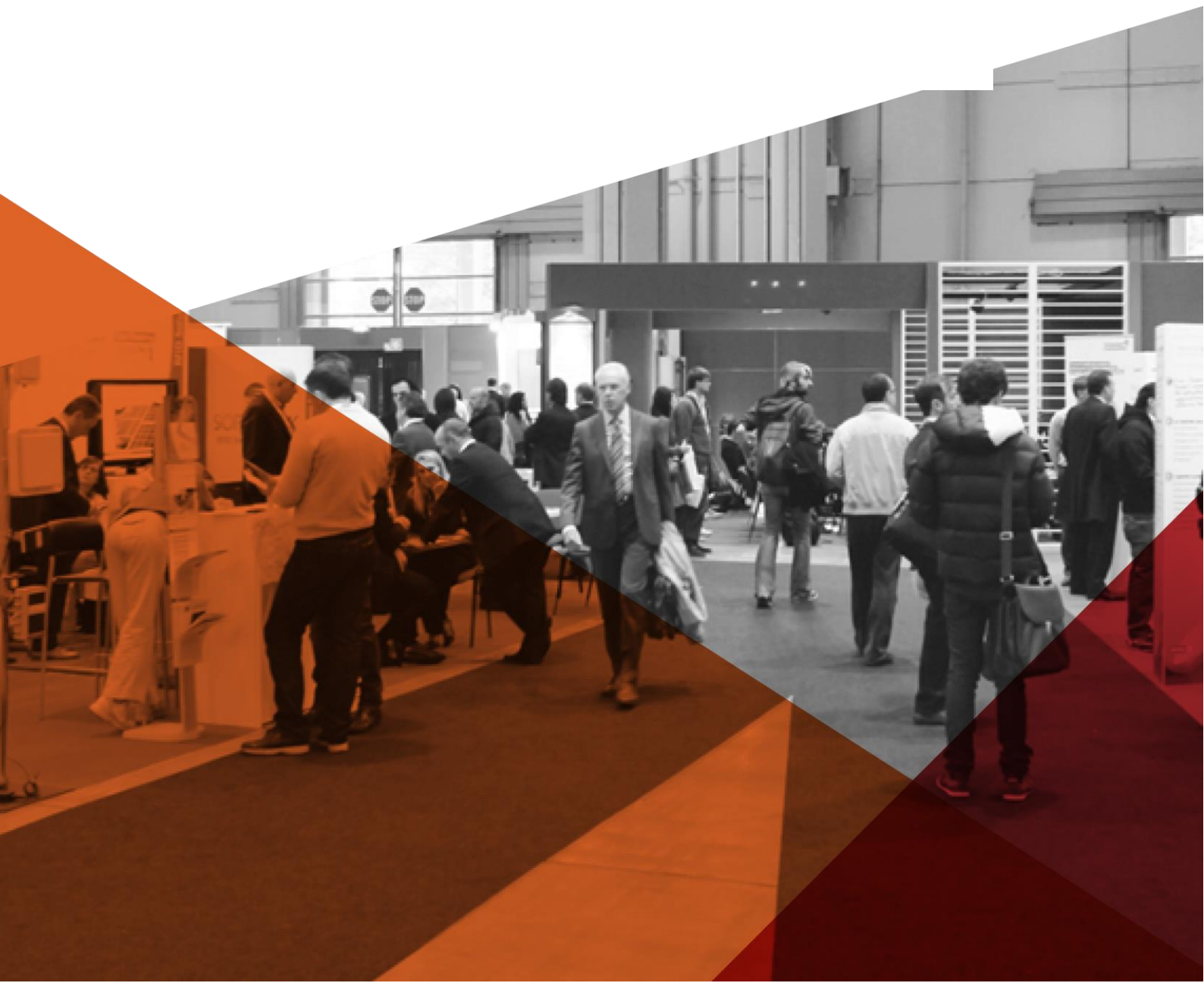




Shipping Instructions

Asia Tech x Singapore 2022



Asia Tech x Singapore 2022

31 May to 3 June 2022

Singapore Expo

Singapore

Agility International Logistics Pte Ltd c/o Agility Fairs & Events Singapore

Co. Reg. No. 199400396C

No 5 Changi North Way, 3rd Floor

Singapore 498771

Tel. +65 6500 0250

Fax +65 6214 9592 / 6214 9593

fairs-singapore@agility.com

Contact:

Mr Andy Neo

Senior Manager

Agility Fairs & Events Singapore

Tel. +65 6565715613 • Fax. +65 6214 9592 / 6214 9593

ANeo@agility.com

Visit Us:



[Agility Fairs & Events Singapore](#)



[Agility Fairs & Events](#)



[agilityFE](#)



[Agility Fairs & Events](#)



[@Agility_FE](#)

Deadlines

Arrival of COURIER consignments	7 days prior to move-in
Name of Carrier, Ocean BL number and copies of House BL, Commercial invoice and Packing List for SEAFREIGHT consignments	7 days prior to consignment arrival
Arrival of exhibits shipped by SEAFREIGHT	10 days prior to move-in
Copies of Commercial Invoice and Packing List for AIRFREIGHT consignments	7 days prior to consignment arrival
Arrival of exhibits shipped by AIRFREIGHT	7 days prior to move-in
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

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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.

