

# SHIPPING MANUAL

## **TIME SCHEDULE**

### 1. List of Exhibits Submit Date By Email

List of Exhibits (LOE) Deadline.....06 Sep 2021

### 2. Seafreight to Shanghai Port

Exhibits Arrival Deadline.....19–21 Sep 2021

### 3. Airfreight to Shanghai PVG Airport

Exhibits Arrival Deadline.....23–25 Sep 2021

## **DOCUMENT REQUIREMENT**

- 1 original Bill of Lading or 1 copy of Express B/L or 1 copy of Master and House Airway Bill
- 1 copy of List of Exhibits (the legitimate document accepted by Customs, refer to the appendix) or ATA Carnet with POA / 1 copy of Insurance Policy (if insured)

## **CONSIGNMENT INSTRUCTION**

All cargoes must be consigned “**Freight Prepaid**” to the following consignee, otherwise a 5% outlay commission will be imposed on all “Freight Collect” consignments. Each AIR shipments should be under ONE MASTER Air Waybill with ONE back to back HOUSE Air Waybill (not for each exhibitor) and the HAWB must be manifested by airline. Additional charges will be incurred for wrong consignee details.

### 1. SEAFREIGHT

Consignee: Shanghai ITPC International Transportation co., Ltd

USCI+91310000132258185W

Add :F/5, Wukuang Building , No.757 Guang Fu Rd , Shanghai , China (Zip code: 200070)

Tel : 0086 - 13817283199

Fax: 0086 - 21 - 6260 6624

Ctc: Mr. Ryan

Notify Party: Shanghai ITPC International Transportation co., Ltd

C/O: World Breakbulk Expo 2021

Tel : 0086 - 13817283199

Fax: 0086 - 21 - 6260 6624

Ctc: Mr. Ryan

### 2. AIRFREIGHT to Shanghai PVG Airport

Consignee: Sky International Logistics co., Ltd

USCI+91330201772308339Q

Add:506 Warehouse No.180 Airport Highway Pudong International Airport ,Shanghai , China ( Zip code:201202)

Tel : 0086 - 21 - 5683 3173

Fax: 0086 - 21 - 5681 2705

Notify Party: Shanghai ITPC International Transportation co., Ltd

C/O: World Breakbulk Expo 2021

Add:F/10, Wukuang Building , No.757 Guang Fu Rd , Shanghai , China (Zip code: 200070)

Tel : 0086 - 13817283199

Fax: 0086 - 21 - 6260 6624

Ctc: Mr. Ryan

### **TEMPORARY IMPORTATION**

The Chinese Authorities permit exhibits to be imported into China on temporary import basis on approved trade shows. Temporary import is allowed for 3 months from the date of entry and must be re-exported unless duties and taxes are paid in the event of conversion to permanent import. Extension of temporary import is allowed subject to Customs' approval.

ATA Carnet is accepted for temporary import in China.

### **LATE ARRIVALS**

An early arrival surcharge will be applicable if the shipment arrives before the stipulated deadlines and will bill exhibitor as per outlay plus 10% reimbursement fee.

A late arrival surcharge, 30% based on basic handling rate, will be applicable if the shipment arrives after the stipulated deadline.

In the event of late arrivals, ITPC will make all reasonable efforts to ensure delivery before the show opens; however, no guarantee can be given. The surcharge will apply regardless of delivery date to the show site. ITPC also reserves the right to reject handling any cargo that arrives at the Shanghai seaport / airport only 7 days prior to the show open date. All additional charges incurred due to the late arrivals shall be borne by the exhibitors.

### **CASE MARKINGS**

For easy identification of exhibits, all packages must be marked as follows:

World Breakbulk Expo 2021

C/O SHANGHAI ITPC INTERNATIONAL TRANSPORTATION CO., LTD

Name of Exhibitor: \_\_\_\_\_

Stand Number: \_\_\_\_\_

Case Number: \_\_\_\_\_

Gross Weight/Net Weight: \_\_\_\_\_

Dimensions: \_\_\_\_\_

## **RESTRICTIONS**

All exhibitors are advised that all promotional materials to be imported or giveaways during the exhibition must not indicate or deem to indicate that Tibet or Taiwan is a Country.

## **PRINTED / PUBLICITY MATERIALS**

The Chinese Government stipulates that all advertising materials (like printed matters and giveaway items) and technical information materials in all media shall be allowed display or use at the exhibition only after customs has inspected and approved the censorship.

