



Shipping Instructions



WIND ENERGY ASIA 2020

3 – 5 March 2020

Kaosiung Exhibition Center

Prepared by:

TRIUMPH EXPRESS SERVICE

Room 5-2, 5th Floor

No 99 Chung Shan North Road Sec 2, Taipei, Taiwan

Tel: (886)(2) 25811133 Fax: (886)(2) 25239449

E-mail: frances@trans-link.com.tw / scott@trans-link.com.tw

**WIND ENERGY ASIA 2020
MAR. 03-05, 2020
KAOHSIUNG EXHIBITION CENTER**

SHIPPING MANUAL

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WIND ENERGY ASIA 2020

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KAOHSIUNG EXHIBITION CENTER

1. **INTRODUCTION**

We are pleased to have this opportunity to service all exhibitors participating in WIND ENERGY ASIA 2020.

Our comprehensive range of services include customs clearance, transportation, on-site handling and re-export arrangements handled by our fully equipped and experienced team of executives, supervisors and workers.

This Shipping Manual will assist you in your preparation for the correct and timely despatch of your exhibits to Taipei. We advise you to read this manual carefully in conjunction with the Exhibitor's Kit issued by the organisers.

TRIUMPH EXPRESS SERVICE. will provide all lifting and handling equipment (such as pallet trucks, forklifts and cranes) on site for the moving-in of exhibits to the stands or vice versa.

We recommend that you engage the services of our overseas offices and agents worldwide for a complete logistics package for your exhibits 'door-to-door' from your country to your exhibition stand in Taipei. If you decide, however, not to use our recommended agents, we ask that you hand over this Shipping Manual to your freight forwarder for their compliance so that your exhibits can be correctly despatched and consigned to us. Failure to comply with the deadlines and instructions will cause unnecessary delays in clearance, and may lead to additional expenses incurred.

2. **GENERAL INFORMATION**

The Taiwanese Authorities working in line with international conventions permit exhibits to be imported into Taipei on 'Temporary Import' basis. To enable us to clear the exhibits under bond on 'Temporary Import' basis, please adhere to all instructions in this Shipping Manual.

3. **DOCUMENT DEADLINES**

The following documents must be received by us not later than the deadlines shown below or at least 7 (seven) days prior to the arrival of vessel and/or aircraft in Keelung Port or CKS Taoyuan Airport.

FEB. 06, 2020

Copies of Bill of Lading and the Commercial Invoice and Packing List for seafreight consignments must be received by us for documentation prior to the arrival of vessel.

FEB. 13, 2020

Copies of Commercial Invoice and Packing List for airfreight consignments must be received by us for documentation prior to the arrival of flight.

4. **CONSIGNMENT DEADLINES**

All exhibition goods **must arrive** in Taiwan port **not later** than :

FEB. 20, 2020	Films and video tapes by airfreight.
FEB. 13, 2020	Seafreight consignments.
FEB. 20, 2020	Airfreight consignments.

For airfreight consignments, a fax pre-alert shall be sent to us indicating the flight numbers, Airway Bill numbers, number of packages, weights and dimensions upon uplift of goods.

In any such case, **TRIUMPH EXPRESS SERVICE**. will make all reasonable efforts to ensure delivery before the show opens; however, no guarantees can be given.

But for import food item, the exhibitor needs to find an importer in Taiwan to be the consignee with notify to us.

5. **CONSIGNMENT INSTRUCTIONS**

All exhibition goods despatched either by seafreight or airfreight, shall be consigned "**Freight Prepaid**" as follows:

Consignee : TRIUMPH EXPRESS SERVICE CO., LTD.
Room 5-2, 5th Floor, No. 99 Chung Shan North Road,
Sec. 2, Taipei, Taiwan
For : WIND ENERGY ASIA 2020
Name of Exhibitor : _____
Stand No. : _____

Notify : TRIUMPH EXPRESS SERVICE CO., LTD.
Room 5-2, 5th Floor, No. 99 Chung Shan North Road,
Sec. 2, Taipei, Taiwan

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

(A 5% outlay commission will be imposed on all "Freight Collect" consignments).

6. **CASE MARKINGS**

All packages shall be marked as follows:

WIND ENERGY ASIA 2020
c/o TRIUMPH EXPRESS SERVICE CO., LTD.

