

# SHIPPING GUIDELINES & HANDLING TARIFF FOR

Show name: ITB Asia 2023

Date: 25 Oct 2023 - 27 Oct 2023

Location: Marina Bay Sands

Country : SINGAPORE

Prepared by:

Schenker Singapore (Pte) Ltd

Fairs and Exhibitions Department

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All business is undertaken in accordance with the Standard Trading Conditions of Schenker Singapore (Pte) Ltd.  
Copies available upon request.

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## DEADLINES/ DOCUMENTS

Mode of Consignment	Latest Deadlines	Documents Required For Customs Clearance
<b>COURIER</b> – Arrival of exhibits	<b>11 to 12 October 2023</b>	Copy of Courier Airway Bill, Commercial Invoice/Packing List
<b>SEAFREIGHT</b> – Documentation	<b>03 to 04 October 2023</b>	Commercial Invoice/Packing List
<b>SEAFREIGHT</b> –Arrival of exhibits	<b>10 to 11 October 2023</b>	Copy of Bill of Lading and copy of Insurance Policy (if insured)
<b>AIRFREIGHT</b> – Documentation	<b>10 to 11 October 2023</b>	Commercial Invoice/Packing List
<b>AIRFREIGHT</b> – Arrival of exhibits	<b>13 to 14 October 2023</b>	Copy of Airway Bill and copy of Insurance Policy (if insured)

Consignments arriving after the stipulated deadlines will be subjected to LATE ARRIVAL SURCHARGE of 30% based on our Basic Handling Charge and/or where this tariff is applicable. Whilst every effort will be made to clear cargo through to site prior to the opening, no guarantees can be given. Surcharges will apply regardless of delivery date to booth.

## CONSIGNMENT INSTRUCTION

All exhibition goods by **AIRFREIGHT**, **SEAFREIGHT** and **COURIER** must be sent as “**Freight Prepaid**” to:

Consignee: **SCHENKER SINGAPORE (PTE) LTD**  
 17 Changi South Street 2  
 Singapore 486129  
 Attn: Fairs & Exhibitions Department

Notify: Exhibition: **ITB Asia 2023**  
 Exhibitor:  
 Booth Number:

**Note: A 10% outlay commission will be imposed on all “Freight Collect” consignments**

## CASE MARKING/ PACKING

All packages must be packed in strong, waterproof case. For easy identification & repacking after the show, all cargo must be labelled as below.

### **NAME OF EXHIBITION**

C/O Schenker Singapore (Pte) Ltd

Name of Exhibitor : \_\_\_\_\_  
 Booth Number : \_\_\_\_\_  
 Case Numbers : \_\_\_\_\_ of \_\_\_\_\_ (Total)  
 Gross Weight/Net Weight : \_\_\_\_\_  
 Dimensions : \_\_\_\_\_

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**PROHIBITED & CONTROLLED GOODS**  
**PLEASE DO NOT SHIP WITHOUT OUR PRIOR APPROVAL**

The following categories of materials are prohibited and controlled.

**Prohibited items**

- Chewing Gum
- Cigarette lighters – pistol/revolver shaped
- Fire crackers
- Rhinoceros horn (worked, unworked or prepared and the any part, power of waste of such horn)
- Endangered species of wildlife and products derived from the body of such animals
- Prohibited telecommunication equipment, eg scanning receivers, military communication equipment, telephone voice changing equipment, radio-communication jamming devices operating in any frequency band, obscene articles, publications and video tapes or discs, seditious and treasonable materials
- Chewing tobacco, Imitation tobacco products, Shisha, Smokeless cigars, cigarillos or cigarettes, dissolvable tobacco or nicotine, any product containing nicotine or tobacco, any solution or substance, of which tobacco or nicotine is a constituent, nasal/oral snuff, Gutkha, khaini and zarda

**Controlled goods** require proper authorization (advance notification, license or certificate approval) from Competent Authorities before they may be imported into Singapore. Please supply us with details of your goods so we can advise documents required for the different types of products. Please refer to Singapore Customs web site for full listing ([www.customs.gov.sg](http://www.customs.gov.sg))

## **PERMANENT/ FINAL IMPORTATION**

All goods sold, disposed, distributed at the end of the exhibition are subjected to **GST** payment. **GST is levied at 8% (Non-Refundable)** of the CIF value. Banking fee is applicable for GST paid on behalf for exhibitors.

