



Shipping Instructions

Asia Tech x Singapore 2023



Asia Tech x Singapore 2023

7 - 9 June 2023

Singapore Expo

Singapore

DSV Solutions Pte Ltd
c/o DSV Fairs & Events Singapore

Co. Reg. No. 199305401E

No 5 Changi North Way, 3rd Floor

Singapore 498772

Contact:

Mr Andy Neo

Senior Manager

Tel. +65 8685 0344

kim.wah.neo@dsv.com

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Deadlines

Arrival of COURIER consignments	29 – 31 May 2023
Name of Carrier, Ocean BL number and copies of House BL, Commercial invoice and Packing List for SEAFREIGHT consignments	19 May 2023
Arrival of exhibits shipped by SEAFREIGHT	26 – 29 May 2023
Copies of Commercial Invoice and Packing List for AIRFREIGHT consignments	22 May 2023
Arrival of exhibits shipped by AIRFREIGHT	29 – 31 May 2023
Copies of Product Catalogues and H.S. Code Descriptions for consignments that includes MEDICAL EQUIPMENTS/LASER EQUIPMENTS	At least one (1) month prior to show

Deadline for Dispatch of Documents (Pre-Alerts)

To ensure no delays or undue inconvenience for customs clearance on arrival, it is imperative that copy of the vessel/flight details with master air waybill / ocean bill of lading detail be forwarded well in advance before the arrival of shipments according to the stipulated deadlines above.

DSV will not be responsible for any delays and any port/airport storage charges will be recharged at cost. **For late submission of documents, a penalty fee of minimum S\$100.00 per exhibitor/consignment will be imposed.**

Pre-alerts must be forwarded to us:

DSV Solutions Pte Ltd
 c/o DSV Fairs & Events Singapore
 Tel. +65 8685 0344
 Contact: Mr Andy Neo
 Email: kim.wah.neo@dsv.com

Document & Consignment Instructions

Seafreight	Airfreight
<p>Please send the following documents not later than 7 days prior to consignment arrival.</p> <ul style="list-style-type: none"> – 1 original and 1 copy of Bill of Lading – 1 copy of Commercial Invoice/Packing List – 1 copy of Insurance Policy (if insured) <p>All seafreight consignments must arrive at Singapore Port by 10 days prior to move-in.</p>	<p>Please send the following documents not later than 7 days prior to consignment arrival.</p> <ul style="list-style-type: none"> – 1 original and 1 copy of Airway Bill – 1 copy of Commercial Invoice/Packing List – 1 copy of Insurance Policy (if insured) <p>All airfreight consignments must arrive at Singapore airport by 7 days prior to move-in.</p>

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- *Singapore Customs are strict and thorough in their examination of goods. Do expect all packages to be opened and contents checked against the Combined Commercial Invoice & Packing List.*
- *Customs fines will be imposed on the exhibitor in cases of Undervaluation, Non-declaration, and Erroneous declaration. In such cases, DSV shall not be responsible for any delay in clearance. Customs fines and extra expenses incurred shall be borne by the exhibitor. Exhibitors are reminded to declare the **true market value** of their goods and be extremely careful in their preparation of documents.*
- *All consolidated shipments by airfreight or seafreight must be issued with house airway bill or house bill of lading. A consolidation cargo manifest must also be provided.*
- *(A 10% outlay commission will be imposed on all “Freight Collect” consignments).*

Shipping Instructions

All exhibition goods by **AIRFREIGHT** and **SEAFREIGHT** must be sent "Freight Prepaid" to:

Consignee: DSV Solutions Pte td
c/o DSV FAIRS & EVENTS SINGAPORE
No. 5 Changi North Way,
Singapore 498772
For: Asia Tech x Singapore 2023

All documents such as Bill of Lading and Air waybill must show DSV Fairs & Events Singapore as the consignee.

