



## SHIPPING INSTRUCTIONS

### FHA Horeca Asia 2020

3 - 6 March 2020  
Singapore Expo  
Singapore

Presented by

#### **Agility Fairs & Events Logistics Pte Ltd**

Co. Reg. No. 198701172E  
No 5 Changi North Way, 3<sup>rd</sup> Floor  
Singapore 498771  
Tel. +65 6500 0250 • Fax +65 6214 9592 / 6214 9593  
[fairs-singapore@agility.com](mailto:fairs-singapore@agility.com) – [www.agility.com](http://www.agility.com)

Contact:

**Ms Alice Lum/Ms Serena Kum**  
AGM (Sales) / AM (Sales)

**Agility Fairs & Events Logistics Pte Ltd**  
Tel. +65 6571 5606 / 5644 • Fax. +65 6214 9592 / 6214 9593  
[ALum@agility.com](mailto:ALum@agility.com) / [SKum@agility.com](mailto:SKum@agility.com)

**DEADLINES**

Arrival of films and video tapes/discs by <b>COURIER</b>	<b>20 - 21 February 2020</b>
Name of Carrier, Ocean BL number and copies of House BL, Commercial invoice and Packing List for <b>SEAFREIGHT</b> consignments	<b>11 February 2020</b> - General and dry food consignment <b>4 February 2020</b> - Liquor consignment
Arrival of exhibits shipped by <b>SEAFREIGHT</b>	<b>18 - 19 February 2020</b> - General and dry food consignment <b>11 - 12 February 2020</b> - Liquor consignment
Copies of Commercial Invoice and Packing List for <b>AIRFREIGHT</b> consignments	<b>12 February 2020</b> - General and dry food consignment <b>4 February 2020</b> - Food/meat products and perishables <b>30 January 2020</b> - Liquor consignment
Arrival of exhibits shipped by <b>AIRFREIGHT</b>	<b>19 - 21 February 2020</b> - General and dry food consignment <b>25 February 2020</b> - Food/meat products and perishables <b>13 - 14 February 2020</b> - Liquor consignment

**DEADLINE FOR DISPATCH OF DOCUMENTS (PRE-ALERTS)**

To ensure no delays or undue inconvenience for customs clearance on arrival, it is imperative that copy of the vessel/flight details with master air waybill / ocean bill of lading detail be forwarded well in advance before the arrival of shipments according to the stipulated deadlines above. Agility will not be responsible for any delays and any port/airport storage charges will be re-charged at cost. **For late submission of documents, a penalty fee of minimum S\$100.00 per exhibitor/consignment will be imposed.**

**Pre-alerts must be forwarded to us:**

Agility Fairs & Events Logistics Pte Ltd  
Tel. +65 6571 5606 / 5644 • Fax. +65 6214 9592 / 6214 9593  
Contact: Ms Alice Lum/Ms Serena Kum  
Email: ALum@agility.com / SKum@agility.com

\*Please note that the above is subject to 7% Goods & Services Tax (GST).

## **DOCUMENT & CONSIGNMENT INSTRUCTIONS**

### **1. SEAFREIGHT (GENERAL CARGO)**

We need the following documents,

- 1 original and 1 copy of Bill of Lading
- 1 copy of Commercial Invoice/Packing List
- 1 copy of Insurance Policy (if insured)

All seafreight consignments must arrive at Singapore Port as per our shipping deadlines (Refer to page 1)

### **2. AIRFREIGHT (GENERAL CARGO)**

We need the following documents,

- 1 original and 1 copy of Airway Bill
- 1 copy of Commercial Invoice/Packing List
- 1 copy of Insurance Policy (if insured)

### **3. AIRFREIGHT (PERISHABLES)**

We need the following documents,

- 1 original Master Airway Bill
- 1 copy of HAWB to be submitted by **4 February 2020** for advance declaration
- 1 copy of Commercial Invoice/Packing List
- 1 copy of Insurance Policy (if insured)

All airfreight consignments must arrive at Singapore airport as per our shipping deadlines (Refer to page 1)

NOTE:- Singapore Customs are strict and thorough in their examination of goods. All packages can be expected to be opened and contents checked against the Combined Commercial Invoice & Packing List.

