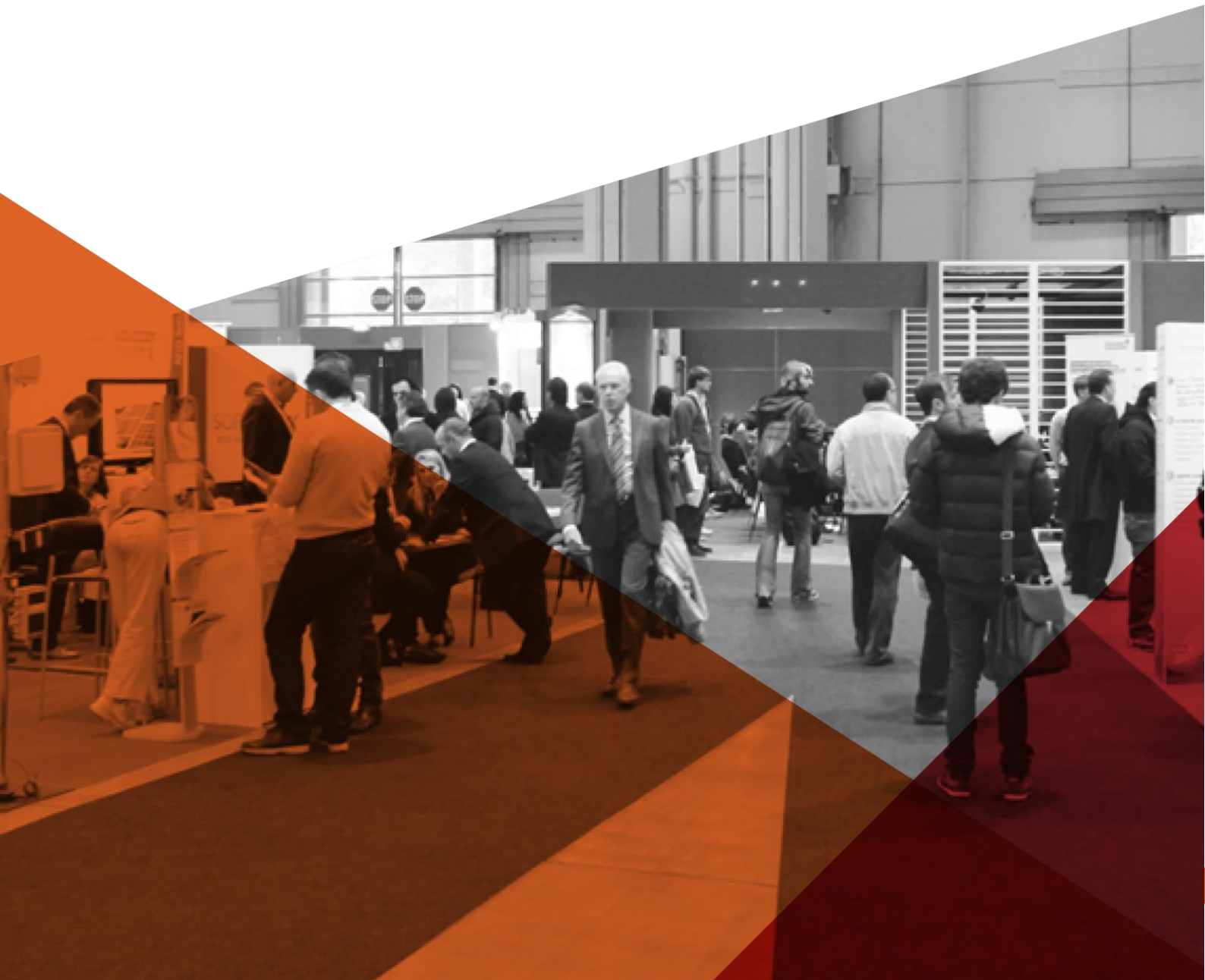




# Shipping Instructions



# INDONESIA CONVENTION EXHIBITION

## **PT. Agility (Fairs & Events)**

Hall E Lantai 1, Lot # 112  
Arena Pekan Raya Jakarta Kemayoran  
Tel. +62 21 2664 5170 (Hunting)  
Fax +62 21 2664 5171  
rastuti@agility.com

