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March 20-22, 2019
Shanghai New International
Expo Center
electronica-china.com

SHIPPING GUIDELINE

SHIPPING INSTRUCTIONS

Important tips for transport,
handling and insurance of your exhibits

ELECTRONICA CHINA 2019
20.03. – 22.03.2019
SNIEC SHANGHAI

Shanghai Expotrans Ltd
Add: 10th Floor, No.555
An Yuan Road, Shanghai
200040, China
(Next to Jiao Zhou Road)

All business of Shanghai Expotrans Limited and their nominated Agents - is undertaken in accordance with their Standard Trading Conditions latest issue. Copies available upon request.



Part I Local Exhibits

Introduction

We take pleasure in informing you that Shanghai Expotrans Ltd has been appointed by the organizer as the official forwarder for above exhibition. Exhibitors are therefore requested to consult Shanghai Expotrans for any matter concerning forwarding of exhibits to Shanghai fairground and/or regarding on-site co-ordination.

Communication

Shanghai Expotrans Ltd
Add: 10th Floor, No.555
An Yuan Road, Shanghai,
200040, China

Mr. Xu Wei
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Fax: +86-21-6217 9788
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Mr. Bob Hu
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huchunbo@xptrs.com.cn

Warehouse Address

ADDRESS IN CHINESE:

上海国际展览运输有限公司 (仓库)
(请勿写人名以免提货困难)

地 址: 上海市宝山区蕴川路 1919 号 1 号库
电 话: 021-6420 5775
邮 编: 201901

ADDRESS IN ENGLISH:

Shanghai Expotrans Ltd(warehouse)

(DO NOT CONSIGN TO PERSON IN CASE ANY
PROBLEMS WHEN PICKING UP CARGO)

ADD: Warehouse 1, No.1919, Yunchuan Road, Baoshan
District, Shanghai.
TEL: 021-6420 5775
Postal: 201901

ATTENTION

Transportation Mode of Exhibits and Deadline

1. Move-in Date: Mar 18 – 19, 2019
2. If exhibitors entrust Shanghai Expotrans to pick up the exhibits by railway, air or land transportation, the exhibits must arrive in Shanghai railway station/airport before Mar 8th. The exhibitor should pre-pay the freight. Shanghai Expotrans doesn't accept freight collect.
3. If exhibitors entrust Shanghai Expotrans to pick up the exhibits at appointed place in Shanghai, the deadline will be Mar 8th.
4. If exhibitors entrust Shanghai Expotrans to receive the exhibits at Expotrans warehouse and transfer to fairground, please deliver the exhibits to Expotrans Warehouse before Mar 13th. You can find the warehouse address above of this page.
5. If exhibitors directly deliver the exhibits to fairground, please pay attention to move-in date and working time.
6. Please pay attention to the deadline of documents submission and exhibits arrival (subject to Expotrans Confirmation). Shanghai Expotrans are not responsible for any consequence caused by late submission or late arrival.



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Packing, labeling and documents preparation for the exhibits

1. The exhibits must be labelled according to the mark samples(Form 3)
2. All exhibits must be packed well. Shanghai Expotrans will not be responsible for the exhibits broke/miss etc caused by improper packing/no packing. Please make sure the packing is secured and water-resist. Nonreversible exhibits should be marked with clear "up arrow". Different kind of exhibits should be packed separately. Huge Exhibits should be marked with hanging point and the center of gravity.
3. Exhibitors could choose railway/air/land transportation to Shanghai. Please consign correctly to Shanghai Expotrans.
4. After the exhibits are handed over to transportation company, exhibitors should submit related transportation documents to Shanghai Expotrans and Pre-alert and Service order form(Form 1)
5. Exhibitors should contact Shanghai Expotrans in advance, and provide accurate dimensions and weight of exhibits. If exhibitors fail to do or the data are not correct, Shanghai Expotrans will not be responsible for failure in exhibits transportation and on-site handling.
6. The pre-alert and service order form (Form 1) is the official contractor between exhibitors and Shanghai Expotrans. Please fill correctly and submit before the deadline.
7. After the show, if exhibitors entrust Shanghai Expotrans to arrange the return transportation, please submit written order to On-site office of Shanghai Expotrans. Exhibitor cannot leave until the exhibits are handed over to Shanghai Expotrans Staff. Exhibitors should be responsible for the exhibits missing or damage before the handling over. The handing over must be done before the end time of move-out.

