



SHIPPING MANUAL

PALM EXPO 2018
Aug 23-25 2018
China National Conference Center
BEIJING, P.R. CHINA

Presented by

BRT Logistics International Co., Ltd
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ALL BUSINESS IS UNDERTAKEN ONLY IN ACCORDANCE WITH OUR GENERAL TRADING CONDITIONS COPY UPON APPLICATION

BRT LOGISTICS INTERNATIONAL CO., LTD

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DEADLINES/TIME SCHEDULE AT A GLANCE

DIRECT SHIPMENT TO BEIJING

Arrival of films and video tapes / discs by courier	before July 23rd 2018
Copies of Bill of Lading and the List of Exhibits for seafreight consignments to Xingang Seaport	before July 23rd 2018
Arrival of exhibits shipped by seafreight to Xingang Seaport	before July 30th 2018 for the LCL before Aug 6th 2018 for the FCL
Copies of Airway Bill and the List of Exhibits for airfreight consignments to Beijing Airport	before Aug 6th 2018
Arrival of exhibits shipped by airfreight to Beijing Airport	before Aug 13th 2018

TEMPORARY IMPORTATION

The Chinese Authorities permit exhibits to be imported into China on temporary import basis on approved trade shows. Temporary import is allowed for 3 months from the date of entry and must be re-exported unless duties and taxes are paid in the event of conversion to permanent import. Extension of temporary import is allowed subject to Customs' approval.

ATA Carnet is also accepted for temporary import in China.

DIRECT SHIPMENT TO BEIJING BY SEAFREIGHT

DOCUMENT DEADLINES

We need the following documents not later than 23rd July **2018**

- 1 original Bill of Lading or 1 copy of Express Bill of Lading
- 1 copy of List of Exhibits
- 1 copy of Insurance Policy (if insured)

CARGO DEADLINES

Exhibition goods must arrive at Xingang seaport not later than 30th **July 2018 for LCL; before Aug 6th 2018 for the FCL**

CONSIGNMENT INSTRUCTIONS

The Bill of Lading must be consigned "Freight Prepaid" to:

Consignee: China International Exhibition Transportation Co., Ltd.

Room 539, 5/F., Hall No.1 (CIEC) No.6, East Beisanhuan Road, Chaoyang District,

Beijing 100028, China

TEL: 86 10- 84600560

FAX: 86-10-84600559

Notify Party: BRT Logistics International Co Ltd,

Tel: +86 10 6437 0688

Fax: +86 10 6437 0450

Ctc: Allen Zhao

For: **PALM EXPO 2018**

All documents such as Bill of Lading must be consigned as above. Additional charges will be incurred for wrong consignee details.

(A 5% outlay commission will be imposed on all "Freight Collect" consignments).

INWARD/OUTWARD HANDLING TARIFF

(for individual exhibits not exceeding 3,000 kg within L3.0m x W2.2m x H2.2m.

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

Consignment Service Charge		RMB350.00 per consignment per exhibitor
Basic handling rate		RMB600.00 per cbm or 1,000 kg, whichever is the greater.
Minimum charge	LCL	RMB1800.00 per consignment (HBL) per exhibitor.
	FCL 20'	RMB14000.00 per 20' container
	FCL 40'	RMB28000.00 per 40' container
*LCL Terminal Handling Charge		RMB300.00 per cbm or 1,000 kg, whichever is the greater.
Minimum charge	LCL	RMB900.00 per consignment (HBL) per exhibitor.
	20' FCL	RMB6900.00 per 20' container
	40' FCL	RMB15000.00 per 40' container
Empty Container & Haulage to/from Container Freight Station		RMB2400.00 per 20' container
		RMB3500.00 per 40' container
Storage at Customs bonded warehouse (From the Date of Arrival till the Show Opening and from the Date of Show Closing till the shipment is re-export	LCL	Storage fee: RMB9.00 per cbm per day
		Warehouse handling fee (in or out): RMB26.00 per cbm Min. 1 cbm per consignment per exhibitor
	FCL	Storage fee: RMB160.00 per 20' container per day RMB320.00 per 40' container per day
Customs broker handling fee		RMB100.00 per cbm or 1,000 kg, whichever is the greater. Min RMB1000.00 per consignment per exhibitor.

*Current and actual cost levied by Container Freight Stations (CFS), all third party's charges incurred will be charged at cost.