### Contact:

**Ms. Rini Astuti**

National Manager

**PT Agility (Fairs & Events)**

Tel. +62 2662 5170 • Fax. +62 21 2664 5171

[rastuti@agility.com](mailto:rastuti@agility.com)

[yasnap@agility.com](mailto:yasnap@agility.com)

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

## Deadlines

### a. DEADLINES/SCHEDULE AT A GLANCE

Arrival of Brochures by courier	<b>7 Working days before show start</b>
Copies of Bill of Lading and the Commercial Invoice and Packing List for sea freight consignments	<b>3 Days before LCL cargo deadline</b> <b>3 days before FCL cargo deadline</b>
Arrival of exhibits shipped by sea freight	<b>3 weeks before show start – LCL</b> <b>2 weeks before show start – FCL</b>
Copies of Commercial Invoice and Packing List for airfreight consignments	<b>3 Days before cargo deadline</b>
Arrival of exhibits shipped by air freight	<b>2 weeks before show start</b>

*Deadlines*

*Document & Consignment Instructions*

*Shipping Instructions*

*Customs Regulations*

*Insurance*

*Additional Service*

*Terms of Payment*

*F.Pam & Packing List*

### 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 will be charge at cost – as per receipt.**

Pre-alerts must be forwarded to us:

**PT Agility (Fairs & Events)**

**Tel. +62 21 2664 5170 • Fax. +62 21 2664 5171**

**Ms. Rini Astuti**

**rastuti@agility.com**

### IMPORTANT

Refer to the regulation from Finance Ministry of Indonesia No 158/PMK.04/2017 and the Directorate of Custom and Excise No. Per-38/BC/2017 which requires EDI Manifest to be submitted to Indonesian Custom latest 24 hours prior flight/vessel's departure or arrival date which has to real importer/consignee.

The Advanced Manifest must be submitted to Indonesian Custom Authority 24 hours prior to arrival port (for inbound shipment). Late and incorrect data manifest will lead to progressive Custom Penalty ranging from Idr 10,000,000.00–Idr 100,000,000.00/shipment.

In Addition, there will be a Custom Penalty for incorrect declaration of quantity and weight (Actual VS AWB), penalty ranging from Idr 25,000,000.00 – Idr 500,000,000.00/shipment.

# Document & Consignment Instruction

Deadlines

Document & Consignment Instructions

Shipping Instructions

Customs Regulations

Insurance

Additional Service

Terms of Payment

F.Pam & Packing List

## a. DOCUMENT REQUIRED

### 1. SEAFREIGHT

- 3 original copies of Form Pam (commercial invoice) & certified packing list
- 3 original surrendered of Bill of Lading
- 1 Marine Insurance policy (if insured)
- Certificate of Fumigation
- Standard Packing ISPM#15
- Packing Declaration

All sea freight consignments must arrive at **Tanjung Priok Jakarta Seaport**

### 2. AIRFREIGHT

- 3 original copies of Form Pam (commercial invoice)
  - 2 copies to be attached to Airway Bill
  - 1 copy to be emailed to PT Agility F&E
- 3 original copies of Certified Packing List
  - 2 copies to be attached to Airway Bill
  - 1 copy to be emailed to PT Agility F&E
- Certificate of Fumigation.
- Standard packing ISPM#15
- Packing Declaration.

All Air freight consignments must arrive at **Jakarta/ Soekarno Hatta Airport**

### 3. ATA CARNET Is not required for show in Bonded Area

For the show in Bonded area ATA CARNET is not required , as cargo will consign to the venue & will automatically under temporary import .

## b. HEAVYLIFT SURCHARGE

Individual exhibit in excess of 5,000 kg per package will incur heavy-lift surcharge (in addition to the basic handling charge).

These additional heavy-lift (Forklift, Crane, Special trucking etc) surcharges are applicable severally for inward movements as well as for outward movements.

Please contact us for further information.

#### NOTE :

- ❖ The Charge to be complete once we rcvd your **FINAL** Invoice and Packing List.

## c. HEAVY EXHIBITS (Containerize)

For the exhibitors which have heavy exhibits :

#### For INWARD :

- Please note that If bonded ware house is full , container will ground On the exhibition area as temporary storage and charges TBA. Demurrage & detention will bill as per receipt.
- Please get free detention & demurrage at least 21 days
- Additional trucking charges for empty container will be applied

**For OUTWARD :**

- Please note that If bonded ware house is full , cargo will keep at container as temporary storage  
Container rental fee to be quoted upon request (option)
- If the exhibitors agreed to keep the exhibits outside at bonded ware house  
With canvas coverage , we are not responsible if any damage & rusty  
exhibitors agreed to keep the exhibits outside at
- For Heavy & sensitive machines , we would suggest vacuum packing to avoid / minimize any damages.