Handling Safety

1. Exhibitor must guide and supervise the handling on-site (including loading/unloading/unpacking/packing/assembling/disassembling etc) and sign the safety commitment letter; otherwise Shanghai Expotrans has the right to not provide the service and will not be responsible for any loss and consequence caused.
2. The service charges are according to the dimension and weight of the exhibits, which has no relation with the exhibits value. Therefore the insurance are not covered by Shanghai Expotrans. Exhibitors should arrange the insurance by themselves (including the exhibition period). The insurance should cover Shanghai Expotrans and other 3rd party's responsibility. Please prepare the insurance policy original or copy in case of any accident for loss or damage.

Service Description and Tariff

1. Collection/Receiving /Storage/Delivery to booth

Description:

The exhibitors arrange the railway/air/truck transportation to Shanghai. (please refer to the deadline in former part " Attention ". Shanghai Expotrans will be responsible for collection/Receiving at warehouse/storage/delivery to booth (Loading service at Collection point is not included)

Tariff:

Description	Tariff	Minimum Charge
Collection at Freight Station in Shanghai	CNY 300/CBM	CNY600
Collection at appointed place in Shanghai	CNY 300/CBM	CNY600
Receiving at warehouse	CNY 300/CBM	CNY600
Fairground(unloading bay) to booth	CNY 70/CBM	CNY70
Storage Charges	CNY 30/CBM/DAY	CNY60

Remarks:

Shanghai Expotrans will charge the exhibitor as per outlay (invoice or receipt) + 10% at collection point for the cost such as loading charges, storage at freight station etc.



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2. Inbound Handling for self-delivery exhibits

Description:

Exhibitor arrange the truck and exhibits arrive the unloading bay. Shanghai Expotrans will unload/unpack/keep empty storage.

Tariff:

Description	Tariff	Minimum Charge
Unload from truck to booth	CNY 70/CBM	CNY 70
unpack	CNY 50/CBM	CNY 50
Empty storage	CNY 50/CBM/show period	CNY 50
20GP rental charge (transportation excluded)	CNY 650/show period	CNY 650
40GP rental charge (transportation excluded)	CNY 1300/show period	CNY 1300

3. Outbound Handling for self-delivery exhibits

Description:

Exhibitor arranged the truck and exhibits arrive at the unloading bay. Shanghai Expotrans will unload/unpack/keep empty storage.

Tariff:

Description	Tariff	Minimum Charge
From booth to truck	CNY 70/CBM	CNY 70
pack	CNY 50/CBM	CNY 50

4. Exhibits return

Description:

After the show, Shanghai Expotrans will transfer the exhibits to warehouse and arrange the return by rail/air/truck as per order.

Tariff:

Description	Tariff	Minimum Charge
From booth to warehouse	CNY300 /CBM	CNY 600
From booth to appointed place in Shanghai	CNY300 /CBM	CNY 600

Remarks:

Return Freight will be quoted separated. Additional charges will be charged as per outlay + 10%.
Shanghai Expotrans will recommend an inland logistics company to handle the return freight on-site. Exhibitors may deal directly with them (outbound handling is excluded).

5. Exhibits Assembling

Worker	CNY 30/hour CNY 240/day CNY 60/hour	Minimum 2 hours per order Regular work day 8 hour per day Overtime or National Holiday
3Tforklift	CNY 200/hour	Minimum 2 hours per order
5Tforklift	CNY 300/hour	
10Tforklift	CNY 420/hour	
15Tforklift	CNY 490/hour	
25TCrane	CNY 550/hour	Minimum 4 hours per order
50TCrane	CNY 1000/hour	
70TCrane	CNY 1600/hour	
100TCrane	CNY 2100/hour	



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130TCrane	Upon Request
200TCrane	Upon Request

Please fill the order form (Form 2) 24hours in advance.

6. Other Charges

- a) Dangerous/Chilled/Frozen/Valuable Cargo Surcharge: 50% additional charges based on Item 1-5
- b) Late Arrival Surcharge: 20% based on regular inbound charges.
- c) Air cargo convertible standard: 1cbm = 166 kg
Sea/land cargo convertible standard: 1cbm=1000kg
- d) Over-weight exhibit surcharge

Over-weight exhibit (single piece)	Tariff (inbound or outbound)
4,001 - 7,000 kg	CNY 200.00/1000kg
7,001 - 9,000 kg	CNY 260.00/1000kg
Over 9,001 kg	CNY 340.00/1000kg



SHIPPING GUIDELINE

Form 1

Pre-Advice and General Order Form

This form must be completed and returned before → **1 March 2019** ← duly stamped and signed by shipper or consignor
ALL CHARGES FOR SHIPPERS/ CONSIGNOR'S ACCOUNT

Please return this form as pdf scan - attachment to: e-mail: xuwei@xptrs.com.cn e-mail: huchunbo@xptrs.com.cn	Exhibitor Information		
	Company:		
	Booth No.:		Booth No.:
	Authorized by:		
	E-mail:		
	Tel.:		Tel.:

1, Exhibits Information:

CTN	Packing Material	Exhibits Name	Length*Width*Height	Volume	Weight
Total Amount		Total Volume		Total Weight	

2, The Above Items Will Be :

Service Item: Pick up from CT Date: _____ *Please provide the waybill!
 Pick Up From Shanghai Date: _____
 Direct To Warehouse Date: _____ *Please provide the waybill!
 Direct to Fairground Date: _____
 Unpacking: Y N Store Empty Case: Y N
 Other requirement: _____

3, We agree the tariff and will pay by the following ways

- Pay by cash during the move-in period
- Pay by T/T before the move-in period

Date: 2019/ / /

Exhibitor/Signature Stamp (Please keep as record)



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Form 3 shipping mark

EXHIBITION

展会名称

ELECTRONICA 2019

2019 年慕尼黑上海电子展

SHOW DATE

展会日期

2019 年 03 月 20 日 - 22 日

VENUE

展 馆

上海新国际博览中心

EXHIBITOR

参 展 商

BOOTH NO.

展 台 号

CASE NO.

箱 号

(第) 箱 / (共) 箱



Part II Overseas Exhibits

We take pleasure in informing you that Shanghai Expotrans Ltd has been appointed by the organizer as the official forwarder for above exhibition. Exhibitors are therefore requested to consult Shanghai Expotrans for any matter concerning forwarding of exhibits to Shanghai fairground and/or regarding on-site co-ordination.

Shanghai Expotrans are the official on-site transportation contractor entitled to be responsible for going through all customs formalities and handling exhibits - after their arrival in Shanghai. To ensure smooth handling of exhibits, please read carefully all points in this guideline. Failure to comply with these points is likely to create problems and additional expenses.

Communication

You are kindly requested to address all your correspondence to:

Shanghai Expotrans Ltd
Add: 10th Floor, No.555
An Yuan Road, Shanghai,
200040, China

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Fax: +86-21-6217 9788
E-mail: yangqing@xptrs.com.cn

Mr. Kevin Li
Tel: +86-21-6013 1857
Fax: +86-21-6217 9788
E-mail: lisichao@xptrs.com.cn

Consignment Instruction

All cargo must be directly* consigned "**Freight Prepaid**" to the following consignee:
Exhibits may be transported to Shanghai by one of the following routings:

Cargo by **SEA** direct to SHANGHAI port, or **AIR** direct to Shanghai (PVG):

CONSIGNEE:

SHANGHAI EXPOTRANS LTD
10/F, No.555 AN YUAN ROAD
SHANGHAI 200040 CHINA
TEL: +86-21-6013 1818
FAX: +86-21-6217 9788
UCSI+91310000607225513T

NOTIFY PARTY:

ELECTRONICA CHINA 2019
C/O SHANGHAI EXPOTRANS LTD
10/F, NO. 555 AN YUAN ROAD,
SHANGHAI 200040, CHINA
ATTN.: ELECTRONICA TEAM
TEL: +86-21-6013 1818
FAX: +86-21-6217 9788
UCSI+91310000607225513T



SHIPPING GUIDELINE

Important –

1. According to General Administration of Customs People's Republic of China (GACC) NO.56 Announcement 2017 (Announcement of the adjustment for the relative items of inbound and outbound means of water and air transport and manifest supervision), all shipment inbound / outbound China shall all in-put additional data in CHINA CUSTOMS ADVANCED MANIFEST (CCAM) as below: shipper's name, address, postcode, telephone number and enterprise registration code; consignee's name, address, postcode telephone number and enterprise registration code; notify party's (if needed) name, address, postcode telephone number and enterprise registration code. Above information have to be all shown on Air waybill (MAWB and HAWB), bill of lading, Sea waybill, etc. Detailed information available upon request.

2. Due to the Customs System updating, all air consignments now require HAWB manifest data in the customs system. Therefore please consign the air consignment under MAWB with back to back HAWB. The consignee and notify party on MAWB and HAWB are the same. Otherwise air consignment under MAWB without HAWB will no longer be distributed to our airport warehouse, which will take longer time for customs clearance and incur more cost for terminal handling.

- a) **For sea shipments –Direct B/L only, for House-B/L additional charges will be levied.**
- b) **For air shipments –The consignee and notify party on MAWB and HAWB must be same. Otherwise, additional charges will be levied.**

Once shipment is made – either by SEA or by AIR – please advise Expotrans by fax – using the GENERAL ORDER FORM - of all shipment details including:

- Number of packages, volume and weight of the shipment
- Dimensions and weight of each heavy and oversized package
- Estimated date of departure and arrival
- Declaration form (List of Exhibits) and proper quarantine certificate documents
- b) for sea shipments – name of vessel, ocean B/L number (vessel name and B/L number for second carrier - if any); name of shipping lines' agent in Shanghai, address information
- b) for air shipments – Master AWB number, flight number

For SEA and Air shipment, declaration form (List of Exhibits) and proper quarantine certificate documents must be attached with way bill, as shipments can only be cleared through the Customs and Quarantine Inspection office against these documents.