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

7. **DOCUMENTATION**

For seafreight consignments, the following documents are required:

- 2 originals and 3 copies of Bill of Lading
- 1 copy of Commercial Invoice
- 1 copy of Packing List
- 1 copy of Catalogue of Exhibit
- 1 copy of Insurance Policy (if insured)

For airfreight consignments, the following documents are required:

- 2 originals and 3 copies of Airway Bill
- 1 copy of Commercial Invoice
- 1 copy of Packing List
- 1 copy of Catalogue of Exhibit
- 1 copy of Cargo Manifest (attached with MAWB)
- 1 copy of Insurance Policy (if insured)

To assist you in the preparation of documents, we have attached, at the end of this Shipping Manual, a specially designed Combined Commercial Invoice and Packing List form for your use. You may photocopy additional copies if the attached is insufficient.

Explanatory notes on the filling of this Combined Commercial Invoice and Packing List form are as follows:

- a. All entries in these forms must be in the English Language.
- b. A full description of the item must be given. Do not just indicate the model name or model number. Describe the item - such as "1:3 scale (cutaway) missile model" or "souvenirs - Lapel pins" or "wooden display plinth - floor standing", etc.
- c. Every individual item, including giveaway items and brochures, is to be given a value based on CIF value expressed in U.S. dollars. Do not indicate the phrase "No Commercial Value".
- d. The following declaration must be indicated: "The invoiced goods are of (country)..... origin and are intended for display purposes only at the exhibition site in Taipei."

The Combined Commercial Invoice and Packing List must be received by us not later than the deadlines shown below or at least 7 (seven) days prior to the arrival of vessel and/or aircraft in Kaohsiung.

FEB. 06, 2020 -Seafreight Consignments

FEB. 13, 2020 -Airfreight Consignments

For consolidated containerised sea shipments (more than one exhibitor's items in the container), the following additional documents must accompany the Bill of Lading, Commercial Invoice and Packing List: 2 copies of House Bill of Lading

2 copies of Container Manifest

These two additional documents are required so that the container can be imported into Taipei as a FCL container without it being unstuffed in the port, and taken out as loose cargo.

For consolidated air shipments, a House AirwayBill for each exhibitor and a consolidation manifest must be issued.

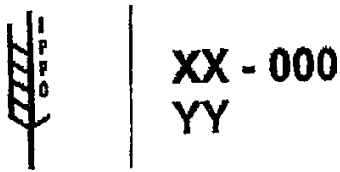
8. **PACKING**

Exhibitors are advised to provide strong packing cases for the transportation of the exhibits which can withstand unpacking and re-packing operations. For main exhibits, we recommend bolted returnable type of cases to be used. This is to avoid unnecessary repair and reconstruction of cases in the event of damages due to handling whilst in transit.

✳ **FUMIGATION REGULATION**

Effective from 1st January 2009, all shipments with wood packing material import into Taiwan must be fumigated in the country of origin before sending the cargo to Taiwan.

To ensure the wood packing material is properly treated either by heat treatment or methyl bromide, wood packing materials must be marked with the IPPC logo.



Wood packing materials without acceptable stamp or not in compliance with the above requirements must be destroyed or compulsorily re-reported with the cargo without entry into Taiwan.

9. **STORAGE OF EMPTY CASES**

Empty cases will be stored within the exhibition site if space is available. Your cases will be marked and stored systematically under shelter during the exhibition period in order to facilitate quick and early retrieval for the re-packing at the end of the exhibition.

Note for freight forwarders:

Container detention fee will be levied by shipping lines for containers kept in use for an extended period of time. Free days allowed by shipping lines are usually up to 3 to 5 days after the discharge of containers at the port. Should you require us to keep the container within the exhibition site for storage purposes and subsequent re-export, you are to inform us of the container detention fee that has been negotiated with the shipping line.

10. **CPD CARNET**

The CPD Carnet is accepted in Taiwan in the case of countries having similar bilateral Agreements with the Republic of China.

11. **FILMS & VIDEO TAPES**

Any films and video tapes to be shown at the exhibition must be cleared by the Government Information Office (GIO).

You are advised to courier these materials "Freight Prepaid" to us by FEB. 20, 2020 to enable us to arrange for censorship clearance. 2 (two) copies of Invoice and Packing List and Power of Authority must be attached.