Courier Consignments

All courier shipments must be consigned to the following address:-

Consignee: DSV Solutions Pte Ltd
c/o DSV FAIRS & EVENTS SINGAPORE
No. 5 Changi North Way,
Singapore 498772
For: Asia Tech x Singapore 2023
Mr Andy Neo
Tel. +65 8685 0344

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- All consignment must be shipped on "Free-Domicile" basis i.e. all duties and taxes for consignments must be paid by sender in country of origin PRIOR export.
- reserves the right to REJECT consignment that is not duty/tax paid upon arrival at our premises in Singapore.
- Please send us a pre-alert indicating the Courier Airway Bill numbers, Courier Company, Name of Exhibition/Event, your contact details for us to assist further.
- Freight and other relevant charges paid by us on behalf of exhibitor will be subject to a 10% service charge.

Case Markings

For easy identification, all packages shall be marked as follows:

Asia Tech x Singapore 2023
c/o DSV Fairs & Events Singapore
Name of Exhibitor : _____
Stand Number : _____
Case Numbers : _____
Gross Weight/Net Weight : _____
Dimensions : _____

Packing

Exhibitors to provide strong packing cases for the transportation of the exhibits. The packing of the exhibits are to withstand external elements as well as movements during full transportation and handling.

For main exhibits, we recommend sturdy returnable type of cases to be used for return or onward transport. Exhibitors should also take necessary precautions against rain, especially when the return exhibits are to be packed with original packing materials. Please avoid cardboard cartons if they are intended for return shipping. DSV will not be responsible for damages and claims arising out of improper packing.

Customs Regulations

Banker's Guarantee under Temporary Import Scheme (TIS) In Singapore

Under TIS, a Bank Guarantee is required by the Singapore Customs to cover the potential Goods & Services Tax (GST). Goods for exhibitions may be imported 3 weeks prior to the exhibition and re-exported within 3 weeks of the closure of the exhibition.

Request for extension of these periods must be made in writing (with reasons stated) and approval will be granted on a case by case basis.

As an alternative to the T.I.S., exhibitors can have their goods imported into Singapore by utilising the ATA Carnet. Please check with your local Chamber of Commerce on its application.

Temporary Importation (Conversion Of Temporary Import To Permanent Import Status)

Exhibits imported under the T.I.S. but are subsequently not re-exported shall require conversion to permanent import permit.

Permanent Importation

All goods sold, disposed, or given away or not re-exported at the end of the exhibition will be subject to a GST of 8% of the CIF value.

Temporary Importation & GST/Customs Duties

Any Customs Duties/GST applicable to shipments that are sold during the event will be for the account of the respective freight agent or direct exhibitor who engages our services.

DSV **will not** collect duties/GST from the local buyer. Therefore, the exhibitor should include duties/GST in their invoice to the buyer.

An outlay fee of 10% of the paid Customs Duty/GST amount will apply as per our tariff.

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Customs-Sealed Containers

All containers sealed by customs are subject to customs supervision prior to unstuffing (excluding weekends and public holidays). Breaking of seals without permission is a serious violation of customs regulations and offenders are subject to heavy fines. Imposition of fines (if any) will be borne by the exhibitors.

Sold Exhibits

Charges will apply for handling from exhibition stand to venue loading bay. Please contact us for charges relating to onward services.

All duties/taxes/GST payable/disposal of debris/conversion of temporary import to permanent import fee will be for the account of the exhibitor/their appointed forwarder.

Special Licenses & Permits

Administrative fees will apply for application and endorsement of licenses/permits from relevant Government departments (SFA, IMDA, RPN, HPR, etc.)

At The Close of Event

Return Instruction

It is imperative that all exhibitors complete and sign the Return Shipping Instruction. Exhibitor should either visit our site office or contact our DSV representative at the earliest opportunity to complete their disposal instructions. If there is any amendment to the return instruction, the exhibitor will have to provide DSV with the revised instruction immediately.

If the exhibitor has sold their exhibits to a 3rd party during the event, it is the **SOLE** responsibility of the exhibitor to oversee the collection of their exhibits. DSV will not accept responsibility for any loss or damage.

Cargo Handover

Exhibitors must contact DSV to arrange for any handover of cargo. They will have to handover cargo to DSV together with DSV's Cargo Handover forms before they leave the exhibition. DSV will not be held responsible for any sort of loss or damage incurred due to an exhibitor not completing or signing the forms correctly.