Customs fines will be imposed on the exhibitor in cases of Undervaluation, Non-declaration, and Erroneous declaration. In such cases, Agility shall not be responsible for any delay in clearance. Customs fines and extra expenses incurred shall be borne by the exhibitor. Exhibitors are therefore strongly reminded to declare the **true market value** of their goods and be extremely careful in their preparation of documents.

(A 10% outlay commission will be imposed on all "Freight Collect" consignments).

### ***IMPORTANT!!***

**ALL GENERAL CARGO CONSOLIDATED SHIPMENTS BY AIRFREIGHT OR SEAFREIGHT MUST BE ISSUED WITH HOUSE AIRWAY BILL OR HOUSE BILL OF LADING. A CONSOLIDATION CARGO MANIFEST MUST ALSO BE PROVIDED.**

**FOR PERISHABLE CARGO WE REQUIRE ONE MAWB PER EXHIBITOR.**

**PLEASE DO NOT MIX CARGO OF DIFFERENT TEMPERATURE IN ONE MAWB**

## SHIPPING INSTRUCTIONS

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

Consignee: AGILITY FAIRS & EVENTS LOGISTICS PTE LTD  
No. 5 Changi North Way, 3<sup>rd</sup> Floor  
Singapore 498771  
**For: FHA Horeca Asia 2020**

All documents such as Bill of Lading and Air waybill must show Agility Fairs & Events Logistics Pte Ltd as the consignee.

2. COURIER CONSIGNMENTS

All courier shipments must be consigned to the following address:-

Consignee: AGILITY FAIRS & EVENTS LOGISTICS PTE LTD  
No. 5 Changi North Way, 1<sup>st</sup> Floor  
Singapore 498771  
**For: FHA Horeca Asia 2020**  
Ms Alice Lum/Ms Serena Kum  
Tel. +65 6571 5606 / 5644

### Notes:

- **All consignment 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 export.**
- **Agility reserves the right to REJECT consignment that is not duty/tax paid upon arrival at our premises in Singapore.**
- **A fax pre-alert shall be sent to us indicating the Courier Airway Bill numbers, Courier Company, Name of Exhibition/Event, your contact details for us to assist further.**
- **Freight and other relevant charges paid by us on behalf of exhibitor will be subject to a 10% service charge.**

## CASE MARKINGS

For easy identification, all individual packages (loose or palletized) shall be marked as follows:

### **FHA Horeca Asia 2020**

c/o Agility Fairs & Events Logistics Pte Ltd

Name of Exhibitor : \_\_\_\_\_  
Stand Number : \_\_\_\_\_  
Case Numbers : \_\_\_\_\_  
Gross Weight/Net Weight : \_\_\_\_\_  
Dimensions : \_\_\_\_\_  
\*Type of Storage : **Chilled or Frozen**  
\*for food/meat/perishable products

For easy identification: please **LABEL ALL PACKAGES (LOOSE or PALLETIZED)**  
**RED** for **Frozen** and **BLUE** for **Chilled**

## **PACKING**

Exhibitors are advised to provide strong packing cases for the transportation of the exhibits. The packing of the exhibits are to withstand external elements as well as movements during full transportation and handling.

For main exhibits, we recommend sturdy returnable type of cases to be used for return or onward transport. Exhibitors should also take necessary precautions against rain, especially when the return exhibits are to be packed with original packing materials. Cardboard cartons should be avoided if they are intended for return shipping. Agility will not be responsible for damages and claims arising out of improper packing.

## **IMPORTATION OF PERISHABLES / CHOCOLATES**

Airlines and airport terminals will store perishables according to instructions, therefore, please ensure that your storage requirements are prominently displayed on all documents and packages.

Airport storage charges in temperature controlled storage will be billed as per outlay from date of arrival to **27 February 2020**. For charges please refer to our tariff.

Due to Singapore's warm and humid climate, all shipment containing chocolates will have to be transferred by refrigerated trucks and stored in air-conditioned storage so as to keep the chocolates in good condition.

## **IMPORTANT**

**Please DO NOT send perishables/chocolates/candies by courier service as they do not provide cool/cold storage facilities for such consignments.**

## **IMPORTATION OF FOOD & FOOD PRODUCTS / PERISHABLES**

Importation of food & food products into Singapore is relatively stringent. All food & food products imported into the exhibition must be accompanied by a copy of **HEALTH CERTIFICATE** issued by the relevant Health Authorities in countries of origin. For more information on the importation of food, please visit AVA website [www.ava.gov.sg](http://www.ava.gov.sg)

For exhibitors intending to import any food & food products into Singapore, we suggest that you fax us a copy of your packing list **including ingredient list for food products in advance** so that we may advise you on the customs requirements to avoid any unnecessary delay in customs clearance.

