SHIPPING MANUAL

A. TIME SCHEDULE

1. **List of Exhibits Submitted Date By Email**

   List of Exhibits (LOE) Deadline.....25 Jan 2027

2. **Seafreight to Shanghai Port**

   Exhibits Arrival Deadline.....24-26 Feb 2027

3. **Airfreight to Shanghai PVG Airport**

   Exhibits Arrival Deadline.....25-27 Feb 2027

B. DOCUMENT REQUIREMENT

1. 1 Original Bill of Lading or 1 copy of Express B/L or 1 copy of Master and House Airway Bill
2. 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)

C. 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 shipment 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 the 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 : +86 136 2169 2959
Fax: +86 (0)21 6260 6624
Ctc: Mr. Ryan

Notify Party: Shanghai ITPC International Transportation Co., Ltd.
C/O: World Breakbulk Expo 2027
Tel : +86 136 2169 2959
Fax: +86 (0)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 : +86 (0)21 5683 3173
Fax: +86 (0)21 5681 2705

Notify Party: Shanghai ITPC International Transportation Co., Ltd
C/O: World Breakbulk Expo 2025
Add: F/10, Wukuang Building, No. 757 Guang Fu Rd, Shanghai, China (Zip code: 200070)
Tel : +86 136 2169 2959
Fax: +86 (0)21 6260 6624
Ctc: Mr. Ryan

D. TEMPORARY IMPORTATION

The Chinese authorities permit exhibits to be imported into China on a temporary import basis for approved trade shows. Temporary import is allowed for three 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.

E. LATE ARRIVALS

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

A late arrival surcharge, 30% based on the 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.

F. CASE MARKINGS

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

World Breakbulk Expo 2027
C/O SHANGHAI ITPC INTERNATIONAL TRANSPORTATION CO., LTD
Name of Exhibitor: _____

Stand Number: _____

Case Number: _____

Gross Weight/Net Weight: _____

Dimensions: _____

G. RESTRICTIONS

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

H. 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 literature (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 the show opening**.

Films/slides/video tapes/CDs, VCDs, DVDs are not allowed to be distributed & consumed during the show. For demonstration purposes, the censorship must be submitted 45 days prior to the shipment's arrival and 100% returned to the origin once the exhibition is closed. ITPC will not take any responsibility for 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 exhibitions is restricted by Chinese Customs.

I. HAND-CARRY EXHIBITS

Exhibitors are strongly advised not to hand-carry goods for this exhibition as they 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.

J. CONTROLLED ITEMS CHINA

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

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

The importation of foodstuff, beverages, CD-ROMs, watches, cosmetic items, live plants, animals, etc., are subject to an import permit in China, even for exhibition purposes. Without Chinese Customs' approval and authorization, these items cannot be distributed, tasted, or sold, and/or consumed during the exhibition.

If exhibitors need to ship any controlled items to China, exhibitors are required to submit to ITPC 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.

K. 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 a crane or forklift is required for the installation of equipment, please send your requirement to us as early as possible so that we can arrange to contract such equipment in advance. A quote will be given after receiving your inquiry.

L. COURIER SERVICE

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

If the exhibitor insists on sending 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: +86 136 2169 2959
Contact: Mr. Ryan / World Breakbulk Expo 2027

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

M. 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.

N. MOVE-IN DAYS

Exhibits will be transferred to the exhibition venue during the move-in days. Representatives of ITPC 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.

O. MOVE-OUT DAYS

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

During move-out days, representatives of ITPC will be on-site to help exhibitors with the 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 of 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 with 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:

- Items other than those declared exhibits (e.g. Personal effects (souvenirs 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 Customs.
- **Battery, powder, liquids, and gels are controlled items by airlines. If exhibitors can't provide a certificate for safe transport of chemical goods, please take out the above items before re-packing.**
- As the airlines implement strict security rules, they will ask for magnetism detection & protection for many sensitive items by air transportation, including electric equipment, computers, speakers, etc.We will bill a magnetism inspection fee if the detection and protection is incurred.

P. 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.

Q. 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 is dispatched. Relevant charges will be quoted upon request.

R. SOLD GOODS / DISPOSAL

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

- 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.
- 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.
- After the duties and taxes are paid, the buyer will be allowed to take delivery of the goods from the Customs

bonded warehouse.

