

SHIPPING INSTRUCTIONS

**INTERNATIONAL TRADEMARK ASSOCIATION 2023 ANNUAL MEETING
16 – 20 MAY 2023
SANDS EXHIBITION & CONVENTION CENTER
SINGAPORE**

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SHIPPING INSTRUCTIONS

A) Consignment Deadline

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|----------------------------|--------------------------------|
| 1. Sea freight Consignment | : 30 April – 2 May 2023 |
| 2. Air freight Consignment | : 6 – 8 May 2023 |
| 3. Courier Consignment | : 6 – 8 May 2023 |

Shipments arriving after the above deadlines will be levied a “late arrival surcharge”.

Pre-alert including a copy of AWB and CCIPL/ATA Carnet must be forwarded to:

APT Showfreight (S) Pte Ltd

Attn: Manager-In-Charge

Tel/Fax: (65) 6499 8988 / (65) 6499 8989

Email: enquiry-sg@apshowfreight.com

B) Document Deadline

The following documents must be sent to us by the deadlines stipulated below. All entries in the Commercial Invoice & Packing List must be in the English Language. A full description of all items must be given indicating individual quantity and value.

- Commercial Invoice & Bill of Lading for sea freight shipment
 - Commercial Invoice & Airway Bill for air freight shipment
 - Commercial Invoice & Airway Bill for courier service
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|--|------------------------|
| 1. Sea freight Consignment | : 23 April 2023 |
| 2. Air freight Consignment | : 29 April 2023 |
| 3. Courier Consignment | : 29 April 2023 |
| 4. Catalogues/Brochures for
Radio & Telecommunication Equipment | : 17 April 2023 |

SHIPMENT MUST NOT BE SENT ON DDP/DAP/DDU TERMS

C) Consignment Instructions

All shipments must be sent on a “freight prepaid” basis. A 10% outlay commission will be charged on all “freight collect” consignments.

AIR FREIGHT

<p><u>CONSIGNEE</u> APT Showfreight (S) Pte Ltd 10 Bukit Batok Crescent, The Spire #08-05, Singapore 658079 For: International Trademark Association 2023 Annual Meeting Attn: Manager-In-Charge Tel: +65 6499 8988</p>	<p><u>NOTIFY PARTY</u> ASPAC Aircargo Services Pte Ltd Attention: Import Dept. Tel: +65 65425266</p>
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SEA FREIGHT

<p><u>CONSIGNEE</u> APT Showfreight (S) Pte Ltd 10 Bukit Batok Crescent, The Spire #08-05, Singapore 658079 For: International Trademark Association 2023 Annual Meeting Attn: Manager-In-Charge Tel: +65 6499 8988</p>	<p><u>NOTIFY PARTY</u> SAME AS ABOVE</p>
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All consolidated shipments must be issued with a House Bill of Lading or House Airway Bill. A consolidated cargo manifest must also be provided.

COURIER

<p><u>CONSIGNEE</u> APT Showfreight (S) Pte Ltd 10 Bukit Batok Crescent, The Spire #08-05, Singapore 658079 For: International Trademark Association 2023 Annual Meeting Attn: Manager-In-Charge Tel: +65 6499 8988</p>
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All duties and taxes for courier consignments must be paid by sender **PRIOR** export. Pre-alert which includes a copy of the airway bill, commercial invoice, name of the exhibition and your

contact details must be sent to us prior export. Freight and other relevant charges paid by us on behalf of exhibitor will be subject to a 10% outlay fee.

D) Case Markings

All cases must be marked for easy identification as follows:

International Trademark Association 2023 Annual Meeting

c/o APT Showfreight (S) Pte Ltd

Name of Exhibitor: _____

Hall Number: _____

Stand Number: _____

Case Number: _____

Dimensions: _____

Gross Weight: _____

E) Temporary Importation of Exhibition Goods

a) Banker's Guarantee under the Temporary Import Scheme (TIS)

All exhibition goods except giveaways, brochures, samples and souvenirs will be imported under a Temporary Import Scheme into the exhibition will be temporarily custom cleared under our "Temporary Import Bond (TIB)" placed by us with Singapore Customs. A TIB fee will be levied as per our handling tariff.

Goods for exhibitions may be imported 3 weeks prior to the exhibition and to be re-exported within 3 weeks after the closure of the exhibition.

