



SHIPPING MANUAL

The 7th China International Small and Medium Enterprises Fair
15th -18th September 2010
China Import and Export Fair Complex
Guangzhou, P.R. China

**Agility Fairs & Events Logistics
Limited**

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(Shanghai) Co., Ltd. Guangzhou
Branch**

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DEADLINES/TIME SCHEDULE AT A GLANCE

1. For General Products

Copies of List of Exhibits, Bill of Lading or Master Airway Bill, Fumigation Certificate (if any)	13th August 2010
Arrival of exhibits shipped by seafreight to Hong Kong Seaport	LCL – 22nd – 24th August 2010
Arrival of exhibits shipped by airfreight to Hong Kong Airport	25th- 27th September 2010
Cargo collection from exhibitors' premises in Hong Kong/ at Agility warehouse in Hong Kong	25th- 27th September 2010
Arrival of exhibits shipped by seafreight to Guangzhou Huangpu Seaport	FCL: 1st-3rd September 2010

2. For Dry, Non-Perishable Food stuff/ Wine

Copies of List of Exhibits, Certificate of Origin, Ingredient List, Official Health Certificate, Warranty Letter, Label, Photo of the product, Bill of Lading or Master Airway Bill, Fumigation Certificate (if any)	6th August 2010
Arrival of exhibits shipped by seafreight to Hong Kong Seaport	LCL –22nd – 24th August 2010
Arrival of exhibits shipped by airfreight to Hong Kong Airport	25th- 27th September 2010
Cargo collection from exhibitors' premises in Hong Kong/ at Agility Fairs & Events warehouse in Hong Kong	25th- 27th September 2010
Arrival of exhibits shipped by seafreight to Guangzhou Huangpu Seaport	FCL: 1st -3rd September 2010

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 also accepted for temporary import in China.

CONSIGNMENT INSTRUCTIONS

A: Shipment Via HK: (For LCL Shipment/ air shipment/ general cargo/ Dry cargo)

Consignee : **Agility Fairs & Events Logistics Limited**

29/F Fook Lee Commercial Centre, Town Place,

33 Lockhart Road, Wanchai, Hong Kong SAR

Tel : (852) 28662505

Fax : (852) 28662421

Notify Party : **The 7th China International Small and Medium Enterprises Fair**

Exhibitor Name: _____

Hall & Booth Number : _____

Guangzhou Int'l Convention & Exhibition Centre

Guangzhou , PR China

Port Of Discharge: HK Seaport/ Airport

B: Shipment Direct to GZ(For FCL cargo):

Consignee : **Agility Fairs & Events Logistics (Shanghai) Co., Ltd Guangzhou Branch**

Room 704 & 706, 7/F, Dong Feng Road East, Guangzhou 510080, P.R. China

Tel. +86 20 3765 5886

Fax. +86 20 3765 5880

Notify Party : **The 7th China International Small and Medium Enterprises Fair**

Exhibitor Name: _____

Hall & Booth Number : _____

Guangzhou Int'l Convention & Exhibition Centre

Guangzhou , PR China

Port Of Discharge: Guangzhou Huangpu Port/ Guangzhou Airport

All documents such as Bill of Lading / Airway Bill must be consigned as above. Additional charges will be incurred for wrong consignee details.

(A 5% outlay commission will be imposed on all "Freight Collect" consignments).

A. INWARD/OUTWARD HANDLING TARIFF (for shipment Via Hong Kong)

(for individual exhibits not exceeding 5,000 kg)

Applicable to the following shipments:

1. General and dry LCL shipment
2. General and dry air shipment

From arrival Agility warehouse in Hong Kong to delivery exhibition booth inclusive of removal and temporary storage of empty packing cases (where applicable) at site or vice versa.

