

SHIPPING GUIDELINES & HANDLING TARIFF FOR

The Meetings Show Asia Pacific 2024
17 – 18 April 2024
Marina Bay Sands
SINGAPORE

Contact Details:

Schenker Singapore (Pte) Ltd
Fairs & Exhibitions Department
17 Changi South Street 2
Singapore 486129

CTC: Mr. Raymond Chin / Ms. Serena Chew

Tel: +65 9690 1569 / 9680 0977

e-mail: raymond.chin@dbschenker.com / serena.chew@dbschenker.com

CONTENTS

Air Inward / Air Outward	Page 1
Sea Inward / Sea Outward	Page 2
Courier, On Site Handling & Containers	Page 3
Heavy-lift Surcharge	Page 4
Cranage, Manpower & Equipment, Late Arrival Surcharge	Page 4
Storage & Additional Service, Tariff Exclusions	Page 5
Temporary, Permanent Importation, Conversion Permit	Page 6
Prohibited / Controlled Goods	Page 7
Deadlines, Consignment Instructions	Page 8
Documents for Customs Clearance	Page 8
Case Marking, Terms of Payment	Page 9
Important Note, Insurance, Handling Conditions	Page 10

AIRFREIGHT - for individual exhibits not exceeding 1000kg and/or 200x180x150cm

AIR INWARD

From arrival Singapore Changi Airport upto exhibition booth (or as close as possible) inclusive of customs clearance and one-time positioning of exhibits at booth (or as close as possible)

- Basic handling charge S\$0.80 per kg, based on actual or volumetric weight, Whichever is greater
- Minimum charge S\$180.00 per consignment (HAWB) per exhibitor
- Airport terminal charge S\$0.15 per kg, based on actual or volumetric weight, Whichever is greater
- Minimum charge S\$35.00 per consignment (HAWB) per exhibitor
- Documentation fee S\$75.00 per consignment (HAWB / MAWB)

AIR OUTWARD

From exhibition booth upto delivery Singapore Changi Airport inclusive of customs declaration for re-exportation

- Basic handling charge S\$0.80 per kg, based on actual or volumetric weight, Whichever is greater
- Minimum charge S\$180.00 per consignment (HAWB) per exhibitor
- Airport terminal charge S\$0.15 per kg, based on actual or volumetric weight, Whichever is greater
- Minimum charge S\$35.00 per consignment (HAWB) per exhibitor
- Documentation fee S\$75.00 per consignment (HAWB / MAWB)

Remarks: Current and actual cost levied by Airport, Terminal and any third party's charges incurred not listed above will be charged as per outlay. Please refer to Tariff Exclusion.

SEAFREIGHT - for individual exhibits not exceeding 2000kg and/or 250x220x220cm

SEA INWARD

From arrival Singapore seaport up to exhibition booth (or as close as possible) inclusive of customs clearance, and one-time positioning of exhibits at booth (or as close as possible)

- LCL Basic handling charge	S\$80.00 per cbm or 1000kg, whichever is greater
- Minimum charge	S\$220.00 per consignment (HBL) per exhibitor
- FCL Basic handling charge	S\$70.00 per cbm or 1000kg, whichever is greater
- Minimum charge	20'GP – 20cbm, 40'GP – 40cbm, 40'HC – 50cbm.
- Port charges (LCL) from OTHERS	S\$55.00 per cbm or 1000kg, whichever is greater,
- Minimum charge	1cbm per consignment per exhibitor or part thereof
- Port charges (LCL) from CHINA	S\$85.00 per cbm or 1000kg, whichever is greater,
- Minimum charge	1cbm per consignment per exhibitor or part thereof
- Port charges 20'FCL	S\$370.00 per container
- Port charges 40'FCL	S\$520.00 per container
- Documentation fee	S\$75.00 per consignment (HBL / BL)

SEA OUTWARD

From exhibition booth upto delivery Singapore Seaport inclusive of customs declaration for re-exportation