We would advise you against hand-carrying these items into Taipei, as they may be detained by the Taiwanese Customs and considerable time and effort may be required to clear them out in time for the exhibition.

12. **FOODSTUFF/BROCHURES AND GIVEAWAY ITEMS (CONSUMABLES)**

a. **FOODSTUFF**

- Foodstuff/beverages MUST be packed and documented separately from the exhibits to avoid delays in the customs clearance. It should be sent on a separate Bill of Lading or Airway Bill.
- Pre-alert documents must be faxed to us **at least** one(1) week prior shipment arrival to avoid any unnecessary delay in customs clearance.
- Full description (such as total number of pieces, brand of product) of the foodstuff/beverage items must be clearly given on the Combined Commercial Invoice and Packing List.

Please be guided that imported foodstuff and beverages attract very high duty rates. No exemption will be granted.

DO NOT MIX OR SHIP ALCOHOLIC DRINKS OR CANNED FOODSTUFF WITH YOUR EXHIBITS/STAND MATERIALS AS THESE ITEMS ARE SUBJECT TO STRINGENT INSPECTIONS BY THE TAIWANESE CUSTOMS/HEALTH AUTHORITIES.

Failure to comply with these instructions will cause unnecessary delays in clearance, any may lead to additional expenses incurred.

b. **BROCHURES AND GIVEAWAY ITEMS**

Brochures and giveaway items/souvenirs are permitted entry into Taiwan but some are subject to import duties of the CIF value. Such items must be packed separately.

13. **CUSTOMS REGULATIONS FOR FOREIGN EXHIBITS INTO TAIWAN**

a. **GENERAL**

- i. The following items must be imported on a duty & taxes-paid basis:
 - Non-commercial samples.
 - Giveaway or promotional articles.
 - Posters, photo-panels, catalogues, brochures and leaflets.
 - Lubrication oil and grease for maintenance of machinery during the exhibition.
 - Materials and equipment for use in the construction, installation, decoration and maintenance of booths.
 - Foodstuff and drinks to be consumed during the show.
 - Jewellery, precious stones and gold coins (hand-carried).
 - Liquors, spirits, wines and tobaccos.

- ii. Exhibits such as fresh flowers, live plants, etc must be imported on a duty-paid basis and in strict observance of Quarantine Regulations on Importation of Plants into the Republic of China.
- iii Exhibits such as telecommunication and military equipment, chemicals, drugs, alcohol, tobacco, fireworks, weapons and explosives need government endorsements and permits for importation.
- iv. In accordance with the Customs regulations in Taiwan, some stand materials may be imported under duty-deposit basis, but a rental tax at 10% of import duty amount will be charged.
- v. Effective 1 January 2002, additional business tax will be applied if shipment is imported under permanent import, business tax at 5% of CIF value will be charged.

b. EXHIBITS IN BOND

According to Customs regulations, goods on bonded status may remain in Taiwan for a maximum of one (1) month from the date of importation. During the show-days exhibits are not allowed to leave the show venue. They shall neither be sold nor re-exported until all the procedures are cleared by the exhibitors concerned. The Organiser has the rights to return all overdue bonded exhibits on the exhibitor's account without necessarily obtaining the exhibitor's permission.

c. EXHIBITS IMPORTED ON A DUTY-DEPOSIT OR DUTY-PAID BASIS

Exhibits brought-in on a duty-deposit or duty-paid basis must be handled by the exhibitor's agent or representative in Taiwan who will act as a consignee and who will be responsible for any and all customs duties.

However, should exhibitor require TRIUMPH EXPRESS SERVICE. to act as their consignee on duty-deposit basis, then all exhibits must be re-exported after exhibition.

14. CUSTOMS EXAMINATION

The Taiwanese 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.

HEAVY FINES will be imposed on the exhibitor in cases of '**NON DECLARATION**' and '**ERRONEOUS DECLARATION**'. In such cases, Trans-Link shall not be responsible for any delay in clearance. Customs fines and extra expenses incurred shall have to be borne by the exhibitor.

15. EXHIBIT LAYOUT 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.

16. **RE-EXPORT/DISPOSAL OF EXHIBITS**

Exhibitors are to indicate to us on the Combined Commercial Invoice and Packing List the items that will be re-exported as well as the items that will be disposed of, consumed or given away at the end of the exhibition.