## **FOR MEAT & MEAT PRODUCTS, PLEASE CHECK WITH US IF IT CAN BE BROUGHT IN.**

Note:- The Singapore Authorities working in line with the International Conventions & Exhibitions permit exhibits into Singapore on a 'temporary import' basis. However, there are some goods that cannot be imported into Singapore on a 'temporary import' basis and can only be imported into Singapore on a 'duty payment' basis (i.e. immediate payment of duty & taxes upon import in Singapore). For further information, please do not hesitate to contact us immediately.

## **IMPORTATION OF RADIO / TELECOMMUNICATION EXHIBITS**

Any radio or telecommunication equipment brought in for the exhibition must receive prior approval by the Infocomm Media Development Authority of Singapore.

A copy of the exhibit catalogue/brochure with the full specifications, together with the full details of your intended demonstrations must be submitted to us not later than **6 Weeks before show** in order for us to apply for the necessary permit with the Authority.

The static display of such equipment at the exhibition is normally permitted when approved by the Infocomm Media Development Authority of Singapore, for entry into Singapore. However, a special approval must be sought for such equipment to be demonstrated at the exhibition or within Singapore.

Such telecommunication equipment's should not be uplifted unless approval has been given and cannot be converted to permanent import unless local buyers has valid import license, otherwise equipment has to be re-exported.

FN/020719

## **STORAGE OF CHILLED / FROZEN FOOD / SEAFOOD & ALOCHOLIC BEVERAGE**

Cold storage will be made available at

**Frozen = -12°C to -25°C Or Chilled = +2°C to +10°C**

Perishable cargo of different storage temperatures combined in one Master Air Waybill **WILL NOT** be accepted. **DO NOT** mix dry, frozen or chilled food in One House Airway Bill.

The temperature requirement for frozen / chilled shipment should be clearly stated on the Master Air Waybill, whenever possible, as airlines and airport terminals will only store perishables according to written instructions.

Please ensure that **all storage requirements including storage temperature are clearly stated on all packing lists and Airway Bills.** Failing which shipment will be kept under Ambient (normal temperature) of normal warehouse and we will not be responsible for any losses and damages to the consignment.

For easy identification: please **LABEL ALL PACKAGES (LOOSE/PALLETIZED)**  
**RED** for **Frozen** and **BLUE** for **Chilled**

## **ON SITE DELIVERY/REPLENISHMENT SCHEDULE**

There will be 3 deliveries per day at 10:30am to 12:30pm, 1:30pm to 3:30pm and 3:30pm to 5:30pm on first come first serve basis. Agility reserves the right to propose an alternative date and time if all delivery slots were taken for the desired time or if submission is late. This is vital for us to better manage limited space and temperature control of the reefer container.

Exhibitors who require delivery to be done on the following day must submit their requisition to us at least 1 hour before show closes.

## **DUTY EXEMPTION & GST RELIEF**

To promote wine trading activities and help develop the wine industry, Singapore Government has exempted duty and provide GST relief for a 3 bottles of wine per label per day for each exhibitor for use at approved wine exhibition and conference events under “**BE In Singapore – BEIS**”, a Meetings, Incentives, Conventions & Exhibitions (MICE) Incentive Scheme administered by Singapore Tourism Board.

The duty exempted wine is for wine sampling within the approved premises. Please note that Duty and GST would be payable if the duty exempted wine is sold, disposed off or transferred locally, or used for any purpose other than that intended. For additional information or clarification, please contact Agility Fairs & Events Logistics Pte Ltd.

## **HAND CARRIED**

Hand carrying of wines is not recommended. Participants who will like to do so should discuss with Agility Fairs & Events Logistics Pte Ltd for more information/advice.

## **CUSTOMS REGULATIONS**

### **a. BANKER'S GUARANTEE UNDER THE TEMPORARY IMPORT SCHEME (TIS) IN SINGAPORE**

Under the T.I.S., a Bank Guarantee is required by the Singapore Customs to cover the potential Goods & Services Tax (GST). Goods for exhibitions may be imported 3 weeks prior to the exhibition and re-exported within 3 weeks of the closure of the exhibition.

