

Overseas exhibitors exhibits transportation  
please contact below official freight forwarder and onsite handling  
agent:



## Shipping Manual

### **APT SHOWFREIGHT SHANGHAI CO., LTD. SHENZHEN BRANCH**

Room 3310-3311,Block C, Royal Plaza, 3008 Yitian Road,  
Futian District,Shenzhen, PR China

Contact: **Mr. Jacky Xue**

Tel: 86 (755) 8282 4434 Fax: 86 (755) 8282 451

Cell Phone: 86-13823711686 Email:[Jacky.xue@aptshowfreight.com](mailto:Jacky.xue@aptshowfreight.com)

### 1. shipments arrange guide

We have the honor to inform you that APT SHOWFREIGHT SHANGHAI CO., LTD. SHENZHEN BRANCH has been the 20th annual China international hi-tech fair exhibition organizers designated as the sole transportation agency, Exhibitors and you can have your agent exhibits transportation to Shenzhen matters contact us consultation, given the misunderstanding can lead to delay the shipment date for the transportation rules and additional fees, exhibitors please read carefully the transportation guide, in order to ensure a smooth transportation.

### 2. CONSIGNMENT INSTRUCTION

All cargos must be consigned "Freight Prepaid" to the following consignee, otherwise a 5% outlay commission will be imposed on all "Freight Collect" consignments. Additional charges will be incurred for wrong consignee details:

**Consignee:**

APT Showfreight Ltd

31/F, Morrison Plaza, 9 Morrison Hill Road, Wanchai, Hong Kong

[TEL:\(852\)28770150](tel:(852)28770150) TRN: 39187564

Notify: same with consignee

China Hi-Tech Fair 2018 Exhibitor Name: XXX Booth No.: XXX

### 3. TIME SCHEDULE

**Documentation deadline .....8 Oct. 2018(VERY IMPORTANT)**

Sea freight to Hong Kong Seaport deadline .24 Oct. 2018

Airfreight to Hong Kong Seaport deadline .26 Oct. 2018

Hong Kong local cargo deadline ... .26Oct. 2018

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

In the event of late arrivals, APT Showfreight Ltd 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. APT Showfreight Ltd also reserves the right to reject handling any cargo that arrives at the Hong Kong seaport / airport only 7 days prior to the show open date. All additional charges incurred due to the late arrivals shall be borne by the exhibitors.

### 4. DOCUMENT REQUIREMENT

- A) 1 original Bill of Lading or 1 copy of Express Bill of Lading or 1 copy of Airway Bill
- B) 1 copy of List of Exhibits (the legitimate document accepted by Customs)
- C) 1 copy of Insurance Policy (if insured)
- D) 1 copy of Chinese catalog of Machines or equipment (please note the catalog must be consistent to the imported machines or equipment), if the exhibitor can't provide the Chinese catalog for their machine or equipment, the English or other language catalog must be provided and we will translate it into Chinese, the translation fee will be charged per outlay.

**Note:** all the exhibits list must be sent to APT before 4<sup>th</sup> Oct 2018, the late documents will not be able to clear customs formalities, the APT is not responsible for any delay.

### 5. 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.

Exhibitors are requested to submit samples of literatures (2 copies each) and souvenirs (2 each) in advance to APT Showfreight Ltd with a List of Exhibits (LOE). All these materials will be handed over to the Chinese Customs for inspection in advance. These materials should arrive at APT ShowfreightLtd no later than one month before show opening.

Please DO NOT send any CDs/VCDs/DVDs/Films/Slides/Video-tapes to us even it's for exhibition purpose because special import license/permit is required in China for such items.

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. The import of alcoholic drinks, cigarettes and foodstuff to exhibition are restricted by Chinese Customs.

## 6. FUMIGATION RULES IN CHINA

Effective 1 January 2006, ALL CARGOS 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)

WOOD PACKING MATERIALS WITHOUT ACCEPTABLE STAMP OR NOT IN COMPLIANCE WITH 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.

## 7. HEAVY AND OVERSIZE EXHIBITS

If you have heavy and oversize exhibits, you must be on-site early to direct the operation of un-crating and positioning. If crane or forklift is required for installation of equipment, please send your requirement to us as early as possible so that we could arrange contracting such equipment in advance. A quote will be given after receiving your enquiry.

## 8. INSURANCE

It is the responsibility of each exhibitor to arrange Marine (Transport) Insurance covering transport to the exhibition, during the exhibition, till the return of the exhibits to domicile/exhibits sold locally, including the period the exhibits are handled by APT ShowfreightLtd. Our tariff is computed on the basis of volume and weight and has no correlation with the value of exhibits which means the cost of insurance cover is not included in our charges.

APT Showfreight Ltd can offer the exhibitor insurance coverage at competitive premiums upon receiving request.

## 9. PACKING OF EXHIBITS

Exhibitors shall be responsible for the consequences of improper packing.

