

**Labelexpo Southeast Asia 2020
BITEC, Bangkok**

INTERNATIONAL SHIPPING INSTRUCTIONS

1. Consigning of shipments

All goods sent by airfreight, should be sent to Bangkok airport. Goods sent by sea freight can be sent to Bangkok Port or Laem Chabang Port. For both modes of transport the freight should be pre-paid and consigned as follows: -

Consignee & Notify Party in BL or AWB (in block letters):

APT SHOWFREIGHT (THAILAND) LTD.
98/7-8 YANNAWA ROAD, CHONGNONSEE
YANNAWA, BANGKOK 10120, THAILAND

All documents such as Bill of Lading and Airway Bill must show the consignee as indicated above. Shipments sent freight collect will not be delivered until confirmation regarding payment is received.

2. Deadline Dates

a. Document Deadlines:

The shipping documents must be sent to us no later than the deadlines given below or at least 3 days prior to the arrival of the vessel and / or aircraft in Bangkok.

-Sea freight - 12th August 2020
-Airfreight - 19th August 2020

2 originals and 3 copies of the Bill of Lading / Airway Bill, 3 originals and 2 copies of commercial invoice, 2 originals and 3 copies of packing list, 1 copy of insurance policy and 1 copy of invoice for the premium if insured at origin.

Please send a full pre-alert via email, with consignment information, such as flight/vessel details, airway bill/bill of lading numbers, no. of pieces, weight, dimensions and copies of all documents.

b. Consignment Deadlines:

-Seafreight - 19th August 2020
-Airfreight - 26th August 2020

Consignments arriving after the above deadlines will be subject to a 30% late arrival surcharge (based on the basic handling rates). However, no guarantees can be given that shipments arriving late will be delivered in time for the opening of the show.

3. Customs Declaration

All declarations in your commercial invoice/packing list must be in English. A full description of the items being sent must be given. To assist with the importation approval by Royal Thai Customs, please provide 2 copies of a descriptive/illustrative brochure with your commercial invoice/packing list.

4. Controlled Goods / Licences

Exhibitors are advised to contact us as soon as possible with details of goods they are planning to ship to the event. Many items require an import licence, which needs to be approved before the goods arrival in Bangkok. Failure to have import licences in place will result in heavy Customs fines/penalties.

Items requiring an import & export licence include: -

Communication equipment, defence goods, electrical appliances (e.g. TV, lighting, etc.), food & beverages, radio equipment, medical goods, medicines, motorbikes, used cars, toys, weighing & measuring equipment and all dangerous goods.

These types of goods must be re-exported at the close of the event.

Please let us have full details, such as brand, serial no., ingredients or materials for each item that you intend to import into Thailand at least 45 days prior to the arrival of your shipment.

5. Case Marking / Empty Case Storage / Fumigation

All packages should be clearly marked as follows: -

Labelexpo Southeast Asia 2020
c/o APT Showfreight (Thailand) Ltd.

Name of Exhibitor:

Stand No.:

Case No.:

Gross / Net Weights:

Dimensions:

Empty cases will be stored under shelter within the venue during the exhibition, if space is available.

Depending on the regulations in the Country of destination, wooden cases returning at the close of the event may be subject to fumigation before they can be re-exported. In this instance a fumigation fee will be payable by the exhibitor.

6. ATA Carnet & Temporary Import into Thailand

Goods being imported for the show on a temporary basis can be imported several ways. Please see below the options available: -

Bank Guarantee

For this option our local agent will provide a bank guarantee for the VAT and duty (a non-refundable bond fee applies, please see para. 1.1 of our tariff), which is discharged once the goods have been re-exported from Thailand. Goods can move around Thailand with this option to other locations but they cannot be sold and must be re-exported. A letter of indemnity is required from the exhibitor, a copy of which can be found at the end of these instructions.

Bonded Warehouse

As BITEC is a Customs bonded area, goods can be cleared on a temporary basis at this location (a non-refundable bond fee applies, see para 1.2 of our tariff). Goods must stay within this location but can be sold to a Thai buyer after the show. The goods will then be cleared on a permanent basis under the Thai buyer's name and they are able to claim the VAT back from the Thai Government.

ATA Carnet

An ATA Carnet may be used to import your goods on a temporary basis. Please ensure in Column B (Represented by) it is shown "**APT Showfreight (Thailand) Ltd, and, or any other authorised Rep.**". In addition a Power of Attorney letter, authorising APT Showfreight (Thailand) Ltd. to complete and sign the ATA Carnet will also be required.

Please only use English on the ATA Carnet.

As per Customs regulations, ATA Carnet shipments **MUST** be packed and shipped separately from permanent import items and/or different type of temporary import items. Please issue a commercial invoice for any permanent import goods also being shipped and issue separate HAWB/HBL for each shipment.

7. Courier Shipments

Please be aware that only small, low value shipments such as brochures & giveaways should be sent via courier companies (DHL, FedEx, UPS, etc.)