Consignment Service Charge		USD 50.00 per consignment per exhibitor .
Custom Clearance Charge		USD 5.00 per cbm or 1,000kgs, whichever is the greater. min USD30.00 per consignment per exhibitor.
Basic Handling Charge	LCL / Airfreight/ Cargo pick up in Hong Kong	USD 65.00 per cbm or 1,000kgs, whichever is the greater. Min USD 65.00 per consignment per exhibitor.
*Terminal Handling Charge	LCL	USD30.00 per cbm or 1,000 kg, whichever is the greater, min USD30.00 per consignment per exhibitor.
	Airfreight	USD0.30 per kg based on actual or volumetric weight, whichever is the greater, min USD30.00 per consignment (HAWB) per exhibitor.
From arrival Hong Kong seaport / airport / pick up from exhibitors' premises to delivery Agility warehouse in Hong Kong	LCL	USD16.00 per cbm or 1,000 kg, whichever is the greater, min USD100.00 per consignment per exhibitor .
	Airfreight	USD0.20 per kg based on actual or volumetric weight, whichever is the greater, min. USD100.00 per consignment per exhibitor .
Hong Kong Warehouse Handling		USD10.00 per cbm or 1,000kgs, whichever is the greater. Min USD 10.00 per consignment per exhibitor
* Taxes & Tariffs (if any)		As bill as per outlay

B. INWARD/OUTWARD HANDLING TARIFF (for shipment Direct to Guangzhou)

(for individual exhibits not exceeding 5,000 kg)

From arrival Guangzhou Huangpu port to delivery exhibition booth inclusive of removal and temporary storage of empty packing cases (where applicable) at site or vice versa.

Applicable to the following shipments:

1. FCL general and dry shipment

Consignment Service Charge		USD 50.00 per consignment per exhibitor .
Custom Clearance Charge		USD 5.00 per cbm or 1,000kgs, whichever is the greater. min USD30.00 per consignment per exhibitor.
Basic handling	FCL 20' GP	USD 1430.00 per 20' GP container
	FCL 40' GP	USD 2860.00 per 40' GP container
*Terminal Handling Charge	FCL 20'	USD280.00 per 20' container
	FCL 40'	USD370.00 per 40' container
* Taxes & Tariffs (if any)		As bill as per outlay

**** For Chilled cargo, individual quotation will be provided upon request.**

*Current and actual cost levied by Container Freight Stations (CFS), all third party's charges incurred will be charged at cost.

- Transshipment services via Hong Kong inclusive of temporary storage in Hong Kong (maximum 7 days) and warehouse handling charge for both inward and outward movement. Terminal handling charge, parking fee, registration fee, tunnel fee and etc., will be billed as per outlay.
- The above rates exclude stand dressing, assembly of display panels or machinery or decoration of any kind. If these special services are required, it will be subject to a mutual agreement with the exhibitor and additional charges will be levied.
- Above rates are based on direct MAWB/OBL consigned to us. If shipment is made through a consolidator, any additional fees imposed by the consolidator will be billed as additional at cost to exhibitors/agents
- All consolidated shipments by seafreight and/or airfreight must be issued with House Bill-of-Lading and/or House Airway Bill. A Consolidation Cargo Manifest must also be provided.

LATE ARRIVALS

A late arrival surcharge (based on basic handling rate) will be applicable if the shipment arrives after the stipulated deadlines – 30% surcharge.

In the event of late arrivals, Agility 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. Agility also reserves the right to reject handling any cargo that arrives Hong Kong sea / airport only 7 days prior to the show opening. 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:

The 7th China International Small and Medium Enterprises Fair
c/o Agility Fairs & Events Logistics Limited

Name of Exhibitor : _____
Stand Number : _____
Case Number : _____
Gross Weight/Net Weight: _____
Dimensions : _____

PRINTED / PUBLICITY MATERIALS

The Ministry of Foreign Economic Relations and Trade in China stipulates that all advertising materials (like printed matters, CDs 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 clearance.

Exhibitors are requested to submit samples of literatures, CD-ROMs (2 copies each) and souvenirs (2 each) to **Agility Fairs & Events's Guangzhou Office** with a List of Exhibits (LOE). All these materials will be handed over to the Chinese Customs for inspection in advance. These materials should be arrived at **Agility Fairs & Events's Guangzhou Office** no later than **20th August 2010**

In addition, exhibitors are advised that brochures, giveaways and souvenirs are subject to import duties as assessed by Chinese Customs which must be payable on entry.

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 Taiwan is a Country.

HAND-CARRY EXHIBITS

Exhibitors are strongly advised not to hand-carry goods for this exhibition as it could be detained by the Chinese Customs.

MOVE-IN DAYS

Exhibits will be transferred to the exhibition venue during the move-in days. Representatives of Agility Fairs & Events will be available to help the exhibitors with the move-in logistics including unpacking and storage of empties as applicable.

