



SHIPPING MANUAL

AOGS – AGU (WPGM) Joint Assembly 2012
13 - 17 August 2012
Resorts World Sentosa
Singapore

Presented by

Agility Fairs & Events Logistics Pte Ltd

Co. Reg. No. 198701172E
5 Changi North Way, 3rd Level
Singapore 498771
Tel. +65 6500 0250 • Fax +65 6214 9592 / 6214 9593
Fairs-Singapore@agilitylogistics.com – www.agilitylogistics.com

Contact:

Mr. Benson Lee

Sales & Marketing Executive

Agility Fairs & Events Logistics Pte Ltd

Tel. +65 6571 5641 • Fax. +65 6214 9592 / 6214 9593
BeLee@agilitylogistics.com

DEADLINES

a. DEADLINES/SCHEDULE AT A GLANCE

Arrival of films and video tapes/discs by COURIER	6 - 8 August 2012
Copies of Bill of Lading and the Commercial Invoice and Packing List for SEAFREIGHT consignments	27 July 2012
Arrival of exhibits shipped by SEAFREIGHT	3 - 6 August 2012
Copies of Commercial Invoice and Packing List for AIRFREIGHT consignments	30 July 2012
Arrival of exhibits shipped by AIRFREIGHT	6 - 8 August 2012
Copies of Product Catalogues and H.S. Code Descriptions for consignments that includes MEDICAL EQUIPMENTS/LASER EQUIPMENTS	At least one (1) month prior to show

b. DOCUMENT & CONSIGNMENT DEADLINES

1. **SEAFREIGHT**

We need the following documents not later than **27 July 2012**.

For consignments that include **Medical Devices/ Medical Devices with laser applications**, Product Catalogues and H.S. Code Descriptions must arrive **at least 1 month** prior to show.

- 2 originals and 3 copies of Bill of Lading
- 3 copies of Commercial Invoice/Packing List
- 1 copy of Insurance Policy (if insured)
- 1 copy of Product Catalogues (for Medical Devices)
- H.S. Code Descriptions

All seafreight consignments must arrive at Singapore Port by **3 - 6 August 2012**

2. AIRFREIGHT

We need the following documents not later than **30 July 2012**.

For consignments that include **Medical Equipments/ Medical Equipments with laser applications**, Product Catalogues and H.S. Codes must arrive **at least 1 month** prior to show.

- 2 originals and 3 copies of Airway Bill
- 3 copies of Commercial Invoice/Packing List
- 1 copy of Insurance Policy (if insured)
- 1 copy of Product Catalogues (for Medical Devices)
- H.S. Code Descriptions

All airfreight consignments must arrive at Singapore airport by **6 - 8 August 2012**

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.

Health Science Authority Regulation for Medical Devices

With effect from 01 January 2012, unless exempted from product registration, all medical devices, for display at exhibitions will require a 14-days approval process by HSA prior to import, including class A, B, C, and D medical devices and all accessories that are imported and supplied must meet one of the criteria below:

- Listed on the [Singapore Medical Device Register](#) (SMDR);
- Listed on the [Transition List](#); OR
- Authorised via one of the [Authorisation Routes](#).

Do note that charges will apply for all applications to HSA for importation of medical devices for exhibition purposes.

Please note that HSA cannot guarantee that the shipment will not be held up at customs for non-compliance of an individual item to the current regulations. We therefore seek your cooperation in ensuring that all the necessary information is furnished upon submission of the permit application. The information requested for the submission of the permit is administrative in nature to make it less burdensome upon the applicant.

To obtain the authorization route permit for an import for non-clinical use, a valid importer's license from HSA is a prerequisite. Please check with us if you will like to display your medical devices for exhibition purposes.

SHIPPING TARIFF

a. INWARD/OUTWARD HANDLING TARIFF (for individual exhibits not exceeding 2,000 kg)

1. SEAFREIGHT

From arrival at Port of Singapore to exhibition stand inclusive of removal and temporary storage of empty packing cases (where applicable) at site or vice versa.