**d. CD (Compact Disc) & USB**

Do not send CD (compact disc ) & USB by courier.  
CD can send together via air or sea freight shipment ( for total maximum can be send , it will be subject to custom approval )

**e. FOOD & BEVERAGES**

Importation for food & Beverage item subject to customs approval .  
Cargo can to be imported via air freight shipment only with weight max.100kgs per exhibitor. Special storage and arrangement fee for closing document to be quoted upon request.

**f. MEDICAL EQUIPMENT**

Special permit will be required for those item which is requires special permit depending on HS code .

**g. RETURN ISNTRUCTION**

It is imperative that all exhibitor complete and sign the Return Shipping Instruction. Exhibitor should either visit our site office or Agility representative go to you booth stand to complete the disposal instruction .

During the show Agility not accept responsibility for ant damage or any loss .

**h. SOLD GOODS**

Transfer document from temporary import to permanent import for items with no special license required.

All goods must be transferred into the custom bonded warehouse , pending the completion of duty payment formalities.

Duty payment formalities would usually take 3 to 4 weeks to be finalized .

*Deadlines*

*Document & Consignment Instructions*

*Shipping Instructions*

*Customs Regulations*

*Insurance*

*Additional Service*

*Terms of Payment*

*F.Pam & Packing List*

## SHIPPING INSTRUCTIONS

### SEAFREIGHT CONSIGNMENT INSTRUCTIONS

All exhibition goods by **SEAFREIGHT** must be sent "Freight Prepaid" to:

**Consignee : PT. INDONESIA INTERNATIONAL EXPO**  
**JL. BOULEVARD BSD BARAT KAV. OFFICE PARK NO.1**  
**DS. SAMPORA, KEC. CISAUK TANGERANG 15339**  
**TAX ID : 31.386.728.5-451.000**  
**( EXHIBITION NAME )**  
**( Show date )**  
Name of Exhibitor : \_\_\_\_\_  
Stand No. : \_\_\_\_\_

**Notify: : PT Agility**  
**Secure Building, Building C**  
**Jl. Raya Protokol Halim Perdanakusuma**  
**Jakarta 13610, Indonesia**  
Tel. : (62) (21) 2664 5170 (Hunting)  
Fax. : (62) (21) 2664 5171  
Email : [Rastuti@agility.com](mailto:Rastuti@agility.com)  
Attn : Rini Astuti

**Description of Good column** on the BL must be mentioned the item, if it's more than 5 (five) exhibits pls mentioned at least 5 items completed with HS CODE.

All documents such as Bill of Lading and Airway Bill must show PT. Agility (Fairs & Events) as the notify party. (A 5% outlay commission will be imposed on all "Freight Collect" consignments).

### AIRFREIGHT CONSIGNMENT INSTRUCTIONS

For Airfreight Shipment, pls arrange to issued MAWB + HAWB on " Freight Prepaid " as follows :

#### ON MAWB (MASTER AWB)

**Shipper : Complete Company Name & Address**

**Consignee : PT Agility International**  
**Secure Building, Building C**  
**Jl. Raya Protokol Halim Perdanakusuma**  
**Jakarta 13610, Indonesia**  
**TAX ID : 02.194.257.8-058.000**

**Notify : Same as Consignee**

**Description of goods on MAWB: CONSOLIDATION SHIPMENT AS PER ATTACHED MANIFEST**

Deadlines

Document & Consignment Instructions

Shipping Instructions

Customs Regulations

Insurance

Additional Service

Terms of Payment

F.Pam & Packing List

**ON HAWB (HOUSE AWB)**

**Shipper** : Exhibitor Name, Complete Address

**Consignee** : **PT. INDONESIA INTERNATIONAL EXPO**  
**JL. BOULEVARD BSD BARAT KAV. OFFICE PARK NO.1**  
**DS. SAMPORA, KEC. CISAUK TANGERANG 15339**  
**TAX ID : 31.386.728.5-451.000**  
**( Exhibition Name )**  
**( Show Date )**  
Name of Exhibitor : \_\_\_\_\_  
Stand No. : \_\_\_\_\_