MOVE-OUT DAYS

Prior to the move-out days, exhibitors will be given a 'Disposal Instruction Form' to fill in based on the Commercial Invoice & Packing List given at time of entry of goods into China. Exhibitors are required to advise Agility Fairs & Events if the goods will be re-exported, sold or disposed, as applicable.

During move-out days, representatives of Agility Fairs & Events will be on-site to help exhibitors with return of empty cases, repacking, re-export, etc. as applicable.

In the event of non-compliance of disposal instruction, 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 additional for account of the exhibitor.

RE-EXPORT

Re-export formality will require about 3 weeks prior to shipment re-export out of China.

In the event, the exhibitor needs the goods to be re-exported urgently, please advise representative of Agility Fairs & Events on-site of your request as applicable.

TEMPORARY IMPORT FEE / ATA CARNET HANDLING FEE

TIB fee is not applicable in the event of approved trade fairs in China.
 If ATA Carnet is used for temporary import, an ATA Carnet administration fee is applicable to exhibitor at **USD50.00** per Carnet per entry or exit.

**** Please note that the individual MAWB or B/L must be issued for cargo which is sent under ATA Carnet. Kindly consult Agility Fairs & Events for the detailed consignment instruction for issuing the individual MAWB or B/L.****

ON-SITE HANDLING SERVICES

(for individual exhibits not exceeding 5,000 kg)

Local exhibits arriving at the venue shall be subject to the following On-Site Handling Services from arrival Exhibition Venue to delivery Booth or vice versa.

Handling rate	RMB 65.00 per cbm or 1,000kg whichever is the greater
Minimum	RMB 65.00 per consignment per exhibitor

HEAVY-LIFT SURCHARGES

Our tariffs for seafreight and airfreight consignments are applicable for exhibits not exceeding 5,000 kg per package. Exhibits in excess of 5,000kg per package will be additionally charged as follows:

Weight Per Package	Heavy-Lift Charges
From 5,001 to 7,000 kg	USD70.00 per 1,000kg
From 7,001 to 9,000 kg	USD80.00 per 1,000kg
From 9,001 to 10,000 kg	USD90.00 per 1,000kg

Please contact us for a separate quotation if any of your exhibits exceeding 10,000kg or any dimension exceeding L3.0m x W2.2m x H2.2m.

TRANSLATION SERVICES

The List of Exhibits used for customs clearance must be completed with English and Chinese version.

If translation to the Chinese language is required, our fee for translation service is:

Translation fee	USD5.00 per page
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DATA ENTRY FEE

The data on the List of Exhibits shall be entered into Guangzhou Customs' Computer. The data entry fee is as follows:

Data Entry fee	USD5.00 per page
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QUARANTINE CHARGES

Quarantine charges, if any shall be additional at:

LCL/ Air shipment	USD5.00 per consignment per exhibitor
FCL shipment	USD5.00 per CBM

Other charges such as fumigation, sanitary treatment will be billed as per outlay.

EARLY ARRIVALS

Early arrival storage in HK will be levied as follows(if any):

Sea Cargo	USD10.00 per cbm per week USD70.00 per 20' container per day USD140.00 per 40' container per day
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Air Cargo	USD0.20 per kg per day
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IMPORT / EXPORT DECLARATION FEE IN HONG KONG

Hong Kong Government import/export declaration fee


Declaration fee	0.05% of CIF Value declared
Minimum charge	USD15.00 per consignment per declaration

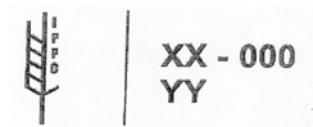
FUMIGATION RULES IN CHINA

NEW WOOD PACKING MATERIAL REGULATIONS WITH EFFECTIVE FROM JANUARY 01, 2006

With effective from 1 January 2006, ALL CARGO WITH WOOD PACKING MATERIAL (WPM) to China (such as wood block cases, lath cases, wood pallets, wood frames, wood drums, wood axes, chocks, stow-wood, crossties and so on), fumigation must be arranged in the country of origin before sending the cargo to China.

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

1. IPPC Logo ()
2. ISO country code (XX)
3. Unique number assigned to the company (which carries out the fumigation procedure) by the national plant protection organization (000)
4. Fumigation method either HT -Heat Treatment or MB - Methyl Bromide (YY)



To support the treatment, exhibitors must also produce their own declaration on their company letterhead for customs clearance purpose. This must be attached the original master air waybill (for airfreight consignment) and enclosed along with the original bill of landing and couriered to our local office (for seafreight shipments).