Approval for extension of temporary import must be made in writing (with reason stated) and will be granted on a case by case basis.

b) ATA Carnet

Singapore is a signatory of the ATA Carnet system and exhibitors can arrange your own Temporary Import Bond (TIB) by using the ATA Carnet prior consigning to us for clearance on arrival.

c) Conversion of Temporary Import to Permanent Import

Under temporary import, all exhibits sold, disposed or not re-exported at the end of the exhibition is required to convert import status to permanent import.

d) Permanent Importation

Giveaways, brochures, samples and souvenirs cannot be customs cleared on Temporary Import Scheme. Generally, there is no duty applicable for such items except a GST (Goods & Services Tax) of **8%** of declared value or as appraised by Customs.

A 10% outlay fee of the GST amount will apply as per our handling tariff.

F) Container Detention

Shipping lines will levy a container detention charge for containers kept in use for an extended period of time. Most shipping lines accord between 3-7 days free detention after the container is cleared from the Port. Prior arrangement/negotiations must be made with the shipping lines if containers are to be kept for an extended time.

G) Customs Sealed Containers

Customs seals placed on containers at the time of import should not be broken without supervision or written permission. Unauthorised breakage of Customs red seal affixed on the container may result in heavy fines. Imposition of fines (if any) will be borne by exhibitors.

Additional Customs supervision fee of **S\$300.00/occasion** for Customs Sealed Containers, if required.

H) Cargo Handover at the Close of Event

Exhibitors must contact APT Showfreight (S) once repacking is completed and to ensure our representative is present to hand over the shipment to us from the stand. APT will not be responsible for any missing/damage cargo if the above is not complied with.

I) Radio and Telecommunication Equipment

Prior import, approval must be obtained from the Info-communications Media Development Authority for all radio and telecommunication equipment to be exhibited before the export of shipment to the show. A copy of brochure or catalogue of the equipment with the full specification must be submitted to us not later than **17 April 2023** in order for us to get approval from the relevant authority.

Static display of the equipment is permissible. Any equipment that transmits radio frequency or sound waves must first seek approval before the equipment is brought in and following information is required:

1. Frequencies
2. Number of Channels being used
3. RF Output Power
4. RF Bandwidth
5. Equipment Information required:

	Transmitter	Receiver
Brand and Model		
Serial No		
RF Output Power (W)		

6. Frequency Information:

	Transmit				Receive			
Desired Frequency	From		To		From		To	
Assigned Frequency	From		To		From		To	
Type of Emission (AM, FM, Pulse, Etc)								
Bandwidth (kHz)								

J) Insurance

Exhibitors are reminded to ensure that there is adequate Marine Insurance for their exhibits. We strongly recommend that an insurance cover is taken from the time the exhibits leave your premises till the time they are returned to origin inclusive the time they are handled by APT Showfreight (S) Pte Ltd and during the show period.

K) Floor Loading Capacity

Exhibition hall – **12.0 KN/sqm**

Based on requirements by the venue owners, all exhibits with individual nett weight of **1,000 kg** and more with the following information are to be forwarded to us by latest **17 April 2023** to obtain approval:

- Dimensions of individual machines
- Nett weight of the machine
- Functional – Whether machine is operating during show. If affirmative, provide dynamic loading when machine is operating. If not to provide the static loading
- Footprint of all machines. Is the machine base flat or on castors/legs? If on castors/legs, please provide footprint of the castors/legs. To check the loading on venue floor slab, the dimensions that are in contact with the floor is of most importance.

- Provide catalogue/specification/drawings
- Booth design(layout) indicating position of machines on the booth as well as booth number

If steel plate is required to be provided at the venue for the exhibits and/or a Professional Engineer Certification is required.

Please note that if the following is not submitted to us for submission to the venue and if any of your exhibits exceeds the floor loading capacity of the venue during the venue's on-site audit, the exhibits will not be allowed to enter the hall and we will not be responsible.

L) Terms of Payment

Inward : Prior delivery to stand
Outward : Prior re-export or delivery to local premises

All payments must be made without any deduction or deferment on account of any claim, counterclaim or offset.

Bank Details

Bank Name: Oversea-Chinese Banking Corporation Limited
Bank Address: 65 Chulia Street
#01-00 OCBC Centre
Singapore 049513
Bank Code: 7339
SWIFT Code: OCBCSGSG
Account Name: APT Showfreight (S) Pte Ltd
USD Account: 503-021248-301
SGD Account: 591-008453-001

IMPORTANT

All business is transacted in accordance with the Standard Trading Condition of the Singapore Logistics Association. A copy is available upon request. Use of APT Showfreight (S) Pte Ltd's services be it partly or in full and any requirement for additional services- at any time before, during or after the exhibition express orally and/or in writing and/or by conduct, implies acknowledgement and acceptance of the foregoing.