Unattended Cargo at Close Of Event

Complete return instructions must be provided by agent or exhibitor to DSV prior to the show closing. Failure to do so will result in transfer of consignment to DSV warehouse and any such movements will be subject to additional transportation and warehouse storage charges. DSV will also not be responsible for any missing/damage cargo that is picked up on request of the show organizer to clear the hall if cargo is not properly handed over to DSV.

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Disposal

Upon delivery of your goods during move in, if your cases are not required to be redelivered to your booth after the show please advise us to arrange for disposal. Fees for disposal shall be charged to exhibitors who require DSV for such service. Otherwise, we will transfer the empty cases back to storage and relevant charges will apply.

Re-Export Timeframe

After the close of the exhibition, re-export may take at least 3 weeks from the close of the show depending on the region and space availability in airlines or shipping lines. For air freight export, it would take at least 2 weeks from close of the show. For urgent re-export, surcharges will apply, please let us know in advance.

Mandatory Regulations on Weight Verification

As per regulation, verified gross mass (VGM) information will have to be accurately provided in advance to the ocean carrier. The gross weight of cargo and weight declaration mentioned on all shipping documents would require uniformity e.g. If the gross weight of cargo is 500kg, the same should be reflected on the B/L & Commercial Invoice & Packing List. In cases of erroneous declaration, BL amendment fees, penalties and any extra expenses imposed shall be borne by the shipper/exhibitor/forwarding agent. In addition, the error declaration may result in shipment missing sailing schedules and therefore missing delivery timelines. All resultant costs will also have to be borne by the shipper/exhibitor/forwarding agent.

Shipper/Exhibitors/forwarding agents – please be extremely careful in the preparation of documents. Click [here](#) for additional information on the IMO (International Maritime Organization) / SOLAS (Safety of Life at Sea) requirements.

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Importation of Radio/Telecommunication Exhibits

Any radio or telecommunication equipment brought in for the exhibition must receive prior approval by the Infocomm Media Development Authority of Singapore.

Please submit to us no later than **6 weeks before show opens**, a copy of the exhibit catalogue/brochure with the full specifications, together with the full details of your intended demonstrations. This will enable us to apply for the necessary permits with the Authority.

The static display of such equipment at the exhibition is normally permitted when approved by the Infocomm Media Development Authority of Singapore, for entry into Singapore. For such equipment to be demonstrated at the exhibition or within Singapore, special approval is required.

Such telecommunication equipment should not be uplifted unless approval has been given and cannot be converted to permanent import unless local buyer has valid import license, otherwise equipment has to be re-exported.

Insurance

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 DSV Fairs & Events Singapore, 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.

Upon written instructions, DSV Fairs and Events can assist to arrange insurance coverage at competitive premiums.

All business is transacted strictly in accordance with our General Trading Conditions. A copy is available upon request.

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Floor Loading Capacity

Singapore Expo Floor Loading Capacity

Exhibition Halls 1 - 6	30 KN/sqm
Exhibition Halls 7 - 10	20 KN/sqm

Exhibits exceeding the above stated capacity may require steel plates.

Suntec Singapore Floor Loading Capacity

Convention Hall	17.5 KN/sqm
Exhibition Hall	17.5 KN/sqm
Ballroom	5 KN/sqm
Pre-function Lobby Level 2, 3, 4 & 6	5 KN/sqm

Suntec Floor Loading Capacity As per SUNTEC's regulation, all details of exhibits or display items which exceeds 1 ton would have to be submitted to us at least a month before show date: -

- Product catalogue / specification
- Booth design with machine layout plan
- Actual dimensions of the machine including the base (actual base size)
- Is the machine flat based on castors/legs? If the machine is on castors/legs, please provide footprint of the castors/legs.
- Net weight of the machine (static loading and for machines that are in operation, please provide the dynamic load)

Pointed or Dynamic Loads need special permits by the Centre and are restricted to special locations. Exhibits exceeding the above stated capacity may require steel plates, as per SUNTEC's regulation. Please contact SUNTEC for further information

Marina Bay Sands Floor Loading Capacity

Exhibition Halls	12 KN/sqm
Meeting Rooms	5 KN/sqm

Pointed or Dynamic Loads need special permits by the Centre and are restricted to special locations.

