

SHIPPING INSTRUCTIONS

**THE MEETINGS SHOW & BUSINESS
TRAVEL SHOW 2025
16-17 APRIL 2025
SANDS EXPO & CONVENTION CENTRE,
SINGAPORE**

Kuehne + Nagel Pte Ltd
c/o KN Expo + Events Singapore
10 Pioneer Crescent,
Singapore Logistics Hub,
Singapore 628566
Contact: Mr Raymond Chin
Expo + Events Specialist
Tel. +65 9690 1569
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Terms and Conditions: This Company is an individual member of the International Federation of Freight Forwarders Associations (FIATA). Unless otherwise agreed in writing by an officer of the Company, all transactions with the Company are subject to the FIATA Model Rules for Freight Forwarding Services as adopted by this Company (copies are available anytime from the Company upon request), which, in certain cases, exclude or limit the Company's liabilities. Generally the Company's liability for loss of or damage to goods is limited to 2 SDR per kg of the concerned goods, liability for delay is limited to the remuneration for the affected services, and liability for other type of loss is limited to SDR 10,000 for each incident. Further to those limitations the Company's liability shall in no event exceed a total annual aggregate of SDR 500,000, unless mandatory law stipulates otherwise. The information contained in this document is confidential information and may also be legally privileged, intended only for the individual or entity named as the addressee. If you are not the intended recipient you are hereby notified that any use, review, dissemination, distribution or copying of this document is strictly prohibited.

DEADLINES

- Copies of Commercial Invoice and Packing List to be submitted:
By SEAFREIGHT consignments: **<7 days before vessel arrival date>**
By AIRFREIGHT consignments: **<7 days before flight arrival>**
- Arrival of Exhibits at Singapore Port/Airport:
By SEAFREIGHT: **By 3 April 2024 latest.**
By AIRFREIGHT: **By 7 April 2025 latest.**
- Copies of Product Catalogues, H.S. Code Descriptions, Commercial Invoice and Packing List for CONTROLLED consignments (eg. Weapons & explosives(A&E)/Medical/Laser/Telecommunications/RF-emitting equipment, etc.): **At least one (1) month prior to show date.**
- Arrival of COURIER consignments at our warehouse: **By 7 April 2025 latest.**

DOCUMENTS & CONSIGNING INSTRUCTIONS

Seafreight

Please send the following documents not later than **7 days** prior to consignment arrival.

- 1 original and 1 copy of Bill of Lading
- 1 copy of Commercial Invoice/Packing List
- 1 copy of Insurance Policy (if insured)

All seafreight consignments must arrive at Singapore Port **at least 10 days prior to required delivery date.**

Airfreight

Please send the following documents not later than **7 days** prior to consignment arrival.

- 1 original and 1 copy of Airway Bill
- 1 copy of Commercial Invoice/Packing List
- 1 copy of Insurance Policy (if insured)

All airfreight consignments must arrive at Singapore airport **at least 7 days prior to required delivery date.**

NOTE:

- Singapore Customs is strict and thorough in their examination of goods. Do expect all packages to be opened and contents checked against the Combined Commercial Invoice & Packing List.
- Customs fines will be imposed on the exhibitor in cases of Undervaluation, Non-declaration, and Erroneous declaration. In such cases, KN Expo + Events shall not be responsible for any delay in clearance. Customs fines and extra expenses incurred shall be borne by the exhibitor. Exhibitors are reminded to declare the true market value of their goods and be extremely careful in their preparation of documents.
- All consolidated shipments by airfreight or seafreight must be issued with house airway bill or house bill of lading. A consolidation cargo manifest must also be provided.
- A 10% outlay commission will be imposed on all "Freight Collect" consignments.

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CONSIGNING INSTRUCTIONS

All exhibition goods by **AIRFREIGHT** and **SEAFREIGHT** must be sent "FREIGHT PREPAID" to us as follows:

CONSIGNEE:

Kuehne + Nagel Pte Ltd

c/o KN Expo + Events Singapore

10 Pioneer Crescent, Singapore Logistics Hub, Singapore 628566

For: **THE MEETINGS SHOW & BUSINESS TRAVEL SHOW 2025**

All documents such as Bill of Lading and Airwaybill must show **Kuehne + Nagel Pte Ltd** as the consignee.

NOTIFY PARTY: SAME AS CONSIGNEE.

Pre-Alerts

To ensure no delays or undue inconvenience for customs clearance on arrival, it is imperative that copy of the vessel/flight details with master air waybill / ocean bill of lading detail be forwarded well in advance before the arrival of shipments according to the stipulated deadlines above.