Request for extension of these periods must be made in writing (with reasons stated) and approval will be granted on a case by case basis.

As an alternative to the T.I.S., exhibitors can have their goods imported into Singapore by utilising the ATA Carnet. Please check with your local Chamber of Commerce on its application.

### **b. TEMPORARY IMPORTATION (CONVERSION OF TEMPORARY IMPORT TO PERMANENT IMPORT STATUS)**

Exhibits imported under the T.I.S. but are subsequently not re-exported shall require conversion to permanent import permit.

### **c. PERMANENT IMPORTATION**

All goods sold, disposed, or given away or not re-exported at the end of the exhibition will be subject to a GST of 7% of the CIF value.

### **d. TEMPORARY IMPORTATION & GST/CUSTOMS DUTIES**

Any Customs Duties/GST applicable to shipments that are sold during the event will be for the account of the respective freight agent or direct exhibitor who engages our services.

Agility **WILL NOT** collect duties/GST from the local buyer. Therefore the exhibitor should include duties/GST in their invoice to the buyer.

An outlay fee of 10% of the paid Customs Duty/GST amount will apply as per our tariff.

### **e. CUSTOMS-SEALED CONTAINERS**

All containers sealed by customs are subject to customs supervision prior to unstuffing (excluding weekends and public holidays). Breaking of seals without permission is a serious violation of customs regulations and offenders are subject to heavy fines. Imposition of fines (if any) will be borne by the exhibitors.

## **SOLD EXHIBITS**

Charges will apply for handling from exhibition stand to venue loading bay. Please contact us for charges relating to onward services.

All duties/taxes/GST payable/disposal of debris/conversion of temporary import to permanent import fee will be for the account of the exhibitor/their appointed forwarder.

## **SPECIAL LICENSES & PERMITS**

Administrative fees will apply for application and endorsement of licenses/permits from relevant Government departments (AVA, IMDA, RPN, HPR, AEB & etc).

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### **RETURN INSTRUCTION**

It is imperative that all exhibitors complete and sign the Return Shipping Instruction. Exhibitor should either visit our site office or contact our Agility representative at the earliest opportunity to complete their disposal instructions. If there is any amendment to the return instruction, the exhibitor will have to provide Agility with the revised instruction immediately.

If the exhibitor has sold their exhibits to a 3rd party during the event it is the **SOLE** responsibility of the exhibitor to oversee the collection of their exhibits. Agility will not accept responsibility for any loss or damage.

### **CARGO HANDOVER**

Exhibitors must contact Agility to arrange for any handover of cargo. They will have to handover cargo to Agility together with Agility's Cargo Handover forms 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 forms correctly.

### **UNATTENDED CARGO AT CLOSE OF EVENT**

Complete return instructions must be provided by agent or exhibitor to Agility prior to the show opening. Failure to do so will result in transfer of consignment to Agility warehouse and any such movements will be subject to additional transportation and warehouse storage charges. Agility will also not be responsible for any missing/damage cargo that is picked up on request of the show organizer to clear the hall if cargo is not properly handed over to Agility.

### **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.

### **RE-EXPORT TIMEFRAME**

After the close of the exhibition, re-export may take at least 3 weeks from the close of the show depending on the region and space availability in airlines or shipping lines. For air freight export, it would take at least 2 weeks from close of the show. For urgent re-export, surcharges will apply, please let us know in advance.

### **MANDATORY REGULATIONS ON WEIGHT VERIFICATION**

Effective 1<sup>ST</sup> July 2016, International Maritime Organization (IMO) has made amendments to the Safety of Life at Sea (SOLAS) convention. SOLAS will require mandatory verification on the **gross weight** of all packages/pallets/containers etc.

As per regulation, verified gross mass (VGM) information will have to be accurately provided in advance to the ocean carrier. The gross weight of cargo and weight declaration mentioned on all shipping documents would require uniformity e.g. If the gross weight of cargo is 500kg, the same should be reflected on the B/L & Commercial Invoice & Packing List. In cases of erroneous declaration, BL amendment fees, penalties and any extra expenses imposed shall be borne by the shipper/exhibitor/forwarding agent. In addition, the error declaration may result in shipment missing sailing schedules and therefore missing delivery timelines. All resultant costs will also have to be borne by the shipper/exhibitor/forwarding agent.