- LCL Basic handling charge	S\$80.00 per cbm or 1000kg, whichever is greater
- Minimum charge	S\$220.00 per consignment (HBL) per exhibitor
- FCL Basic handling charge	S\$70.00 per cbm or 1000kg, whichever is greater
- Minimum charge	20'GP – 20cbm, 40'GP – 40cbm, 40'HC – 50cbm.
- Port charges (LCL) from OTHERS	S\$55.00 per cbm or 1000kg, whichever is greater,
- Minimum charge	1cbm per consignment per exhibitor or part thereof
- Port charges (LCL) from CHINA	S\$85.00 per cbm or 1000kg, whichever is greater,
- Minimum charge	1cbm per consignment per exhibitor or part thereof
- Port charges 20'FCL	S\$370.00 per container
- Port charges 40'FCL	S\$520.00 per container
- Documentation fee	S\$75.00 per consignment (HBL / BL)

Remarks: Current and actual cost levied by Container Freight Stations (CFS), Shipping company, and any third party's charges incurred will be charged as per outlay. Please refer to Tariff Exclusion.

COURIER SHIPMENT - for individual pieces not exceeding 45kg per piece

From arrival Schenker's premises upto delivered exhibition booth (or as close as possible)

- Basic handling charge S\$100.00 per way

Any courier consignment exceed 45kg will be treated as airfreight shipment and all charges will be bill as per airfreight handling tariff.

Any duties/taxes/GST paid in advance on behalf of exhibitor will be billed back to exhibitor as per outlay with an additional banking fee of 5% on outlay amount, minimum charge at S\$55.00 per shipment. (GST amount as per copy of Customs Permit)

ON-SITE HANDLING CHARGES
for individual exhibits not exceeding 2000kg and/or 250x220x220cm

From free arrival truck at exhibition site up to free delivered exhibition booth (or as close as possible) inclusive of unloading and delivery to booth and one-time positioning of exhibits at booth (or as close as possible)

Basic handling charge for Packed(Crated or Palletized)	S\$65.00 per cbm or 1000kg, whichever is greater
Minimum charge	S\$195.00 per consignment

UNSTUFFING/ STUFFING OF CONTAINERS

For containers delivered to Venue/site for stuffing / un-stuffing for ON-SITE HANDLING ONLY. Charges based on crated and palletized cargo, exclude loose cargo or mixture of packed & loose cargo.

20'GP	S\$200.00 per container per way
40'GP	S\$380.00 per container per way
40'HC	S\$430.00 per container per way

HEAVY-LIFT SURCHARGE

Individual exhibits in excess of 2000kg per piece and or exceeding 250x220x220cm will be subject to heavy-lift Fee (in addition to the basic handling charge and will be applicable for both inward and outward movements)

Weight Per Piece

Heavy-lift Fee

2001 to 4000kg	S\$40.00 per 1000kg
4001 to 6000kg	S\$50.00 per 1000kg
6001 to 8000kg	S\$60.00 per 1000kg
8001kg and above	subject to individual quotation

Above heavy-lift fee will be based on the total weight of the individual exhibits. Exhibitor MUST check with Organizer if prior approval and or any special equipment and requirement are required by the Venue owner. Final approval is subject to venue owner discretion.

CRANAGE FOR UNLOADING AND RELOADING OF CONTAINER

For safety reasons, all containers must be grounded to facilitate stuffing and un-stuffing of containers. Our charges for grounding and reloading of containers will be charged as per follows:

- Empty 20' Container	S\$380.00 per operation
- Empty 40' Container	S\$450.00 per operation
- Loaded 20' Container	S\$380.00 per operation
- Loaded 40' Container	S\$450.00 per operation

MANPOWER AND LIFTING EQUIPMENT

For additional manpower and/or lifting equipment required by exhibitor. Charges will be billed based on signed work-order by exhibitor, charges as per follows:

- Workman	S\$45.00 per hour, minimum 2 hours
- Battery Forklift up to 2.5tons capacity	S\$75.00 per hour, minimum 2 hours
- Crane up to 50 tons capacity	S\$125.00 per hour, minimum 4 hours

Working hours:

Monday to Saturday, 0830 to 1730hrs Only (Normal)

Monday to Saturday, 1730 to 2200hrs Only. Overtime, 50% surcharge based on above rates

Sunday and/or Public Holiday, 0830 to 1730hrs. Overtime, 100% surcharge based on above rates

LATE ARRIVAL SURCHARGE

Consignments arriving after our specified deadlines will be subject to 50% surcharge based on all items on this tariff where applicable.