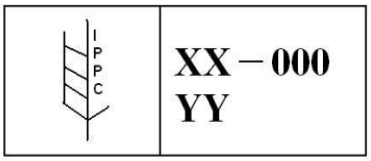
For sold exhibits, all duties and taxes must be paid and all import formalities must be completed within 3 months' time. Failure to comply, cargo will be forfeited by Customs. Sold goods pending conversion to permanent import shall be transferred to a Customs bonded warehouse for storage. Additional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

S. FUMIGATION RULES IN CHINA

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

- IPPC logo ( )
- ISO country code
- License no. assigned to the company that fumigated
- 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 counties or territories;
YY - The phytosanitary treatment measures, Methyl Bromide Fumigating - MB, Heat Treatment - HT

T. INSURANCE

It is the responsibility of each exhibitor to arrange Marine (Transport) Insurance covering transport to the exhibition, during the exhibition, until the return of the exhibits to their 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.

U. ADDITIONAL SERVICES

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

V. 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.

W. FREIGHT HANDLING TARIFF - INWARD/OUTWARD MOVEMENT

1. **Basic service charge** — RMB500.00 / exhibitor / consignment (communication & documentation fee)

2. **Basic handling charge**

From arrival at Shanghai port or airport to the exhibition booth or vice versa, services include: customs clearance and handling at the airport, transport from the port to the fairground, delivery to booth, handling of empty cases, unpacking/ 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

3. **Freight transfer from other exhibitions**

RMB 300.00 / cbm min 3 cbm / exhibitor / consignment
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.

4. **On-site handling service charge**

RMB 200.00 / cbm min 1 cbm / exhibitor / consignment
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.

5. **Sold / donated goods**

Customs registration of the sold / donated goods and delivery to customs bonded warehouse excl. customs duties, storage fees, and application for import permits, etc.

●Sea cargo	RMB 500.00 / cbm (min 3 cbm) / exhibitor / consignment
●Air cargo	RMB 5.00 / kg (min 100 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

6. **Heavy / oversized cargo handling surcharge**

●Heavy-lifting (for each package over 3,000 kgs)

3001 – 5000 kgs	RMB 35.00 / 100 kgs
5001 – 7000 kgs	RMB 45.00 / 100 kgs
Over 7001 kgs	to be quoted upon request

●Oversized (for each package over 3m (L) x 2.2m (W) x 2.2m (Ht))

If one dimension exceeds the above, a surcharge of RMB 70.00 / cbm will be imposed.

e.g.	one dimension exceeds the above, the surcharge will be	RMB 50.00 / cbm
	two dimensions exceed the above, the surcharge will be	RMB 100.00 / cbm
	Three dimensions exceed the above, the surcharge will be	RMB 150.00 / cbm

7. **Others (where applicable)**

●Translation of list of exhibits RMB 30.00 / page (min RMB 150.00 / exhibitor / consignment)

●Fill-in the H.S. No. on "LOE" Form RMB25.00 / page

●Customs censorship (printed matters) RMB 75.00 / item

●Container detention fee (if any) as per outlay

●Storage fee of early arrival

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

●Terminal handling service charges (Shanghai)

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 costs levied by THC, CFS, port congestion, airport, and all third-party charges (if any) incurred will be charged at cost.

●Return empty container RMB 1800.00 / 20’ GP container to / from Shanghai depot

	RMB 2500.00 / 40' GP containeriner
●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	RMB1200.00/exhibitor/consignment (takes 2 working days) 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	RMB 65.00 / item (carton with wooden packing materials & case) 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 an individual OBL/AWB must be issued for cargo which is sent under an ATA Carnet. Please kindly contact us for the detailed consignment instructions for issuing the individual OBL/AWB . **

●EQUIPMENT & MANPOWER FOR INSTALLATION OF MACHINES (Normal 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

X. 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 are handed over to us. As the demand for transportation facilities in China is great, exhibitors must not make any plans to receive 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 are based on 1 cbm or 1000 kgs, whichever yields the greater.
6. Tariff prices are based on exhibits delivered to the 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 subjectject 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.
12. 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） （厘米）	宽（Width） (CM)	高（Height）		体积（立方米） Volumn(M^3)

货物名称规格摘要（请用中文填写） Description of Contents in Chinese	货物名称规格摘要（请用英文填写） 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 is for one package only.

Signature of Responsible Person:_____Date: