



Asia Tech x Singapore 2025
27 – 29 May 2025
Singapore Expo

SHIPPING MANUAL & TARIFF

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

E-mail: sales@rogers-asia.com

We wish you every success at Asia Tech X Singapore 2025 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

E-mail: sales@rogers-asia.com

For : **Asia Tech X Singapore 2025**

3. LATEST ARRIVAL DEADLINES

Documentation Deadline (Dry Goods): 7 working day prior arrival

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

Seafreight LCL : 15 – 17 May 2025

Seafreight FCL : 16 – 18 May 2025

Airfreight (DRY) : 17 – 19 May 2025

Courier Service : 20 – 22 May 2025

There is only 5 days free storage given from the date of arrival, even the cargo arrival as per above dates, storage will charge accordingly

8. HAND-CARRIED EXHIBITS

It is an offence under Singapore Customs regulations not to declare personal belongings or exhibits with total value of S\$400.00 or above. All goods imported into Singapore are subject to 9% Goods & Services Tax (GST), which must be paid at the time of import at the various entry points. Exhibitors who hand-carry their exhibits are required to declare their goods at the Customs checkpoints and make the necessary tax payment before they are granted entry.

Alternatively, if you have high value goods of a returnable nature that you wish to hand-carry, we suggest that you obtain an ATA Carnet from your local Chamber of Commerce. Please refer to section 11, paragraph (1).

9. PERMANENT IMPORTATION

All goods imported into Singapore are subject to the above tax when sold, consumed, distributed, disposed, donated or given away in Singapore. The GST payable is 9% of CIF value indicated on the invoice and is subject to the Customs & Excise final appraisal of the imported goods value. Brochures, pamphlets, newsletters, advertising material and giveaways of any kind will automatically be imported for local consumption with GST paid upon import. GST paid is not refundable.

10. TEMPORARY IMPORTATION

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

(i) ATA Carnet:-

Singapore Customs are a signatory to the ATA Carnet system and exhibitors may use this document when shipping their goods. 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 which 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 on your behalf for exhibition goods under "temporary import". This procedure involves raising a bank guarantee to customs to cover the potential (Goods & Services Tax) 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). It is possible for the Temporary Import period to be extended beyond the granted six weeks providing that:

- (i) GST is paid at 9% of the Customs assessed value, allowing the first term of import to be cancelled.
- (ii) A letter is supplied by the exhibitor giving valid reasons for keeping their exhibits in Singapore. This request will be presented to customs and, if approved, a further period may be granted prior to final clearance instructions relating to sale, re-export or transfer to another exhibition. Any extensions granted are strictly at Customs' discretion.

11. PROHIBITED / RESTRICTED / CONTROLLED GOODS

PLEASE DO NOT SHIP WITHOUT OUR PRIOR APPROVAL

The following categories of materials are prohibited, restricted or controlled and require special documentation and/or clearances prior to importation. Please supply us with details of your goods so we can advise you of the import paperwork required for the different types of products. On no account are the following products to be shipped without checking with us before hand.

- | | |
|-----------------------|---|
| Prohibited | - Cross-bow, chewing gums and pornographic materials. |
| Restricted/Controlled | - Arms and explosives, fireworks, military equipment, toy guns/arms |
| | - Telecommunication /transmitting equipment |
| | - Radiographic equipments |
| | - Vehicles |
| | - Foodstuff & Beverage products |
| | - Cigarettes & Tobacco products |
| | - Medical/Pharmaceutical/ Chemical products |
| | - Live Animals and any products made from animal parts |

FOODSTUFF

Most food products require special import permission by the Health & Hygiene Authorities, particularly meat, fish and dairy products whether fresh, frozen or canned. Permission is granted on a case-to-case basis, and these items must be accompanied by Certificate of Origin and Health Certificate (in English) from the Government Veterinary Department of the exporting country. Please check with us for instructions and documentary requirements. Do not effect shipment without our prior approval.

All food products must be packed, documented and despatch on separate Master Airway Bills to all other exhibition products. They will be imported based on the pre-payment of GST at the time of customs clearance. We are also able to provide special handling and storage of chilled and frozen products and these services & rates will be quoted separately upon request.

ALCOHOLIC BEVERAGES

Alcoholic beverages may only be imported on a permanent basis, and are subject to payment of duty & GST which must be paid at the time of importation. Duty rate varies depending on the alcohol percentage which will be determined by the Government's chemist from samples extracted or as determined by customs. All duties/GST paid are not refundable.

The following details must be indicated on the Commercial Invoice/Packing List:

- Number of cases/ pallets
- Number of carton per case/pallet
- Number of bottles per carton
- Number of litres per bottle
- The percentage of alcohol content
- Type of Alcoholic Beverage (e.g. wine, bourbon, vodka etc). If wine – whether still or sparkling, red or white wine.
(A certificate of Age for Whiskey or Brandy must be attached to the invoice)

We strongly recommend that you do not send any alcoholic drinks/beverages as most brands are easily available in the local market.

MEDICAL/PHARMACEUTICAL/CHEMICAL PRODUCTS

Import and Export Licences are required for western medicines and traditional Chinese medicine, pharmaceutical products & chemical products.

Please note that we do not have the authority to apply for an import license, or act as importer for any pharmaceutical products on an exhibitor's behalf, even for exhibition purposes only. Those participants planning to ship product samples must have a registered pharmacy / importer holding valid licenses to clear same.

IMPORTANT NOTE:

It is the exhibitor's responsibility to ensure that their materials conform to all existing regulations regarding the import of any items regulated by the various government agencies in Singapore. The list above is not exhaustive and subject to change at any time by operation of law. Therefore in the interest of safety, we would urge all participants to contact us for specific instructions regarding these and any other category of materials. Additional cost may be associated with these clearances, permits or licences.

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 have already arrived in Singapore.

12. FCL CONTAINER STORAGE / DEMURRAGE

Container storage and demurrage/detention charges will be levied by the shipping lines for any containers that are held in use longer than the free period specified by them (usually 3 days from arrival of vessel). If the containers are required to be retained till a later period due to exhibitors' request to be present for unloading ; for onsite storage ; for subsequent re-export or any other purposes , we suggest that the exhibitors 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.

13. STAND LAYOUT PLANS

If you are exhibiting heavy equipment which requires the use of a forklift truck or crane to place it in position on your stand, we ask you to supply us with scale layout drawings so we can position such items early during the build up period. Drawings should accompany your Combined Invoice & Packing List.

14. UNPACKING / REPACKING ON-SITE

We will assist you in physical unpacking and installation of exhibits, however exhibitors must supervise and be responsible for these operations. For this purpose, a representative of the company must be available on-site during the move-in period. If exhibitors arrive on-site late, or instruct us to arrange unpacking or repacking unsupervised on their behalf, we shall handle these operations only at the exhibitors' risk.

Similarly, during exhibition closing, exhibitors must also supervise the dismantling and repacking of exhibits, especially for delicate or heavy equipment. When exhibits are repacked with used packing materials, 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 any consequences arising there from.

15. 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

We will start to return empty cases to stands on the closing day after all visitors have left, and will assist exhibitors in re-packing and undergoing Customs formalities. In order to ensure the closing of the exhibition can proceed smoothly, those exhibitors with heavy and oversized equipment may be required to repack their exhibits on the next day. Our on-site representatives will inform exhibitors of the exact arrangements during the exhibition.

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

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.

16. 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.

17. 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 business is transacted in accordance with the Standard Trading Conditions of the Singapore Logistics Association (SLA). A copy is available upon request, or you may refer [HERE](#).

SERVICES & RATES FOR HANDLING OF EXHIBITS

Asia Tech x Singapore 2025

27 – 29 May 2025

Singapore Expo

1. BASIC HANDLING CHARGES – GENERAL CARGO (EXHIBITS FROM OVERSEAS SOURCES)

By Sea

Collection from arrival Singapore port up to delivered to stand including customs clearance and on-site supervision	S\$110.00 per cbm/1000kg	
Minimum Charge	LCL	S\$350.00 per consignment/exhibitor
	20' GP Container	18 cbm
	40' GP Container	38 cbm
	40' HC Container	48 cbm
Consignment Service Fee	S\$100.00 per consignment/exhibitor	
Unpacking/ Packing Service	S\$25.00/cbm (Min 2cbm) per exhibitor	
Fuel Surcharge (applicable to LCL shipments)	S\$35.00 per consignment/exhibitor/per way	
Fuel Surcharge (applicable to FCL shipments)	S\$50.00 per container/per way	

**** Consolidated shipments will have a S\$100.00/ per delivery point within the same exhibition****

By Air

Collection from arrival Singapore airport up to delivered to stand including customs clearance and on-site supervision	S\$1.10 per kg
Minimum Charge	S\$350.00 per consignment/exhibitor
Consignment Service Fee	S\$100.00 per consignment/exhibitor
Unpacking/ Packing Service	S\$25.00/cbm (Min 2cbm) per exhibitor
Fuel Surcharge	S\$35.00 per consignment/exhibitor

**** Consolidated shipments will have a S\$100.00/ per delivery point within the same exhibition****

The volume/weight ratio for airfreight will be calculated as 1 cbm = 167 kg, and charged on whichever yields the greater

OUTBOUND CHARGES ARE THE SAME AS INBOUND.

2. **TEMPORARY IMPORT BOND FEE**

Temporary Import Bond fee based on CIF value of your goods (subject to Customs re-assessment of value)	0.5% on CIF value
Minimum Charge	S\$100.00 per month/per declaration

3. **DOCUMENTATION FEE**

(i) **IMPORT PERMIT/ATA CARTNET**

Temporary / Permanent Import Permits	S\$100.00 per exhibitor/per declaration / per origin/ per category
Permanent Import Permits (Food & Beverage & Other Controlled Cargoes)	S\$125.00 per exhibitor/per declaration / per origin/ per category
Handling and customs clearance of ATA Carnet	S\$150.00 per ATA Carnet

(ii) **Controlled Caroges Licenses**

Processing and Application of Import Licenses for controlled devices and products from relevant Authorities	S\$250.00 per application/per permit
---	--------------------------------------

4. **EMPTYES STORAGE & HANDLING CHARGES**

	On-Site Storage
Storage of Empties cases	S\$30.00 per cbm
Minimum Charge	S\$120.00/consignment/exhibitor
Storage of Loaded cases	S\$40.00 per cbm
Minimum Charge	S\$160.00/consignment/exhibitor
Retrieval charges	S\$30.00 per cbm
Minimum Charge	S\$50.00/consignment/exhibitor

Please contact us if you require any Off-Site empties/loaded Storage.

5. All FCL containers will also incur the following handling charges based on per operation basis:

	20' GP	40' GP	40' HC
Customs Supervision	S\$200.00	S\$250.00	S\$250.00
Return/Collection of Empty container	S\$250.00	S\$350.00	S\$350.00
Unstuffing/Stuffing of Container	S\$350.00	S\$550.00	S\$650.00
Grounding/ Reloading	S\$400.00	S\$600.00	S\$600.00

FCL Handling additional charges:-

- Additional transportation- S\$25.00/cbm (Min. S\$300.00) per trip (Applicable if container is unstuffed at the warehouse).
- For warehouse storage and In/Out handling charges, please refer to the Notes on Tariff #7.

*** You may request 14 days free demurrage and detention charges at the port of origin and indicate the clause in the carrier OBL.*

6. ON-SITE HANDLING CHARGES – GENERAL CARGO (Source: Direct Exhibitor (not applicable for local/overseas agents)

	Pallet/Packed Unit
From arrival designated venue up to delivered on stand excluding storage of empties and packing/unpacking services	S\$95.00 per cbm/1000kg
Minimum Charge	S\$250.00/exhibitor/consignment
Consignment Service Charge	S\$100.00/consignment/exhibitor
Unpacking/ Packing Service	S\$25.00/cbm (Min 2 cbm) per exhibitor

On-site orders for site services will have a 50% surcharge and are on COD basis.

7. COURIER SHIPMENTS (Exhibits, Brochures and Stand Materials only)

Handling from Rogers's Warehouse till delivery to exhibition booth excluding customs clearance, empties storage & on-site supervision	S\$1.20 per kilo
Minimum Charge	S\$280.00 per consignment/exhibitor
Consignment Service Charge	S\$100.00/consignment/exhibitor
Import Permit declared by your agent under Rogers's UEN	S\$150.00/consignment/exhibitor

** Based on actual or volumetric weight whichever is the greater.*

** Single pieces not exceeding 200 x 150 x 200 cm*

** For individual shipments above 1.5 cbm or 200kg per package/piece, please provide dimensions and weight for an individual quotation.*

8. UNSKILLED LABOUR AND FORKLIFT HIRE

	Unskilled Labour	3-ton Forklift Rental
Rate Per Hour	S\$95.00 per hour or part thereof per man	S\$95.00 per hour
Minimum Charge	S\$200.00	S\$250.00

Rates will be doubled on Sundays, public holidays, and after 22:00 p.m. on weekdays.

THE TARIFF MUST BE READ IN CONJUNCTION WITH THE SECTION IN THESE INSTRUCTIONS HEADED "NOTES ON TARIFF."

