



Asia Tech x Singapore 2023

07-09 June 2023

Singapore Expo

SHIPPING MANUAL

www.rogers-asia.com

1. INTRODUCTION

This shipping manual will assist you in the correct and timely dispatch of your exhibits to Singapore and should be read in conjunction with the exhibitor-kit issued by the organisers. Please do not hesitate to contact us if you require clarification on any points.

ROGERS EXPO SERVICES (SINGAPORE) PTE LTD
Tel: 65-6846 0055
Fax: 65-6846 1376
E-mail: sales@rogers-asia.com

We wish you every success in the show and look forward to seeing you in Singapore.

2. CONSIGNING INSTRUCTIONS (SEA & AIR)

All freight should be shipped on "FREIGHT PREPAID", and consigned as follows:-

ROGERS EXPO SERVICES (SINGAPORE) PTE LTD
6, Harper Road, #05-03
Leong Huat Building
Singapore 369674
Tel: 65-6846 0055
Fax: 65-6846 1376
E-mail: sales@rogers-asia.com
For : **Asia Tech x Singapore 2023**

3. LATEST ARRIVAL DEADLINES

Please ship your goods to arrive Singapore no later than:-

Seafreight FCL & LCL	:	25 – 27 May 2023
Airfreight	:	28 – 30 May 2023

4. SHIPPING DOCUMENTATION AND PRE-ADVISE

For all shipments, copies of documents, including air or ocean bills of lading/ Airway Bills, truck, invoices & packing list and other required documentation must be faxed/e-mailed to Rogers Expo Services (Singapore) Pte Ltd (+65 6846 1376) /sales@rogers-asia.com **SEVEN WORKING DAYS** prior to arrival.

5. DOCUMENTATION – INVOICES & PACKING LISTS

Please complete the enclosed 'Combined Invoice and Packing List' marked Annex A. This document is to be completed in English, with full details such as description of commodity, unit & total value in Singapore Dollars or US dollars and in CIF terms. Exhibitors are requested to indicate on the "Combined Invoice & Packing List" on columns A,B or C whether items are intended for temporary import, sale or for free distribution.

6. CASE MARKING

All cases, cartons etc being sent to the exhibition must be marked as follow:-

Exhibition Name: **(Asia Tech x Singapore 2023)**

c/o ROGERS EXPO SERVICES (SINGAPORE) PTE LTD

Exhibitor :

Stand No :

Case No :

Dimensions :

Weight :

7. PERMANENT IMPORTATION

All goods imported into Singapore are subject to the prevailing Goods & Services Tax (GST) when sold, consumed, distributed, disposed, donated or given away in Singapore. The current GST is 8% of CIF value as indicated on the invoice and subject to the Customs & Excise final appraisal of the imported goods value.

Brochures, pamphlets, newsletters, advertising material and give-aways are not exempted from GST. GST paid is not refundable.

8. TEMPORARY IMPORTATION

There are two options available to exhibitors in obtaining GST and duty exemption for exhibits entering Singapore for display and subsequently re-exported.

(i) **ATA Carnet:-**

Shipments covered by ATA Carnets are exempt from payment of any tax or duties for the period of temporary importation. However goods indicated in the ATA Carnet must be re-exported after the show. You are therefore **reminded** not to include any goods that are **NOT** intended to be **re-exported** in the ATA Carnet.

(ii) **Temporary Import Bond raised by Rogers Expo Services (Singapore) Pte Ltd:-**

Rogers Expo Services (Singapore) Pte Ltd can provide a Bank Guarantee to the Customs on your behalf for exhibition goods under "temporary import". This procedure involves raising a bank guarantee to customs to cover the potential GST/Duty liability. **For Import Bond fees, please refer to our Freight Handling Tariff.**

The maximum term for temporary importation under guarantee is six weeks (3 weeks prior to exhibition show opening date and 3 weeks from the show closing date).

9. FCL CONTAINER STORAGE /DEMURRAGE

If needed, please negotiate a pre-agreed demurrage rate with the shipping line at the country of origin, as any negotiation with the shipping lines in Singapore will be difficult. All such charges incurred will be billed at cost.

10. UNPACKING / REPACKING ON-SITE

We can assist you in physical unpacking and installation of exhibits, however exhibitors must supervise and be responsible for these operations

11. EXHIBITION CLOSING PROCEDURES & RETURN MOVEMENT

The following documents will be distributed to exhibitors before closing.

- a copy of the List of Exhibits previously submitted to customs
- a form of Instructions for Disposal of Exhibits

Exhibitors are requested to declare on their disposal form the number of packages, value, and weight/volume of each product within the following categories:-

- sold
- to be returned (port of destination/mode of transport)
- consumed/given away

Cargo without disposal instructions at close of show will be charged as storage cargo including transport charge back to our warehouse.

Return consignments will be despatched on a freight 'prepaid' basis upon full payment of our handling charges in Singapore or on 'collect' terms via a shipper's disbursement. **(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.

13. INSURANCE

As the official 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 a full transit Insurance Policy covering transport to the exhibition, during the exhibition, and the return of exhibits to domicile, including the period the exhibits are handled by us, and also ensure that Transport Insurance is arranged for exhibits sold locally. Insurance shall include a waiver of subrogation against ROGERS EXPO SERVICES (SINGAPORE) PTE LTD and its agents and/or subcontractors.

Exhibitors should also bring a copy of the insurance policy to Singapore, as it will be required in case we need to file a claim for damage or loss on your behalf.

14. PAYMENT TERMS & CONDITIONS OF TRADING

Companies using Rogers Expo Services (Singapore) Pte Ltd or its appointed agents will be invoiced by them for all services. Companies shipping other than by our offices or agents are advised that full payment must be received by us as follows:

Inward : Upon uplift of goods, prior to delivery to stand.
Outward : Upon presentation of invoice/prior to return of exhibits to sender.

All payment must be made without any deduction or deferment on account of any claim, counterclaim or off-set, and remitting bank charges are to be borne by the remitter.

Personal or foreign cheques are not acceptable. Payment can be made by Telegraphic Transfer to our account as follow:-

The Hong Kong and Shanghai Banking Corporation Limited,
Robinson Road P.O. Box 896
Singapore 901746
Sin Dollar A/C No: 141-101212-001
(Bank Swift Code: HSBCSGSG)

All work is undertaken at owners risk and otherwise in accordance with our terms & conditions of trading, (Copy is available upon request). Insurance is not included!