STORAGE SERVICE & ADDITIONAL SERVICES

Storage service on-site can be arranged with written instruction by exhibitor.

- Storage for on-site service during exhibition period at S\$45.00/cbm, Minimum charge S\$135.00
- Disposal of materials/empty cases after exhibition subject to S\$70.00/cbm, Minimum S\$140.00

TARIFF EXCLUSION

- GST (Goods & Services Tax at 9%)
- Charges for storage (eg. Warehouse/port/airport storage/demurrage/detention fees, etc)
- Customs supervision / Fetching of Customs officers for supervision
- Airwaybill , Bill of Lading fee and Bill Surrender fee.
- Charges for outlays to 3rd parties (eg. Airport / Seaport CFS warehouse charges, Terminal, Carrier, Shipping company, Customs / MDA/IDA / HSA / SFA / A&E etc)
- Duties, taxes, statutory permits associated with medical items, food items, firearms, etc and any other governmental fees
- Charges for special services (eg. sorting/ labeling/palletizing/ strapping, shrink wrapping)
- Assembling / Disassembling of exhibits as per request, signed work order
- Steel Plate for floor protection on heavy machine and vacuum packing.
- Handling of “Perishable, Hazardous, Valuable and/ or any Sensitive Cargo”
- Handling fees for shipments not shipped through Schenker or their recommended agents
- Marine Transport Insurance coverage

TEMPORARY IMPORT CUSTOMS BOND FEE

Under the Singapore Customs regulation all temporary importation scheme, a Bond Fee is required by Singapore Customs to cover the potential GST (Goods & Services Tax).

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

Request for extension of these periods must be made in writing (with valid reasons stated) and approval will be granted by Singapore Customs on a case to case basis.

A Bond Fee (non-refundable) will be charged as per follows:

- 0.65% of the declared CIF value
- Minimum charge of S\$85.00 per declaration

A Cancellation of Temporary Bond fee will be charged at S\$85.00 per shipment after shipment has been re-exported.

TEMPORARY IMPORT BY ATA CARNET

As an alternative to the Temporary Import Scheme., exhibitors can have their goods imported into Singapore by utilizing the ATA Carnet. Please check with your local Chamber of Commerce on its application.

ATA Carnet Handling Charge will be charged as per follows:

- S\$100.00 per set of ATA Carnet per way (applicable for both inward & outward movement)

GOODS & SERVICES TAX (GST)

All goods sold, disposed, distributed, given away or not re-exported at the end of the exhibition will be subject to a GST of 9% of the CIF value.

GST will be billed as per outlay and a banking fee will be charged as per follows:

- Banking Fee 5% on GST outlay amount (as per copy of Customs Permit)
- Minimum charge of S\$55.00 per declaration

CONVERSION OF TEMPORARY TO PERMANET IMPORT

Exhibits and/or Other items imported under Temporary Import Scheme but are subsequently not re-exported (Sold and/or Disposed) shall require a permanent import permit stipulated by Singapore Customs.

Conversion of permit will be charged as per follows:

- Permit Conversion S\$85.00 per declaration
- 9% GST (Goods & Services Tax) on Sales or CIF value, whichever is greater
- Banking Fee 5% on GST outlay amount (as per copy of Customs Permit)
- Minimum charge of S\$55.00 per declaration

PROHIBITED/ CONTROLLED GOODS

PLEASE DO NOT SHIP WITHOUT OUR PRIOR APPROVAL

The following categories of materials are prohibited and controlled. All controlled items will require special documentation and/or clearance prior to importation. Please supply us with details of your goods so we can advise documents required for the different types of products. Please refer to Singapore Customs web site for full listing (www.customs.gov.sg)