Basic handling rate		S\$95.00 per cbm or 1,000 kg, whichever is the greater.
Minimum charge	LCL	S\$200.00 per consignment (HBL) per exhibitor.
Minimum charge for FCL	FCL 20' GP	20 cbm per 20' container
	FCL 40' GP	40 cbm per 40' container
	FCL 40' HC	50 cbm per 40'HC container
*LCL charge/fee and Terminal Handling Charge (except for shipments from China)		S\$35.25 per cbm or 1,000 kg, whichever is the greater (at cost).
*LCL charge/fee and Terminal Handling Charge for China shipments		S\$50.00 per cbm or 1,000 kg, whichever is the greater (at cost).
Minimum charge		1 cbm per consignment (HBL) per exhibitor.
*FCL Terminal Handling Charge		S\$195.00 per 20' container (at cost)
		S\$290.00 per 40' container (at cost)
*Haulage Fuel Surcharge		S\$20.00 per 20'/40' container (at cost)
Consignment Service Charge		S\$50.00 per consignment (HBL) per exhibitor

* Current and actual cost levied by Container Freight Stations (CFS), all third party's charges incurred will be charged at cost.

Note:

- a. Early arrivals of shipment via sea freight are subject to port storage charges, which will be billed to exhibitors as per outlay.
- b. All other outlays from carriers at Port will be billed at cost.
- c. For consolidated shipments, a documentation charge of **S\$30.00** per consignment per exhibitor is applicable.
- d. For collection/delivery of cargo from/to multiple booths there will be an additional handling charge of **S\$30.00** per cbm per delivery/collection. **Minimum 1 cbm** is applicable per exhibitor per consignment.
- e. For self-nominated freight there will be handover fees as follows:-
 - LCL shipment @ S\$30/cbm (Minimum 2cbm) per consignment (HBL) per exhibitor
 - 20ft Container @ S\$200 per container
 - 40ft Container @ S\$400 per container
- f. Return freight will be quoted upon request. We **DO NOT ACCEPT** self-nominated shipments
- g. Cargo arriving before our stipulated deadlines shall be subject to storage charges at **S\$6.50** per cbm per week or part thereof. (Minimum charge at **S\$50.00** per consignment)
- h. Storage of empty cases away from the exhibition venue (if no storage area is available on site) will be charged at **S\$25.00** per cbm, including local transportation from/return to exhibition venue. Minimum charge is at **S\$120.00** per consignment per exhibitor.

2. AIRFREIGHT

From arrival at Singapore Changi Airport to exhibition stand inclusive of removal and temporary storage of empty packing cases (where applicable) at site or vice versa.

Basic handling rate	S\$0.95 per kg based on actual or volumetric weight, whichever is the greater.
Minimum charge	S\$200.00 per consignment (HAWB) per exhibitor.
*Airport Terminal Charge	S\$0.15 per kg based on actual or volumetric weight, whichever is the greater (at cost).
Minimum charge	S\$25.00 per consignment (HAWB) per exhibitor.
Consignment Service Charge	S\$50.00 per consignment (HAWB) per exhibitor

* Current and actual cost levied by Airport, all third party's charges not listed above will be charged at cost.

Note:

- For consolidated shipments, a documentation charge of **S\$30.00** per consignment per exhibitor is applicable.
- For collection/delivery of cargo from/to multiple booths there will be an additional handling charge of **S\$30.00** per cbm per delivery/collection. **Minimum 1 cbm** is applicable per exhibitor per consignment.
- Return freight will be quoted upon request. We **DO NOT ACCEPT** self-nominated shipments.
- Cargo arriving before our stipulated deadlines shall be subject to storage charges at **S\$0.35** per kg per week or part thereof. (Minimum charge at **S\$50.00** per consignment)
- For self-nominated freight there will be handover fees @ S\$0.30/kg (Minimum S\$100) per consignment (HAWB) per exhibitor.
- Storage of empty cases away from the exhibition venue (if no storage area is available on site) will be charged at **S\$25.00** per cbm, including local transportation from/return to exhibition venue. Minimum charge is at **S\$120.00** per consignment per exhibitor.

ALL 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.

ADDITIONAL NOTES FOR SHOWS :

- Storage of empty cases away from the exhibition venue (if no storage area is available on site) will be charged at **S\$25.00** per cbm, including local transportation from/return to exhibition venue.

Minimum charge is at **S\$120.00** per consignment per exhibitor.

- Any third party's charges (not listed above) incurred will be charged at cost.
- A 30% surcharge of the basic handling will apply for move-in and move-out between 2200hrs to 0800hrs.

