



# SHIPPING INSTRUCTIONS

**AOGS 2018**  
**3 – 8 June 2018**  
**Hawaii Convention Center**  
**Honolulu**  
**USA**

Presented by

**Agility Fairs & Events Logistics Pte Ltd**

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## DEADLINES

	Port	Documentation Deadlines	Arrival of Shipment to Port
Air Freight	Honolulu International Airport, HI (HNL)	15 May 2018	24 May 2018
Sea Freight FCL	Honolulu Seaport, HI, (HNL)	7 working days prior to the vessel departure	21 May 2018
Sea Freight LCL	Honolulu Seaport, HI, (HNL)	7 working days prior to the vessel departure	16 May 2018
Courier Service	To be advised	15 May 2018	24 May 2018

## ARRIVAL NOTES:

- 1) Both sea and air shipments arriving at port on or after **25 May 2018** will be subjected to a 25% late arrival surcharge and may not deliver on your requested delivery date.
- 2) U.S. Customs will be closed on **28 May 2018** in observance of the Memorial Day Holiday.

## 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 **7 working days 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 of minimum USD100.00 per exhibitor/consignment will be imposed.**

### Pre-alerts must be forwarded to us:

#### Agility Fairs & Events Logistics Pte Ltd

Tel. +65 6571 5635 • Fax. +65 6214 9592 / 6214 9593

Contact: **Ling Seok Li**

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

## PRE-ALERT REQUIREMENTS

### 1. SEAFREIGHT

We need the following documents not later than **5 working days prior to the vessel departure**

- 1 original and 1 copy of Master Bill of Lading
- 1 original and 1 copy of House Bill of Lading (if applicable)
- 1 copy of Commercial Invoice/Packing List in excel format
- 1 copy of Insurance Policy (if insured)
- Any other necessary Customs documents

All **LCL seafreight** consignments must arrive at Honolulu Seaport by **16 May 2018**

All **FCL seafreight** consignments must arrive at Honolulu Seaport by **21 May 2018**

## 2. AIRFREIGHT

We need the following documents not later than **15 May 2018**

- 1 original and 1 copy of Airway Bill
- 1 copy of Commercial Invoice/Packing List in excel format
- 1 copy of Insurance Policy (if insured)
- Any other necessary customs documentation

All **airfreight** consignments must arrive at Honolulu airport by **24 May 2018**

**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.**

(A 15% outlay commission will be imposed on all “Freight Collect” consignments).

## CONSIGNMENT DETAILS

Both air and sea freight must be consigned FREIGHT PREPAID as follows:

<b><u>AIR DIRECT MAWB</u></b>	<b><u>AIR CONSOL MAWB &amp; NOTIFY</u></b>	<b><u>OCEAN DIRECT OCEAN B/L</u></b>	<b><u>OCEAN CONSOL MB/L &amp; NOTIFY</u></b>
C-AIR INT’L, INC. (Name of Actual Exhibitor) AOGS 2018 HAWAII CONVENTION CENTER 1801 KALAKAUA AVENUE HONOLULU, HI 96815	TWI Import Services, c/o C-AIR INT’L, INC. IMPORT DEPT. 9841 AIRPORT BLVD., SUITE 1400 LOS ANGELES, CA 90045 Tel: +1 (702) 691-9000 <a href="mailto:USA@twigroup.com">USA@twigroup.com</a>	C-AIR INT’L, INC. (Name of Actual Exhibitor) AOGS 2018 HAWAII CONVENTION CENTER 1801 KALAKAUA AVENUE HONOLULU, HI 96815	TWI Import Services, c/o C-AIR INT’L, INC. IMPORT DEPT. 9841 AIRPORT BLVD., SUITE 1400 LOS ANGELES, CA 90045 Tel: +1 (702) 691-9000 <a href="mailto:USA@twigroup.com">USA@twigroup.com</a>
NOA: TWI Import Services, c/o C-AIR INT’L, INC. Tel: +1 (702) 691-9000 <a href="mailto:USA@twigroup.com">USA@twigroup.com</a>	HAWB & AMS ENTRY: C-AIR INT’L, INC. For: TWI Import Services/(Name of Actual Exhibitor) AOGS 2018 HAWAII CONVENTION CENTER 1801 KALAKAUA AVENUE HONOLULU, HI 96815	NOA: TWI Import Services, c/o C-AIR INT’L, INC. Tel: +1 (702) 691-9000 <a href="mailto:USA@twigroup.com">USA@twigroup.com</a>	HOUSE BL : C-AIR INT’L, INC. For: TWI Import Services/ (Name of Actual Exhibitor) AOGS 2018 HAWAII CONVENTION CENTER 1801 KALAKAUA AVENUE HONOLULU, HI 96815

**FILLING OF COMMERCIAL INVOICE**

A separate commercial invoice/packing list must be created for temporary and permanent items (which must also be ship on separate HAWB's).

