



SHIPPING INSTRUCTIONS

DSEI JAPAN 2021

19 – 21 MAY

MAKUHARI MESSE, JAPAN

Presented by :
Agility Fairs & Events UK



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Agility Fairs & Events have been appointed by the show organisers Clarion Defence as the sole official freight customs and onsite handling contractor for the **DSEI JAPAN 2021** event which will be held during **19 – 21 May, 2021** at **Makuhari Messe, Japan**.

We provide specialised freight forwarding services and transportation arrangements for exhibit materials, including on-forwarding after the event. Our main aim is to ensure that you and your show teams receive the very best freight and handling assistance in the run up to, during and after the event.

The following instructions and information have been prepared to clearly outline the requirements for smooth transport and customs clearance for your exhibits shipped to the trade show in Japan.

We appreciate your careful attention.

During the event:

Agility Fairs & Events will be available on site during the build-up & pull-down period.

Key staff will be on site and will have mobile phones; details will be provided in due course.



All business is transacted only in accordance with our General Trading Conditions. A copy of these conditions are available via this [LINK](#)



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CONSIGNMENT INSTRUCTIONS – Sea Freight

All Airfreight, Seafreight & warehouse shipments, **must be consigned FREIGHT PREPAID** as follows:

Consigned to :

Agility Ltd
NMF Kanda Iwamoto-cho Bldg. 7th Floor, 8-16
Iwamoto-cho 3-chome,
Chiyoda-ku, Tokyo 101-0032
Japan
Tel: +81-3-5821-4617
Fax: +81-3-5821-4610

Notified to :

Same as Consignee
Name of Exhibitor.....
Name of Exhibition.....
Venue.....
Hall No.....
Stand No

Please note that if you intend to ship goods which are restricted by Japanese local regulations (Eg Military or dual use items, firearms, replicas or models, food stuff, medical equipment, telecommunications equipment etc.), Please ask F&E Personnel for more details.

DOCUMENTATION for dispatch of documents (Pre-alerts)

Original documents with freight (attach to airway bill) To ensure no delays or undue inconvenience to customs clearance on arrival, it is imperative that copy of the above documents must be forwarded well in advance to the arrival of shipments to Agility F&E

Please email copies of Order Form, airway bill & pro forma invoices to:

Fax: + 44 (0) 843 227 2033

Email : dseijapan@agility.com

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Consigned to :

Agility Ltd
NMF Kanda Iwamoto-cho Bldg. 7th Floor, 8-16
Iwamoto-cho 3-chome,
Chiyoda-ku, Tokyo 101-0032
Japan
Tel: +81-3-5821-4617
Fax: +81-3-5821-4610

Notified to :

Same as Consignee
Name of Exhibitor.....
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- Ocean Bill of Lading 1 copy or Air Waybill 1 copy
- Shipping Invoice 1 copy or ATA Carnet 1 original with 1 original POA
- Packing List 1 copy
- Catalogue of Photo of exhibits 1 set
- Special Documents if any
- Form A 1 copy (if temporary import is required)

Download a copy of the **FORM A**, please click on the following [Link : FORM A](#)

Remarks :

All shipping documents should be described in **English only**.

“NO (ZERO) VALUE” is **NOT** accepted by Japanese Customs Office

Please put reasonable normal value for each item, even for consumables such as catalogue, raw materials, giveaway, etc

INSURANCE COVER

It is recommended that all exhibitors should arrange a comprehensive cover for their goods which covers shipment to the United Kingdom, the period of display and which allows either return to the country of origin or an appropriate disposal period at the conclusion of the exhibition. All transactions are undertaken subject to our General Trading Conditions.

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Airfreight shipment to NRT (Narita) Airport



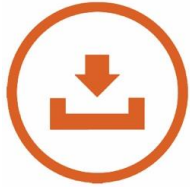
Sea freight shipment at Tokyo or Yokohama Port

Form A for temporary import consignments	Jul 23, 2019
Copies of Commercial Invoice and Packing List for SEAFREIGHT consignments	Oct 23, 2019
Arrival of exhibits shipped by SEAFREIGHT (LCL)	Oct 28 – Nov 1, 2019
Arrival of exhibits shipped by SEAFREIGHT (FCL)	Nov 2-6, 2019
Copies of Commercial Invoice and Packing List for AIRFREIGHT consignments	Oct 29, 2019
Arrival of exhibits shipped by AIRFREIGHT	Nov 7-10, 2019

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Temporary import

The venue will be bonded for DSEI Japan 2019. For goods to be re-exported after the show, import duty and taxes can be exempted with the following steps;

Submit Form A no later than Jul 25, 2019 (Thu)

Pack and ship the goods separately from consumable items / items for permanent import under separate shipping invoice, B/L or AWB.

No consumable items can be shipped with the goods for which temporary import is to be arranged. Otherwise, the temporary import cannot be arranged. Import duty and taxes must be paid in full in this instance.

All items imported temporarily for the event must be exported in full at the close of the event back to origin by Agility.

Temporary import can also be arranged on an ATA Carnet. For customs clearance with an ATA Carnet, a copy of the original POA is required.

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IMPORTANT

If exhibitors plan to send such items listed above, please inform us of the details well in advance of the shipment. Some special documents must be submitted to applicable Japanese Government authorities to obtain import permission of above goods, and it will take some time (depending on the products). So, please provide us with the details in due course.

