

**Shipping Guidelines**  
ASIA TECH 2023  
7 – 9 June 2023

Singapore

**Prepared by:**

Schenker Singapore (Pte) Ltd

Fairs, Events & Special Logistics Department

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## DEADLINES/ DOCUMENTS

Mode of Consignment	Latest Deadlines	Documents Required for Customs
<b>COURIER</b> – Arrival of exhibits	23 – 25 May 2023	Copy of Courier Airway Bill, Commercial Invoice/Packing List
<b>SEAFREIGHT</b> – Documentation	16 – 18 May 2023	Commercial Invoice/Packing List
<b>SEAFREIGHT</b> –Arrival of exhibits	23 – 25 May 2023	Copy of Bill of Lading and copy of Insurance Policy (if insured)
<b>AIRFREIGHT</b> – Documentation	23 – 25 May 2023	Commercial Invoice/Packing List
<b>AIRFREIGHT</b> – Arrival of exhibits	25 – 27 May 2023	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**  
 No 2 Changi South Street 2  
 Singapore 486759  
 Attn: Fairs, Events & Special Logistics Dept

Notify: Exhibition: **ASIA TECH 2023**  
 Exhibitor:  
 Booth No.:

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.

#### Asia Tech 2023

C/O Schenker Singapore (Pte) Ltd

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

## PROHIBITED & CONTROLLED GOODS

### PLEASE DO NOT SHIP WITHOUT OUR PRIOR APPROVAL

The following categories of materials are prohibited and controlled. All controlled items will require special documentation and/or clearance prior to importation. 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))

#### Prohibited items

- Chewing Gum
- Cigarette lighters – pistol/revolver shaped
- Firecrackers
- Rhinoceros horn, worked, unworked or prepared and worked and powder of this product
- Endangered species of wildlife and their by-products
- Prohibited telecommunication equipment, e.g., 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, reproductions of copy right materials, 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, nasal/oral snuff, Gutkha, khaini and zarda

#### Controlled items

- Amusement machines, coin or disc-operated, including pintables, shooting galleries & cinematograph machines
- Arms and explosives, Articles of clothing intended as protection against attack, including bullet- proof vests, Fruit/jackpot machines, Handcuffs, Helmets (Steel), Nitro-cellulose, Toy guns/pistols/revolvers
- Animals, birds, and products thereof, Fishes and fishery products (including fin fish, crustaceans, and molluscs)
- Food items, Fruits (fresh/chilled), Ginseng roots, Meat and meat products of animals and birds, Milk powder - skimmed, fresh milk/skimmed/pasteurized from Peninsular Malaysia/Sabah/Sarawak, Vegetables (fresh/chilled)
- Organic fertilizer, Plants with/without soil, flowers and seeds, Timber, and wood (CITES listed)
- Tableware and kitchenware of porcelain or China / lead crystal
- Articles of asbestos, Batteries (primary), alkaline, zinc-carbon and mercury oxide
- Chemicals – poisons and hazardous, toxic chemicals and precursors, pesticides. CFCs, Halons, Surface-active agents, anionic, Waste lead-acid batteries and waste batteries made with lead, cadmium, or mercury
- Cartridges/cassettes/audio compact diskettes – pre-recorded, Films – cinema/video/laser discs,

- Gramophone records, Publications, Tapes – pre-recorded, Toy walkie talkie
- Diesel oil/fuel, Flammable materials, Petroleum
- Rough Diamonds
- Mastering equipment and replications equipment for CD, CD-ROM, VCD, DVD, DVDROM
- Human Pathogens
- Irradiating apparatus, Radioactive materials
- Poppy seeds (kaskas), Precursor Chemicals
- Rice (excluding rice bran)
- Sand & Granite (Essential Construction Materials)
- Medicaments, veterinary
- Therapeutic products, Medical Devices, Chinese Proprietary medicines, controlled drugs and psychotropic substances, Oral dental gums, raw materials, laboratory reagents, reference standard and veterinary medicines

## 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 is 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.



### ONSITE HANDLING FORM

Exhibitor: \_\_\_\_\_

Delivery Date / Time: \_\_\_\_\_

Exhibition: \_\_\_\_\_

Vehicle No.: \_\_\_\_\_

Hall / Booth No.: \_\_\_\_\_

S/N	Quantity	Type of Packing	Measurement (cm)			Volume (cbm)	Weight (kg)	Description of Items
			L	B	H			

Signature / Company's Stamp:

Signature of Schenker's Staff:

Name: \_\_\_\_\_

Date / Time: \_\_\_\_\_

Name: \_\_\_\_\_

Date / Time: \_\_\_\_\_