### A. Protection against Damage and Rain

As the exhibits are repeatedly loaded and unloaded during transportation, shocking/bumping will sometimes be inevitable. Moreover, exhibits will be placed outdoors many times, including open-air storage at the exhibition centre before and after the exhibition. Therefore, exhibitors must take necessary precautions against damage and rain, since we cannot assume any responsibility for the damage, especially when the return exhibits are to be packed with used-packing materials (the case as well as aluminum foil, plastic covers, etc., very often would have been damaged already during unpacking).

### B. The Case

The case must be strong enough to avoid damage during transportation as well as unpacking, and in particular, be suitable for repacking and for sale for return movement after the exhibition. Packing in cartons is not considered suitable for repeated handling, especially for valuable or delicate equipment.

## 10. CASE MARKING

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

China Hi-Tech Fair 2018

C/O APT Showfreight Ltd

Name of Exhibitor : \_\_\_\_\_

Stand Number : \_\_\_\_\_

Case Number : \_\_\_\_\_

Gross Weight/Net Weight : \_\_\_\_\_

Dimensions: \_\_\_\_\_

## 11. 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 1 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. Temporary Import Bond is not applicable in the event of approved trade fairs in China.

## 12. MOVE-IN DAYS

Exhibits will be transferred to the exhibition venue during the move-in days. Representatives of APT Showfreight Ltd will be available to help the exhibitors with the move-in logistics including unpacking and storage of empties as applicable. However, a responsible representative of the company must be available on-site during the move-in period for supervision. In some circumstances, the customs at the ports or fair site may inspect the case without your presence.

Similarly, during exhibition closing, exhibitors must also supervise the dismantling and repacking of exhibits, especially for delicate or heavy equipment. When used-packing materials repack exhibits, the packing is regarded as no longer suitable to protect the equipment against damage/moisture compared with the original. Exhibitors shall therefore bear the responsibility for the consequences arising wherefrom.

## 13. MOVE-OUT DAYS

Prior to the move-out days, exhibitors will be given a 'Return Shipping Instructions' to fill in based on the List of Exhibits given at time of entry of goods into China. Exhibitors are required to advise APT Showfreight Ltd if the goods will be re-exported, sold or disposed, as applicable.

During move-out days, representatives of APT Showfreight Ltd will be on-site to help exhibitors with return of empty cases, repacking, re-export, etc. as applicable. In order to ensure the closing of the exhibition can be operated smoothly, those exhibitors having heavy and oversized exhibits may be required to repack their exhibits on the next day. Our on-site operational staff will inform exhibitors the exact arrangements.

In the event of non-compliance of return instructions, 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 borne by the exhibitor.

Exhibitors must pay special attention to the following Customs' regulations:

- items other than those declared exhibits (e.g. personal effects, souvenir bought in China) are absolutely not allowed to be returned together with exhibits.
- Violations of these regulations will result in confiscation and heavy fines imposed by the Chinese Customs.

## 14. RE-EXPORT

The re-export formality will require about 1 week prior to the re-export shipment out of China. If the exhibitor needs the goods to be re-exported urgently, please advise representatives of APT Showfreight Ltd on-site of your request as applicable.

## 15. CONTROLLED ITEMS IN CHINA

In case the shipment contains any controlled items by the Chinese Government, we strongly recommend that the list of exhibits should be faxed or e-mailed to APT Showfreight Ltd for checking prior to the shipment departure from the country of origin.

If required, APT Showfreight Ltd will apply necessary license/ permit on behalf of the exhibitors, but under no circumstances that APT Showfreight Ltd can guarantee such license will be granted.

The importation of Foodstuff, Beverage, CD-Roms, Watches, Cosmetics items, and etc are subject to an import permit in China, even for exhibition purpose. Without Chinese Customs' approval and authorization, these items cannot be distributed/ tasted/ sold and/or consumed during the exhibition.

If exhibitors need to ship any controlled items to China, exhibitors are required to submit to APT Showfreight Ltd the following documents/ information for application of import permit to China at least 30 (thirty) days prior to the shipment departure from the country of origin:

- a. Catalogue/ Brochure of commodities
- b. Export Permit Issued by the Products' Originating Country/ Place
- c. Certificate of origin and/or Health Certificate
- d. Commercial Invoice and Packing List / List of Exhibits

Relevant handling charge and guidelines, permit application fee in China for controlled items will be quoted upon request.

## 16. CONTROLLED ITEMS IN HONG KONG

According to the Customs Regulations in Hong Kong, import/ re-export license from the Hong Kong Government is required for transshipping the followings items in Hong Kong:

- Animals, Birds & Reptiles and their parts, Endangered Animals & Plants Species
- Controlled Chemicals
- Controlled Medicines
- Dutiable Commodities: alcoholic liquors, tobacco, hydrocarbon oil & methyl alcohol (duties & taxes in Hong Kong will be billed to exhibitors' account as per outlay)
- Fresh/ Frozen Meat
- Optical Disc Mastering & Replication Equipment
- Radio Transmitting Equipment
- Strategic/ Hi-Tech/ Communication Commodities
- Vehicle
- Textiles, etc.

