



## **EXHIBITION TRANSPORT GUIDELINE**

**AOGS 2008**

**BEXCO, Busan / Jun. 16~20, 2008**

### **1. GENERAL INFORMATION**

Agility – Fairs & Events (Korea)  
4F, Yeollin Bldg, 1666-3 Seocho-dong, Seocho-Gu,  
Seoul, 137-070 Korea  
Tel No. 82-(02)2192-7422  
Fax No. 82-(02)539-9420  
Contact : Jerry You  
E-mail : yjerry@agilitylogistics.com

### **2. TIME SCHEDULE**

- Deadline for exhibits
  - . Sea freight must be arrived Busan port **by June 06, 2008**
  - . Airfreight must be arrived Incheon Airport **by June 08, 2008**
  - . Courier must be arrived our warehouse **by June 08, 2008**
- Any shipment arriving after the above-mentioned deadlines, A 30 % late arrival surcharges will be added for each item of inward operation.

### **3. DOCUMENTARY REQUIREMENT**

- Bill of Lading or AWB : 1 original and 2 copies
- Proforma Invoice : 1 original and 2 copies
- Packing List : 1 original and 2 copies
- Insurance Policy : 1 original and 2 copies
- Drawing, floor plan for heavy machine

For Ocean Shipment, All original shipping documents must be received in Agility – Fairs & Events no later than 7 days prior to the vessels arrival.

For Air Shipments, A telex/telefax pre-alert must be sent to the GeoLogistics Indicating the Air waybill number, flight number, carrier's name, Number of packing, weight, dimensions and name of the Exhibitor/booth Number.

#### **OTHERS**

- A. Documents must have full details such as description of commodity, quantity, and unit price in US dollars.
- B. The value on list of exhibits are CIF Busan port or CIF Incheon Airport. All goods must give a true value even if they are of no commercial value.

**Please indicate whether the goods are for "① Returned goods ②sold goods ③Consumable goods " on its invoice & packing list.**



These enable us to process the most efficient import entry for your exhibition shipment.

- **CONSIGNEE on BL** : Exhibitor name : X X X or Name of Agent, Korea  
Hall / Booth No.: X X X  
**C/O AOGS conference 2008 at BEXCO**
- **NOTIFY PARTY on BL** : Agility – Fairs & Events  
4F Yeollin Bldg, Seocho-Dong, Seocho-Gu,  
Seoul, 137-070 Korea  
Tel No. 82-(2) 2192-7422  
Fax No. 82-(2) 539-9420  
ATTN : Jerry You
- **Courier Address** : Agility – Fairs & Events  
365-2 Noonsa-Dong, Gwang Myeong, Kyungki-Do, Korea  
TEL 82 2 2687 9050  
FAX 82 2 2687 8050  
ATTN : Jerry You  
(English is not available at warehouse, for assistance in English,  
please contact our office in Seoul)

#### 4. **MARKS AND PACKING**

All cases must be packed securely in order to withstand the handling by an international carrier. Wooden, reusable crates are recommended, especially for delicate equipment. Do not use hay or straw for packaging material inside any cases. All cases, crates or cartons must be clearly marked on two sides as shown below. For skidded or containerized cargo, it is recommended that each piece be individually labeled with these same marks.

Shipping labels should appear as follows:

- a. Exhibition goods for **'AOGS Conference 2008' at BEXCO**
- b. Exhibitor Name: \_\_\_\_\_  
Booth No. : \_\_\_\_\_  
Case No. : \_\_\_\_\_ of \_\_\_\_\_  
Dimensions: \_\_\_\_\_ X \_\_\_\_\_ X \_\_\_\_\_ cms  
Gross Weight/Net Weight: \_\_\_\_\_ /

#### 5. **SPECIAL REQUIREMENT ON COURIER SHIPMENT**

- Freight term has to be DDP (Duty and tax have to be paid by the shipper.)
- Payment : US\$100.00 (upto 200kg / each carton has to be under 30kg) for delivery from our warehouse to booth at BEXCO and in-hall services handling has to be paid to the mentioned account below before the show opens.



- Do Not use courier service IF the shipment is palletized or wooden-crated. Only cartons will be acceptable , which are to be hand carried. In case of items palletized or crated, please inquiry to the official freight forwarder separately.

## **6. RANGE OF SERVICES**

- Fully documentation, Handling at the airport/seaport
- Short-term storage in the bonded warehouse
- Bonded transportation from port / airport to fairsite
- Unloading with usual equipment & Delivery to booth
- Unpacking and Positioning, Handling of Empties  
(Local transfer, storage during time of exhibition and returning to the booth after end of the fair, incl. necessary equipment/personnel.)
- Temporary or definitive customs clearance
- Return transport & Arrangements for return by Sea or/and Air-Freight
- Warehousing after Exhibition

## **7. DISPOSAL INSTRUCTION**

At the end of the exhibition, GeoLogistics will arrange the return transport of your exhibits to a place to be stated by yourselves.