Exhibitors are requested to submit samples of literatures (2 copies each) and souvenirs (2 each) in advance to ITPC with a List of Exhibits (LOE). All these materials will be handed over to the Chinese Customs for inspection in advance. These materials should arrive at ITPC no later than **45 days before show opening**.

**Films/slides/video tapes/ CDs, VCDs, DVDs are not allowed distributed & consumed during the show. For demonstration purpose, the censorship must be submitted 45 days prior the shipment arrival and 100% returned to the origin once the exhibition closed. ITPC will not take any responsibility of the shipment detained/delayed due to lack of video products import license.**

In addition, exhibitors are advised that brochures, giveaways and souvenirs are subject to import duties as assessed by the Chinese Customs which must be payable on entry. The import of alcoholic drinks, cigarettes and foodstuff to exhibition are restricted by Chinese Customs.

## **HAND-CARRY EXHIBITS**

Exhibitors are strongly advised not to hand-carry goods for this exhibition as it could be detained by the Chinese Customs at the airport, Exhibitors should immediately hand over the detention receipt and the duly filled List of Exhibits to our staff at the fairground to load the goods from the airport. These exhibits will then have to be returned as a shipment.

## **CONTROLLED ITEMS CHINA**

In case the shipment contains any controlled items by the Chinese Government, we strongly recommend that the list of exhibits should be faxed or e-mailed to ITPC Limited for checking prior to the shipment departure from the country of origin.

If required, ITPC Limited will apply necessary license/ permit on behalf of the exhibitors, but under no circumstances that APT Showfreight Limited can guarantee such license will be granted.

**The importation of Foodstuff, Beverage, CD-Roms, Watches, Cosmetics items, Live plant, animal and etc are subject to an import permit in China, even for exhibition purpose.** Without Chinese Customs' approval and authorization, these items cannot be distributed/ tasted/ sold and/or consumed during the exhibition.

If exhibitors need to ship any controlled items to China, exhibitors are required to submit to APT Showfreight the

following documents/ information for application of import permit to China at least 60 (Sixty) days prior to the shipment departure from the country of origin:

- a. Catalogue/ Brochure of commodities
- b. Export Permit Issued by the Products' Originating Country/ Place
- c. Certificate of origin and/or Health Certificate
- d. Commercial Invoice and Packing List / List of Exhibits

Relevant handling charge and guidelines, permit application fee in China for controlled items will be quoted upon request.

### **HEAVY AND OVERSIZE EXHIBITS**

If exhibitors have heavy or oversize exhibits, exhibitors 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.

### **COURIER SERVICE**

We do not recommend to send it via courier service (DHL, FedEx, UPS) as the cargo might be detained by customs and it still need to do the customs clearance as normal airfreight shipment, unless the shipment is very small and low value otherwise airfreight is a better choice. Please contact with us before sent out shipment by courier.

If exhibitor insist to send by courier service (there is a risk that the cargo might be detained and can't be delivered in time which is beyond our control) please send it to our contact as follows:

Shanghai ITPC International Transportation Co., Ltd.

Floor 10, Wukuang Building, No.757 Guangfu Road, Shanghai, 200070 P.R. China

Tel: 0086 - 13817283199

Contact: Mr. Ryan / World Breakbulk Expo 2021

Please let us have air waybill copy once available. Please also note that even shipment is not detained by customs, handling charges from free arrival our office upto your booth will still be occurred @ **RMB 500.00/shipment +duty/tax (as per outlay+10% handling fee)**. But if shipment is detained by customs, handling charges will be the same as normal airfreight shipment as per tariff.

### **PACKING OF EXHIBITS**

Exhibitors shall be responsible for the consequences of improper packing.

- a. 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 centre 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 aluminium foil, plastic covers, etc., very often would have been damaged already during unpacking).

b. The Case

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

## **MOVE-IN DAYS**

Exhibits will be transferred to the exhibition venue during the move-in days. Representatives of APT Showfreight will be available to help the exhibitors with the move-in logistics including unpacking and storage of empties as applicable. However, a responsible representative of the exhibitor must be available on-site during the move-in period for supervision. In some circumstances, however, the customs at the ports or fair site may inspect the case without your presence.

## **MOVE-OUT DAYS**

Prior to the move-out days, exhibitors will be given a 'Return Shipping Instructions' to fill in based on the List of Exhibits given at time of entry of goods into China. Exhibitors are required to advise ITPC if the goods will be re-exported, sold or disposed, as applicable.