## **TEMPORARY IMPORTATION**

All goods (excluding intoxicating liquors, tobacco, brochures, pamphlets, gifts or souvenirs and other give-away items) for use at exhibition, fairs or other similar events can be temporarily imported without payment of GST. You may either use ATA Carnet or the Temporary Import Scheme for importing such goods temporary.

### **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.

### **Temporary Import Scheme - Raised By Schenker Singapore (Pte) Ltd:**

Schenker Singapore (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. Such requests will be considered on a case by case basis and approval will be granted if there are cogent 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.

## **CONVERSION OF TEMPORARY IMPORTATION TO PERMANENT/FINAL IMPORTATION**

If goods imported under ATA carnet and Temporary Import Scheme are sold, GST is payable based on CIF value of goods. **GST is levied at 8% (Non-Refundable)** of the CIF value. Banking fee is applicable for GST paid on behalf for exhibitors.

## **INSURANCE**

It is the responsibility of exhibitors to arrange for full insurance coverage for their exhibits for the full dual transport ways and duration of the exhibition.

## **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.



## AIR INWARD/ OUTWARD HANDLING CHARGES

(For individual exhibits not exceeding 1000kg and/or 200x180x150cm)

From arrival Singapore Changi Airport to exhibition booth including one-time positioning of exhibits at booth (or as close as possible)

Basic handling charge	<b>S\$0.80</b> per kg based on actual or volumetric weight, whichever is greater
<i>Minimum charge</i>	<b>S\$260.00</b> per consignment (HAWB) per exhibitor
Airport terminal charge	<b>S\$0.15</b> per kg based on actual or volumetric weight, whichever is greater
<i>Minimum charge</i>	<b>S\$35.00</b> per consignment (HAWB) per exhibitor
Documentation fee	<b>S\$85.00</b> per consignment per exhibitor (HAWB or MAWB)
Communication fee	<b>S\$45.00</b> per consignment per exhibitor

## SEA INWARD/ OUTWARD HANDLING CHARGES

(For individual exhibits not exceeding 1000kg and/or 250x220x220cm)

From arrival Port of Singapore to exhibition booth including one-time positioning of exhibits at booth (or as close as possible)

Basic handling charge	<b>S\$80.00</b> per cbm or 1000kg
<i>Minimum charge</i>	LCL <b>S\$260.00</b> per consignment (HBL) per exhibitor
<i>Minimum charge for FCL</i>	FCL 20'GP 20 cbm per 20' container
	FCL 40'GP 40 cbm per 40' container
	FCL 40'HC 50 cbm per 40'HC container
LCL Port charges (except for shipments from China)	<b>S\$55.00</b> per cbm or 1000kg, whichever is greater
LCL Port charges for China shipments	<b>S\$85.00</b> per cbm or 1000kg, whichever is greater
<i>Minimum Charge</i>	1 cbm per consignment (HBL) per exhibitor
LCL forklift charge	<b>S\$95.00</b> per block of 3cbm or 2000kg per piece per way
FCL Port charges	<b>S\$420.00</b> per 20' container & <b>S\$550.00</b> per 40' container
FCL Customs supervision fee	<b>S\$150.00</b> per consignment per exhibitor
Shipping DO & Agency fee / BL fee	<b>S\$360.00</b> per shipping DO / BL
Documentation fee	<b>S\$85.00</b> per consignment per exhibitor (HBL or MBL)
Communication fee	<b>S\$45.00</b> per consignment per exhibitor

*\*All third party charges incurred and not listed above will be charged as per outlay , eg LCL CFS charges, seaport storage charges, demurrages/ detention charges, container washing LCL , congestion surcharges, CFS warehouse facility surcharges, Import Processing surcharges, Tracing fee, CFS ware-house surcharges etc..*