Shipper/Exhibitors/forwarding agents are therefore strongly reminded to be extremely careful in their preparation of documents. Additional information on the IMO / SOLAS requirement can be found on

<http://www.worldshipping.org/industry-issues/safety/cargo-weight>

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## **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 Fairs & Events Logistics Pte Ltd, 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 FAIRS & EVENTS LOGISTICS PTE LTD can assist to arrange insurance coverage at competitive premiums.

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

## **SINGAPORE EXPO FLOOR LOADING CAPACITY**

Exhibition Hall 1 - 6 : 30 KN/sqm  
Exhibition Hall 7 – 10 : 20 KN/sqm  
Exhibits exceeding the above stated capacity may require steel plates.

## **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 bank account is:

Agility Fairs & Events Logistics Pte Ltd  
The Hong Kong and Shanghai Banking Corporation Ltd,  
21 Collyer Quay, #01-01 HSBC Building, Singapore 049320.  
S\$ A/C : 141-271379-001  
Swift code : HSBCSGSG

Credit Card payment via PayPal:

Agility Fairs & Events accepts payment via major credit cards such as American Express, MasterCard and Visa through PayPal. A tax invoice will be issued for every transaction. Request for payments by PayPal can be made to: [sgfeaccounts@agility.com](mailto:sgfeaccounts@agility.com)

(Credit card payments via PayPal is subject to administrative charges of 4% on the total invoice amount)

Credit Card payment on site:

Payment via credit card will be subject to a service fee of 5% on the total invoice amount (inclusive of GST).

For additional information or clarification, please contact us at:

**AGILITY FAIRS & EVENTS LOGISTICS PTE LTD**

No. 5 Changi North Way, 3<sup>rd</sup> Floor

Singapore 498771

Telephone : (65) 6500 0250

Telefax : (65) 6214 9592 / 6214 9593

eMail : [fairs-singapore@agility.com](mailto:fairs-singapore@agility.com)

Website : [www.agility.com/fairsevents](http://www.agility.com/fairsevents)

Contact : Ms Alice Lum/Ms Serena Kum

E-Mail : [ALum@agility.com](mailto:ALum@agility.com) / [SKum@agility.com](mailto:SKum@agility.com)

**IMPORTANT**

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

Use of AGILITY FAIRS & EVENTS LOGISTICS PTE LTD's services – be it partly or in full – and any requirement for additional services at any time before, during or after the exhibition expressed orally and/or in writing and/or by conduct, implies acknowledgement and acceptance of the foregoing.

## Combined Commercial Invoice & Packing List (For Wines Only)

Exhibition Theme:

FHA Horeca Asia 2020

Name of Exhibitor: \_\_\_\_\_

Exhibition Dates:

3 - 6 March 2020

Address: \_\_\_\_\_

Exhibition Venue:

Singapore Expo

Consignee: \_\_\_\_\_

Exhibition Hall No:

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Stall No:

Invoice No: \_\_\_\_\_

Remarks:

S/N	Liquor Type - White/Red/ Sparkling	HS Code	Wine Details (E.g Brand Name, Vintage)	Total Number of bottles imported		Volume of each bottle (litres)	Total Volume	Alcoholic Strength (%)	Total Bottles Imported	Unit CIF Value (USD)	Sub-total CIF Value (USD)	Balance Number of bottles		Entry Code	
				*Duty & GST paid	Duty & GST Exempted import							Duty & GST Exempted import	Duty & GST Exempted import		*Duty & GST paid
		<b>Grand Total</b>													

We confirm that the information provided in this list is accurate and based on the supporting documents (B/L, invoices etc) and they can be produced when requested by Singapore Customs.

Company Name: \_\_\_\_\_ Authorized Person: \_\_\_\_\_ Designation: \_\_\_\_\_ Country of Origin: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE ATTACH THIS CONSIGNMENT LABEL TO YOUR CARGO PACKAGE!**

## Combined Commercial Invoice & Packing List (For Wines Only)

Exhibition Theme:

3 - 6 March 2020

Exhibition Dates:  
Exhibition Venue:  
Exhibition Hall No:  
Stall No:  
Remarks:

Name of Exhibitor: \_\_\_\_\_

Address: \_\_\_\_\_

Consignee: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Invoice No: \_\_\_\_\_

S/N	Liquor Type - White/Red/ Sparkling	HS Code	Wine Details (E.g Brand Name, Vintage)	Total Number of bottles imported		Volume of each bottle (litres)	Total Volume	Alcoholic Strength (%)	Total Bottles Imported	Unit CIF Value (USD)	Sub-total CIF Value (USD)	Balance Number of bottles		Entry Code	
				*Duty & GST paid	Duty & GST Exempted import							Duty & GST Exempted import	Duty & GST Exempted import		*Duty & GST paid
		<b>Grand Total</b>													

We confirm that the information provided in this list is accurate and based on the supporting documents (B/L, invoices etc) and they can be produced when requested by Singapore Customs.

Company Name: \_\_\_\_\_ Authorized Person: \_\_\_\_\_ Designation: \_\_\_\_\_ Country of Origin: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE ATTACH THIS CONSIGNMENT LABEL TO YOUR CARGO PACKAGE!**

# COMMERCIAL INVOICE / PACKING LIST

Shipper Information					Consignee Information									
<b>Company Name:</b> <b>Address:</b>  <b>Tel:</b> <b>Fax:</b>					<b>Company Name:</b> AGILITY FAIRS & EVENTS LOGISTICS PTE LTD <b>Address:</b> NO. 5 CHANGI NORTH WAY, 3RD FLOOR SINGAPORE 498771  <b>Tel:</b> +65 6500 0250 <b>Fax:</b> +65 6214 9593									
Delivery Information					Exhibition Information									
Representative at Exhibition: Contact Number: Requested Delivery Date: Requested Delivery Time:					Show Name: FHA Horeca Asia 2020 Show Date: 3 - 6 March 2020 Show Venue: Singapore Expo Show City / Country: Singapore					<b>Hall No.</b>		<b>Booth No.</b>		
Case / Box No	Dimensions in METRES			CBM	Gross Wt (kg)	Nett Wt (kg)	HS Code	Description of Goods	Country Of Origin	Quantity	CIF value (USD)		Temporary Import	Permanent Import
	Length	Width	Height								Unit value	Total value		
				0.000								\$ -		
				0.000								\$ -		
				0.000								\$ -		
				0.000								\$ -		
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				0.000								\$ -		
				0.000								\$ -		
<b>TOTAL:</b>				0.000	0.00	0.00						<b>Total CIF Value (USD):</b>	\$ -	

We certify that the information given above is true and correct, and that prices indicated represent the fair market value for the items described herein.

FN/020719  
 Company  
 Name/Stamp

\_\_\_\_\_  
 Name of Signatory in BLOCK LETTERS

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

# COMMERCIAL INVOICE / PACKING LIST

Shipper Information					Consignee Information									
<b>Company Name:</b> <b>Address:</b>  <b>Tel:</b> <b>Fax:</b>					<b>Company Name:</b> AGILITY FAIRS & EVENTS LOGISTICS PTE LTD <b>Address:</b> NO. 5 CHANGI NORTH WAY, 3RD FLOOR SINGAPORE 498771  <b>Tel:</b> +65 6500 0250 <b>Fax:</b> +65 6214 9593									
Delivery Information					Exhibition Information									
Representative at Exhibition: Contact Number: Requested Delivery Date: Requested Delivery Time:					Show Name: Show Date: 3 - 6 March 2020 Show Venue: Show City / Country: Singapore					<b>Hall No.</b>		<b>Booth No.</b>		
Case / Box No	Dimensions in METRES			CBM	Gross Wt (kg)	Nett Wt (kg)	HS Code	Description of Goods	Country Of Origin	Quantity	CIF value (USD)		Temporary Import	Permanent Import
	Length	Width	Height								Unit value	Total value		
				0.000								\$ -		
				0.000								\$ -		
				0.000								\$ -		
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				0.000								\$ -		
				0.000								\$ -		
				0.000								\$ -		
				0.000								\$ -		
<b>TOTAL:</b>				0.000	0.00	0.00						<b>Total CIF Value (USD):</b>	\$ -	

We certify that the information given above is true and correct, and that prices indicated represent the fair market value for the items described herein.

FN/020719  
 Company  
 Name/Stamp

\_\_\_\_\_  
 Name of Signatory in BLOCK LETTERS

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

**Show Name** : **FHA Horeca Asia 2020**  
**Show Dates** : **3 - 6 March 2020**  
**Show Venue** : **Singapore Expo**  
**City, Country** : **Singapore**

## FREIGHT INSTRUCTIONS

**THIS FORM MUST BE COMPLETED AND RETURNED BY EVERY EXHIBITOR**

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.