During move-out days, representatives of ITPC will be on-site to help exhibitors with return of empty cases, repacking, re-export, etc. as applicable. 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. Similarly, during exhibition closing, exhibitors must also supervise the dismantling and repacking of exhibits, especially for delicate or heavy equipment. When used-packing materials 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 therefrom.

In the event of non-compliance of return instructions, all goods left at the exhibition venue shall be subject to disposal by the Chinese Customs and all charges relating to the disposal including duties and taxes if any, shall be borne by the exhibitor.

Exhibitors must pay special attention to the following Customs' regulations:

- c. Items other than those declared exhibits (e.g. personal effects, souvenir bought in China) are absolutely not allowed to be returned together with exhibits.
- d. Violations of these regulations will result in confiscation and heavy fines imposed by the Customs.
- e. **Battery, powder, liquid and gel are controlled items by airline. If exhibitors can't provide certificate for safe transport of chemical goods, please take out above items before re-pack.**
- f. As the airlines implement strict security rules and will ask for magnetism detection & protection for many sensitive items by air transportation including electric equipment, computer, speaker and etc., we will bill magnetism inspection fee if the detection and protection is incurred.

## **RE-EXPORT**

The re-export formality will require about 2 weeks prior to the re-export shipment out of China. If the exhibitor needs the goods to be re-exported urgently, please advise representatives of ITPC on-site of your request as applicable.

## **VALUABLE OR DANGEROUS CARGO**

Exhibitors have to send us a special form for valuable and dangerous cargo. These forms will be provided upon request and the completed forms should reach us before shipment dispatched, relevant charges will be quoted upon request.

## **SOLD GOODS / DISPOSAL**


All goods sold or disposed or given away or not re-exported shall be subject to import duty and taxes of the CIF value or appraised value by Customs whichever is greater. The duty varies with commodities and the VAT is 16% of CIF value. The Procedures for Sold Goods are as follows:

- a. Exhibitors are required to submit a copy of the sales contract, buyer's company name, address and contact number to ITPC by the end of the show.
- b. The buyer is required to present to Customs the invoice/packing list and sales contract for the processing of permanent import and payment of duty and taxes.
- c. After the duties and taxes are paid, buyer will be allowed to take delivery of the goods from the Customs bonded warehouse.

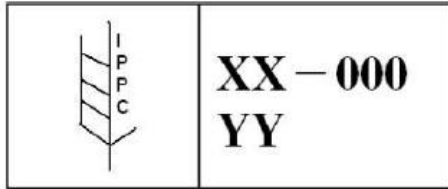
For sold exhibits, all duties and taxes must be paid and all import formalities must be completed within 3 months time. Failure to comply, cargo will be forfeited by the Customs. Sold goods pending conversion to permanent import shall be transferred to Customs bonded warehouse for storage. Additional charges shall be for account of the exhibitor unless assigned to the buyer.

## **FUMIGATION RULES IN CHINA**

All cargo containing wood packaging materials (e.g. crates, pallets, frames) must be fumigated. Please make sure the following information must be stamped on the outside packing

- a. IPPC logo (  )
- b. ISO country code
- c. License no. assigned to the company that fumigated
- d. Fumigation method HT or MB treatment used

### **Sample of Marking**



Where:  
 IPPC - Abbreviation of "International Plant Protection Convention";  
 XX - International Standardization Organization (ISO) two letter country code;  
 000 - Wood packing producing enterprise code approved by official plant quarantine authorizations in export countries or territories;  
 YY - The phytosanitary treatment measures, Methyl Bromide Fumigating - MB, Heat Treatment - HT

### **INSURANCE**

It is the responsibility of each exhibitor to arrange Marine (Transport) Insurance covering transport to the exhibition, during the exhibition, till the return of the exhibits to domicile/ exhibits sold locally, including the period the exhibits are handled by ITPC Limited. Our tariff is computed on the basis of volume and weight and has no correlation with the value of exhibits which means the cost of insurance cover is not included in our charges.

