



SHIPPING MANUAL

(FOR SHIPMENT FROM HONG KONG TO INDIA ONLY)

China Sourcing Fair - India 2011

23 - 25 Nov 2011
Bombay Exhibition Centre
Mumbai, India

Presented by

Agility Fairs & Events Logistics Limited

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DEADLINES/TIME SCHEDULE AT A GLANCE

DOCUMENTATION DEADLINE IN HONG KONG

Seafreight consignment	03 Oct 2011
Airfreight consignment	26 Oct 2011

CONSIGNMENT DEADLINE IN HONG KONG

Seafreight consignment	10 Oct 2011
Airfreight consignment	02 Nov 2011

INTRODUCTION

We are pleased to have this opportunity to serve all exhibitors participating in **The China Sourcing Fair 2011 in India**. Our comprehensive ranges of services including customs clearance, transportation, on-site handling and re-export arrangements handled by our fully equipped and experienced team of executives, supervisors and workers.

This Shipping Manual will assist you in your preparation for the correct and timely dispatch of your exhibits to India. We advise you to read this manual carefully in conjunction with the Exhibitor's Kit issued by the organizer to avoid unnecessary delays in clearance, and additional expenses incurred.

The Indian Authorities permit exhibits to be imported into India on 'Temporary Import' basis. To enable to us to clear the exhibits on 'Temporary Import' basis, please adhere to all instructions in this Shipping Manual. Goods are only allowed to be held for a period of 6 months from date of import for shipments imported under ATA Carnet and for a period of 6 months of closing of exhibition for shipment imported under Bank Guarantee.

BASIC HANDLING RATE

INWARD HANDLING TARIFF

From arrival Agility Fairs & Events HK warehouse upto delivery booth in India

Sea freight	Handling Rate	HKD2350.00 per CBM or 1000 kgs whichever is greater
	Minimum Charge	HKD3525.00 per consignment per exhibitor
Airfreight	Handling Rate	HKD40.00 per kg , based on actual weight or volumetric weight whichever is the greater
	Minimum charge	HKD6000.00 per consignment per exhibitor
	Fuel and insurance surcharge	HKD3.50 per kg currently, based on actual weight or volumetric weight whichever is the greater. Will be billed to exhibitor at cost as per outlay at the time being.
Documentation and Communication fee		HKD800.00 per consignment per exhibitor

OUTWARD HANDLING TARIFF

From picking up at booth in India upto delivery Agility Fairs & Events warehouse in Hong Kong

Sea freight	Handling Rate	HKD2600.00 per CBM or 1000 kgs whichever is greater
	Minimum Charge	HKD3900.00 per consignment per exhibitor
Airfreight	Handling Rate	HKD38.00 per kg , based on actual weight or volumetric weight whichever is the greater
	Minimum charge	HKD5700.00 per consignment per exhibitor
	Fuel and insurance surcharge	HKD6.00 per kg currently, based on actual weight or volumetric weight whichever is the greater. Will be billed to exhibitor at cost as per outlay at the time being.
Documentation and Communication fee		HKD800.00 per consignment per exhibitor

Remarks:

- Hong Kong import/export declaration fee: **0.05% on declared value, Minimum charge HKD117.00** per consignment per exhibitor
- Local pick up/delivery charges in Hong Kong - **HKD150.00/cbm, min HKD450.00** per trip per location
- Customs documentation charge in India for changing in method of shipping (sea/ air or air/sea) or clubbing for return per import entry: **HKD1800.00/consignment/exhibitor**
- Fumigation fee in HK for wood packing materials: **HKD400.00/cbm**, minimum handling charge: **HKD1200.00/consignment/exhibitor** (including picking up and delivering)
- All shipments are to be cleared on a temporary import basis upon arrival India. All no return cargo is subjected to the permanent import handling charges.

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TEMPORARY IMPORT INTO INDIA

The India Authority working in line with international conventions allows for "Temporary Import" of exhibits and display materials for trade show into India.

1) UNDER BANK GUARANTEE

If Temporary import is under Bank Guarantee fee, subject to following fee which is non-refundable. Kindly provide the completed invoice & packing list to us for final confirmation before shipping.

BANK GUARANTEE FEE (non-refundable)	3.5% on CIF value for 3 months only, value assessed by India Customs
Minimum charge	HKD3500.00 per consignment (HAWB or HBL) per exhibitor
Bank Guarantee Intervention fee while import and Cancellation fee of Bank Guarantee while re-export, total	HKD1260.00 per bond

2) UNDER ATA CARNET

Temporary import is allowed if shipment is under ATA Carnet, subject to following handling charge which is non-refundable, applicable for both in and out.

ATA Carnet Intervention fee / Endorsement fee (including both HK and India)	HKD1200.00 per ATA Carnet per entry or exit
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DUTY / TAX

Customs duty/ tax at **40.00%** of CIF value will be collected in advance. (Will be refundable if any after the re-export of the shipment to origin country. Refund formalities with Customs will take a minimum of 6 - 8 weeks after show closed).