As per MBS's regulation, all details of exhibits or display items which exceeds 1 ton would have to be submitted to us at least a month before show date:

- Product catalogue / specification
- Booth design with machine layout plan
- Actual dimensions of the machine including the base (actual base size) – Is the machine flat based on castors/legs?
- If the machine is on castors/legs, please provide footprint of the castors/legs.

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- Net weight of the machine (static loading and for machines that are in operation, please provide the dynamic load)

Exhibits exceeding the above stated capacity may require steel plates, as per Marina Bay Sands regulation. The Centre has the exclusive right to provide forklift trucks (without operator) and other load shifting equipment on rental basis. All forklift rental orders must be submitted to the Centre at least 21 calendar days of required period, 30% surcharge on basic rental applies for any late submissions.

All orders are subject to 10% Service charge and 8% GST.

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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.

Our bank account is:
DSV Solutions Pte Ltd
The Hong Kong & Shanghai Banking Corporation Ltd,
21 Collyer Quay ,# 01-01 HSBC Building, Singapore 049320

S\$ A/C No: 141-271379-001
USD A/C : 260-033295-178
Swift Code: HSBCSGSG

DSV Fairs and Events accepts payment via major credit cards such as American Express, MasterCard and Visa. A tax invoice will be issued for every transaction.

(Credit card payments via PayPal is subject to administrative charges of 4% on the total invoice amount)



Credit Card payment on site:

Payment via credit card will be subject to a service fee of 5% on the total invoice amount (inclusive of GST).

For additional information or clarification, please contact us at:

DSV Solutions Pte Ltd
c/o DSV FAIRS & EVENTS SINGAPORE
No. 5 Changi North Way, 3rd Floor
Singapore 498771
Telephone : +65 8685 0344
Contact : Mr Andy Neo
E-Mail : kim.wah.neo@dsv.com

Terms and Conditions

All business is transacted strictly in accordance with our General Trading Conditions. A copy is available upon request.

Use of DSV Solutions Pte Ltd's services – be it partly or in full – and any requirement for additional services at any time before, during or after the exhibition expressed orally and/or in writing and/or by conduct, implies acknowledgement and acceptance of the foregoing.

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Annex 1 - Commercial Invoice / Packing List



Shipper Information					Consignee Information											
Company Name: Address: Tel: Fax:					Company Name: DSV Solutions Pte Ltd c/o DSV FAIRS & EVENTS SINGAPORE Address: NO. 5 CHANGI NORTH WAY, SINGAPORE 498772 Tel: +65 6500 0250 Fax: +65 6214 9593											
Delivery Information					Exhibition Information											
Representative at Exhibition: Contact Number: Requested Delivery Date: Requested Delivery Time:										Show Name: Asia Tech x Singapore 2023 Show Date: 7 - 9 June 2023 Show Venue: Singapore Expo Show City / Country: Singapore					Hall No.	
															Booth No.	
Case / Box No	Dimensions in METRES			CBM	Gross Wt (kg)	Nett Wt (kg)	HS Code	Description of Goods	Country Of Origin	Quantity	CIF value (USD)		Temporary Import	Permanent Import		
	Length	Width	Height								Unit value	Total value				
				0.000								\$ -				
				0.000								\$ -				
				0.000								\$ -				
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				0.000								\$ -				
TOTAL:				0.000	0.00	0.00						Total CIF Value (USD): \$ -				

We certify that the information given above is true and correct, and that prices indicated represent the fair market value for the items described herein.

Company
Name/Stamp

Name of Signatory in BLOCK LETTERS

Signature

Date



4 Weeks before show opening

Show Name : Asia Tech x Singapore 2023
Show Dates : 7 - 9 June 2023
Show Venue : Singapore Expo
City, Country : Singapore



This Form Must Be Complete and Returned By Every Exhibitor

Annex 2 - Freight Instructions

The Organiser has appointed DSV as the official freight forwarder and site handling agent for the exhibition. Should exhibitors engage another freight forwarder, please complete this Service Form for submission to DSV to facilitate freight handling at the exhibition site.

Table with 4 columns: No. of pieces, Description of contents, Dimensions (metres), Weight (kg)

We also note and understand the following:

1. DEADLINE FOR SHIPMENT

- Arrival of courier consignments : 29 - 31 May 2023
Receipt of documents for seafreight consignments : 19 May 2023
Receipt of documents for airfreight consignments : 22 May 2023
Arrival of seafreight consignments : 26 - 29 May 2023
Arrival of airfreight consignments : 29 - 31 May 2023
Receipt of Catalogues/Brochures and Radio/Telecommunication Exhibits : At least one (1) month prior to show

2. CONSIGNMENT INSTRUCTIONS

i. All exhibition goods either by sea freight or airfreight, must be consigned "Freight Prepaid" as follows:

Consignee: DSV Solutions Pte Ltd
c/o DSV FAIRS & EVENTS SINGAPORE
No. 5 Changi North Way, Singapore 498772
Tel: (65) 6571 5604
For: Asia Tech x Singapore 2023

All documents such as the Bill of Lading and Airway Bill must show the consignee as above.

ii. All exhibition goods by courier must be consigned "Freight Prepaid". For shipping instructions please contact us for consignee details.

3. INSURANCE

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 DSV Fairs & Events Singapore, and also ensure that Transport Insurance is arranged for exhibits sold locally.

All business is transacted strictly in accordance with our General Trading Conditions. A copy is available upon request

We also inform DSV Fairs & Events Singapore that we will be using the services of the company below to freight our exhibits from (country). Name of Freight Forwarder from origin:

Contact Person: Tel:

Fax: E-mail:

Authorised by: Booth No:

Name

Designation

Company

Address

Tel Fax

Signature & Date

Send this form to: DSV Solutions Pte Ltd c/o DSV FAIRS & EVENTS SINGAPORE No. 5 Changi North Way, Singapore 498772 Tel: +65 8685 0344 Contact: Mr Andy Neo E-mail: kim.wah.neo@dsv.com



Shipping Tariff

Asia Tech x Singapore 2023



Asia Tech x Singapore 2023

7 - 9 June 2023

Singapore Expo

Singapore

DSV Solutions Pte Ltd
c/o DSV Fairs & Events Singapore

Co. Reg. No. 198701172E

No 5 Changi North Way, 3rd Floor

Singapore 498771

Tel. +65 8685 0344

Fax +65 6214 9592 / 6214 9593

Contact:

Mr Andy Neo

Senior Manager

DSV Solutions Pte Ltd

Tel. +65 8685 0344

Fax. +65 6214 9592 / 6214 9593

kim.wah.neo@dsv.com

Inward/Outward Handling

(for individual exhibits not exceeding 2,000 kg or L2.5m XW 2.2m X H1.6m per package/unit)

Seafreight



From arrival at Port of Singapore up to exhibition stand at the designated venue in Singapore inclusive of **customs formalities (1 permit not exceeding 20 lines)**, including uncrating of wooden cases and one time positioning of bulky exhibit(s) or vice versa.

(Outbound handling excludes re-packing services and provision of new packing materials)

FCL SHIPMENTS

Basic handling rate	S\$95.00 per cbm or 1,000 kg, whichever is the greater.	
Minimum charge	FCL 20' GP FCL 40' GP FCL 40' HC	20 cbm per 20' container 40 cbm per 40' container 50 cbm per 40' HC container
FCL Terminal Handling Charge	S\$245.00 per 20' container S\$385.00 per 40' container	
FCL 3rd Party Charges: (PSA LOLO Charges, Depot Handling, Portnet Fee, CMS Booking Fee, Washing Fee, etc)	S\$125.00 per 20' container S\$170.00 per 40' container	
Haulage Fuel Surcharge	S\$30.00 per 20'/40' container	
Consignment Service Charge	S\$80.00 ^{GST} per consignment (HBL) per exhibitor	