At least, 48 hours before show closing, the representative at the booth should instruct the disposal instruction of the exhibits.

## **8. DESTROY**

Items, which you wish to have destroyed, are required to be taken to officially designated area where they will be incinerated under supervision of customs officials. There is a charge for the transportation of goods to the incineration site.

## **9. INSURANCE**

It is the exhibitor's responsibility to ensure that his goods are covered by a comprehensive marine insurance policy, which covers the goods at all times i.e. from premises to stand, duration of exhibition and return to premises.

In the event of loss or damage, please provide with your documents a copy of your insurance certificate or policy details together with the name and address of your insurance companies local representative in Korea.

## **10. PAYMENT**

Our services are based on the official exhibition tariff published by Agility Logistics and this is payable upon the delivery of you goods or the opening day of the exhibition. Alternative arrangements can be made in advance by applying to us in writing.



- Inward : upon reception of goods, prior to delivery to stand
- Outward ; upon presentation of invoice/prior to return of exhibits to sender

Our bank details are as follows.

\*\* Agility Ltd.

Account no. : 454-85-000874

Swift : SCBLKRSE

Standard Chartered First Bank, Yeoksamyek-Corporation Branch, Seoul, Korea

## 10. IN CLOSING

Agility Logistics wishes you an extremely successful show and will be happy to help you in any way possible. If you have any questions that are not guided here, special arrangements with which you need assistance or if you require further information regarding to shipping, please give us a call at your convenience.

## 11. The Quarantine Requirements on Wood Packaging Materials(WPM) of Imported Consignments.

All imported wood packaging materials should be treated by one of the following methods, and present the mark which certifies the approved treatment on two opposite sides of the WPM.

<Treatment methods>

- 1) Heat Treatment(HT): WPM should be heat treated at a minimum wood core temperature of 56°C for a minimum of 30 minutes.
- 2) Methyl Bromide(MB) fumigation  
WPM should be fumigated with methyl bromide as follows. The minimum temperature should not be less than 10°C and the minimum exposure time should be 16hrs.

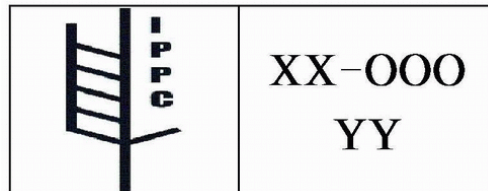
Temperature	Dosage rate	Minimum concentration(g/m <sup>3</sup> ) at:			
		0.5hrs.	2hrs.	4hrs.	16hrs.
21°C or above	48	36	24	17	14
16°C or above	56	42	28	20	17
11°C or above	64	48	32	22	19

Provided, WPM made of *Pinus spp.*, *Larix spp.*, *Cedrus spp.* from Japan, China, Taiwan, US, Canada, Mexico, Portugal and WPM made of *Pinus spp.* from Vietnam should be fumigated with methyl bromide for 24hrs. The treatment standard is as follows. The minimum temperature should not be less than 10°C and the minimum exposure time should be 24hrs.

Temperature	Dosage rate	Minimum concentration(g/m <sup>3</sup> ) at:
		24hrs.
21°C or above	48	24
16°C or above	56	28
11°C or above	64	32



The Mark should contain the valid symbol approved by IPPC, country code, unique number of the producer/treatment facility designated by the National Plant Protection Organization (NPPO) of exporting countries and treatment methods (HT, MB)



□ **Non-compliance Measures**

- WPM without approved mark: Disposal or Return to the origin
- WPM with approved mark but with live regulated pests : Treatment or Disposal or Return to the origin



## HANDLING TARIFF

### AOGS 2008

**BEXCO, Busan / June 16~20, 2008**

### AIRFREIGHT

#### A. INWARD (from free arrival of Incheon Int'l airport upto booth)

1. INCHEON INT'L WAREHOUSE CHARGE (whichever is the greater)
  - 1) By Value
 

First Move-in 3 days	: 2/1000 of CIF Value
Per day (after 3 days)	: 0.3/1000 of CIF Value
  - 2) By Weight
 