PERMANENT IMPORT

Exhibition goods imported on temporary import may be converted to permanent import after show closing, subject to India customs approval and payment of relevant duties and taxes thereafter. As all goods are under guarantees to Customs in India, unless all permanent import formalities are completed and adhered to by the buyer, no goods can be released.

Permanent Import processing fee	HKD1200.00 per consignment per exhibitor
Duties and taxes	Import Duty and Tax will be assessed by Customs Authorities in India and billed to exhibitors at cost as per outlay

This fee shall be applicable for exhibition goods which are not re-exported but are required for disposal and destruction. The exhibitor will also be required to pay for whatever duties and taxes for goods for disposal/to be destructed and destruction charges as applicable.

IMPORT LICENSE

The import of alcohol, food, beverage, wire/radio, telecommunication equipment and radioactive materials of hazardous in nature required import license in India, and subject to prior approval of the respective authorities. Thus, **do not ship these goods into India without our prior confirmation of approval from the authorities.**

In order to arrange for these importations, we suggest you sending us information of such materials at least **45 days** prior to dispatch of shipment from origin.

Exhibits subject to certain Ministry Import Licenses shall be subject to an application-processing fee and any additional charges levied by the Ministry will be additional for account of the exhibitor

NOTES TO TARIFF

- The rates are applicable to exhibits not exceeding 2000 kgs per piece, heavy-lift surcharge will be levied if any individual exhibits exceeding 2000 kgs. Separate quotation will be provided individually upon request.
- The above rates (for both seafreight and airfreight) 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.
- A late arrival surcharge (based on basic handling rate) will be applicable if the shipment arrives after the stipulated deadlines – 30% surcharge on basic handling charge. In the event of late arrivals, Agility Fairs & Events 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.
- The service tax 10.30% (as per India Government regulation) on all handling charge in India is included in the above rates.

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SCOPE OF SERVICE FOR INWARD / OUTWARD MOVEMENT

1. Local pick up of exhibits from exhibitor's premises to Agility Fairs & Events HK warehouse or vice versa. (optional)
2. Preparation and processing of import/export documentation in Hong Kong and India
3. Customs clearance and payment of relevant port charges in Hong Kong & India
4. Transportation of exhibits from Hong Kong to India and from port up to show site, then shift to booth
5. Provision of supervisors and labors to attend to customs examination.
6. Removals of empty packing cases temporary storage during the exhibition period.(if applicable)
7. Preparation, presentation and processing of temporary import entry supported by exhibitors Bank Guarantee, ATA Carnet or Guarantee provided by us.
8. Agility Fairs & Events staff will provide on-site services and documentation handling.

DOCUMENTATION

Following documents are required for either sea or airfreight shipment:

- Fumigation Certificate
- 5 Original Proforma Invoice + 5 Original Packing List (Blank form can be provided to exhibitor for filling in)
- 1 Copy Insurance Policy
- Authorization Letter (Blank form can be provided to exhibitor for filling in)
- ATA Carnet (Original)
- Participation Letter from organizer in respect of exhibitor.

PROFORMA INVOICE -

- a) All entries in English Language.
- b) A description of the item must be given. Do not just indicate the model name or model number.
- c) Every individual item, including giveaway and brochures, is to be given a value based on CIF Value.
- d) Do not indicate the phrase "No Commercial Value".
- e) Failure to comply with documentation and accuracy will result in delay and undue inconvenience, storage and other dues which shall be for account of the exhibitor.

PACKING LIST

The Packing List must give details of the number of packages, weight and measurement of individual package including shipping marks of the goods.

CASE MARKING

All packages, whether by airfreight or seafreight, must be properly marked for identification on arrival, as follows:

China Sourcing Fair - India 2011
C/O Agility Fairs and Events

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

PACKING

Exhibitors are advised to provide strong packing cases for the transportation of the exhibits which can withstand unpacking and repacking operations. For main exhibits, we commend bolted returnable type of cases to be used. This is to avoid unnecessary repair and reconstruction of cases in the event of damages due to handling whilst in transit.

HAND-CARRIED EXHIBITS

Exhibitors are strongly advised not to hand-carry goods for this exhibition as they may be detained by the Indian Customs and considerable time and efforts will be required to clear them out in time for the exhibition. All additional handling charge will be billed to the exhibitor and any risk taken will be at the exhibitor responsibility.

RE-EXPORT

Exhibitors are to indicate to us on the proforma invoice & packing list the items that will be re-exported as well as the items that will be disposed off, consumed or given away at the end of the exhibition.

We will be circulating a Disposal Instruction Form to you in due course for your completion so that we can plan for the return shipments after the exhibition. Re-export formalities will require at least 2 weeks to process before shipments can be shipped out.

Exhibits waiting for re-export instruction or sold will be shifted & stored at customs bonded warehouse on chargeable basis.

ADDITIONAL SERVICE

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

INSURANCE

As our tariff is computed on the basis of volume or weight and has no correlation with the value of exhibits, it follows that the cost of insurance cover is not included in our charges. 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 us, and also ensure that Transport Insurance is arranged for exhibits sold locally.

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 & CONDITIONS

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

- a) exhibits which are not allowed by the organizer or local 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.