### **ADDITIONAL SERVICES**

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

### **FREIGHT HANDLING TARIFF - INWARD/OUTWARD MOVEMENT**

<b>1.Basic service charge</b> (communication & documentation fee)	RMB500.00 / exhibitor / consignment
<b>2.Basic handling charge</b> From arrival Shanghai port or airport to exhibition booth or vice versa, services include: customs clearance and handling at airport, transport from port to fairground, delivery to booth, handling of empty cases, un-packing/re-packing, positioning etc. on-site handling services.	
Sea cargo	RMB500.00 / cbm min 3 cbm / exhibitor / consignment min 23 cbm / 20' GP container

	min 46 cbm / 40' GP container
Air cargo	RMB 5.00 / kg min 100 kgs / exhibitor / AWB
<b>3.Freight transfer from other exhibitions</b>  Collection from customs bonded storage place in Shanghai delivery up to exhibition stand including customs registration or vice versa, services include: unpacking, removal and storage of empty cases.	RMB 300.00 / cbm min 3 cbm / exhibitor / consignment
<b>4.On-site handling service charge</b>  On-site handling services include delivery of exhibits from arrival fairground to booth or vice versa, unpacking, repacking, positioning and/or handling of empty cases during the show period.	RMB 200.00 / cbm min 1 cbm / exhibitor / consignment
<b>5.Sold / donated goods</b>  Customs registration of the sold / donated goods and deliver to customs bonded warehouse excl. customs duties, storage fee and application of import permit etc.	
• Sea cargo	RMB 500.00 / cbm min 3 cbm / exhibitor / consignment
• Air cargo	RMB 5.00 / kg min100 kgs / exhibitor / consignment
• Storage Charge	RMB 5.00 / cbm / day min 3 cbm / exhibitor / consignment
• Customs Bonded Warehouse Handling Fee	RMB 30.00 / cbm min 3 cbm / exhibitor / consignment
<b>6.Heavy / oversized cargo handling surcharge</b>	



<ul style="list-style-type: none"> <li>Heavy-lifting (for each package over 3000 kgs)</li> </ul>	
3001 – 5000 kgs	RMB 35.00 / 100 kgs
5001 – 7000 kgs	RMB 45.00 / 100 kgs
Over 7001 kgs	to be quoted upon request
<ul style="list-style-type: none"> <li>Oversized (for each package over 3m (L) x 2.2m (W) x 2.2m (Ht))</li> </ul> <p>If one dimension exceeds the above, surcharge of RMB 70.00 / cbm will be imposed.</p> <p>e.g. one dimension exceeds the above, the surcharge will be RMB 50.00 / cbm</p> <p>two dimensions exceed the above, the surcharge will be RMB 100.00 / cbm</p> <p>three dimensions exceed the above, the surcharge will be RMB 150.00 / cbm</p>	
<b>7.Others ( where applicable )</b>	
<ul style="list-style-type: none"> <li>Translation of list of exhibits</li> </ul>	RMB 30.00 / page
<ul style="list-style-type: none"> <li>Fill-in the H.S No on “LOE” Form</li> </ul>	RMB25.00 / page
<ul style="list-style-type: none"> <li>Customs censorship (printed matters)</li> </ul>	RMB 75.00 / item
<ul style="list-style-type: none"> <li>Container detention fee (if any)</li> </ul>	as per outlay
<ul style="list-style-type: none"> <li>Storage fee of early arrival</li> </ul>	
Sea cargo (LCL)	RMB 40.00 / cbm / day min 1 cbm / day
Sea cargo (FCL)	RMB 180.00 / 20' GP container / day RMB 350.00 / 40' GP container / day
Air cargo	RMB 1.50 / kg / day min 100 kgs / day
<ul style="list-style-type: none"> <li>Terminal handling service charges (Shanghai)</li> </ul>	
Sea cargo (LCL)	RMB 300.00 / cbm min 1 cbm / OBL
Sea cargo (FCL)	RMB 1500.00 / 20' GP container