* Any other third party's charges from shipper's agent (e.g. Detention/Demurrage) not mentioned above will be charged at cost + 10% outlay fees

Unstuffing/Stuffing of Containers

Type of Containers	Crated & Palletized	Loose Cargo
20' GP	S\$300.00 ^{GST} per operation	S\$450.00 ^{GST} per operation
40' GP	S\$500.00 ^{GST} per operation	S\$750.00 ^{GST} per operation
40' HC	S\$600.00 ^{GST} per operation	S\$900.00 ^{GST} per operation

Transfer of Containers

Return of empty containers to shipping line depot or collection of empty containers from depot (cranage charge is applicable)	S\$180.00 ^{GST} per 20' S\$220.00 ^{GST} per 40'
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Cranage for Grounding and Reloading Containers (if applicable)

Grounding and reloading for un-stuffing or stuffing of loaded or empty containers	20' 40'	S\$300.00 ^{GST} per lift S\$500.00 ^{GST} per lift
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LCL SHIPMENTS

Basic handling rate	S\$95.00 per cbm or 1,000 kg, whichever is the greater.
Minimum charge for LCL	S\$300 per consignment (HBL) per exhibitor.
LCL / THC	S\$35.50 per cbm + 10% outlay fees (excluding China's shipments)
Consignment Service Charge	S\$80.00 ^{GST} per consignment (HBL) per exhibitor

- Any other third party's charges from shipper's agent (e.g. Detention/Demurrage) not mentioned above will be charged at cost + 10% outlay fees

Airfreight



From arrival at Singapore Changi Airport up to exhibition stand at the designated venue in Singapore inclusive of **customs formalities (1 permit not exceeding 20 lines)**, including uncrating of wooden cases and one time positioning of bulky exhibit(s) or vice versa.

(Outbound handling excludes re-packing services and provision of new packing materials)

Basic handling rate	S\$0.95 per kg based on actual or volumetric weight, whichever is the greater.
Minimum charge	S\$300.00 per consignment (HAWB) per exhibitor.
Airport Terminal Charge	S\$0.15 per kg based on actual or volumetric weight, whichever is the greater
Minimum charge	S\$25.00 per consignment (HAWB) per exhibitor.
Consignment Service Charge	S\$80.00 ^{GST} per consignment (HAWB) per exhibitor

* Current and actual cost levied by Airport, all third party's charges not listed above will be charged at cost + 10% outlay fees.

Additional Seafreight & Airfreight Handling Charges (where applicable)

- H.S. code is not mentioned in invoice/packing list, S\$5.00 per item will be charged
- First 20 lines on the commercial invoice will be complimentary. Additional blocks of 20 lines (or part thereof) will be charged at S\$30.00 per block. Separate permits are required even though cargo items are declared in one CIPL, please refer to Shipping Guidelines Para 4 for items that will require separate permits
- Early arrivals of shipment before stipulated deadlines via sea freight or airfreight are subject to airport / port storage charges or warehouse storage charges.
- For MAWB not consign to DSV, there will be an additional agency fee at **S\$50.00** per MAWB.
- Warehouse storage charges @ **S\$10.50** per cbm per week or part thereof. (Minimum charge at **S\$75.00** per consignment per week)
- Late arrival surcharge (based on basic handling rate) will be applicable if the shipment arrives after the stipulated deadlines. In the event of late arrivals, DSV 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.



- For collection/delivery of cargo from/to multiple booths there will be an additional handling charge of **S\$30.00** per cbm per delivery/collection. **Minimum 1 cbm** is applicable per exhibitor per consignment.
- For return shipments of your exhibits, DSV requires a complete return instruction **two days** prior to show close or additional charges will apply
 - a. For self-nominated freight there will be handover fees as follows:-
 - LCL shipment @ S\$30 per cbm (Minimum 2cbm) per consignment (HBL) per exhibitor
 - 20ft Container @ S\$200 per container
 - 40ft Container @ S\$400 per container
 - Airfreight @S\$0.30 per kg. (Minimum S\$100.00) per consignment (HAWB) per exhibitor.
 - b. Return freight will be quoted upon request.