Deadlines and Collection Period

To ensure smoothly delivery of your exhibits, the following deadlines for documents and exhibits, reaching Shanghai Expotrans, must be rigidly observed. We will not be responsible for any consequences due to the late arrival of documents or exhibits.

- A. Declaration Form (List of Exhibits) latest by 20.02.2019



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B.	Samples of literature give away	(2 copies) (2 pieces)	latest by	20.02.2019
C.	(Original) Bill of Lading			7 days before vessel arrival
D.	AWB copy			48 hours prior to arrival of flight
E.	Exhibits	For both SEA and AIR shipments, cargo must be landed and be free for collection during our freight collection period. Otherwise, we shall not be responsible for late delivery to booth.		
	Direct to Shanghai Port by sea		between	04.03. - 08.03.2019
	Direct to Shanghai PVG by air		between	06.03. - 08.03.2019

Exhibitors applying for early move in will be informed about their arrival dates upon request!

Customs Clearance in China

Declaration Form & List of Exhibits

This declaration form is the only legitimate document accepted by Shanghai Customs for clearance. Every exhibitor must submit this form to without exception. A detailed and accurate description of exhibits, including major components, must be accurately declared on the list. Catalogs, display materials, and advertising material must also be specified with exact quantity and value in this form. You will be fined if you put other things inside your case other than what you have declared.

CARNET ATA

As per actual information from Shanghai Customs, CARNET ATA will be accepted only against the English version and the intended use for SHOW/EXHIBITION. Please note that also a Declaration Form (List of Exhibits) as well as a Power of Attorney must be issued.

The exhibition center is regarded as a Customs Bonded Area. As the official freight forwarder, we are responsible to the Customs for clearance of all the materials coming in and going out after end of exhibition. Exhibitors should not allow their exhibits to be taken away from booth without prior arrangement with Customs through us.

Catalogues, Advertising Materials and Foodstuff

Advertising materials and technical information materials including photos, maps, illustrations, directions and other publicity materials shall be allowed for display or use at the exhibition only after exhibitors have presented beforehand the above mentioned materials to Customs Officers for inspection and approval. Please send them in advance to Expotrans as per our deadline. When Taiwan is to be mentioned in the promotional materials, exhibitors should avoid using any expression from which one would misinterpret that Taiwan is in a position equivalent to a country. Clocks, watches, calculators, U disks, and flashlights are not allowed to be consumed or distributed in China. Films, lantern slides, recording tapes, video tapes, records, VCD, CD and DVD's cannot be shipped to China for display. Other items may also be considered as taxable by Customs if their unit price is high or quantity is large. The importation of alcoholic drinks, cigarettes and foodstuff to exhibition is restricted by Chinese Customs authorities.



Hand-Carried Exhibits

According to the latest customs regulation, carrying by hand is no longer acceptable for importing exhibits. Shanghai Expotrans is not responsible for any exhibits detention by China Customs caused by hand-carrying.

Courier Shipments

Courier shipments are not recommended as per our experience. There are mostly unforeseen problems with customs clearance of exhibition goods with high duties and delivery to the exhibition site in time. **We do not have any control on courier shipments at any time.**

Exhibits of Dangerous Nature

Exhibitors need to fill out and send to us a special form for dangerous goods. Such forms will be provided upon request and the completed forms should reach us before shipment is dispatched.

As for airlines, shipment will be accepted only to a limited extent. Exhibitors shall be liable for the consequences of shipping such items to Shanghai or to Hong Kong without consulting Expotrans prior to dispatch of cargo.

Heavy And Oversize Exhibits

If you have heavy and oversized exhibits, you must be on-site early to direct the operation of uncrating and positioning. If crane or forklift is required for installation of equipment, please send your requirement to us as early as possible so that we could arrange contracting such equipment in advance. A quote will be given after receiving your enquiry.

Packing of Exhibits

Exhibitors shall be responsible for the consequences of improper packing

Protection against Damage and Rain

As the exhibits are repeatedly loaded and unloaded during transportation; shocking/bumping will sometimes be inevitable. Moreover, exhibits will be placed outdoors many times, including open-air storage at the exhibition center before and after the exhibition. Therefore, exhibitors must take necessary precautions against damage and rain, since we cannot assume any responsibility for the damage, 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).

