



SHIPPING INSTRUCTIONS

**ASIA OCEANIA GEOSCIENCES SOCIETY (AOGS 2017)
6 - 11 AUGUST 2017
SUNTEC CONVENTION CENTRE**

Transit Air Cargo Singapore Pte Ltd.

新加坡万捷通私人有限公司

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1. ARRIVAL DEADLINES

All exhibits forwarded by sea or air should arrive Singapore by the following dates:

| | |
|-----------------------------|------------------------------|
| Sea freight (LCL Cargo) | : 21 st July 2017 |
| Sea freight (FCL Container) | : 24 th July 2017 |
| Airfreight | : 26 th July 2017 |
| Films & Video Tapes / Media | : 6 th July 2017 |

The exhibits arriving after our stated deadline will be considered as late arrival and an additional handling surcharge 30% will be levied.

Shipment arriving on/after the opening date, a 50% surcharge will be levied for urgent clearance.

2. CONSIGNING INSTRUCTION

All exhibits forwarded by air or sea freight should be consigned to:

Consignee:

TRANSIT AIR CARGO SINGAPORE PTE LTD

111 Neythal Road,
Singapore 628598.

Tel : (65)6438 1686
Fax : (65)6438 1466
E-mail : events@tacs.com.sg
Contact : Mr. Eric Ong / Mr. Jonathan Lee / Ms. Naz Yusoff
For : AOGS 2017

Notify:

SAME AS CONSIGNEE

Exhibitor:

Booth:

All consignment must be on a “**FREIGHT PREPAID**” basis.

Any consignments arriving Singapore on a freight collect basis will be subject to a 10% service fee for advance payments made on your behalf.

Please note that any shipment not consigned to the above will cause a delay in customs clearance and in turn an additional handling charge will be levied for rectification of it.

Pre-notification of consignments details should be emailed to us at least 48 hrs prior to shipment's arrival.



3. CARGO PACKING

Exhibitors shall be responsible for the consequences of improper packing.

Please ensure that the **cargo is packed in sea worthy condition**. The packing material e.g. case, carton, crate must be strong enough to withstand damage during transportation and repeated handling, including unpacking and should be suitable for repacking for sale or return movement after the exhibition.

Packing in cardboard cartons is not considered suitable for repeated handling, especially for valuable and delicate items.

Any damage claims will be declined should the packing be deemed not adequate for the exhibits.

As the exhibits are repeatedly loaded and unloaded during transportation, shocking/bumping will sometimes be inevitable.

Exhibits will be placed outdoors many times, including open-air storage at the exhibition centre before and after the exhibition. Therefore, exhibitors must take necessary precautions against damage and rain, especially when the return exhibits are to be packed with used packing materials (the case as well as aluminum foil, plastic covers etc very often would have been damaged already during unpacking).

4. CARGO MARKING

The following marking must be clearly marked on two opposite of all packages

AOGS 2017
C/o TRANSIT AIR CARGO SINGAPORE PTE LTD
EXHIBITOR :
STAND NO :
CASE NO : OF
MEASUREMENTS : (L) x(W) x(H) cms
NET WEIGHT : kgs
GROSS WEIGHT : kgs

5. CARGO INSURANCE

It is the responsibility the exhibitor to arrange a full transit insurance.

The policy should cover transport to the exhibition, during the exhibition, and the return of exhibits to domicile, including the period the exhibits are handled by us, and also ensure that transport insurance is arranged for exhibits sold locally.



6. SHIPPING NOTIFICATION & PRE-ADVICE

The following deadlines for documents and shipping pre-advice must be strictly observed. TAC will not be responsible for any consequences or delays resulting to the late supply of it.

DOCUMENTS REQUIRED

| Seafreight shipment: | <u>Original</u> | <u>Copies</u> |
|---------------------------------|-----------------|---------------|
| Bill of Lading | 1 (one) | 2 (two) |
| Commercial Invoice/Packing List | 2 (two) | 2 (two) |
| Insurance Certificate | 1 (one) | 1 (one) |

The above documents should be AIRMAILED/COURIERED to us at least 1 week before the arrival of vessel in Singapore.

| Airfreight shipment: | <u>Original</u> | <u>Copies</u> |
|---------------------------------|-----------------|---------------|
| Commercial Invoice/Packing List | 2 (two) | 2 (two) |
| Insurance Certificate | 1 (one) | 1 (one) |

The above documents should be attached to the AIRWAYBILL.

7. FILMS, VIDEOS AND PUBLICATIONS

All films, videos and publications are subjected to the approval of the government censorship board and films & publications department before they are allowed for public viewing.

It will take about **1(one)** month for the approval of the above and would therefore require the films/videos/publications to be in Singapore by courier consigned to **TRANSIT AIR CARGO SINGAPORE PTE LTD**, at least 4 weeks before the start of the exhibition.

To apply for exemption from censorship of video tapes/discs please send us an email and we will send you the necessary documentations required for submission.

8. HAND-CARRIED EXHIBITS

We do not recommend that you hand carry exhibits into Singapore.

However, if you cannot avoid using this method and your samples are detained by customs please hand over the detention receipt and list of exhibits (duly filled) to Transit Air Cargo's staff at the fairground and we will arrange the collection of your goods from the airport.

Exhibitors arriving late with hand-carried exhibits must be made aware that the customs formalities and pick up procedures may take one or two days.



9. GST (GOODS & SERVICE TAX)*

All goods imported into Singapore are subject to the above tax when consumed in Singapore, including brochures, pamphlets, newsletters, advertising material and give-away of any kind.

The **GST payable is 7% (S\$) of CIF value** indicated on the invoice or subject to the customs and excise final appraisal of the imported goods value.

10. UNPACKING / REPACKING EXHIBITS ON-SITE

TAC will assist exhibitors in physical unpacking and installation of all big exhibits; however exhibitors must supervise and be responsible for these operations.

For this purpose, a representative of the company must be available on-site during the move-in period.

If exhibitors arrived late on-site, or, instruct us to arrange unpacking or repacking unsupervised on their behalf, we shall handle these operations only at the exhibitors risk.

Similarly, during exhibition closing, exhibitors must also supervise the dismantling and repacking of exhibits, especially for delicate or heavy equipment.

When exhibits are repacked with used packing materials, the packing is regarded as no longer suitable to protect the equipment against damage/moisture compared with the original. Exhibitors shall therefore bear the responsibility for any consequences arising.

11. SOLD EXHIBITS

All sold exhibits will be repacked at the close of show.

Exhibits are **NOT ALLOWED** to be taken out of the exhibition hall until the GST (Goods and Service Tax) has been paid - temporary status must be converted to a permanent customs entry.

It is the responsibility of the exhibitor to collect the GST from their buyers.

TAC shall charge all GST paid to Singapore customs directly to the exhibitors and **NOT** their buyers.