Note that Stand Materials are **NOT** eligible for a temporary importation to the U.S. Please send to Agility within the documents' stipulated deadlines for checking,

**CASE MARKINGS**

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

**AOGS 2018**  
**HAWAII CONVENTION CENTER**  
**1801 KALAKAUA AVENUE**  
**HONOLULU, HI 96815**  
 NAME OF EXHIBITOR : \_\_\_\_\_  
 STAND NUMBER : \_\_\_\_\_  
 CASE NUMBER : \_\_\_\_\_  
 GROSS WEIGHT : \_\_\_\_\_  
 DIMENSION : \_\_\_\_\_

**PACKING**

Temporary and permanent items must be shipped on separate HAWB's. Failure to separate items and not send on individual HAWB's will result in a permanent, duty paid customs entry with all duties/taxes billed back to you.

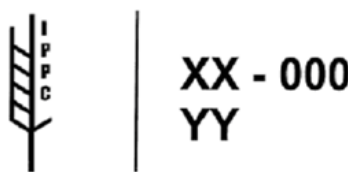
Exhibitors are advised to provide strong packing cases for the transportation of the exhibits. The packing of the exhibits are to withstand external elements as well as movements during full transportation and handling.

For main exhibits, we recommend sturdy returnable type of cases to be used for return or onward transport. Exhibitors should also take necessary precautions against rain, especially when the return exhibits are to be packed with original packing materials. Cardboard cartons should be avoided if they are intended for return shipping. Agility will not be responsible for damages and claims arising out of improper packing.

Licensed items should be packed & labeled separately from non-licensed items. If conditions require licensed items to be co-mingled with non-licensed items, the entire shipment will be subjected to handling conditions for licensed shipments. Kindly contact Agility for more information.

**SOLID WOOD PACKING MATERIALS**

Solid wood packing materials must be heat treated in compliance with IPPC standards and stamped accordingly. Please note that if pallets brought into U.S. are not treated, we will need to re-palletize with treated pallets for re-export and all cost will be billed back to you accordingly.



XX represents the ISO country code.  
 000 represents the unique number assigned by the national plant protection organization.  
 YY represents either HT for heat treatment or MB for methyl bromide fumigation.

## **OTHER SOLID WOOD MATERIALS AND THE LACEY ACT**

The U.S. Department of Agriculture enforces federal laws protecting wildlife, including enforcing civil and criminal penalties for the illegal trade of animals and plants, including wood. Any products made of wood, especially furniture, are subject to Lacey Act requirements and a Plant and Plant Product Declaration Form must be completed. Kindly contact Agility for more information.

## **MANDATORY ISF FILING (FOR SEA FREIGHT ONLY)**

The U.S. Department of Homeland Security must identify ocean cargo that may pose a security threat before it is loaded on board a vessel bound for the USA. The ISF regulation requires that specific information about the cargo to be filed with U.S. Customs (CBP) in advance of the goods to be shipped.

The details required are standard in the commercial shipping process. The difference with this regulation is that these details must be filed **BEFORE** a shipment is made overseas, rather than once it arrives at a U.S. port. This will impact all overseas exhibitors shipping materials to the U.S. by sea freight. If these steps are not taken, U.S. Customs and Border Protection (CBP) can refuse to allow the cargo to be loaded at the point of origin, thereby delaying the shipment.