Importation of some goods may be rejected due to its nature or local standard of harmful ingredients. To avoid any inconvenience, you must talk to our office well in advance, and must prepare required documents at the exporting countries.

As shown above, items for permanent import including consumable items must be shipped under the separate shipping invoice, B/L or AWB.

The following points are important in preparing shipping documents for **import formalities**:

- A. To make separate sets of shipping invoice, packing list and B/L or AWB for each clearance type.
- B. To describe model and serial nos. or whatsoever identifying the cargo specification.

Import of the following goods is **restricted** by Japanese local regulations and laws :
Military, Dual Use, Prohibited or Controlled Goods – subject to Japan Government authorizations – SI&T TBC

Food & Beverage	Ingredients list/Manufacturer's declaration
	Food Analysis certificate / Food Import Control
Meat Products	Animal Quarantine Control
Live Plant / Dry Flower	Phytosanitary / Plant Quarantine
Control Drugs, Cosmetics	Pharmaceutical Control
Leather, Fur, Ivory, Etc.	Cites, Washing
Convention Straw and its Products	Prohibition
Leather Shoes, Silk	Import Quota

(Continued...)

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COURIER SHIPMENT HANDLING

Do not send courier shipments addressed to exhibition hall or hotel as your shipment may not arrive on time.

“Please ensure all Shipping documents are pre checked / approved before departure from Origin”

Consignee:

AGILITY LTD

NMF Kanda Iwamoto-cho Bldg.7th Floor

8-16 Iwamotocho, 3-chome

Chiyoda-ku, Tokyo 101-0032, Japan

Tel: +81-3-5821-4617

Fax: +81-3-5821-4610

For: “(Exhibition Name)” (Exhibitor Name)

Remarks :

1. All consignments must be shipped on “Free-Domicile” basis i.e. all duties and taxes for consignments must be paid by sender in country of origin PRIOR to export.
2. Agility reserves the right to REJECT any consignment that is not duty/tax paid upon arrival at our premises in Japan.
3. An Email pre-alert must be sent to us indicating the Courier Airway Bill numbers, Courier Company, Name of Exhibition/Event, with your contact details for us to assist further.
4. Freight and other relevant charges paid by us on behalf of an exhibitor will be subject to a 15% service charge.
5. For a package smaller than 50cm X 50cm X 50cm, 25kgs, and not exceeding 20 packages.
6. 1cbm = 167kgs
7. For non-restricted commodities only.
8. Subject to Overtime and Holiday Surcharges

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CASE MARKINGS

All packages must be clearly marked and numbered as follows at least on 2 sides:

NAME OF EXHIBITOR
DSEI Japan 2019
HALL NO.
STAND NO.
Venue
C/No.
Country of Origin

PACKING

All wooden packing materials such as pallets, crates, boxes and dunnage used to support or to brace the cargo must be treated and marked prior to arrival in Japan. To certify treatment, the wood packing material must be marked with a unique graphic symbol by **IPPC (International Plant Protection Convention)**.

HAND-CARRY SHIPMENTS

Overseas exhibitors are not encouraged to hand-carry exhibits which will be subject to customs clearance on arrival. In event the exhibits are stopped at airport on arrival, exhibitors are required to handover the shipment along with the Invoice and Packing list to Customs Authorities at airport against issuance of Custody Receipt, Thereafter; handover the original Custody Receipt along with copy of invoice and packing list to us urgently for customs clearance.

HEAVY LIFTING / OVERSIZED GOODS

For all shipments requiring a crane, forklift above a 5tons capacity or exceeding dimensions 200x200x200cms, please ensure that Agility Fairs & Events are contacted prior to the goods being shipped to the show to agree on the set up date, equipment and special requirements you may need. Failing to do may result in delays and major problems onsite. Please contact us for more information.

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You can download a sample commercial invoice and packing list for use when shipping your goods to the show by clicking on the below [link](#).

[Agility F&E Commercial Invoice & Packing List](#)

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Thank you for reviewing our shipping instructions, we hope that it was helpful to you with the planning of your shipment and documents. It is our philosophy and belief that proper planning, accuracy of documents, and a proactive approach are all critical for a successful shipment to an exhibition.

As your exhibition freight forwarder, Agility Fairs & Events staff & team will be happy to assist you in all the necessary. If you have any further questions which have not been answered here, or require any other information about the show, please contact us at your convenience.

Agility Fairs & Events

ExCeL Exhibition Centre
One Western Gateway
Royal Victoria Docks
London, E16 1XL UK

Email : dseijapan@agility.com

Tel: +44 (0) 0843 227 2032

Fax: +44 843 227 2033

Terms of Payment

Inward: Upon uplift of goods, prior to delivery to stand.

Outward: Upon presentation of invoice/prior to despatch of shipments

Overseas payments to be made by Telegraphic Transfer to our bank account:

Please note that credit will only be offered if you have an active credit account with **Agility Fairs & Logistics UK Ltd.**

Bank details of Agility Logistics Ltd and Agility Fairs and Events Logistics Ltd:- Barclays Bank Plc., Level 28, 1 Churchill Place, Canary Wharf, London E14 5HP

Sort code: 20 - 19 – 90,

Swift Code: BARCGB22

GBP General Freight A/C No: 30904813, IBAN: GB63BARC20199030904813

Cheques should be payable to **Agility Logistics Ltd**

Please send all cheque payments to: **AGILITY LOGISTICS, New Potter Grange Road, Goole, DN14 6BZ**

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