Prohibited items

- Chewing Gum
- Cigarette lighters – pistol/revolver shaped
- Fire crackers
- Rhinoceros horn, worked, unworked or prepared and worked and powder of this product
- Endangered species of wildlife and their by-products
- Prohibited telecommunication equipment, eg scanning receivers, military communication equipment, telephone voice changing equipment, radio-communication jamming devices operating in any frequency band, obscene articles, publications and video tapes or discs, reproductions of copy right materials, seditious and treasonable materials
- Chewing tobacco, Imitation tobacco products, Shisha, Smokeless cigars, cigarillos or cigarettes, dissolvable tobacco or nicotine, any product containing nicotine or tobacco, nasal/oral snuff, Gutkha, khaini and zarda

Controlled items

- Amusement machines, coin or disc-operated, including pin-tables, shooting galleries & cinematograph machines
- Arms and explosives, Articles of clothing intended as protection against attack, including bullet-proof vests, Fruit/jackpot machines, Handcuffs, Helmets (Steel), Nitro-cellulose, Toy guns/pistols/revolvers
- Animals, birds and products thereof, Fishes and fishery products (including fin fish, crustaceans and molluscs)
- Food items, Fruits (fresh/chilled), Ginseng roots, Meat and meat products of animals and birds, Milk powder - skimmed, fresh milk/skimmed/pasteurized from Peninsular Malaysia/Sabah/Sarawak, Vegetables (fresh/chilled)
- Organic fertilizer, Plants with/without soil, flowers and seeds, Timber and wood (CITES listed)
- Tableware and kitchenware of porcelain or china / lead crystal
- Articles of asbestos, Batteries (primary), alkaline, zinc-carbon and mercury oxide
- Chemicals – poisons and hazardous, toxic chemicals and precursors, pesticides. CFCs, Halons, Surface-active agents, anionic, Waste lead-acid batteries and waste batteries made with lead, cadmium or mercury
- Cartridges/cassettes/audio compact diskettes – pre-recorded, Films – cinema/video/laser discs,
- Gramophone records, Publications, Tapes – pre-recorded, Toy walkie talkie
- Diesel oil/fuel, Flammable materials, Petroleum
- Rough Diamonds
- Mastering equipment and replications equipment for CD, CD-ROM, VCD, DVD, DVD ROM
- Human Pathogens
- Irradiating apparatus, Radioactive materials
- Poppy seeds (kaskas), Precursor Chemicals
- Rice (excluding rice bran)
- Sand & Granite (Essential Construction Materials)
- Medicaments, veterinary
- Therapeutic products, Medical Devices, Chinese Proprietary medicines, controlled drugs and psychotropic substances, Oral dental gums, raw materials, laboratory reagents, reference standard and veterinary medicine

DEADLINES

All consignments **MUST NOT** arrive after the below deadlines. Copies of commercial invoice, packing list, Bill of Lading and Airwaybill must be provided to us 1 week before consignments arrive in Singapore.

Sea freight **1-2 April 2024**
Air freight / courier **8-9 April 2024**

CONSIGNMENT INSTRUCTION

All cargo forwarded to Singapore by Sea, Air or Courier must be consigned on a **“FREIGHT PREPAID”** basis to:

Consignee: **SCHENKER SINGAPORE (PTE) LTD**
 17 Changi South Street 2,
 Singapore 486129.
 Attn: Fairs & Exhibitions Dept
 For Exhibition: The Meetings Show Asia Pacific 2024

Notify: **Exhibitor Name and Hall/Booth number**

For all consolidation airfreight and seafreight shipments to Singapore, we require House Airwaybill and House Bill of Lading based on per consignment or per exhibitor basis.

If shipment arrive Singapore on a **“Freight Collect”** basis, written instruction must be given in advance to us than we’ll customs clear and collect all relevant freight charges applicable from exhibitor with an additional **“10% as Charges Collect Fee”**, prior delivered to the booth / exhibitor.

DOCUMENTS REQUIRED FOR CUSTOMS CLEARANCE

For Sea freight: 1 copy of Bill of Lading (applicable for B/L surrender only)
 3 copies of Original Bill of Lading (applicable for Non-B/L Surrender only)
 1 copy of Commercial Invoice / Packing List
 1 copy of Insurance Policy (if insured)

For Airfreight: 1 copy of Airway Bill
 1 copy of Commercial Invoice / Packing List
 1 copy of Insurance Policy (if insured)

CASE MARKING & PACKING

It is the exhibitor's responsibility to ensure that their exhibits/equipment is packed and secure firmly in a strong, waterproof packing case which lends itself to being re-packed after the exhibition. Please bear in mind that your exhibits will be transit for long periods, both to and from the exhibition. And that cartons/boxes are not suitable to withstand the constant handling which takes place during transit from origin country to next destination..