First move-in 3 days	: U\$0.10 / KG
Per day (after 3 days)	: U\$0.03 / KG

MIN. U\$60.00 / Shipment
  
2. BONDED TRANSPORTATION (Incheon Int'l airport – Fair site) U\$0.30/ KG
 

MIN. U\$150.00 / Shipment
  
3. SHOW-SITE HANDLING CHARGES U\$0.50/ KG
 

Unloading, Delivery to Booth, Unpacking, Positioning

MIN. U\$100.00 / Shipment
  
4. CUSTOMS FORMALITIES
  - 1) Temporary Customs Clearance CIF Value X 0.2%
 

MIN. U\$40.00 / Shipment / Exhibitor
  - 2) Customs Inspection Fee U\$10.00 / Shipment / Exhibitor
  - 3) Customs Fee For Consumable Goods U\$40.00 / Shipment / Exhibitor
  - 4) Declaration Fee For Bonded Transportation U\$15.00 / Shipment
  
5. BASIC SERVICE CHARGE U\$100.00 / Shipment / Exhibitor
  
6. REMOVAL OF EMPTY CASE, STORAGE DURING THE SHOW AND RETURN AFTER THE SHOW U\$30.00 / CBM
 

MIN. U\$30.00 / Shipment / Exhibitor

#### B. OUTWARD

Above rates are also valid for re-exportation ---Except no. 1, 4-3) and 6.



## SEAFREIGHT

### A. INWARD (from free arrival Busan port upto booth)

#### 1. BUSAN PORT CHARGES

- 1) LCL Shipment U\$25.00 / CBM  
 MIN. U\$70.00 / Shipment
- 2) FCL Shipment  
 a) 1 X 20' Container U\$150.00 / Container  
 b) 1 X 40' Container U\$250.00 / Container

#### 2. WAREHOUSE CHARGE (whichever is the greater) **For LCL Shipment Only**

- 1) By Value  
 First Move-in 3 days : 1.5/1000 of CIF Value  
 Per day (after 3 days) : 0.2/1000 of CIF Value
- 2) By Volume Basic (1-5days) : U\$15.00 / CBM / 5days  
 MIN. U\$60.00 / Shipment

#### 3. BONDED TRANSPORTATION (Busan port – Fair site)

- 1) LCL Shipment U\$25.00 / CBM  
 MIN. U\$100.00 / Shipment
- 2) FCL Shipment (Railroad)  
 a) 1 X 20' Container U\$300.00 / Container  
 b) 1 X 40' Container U\$400.00 / Container

※ FCL shipments arriving after the deadline dates given will be transported by trucking.  
 In this case, the transportation charge applies to round tariff of railroad.

#### 4. FAIR-SITE HANDLING CHARGES U\$80.00 / CBM

- Unloading, Delivery to Booth, Unpacking, Positioning  
 MIN. U\$100.00 / Shipment

#### 5. CUSTOMS FORMALITIES

- 1) Temporary Customs Clearance CIF Value X 0.2%  
 MIN. U\$40.00 / Shipment / Exhibitor
- 2) Customs Inspection Fee U\$10.00 / Shipment / Exhibitor  
 3) Customs Fee For Consumable Goods U\$40.00 / Shipment / Exhibitor  
 4) Declaration Fee For Bonded Transportation U\$15.00 / Shipment

#### 6. BASIC SERVICE CHARGE U\$100.00 / Shipment / Exhibitor

#### 7. REMOVAL OF EMPTY CASE, STORAGE DURING THE SHOW AND RETURN AFTER THE SHOW U\$30.00 / CBM

- MIN. U\$30.00 / Shipment / Exhibitor

### B. OUTWARD

Above rates are also valid for re-exportation ---except no. 2, 5-3) and 7.

## COURIER SHIPMENT



Delivery from our warehouse to booth at BEXCO and in-hall services handling  
(Each carton has to be under 30kg)

1. 0 ~ 200kg : U\$100.00
2. 201 ~ 300kg : U\$150.00
3. Over 300kg : Please use a freight forwarding service

## REMARK

1. This tariff applies to per shipment, per exhibitor.
2. The followings are not included in the above fee
  - a. Duty & tax
  - b. Air/Ocean freight
  - c. Packing charges to make new boxes/crates
3. Above rates are based on general cargoes only. For specialized or heavy cargoes, additional charges will levy in accordance with actual outlays.
4. Overtime charges and Sunday/holiday charges will be involved to the respective exhibitor in addition to the above prices.
5. For airfreight shipment our freight calculation is based on chargeable/volume weight  
(Volume : Weight = 6 : 1)
6. Minimum for 20' container is 25 freight tons, 40' container is 50 freight tons.
7. **Cargo arrived beyond deadline, a 30% surcharge on late delivery will be added.**
8. Payment of charges : our terms and condition require that above-mentioned charges be paid before the close of the exhibition.

\*\*\* For more information, please contact us

Agility Logistics (Geologistics Expo Services Korea)

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