



2019 - 2020 Shipping Instructions MANILA

Applicable for exhibitions where Agility F&E Manila is official

Presented by

AGILITY FAIRS & EVENTS LOGISTICS PTE LTD

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Contact:

Mr Kenneth Turner

Marketing Manager (Visual and Fine Art)

Tel. (+65) 6571 5642, Fax. (+65) 6214 9592

KTurner@agility.com

Mr Ricky Bayla

F&E- Manager

Tel. (+632) 784 3984, Fax. (+632) 853 9768

RBayla@agility.com

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DEADLINES

	SEAFREIGHT (Manila North Port)	AIRFREIGHT (Manila Airport)	COURIER CONSIGNMENT (for Films, Video Tapes, Discs)
Document Submission - Temporary Importation	23 working days before show opening	16 working days before show opening	-
Document Submission - Permanent Importation	20 working days before show opening	12 working days before show opening	26 working days before show opening
Consignment Arrival	16 working days before show opening	11 working days before show opening	5 working days before show opening
At least 3 – 4 weeks prior to Cargo exportation		Fax/Email copy of Product Catalogues, Photo & Commercial Invoice/Packing List is required for all controlled goods that requires import license. These includes MEDICAL EXHIBITS & etc.	

*Do check with us for the relevant holidays or expected delays (e.g. port congestion) when you are planning the vessel/flight schedule.

DOCUMENTS REQUIRED

SEAFREIGHT	AIRFREIGHT	COURIER CONSIGNMENT (for Films, Video Tapes, Discs)
2 originals & 3 copies of Bill of Lading	2 originals & 1 copy of Air Waybill	1 copy of Courier Waybill
3 copies of Commercial Invoice/Packing List	3 copies of Commercial Invoice/Packing List	1 copy of Commercial Invoice/Packing List
1 copy of Insurance Policy	1 copy of Insurance Policy	1 copy of Insurance Policy

<NOTE> To ensure no delays or undue inconvenience to customs clearance on arrival, it is imperative that copy of the vessel/flight details with master air waybill / ocean bill of lading detail must be forwarded well in advance to the arrival of shipments according to the stipulated deadlines above. Agility will not be responsible for any delays and any port/airport storage charges incurred.

Without ORIGINAL DOCUMENTS goods cannot be cleared through customs. Original shipping documents (Bill of Lading/Air Waybill & CIPL) must be couriered to Agility Manila. Alternatively:

- For seafreight consignment(s) – please arrange telex release (B/L surrendered) by the shipping line prior to the arrival of vessel.
- For airfreight consignment(s) – please arrange documents to be send through pouch together with the shipment.

Pre-Alerts with copies of the shipping documents must be emails to Kenneth Turner (KTurner@agility.com) & Ricky Bayla (RBayla@agility.com) in advance.

All consolidated shipments by seafreight or airfreight must be issued with House Bill of Lading (HBL) or House Air Waybill (HAWB). A consolidation cargo manifest must also be provided.

For LCL sea shipment to Manila port, shippers have to be aware that the stripping of the container is

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controlled by the consolidator, thus, Agility will not be held liable for any delay in clearance. LCL charges will be billed at cost + 10% outlay.

CONSIGNMENT INSTRUCTIONS

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

Consignee: **AGILITY INTERNATIONAL LOGISTICS INC.**
Agility Center, Ninoy Aquino Avenue,
Paranaque City
For: _____

Notify: Same as consignee
Tel: (+632) 784 3984, Fax: (+632) 853 9768
Ctc: Mr Ricky Bayla

All documents such as Bill of Lading and Air Waybill must show Agility as the consignee.

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

SHIPPING MARKS

For easy identification, all packages shall be marked as follows:

Show: _____

c/o AGILITY INTERNATIONAL LOGISTICS INC.

Name of Exhibitor : _____

Stand Number : _____

Case Numbers : _____

Gross Weight/Net Weight: _____

Dimensions : _____

INSURANCE

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 Coverage is not included in our tariff charges. It is the responsibility of each exhibitor to arrange Marine (Transport) Insurance covering transport to the exhibition site, during the exhibition proper, and the return of the exhibits to domicile.

REQUEST FOR INSURANCE

Upon written instructions, AGILITY can offer you insurance coverage at competitive premium charges for door-to-door shipping.

TEMPORARY IMPORTATION

ATA CARNET

PLEASE DO NOT SEND SHIPMENTS ON ATA CARNET. ATA CARNET IS NOT ACCEPTABLE IN THE PHILIPPINES.

CONTROLLED ITEMS

FN 060617

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Imported ITEMS that are regulated in the Philippines must secure Import Permit prior to the arrival of shipment to Phil. Customs.

Importation of wines/liquor or any items which requires ATRIG application **is not allowed** as it requires an importer license. For more details please contact us.

MEDICAL EQUIPMENT

Importation of Medical Equipment requires FDA Clearance

Note:

- 1) Exhibitors are advised to send all draft documents to Agility for verification before sending the exhibits out.
- 2) **Do not** send any controlled items prior to obtaining Import License for the items and shipped items must be according to the packing list.
- 3) Agility will provide the green light to proceed with the shipment after obtaining an import License. We strongly urge exhibitors to check with us at the very beginning to check if products can be imported.
- 4) Endorsement of documents by relevant government departments will be charged accordingly.

CUSTOMS EXAMINATION

The Philippine Customs are strict and thorough in their examination of goods. All packages can be expected to be opened and contents checked against the Commercial Invoice and Packing List.

HEAVY FINES will be imposed on the exhibitor in case of “**UNDERVALUATION**”, “**NON-DECLARATION**”, and “**ERRONEOUS DECLARATION**”. In such cases, Agility Fairs & Events Logistics Inc. shall not be responsible for any delay in clearance. Customs fines and extra expenses incurred shall have to be borne by the exhibitor. The exhibitors are therefore strongly reminded to declare the **true market value** of their goods and be extremely careful in their preparation of documents.

EXHIBIT LAY-OUT PLAN

For large or heavy exhibits, an exhibit layout plan is required by us in advance in order to position such exhibits during the early stage of the build-up period.

SALE OF EXHIBIT

Goods may be sold during the exhibition but under no circumstances can they be removed from the exhibition site until duties/taxes have been paid and permanent customs import procedures have been completed.

A copy of sales invoices or Sales Agreement between the buyer and the seller must be submitted for proper computation of duties/taxes. Please note that the goods left in Manila pending sales will be stored in a bonded warehouse in Manila until necessary documentation is completed

GIVEAWAY ITEMS

Giveaway items, brochures, magazines and goods that will be consumed during the fair proper shall be

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cleared under permanent basis, wherein the outright payment of duties/ taxes is required by customs upon clearance

OTHERS

For additional services not listed above, an individual quotation will be given upon receipt of specific requirements. Please contact:

For additional information or clarification, please contact us at:

Agility Fairs & Events Logistics Pte Ltd

Tel. +65 6571 5642 • Fax. +65 6214 9592

Contact: Mr Kenneth Turner • **Email:** KTurner@agility.com

PAYMENT TERMS

Upon presentation of invoice/prior to delivery/uplift of cargo

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

USD A/C : 260-319876-186

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. Payments can be made to:

sgfeaccounts@agility.com

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

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 express orally and/or in writing and/or by conduct, implies acknowledgement and acceptance of the foregoing.

COMMERCIAL INVOICE / PACKING LIST

Shipper Information	INV No:	Consignee Information	
Company Name: Address: Tel: Fax:		Company Name: Address: Notify party	Agility International Logistics Inc. Agility Center, Ninoy Aquino Avenue, Paranaque, Metro Manila, Philippines Same as Consignee Attn: Ricky Bayla Tel: +632 784 3984 Fax: +632 853 9768

Delivery Information								Exhibition Information							
Representative at Exhibition:								Show Name:				Hall No.			
Contact Number:								Show Date:							
Requested Delivery Date:								Show Venue:				Booth No.			
Requested Delivery Time:								Show City / Country:							
Case / Box No	Dimensions in METRES			CBM	Gross Wt (kg)	Nett Wt (kg)	HS Code	Description of Goods	Country Of Origin	Quantity	Unit of Quantity	FOB value (USD)		Temporary Import	Permanent Import
	Length	Width	Height									Unit value	Total value		
TOTAL:												Total FOB Value (USD):			

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.

_____ Company Name / Stamp
 _____ Name of Signatory in BLOCK LETTERS
 _____ Signature
 _____ Date