No. of pieces	Description of contents	Dimensions (metres)	Weight (kg)

We also note and understand the following:

**1. DEADLINE FOR SHIPMENT**

- |  |                         |
|--|-------------------------|
| Arrival of <b>films and video tapes</b> by COURIER service                         | : 20 - 21 February 2020 |
| Receipt of documents for <b>General &amp; dry food consignment</b> by SEAFREIGHT   | : 11 February 2020      |
| Receipt of documents for <b>Liquor consignment</b> by SEAFREIGHT                   | : 4 February 2020       |
| Receipt of documents for <b>General &amp; dry food consignment</b> by AIRFREIGHT   | : 12 February 2020      |
| Receipt of documents for <b>Food/Meat products &amp; perishables</b> by AIRFREIGHT | : 4 February 2020       |
| Receipt of documents for <b>Liquor consignment</b> by AIRFREIGHT                   | : 30 January 2020       |
| Arrival of <b>General &amp; dry food consignment</b> by SEAFREIGHT                 | : 18 - 19 February 2020 |
| Arrival of <b>Liquor consignment</b> by SEAFREIGHT                                 | : 11 - 12 February 2020 |
| Arrival of <b>General &amp; dry food consignment</b> by AIRFREIGHT                 | : 19 - 21 February 2020 |
| Arrival of <b>Food/Meat products &amp; perishables</b> by AIRFREIGHT               | : 25 February 2020      |
| Arrival of <b>Liquor consignment</b> by AIRFREIGHT                                 | : 13 - 14 February 2020 |
| Receipt of Catalogues/Brochures and Radio/Telecommunication Exhibits               | : 6 Weeks before show   |

**2. CONSIGNMENT INSTRUCTIONS**

i. All exhibition goods either by **sea freight or airfreight**, must be consigned "Freight Prepaid" as follows:

Consignee: **AGILITY FAIRS & EVENTS LOGISTICS PTE LTD**  
 No. 5 Changi North Way, 3<sup>rd</sup> Floor, Singapore 498771  
 Tel: (65) 6500 0250 / Fax: (65) 6214 9592 / 6214 9593  
 For: **FHA Horeca Asia 2020**

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

ii. All exhibition goods by **courier** must be consigned "Freight Prepaid". For shipping instructions please contact us for consignee details.

**3. 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 Fairs & Events Logistics Pte Ltd, and also ensure that Transport Insurance is arranged for exhibits sold locally.

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

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 \_\_\_\_\_

Email \_\_\_\_\_

Address \_\_\_\_\_

Tel \_\_\_\_\_ Fax \_\_\_\_\_

Signature & Date \_\_\_\_\_

Send this form to:  
**AGILITY FAIRS & EVENTS LOGISTICS PTE LTD**  
 No. 5 Changi North Way, 3rd Floor  
 Singapore 498771  
 Tel: (65) **6571 5606 / 5644** / 6500 0250  
 Fax: (65) 6214 9592 / 6214 9593  
 Contact: **Ms Alice Lum/Ms Serena Kum**  
 E-mail: **ALum@agility.com / SKum@agility.com**  
 www.agility.com/fairsevents

**AGILITY FAIRS & EVENTS**  
**(ALL RISK CARGO INSURANCE)**  
FOR  
**TRANSIT WITH EXHIBITION COVER**

**RISKS COVERED**

Institute Cargo Clauses (A)  
Institute Cargo Clauses (Air)  
Institute Strikes Clauses (Cargo)

This insurance covers all risks of loss of or damage to the subject-matter insured including 60 days exhibition/temporary storage period except as excluded by below exclusions.

This insurance covers general average and salvage charges, adjusted or determined according to the contract of affreightment and/or the governing law and practice, incurred to avoid or in connection with the avoidance of loss from any cause except those excluded.