OTHER SHIPPING CHARGES (where required)

a. ADMINISTRATIVE FEE FOR APPLICATION FOR EXEMPTION OF CENSORSHIP OF FILMS, VIDEO TAPES AND/OR DISCS

To apply for exemption, please complete the “Form C” (available upon request), and return it to Agility Fairs & Events Logistics Pte Ltd for forwarding to the Media Development Authority.

Administrative Fee	S\$25.00 per application
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b. COURIER CONSIGNMENTS

All courier must be consigned to the following address:

Consignee: AGILITY FAIRS & EVENTS LOGISTICS PTE LTD
5 Changi North Way, 3rd Level, Singapore 498771
For: AOGS – AGU (WPGM) Joint Assembly 2012
Mr. Benson Lee
Tel. +65 6571 5641

i. Courier of Films, Video Tapes And / Or Discs

From arrival at Agility Fairs & Events Logistics Pte Ltd premises up to delivery to exhibition stand, excluding the censorship fee levied by the Media Development Authority.

Handling rate	S\$12.00 per piece
Minimum charge	S\$24.00 per consignment per exhibitor

Should films & video tapes/discs arrive via airfreight/seafreight, the tariffs for airfreight/seafreight shall apply.

ii. Courier of Exhibits / Stand Materials / Publications

From arrival at Agility Fairs & Events Logistics Pte Ltd’s premises up to delivery to exhibition stand.

Below 50kg	S\$60.00
51-150kg	S\$80.00
151-250kg	S\$100.00
251-350kg	S\$120.00
Minimum charge	S\$60.00 per consignment per exhibitor

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

Publication materials could be subjected to censorship by Media Development Authority. For more details please visit MDA website www.mda.gov.sg

Notes:

- All consignment must be shipped on “Free-Domicile” basis i.e. all duties and taxes for all 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 for advance payments made on your behalf.

c. HEAVYLIFT SURCHARGE

Individual exhibit in excess of 2,000 kg per package will incur heavy-lift surcharge (in addition to the basic handling charge).

Up to 4,000kg	S\$30.00 per 1,000kg
4,001kg to 6,000kg	S\$40.00 per 1,000kg
6,001kg to 8,000kg	S\$50.00 per 1,000kg

Exhibits exceeding 8,000 kg per package will be subjected to an individual quotation when the dimensions and weights are provided. Please contact us for further information.

These additional heavy-lift surcharges are applicable severally for inward movements as well as for outward movements.

d. DOCUMENTATION CHARGES

Courier of documents	S\$80.00 per consignment per exhibitor
Telex release for seafreight shipment	S\$80.00 per consignment per exhibitor
OB/L, agency fees	S\$80.00 per consignment per exhibitor

e. ATA CARNET HANDLING FEE

If ATA Carnet is used for temporary import, an ATA Carnet administration fee is applicable to exhibitor at **S\$60.00** per Carnet per entry or exit.

CHARGES APPLICABLE FOR FCL SHIPMENTS ONLY (ITEMS F - H)

f. CRANAGE

For sake of safety, all containers must be grounded to facilitate stuffing or un-stuffing of containers. Our charges for grounding loaded containers and reloading of empty containers are:

Loaded or Empty Container	20'	S\$250.00 per lift
	40'	S\$450.00 per lift

g. UNSTUFFING/STUFFING OF CONTAINERS

Additional charges for unstuffing or stuffing of containers will be applicable.

20' GP	S\$250.00 per operation
40' GP	S\$500.00 per operation
40' HC	S\$600.00 per operation

h. TRANSFER OF CONTAINERS

Return of empty containers to shipping line depot or collection of empty containers from depot (cranage charge is applicable)	S\$180.00 per 20'
	S\$220.00 per 40'

i. ON-SITE HANDLING

From arrival exhibition site to exhibition stand, or vice versa (no unpacking/packing)	Cost Per cbm	S\$67.00 per cbm
Minimum charge	3 cbm per consignment per exhibitor	
From arrival exhibition site to exhibition stand, including unpacking and storage of empty cases in the exhibition venue or vice versa	Cost Per cbm	S\$76.00 per cbm
Minimum charge	3 cbm per consignment per exhibitor	

j. SERVICE CHARGE FOR DISPOSAL OF DEBRIS

A service charge of **S\$50.00** per cbm (minimum **S\$150.00**) for disposal of debris shall be charged to exhibitors who require Agility Fairs & Events Logistics Pte Ltd to dispose debris or unwanted packing materials (such as used empty cases or wooden crates).

k. SERVICE CHARGE FOR DETERMINING AND FURNISHING OF H.S. CODES

If itemized H.S. code is not mentioned in invoice/packing list, S\$5.00 per item will be charged additionally.