Importer Security Filing (ISF) must be filed with U.S. Customs and Border Protection (CBP) not less than 24 hours before the sailing vessel departs from the overseas port. This rule is more commonly referred to as the **10+2 Rule** because of these 10 pieces of information that the importer must provide along with two additional items by the shipping line (the vessel stowage plan and container location)

1. Manufacturer (or supplier) name & address
2. Seller name & address
3. Buyer name & address
4. Ship to name & address
5. Container stuffing location
6. Consolidator name & address
7. Importer of record number
8. Consignee number
9. Country of origin of goods
10. Harmonized Tariff Schedule of the U.S. (HTSUS) number (6 or 10 digit level)

The above (ISF) MUST be e-mailed to [MNq@agility.com](mailto:MNq@agility.com) seven (7) working days prior to the vessel's departure. The U.S. Customs has begun imposing fines for non-compliance of upto \$20,000.00.

**DO NOT TENDER SHIPMENTS TO THE CARRIER WITHOUT PRIOR APPROVAL FROM AGILITY. YOU WILL NEED TO RECEIVE AN ISF TRANSACTION NUMBER FROM US.**

## **CUSTOMS REGULATIONS**

### a. **TEMPORARY IMPORTATION**

This entry allows temporary import in to the U.S. without paying for duties and taxes however; U.S. Customs will not allow temporary importation for stand fitting materials.

### b. **PERMANENT IMPORTATION**

All goods sold, disposed, or given away or not re-exported at the end of the exhibition will be subjected to duties and taxes. This includes all giveaway items such as brochures and samples and also stands fitting materials.

### c. **ATA CARNET**

U.S. Customs accepts ATA Carnets. Goods can be imported into U.S. without payment of duties and taxes but goods may not be given away or sold. All goods must be re-exported at the end of the show.

## **RE-EXPORT TIMEFRAME**

After the close of the exhibition, re-export may take upto 3 weeks from the close of the show depending on the region and space availability in airlines or shipping lines For urgent re-export, surcharges will apply, please let us know in advance.

## **OTHER GOVERNMENT AGENCIES**

**FCC:** A FCC form must be submitted for most electronics, including computers, TV's, printers, etc.

**FDA (Laser Components):** A Radiation Control Form must be submitted for any items containing a laser diode, including laser devices, LED, x-rays, etc.)

**FDA (Food & Beverage):** Additional information is required when shipping of food items to USA. All commercial invoice and documentation need to be e-mailed to Agility 2 weeks prior to departure for approval.

## **OTHER GOVERNMENT AGENCIES INFORMATION**

Kindly contact Agility for more information.

## **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 / TWI Group, and also ensure that Transport Insurance in 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 / TWI Group can assist to arrange insurance coverage at competitive premiums.

## **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  
USD A/C : 260-319876-186  
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@agility.com](mailto:sgfeaccounts@agility.com)

(Credit card payments via PayPal is subject to administrative charges of 4% on the total invoice amount)

For additional information or clarification, please contact us at:

### **AGILITY FAIRS & EVENTS LOGISTICS PTE LTD**

No. 5 Changi North Way, 3<sup>rd</sup> Floor  
Singapore 498771  
Telephone : (65) 6500 0250  
Telefax : (65) 6214 9592 / 6214 9593  
eMail : [fairs-singapore@agility.com](mailto:fairs-singapore@agility.com)  
Website : [www.agility.com/fairsevents](http://www.agility.com/fairsevents)  
Contact : Michael Ng  
E-Mail : [MNg@agility.com](mailto:MNg@agility.com)

## **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 expressed orally and/or in writing and/or by conduct, implies acknowledgement and acceptance of the foregoing.

## SHIPPING TARIFF

### INWARD/OUTWARD HANDLING TARIFF

(for individual exhibits not exceeding 2,000 kg)

#### 1. SEAFREIGHT 1 cbm = 167kgs

From arrival **Seaport Honolulu** to free arrival advance warehouse or venue by way of marshaling yard and vice versa

Basic handling rate	1 – 500 kgs	<b>USD 0.80</b> per kg
	500 – 1000 kgs	<b>USD 0.70</b> per kg
	1000+ kgs	Upon request
Minimum charge	LCL	<b>USD 200.00</b> per consignment (HBL) per exhibitor.
Full Container (FCL)		<b>USD 950.00</b> per consignment per exhibitor
Chassis Usage		<b>USD 55.00</b> per day
Pre-pull		<b>USD 200.00</b>
Field Transfer for LCL		<b>USD 0.45</b> per kg per consignment per exhibitor Minimum <b>USD 45.00</b>
Waiting Time	LCL	<b>USD 75.00</b> per hour per consignment per exhibitor
	FCL	<b>USD 95.00</b> per hour per consignment per exhibitor
Fuel Surcharge		Per daily rate
Weight Certification		Per services rendered

#### 2. AIRFREIGHT

From arrival **Airport Honolulu** to free arrival advance warehouse or venue by way of marshaling yard and vice versa.