NOTES ON TARIFF
Asia Tech X Singapore 2025
27 – 29 MAY 2025
SINGAPORE Expo

- 1) This tariff applies on a per shipment, per exhibitor basis and is for general and dry products only.
- 2) FCL/LCL charges, Terminal Handling charges & port handling charges* will be charged extra for inbound and outbound movement.
 FCL shipments: S\$257.00/20', S\$382.50/40' 40HC or as per outlay
 LCL shipments: S\$ 37.25 per cbm (Min. 1 cbm)

**Container Freight Stations (CFS) will charge all current and actual costs, along with any incurred charges from third parties, according to the outlay + 10% disbursement fee (Min S\$25.00). * Port storage charges, based on the outlay + 10% disbursement fee, apply to shipments arriving early via seafreight. Before you ship out, please check with your carrier at origin for more information.*
- 3) All Air-Terminal Handling Charges (S\$0.15/kg Min. S\$25.00) for airfreight arriving in and departing from Singapore will be charged as per outlay for inward & outbound movement.
- 4) With effect from 1 Aug 2024, there is a Cargo Terminal Collection fee of S\$0.10 (min. S\$15.00) per consignment that will be applicable for all import cargo.
- 5) With effect from July 2016, a Safety of Life On Sea (SOLAS)/VGM weighing fee of S\$15.00 per cbm, Min 2cbm will be applicable for all export cargo.
- 6) Tariff prices are applicable only to single pieces not exceeding 250 x 220 x 220 cm / 2,000 kg. Any single piece in excess of 2000kgs will be subject to a heavy-lift charge according to the scale below:-

Weight per Piece	Heavy-Lift Charge
2001-4000 kg	S\$35.00 per 1000 kg
4001-6000 kg	S\$45.00 per 1000 kg
6001-8000 kg	S\$55.00 per 1000 kg

For single pieces above 8000 kg, or in excess of above dimensions, a separate quotation will be given upon receipt of full cargo specification. These rates will not be applicable where mechanical lifting equipment cannot be used due to restrictions of the exhibition venue. Exhibitors should check with the organiser if they need to send to the show any exhibits with dimensions and weight that exceed the limits of the show venue.

- 7) Prices include 5 days free storage in our warehouse in Singapore and 3 days after close date of show for outbound goods. Additional storage in our warehouse in Singapore will be charged at S\$9.50 per m3 per week (Min. S\$95.00 per week) or part thereof. In/ Out warehouse movement charge of S\$15.00/cbm/movement, Min 2cbm will also apply. Cargo without disposal instructions at close of show will be charged as storage cargo.

- 8) Prices are valid only for goods arriving on or before our published deadlines, goods arriving after these dates will be subject to late arrival surcharge of 50% on basic prices. 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 the delivery date to your booth.
- 9) Exhibits which are under Temporary Import and subsequently sold or disposed off in Singapore shall require a permanent import permit. A fee of S\$150.00 per declaration shall be levied for processing of permit conversion and documentation fee, In addition, exhibitors are required to pay Goods and Services Tax (GST) of 9% on CIF or Sales value, whichever is higher + 10% Disbursement Fee (Min \$25.00).
- 10) Transportation charges applicable for cargoes with no return instructions given before show end will be charged at S\$25.00/cbm (min S\$300.00), In/Out warehouse handling charge at S\$15.00/cbm/movement (min 2cbm), and warehouse storage at \$9.50 per m3 per week (min S\$95.00 per week) or part thereof. All charges quoted are based on the per exhibitor/per consignment basis.
- 11) Any unwanted empty packing cases/materials left on the show floor by exhibitors at the close of the show will be removed and sent for disposal. A fee of S\$50.00 per cbm (Minimum S\$450.00) will be levied.
- 12) All cargo must be sent "Freight Prepaid" for the inward movement. Freight sent collect and all outlays paid on behalf will be charged at 20% on top of the payment.
- 13) Overnight Build-up or Tear-down Charges:
 - A 50% surcharge on the basic handling rate for move-in and move-out will be applied for activities occurring between 1800 – 0900 hours from Monday to Saturday.
 - A 100% surcharge will apply to event move-in or move-out that falls on Sundays or Public Holidays, requiring overnight build-up or tear-down between 0900 – 0000 hours.
- 14) Tariff Exclusions: -
 - Transport/Exhibition Insurance
 - Port / Airport storage charges as per receipt/outlay +10% Disbursement Fee, Min \$25.00
 - Assembling / Disassembling/ Repositioning of exhibits -UPON REQUEST
 - Authority Inspection Fee- S\$150.00 per permit if applicable
 - Authority Endorsement Fee – as per outlay +10% Disbursement Fee (Min S\$25.00) if applicable
 - All outlay charges and 9% GST paid on behalf will be charged a 10% disbursement fee (Min S\$25.00).
 - 9% Goods and Service Tax (GST) on local services rendered
 - Handling of perishables/ high value/ high-sensitive /hazardous or dangerous/oversized cargo – UPON REQUEST
 - Verification of bank account/ signature at bank- S\$150.00
 - Supply of new packing materials, wrapping of cases, vacuum packing
 - All other services which not listed above – UPON REQUEST

All business is transacted in accordance with the Standard Trading Conditions of the Singapore Logistics Association (SLA). A copy is available upon request, or you may refer [HERE](#).



Don't print this, Ok?