SHIPPING INSTRUCTIONS

CONSIGNMENT INSTRUCTIONS

- i. All exhibition goods by **AIRFREIGHT** and **SEAFREIGHT** must be sent “Freight Prepaid” to:

Consignee: AGILITY FAIRS & EVENTS LOGISTICS PTE LTD
5 Changi North Way, 3rd Level
Singapore 498771
For: AOGS – AGU (WPGM) Joint Assembly 2012

- ii. All exhibition goods by **COURIER** must be sent “Freight Prepaid” to:

Consignee: AGILITY FAIRS & EVENTS LOGISTICS PTE LTD
5 Changi North Way, 3rd Level
Singapore 498771
For: AOGS – AGU (WPGM) Joint Assembly 2012
Mr. Benson Lee
Tel. +65 6571 5641

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

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

CASE MARKINGS

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

AOGS – AGU (WPGM) Joint Assembly 2012

c/o Agility Fairs & Events Logistics Pte Ltd

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

CUSTOMS REGULATIONS

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.

A Bank Guarantee Fee will be charged at **0.50%** of shipment's CIF Value. A minimum charge of **S\$100.00** applies.

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.

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 a permanent-import permit.

A fee of **S\$75.00** shall be levied for processing of permit conversion. In addition, exhibitors shall be required to pay Goods & Services Tax of 7% on sales or CIF value, whichever is greater. A copy of sales invoice shall be provided to Customs & Excise Department through Agility Fairs & Events Logistics Pte Ltd if there is any sales transaction.

PERMANENT IMPORTATION

GOODS & SERVICES TAX (GST) ON PERMANENTLY IMPORTED GOODS

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.

GST ON LOCAL SERVICES RENDERED

All services rendered on-site or locally which includes sale of packing materials will be subject to 7% GST as per Government's regulation.

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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 offer the exhibitor insurance coverage at competitive premiums.

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

ADDITIONAL SERVICES

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

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. Payments can be made to: **sgfeaccounts@agilitylogistics.com**

(Credit card payments via PayPal is subject to administrative charges)

For additional information or clarification, please contact us at:

AGILITY FAIRS & EVENTS LOGISTICS PTE LTD
5 Changi North Way, 3rd Level
Singapore 498771
Telephone : (65) 6500 0250
Telefax : (65) 6214 9592 / 6214 9593
eMail : fairs-Singapore@agilitylogistics.com
Website : www.agilitylogistics.com
Contact : Mr. Benson Lee
E-Mail : BeLee@agilitylogistics.com

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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.

CONTROLLED ITEMS

Exhibitors are requested to note that Cosmetics, Pharmaceuticals, Poisons, Medicines & Medical equipment, Laser are subject to Import License prior to their importation into Singapore for exhibition purpose.

Shipment must not be effected until such license is obtained / approved, otherwise, the item will be detained and referred to the relevant authority for approval.

The Health Products Regulation Group (HPRG), part of Singapore Health Sciences Authority (HSA) ensures that drugs, innovative therapeutics, medical devices and health-related products in Singapore are wisely regulated to meet appropriate standards of safety, quality and efficacy.

Exhibition goods Guidelines of application of N2 licence.

To include new medical/healthcare equipment into N2 licence or to import medical/healthcare/laser equipment controlled under the non-ionising radiation regulations, the applicant needs to submit safety certificates/documents/ product brochures showing that the equipment is already registered with (i.e. approved by) the following governmental agencies:

- (1) Australia - Therapeutic Goods Administration (TGA)
- (2) Canada - Health Canada
- (3) Japan - Ministry of Health of Japan, Labour and Welfare (MHLW)
- (4) US - Food and Drugs Authority (FDA)

If the above certificates are not available, then, the applicant should submit other safety certificates (e.g. 93/42/EEC). In this case, the applicant will also need to provide documented proof to CRPNS that the equipment is widely used by physicians (or healthcare establishment) in advanced countries in the European Union.

The exhibitor should also highlight vital information such as their local representative/office and the type of available licence.