As Thailand is not a "free port" Country, all shipments sent via courier will be subject to import duty/tax. In most cases the courier company will hold shipments at Customs until

arrival of delegates attending the event, which may result in deliveries arriving after the show has opened.

Courier shipments up to 30 kgs/0.20 cbm may be sent to: -

APT Showfreight (Thailand) Ltd.
98/7-8 Yannawa Road, Chongnonsee
Yannawa, Bangkok 10120, Thailand
Attn.: Mr. Hasnai Kongkaew
Tel. +66 (0) 2165 6158
For: Labelexpo Southeast Asia 2020
Exhibitor Name: _____
Booth No.: _____

For high value shipments or those requiring an import licence, courier companies will be unable to clear your shipment. In this instance we will take over the shipment at the airport and all charges in our tariff for air shipments, including the late arrival surcharge will apply.

If sending goods by courier, please let us have a full pre-alert with a copy of the commercial invoice/packing list and courier's waybill prior to arrival in Bangkok.

8. Overweight / Oversized Exhibits

If you are shipping any items that are over 2000kg or have ANY dimension (length, width or height) exceeding 2000cms (2 meters), please let us know in advance.

For any oversized or overweight pieces to be placed on your stand, please supply us with the following: -

- Stand layout, showing position of each machine/exhibit
- Confirmation if the machine/exhibit is crated or loose
- Equipment required for the lifting and positioning of each machine/exhibit
- Confirm if the machines/exhibits are being positioned directly on the floor, on carpet or a stand platform
- Contact details and mobile no. of the person(s) responsible who will supervise the positioning of the machines/exhibits on the stand

Goods are positioned on a first time spotting basis and if the exhibitor or their representative is not present during the delivery of the goods, a surcharge will apply for any re-positioning or re-lifting. In the case of oversized exhibits, once these are positioned on the stand it may not be possible to re-position afterwards.

9. Insurance

It is the responsibility of each exhibitor to arrange marine (transport) insurance to and from the event. We strongly recommend you contact your insurers for comprehensive cover. Our liability will be limited, as per our standard trading conditions.

10. Contact details

Please send all correspondence, including shipment pre-alerts, to: -

GT Exhibitions Ltd.
Contact: Steve Andrews
Tel. 01376 567567
Fax 01376 335034
e-mail: steveandrews@gtexhibitions.com

11. Payment

Unless agreed in advance, payment for our services must be paid prior to delivery to your stand. Payment can be made by Bank transfer or credit card, please note, credit card transactions are subject to a transaction fee.

All work is carried out in accordance with our trading conditions, which are available on request.

Please print on Exhibitor's Letter Head

LETTER OF INDEMNITY

Indemnity Agreement made on date..... between (*exhibitor*)..... having its registered office at (hereinafter referred to as 'Party A') and APT Showfreight (Thailand) Limited having its registered office at 98/7-8 Yannawa Road, Chongnonsee, Yannawa, Bangkok, 10120 Thailand. (hereinafter referred to as 'Party B').

WHEREAS, Party A wishes to import (hereinafter referred to as 'Goods') into Thailand in order to participate
In << **show name** >>.

WHEREAS, Party A wishes to temporary import of Goods for the said exhibition and requests Party B to arrange Customs Bond to the Thai Customs Authority on behalf of Party A guaranteeing the re-export of Goods within 2 months from the date of importation of Goods, and

WHEREAS, Party B agrees to arrange Customs Bond for temporary import of Party A's Goods.

NOW THEREFORE, THE PARTIES AGREE AS FOLLOWS:

1. Party A shall import the said Goods (the details of which are as per the attachment) into Thailand for the purpose of exhibiting the Goods at <<**show name**>> during <<**date**>> and shall re-export the said Goods within 2 months from the date of their importation.
2. Party B shall arrange the Customs Bond to the Thai Customs Authority for the purpose of exemption of payment of import duties and taxes on the said Goods upon importing goods into Thailand by Party A.
3. In consideration of Party B arranging the Customs Bond. Party A shall pay Party B a fee based on **2.5%** of CIF value or the value as assessed by the Thai Customs Authority (**Minimum charges US\$250.00**). Party A shall further indemnify and hold Party B harmless from any and/or all liabilities, losses, damages that Party B may suffer as a result of claims, demands, costs (including attorney's fees) against Party B in arranging Customs Bond to the Thai Customs Authority resulting from Party A's failure to prevent the Goods - in whole or in part - being sold without payment of duties/taxes, missing, disposed off, consumed, given away or donated or for whatsoever reasons, and/or failure to re-export the goods within the period as warranted by Party B to the Thai Customs Authority.
4. In any event Party B shall have a general lien on the Goods.

IN WITNESS HEREOF, Party A and Party B hereto have caused this Agreement to be executed by its

representative on the date and year first written above.

PARTY A:
(Name and Company's stamp of Exhibitor)
Limited

PARTY B:
APT Showfreight (Thailand)

.....
(Name and Signature)

.....
(Name and Signature)