DIRECT SHIPMENT TO BEIJING BY AIRFREIGHT

DOCUMENT DEADLINES

The following documents must reach us not later than **6th Aug 2018**

- 1 copy of Airway Bill
- 1 copy of List of Exhibits
- 1 copy of Insurance Policy (if insured)

CARGO DEADLINES

The cargo must arrive at Beijing International Airport no later than **13th Aug 2018**

CONSIGNMENT INSTRUCTIONS

The Airway Bill must be consigned "Freight Prepaid" to:

Consignee: To be advised

Notify Party: China International Exhibition Transportation Co., Ltd.

Room 539, 5/F., Hall No.1 (CIEC) No.6, East Beisanhuan Road, Chaoyang District,
Beijing 100028, China

TEL: 86 10- 84600560

FAX: 86-10-84600559

For: **PALM EXPO 2018**

All documents such as Airway Bill must be consigned as above. Additional charges will be incurred for wrong consignee details.

(A 5% outlay commission will be imposed on all "Freight Collect" consignments).

INWARD/OUTWARD HANDLING TARIFF

(for individual exhibits not exceeding 3,000 kg within L3.0m x W2.2m x H2.2m.

From arrival Beijing Airport to exhibition stand inclusive of removal and temporary storage of empty packing cases (where applicable) at site or vice versa.

Consignment Service Charge	RMB350.00 per consignment per exhibitor
Basic handling rate	RMB6.00 per kg based on actual or volumetric weight, whichever is the greater.
Minimum charge	RMB600.00 per consignment (HAWB) per exhibitor.
*Airport Terminal Charge	RMB3.00 per kg based on actual or volumetric weight, whichever is the greater (at cost).
Minimum charge	RMB300.00 per consignment (HAWB) per exhibitor.
Storage at Customs bonded warehouse (From the Date of Arrival till the Show Opening and from the Date of Show Closing till the shipment is re-export	Storage fee: RMB0.13 per kg per day
	Warehouse handling fee (in or out): RMB0.32 per kg
	Min. 100 kg per consignment per exhibitor
Customs broker handling fee	RMB640.00 per consignment per exhibitor.

*Current and actual cost levied by Airport, all third party's charges not listed above will be charged at cost.

- 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.
- Above rates are based on direct MAWB/OBL consigned to us. If shipment is made through a consolidator, any additional fees imposed by the consolidator will be billed as additional at cost to exhibitors/agents
- All consolidated shipments by seafreight and/or airfreight must be issued with House Bill-of-Lading and/or House Airway Bill. A Consolidation Cargo Manifest must also be provided.

LATE ARRIVALS

A late arrival surcharge (based on basic handling rate) will be applicable if the shipment arrives after the stipulated deadlines – 30% surcharge.

In the event of late arrivals, BRT 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.

CASE MARKINGS

For easy identification of exhibits, all packages must be marked as follows:

PALM EXPO 2018

c/o BRT Logistics

Name of Exhibitor : _____

Stand Number : _____

Case Number : _____

Gross Weight/Net Weight: _____

Dimensions : _____

PRINTED / PUBLICITY MATERIALS

The Ministry of Foreign Economic Relations and Trade in China stipulates that all advertising materials (like printed matters and giveaway items) and technical information materials in all media shall be allowed display or use at the exhibition only after customs has inspected and approved the censorship clearance.

Presently, Customs in Beijing, China only allows each exhibitor sending no more than 199 pieces of films/slides/video tapes/ CDs, VCDs, DVDs to Beijing, China for each exhibition in total. Within this limitation, no other licenses are required but each exhibitor is still required to submit censorship material to Customs in advance. Please send 2 copies to our Beijing office for Customs censorship purpose at least 1 month before show opening.

In addition, exhibitors are advised that brochures, giveaways and souvenirs are subject to import duties as assessed by the Chinese Customs which must be payable on entry.

RESTRICTIONS

All exhibitors are advised that all promotional materials to be imported or giveaways during the exhibition must not indicate or deem to indicate that Taiwan is a Country.

HAND-CARRY EXHIBITS

Exhibitors are strongly advised not to hand-carry goods for this exhibition as it could be detained by the Chinese Customs at the airport, Exhibitors should immediately hand over the detention receipt and the duly filled List of Exhibits to our staff at the fairground to arrange for import of the goods from the airport. These exhibits will then have to be returned as a shipment.