All submission will be assessed on a case-by-case basis by the Singapore National Environment Agency - <http://www.nea.gov.sg>

N2 licence Application form can be downloaded:

<http://app2.nea.gov.sg/data/cmsresource/20090320146682214331.doc>

For a list of controlled items, please visit the Singapore Customs at: <http://www.customs.gov.sg/leftNav/trav/dut/Controlled+Goods.htm>

COMBINED COMMERCIAL INVOICE & PACKING LIST

**AOGS – AGU (WPGM) Joint
Assembly 2012**
13 - 17 August 2012
Resorts World Sentosa

NAME OF EXHIBITOR : _____

STAND NO. : _____

ADDRESS : _____

HALL NO. : _____

CONSIGNEE : AGILITY FAIRS & EVENTS LOGISTICS PTE LTD
5 Changi North Way, 3rd Level
Singapore 498771
For: AOGS – AGU (WPGM) Joint Assembly 2012

TELEPHONE NO. : _____ FAX : _____

REMARKS

A : RE-EXPORT
B : DISPOSED OF/CONSUMED
C : GIVEN AWAY/SOLD

* PLEASE TICK WHERE APPLICABLE

CASE NO.	DIMENSIONS L x B x H (cm)	VOLUME (M ³)	WEIGHT (KG)		DESCRIPTION OF GOODS (IN ENGLISH) *Model & serial nos. are mandatory for machineries imported into Singapore for exhibitions	INTERNATIONAL HARMONIZED CODE	QUANTITY	CIF VALUE (US\$)		REMARKS				
			GROSS	NETT				UNIT VALUE	TOTAL VALUE	A	B	C		

The invoiced goods are of _____ origin and are intended for display only at the exhibition site. We declare that the information given above is **true and correct** and represent **fair market value** for the items described herein.

(To be completed by exhibitor)

Signed for and on behalf of _____

Date _____

Country _____

Page _____ of _____

Name in Block Letters

Authorised Signatory

Show Name : **AOGS – AGU (WPGM) Joint Assembly 2012**
Show Dates : **13 - 17 August 2012**
Show Venue : **Resorts World Sentosa**
City, Country : **Singapore**

FREIGHT INSTRUCTIONS

THIS FORM MUST BE COMPLETED AND RETURNED BY EVERY EXHIBITOR

We advise AGILITY FAIRS & EVENTS LOGISTICS PTE LTD, the Official Forwarding Agent and On-Site Installation Contractor that we shall be shipping the following for the event, and we instruct Agility Fairs & Events Logistics Pte Ltd to customs clear and deliver the goods to our stand:

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

We also note and understand the following:

1. DEADLINE FOR SHIPMENT

- Arrival of films and video tapes by courier service : **6 - 8 August 2012**
- Receipt of documents for seafreight consignments : **27 July 2012**
- Receipt of documents for airfreight consignments : **30 July 2012**
- Arrival of seafreight consignments : **3 - 6 August 2012**
- Arrival of airfreight consignments : **6 - 8 August 2012**
- Receipt of Product Catalogues for **Medical Equipments** : **At least 1 month prior to show**

2. CONSIGNMENT INSTRUCTIONS

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

Consignee: **AGILITY FAIRS & EVENTS LOGISTICS PTE LTD**
 5 Changi North Way, 3rd Level, Singapore 498771
 Tel: (65) 6500 0250 / Fax: (65) 6214 9592 / 6214 9593
 For: **AOGS – AGU (WPGM) Joint Assembly 2012**

ii. All exhibition goods by **courier** must be consigned "Freight Prepaid" as follows:

Consignee: **AGILITY FAIRS & EVENTS LOGISTICS PTE LTD**
 5 Changi Way North, 3rd Level
 Singapore 498771
 For: **AOGS – AGU (WPGM) Joint Assembly 2012**
Mr. Benson Lee
 Tel. +65 6571 5641

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

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 _____

Address _____

Tel _____ Fax _____

Signature & Date _____

Send this form to:
AGILITY FAIRS & EVENTS LOGISTICS PTE LTD
 5 Changi North Way, 3rd Level, Singapore 498771
 Tel: (65) **6571 5641** / 6500 0250
 Fax: (65) 6214 9592 / 6214 9593
 Contact: **Mr. Benson Lee**
 E-mail: **BeLee@agilitylogistics.com**
 www.agilitylogistics.com