The Case

The case must be strong enough to avoid damage during transportation as well as unpacking, and in particular, be suitable for re-packing as well as for return movement or for sale after the exhibition. Packing in cartons is not considered suitable for repeated handling, especially for valuable or delicate equipment

Wood Packing Material Regulations

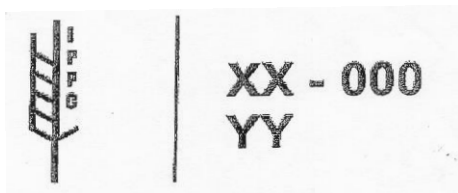
China implemented ISPM-15 regulations with effective from 1st January 2006. All cargo with wood packing material (**WPM**) to China will be handled as per standard of IPPC –ISPM regulations. For wood packing - such as wood block cases, lath cases, wood pallets, wood frames, wood drums, wood axes, chocks, stow-wood, crossties etc. - fumigation must be arranged in the country of origin before sending the cargo to China. (For more details, please refer to http://dzwjygs.aqsiq.gov.cn/zwjy/mzbczy/200610/t20061028_17460.htm)

To ensure the WPM is properly treated as per IPPC–regulations either by Heat Treatment (HT) or Methyl Bromide (MB), following information **MUST** be marked or stamped clearly visible on the outside packing as per sample:

IPPC Logo
ISO country code (XX)



Unique number assigned to the company (which carries out the fumigation procedure) by the national plant protection organization (000). Fumigation by either Heat Treatment or MB - Methyl Bromide (YY)



The original copy of the fumigation/ heat treatment certificate that is issued by the relevant authority in the country of origin must be attached to the original Master–BL or Airway Bill or courier to our local office in China for Customs clearance purpose.

For German exhibitors, please refer to <http://www.bba.de/ag/gesund/internat/ippc/texte/ispm15-info.pdf>
For other exhibitors, please refer to <https://www.ippc.int/IPP/En/default.jsp>

Shipments arriving in China without ISPM-IPPC document or issued incorrect, wrong or incomplete – there is no guarantee that exhibits can be delivered to the site before opening of the show

Marking of The Package

The following marking must be fixed on two opposite sides of each case:



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ELECTRONICA CHINA 2019
c/o Shanghai Expotrans Ltd
Net Wt. Kgs
Gross Wt. Kgs
Dimensions L x W x H = CBM
in cm

Company

Stand-Nr

Case-Nr

Customs Regulations

SHANGHAI EXPOTRANS LTD as the official forwarder, are responsible for support customs supervision on all bonded exhibits. Any bonded exhibits are not allowed to be moved out of SNIEC against the approval from China Customs and Expotrans.

Declaration in Advance

According to the latest regulation released by China Customs, Shanghai Expotrans has to do declaration before shipments' arrival in Shanghai both by sea and by air. If by sea, please ask your local agent in China to input the EDI data as soon as possible after vessel's departure. If by air, please make sure your air agent input the correct EDI data in time.

Declared Items Limit

China Customs has adopted a new declaration system in which the limit number of the declared items under one Waybill / Manifest is 50. Please separate the shipment into two or more Waybills / Manifests if the items exceed the limit number.

Unpacking and Re-packing Of Exhibits

We will assist exhibitor in physical unpacking and installing of exhibits. Exhibitors, however, must supervise and be responsible for these operations. For this purpose, a responsible representative of the company must be available on-site during the move-in period since this service will be performed at your own risk. In some circumstances, however, the customs at the ports or fair site may inspect the case without your presence.

Similarly, during exhibition closing, exhibitors must also supervise the dismantling and re-packing of exhibits, especially for delicate or heavy equipment. When second-hand packing material is used to repack exhibits, 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 the consequences arising there from.

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 a full 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



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for exhibits sold locally. All work is undertaken by Expotrans is at owners' risk. The original insurance certificate should be available on site.

Closing of Exhibition

The following documents will be distributed to exhibitors before the closing of the exhibition

- A letter regarding the closing procedures;
- B copy of the List of Exhibits previously

We will start to return empty cases from storage place to exhibitors' stands on the closing day after all visitors leave, and will assist exhibitors in re-packing and undergoing Customs formalities. In order to ensure the closing of the exhibition can be operated smoothly, those exhibitors having heavy and oversized exhibits may be required to repack their exhibits on the next day. Our on-site operational staff will inform exhibitors the exact arrangements.

Closing of exhibition.....

For exhibition closing, exhibitors are requested to declare to Customs on the List of Exhibits for the disposal of their exhibits as follows: -

- | | |
|--|--------------------------|
| to be returned (+ port of destination) | Mark in List of Exhibits |
| sold | Mark in List of Exhibits |
| to bonded warehouse (BWH) | Mark in List of Exhibits |
| abandoned and consumed | Mark in List of Exhibits |

Please fill out and return the List of Exhibits as well as the Return Order Form to Shanghai Expotrans at the on-site exhibition office

before 12:00 on 22.03.2019

If exhibitors fail to give explicit instructions to us, no Customs formalities can be carried out, and so the exhibits will be left to Customs' disposal. All charges will be at exhibitors' own accounts.