For hand-carried item arrival Beijing airport terminal, our handling charges will be as same as our inbound airfreight tariff, plus late arrival surcharges as applicable.

MOVE-IN DAYS

Exhibits will be transferred to the exhibition venue during the move-in days. Representatives of BRT Logistics will be available to help the exhibitors with the move-in logistics including unpacking and storage of empties as applicable.

MOVE-OUT DAYS

Prior to the move-out days, exhibitors will be given a 'Disposal Instruction Form' to fill in based on the Commercial Invoice & Packing List given at time of entry of goods into China. Exhibitors are required to advise BRT if the goods will be re-exported, sold or disposed, as applicable.

During move-out days, representatives of BRT will be on-site to help exhibitors with return of empty cases, repacking, re-export, etc. as applicable.

In the event of non-compliance of disposal instruction, all goods left at the exhibition venue shall be subject to disposal by the Chinese Customs and all charges relating to the disposal including duties and taxes if any, shall be additional for account of the exhibitor.

RE-EXPORT

Re-export formality will require about 3 weeks prior to shipment re-export out of China. In the event, the exhibitor needs the goods to be re-exported urgently, please advise representative of BRT on-site of your request as applicable.

SOLD GOODS / DISPOSAL

All goods sold or disposed or given away or not re-exported shall be subject to import duty and taxes of the CIF value or appraised value by Customs whichever is greater. The duty varies with commodity and the VAT is 17% of CIF value.

The Procedures for Sold Goods are as follows:

- Exhibitors are required to submit a copy of the contract, buyer's company name, address and contact number to BRT Logistics at the end of the show.
- Buyer is required to present to Customs the invoice/packing list and sales contract for the processing of permanent import and payment of duty and taxes.
- After the duty and taxes are paid, buyer will be allowed to take delivery of the goods from the Customs bonded warehouse.
- For exhibits pending sale or waiting for signing of the sales contract, the exhibits will be transferred and kept in the Customs bonded warehouse subject to a maximum period of **SIX (6) MONTHS**. After the period of six (6) months, the exhibits must either be re-exported or sold.

For sold exhibits, all duty and taxes must be paid and all import formalities must be completed within 6 months time. Failure to comply, cargo will be forfeited by the Customs. Sold goods pending conversion to permanent import shall be transferred to Customs bonded warehouse for storage. Additional charges shall be for account of the exhibitor unless assigned to the buyer.

HEAVY-LIFT SURCHARGES

Our tariff for seafreight and airfreight consignments is applicable for exhibits not exceeding 3,000 kg per package. Exhibits in excess of 3,000kg per package will be additionally charged as follows:

Weight Per Package	Heavy-Lift Charges
From 3,001 to 4,000 kg	RMB385.00 per 1,000kg
From 4,001 to 6,000 kg	RMB512.00 per 1,000kg
From 6,001 to 8,000 kg	RMB640.00 per 1,000kg

Please contact us for a separate quotation if any of your exhibits exceeding 8,000kg or any dimension exceeding L3.0m x W2.2m x H2.2m.

TEMPORARY IMPORT FEE / ATA CARNET HANDLING FEE

TIB fee is not applicable in the event of approved trade fairs in China.

If ATA Carnet is used for temporary import, an ATA Carnet administration fee is applicable to exhibitor at **RMB600.00** per Carnet per entry or exit.

****Please note that the individual MAWB or B/L must be issued for cargo which is sent under ATA Carnet. Kindly consult Agility for the detailed consignment instruction for issuing the individual MAWB or B/L. ****

CENSORSHIP CLEARANCE FEE

Films, video and CDs are subject to censorship clearance as follows:

By courier	RMB200.00 per consignment per exhibitor
By airfreight	Tariff as per airfreight applies

ON-SITE HANDLING SERVICES

Local exhibits arriving at the venue shall be subject to the following On-Site Handling Services from arrival Exhibition Venue to delivery Booth or vice versa.

Handling rate	RMB320.00 per cbm or 1,000kg whichever is the greater
Minimum	RMB320.00 per consignment per exhibitor

CUSTOMS BONDED STORAGE

Goods not re-exported and pending 'sold good procedures' or storage for another exhibition shall be transferred from the booth to a Customs Bonded Warehouse for temporary storage. The following charges shall apply as additional to exhibitor unless it is assigned to the buyer.