**MAIN EXCLUSIONS**

In no case shall this insurance cover

- i. loss damage or expense attributable to wilful misconduct of the Assured
- ii. ordinary leakage, ordinary loss in weight or volume, or ordinary wear and tear of the subject-matter insured
- iii. loss damage or expense caused by insufficiency or unsuitability of packing or preparation of the subject matter insured to withstand the ordinary incidents of the insured transit where such packing or preparation is carried out by the Assured or their employees or prior to the attachment of this insurance (for the purpose of these Clauses "packing" shall be deemed to include stowage in a container and "employees" shall not include independent contractors)
- iv. loss damage or expense caused by inherent vice or nature of the subject-matter insured
- v. loss damage or expense caused by delay,
- vi. loss damage or expense arising from insolvency or financial default of the owners managers charterers or operators of the vessel
- vii. loss damage or expense directly or indirectly caused by or arising from the use of any weapon or device employing atomic or nuclear fission and/or fusion or other like reaction or radioactive force or matter.
- viii. war civil war revolution rebellion insurrection, or civil strife arising therefrom, or any hostile act by or against a belligerent power
- ix. loss damage or expense arising from the absence, shortage or withholding of labour of any description whatsoever resulting from any strike, lockout, labour disturbance, riot or civil commotion.
- x. loss damage or expense arising from water damage, damage to paintwork, ordinary wear and tear, chipping, denting, scratching, marring, bruising and loss, damage or expense caused by rust, oxidation and/or discolouration howsoever arising, especially in relation to used items.

Coverage: **1 or 2 Way(s)** Transit includes 60 days exhibition and incidental storage forming part of the transit.

**Additional Benefit:-**

Where the extent of loss or damage is such that the Assured is unable to participate in the Exhibition then valuation hereunder shall extend to include any reasonable expenses already incurred by the Assured at the time of loss appertaining directly to the Exhibition up to a maximum of USD 100,000 any one Exhibition or 10% of the sum insured at risk, any one Exhibition any one time, whichever is the lower amount.



2 Ways insurance coverage can be arranged from origin before cargo is uplifted from origin (apart from foreign restricted countries) and where shipper has insurable interest for the cargo. For such coverage, evidence of proper packing of cargo must be produced for verification in case of claims.

**INSURANCE PREMIUM – General Cargo:**

General Cargo – goods that attract no special hazard in regard to stowage, handling, packing or during normal method of transit or by their inherent nature, and are not more than normally susceptible to loss and/or damage arising from pilferage, leakage, shortage, loss in weight, breakage, scratching, bruising, chipping, denting, bending or crushing or are not liable to perish, deteriorate or suffer any changes in quality or suffer from electrical, mechanical or any other form of derangement breakdown.

Cargo Value SGD \_\_\_\_\_ Insured Value = 110% of Cargo Value  
Premium = 1.0 % of Insured Value, minimum charge: **SGD 100.00 per policy**

**Applicable Conditions/Clause**

Excess/Deductible (normal) : USD 200.00  
Excess/Deductible (oversize and heavy-lift) : 3% of Loss  
Exhibition clause – see attached  
Oversize and heavy-lift cargo – premium to be 1.5 times of general premium stated above.

NOTE:- In the absence of any instructions to secure the above cargo insurance, Agility's cargo liability, due to negligence, is limited to USD 1.00/kg. Any under declared insured value is subject to average condition.

**Exhibition Risks Clause:**

In respect of Exhibition Risks (as defined in the Attachment / Termination of Transit Clause in this Contract); for Subject matters insured under this Contract **to and from an Exhibition location**, cover hereunder shall remain in full force and effect upon such Subject matters being delivered into **and whilst at the location for a period not exceeding 60 days** subject to the following terms conditions limitations exceptions and exclusions.

1. Periods in excess of 60 days are subject to an additional premium per month or part thereof. Additional premium as per Temporary Storage rates on the Premium Rating Schedule.
2. Including during all related installation, erection and dismantling at the Exhibition.
3. Unless the repacking of the Goods after the exhibition is carried out by professional packers, the Goods are to be repacked to not less than the same standard as for the outward journey and repacking is supervised by a responsible official of the Assured.
4. This insurance remains in full force whilst the Subject-matter insured is being used or demonstrated at the exhibition but in no case shall extend to cover loss of or damage thereto caused by such use or demonstration.

In the event that loss or damage caused by an insured peril is such that the Assured is unable to participate in the Exhibition, then valuation of such loss or damage hereunder shall extend to include any reasonable expenses already incurred by the Assured at the time of loss or damage appertaining directly to the Exhibition up to a maximum of USD 100,000 or 10% of the sum insured at risk, any one Exhibition any one time, whichever is the lower amount.

Agreed By:-

\_\_\_\_\_ (Signature)  
Full Name:  
Position:

\_\_\_\_\_ (Company Stamp)  
Date:

All Business is handles subject to our General Trading Conditions. A copy can be made available upon request