*Please note that the above services rendered are subject to 7% Goods & Services Tax.

Shows with Overnight Build-up or Tear-down

Events with overnight build up or tear down will be levied 50% ^{GST} surcharge on the basic handling rate for move-in and move-out between 2200hrs to 0800hrs.

Handling Charges for Courier of Exhibits / Stand Materials / Publications

From arrival at DSV premises up to delivery exhibition stand. Dimensions should not exceed 1m X 1m X 1m per package. Volume should not exceed 1cbm per consignment. Consignments exceeding 1cbm or 150kg to be quoted separately.

Below 50kg	S\$100.00 ^{GST}
51-100kg	S\$120.00 ^{GST}
101-150kg	S\$140.00 ^{GST}
Minimum charge	S\$100.00 per consignment per exhibitor ^{GST}

Heavylift Surcharge

Individual exhibit above 2,000 kg per package will incur heavy-lift surcharge (in addition to the basic handling rate)

Up to 4,000kg	S\$35.00 ^{GST} per 1,000kg
4,001kg to 6,000kg	S\$45.00 ^{GST} per 1,000kg
6,001kg to 8,000kg	S\$55.00 ^{GST} per 1,000kg

Exhibits exceeding 8,000 kg per package will be quoted separately.
This surcharge is applicable separately for inward and outward movement.



Charges for Handling & Storage of Empties & Loaded Cargo

Storage of Empty Cases

Storage of empty cases	S\$30.00 ^{GST} per cbm per consignment per exhibitor
Minimum charge	S\$120.00 ^{GST} per consignment per exhibitor

Storage of Loaded Cargo

Storage of loaded cargo	S\$40.00 ^{GST} per cbm per consignment per exhibitor
Minimum charge	S\$160.00 ^{GST} per consignment per exhibitor
Retrieval charge for cases	S\$30.00 ^{GST} per cbm per retrieval excludes delivery
Minimum charge	Minimum 1 cbm

Transportation for Off-site Storage

Transportation charge	S\$25.00 ^{GST} per cbm per way
Minimum charge	S\$75.00 ^{GST} per cbm per way

Temporary Import / Permanent Import

Temporary Import Scheme (TIS)

Temporary import bond fee (non-refundable)	0.50% ^{GST} of CIF value or customs assessment value
Minimum charge	S\$100.00 ^{GST} per consignment per exhibitor
ATA Carnet administration fee (temporary import)	S\$60.00 ^{GST} per carnet per entry or per exit

Conversion of Temporary Import to Permanent Import Status

Processing permit conversion fee **S\$75.00** ^{GST} per permit

Permanent Import

All goods sold, disposed, or given away or not re-exported at the end of the exhibition will be subject to a GST of 8% on CIF value + 10% outlay fees.

Sold Exhibits To Local Buyer

Charges will apply for handling from exhibition stand to "free-on-truck" at venue loading bay.

All duties/taxes/GST payable/disposal of debris/conversion of temporary import to permanent import fee will be for the account of the exhibitor / their appointed forwarder.



Special Licenses & Permits

Administrative fees will apply for application and endorsement of licenses/permits from relevant Government departments (SFA, IMDA, RPN, HPR, etc). Please refer to Annex 1 for charges

At the Close of Event

Return Instructions

Complete return instructions need to be provided by the agent or exhibitor to DSV **two days prior to show closing**, failure to do so will result in transfer of consignment to DSV warehouse or any temporary rented facility. Additional handling and transport charges which will be levied at S\$30.00 per cbm (minimum charge is at S\$150.00^{GST} per consignment per exhibitor).

Warehouse storage charge will apply for cargo delivered to DSV warehouse at **S\$10.50**^{GST} per cbm per week or part thereof. (Minimum charge at **S\$75.00**^{GST} per consignment per week per exhibitor). For ease of transfer, all goods will have to be palletized.

Disposal of Debris

Disposal of debris will be charged at **S\$150.00**^{GST} per cbm (minimum **1cbm**) to exhibitors who require DSV to dispose debris or unwanted packing materials (e.g. empty cases or wooden crates).