Handling rate for transfer the cargo from booth to customs bonded warehouse	RMB640.00 per cbm or 1,000kg whichever is the greater
Minimum	RMB640.00 per consignment per exhibitor
Storage in Customs bonded warehouse	RMB7.70 per cbm per day, min 1 month

Similarly, if any exhibits, which are required to be, transferred from the Customs bonded warehouse to the exhibition booth, the above handling rate is also applicable. Additionally, Customs cover application fee **RMB640.00** per application per exhibitor will be levied for such transferal.

TRANSLATION SERVICES

The List of Exhibits used for customs clearance must be completed with English and Chinese version.

If translation to the Chinese language is required, our fee for translation service is:

Translation fee	RMB32.00 / page
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DATA ENTRY FEE

The data on the List of Exhibits shall be entered into Beijing Customs' Computer. The data entry fee is as follows:

Data Entry fee	RMB32.00 / page
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ANIMAL & PLANT QUARANTINE CHARGES

Quarantine charges, if any shall be additional at:

LCL and Airfreight consignment	RMB100.00 per package
Per 20' container	RMB800.00 per 20' container
Per 40' GP/40' HQ container	RMB1200.00 per 40' GP/40' HQ container

Other charges such as fumigation, sanitary treatment will be billed as per outlay.

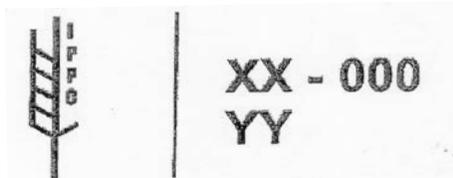
FUMIGATION RULES IN CHINA

NEW WOOD PACKING MATERIAL REGULATIONS WITH EFFECTIVE FROM JANUARY 01, 2006

With effective from 1 January 2006, **ALL CARGO WITH WOOD PACKING MATERIAL (WPM) to China (such as wood block cases, lath cases, wood pallets, wood frames, wood drums, wood axes, chocks, stow-wood, crossties and so on), fumigation must be arranged in the country of origin before sending the cargo to China.**

To ensure the WPM is properly treated either by Heat Treatment (HT) or Methyl Bromide (MB), following information **MUST** be marked or stamped on the outside packing as the below sample:

1. IPPC Logo ()
2. ISO country code (XX)



3. Unique number assigned to the company (which carries out the fumigation procedure) by the national plant protection organization (000)
4. Fumigation method either HT -Heat Treatment or MB - Methyl Bromide (YY)

To support the treatment, exhibitors must also produce their own declaration on their company letterhead for customs clearance purpose. This must be attached the original master air waybill (for airfreight consignment) and enclosed along with the original bill of landing and couriered to our local office (for seafreight shipments).

FUMIGATION RULES IN CHINA (CONT'D)

The original declaration letter must be made out as follows:

To:

Name of exhibitor:

Stand Number:

Name of exhibition:

c/o BRT Logistics

Our exhibition materials for the above event, comprising xxxxx (insert the total number of packages utilizing wooden packing) cases, have been fumigated at xxxxxxx (name of origin port) and carry the following IPPC logo and markings xxxxxxxx (state the exact Registered Fumigation Number i.e. XX-000 YY).

Authorised Signature

Endorsed by company chop (stamp).

Date.

WOOD PACKING MATERIALS WITHOUT ACCEPTABLE STAMP OR NOT IN COMPLIANCE WITH THE ABOVE REQUIREMENTS MUST BE DESTROYED OR RE-EXPORTED.

For cargo with non-wood packing materials, the cargo owner must provide the non-wood packing declaration, which is printed out by company letter-head, signed with authorized signature and endorsed with company chop. The original declaration letter must be attached to the original Master Airway Bill or courier to our local office in China for Customs clearance purpose.

HIRE OF LABOUR OR EQUIPMENT ETC

Our rates including unpacking and repacking on-site during normal work hours, If exhibitor requires additional labors or equipment, please contact us for quotation.

INSURANCE

We would like to advise that 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 BRT Logistics 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.

REQUEST FOR INSURANCE

Upon written instructions, BRT Logistics can offer the exhibitor insurance coverage at competitive premiums.

ADDITIONAL SERVICES

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

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. If you will pay our charge base on US dollar, please the settlement based on the current-day rate

TERMS AND CONDITIONS

BRT Logistics does not take any responsibility for: -

- a) Exhibits which are not allowed by the organizer or Beijing 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 BRT logistics' 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.