If import / re-export license is required, exhibitors are required to submit to APT Showfreight Ltd the following documents / information for application of licenses in Hong Kong at least 14 (fourteen) days prior to the shipment departure from the country of origin.

- 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

## 17. 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.

### **Details of our bank account:**

Beneficiary Bank Name: HSBC Hong Kong

Beneficiary Bank Code:004

SWIFT Address: HSBCHKHCHK

Account Number: 813-221496-838 (USD / HKD)

Account Name: APT SHOWFREIGHT LTD

(Remitting bank charges are to be borne by the exhibitor)

## 18. TERMS AND CONDITIONS

APT Showfreight Ltd does not take any responsibility for:

a) Exhibits which are not allowed by the organizer or Chinese Customs to be sold or displayed at the fairground.

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 Standard Trading Condition. A copy is available upon request.

Use of APT ShowfreightLtd'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.

# SHIPPING TARIFF

## 1. Consignment Service Charge

Consignment Service Charge	USD60.00/consignment/exhibitor
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## 2. Customs clearance fee in Shenzhen

Customs clearance fee in Shenzhen	USD60.00/consignment/exhibitor
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## 3. Basic handling charge

From APT Hong Kong warehouse to the booth or Vice versa	USD90.00 per cbm or 167kg, whichever is the greater
Min. Charge for LCL	USD360.00 /consignment (HBL) /exhibitor
Min. Charge for FCL	USD2070.00 /20'GP ; USD4140.00 /40'GP

## 4. LCL terminal handling charge in HK seaport

Min. Charge for LCL	USD30.00/consignment (HBL) /exhibitor
Min. Charge for FCL	USD280.00/20'USD370.00/40'

## 5. Hong Kong Airport terminal handling charges

Hong Kong Airport terminal handling charges	USD0.30/Kg,1cbm:167kg based on the actual or volumetric weight , whichever is the greater
Min. Charge for Airfreight	USD30.00/exhibitor/HWAB

## 6. Container Haulage to / from CFS in Hong Kong

20' container	USD280.00/20'
40 container	USD380.00/40'

## 7. From arrival HK seaport to delivery APT warehouse in Hong Kong

From arrival HK seaport to delivery APT warehouse in Hong Kong	USD15.00per cbm or 1,000 kg, whichever is the greater
Min. Charge for LCL	USD100.00 /consignment (HBL) /exhibitor
Min. Charge for FCL	USD250.00 /20'; USD300.00 /40'



## 8. From arrival HK Airport to delivery APT warehouse in Hong Kong

From arrival HK Airport to delivery APT warehouse in Hong Kong	USD0.20/ kg,1cbm:167kg whichever is the greater
Min. Charge from HK airport to the APTwarehouse	USD100.00/consignment(MAWB)/exhibitor

## 9. HEAVY-LIFT SURCHARGES

Exhibits in excess of 3,000kg per package will be additionally charged as follows:

From 3,001 to 4,000 kg	USD50.00per 1000 kg
From 4,001 to 5,000 kg	USD60.00per 1000 kg
From 5,001 to 6,000 kg	USD70.00per 1000 kg
From 6,001 to 8,000 kg	USD80.00 per 1000 kg

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.

## 10. DOCUMENTATION 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:

Documentation fee	USD5.00 per page, Min. USD20.00/consignment/exhibitor
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## 11. DATA ENTRY FEE

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

Data Entry fee	USD5.00perpage of list of exhibits
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## 12. IMPORT / EXPORT DECLARATION FEE IN HONG KONG

Declaration fee	0.05% of CIF Value declared
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Minimum charge	USD15.00/consignment/declaration
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### 13. ANIMAL & PLANT QUARANTINE CHARGES

Per Package	USD5.00 per package, Min.USD30.00 per consignment per exhibitor
Container	USD100.00/20'container ;USD200.00 /40' container

Other charges such as fumigation, sanitary treatment will be billed as per outlay. As the airlines implement strict security rules and will ask for magnetic detection & protection for many sensitive items by air transportation, we will bill magnetic detection & protection fee as per outlay if the detection and protection is incurred.

### 14. VALUABLE OR DANGEROUS CARGO

Exhibitors have to send us a special form for valuable and dangerous cargo. These forms will be provided upon request and the completed forms should reach us before shipment dispatched, relevant charges will be quoted upon request.

### 15. EARLY ARRIVAL

Sea LCL cargo	USD10.00/ CBM / week, Min.USD30.00
Sea FCL Cargo	USD70.00/20'container/day, USD140.00/40'container/day
Air Cargo	USD0.20 per 10 kg per day, Min.USD30.00

### 16. ATA CARNET HANDLING FEE

In case ATA Carnet is used for temporary import, additional handling will apply:

Customs Clearance fee in China	USD150.00/shipment/exhibiter
Endorsement fee	USD45.00/endorsement/carnet
Handling charge from Hong Kong to Shenzhen	Will be quoted upon full cargo details are provided

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