Pre-alerts must be forwarded to:

Kuehne + Nagel Pte Ltd

c/o KN Expo + Events Singapore

Contact: Raymond Chin / raymond.chin@kuehne-nagel.com

KN Expo + Events will not be responsible for any delays and any port/airport storage charges will be re-charged at cost. For late submission of documents, a penalty fee of minimum S\$100.00 per exhibitor/consignment will be imposed.

Courier Consignments

All COURIER shipments must be consigned to Kuehne + Nagel Pte Ltd to the following address:-

Kuehne + Nagel Pte Ltd

c/o KN Expo + Events Singapore

10 Pioneer Crescent, Singapore Logistics Hub, Singapore 628566

For: **THE MEETINGS SHOW & TRAVEL BUSINESS SHOW 2025 (c/o Name of Exhibitor & Booth No.)**

Attn: Mr Raymond Chin, Tel. +65 9690 1569

- All consignment must be shipped on "Free-Domicile" basis i.e. all duties and taxes for consignments must be paid by sender in country of origin PRIOR export.
- KN Expo + Events reserves the right to REJECT consignment that is not duty/tax paid upon arrival at our premises in Singapore.
- Please send us a pre-alert indicating the Courier Airway Bill numbers, Courier Company, Name of Exhibition/Event, your contact details for us to assist further.
- Freight and other relevant charges paid by us on behalf of exhibitor will be subject to a 10% service charge.

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Case Markings

For easy identification, all packages shall be marked as follows:

THE MEETINGS SHOW & BUSINESS TRAVEL SHOW 2025

c/o KN Expo + Events Singapore

Name of Exhibitor : _____

Stand Number : _____

Case Number : _____ of _____

Gross Weight/Net Weight : _____ kg

Dimensions : ____x____x____ cm (LxBxH)

Packing

Exhibitors to provide strong packing cases for the transportation of the exhibits. The packing of the exhibits are to withstand external elements as well as movements during full transportation and handling.

For main exhibits, we recommend sturdy returnable type of cases to be used for return or onward transport.

Exhibitors should also take necessary precautions against rain, especially when the return exhibits are to be packed with original packing materials. Please avoid cardboard cartons if they are intended for return shipping. KN Expo + Events will not be responsible for damages and claims arising out of improper packing.

CUSTOMS REGULATIONS

Banker's Guarantee under Temporary Import Scheme (TIS) In Singapore

Under the Temporary Import scheme (TIS), a Bank Guarantee is required by the Singapore Customs to cover the potential Goods & Services Tax (GST). Kuehne + Nagel Pte Ltd can provide a Banker's Guarantee on your behalf for exhibition goods under Temporary Import Scheme. This procedure involves raising a bank guarantee to Customs to cover the potential (Goods & Services Tax) GST/Duty liability.

Goods for exhibitions may be imported 3 weeks before the exhibition and be re-exported within 3 weeks of the closure of the exhibition. Requests for extension of these periods must be made in writing (with reasons stated) to Head, Company Compliance Branch, Singapore Customs. Such requests will be considered on a case-to-case basis and approval will be granted if there are valid reasons.

Please note that we are not in a position to handover any return freight to other third party agents as temporary import guarantees are lodged in our name and customs formalities must be cancelled at the time of exportation. We will be pleased to provide you with a quotation upon request.

Temporary Importation (Conversion Of Temporary Import To Permanent Import Status)

Exhibits imported under the T.I.S. but are subsequently not re-exported shall require conversion to permanent import permit.

ATA Carnet

A foreign entity (e.g. foreign exhibitor) can use an ATA carnet to temporarily import goods into Singapore goods for display or use at exhibition, fairs or other similar events. The goods are allowed to be imported into Singapore for a period of 6 months from the date of importation.

Permanent Importation

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

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Temporary Importation & GST/Customs Duties

Any Customs Duties/GST applicable to shipments that are sold during the event will be for the account of the respective freight agent or direct exhibitor who engages our services. KN Expo + Events will not collect duties/GST from the local buyer. Therefore, the exhibitor should include duties/GST in their invoice to the buyer. An outlay fee of 10% of the paid Customs Duty/GST amount will apply as per our tariff.

Sold Exhibits

Charges will apply for handling from exhibition stand to venue loading bay. Please contact us for charges relating to onward services.

All duties/taxes/GST payable/disposal of debris/conversion of temporary import to permanent import fee will be for the account of the exhibitor/their appointed forwarder.