Exhibitors must pay special attention to the following Customs regulations:

- declaration of the contents in each package must be correct;
- items other than those declared exhibits (e.g. personal effects, souvenir bought in China) **are absolutely not allowed** to be returned together with exhibits.

Violations of these regulations will result in confiscation and heavy fines imposed by the Chinese Customs.

Exhibitors must not leave the exhibition before going through Customs clearance procedures and handing over returned exhibits as well as exhibition documents to our on-site delegates. Once these documents have been processed with Customs and relevant transportation departments, any changes will not be accepted. Once again, Expotrans will not be responsible for the cargoes left in the booth by exhibitors without any instruction received in advance. We will count and ship pieces we found in the respective booths at the time we clear them from the Exhibition Hall. We hold no liabilities during that time if cargoes are not found.



Instruction of Sold Goods in China

About the temporary import

According to the "Regulations of the Customs of PRC", Goods imported in China for display or demonstration at trade shows and exhibitions are regarded as temporary imported goods. Such goods can exempt from Customs duty, provided they are re-exported within three months. After end of exhibition, all exhibition goods must be stored in the customs bonded warehouse. As the official freight forwarder we will go through Customs formalities for exhibitors. As Customs required us to be responsible for the control of all exhibits, no exhibit is allowed taken away from the show ground without prior arrangement with Customs approval through the official freight forwarder.

The steps of the sold goods after the exhibition

1. Find a trade company in Shanghai
There are only a small number of Chinese companies that are granted with import/export licenses; therefore it is advisable that exhibitors check whether or not their potential buyer is allowed to trade with them directly. If not, the Chinese buyer must use a licensed broker to be his trading agent. If needed, the Trade Liaison office will help exhibitors to find an agent to deal with all the procedures.

2. Documentation required

Import Declaration Form	Offered by Official Forwarder
List Of Exhibits	Offered by Official Forwarder
Contract	Offered by Buyer
Special licenses for some particular goods	Offered by Buyer

All sold exhibits will be repacked at the close of show and removed to a customs bonded warehouse area until the necessary domestic customs formalities have been finished. Your buyer will be responsible for the presentation of the required documents to customs so that temporary status can be converted to a permanent customs entry.

Customs or Duty - About the payment

All exhibits are arranged as temporary imported goods. If the exhibit is only for display or demonstration in the fair, then no any tax/duty will be charged by customs. But if any exhibits are sold or given to domestic company etc. after show closing, duties and taxes will be levied according to the Chinese Custom regulation. Moreover, for souvenir (i.e. pen, clock, watch, key chain, umbrella, caps etc.), Chinese Customs will consider to charge duty & tax according its actual quantity & value. This group of advertising material can only be distributed if agreed by Chinese Customs Authority.

Customs Clearance Fee

As some of the import/export companies do not have the right to do the customs claims by themselves, so they have to pay for the agent for such procedure.

Transport and Storage Fee

This charge includes the transport of the goods from the booth to the customs bonded warehouse area and the storage in the customs bonded warehouse area.

Return of Exhibits

All exhibits which have not been sold, transferred to bonded warehouse, consumed, given away or abandoned must be returned to Hong Kong or overseas after closing of the exhibition. Customs formalities for returning exhibits take time.



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Return shipments will only be arranged when all payments are received by us.

Payment

For exhibitors who send exhibits through our overseas agents, all opening and closing charges should be settled with that agent directly. For exhibitors who send exhibits to Expotrans by themselves, all opening and closing charges should be settled by the exhibitor with us directly – prior to opening respectively closing of the show.

Terms of Payment

All invoices, raised for this exhibition, are due for immediate payment upon presentation, unless you have engaged the services of our overseas branches, in which case you will be invoiced by them directly. Details of our bank account – UPON REQUEST. Alternatively, you may settle the account by charging to your Credit Card, or Cash at our On -Site office. Acceptance of Credit Cards – UPON REQUEST. All payments must be made without any deduction or deferment on account of any claim, counterclaim or setoff prior to Show opening.

Handling Conditions

All business of Shanghai Expotrans - and their nominated Agents - is undertaken in accordance with the Standard Trading Conditions Copies available upon request. Furthermore, all work is undertaken at owners risk, the exhibitors are liable for damages and additional cost resulting from the incorrect declaration of the weights and measurements of the packages, as well description of content of cargo mentioned on invoice/packing list. The tariff is not claimed to be comprehensive.