**Notify:** : **PT Agility**  
**Secure Building, Building C**  
**Jl. Raya Protokol Halim Perdanakusuma**  
**Jakarta 13610, Indonesia**  
**Tel. : (62) (21) 2664 5170 (Hunting)**  
**Fax. : (62) (21) 2664 5171**  
**Email: [Rastuti@agility.com](mailto:Rastuti@agility.com)**  
**Attn : Rini Astuti**

*Deadlines*  
*Document & Consignment Instructions*  
*Shipping Instructions*  
*Customs Regulations*  
*Insurance*  
*Additional Service*  
*Terms of Payment*  
*F.Pam & Packing List*

**Description of goods on HAWB: PLS MENTION COMMODITY AT LEAST 5 ITEMS COMPLETED WITH HS CODE ON DESCRIPTION OF GOODS ON HAWB.**

**CASE MARKINGS**

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

**EXHIBITION NAME**

c/o PT Agility International ( Fairs & Events )

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

Stand Number : \_\_\_\_\_

Case Numbers : \_\_\_\_\_

Gross Weight/Net Weight : \_\_\_\_\_

Dimensions : \_\_\_\_\_

*Deadlines*

*Document &  
Consignment  
Instructions*

*Shipping  
Instructions*

*Customs  
Regulations*

*Insurance*

*Additional Service*

*Terms of  
Payment*

*F.Pam & Packing  
List*

## COURIER

### **COURIER OF PRINTED MATERIALS – BROCHURES, PAMPHLETS, CATALOGUE With weight below 100 Kgs per shipment.**

From arrival at PT Agility International's premises up to delivery to exhibition stand.

Any duties/taxes paid in advance on behalf of exhibitor will be passed back to exhibitor as per outlay.

Kindly send by courier **7 Working days before show start** and pls consign direct to:

#### **PT. Agility (Fair & Events)**

Hall E Lantai 1, Lot # 112

Arena Pekan Raya Jakarta Kemayoran

Jl. Benjamin Sueb, Jakarta 10620, Indonesia

Telephone : (62) (21) 2664 5170 (Hunting)

Fax : (62) (21) 26641 5171

Email : [Rastuti@agility.com](mailto:Rastuti@agility.com)

Contact : Rini Astuti

Mobile : (62) 82122242617

#### **TERM AND CONDITION COURIER DTD SHIPMENT :**

- ❖ Cargo Weight can not above than 90.00 – 100.00 kg per **Individual package shipment per day and NO SPECIAL PERMIT** Required.
- ❖ Cargo value not more than **USD 1000.00**.
- ❖ Pls arrange as Courier service on door to door service
- ❖ It would be best if you can provide us your Invoice & packing list with HS Code for our checking and monitoring
- ❖ Indonesia Customs will do random checking thus please ensure that all declarations are accurate as it is beyond our control should parcels be held by the customs.
- ❖ No document required from us as we just recipient party and there is no insurance covered during receipt the cargo.
- ❖ A fax/email 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.
- ❖ **Do not send CD & USB by courier**



*Deadlines*

*Document &  
Consignment  
Instructions*

*Shipping  
Instructions*

*Customs  
Regulations*

*Insurance*

*Additional Service*

*Terms of  
Payment*

*F.Pam & Packing  
List*

## **CUSTOMS REGULATIONS**

### **SALE OF EXHIBITS**

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

Meanwhile, these goods are required to be removed to a bonded warehouse until the necessary documentation is completed. The minimum period needed to process permanent customs import document is 3 weeks. Exhibitors are allowed to store their goods in their facility for up to 1 month from the close of the exhibition, after which duty must be paid or the goods to be re-exported

#### **NOTE:**

All computation of duties/taxes will be based on the HS Code indicated on FORM Pam. The Customs Authorities are empowered to amend the HS Code and uplift the declared CIF value based on the new/uplifted value.

The Indonesian Customs Amendment Rights is valid for ten (10) years from date of import and exhibitors or buyers shall be responsible for all miss declarations. In such cases, heavy penalty and the balance of duty/taxes must be paid accordingly.

### **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 PT Agility (Fairs & Events), and also ensure that Transport Insurance in arranged for exhibits sold locally.