The original declaration letter must be made out as follows:

To:
Name of exhibitor:
Stand Number:
Name of exhibition:
c/o Agility Fairs & Events Logistics (Shanghai) Co., Ltd. Guangzhou Branch

Our exhibition materials for the above event, comprising xxxxx (insert the total number of packages utilizing wooden packing) cases, have been fumigated at xxxxxxx (name of origin port) and carry the

following IPPC logo and markings xxxxxxxx (state the exact Registered Fumigation Number i.e. XX-OOO YY).

Authorised Signature
Endorsed by company chop (stamp).
Date.

WOOD PACKING MATERIALS WITHOUT ACCEPTABLE STAMP OR NOT IN COMPLIANCE WITH THE ABOVE REQUIREMENTS MUST BE DESTROYED OR RE-EXPORTED.

For cargo with non-wood packing materials, the cargo owner must provide the non-wood packing declaration, which is printed out by company letter-head, signed with authorized signature and endorsed with company chop. The original declaration letter must be attached to the original Master Airway Bill or courier to our local office in China for Customs clearance purpose.

CONTROLLED ITEMS IN HONG KONG / CHINA

In case the shipment contains any controlled items by Hong Kong and/or Chinese Government, we strongly recommend that the list of exhibits/ commercial invoice & packing list should be faxed or e-mailed to Agility Fairs & Events Logistics Limited for checking prior to the shipment departure from the country of origin.

If required, Agility Fairs & Events Logistics Limited will apply necessary license/ permit on behalf of the exhibitors, but under no circumstances that Agility Fairs & Events Logistics Limited can guarantee such license will be granted.

CONTROLLED ITEMS IN HONG KONG / CHINA (CONT'D)

Hong Kong

According to the Trade and Industry Department/ Customs Regulations in Hong Kong, import/ re-export license from the Hong Kong Government is required for transshipping the followings items in Hong Kong:

- Animals, Birds & Reptiles and their parts, Endangered Animals & Plants Species
- Controlled Chemicals
- Controlled Medicines
- Dutiable Commodities: alcoholic liquors, tobacco, hydrocarbon oil & methyl alcohol (*duties & taxes in Hong Kong will be billed to exhibitors' account as per outlay*)
- Fresh/ Frozen Meat
- Optical Disc Mastering & Replication Equipment
- Radio Transmitting Equipment
- Strategic/ Hi-Tech/ Communication Commodities
- Vehicle (left hand)
- Textiles, etc.

If import/ re-export license is required, exhibitors are required to submit to Agility Fairs & Events the following documents/ information for application of licenses in Hong Kong at least **14 (fourteen) 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

d. Commercial Invoice and Packing List / List of Exhibits

Application for import/re-export license in Hong Kong (if required)

License Application fee	USD50.00 per application
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For further details, please refer to the below web-site: <http://www.tid.gov.hk>.

CONTROLLED ITEMS IN HONG KONG / CHINA (CONT'D)

CHINA

The importation of Foodstuff, Beverage, Watches, Cosmetics items, 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 Agility Fairs & Events the following documents/ information for application of import permit in China at least **30 (thirty) 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
- 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.

HIRE OF LABOUR OR EQUIPMENT ETC

Our rates include unpacking, repacking and on-site handling during normal work hours. If exhibitor requires additional labour or equipment, please contact us for quotation.

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, and also ensure that Transport Insurance is 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.

REQUEST FOR INSURANCE

Upon written instructions, Agility Fairs & Events can offer the exhibitor insurance coverage at competitive premiums.

ADDITIONAL SERVICES

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

Our bank account is :

The Hong Kong & Shanghai Banking Corporation
Hay Wah Building Office
Hong Kong

Account No. 110-109097-001 (HKD)
110-3-803050 (USD)

(Remitting bank charges are to be borne by the exhibitor)

TERMS AND CONDITIONS

Agility Fairs & Events does not take any responsibility for: -

- a) exhibits which are not allowed by the organizer or Chinese Customs to be sold or displayed in fair site.
- b) any tax/duty for sold exhibits
- c) loss of goods whilst on display at the venue

All business is only transacted in accordance with our General Trading Conditions. A copy is available upon request.

Use of Agility Fairs & Events's services – be it partly or in full – and any requirement for additional services at any time before, during or after the exhibition express orally and/or in writing and/or by conduct, implies acknowledgement and acceptance of the foregoing