Our liability terminates with the placing of the consignment on the exhibition booth (or as close as possible), and begins with taking over of consignments from the exhibition booth, regardless whether the exhibitor or his representative is on-site or not.



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Services and Rates for Handling of Exhibits

No.	Item	<u>OFFICIAL RATES & TARIFF</u>	RATES in RMB/CNY
I.	Basic service charge	per Exhibitor / per Shipment	320.00
II.	Air Freight		
1.a)	Inwards (fr airport to booth)	Basic handling rate per kg chargeable weight	3.70
		Min. charge	370.00
b)		THC - Airport handling charges per kg chargeable weight	2.50
		Min. charge	250.00
c)	Storage	Airfreight detention charges per kg chargeable weight / day	2.50
d)		Free Storage	7 days
2.	Outwards (fr booth to airport)	<i>Same as Inbound</i>	
III.	Land/Sea Freight		
1.a)	Inwards (fr port to booth)	Basic handling rate per cbm or 1000kgs	370.00
		Min. charge LCL	370.00
b)		THC Port handling charge LCL per cbm or 1000kgs	200.00
		Min. port handling charge LCL	600.00
c)		Seafreight detention charges per cbm per day	7.00
d)		Free Storage	7 days
2	Outwards (fr booth to port)	<i>Same as Inbound</i>	
IV.	Land/Sea Freight (container)		
1.a)	Inwards (fr port to booth)	Basic handling rate	370.00
		Min. charge FCL 20'	8,510.00
		Min. charge FCL 40'	17,020.00
		Min. charge FCL 45'	18,500.00
b)		THC Port handling charge FCL 20'	1,250.00
		THC Port handling charge FCL 40'	1,870.00
c)	Storage	Container detention charges per CBM per day	6.00
d)		Free Storage	7 days



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2.	Outwards (fr booth to port)	Same as Inbound	
V.	Local handling		
1.	Precarriage Local Cargo in Shanghai Area	From FOV (free on vehicle) at exhibitor's premises to free delivery venue per cbm or 1000 kgs	300.00
		Min. charge	600.00
2.		From FOV venue to local premises per cbm or 1000 kgs	300.00
		Min charge	600.00
3.	Transferred cargo from other exhibitions	a) Collection from Shanghai Customs bonded warehouse up to delivered booth per cbm or 1000 kgs	300.00
		Min charge	300.00
		b) To supply a customs cover note for transfer in bond if applicable per application	660.00
VI.	Onsite handling		
1.	per cbm or 1000 kgs	From transport at venue to exhibitor's booth(including unloading)	70.00
		Min charge	70.00
2.		From exhibitor's booth to client's vehicle(including loading)	70.00
		Min charge	70.00
3.		Handling of empty cases during show period per cbm	50.00
		Min charge	50.00
4.	Container Detention	Container detention - on site storage per 20'	650.00/DA Y
		Container detention - on site storage per 40'	1300.00/D AY
5.		Packing or unpacking assistance charges per cbm or 1000 kgs	50.00
		Min charge	50.00
6.	Heavy load surcharge	4001kgs --- 7000kgs per 1000 kgs	200.00
		7001kgs --- 9000kgs per 1000 kgs	260.00
		Over 9000kgs per 1000 kgs	340.00



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VII.	Labour & Equipment	RATES PER HOUR	
1.	Labour	Supply of labour per day (8 hours)	240.00
		Supply of labour per hour	30.00
		Min period charged	60.00
		Overtime work per hour	60.00
2.	Forklift and driver		
	Min charge 2 Hrs	3-ton per hour	200.00
		5-ton per hour	300.00
		10-ton per hour	420.00
		15-ton per hour	490.00
		Others	on request
3.	Cranage		
	Minimum Charge 4 Hrs	25-ton per hour	550.00
		50-ton per hour	1000.00
		70-ton per hour	1,600.00
		100-ton per hour	2,100.00
		130-ton per hour	Upon request
		200-ton per hour	Upon request
VIII.	Animal and plant quarantine inspection (CIQ)		
1.		The total volume of cases/pallets under 3cbm-each per piece	25.00
2.		The total volume of cases/pallets above 3cbm-each per piece	40.00
3.		The total volume of cases/pallets above 10cbm-each per piece	50.00
4.		Per 20' container	450.00
5.		Per 40' container	580.00
IX.	Others		
1.	Bonded warehouse storage	per cbm or 1000kgs per day	5.00
	i ii iii	Min charge	100.00
		Bonded warehouse entry fee per entry or exit	45.00
		Complusory insurance for storage period only	Upon request
2.	Storage in Shanghai seaport or Airport		
	i	Sea cargo arriving prior to receiving period w/m per day	11.00
	ii	Air cargo arriving prior to receiving period per 10 kg/day	2.00



