Packing List	:	30 days before move in day
Arrival of films and video tapes by courier service	:	22-25 days before move in date
Receipt of documents for seafreight consignments	:	25-27 days before move in date
Receipt of documents for airfreight consignments	:	25-27 days before move in date
Arrival of seafreight consignments – LCL	:	10-12 days before move in date
– FCL	:	7-10 days before move in date
Arrival of censorship exhibits shipped by seafreight LCL)	:	22-25 days before move in date
Arrival of censorship exhibits shipped by seafreight FCL)	:	22-25 days before move in date
Arrival of airfreight consignments	:	7-10 days before move in date
Arrival of censorship exhibits shipped by airfreight	:	22-25 days before move in day

Consignment Instructions

All exhibition goods either by seafreight or airfreight, must be consigned “Freight Prepaid” as follows:

Consignee :
Agility Ltd
364 Cong Hoa st, Ward 13, Tan Binh Dist
Ho Chi Minh City, Vietnam
Tel : +84 8 38132848/49

NOTIFY PARTY :
Agility Logistics VN Co. Ltd
8Fl., 802-804 E-Town 1 Building
364 Cong Hoa st, Ward 13, Tan Binh Dist
Ho Chi Minh City, Vietnam
Tel : +84 8 38132848/49
Contact: Vo Vinh
Email: vovinh@agility.com
HP : +84 908577064

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

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

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 Logistics VN Co. Ltd

8Fl., 802-804 E-Town 1 Building
 364 Cong Hoa st, Ward 13, Tan Binh Dist
 Ho Chi Minh City, Vietnam
 Tel : +84 8 38132848/49
 Contact: Vo Vinh
 Email: vovinh@agility.com
 HP : +84 908577064