Special Licenses & Permits

Administrative fees will apply for application and endorsement of licenses/permits from relevant Government departments (SFA, IMDA, RPN, HPR, A&E, etc.).

Customs-Sealed Containers

All containers sealed by customs are subject to customs supervision prior to unstuffing (excluding weekends and public holidays). Breaking of seals without permission is a serious violation of customs regulations and offenders are subject to heavy fines. Imposition of fines (if any) will be borne by the exhibitors.

IMPORTANT NOTE

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 product has 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.

At The Close of Event

Return Instruction

It is imperative that all exhibitors complete and sign the Return Shipping Instruction. Exhibitor should either visit our site office or contact our KN Expo + Events representative at the earliest opportunity to complete their disposal instructions. If there is any amendment to the return instruction, the exhibitor will have to provide KN Expo + Events with the revised instruction immediately.

If the exhibitor has sold their exhibits to a 3rd party during the event, it is the SOLE responsibility of the exhibitor to oversee the collection of their exhibits. KN Expo + Events will not accept responsibility for any loss or damage.

Cargo Handover

Exhibitors must contact KN Expo + Events to arrange for any handover of cargo. They will have to handover cargo to KN Expo + Events together with KN Expo + Events' Cargo Handover forms before they leave the exhibition. KN Expo + Events will not be held responsible for any sort of loss or damage incurred due to an exhibitor not completing or signing the forms correctly.

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Unattended Cargo at Close Of Event

Complete return instructions must be provided by agent or exhibitor prior to the show closing. Failure to do so will result in transfer of consignment to KN Expo + Events warehouse and any such movements will be subject to additional transportation and warehouse storage charges. KN Expo + Events will also not be responsible for any missing/damage cargo that is picked up on request of the show organizer to clear the hall if cargo is not properly handed over to KN Expo + Events.

Disposal

Upon delivery of your goods during move in, if your cases are not required to be redelivered to your booth after the show please advise us to arrange for disposal. Fees for disposal shall be charged to exhibitors who require KN Expo + Events for such service. Otherwise, we will transfer the empty cases back to storage and relevant charges will apply.

Re-Export Timeframe

After the close of the exhibition, re-export may take at least 3 weeks from the close of the show depending on the region and space availability in airlines or shipping lines. For air freight export, it would take at least 2 weeks from close of the show. For urgent re-export, surcharges will apply, please let us know in advance.

Mandatory Regulations on Weight Verification

As per regulation, verified gross mass (VGM) information will have to be accurately provided in advance to the ocean carrier. The gross weight of cargo and weight declaration mentioned on all shipping documents would require uniformity e.g. If the gross weight of cargo is 500kg, the same should be reflected on the B/L & Commercial Invoice & Packing List. In cases of erroneous declaration, BL amendment fees, penalties and any extra expenses imposed shall be borne by the shipper/exhibitor/forwarding agent. In addition, the error declaration may result in shipment missing sailing schedules and therefore missing delivery timelines. All resultant costs will also have to be borne by the shipper/exhibitor/forwarding agent.

Shipper/Exhibitors/forwarding agents – please be extremely careful in the preparation of documents. Click here for additional information on the IMO (International Maritime Organization) / SOLAS (Safety of Life at Sea) requirements.

Importation of Radio/Telecommunication Exhibits

Any radio or telecommunication equipment brought in for the exhibition must receive prior approval by the Infocomm Media Development Authority of Singapore (IMDA).

Please submit to us no later than 6 weeks before show opens, a copy of the exhibit catalogue/brochure with the full specifications, together with the full details of your intended demonstrations. This will enable us to apply for the necessary permits with the Authority.

The static display of such equipment at the exhibition is normally permitted when approved by the Infocomm Media Development Authority of Singapore (IMDA), for entry into Singapore. For such equipment to be demonstrated at the exhibition or within Singapore, special approval is required.

Such telecommunication equipment should not be uplifted unless approval has been given and cannot be converted to permanent import unless local buyer has valid import license, otherwise equipment has to be re-exported.

Insurance

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 KN Expo + 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.

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Upon written instructions, KN Expo + Events can assist to arrange insurance coverage at competitive premiums.

Terms of Payment

Inward : Upon uplift of goods, prior to delivery to stand.

Outward : Upon presentation of invoice/prior to delivery to premises.

Payment via credit card will be subject to a service fee of 5% on the total invoice amount (inclusive of GST).

For additional information or clarification, please contact us at:

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