

9. FREIGHT AND SHIPPING INFORMATION

9.1 Document Deadlines - Sea Freight

Copies of Bill of Lading, Commercial Invoice and Packing List for sea freight consignments to Bangkok Seaport: 20 days prior to event.

Arrival of sea freight shipments in Bangkok Seaport and Laem Chabang Seaport: 14 days prior to event.

9.2 Document Deadlines - Air Freight

Please provide the following documents 30 days prior to event:

- 2 originals and 3 copies of Airway Bill
- 5 copies of commercial Invoice/Packing List
- 1 copy of Insurance Policy (if insured)
- 1 original ATA Carnet (if shipment is under ATA Carnet)

For shipment without ATA Carnet, a Bank Guarantee issued by local bank/Embassy letter of guarantee is required:

- 1 set product catalogues and price list
- 1 copy of insurance policy (if have)

Exhibition goods must arrive at Bangkok Airport 14 days prior to event.

9.3 Consolidate Shipment - Sea / Air Freight

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.

The Combined Commercial Invoice and Packing List must be received by us no later than the deadlines shown below or at least 7 days prior to the arrival of vessel and/or aircraft in Bangkok:

- For consolidated containerized sea shipments (more than one exhibitor's items in the container), the following additional documents must accompany the Bill of Lading, Commercial Invoice and Packing List:
 - 3 copies of House Bill of Lading
 - 3 copies of Container manifest
- For temporary import shipment, Customs authorities require catalogues / brochure for all items, which are declared as temporary import. Failure to comply with this instruction may lead to delay in clearance or additional expenses.

9.4 Brochures and Giveaways Items

Brochures and giveaways items are permitted entry into Thailand, but some are subject to import duties of between 10% and 60% of the CIF value. These dutiable items include leather wallets, leather key holders, T-shirts, ties, scarves, badges and lapel pins. All giveaway items must be packed separately and declared separately.

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9.5 Consignee Instructions - Sea Freight, Air Freight and/or Courier

All exhibition goods must be sent "Freight Prepaid" to:

Consignee: **ROGERS BANGKOK CO., LTD.**
 90/1 Moo.4, Bangchalong, Bangplee, Samutprakarn 10540 Thailand
 Tel: +66 2 752 6417
 Website: www.rogers-asia.com

Notify Party: **ROGERS BANGKOK CO., LTD.**

For: International Petroleum Technology Conference (IPTC) / Booth No. _____

All documents such as Bill of lading and Airway Bill must show ROGERS BANGKOK as the consignee. (A 10% outlay commission will be imposed on all "Freight collect" consignments, minimum US\$150.00)

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

ROGERS BANGKOK CO., LTD.
 90/1 Moo.4, Bangchalong, Bangplee, Samutprakarn 10540 Thailand
 Tel: +66 2 752 6417
 Etc: Exhibition Department
 Email: exhibitions@rogers-asia.com
 For: International Petroleum Technology Conference (IPTC) / Booth No. _____

9.6 Customs Regulations

Commercial Invoice and Packing List

A Sample Invoice is available for usage and is attached separately, along with the Packing List. Please contact Rogers Bangkok for the sample invoice.

- All entries must be in the English language
- A full description of the item must be given. Do not just indicate the model name or model number. Describe the item in detail, such as "1:3 scale Cutaway Gear Model or "giveaway items" - Ball Point Ink Pens, Product Brochures, etc.
- Every item must have a value in US Dollars. Do not indicate "No Commercial Value".
- The following declaration must be indicated: "The invoiced goods are of (country) origin and are intended for display purposes only at the Exhibition Site in Bangkok."

The Thai Customs are strict and thorough in their examination of goods. All packages can be expected to be opened and checked against the Combined Commercial Invoice and Packing List.

Heavy Fines will be imposed on the exhibitor in cases of "UNDERVALUATION", "NON-DECLARATION", and "ERRONEOUS DECLARATION". In such cases, Rogers Bangkok shall not be responsible for any delay in clearance. Customs fines and extra expenses incurred shall have to be borne by the exhibitor. Exhibitors are therefore strongly reminded to declare the true market value of their goods and be extremely careful in their preparation of documents.

To assist the Thai Customs in the examination, please attach 2 (two) copies of descriptive/illustrative brochures on the underside of the case lid. If possible, please indicate in these brochures, the model number and serial number of the exhibits.

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9.7 Move-In Days

Shipments will be transferred to the exhibition venue during the move-in days. Rogers Bangkok personnel will be available to help the exhibitors during this time.

9.8 Move-Out Days

Prior to Move out, exhibitors arrange for the return or disposal of exhibit items at Exhibitor Help Desk.

9.9 Re-Export

Re-export formalities will require about 1 week, prior to shipments departing Bangkok. If exhibitors have URGENT requirements, please notify Rogers Bangkok as soon as possible.

9.10 Temporary Importation and ATA Carnet

Thailand is a subscriber of the ATA Carnet System. Exhibitors use ATA Carnet for temporary admission of exhibit goods into Thailand. Please refer to ATA Carnet Information and Power of Attorney on page 36 for more information.

Exhibition goods can be temporary imported into Thailand but must be re-exported after the event within 2 months after the arrival date of exhibits. Any no-return items are subject to Import duty and tax.

For exhibit goods destined for a later exhibition in Thailand, Rogers Bangkok can provide storage facility in Bangkok. Please contact Rogers Bangkok for more information.

9.11 Sales of Exhibit Goods

Exhibit goods may be sold during the exhibition but under no circumstances can they be removed from the event venue until duties and taxes have been paid and permanent customs import procedures have been completed. Exhibitors allowed to store the sold exhibit goods in Rogers Bangkok's facility for up to 2 months from the date of entry into Thailand, after which duty must be paid or the goods must be exported.

9.12 Transport of Sold Goods to the Warehouse

All sold goods are requested to be transferred from the exhibition site to Rogers Bangkok's warehouse for temporary storage pending completed. Exhibitors allowed to store the sold exhibit goods in Rogers Bangkok's facility for up to 2 months from the date of entry into Thailand, after which duty must be paid or the goods must be exported.

9. FREIGHT AND SHIPPING INFORMATION

9.13 Storage Facilities

Exhibitors are required to provide a signed Letter of Indemnity for Rogers Bangkok to arrange shipment. Exhibitors forwarding goods for storage hereby declare that they are the owner or agent of the goods and in forwarding such goods for storage accept the Following terms and conditions:

- Goods received for storage are not insured by Rogers Bangkok Co., Ltd. and are stored entirely at the risk of the owner or agent. Rogers Bangkok Co., Ltd., will however affect an insurance of the goods on behalf of the owner or agent if requested to do so, in writing, providing that the premium in respect to such insurance is paid or agreed to be paid by the owner or agent.
- Rogers Bangkok Co., Ltd. will not be responsible for the condition of the contents of any goods received for storage, nor for any loss of weight and damage to any of the said goods before or whilst being stored or remaining in storage caused by dampness, water, termites, burglary, theft, enemies, hostilities, strikes, lockouts, riots, fire, earthquake, explosion, vermin, insects, unprotected and/or insufficient packing, obliteration of marks, book holes, tearing, bursting of bands, hoops, leakage, rust, decay, sweat, mildew, dry rot, evaporation, fumigation, accidents and/or the latent defect of the storage containers.

9.14 Insurance

Please contact Rogers Bangkok for more information on insurance coverage at competitive premiums.

9.15 Hire of Labour

Please contact Rogers Bangkok for more information on assistance in unpacking and packing.

9.16 Value Added Tax (VAT) on Handling Charges

Rogers Bangkok's handling charges are subject to VAT at current rate of 7%.

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9.17 Dangerous Goods and Licenses

Exhibitors are to provide a special form for dangerous goods, please contact Rogers Bangkok on this form. Completed forms are required to submit to Bangkok Rogers at least 7 working days before the shipment is dispatched. Additional handling surcharges will be levied, and relevant charges will be quoted upon request.

Exhibitors shall be liable for the consequences of shipping such items to Bangkok without the proper form and without consulting Rogers Bangkok.

For shipment that contains controlled items by the Thai Government, exhibitors are to provide Rogers Bangkok with the Commercial Invoice and Packing List via email for checking prior to the shipment departure from the country of origin.

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

According to the Trade and Industry Department / Customs regulations in Bangkok, import / re-export licenses from the Bangkok Government are required for transshipping the following items in Bangkok:

- a) Animals, Birds & Reptiles and their parts, Endangered Animals & Plant Species.
- b) Controlled chemicals
- c) Controlled Medicines:
- d) Dutiable Commodities: Alcoholic Beverages, Tobacco, Hydrocarbon Oil & Methyl Alcohol. (Duty and Taxes will be billed to the exhibitors account as per outlay).
- e) Fresh / Frozen Meat
- f) Optical Disc Mastering & Replication Equipment
- g) Radio Transmitting Equipment
- h) Strategic / Hi-Tech Communication Commodities
- i) Vehicles with Left Hand Drive
- j) Textiles, Etc.

If import / export license is required, exhibitors are required to submit us at least 30 days prior to the departure of the shipment departure from the country of origin, the following documents:

- 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.

9. FREIGHT AND SHIPPING INFORMATION

9.18 Bangkok Guarantee Format

To: (Name of corresponding Bank in Thailand)

(The following Bank Guarantee is to be sent by telefax from you Issuing Bank to their corresponding Bank in Bangkok, Thailand for submission to Rogers Bangkok Co.,Ltd.

Quote

Guarantee for total amount of Baht

Account:

(Name and Address of Company)

Accountee: ROGERS BANGKOK CO.,LTD.
 90/1 Moo.4, Bangchalong, Bangplee, Samutprakarn 10540 Thailand
 Telephone: +66 2 752 6417
 Person in charge:

Dear Sirs,

Please issue Guarantee under our responsibility (the number of Guarantees will be separated by Rogers Bangkok Co., Ltd for the total amount of Baht for a period of (3 months for Sea-cargo, 2 months for Air-cargo) after The said exhibition cargo has arrived Bangkok or until the original Guarantee has been returned to you. This Guarantee shall be issued in favor of the Customs Department, Bangkok, Thailand for temporary importation of exhibition cargo (list names of exhibitors)

Goods are destined to be exhibited at:

Exhibition name:

Exhibitor name:

Venue:

In considering your issuing the above-mentioned Guarantee, we (name and address of issuing bank) hold you indemnified and irrevocable undertake to pay you upon receipt of you first written demand stating that you have been called upon to pay under your Guarantee the amount actually claimed be the beneficiaries but not exceeding Baht

Our counter guarantee ceases to be valid when your letters of guarantee are returned to you for cancellation, and we await your respective advice in due course.

9. FREIGHT AND SHIPPING INFORMATION

9.19 ATA Carnet Information

Thailand has become a subscriber of the ATA Carnet system, effective from 30th December 1994 owner. Overseas exhibitions participating in international trade fairs/exhibitions in Thailand can use ATA Carnet for Temporary admission of their exhibition goods into Thailand.

In order to arrange customs clearance, Exhibitors or Holder of ATA Carnet are requested to send a full set of ATA Carnet together with other shipping documents such as commercial invoice, packing list, catalogues of exhibits and letter of power of Attorney, (See attached draft and please have it typed on holder of ATA Carnet letter head.) Goods on the BL/AWB must be consigned to "Rogers Bangkok Co., Ltd." Notify same. On the ATA carnet, do not indicate a name in Name of Representative column – leave it blank: Otherwise we will require the representative of the ATA Carnet to give us another letter of Attorney.

Exhibition goods shall be re-exported after the fair / exhibition within two months after arrival date of exhibits. Any no-return items are subject to import duty and tax. The ATA Carnet will be returned to the holder after the completion of export customs formalities and duty/tax have paid to Thai customs.

Countries who are subscribers of the ATA Carnet System under the customs convention concerning facilities for the importation of goods for display or use at exhibition, fairs, meeting or seminar Events 1961 are as follow: Algeria, Australia, Austria, Belgium, Bulgaria, Canada, Cote d'Ivoire, Croatia Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Gibraltar, Greece, Hong Kong, Hungary, Iceland, India, Ireland, Israel, Italy, Japan, Korea, Luxembourg, Lebanon, Malaysia, Malta, Mauritius, Netherlands, New Zealand, Norway, Poland, Portugal, Romania, Senegal, Singapore, Slovakia, Slovenia, South Africa, Spain, Sri Lanka, Sweden, Switzerland, Thailand, Turkey, United Kingdom, United States of America, Yugoslavia.

For further information, please contact Hafizzudin at email hafizzudin@rogers-asia.com

9.20 ATA Carnet Holder's Letterhead

<p>POWER OF ATTORNEY</p>
<p>Dear Sirs,</p> <p>This Power of Attorney issued by _____ (company name) _____ Located at _____ (address) _____ are participating in _____ (Event Name) _____ during _____ (Event Dates) _____ at _____ (Venue) _____ hereby designates and authorizes "Rogers Bangkok Co., Ltd." located at 90/1 Moo.4, Bangchalong, Bangplee, Samutprakarn 10540 to act as our customs broker for import/export customs clearance and redemption of ATA Carnet No. _____ for the purpose of the above mentioned exhibition.</p> <p>In witness whereof, we have caused these presents to be sealed and signed by</p> <p>_____ (Name of Authorized person) (Company seal and Authorized Signature) (Name of authorized person in block letters) Date: _____</p>

9. FREIGHT AND SHIPPING INFORMATION

9.21 Terms of Payment

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

Outward: Upon presentation of Invoice prior to delivery to premises

INTERNATIONAL: PRIOR TO DELIVERY TO STAND (Unless the shipment is coordinated with one of our officially appointed agents and / or if prior arrangements are made with Rogers Bangkok Co., Ltd.

FOR DIRECT PAYMENTS, WITHOUT DEDUCTION OR DEFERMENT ON ACCOUNT OF ANY CLAIM, COUNTERCLAIM OR OFFSET:

- Company Name: R.E. Rogers (Malaysia) Sdn Bhd
- Bank Name: HSBC Bank Malaysia Berhad
- Bank Address: 2, Lebu Ampang, 50100 Kuala Lumpur, Malaysia.
- Bank Account Number: 301-193207-725 (USD)
- Swift Code: HBMBMYKL
- Remitting Bank Charges are to be borne by the Exhibitor.

9.22 Freight Handling Tariff

All rates are subject to VAT 7%.

Sea Freight Inward/Outward Handling Tariff

(For individual exhibits not exceeding 2,000 kg)

From arrival Bangkok port or Laem Chabang Port to exhibition stand inclusive of removal and temporary storage of empty packing cases (where applicable) at site or vice versa.

Basic Handling Rate		USD 120 per cbm or 1,000 kg, whichever is the greater
Minimum Charge	LCL	2 cbm per consignment (HBL) per exhibitor
Minimum Charge for	FCL 20'	USD 1,800 per 20' container
FCL	FCL 40'	USD 2,500 per 40' GP container
		USD 2,700 per 40' HC container
Documentation and Communications Fee		USD 120 per consignment per exhibitor
Administration Fee for LCL Shipment*		USD 30 per cbm or 1,000 kg, whichever is greater Minimum 1 cbm, rounded up, per consignment per exhibitor
Administration Fee for FCL*		USD 250 per 20' FCL container USD 300 per 40' FCL container

* Current and actual cost levied by Container Freight Station (CFS), all third party's incurred will be charges at cost +10% for advancement.

Air Freight Inward/Outward Handling Tariff

(For individual exhibits not exceeding 2,000 kg)

From arrival Bangkok Airport to exhibition stands inclusive of removal and Temporary storage of empty packing cases (where applicable) at site or vice versa

Basic Handling Rate		USD 1.20 per kg based on actual or volumetric weight, whichever is the greater
Minimum Charge		USD 300 per consignment (HAWB) per exhibitor
Airport Administration Charge*		USD 0.20 per kg based on actual or volumetric weight, whichever is the greater
Minimum Charge		USD 135 per consignment (HAWB) per exhibitor
Documentation and Communications Fee		USD 120 per consignment per exhibitor

* Current and actual cost levied by Airport, all third party's incurred will be charges at cost +10% for advancement.

Notes:

- The above rates for both sea freight and air freight exclude booth dressing, assembly of displays or machinery or decoration of any kind.
- Above rates are based on direct MAWB/OBL, consigned to Rogers Bangkok. All shipments not consigned directly are subject to a wrong consignment surcharge at US\$300 for inward and outward.

9. FREIGHT AND SHIPPING INFORMATION

9.22 Freight Handling Tariff (Cont'd)

All rates are subject to VAT 7%.

Consignment Service Charge

All shipments are subject to a Consignment Service Charge of USD 150 for inward and outward.

Onsite Handling Service Charge

Exhibits arriving at the venue shall be subject to the following Onsite Handling Services from arrival Exhibition Venue to delivery Booth or vice versa.

LCL	Site Handling	USD 60 per cbm Minimum charge of USD 120 per consignment per exhibitor	
FCL	Grounding of Container	20'	USD 400
		40'	USD 700
	Unstuffing of Container	20'	USD 250
		40'	USD 400
	Transfer of Exhibits from Site to Booth	20'	USD 500
		40'	USD 900
Handling of Empties		USD 15 per cbm Minimum charge of USD 45 per consignment per exhibitor	
Storage of Empties		USD 15 per cbm Minimum charge of USD 30 per consignment per exhibitor	
Manpower for Unpacking or Packing (if required)		USD 15 per cbm Minimum charge of USD 30 per consignment per exhibitor	
Hire of 2.5 Tons Forklift for Assembly or Dismantling (if required)		USD 40 per hour Minimum charge at 4 hours	

Heavy Lift Surcharge

Sea freight and air freight consignments is applicable for individual exhibits not exceeding 3,000 kg per package. Individual exhibits more than 3,000kg per package will incur heavy-lift surcharge (in addition to the basic handling charge) as per the table below:

- Up to 3,000 kg: USD 70 per 1,000 kg, based on the total weight of the package.
- Up to 4,000 kg: USD 95 per 1,000 kg, based on the total weight of the package.
- UP to 5,000 kg: USD 105 per 1,000 kg, based on the total weight of the package.
- Up to 9,000 kg: USD 120 per 1,000 kg, based on the total weight of the package.

Exhibits exceeding 9,000 kg or dimension exceeding 13m x w2m x h2m per package will be subject to an individual quotation. Please provide the dimensions and weight when requesting the quotation.

Import License Application Fee

Application fee: USD 2 per item per exhibitor (Minimum USD 300 per exhibitor)

Processing of Temporary Importation

Consignment that is imported into Bangkok on temporary import basis will be subject to a temporary import guarantee fee (non-refundable) based on the CIF value of the Consignment.

- a) Bank Guarantee Fee - to be raised by Exhibitor
Administration and Coordination Fee: USD 300 per Bank Guarantee per consignment (HBL/HAWB)
- b) ATA Carnet - to be raised by Exhibitor
Administration and Coordination Fee: USD 150 per application
- c) Bank Guarantee Fee - to be raised by Rogers Bangkok
Bank Guarantee Fee: 2% on assess CIF Value or minimum of USD 300 per exhibitor

9. FREIGHT AND SHIPPING INFORMATION

9.22 Freight Handling Tariff (Cont'd)

All rates are subject to VAT 7%.

Documentation Surcharge

All consumable items being packed/shipped together with the temporary exhibition goods in the same consignment will require an extra custom permit for import/export.

- Sea Freight: USD 90 per consignment (HBL) per exhibitor

Air Freight: USD 125 per consignment (HAWB) per exhibitor

Customs Inspection Fee

- LCL / Air Freight: USD 120 per consignment (HBL, HAWB)
- 1 x 20' FCL: USD 180 per container
- 1 x 40' FCL: USD 200 per container

VGM Fee (For Return Shipment)

- LCL / Air Freight: USD 40 per consignment (HBL, HAWB)
- 1 x 20' FCL: USD 90 per container
- 1 x 40' FCL: USD 120 per container

Disposal Fee

Disposal Fee: USD 150 per cbm per shipment. Minimum USD 500 per exhibitor.

Storage Charges for Exhibit Goods

- Handling Charge: USD 110 per cbm or 1,000 kg, whichever is the greater. Minimum charge of USD 200 per consignment per exhibitor
- Storage Fee: USD 20 per cbm per week (7 days). Minimum charge of USD 20 per consignment per exhibitor per week.

Fumigation

All shipments that leave Bangkok and packaging in wooden materials are required to be fumigated or treated with preservatives prior to departure. All related charges will be for the exhibitor's account as per outlay.

Fumigation Fee: USD 200 per consignment per exhibitor

It is the responsibility of the exhibitor to provide comprehensive insurance covering transport to the exhibition, during the exhibition, and the return of the exhibits, including the period of time that the properties/goods are handled by Rogers Bangkok.

Cranage for Unloading/Re-Loading of Container at the Site

- 20': USD 200 per operation
- 40': USD 300 per operation

Additional Charges

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