Basic handling rate	1 – 500 kgs	<b>\$ 0.80</b> per kg
	500 – 1000 kgs	<b>\$ 0.70</b> per kg
	1000+ kgs	Upon request
Minimum charge		<b>\$ 200.00</b> per consignment (HBL) per exhibitor.
Field Transfer for Airfreight		<b>USD 0.45</b> per kg per consignment per exhibitor Minimum <b>USD 45.00</b>
Waiting Time		<b>USD 75.00</b> per hour per consignment per exhibitor
Fuel Surcharge		Per daily rate
Weight Certification		Per services rendered

**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.**



### 3. IMPORT CUSTOMS FEES

U.S. Customs Entry for Temporary Import	<b>\$ 185.00</b> per consignment per exhibitor
Temporary Import Bond Fee	<b>1% of CIF Value</b> per consignment per exhibitor Minimum <b>\$ 50.00</b>
Custom Entry – ATA Carnet Sign-In	<b>\$ 180.00</b> per carnet per consignment per exhibitor
Custom Entry – Consumption (Duty Paid)	<b>\$ 180.00</b> per consignment per exhibitor
Consumption Bond Fee	<b>0.5% of CIF Value</b> per consignment per exhibitor Minimum <b>\$ 50.00</b> , Maximum <b>\$ 2,000.00</b>
Duties / Taxes	<b>At cost + 15% Outlay Fee</b>
1 <sup>st</sup> 3 HTS Free	<b>\$ 8.50</b> for each additional line per consignment per exhibitor
ISF Filing (Sea Only) – 1 <sup>st</sup> 3 HTS Free	<b>\$ 70.00</b> per application per consignment per exhibitor
ISF – Each Additional Lines	<b>\$ 5.00</b> for each additional line per consignment per exhibitor
Arrival Fees	<b>At cost + 15% Outlay Fee</b>
Government Agency Fee (FDA, FCC, Etc)	<b>\$ 50.00</b> per agency per consignment per exhibitor
Documentation / Coordination	<b>\$ 180.00</b> per consignment per exhibitor
Customs Exam	Per Services Rendered

### 4. EXPORT CUSTOMS FEES

Cancelation of Temporary Import	<b>\$ 110.00</b> per consignment per exhibitor
ATA Carnet Sign-Out	<b>\$ 135.00</b> per carnet per consignment per exhibitor
Air Freight Documentation / Coordination	<b>\$ 215.00</b> per consignment per exhibitor
Sea Freight Documentation / Coordination	<b>\$ 250.00</b> per consignment per exhibitor
Customs Exam	Per Services Rendered

# COMMERCIAL INVOICE / PACKING LIST

Shipper Information				Consignee Information				
<b>Company Name:</b>				<b>Company Name:</b>				
<b>Address:</b>				<b>Address:</b>				
<b>Tel:</b>				<b>Tel:</b>				
<b>Fax:</b>				<b>Fax:</b>				
Delivery Information				Exhibition Information				
Representative				Show Name:				<b>Hall No.</b>
Contact Number:				Show Date:				
Requested Delivery Date:				Show Venue:				<b>Booth No.</b>
Requested Delivery Time:				Show City / Country:				

Case / Box No	Dimensions in METRES			CBM	Gross Wt (kg)	Nett Wt (kg)	HS Code	Description of goods (Model & serial nos. are mandatory for machineries)	Quantity	CIF value (USD)		Remarks *	
	Length	Width	Height							Unit value	Total value	A	B
				0									
				0									
				0									
				0									
				0									
				0									
				0									
				0									
				0									
				0									
				0									
				0									
				0									
<b>Total</b>				0	0	0				<b>Total CIF Value (USD)</b>		\$	-

\* A = re-export after the event  
 \* B = to be disposed/ consumed/given away/sold

The invoiced goods are of \_\_\_\_\_ origin and intended for use at the event only.  
 We certify that the information given above is true and correct and that dimensions, weight & prices declared is true and correct.