Agility will not be responsible for any delays and any port/airport storage charges will be re-charged 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:

Agility International Logistics Pte Ltd
 c/o Agility Fairs & Events Singapore
 Tel. +65 6565715613 • Fax. +65 6214 9592 / 6214 9593
 Contact: Mr Andy Neo
 Email: ANeo@agility.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, Agility 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: AGILITY INTERNATIONAL LOGISTICS PTE LTD
c/o AGILITY FAIRS & EVENTS SINGAPORE
No. 5 Changi North Way, 3rd Floor
Singapore 498771
For: Asia Tech x Singapore 2022

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

Courier Consignments

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

Consignee: AGILITY INTERNATIONAL LOGISTICS PTE LTD
c/o AGILITY FAIRS & EVENTS SINGAPORE
No. 5 Changi North Way, 1st Floor
Singapore 498771
For: Asia Tech x Singapore 2022
Mr Andy Neo
Tel. +65 6565715613



- 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.
- Agility 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 2022
c/o Agility Fairs & Events Singapore
Name of Exhibitor : _____
Stand Number : _____
Case Numbers : _____
Gross Weight/Net Weight : _____
Dimensions : _____

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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. Agility 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 7% 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.

Agility **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 Agility 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 Agility 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. Agility will not accept responsibility for any loss or damage.

Cargo Handover

Exhibitors must contact Agility to arrange for any handover of cargo. They will have to handover cargo to Agility together with Agility's Cargo Handover forms before they leave the exhibition. Agility 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 Agility prior to the show closing. Failure to do so will result in transfer of consignment to Agility warehouse and any such movements will be subject to additional transportation and warehouse storage charges. Agility 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 Agility.

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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 Agility 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 Agility 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, AGILITY FAIRS & EVENTS SINGAPORE 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.
- 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 7% 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:



Agility International Logistics Pte Ltd
DBS Bank Ltd,
12 Marina Boulevard, MBFC Tower 3 Singapore
018982

S\$ A/C : 029-9008129
USD A/C : 0029-000720-010
Swift code : DBSSSGSG

Credit Card payment via PayPal:

Agility Fairs & Events accepts payment via major credit cards such as American Express, MasterCard and Visa through PayPal. A tax invoice will be issued for every transaction. Request for payments by PayPal can be made to: sgfeaccounts@agility.com

(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:

AGILITY INTERNATIONAL LOGISTICS PTE LTD
c/o AGILITY FAIRS & EVENTS SINGAPORE
No. 5 Changi North Way, 3rd Floor
Singapore 498771
Telephone : (65) 6500 0250
Telefax : (65) 6214 9592 / 6214 9593
eMail : fairs-singapore@agility.com
Website : www.agility.com/fairsevents
Contact : Mr Andy Neo
E-Mail : ANeo@agility.com

Terms and Conditions

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

Use of AGILITY FAIRS & EVENTS SINGAPORE'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:					Company Name:		AGILITY INTERNATIONAL LOGISTICS PTE LTD c/o AGILITY FAIRS & EVENTS SINGAPORE NO. 5 CHANGI NORTH WAY, 3RD FLOOR SINGAPORE 498771								
Address:					Address:										
Tel:					Tel:		+65 6500 0250								
Fax:					Fax:		+65 6214 9593								
Delivery Information					Exhibition Information										
Representative at Exhibition:						Show Name:				Asia Tech x Singapore 2022				Hall No.	
Contact Number:						Show Date:				31 May to 3 June 2022					
Requested Delivery Date:						Show Venue:				Singapore Expo				Booth No.	
Requested Delivery Time:						Show City / Country:				Singapore					
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								\$	-		
				0.000								\$	-		
				0.000								\$	-		
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				0.000								\$	-		
				0.000								\$	-		
				0.000								\$	-		
				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 2022

Show Dates : 31 May to 3 June 2022

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 Agility 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 Agility to facilitate freight handling at the exhibition site.

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 : 7 days prior to move-in
- Receipt of documents for seafreight consignments : 7 days prior to consignment arrival
- Receipt of documents for airfreight consignments : 10 days prior move in
- Arrival of seafreight consignments : 7 days prior move in
- Arrival of airfreight consignments : 7 days prior move in
- 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: AGILITY INTERNATIONAL LOGISTICS PTE LTD
 c/o AGILITY FAIRS & EVENTS SINGAPORE
 No. 5 Changi North Way, 3rd Floor, Singapore 498771
 Tel: (65) 6500 0250 / Fax: (65) 6214 9592 / 6214 9593
 For: **Asia Tech x Singapore 2022**

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 Agility 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 Agility 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:

AGILITY INTERNATIONAL LOGISTICS PTE LTD
c/o AGILITY FAIRS & EVENTS SINGAPORE

No. 5 Changi North Way, 3rd Floor
Singapore 498771

Tel: (65) 6565715613 / 6500 0250

Fax: (65) 6214 9592 / 6214 9593

Contact: Mr Andy Neo

E-mail: ANeo@agility.com

www.agility.com/fairsevents