	RMB 2000.00 / 40' GP container
Air cargo	RMB 3.00 / kg min 100 kgs / AWB
* Current and actual cost levied by THC, CFS, port congestion, airport, all third party's charges (if any) incurred will be charged at cost.	
• Return empty container to / from Shanghai depot	RMB 1800.00 / 20' GP container RMB 2500.00 / 40' GP container
• Surcharge for House AWB / OBL	RMB 600.00 / HAWB / HOBL
• Wrong consignee fee	RMB 600.00 / AWB / OBL
• Pick up hand-carried exhibits detained at Shanghai airport incl. customs clearance (takes 2 working day)	RMB1200.00/exhibitor /consignment or 30 kgs or below
• Preparation of customs envelope for freight transfer to / from other exhibitions	RMB1000.00/exhibitor/ consignment
• Merchandise inspection fee	RMB65.00 / cbm / min 2 cbm
• EDI customs handling fee	RMB600.00 / exhibitor / consignment
• Input date fee	RMB50.00/page
• Quarantine inspection handling service (carton with wooden packing materials & case)	RMB 65.00 / item min 2 items / exhibitor / consignment RMB 900.00 / 20' GP container RMB 1250.00 / 40' GP container
* The cost of quarantine treatment such as fumigation and disinfection will be collected as per actual expenses.	
• ATA Carnet handling fee	RMB 1000.00 / consignment
**Please note that the individual OBL/AWB must be issued for cargo, which is sent under ATA Carnet. Please kindly contact us for the detailed consignment instruction for issuing the individual OBL/AWB. **	
• EQUIPMENT & MANPOWER FOR INSTALLATION OF MACHINES (Nomarl working hours)	

FORKLIFT(3T)	RMB 700.00 / 8 hours min 8 hours
MANPOWER	RMB 400.00 / 8 hours / person
MOBILE CRANE	Quoted upon request
• HALL MANAGEMENT FEE FOR ALL SHIPMENTS	RMB 25.00 / CBM

### **IMPORTANT NOTES**

1. The exact move-in / move-out schedule is subject to the Organizer's final arrangement and subject to change with or without prior notice.
  2. The exact routing is subject to availability.
  3. All return shipments will only be arranged when all customs clearance procedures are completed and all exhibits handed over to us. As the demand for transportation facilities in China is great, exhibitors must not make any plan on receiving exhibits soon after the exhibition, since it may take over 20 days for exhibits to reach other destinations.
  4. The volume / weight ratio for air cargo is 6:1 (i.e. 1 cbm = 166.7 kgs). The chargeable weight is based on the volume weight or actual weight whichever yields the greater.
  5. The charges for sea / land cargo is based on 1 cbm or 1000 kgs whichever yields the greater.
  6. Tariff prices are based on exhibits delivered to ground floor only and a 20% surcharge will be levied for delivery to the upper floor.
  7. Unpacked cargo – there will be a 20% surcharge for handling unpacked cargo. EB&SFSC Logistics or its appointed agents will not be liable for any loss or damage.
  8. Our fees and charges are subject to revision so as to reflect any increase in our costs caused by exchange rate variations, increased freight or fuel charges adjustments insurance premiums or increases of any other charges pertaining to the shipment of this consignment beyond the control of this company which come into effect after acceptance of your order and prior to delivery to the consignee.
  9. Companies requiring assembling or lifting equipment for erection of exhibits (positioning is included in the basic price) are asked to contact us as soon as possible with details of their requirements. Prices for hiring equipment will then be quoted subject to availability.
  10. Prices include free storage in our Shanghai warehouse as 7 days prior to our last receiving date for inbound goods and 7 days after arrival back in our Shanghai warehouse for outbound goods. Additional storage will be charged at RMB 110.00 per cbm per week. Less than one week will be counted by one week.
  11. Surcharge for FCL from ECU to Shanghai directly to Shanghai Yangshan sea port will be RMB 900.00 / TEU.
- All business is transacted only in accordance with our standard trading conditions.

上海依佩克国际运输有限公司

SHANGHAI ITPC INT'L TRANSPORTATION CO., LTD

展览会名称:

Exhibition:

参展货物清单 List of Exhibits		参展商 Exhibitor							页码 Page No.			
运输方式 海运/空运/陆运 Dispatched by -Sea/Air/Rail			原产地国家: Country of Origin				馆号: Hall No.		展台号: Stand No.			
箱号 1/1 Case No.	毛重 (公斤) G/W (kg)	净重 (公斤) N/W (kg)	包装 Packing Material	长(Length)	宽(Width)	高(Height)	厘米(cm)	体积 (立方米) Volumn (m3)				
货物名称规格摘要 (中文) Description of Contents in Chinese		货物名称规格摘要 (英文) Description of Contents in English		HS Code	数量 Quantity	重量 Weight N.W.	单价 U/Price USD	总价 TTL.CIF USD	展品处理方法 Disposal			
									回运 Return	已售 Sold	遗弃 Abandoned	消耗 Consume

总价 Total USD

\* This form must be completed accurately by typewriting.

\*\* Each page for one package only.

Signature of Responsible Person: \_\_\_\_\_ Date: \_\_\_\_\_