Kindly mark your shipments with the following information:

Int'l Exhibition: The Meeting Shows Asia Pacific 2024, MBS, Singapore.
c/o: Schenker Singapore (Pte) Ltd
Exhibitor : (Your Company Name)
Hall No :
Booth No :
Case No : _____ of _____ (Total)
Dimensions : Length x Width x Height in centimeters
Gross Weight : in kilograms
Nett Weight : in kilograms

TERMS OF PAYMENT

All invoices raised for this exhibition are due for immediate payment as per stated below unless you have engaged the services of our overseas branches in which you will be invoiced by them directly.

Inward : Upon uplift of goods, prior to delivery to booth
Outward : Upon presentation of invoice/prior to return of exhibits to sender

You may settle the invoice by "Telegraphic Transfer" prior delivery to the show by paying "Cash" **in Singapore currency only. Personal or foreign cheques are not acceptable.**

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

Our Bank Details:

- Account Name: Schenker Singapore (Pte) Ltd
- Bank's Name: Deutsche Bank AG
- Bank's Address: 1 Raffles Quay, #15-00 South Tower, Singapore 048583
- Bank's Code: 7463
- Branch Code: 001
- Bank Swift Code: DEUTSGSG
- **SGD Account No: 2532901-00-0**
- **Please note all remittance/bank charges are to be borne by exhibitors; please provide us with a copy of bank remittance advice for our reference. Full payment must be received prior to delivery exhibits to booth or return exhibits to sender.**

IMPORTANT NOTE

- It is the exhibitor's responsibility to ensure that their materials conform to all existing regulations regarding the import of any items regulated by the various government agencies in Singapore. The list above is not exhaustive and subject to change at any time by operation of law. Therefore in the interest of safety, we would urge all participants to contact us for specific instructions regarding these and any other category of materials. Additional cost may be associated with these clearances, permits or licenses.
- In all instances, the approval of import permits/ licenses is solely at the discretion of the relevant government authorities and we cannot be held responsible for their refusal to grant such permits, even if the products have already arrived in Singapore.
- Whilst every effort will be made to clear cargo through to site prior to the opening of the show, no guarantees can be given. Our basic handling and other charges relevant to the consignment will apply regardless of the delivery date to your booth and/or the outcome from the government authorities.

INSURANCE

It is the responsibility of each exhibitor to arrange a full Marine (Transport) Insurance covering transport to the exhibition, during exhibition and return of exhibits to domicile including the period the exhibits are handled by Schenker Singapore (Pte) Ltd, and also ensure that Transport Insurance is arranged for exhibits sold locally.

Upon written instructions, Schenker Singapore (Pte) Ltd can offer the exhibitor insurance coverage at competitive premiums.

HANDLING CONDITIONS

All business is under taken in accordance with the Standard Trading Conditions of Schenker Singapore (Pte) Ltd, a copy of which available upon request.

Use of Schenker Singapore (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.

All work is undertaken at owner's risk, the exhibitors are liable for damages and additional cost resulting from incorrect declaration of the weight and measurements of the packages, as well as description of content / cargo mentioned on invoice/ packing list. All exhibiting items at the exhibition venues are subjected to the approval of the respective venue owners and Organizer.

This tariff is not comprehensive. **Our liability terminates with the placing of the consignment on the exhibition booth (or close as possible) and begins with taking over of consignments from the exhibition booth, in the present of the exhibitor after the show closed.**

Schenker Singapore Pte Ltd is not responsible for:

- may arising financial loss and/or additional charges, in case clearance of shipment could not be arranged at all, or in time, due to late arrival of shipment and/or rejection of customs permit by customs authorities;
- climatic conditions, in transit and/or storage of goods;
- loss and or damage of cargo after delivery to exhibition booth;
- quantity taken from "testing" by the authorities for laboratory analysis;

- END -