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3.		Customs clearance fee for exhibits against undertaking license for ATA CARNET per license/carnet	550.00
4.	LOE	Translation of "List of Exhibits" per page	32.00
5.	Incorrect consignee	Surcharge per Shipment	680.00
6.	Shipment under HAWB	Surcharge per HAWB per HAWB	680.00
7.	Specialized cargo-hazardous or dangerous cargo	to be confirmed prior to shipping !	50.00% Sucharge
8.	Oversized Surcharge	For any one single piece of exhibits exceeding, Oversized surcharge will be levied 600*240*260(CM) for exceeding any one of these dimensions	10% Surcharge
9.	If any cargoes arrival/departure Yang Shan Seaport, it will be the additional charges incurred	LCL per CBM or 1000kgs	40.00
		FCL 20'	800.00
		FCL 40'	1,600.00
10.	Vacuum packaging and resealing of exhibits	With packing material per CBM	280.00
		Min charge	280.00
		Without packing material	180.00
		Min charge	180.00
X.	Late arrival surcharge on basic handling tariff	Seafreight consignment arriving after deadline	20.00%
		Airfreight consignment arriving after deadline	20.00%
NOTES:	* Volume / Weight Conversion: for airfreight 1 cbm is equal to 166 kgs, for oceanfreight 1 cbm is equal to 1,000 kgs. 20' Ctnr is 23 cbm, 40' Ctnr is 46 cbm, other 40' Ctnr is 50 cbm		

Special Notes:

According to China Customs Regulations, China Customs will require guarantee deposit for "temporary imported" exhibits, which is calculated by its tax and duty and it will take 3-6 month for refund against return of the exhibits. Therefore we suggest:

1. Exhibitors shall apply ATA carnet for the temporary imported exhibits. According to customs regulations, exhibits covered by ATA carnet will be guaranteed by commercial Chamber, and will not be required guarantee deposit.
2. Exhibitors shall pay for the guarantee deposit for exhibits not covered by ATA carnet. If Shanghai Expotrans is required to pay on behalf, Expotrans will charge 1% of the CIF cargo value per month as bonded fee (minimum charge CNY 1200/shipment)



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SHIPPING GUIDELINE

Pre-Advice and General Order Form

This form must be completed and returned before → **20 February, 2019** ← duly stamped and signed by shipper or consignor
ALL CHARGES FOR SHIPPERS/ CONSIGNOR'S ACCOUNT

Please return to:
Shanghai Expotrans Ltd
Yang Qing / Kelvin Li
Fax: +86-21-6217 9788
e-mail: yangqing@xptrs.com.cn
e-mail: lisichao@xptrs.com.cn

SHIPPER/ CONSIGNOR:

CONTACT: _____
PHONE: _____

Please deliver the following exhibits ex free arrival point Shanghai to exhibition stand
Shipment contains no dangerous goods as per actual IATA-DGR/ADR-IMO/DGR regulations

NO OF PACKAGES	KIND OF PACKING	GROSS WEIGHT IN KGS	DIMS PER PIECE IN METRIC CM L x B x H	CBM

Mode of Transport: By Air By Sea *Please send copy AWB - B/L!
By Rail Hand carried *Please advice freight/flight details!
Local Goods / Local Delivery *Please advice freight/colli details!

Mode of Entry: Temporary Import under Declaration Form
Temporary Import under Carnet ATA + Decl. Form

Services: PICK UP EX PORT / AIRPORT PICK UP DATE _____
DELIVERY TO SNIEC + BOOTH DELIVERY DATE _____

For: Hall - Nr.: _____ Booth - Nr.: _____ Contact: _____

Unpacking: Yes No Empties: Yes No Date /Time _____
Forklift: Yes No Cranage: Yes No Date / Time _____

Others: _____

(PLACE AND DATE)

(STAMP & SIGNATURE)



SHIPPING GUIDELINE

Self Declaration Of
"Non Wood" Or "Processed" Wood Packing

<p>To the Service of China Entry & Exit Inspections and Quarantine</p>	<p>Shipper/ Consignor (stamp or logo)</p>
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It is declared that all packing materials in this shipment of

Total no. of packages _____

Kind of packing material _____

Description of goods _____

Gross weight in kgs _____

Order No. _____

Shipped by By Air By Sea *Please send copy AWB - B/L!

are made of NON WOOD or made of PROCESSED WOOD (Plywood, Press Wood, Oriented Strand Board).

This material automatically full fills the requirements of MOFTEC ANNOUNCEMENT 2002/58 and FAO ISPM, because of it process of manufacturing by using heat, pressure and glue.

(PLACE AND DATE)

(STAMP & SIGNATURE)