## CUSTOMS DOCUMENTATION

Handling of ATA carnet	<b>S\$125.00</b> per consignment per exhibitor
Temporary bond fee	<b>0.65%</b> of CIF value
<i>Minimum charge</i>	<b>S\$85.00</b> per consignment per exhibitor
Cancellation of bond fee	<b>S\$85.00</b> per consignment per exhibitor
Permanent Importation (8% GST)	As per outlay
Banking fee	<b>5%</b> of outlay amount
<i>Minimum charge</i>	<b>S\$55.00</b> per consignment per exhibitor

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## COURIER SHIPMENT

From arrival Schenker Singapore (Pte) Ltd premises up to delivery to exhibition booth (or as close as possible). **Any courier consignment exceeding 45kg will be handled as AIRFREIGHT shipment and all handling charges will be billed as per AIRFREIGHT handling tariff**

Basic handling charge	<b>S\$150.00</b> per consignment per exhibitor
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*Pre-alert shall be sent to us indicating the Courier Airway Bill numbers, Courier Company, Name of Exhibition, your contact details for us to assist further*

## ON-SITE HANDLING CHARGES

From free arrival truck at exhibition site up to free delivered exhibition booth inclusive of unloading and delivery to booth and one-time positioning of exhibits at booth (or as close as possible)

Basic handling charge	<b>S\$75.00</b> per cbm or 1000kg, whichever is greater
<i>Minimum charge</i>	<b>S\$200.00</b> per consignment per exhibitor
Consignment service charge	<b>S\$100.00</b> per consignment per exhibitor

Unstuffing / Stuffing - 20'GP	<b>S\$300.00</b> per container per way
Unstuffing / Stuffing - 40'GP	<b>S\$500.00</b> per container per way
Unstuffing / Stuffing - 40'HC	<b>S\$600.00</b> per container per way

## HEAVYLIFT SURCHARGE

Individual exhibits in excess of **2000kg per piece and/or 250x220x220cm** will incur heavy-lift surcharge (in addition to the basic handling and will be applicable for both inward & outward movements)

2001 to 4000kg per piece	<b>S\$40.00</b> per 1000kg per piece
4001 to 6000kg per piece	<b>S\$50.00</b> per 1000kg per piece
6001 to 8000kg per piece	<b>S\$60.00</b> per 1000kg per piece

Exhibitors **MUST** check with organiser for prior approval and/or any special equipment/requirement required by venue owner. **Final approval is subjected to venue owner discretion.**

## TARIFF EXCLUSION & ANY OTHER ADDITIONAL SERVICES

Below charges will be compute based on cargo volume, rounded up to nearest cbm

- Storage of empties at S\$45.00/cbm, Min S\$125.00 per consignment per exhibitor
- Storage in our warehouse before, during and after the exhibition at S\$40.00/cbm/calendar week or part thereof, Min S\$120.00
- Additional Transport within mainland at S\$40.00/cbm, Min S\$240.00 per transportway
- Any Governmental License or Agency Fee applicable for **Restricted/ Controlled Items** (e.g. Customs, MDA, IDA, HSA, SFA, NEA, A&E, PELU, SPF & etc)
- Handling of Perishables/ High Value/ High-Sensitive/ Hazardous or Dangerous/ Oversized cargo
- Assembling/ Disassembling/ Re-positioning of exhibits, as per expense, signed work order
- Any disposal of materials/ debris/ packing materials & etc
- New packing materials for re-packing
- Fumigation Services
- Any Marine Transport/ Exhibition Insurance

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

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## **TERMS OF PAYMENT**

All invoices raised for this exhibition are due for immediate payment as per stated below;

**Inward** : Prior to delivery to booth  
**Outward** : Prior to return of exhibits to sender

Payments can be made to Schenker Singapore (Pte) Ltd by bank transfer or company cheques. For direct payments at show site, we accept cash.

**All payment must be settled without any deduction or deferment on account of any claim, counterclaim or offset.** All remittance/ bank charges are to be borne by exhibitor, please provide us with a copy of bank remittance advice for our reference

### **Our Bank Details:**

- Account Name: Schenker Singapore (Pte) Ltd
- Bank's Name: Deutsche Bank AG
- Bank's Address: 1 Raffles Quay, #15-00 South Tower, Singapore 048583
- Bank's Code: 7463
- Branch Code: 001
- Bank Swift Code: DEUTSGSG
- SGD** Account No: 2532901-00-0