Upon written instructions, PT Agility (Fairs & Events) can offer the exhibitor insurance coverage at competitive premiums.

### **ADDITIONAL SERVICE**

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

*Deadlines*

*Document &  
Consignment  
Instructions*

*Shipping  
Instructions*

*Customs  
Regulations*

*Insurance*

*Additional Service*

*Terms of  
Payment*

*F.Pam & Packing  
List*

## **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.**

Personal or foreign cheques are not acceptable. Payment can be made by Bank Draft or Telegraphic Transfer to our accounts as follows:

For invoices from **Indonesia**, please make payment to:

### **Indonesia**

THE HONG KONG AND SHANGHAI BANKING CORPORATION LIMITED

WTC 3rd Floor  
Jl.Jend.Sudirman Kav.29-31  
Jakarta- 12920

Indonesia  
Name of Beneficiary : PT Agility International  
USD. A/C : 050.015254.007  
IDR. A/C : 050.015254.001  
Swift Code : HSBCIDJA

**Remitting bank charges are to be borne by the exhibitor.**

**or additional information or clarification, please contact us at :**

### **INDONESIA**

**PT. Agility (Fairs & Events)**

**Hall E Lantai 1, Lot # 112**

**Arena Pekan Raya Jakarta Kemayoran**

**Tel. : (62) (21) 2664 5170 (Hunting)**

**Fax. : (62) (21) 2664 5171**

**Email : [Rastuti@agility.com](mailto:Rastuti@agility.com) ; [Yasnap@agility.com](mailto:Yasnap@agility.com)**

## **IMPORTANT**

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

Use of PT.AGILITY (FAIRS & EVENTS) 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.

**THE END**

# Form Pam

## Exhibitors Invoice and Combined of Value and Origin

Page : 1 of

1. Name of Exhibition :					3. Name of Exhibitor :						
2. Time of Exhibition :					4. Full Address :						
7. Country of Origin :					5. Telephone/fax :						
8. Country of Consignment :					6. Stand No :						
9. Vessel/Flight :					Mark <b>X</b> in appropriate column A. Exhibition Goods to be Re-exported B. Printed Matters C. Goods for Exhibition Purposes such as decoration , Posters, Photographs D. Goods for advertising Purposes or Souvenirs given away, with Word/Logo already Inscribed E. Consumable Goods for display, Demonstration or Machinery Tryout F. Consumable Foods and Beverages for Exhibition Inauguration and Closing Activities G. Exhibition Goods for Sale						
10. B/L or AWB No & Date :											
11. Port/ Airport of Loading :											
Item No.	Quantity	Detailed Description of Goods and HS Code Number	A	B	C	D	E	F	G	Price in US\$	Amount
											Sub Total : Group A : FOB US \$ Group B : FOB US \$ Group C : FOB US \$ Group D : FOB US \$ Group E : FOB US \$ Group F : FOB US \$ Group G : FOB US \$ Total : FOB US \$ _____
We certify that the information given above is true and correct : Signed for and on behalf : _____ Date : _____ Place : _____ Name in Block Capital : _____ Authorized Signatory..... SK Menteri Keuangan Nomor 277/KM.4/2009 Tgl : 04/02/2009											
No : / / Date : / / 12. PPJK PT. Agility PETP (INDRA S)			Catatan Bea & Cukai :						NO Mengetahui: DJBC		

Lembar asli: Kantor DJBC yang mengawasi  
 Lembar ke-2: Kantor DJBC Pelabuhan Pemasukan

Lembar ke 3 : Kantor Pusat DJBC, Jakarta  
 Lembar ke 4 : PPJK

Lembar ke 5 : Penyelenggara  
 Lembar ke 6 : Peserta Pameran

## Packing List

<b>EXHIBITOR'S FULL NAME &amp; ADDRESS</b>						HALL NO.	
						STAND NO.	
CASE NO.	GROSS WEIGHT KILOS	NETT WEIGHT KILOS	NET DIMENSION CMS.			VOL M3	CONTENTS REFER TO INVOICE ITEM NUMBERS ONLY
			LENGTH	WIDTH	HEIGHT		

SIGNED FOR & ON BEHALF OF :  
PLACE :

Date :

AUTHORISED SIGNATORY :  
WE CERTIFY THAT THE INFORMATION GIVEN ABOVE IS TRUE & CORRECT