Outward Documentation Charges

Courier of documents	S\$80.00 ^{GST} per consignment per exhibitor
*Telex release for sea freight shipment	S\$180.00 per consignment per exhibitor
*Bill of Lading Fee	S\$180.00 per consignment per exhibitor

* Current and actual cost levied by shipping lines + 10% outlay fees

SOLAS/VGM Weighing and Processing Fee

DSV weighs all FCL and LCL cargo to attain the VGM for exports Charges below will apply

20'/40' FCL Weighing Fees & Admin Fees	S\$150.00 ^{GST} per container
LCL Weighing Fees	S\$15.00 ^{GST} per package (min \$45 per consignment)
SOLAS LCL Admin Fees	S\$35.00 ^{GST} per consignment

- Any additional cost levied by Carrier will be charged at cost + 10% outlay fees



General

GST on Local Services Rendered

All services rendered on-site or locally will be subject to prevailing GST rate at the time services are rendered.

Special Transportation

For artworks/exhibits which requires air ride trucks or temperature controlled trucks, goods will have to be packed separately and a copy of CIPL with pictures will have to be submitted to us for our reference. An individual quotation will be given upon receipt of specific requirements.

Additional Services

For additional services not listed above, an individual quotation will be given upon receipt of specific requirements. These may include:

- Unpacking and removal of individual exhibits from packaging.
- Installation/Reinstallation/De-Installation of fine art works.
- Unwrapping of exhibits from bubble wraps, shrink-wraps, corrugated boxes
- Provision of new packing materials. (Packing materials are available for purchase)
- Manpower required for personalized services at individual booths.
- Armed Escorts.
- Any work done outside official move-in / move-out schedule dictated by organizer.

Annex 1 – Administrative Fees for Import Licenses

IMDA License: Info-communications Media Development Authority

Administrative fee	S\$80.00 ^{GST} per application / per exhibitor
Document required	Packing list, invoice with catalogue /brochure
Approval period by Authority	7 working days
Example of exhibits	Hand phone, transmitter, decoder, receiver, satellite etc

Note: DSV IDA license is only meant for “Static Display Only”, if exhibitor require to “Switch On” or operation their exhibits, their supplier in SIN must have VALID operating IDA license.

RPN License: Radiation Protection & Nuclear Science Department

RPN + HPR license	S\$200 ^{GST} + S\$280.00 ^{GST} per application / per exhibitor for Medical Laser Device
Document required	Packing list, invoice with catalogue / brochure
Approval period by Authority	30 working days
Example of exhibits	All Medical machinery

HPR License: Health Products Regulation

Selling Price	S\$280.00 ^{GST} per application for Medical Device
Document required	Packing list, invoice with catalogue / brochure
Approval period by Authority	14 Working Days
Example of exhibits	All Medical machinery

Note:

- 1.RPN & HPR license is only mean for “Static Display Only”, if exhibitor require to “Switch On” or operation their exhibits, their supplier in SIN must have VALID operating RPN & HPR license.
2. For Permanent Importation into SIN, consignee will have to arrange their own application thru authority DIRECTLY.
3. Destroyed and disposal of any unregistered medical device is subject to approval from Health Science Authority on a case to case basis.

SFA License: Singapore Food Agency

(All food stuff except for importation of water (plain / purified / mineral water ... etc)

SFA License	S\$100.00 ^{GST} per application / per exhibitor
Document required	Packing list, invoice & all necessary Health cert. For Japan sector will require "Certificate of Origin"
Approval period by Authority	2 working Days (Subject approval by SFA/customs)
Example of exhibits	All consumable items (eg. Food & Hotel Event)
Survey Fee	S\$100.00 ^{GST} per survey (for airfreight damages cargo only)
A&E License	S\$100.00 ^{GST} per application/exhibitor

Note:

For Sample purpose only during Exhibition period in SIN. NOT for sale or take away

All invoices / packing list must be submitted for checking 30 days before shipment uplift of cargo (unless application of license takes more than 30 days) then invoices must be given to us 45 days