We will be circulating a Disposal Instruction Form to you in due course for your completion so that we can plan for the return shipments after the exhibition. Re-export formalities will require at least 2 to 3 weeks to process before shipments can be sent out.

For goods destined for later exhibitions, our covered storage facility in Taipei can be utilized at a reasonable storage rate.

a. **BONDED EXHIBITS**

To provide exhibitors with adequate time to dispose of their exhibits either by sale locally or by re-export, goods must be returned to the bonded warehouse right after the show. Exhibits are allowed to be stored in the bonded warehouse for a period of up to three months after show. Any storage charges incurred will be charged to the account of the exhibitor concerned.

b. **DUTY-PAID BASIS**

Goods can be released from the show ground after the show closes regardless of when the said goods are sold.

17. **SOLD EXHIBITS**

Exhibitors must inform us during the exhibition period the details of the local buyers or agents so that we can advise them of the relevant procedures, duties/taxes involved for the sold exhibits (which will not be re-exported).

a. **BONDED EXHIBITS**

- i) An import permit is required to be obtained by the buyer on the basis of the relevant Commercial Invoices prepared by the exhibitor.
- ii) Payment of relevant charges and import duties is also the responsibility of the exhibitor or buyer.

b. **EXHIBITS ON DUTY-PAID BASIS**

Goods can only be released from the show venue only after the payment of relevant charges and import duties and taxes received by us. Goods will be transferred to our warehouse for storage pending the completion of Customs formalities and/or payment.

Note: The Customs Authorities are empowered to impose an uplift on the declared CIF value and all computation of Customs Duties/Taxes will be based on the new/uplifted value.

18. **INSURANCE**

As our tariff is computed on the basis of volume or weight and has no correlation with the value of exhibits, it follows that the cost of insurance cover is not included in our charges. 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 us, and also ensure that Transport Insurance is arranged for exhibits sold locally.

19. **REQUEST FOR INSURANCE**

Upon written instructions, TRIUMPH EXPRESS SERVICE. can offer you insurance coverage at competitive premiums.

20. **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 off-set.

Our bank accounts are:

TAIWAN

TRIUMPH EXPRESS SERVICE.

CTBC BANK CO., LTD.

JHONGSHAN BRANCH

No.106-2, Sec 2, Chung Shan North Road,

Taipei, Taiwan

A/C No.: 141-13-80904-01

(Remitting bank charges are to be borne by the exhibitor).

IMPORTANT

All business is only transacted in accordance with the Taiwan Freight Forwarders Association (TFFA) Standard Trading Conditions. Copy is available upon application.

Use of **TRIUMPH EXPRESS SERVICE.**'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.

For additional information or clarification, please contact us at:

TAIWAN

TRIUMPH EXPRESS SERVICE.

Room 5-2, 5th Floor

No. 99 Chung Shan North Road

Sec. 2, Taipei, Taiwan

Tel : (886)(2) 25811133

Fax : (886)(2) 25239449 / 25819635

E-mail : frances@trans-link.com.tw

Contact : Ms Frances Lin

OR Taipei World Trade Center

Tel : (886)(2) 27587589

Fax : (886)(2) 27587645

E-mail : scott@trans-link.com.tw

Contact : Mr Scott Chen

**WIND ENERGY ASIA 2020
MAR. 03-05, 2020
KAOHSIUNG EXHIBITION CENTER**

DEADLINES / TIME SCHEDULE AT A GLANCE

The Exhibitor's Manual provides information to assist your participation in WIND ENERGY ASIA 2020. We strongly recommend that all your personnel are aware of the details contained in this manual.

Arrival of films and video tapes.	FEB. 20, 2020
Copies of Bill of Lading and the Commercial Invoice and Packing List for seafreight consignments or <u>at least 7 days</u> prior to the arrival of vessel in Keelung Port	FEB. 06, 2020
Copies of Commercial Invoice and Packing List for airfreight consignments or <u>at least 7 days</u> prior to the arrival of aircraft in CKS Taoyuan Airport.	FEB. 13, 2020
Arrival of exhibits shipped by seafreight .	FEB. 13, 2020
Arrival of exhibits shipped by airfreight .	FEB. 20, 2020

NB Exhibitors are advised that they arrange insurance protection for exhibits and display materials at their cost and such insurance protection must cover the full period for which the equipment is on the exhibition site.