

APLAR 2022

6 – 9 December 2022

Hong Kong Convention & Exhibition Centre

Hong Kong

Shipping Manual

INTRODUCTION

It's our pleasure to serve all exhibitors participating in APLAR 2022.

All inquiries, please feel free to contact:

APT Showfreight Limited
 31/F, Morrison Plaza,
 9 Morrison Hill Road, Wanchai, Hong Kong
 Tel: +852 2877 0150 Fax: +852 2877 0505
 Email: kaman.lee@aptshowfreight.com
 Contact: Ms Kaman Lee

DOCUMENT REQUIREMENT

- 1 copies of Airway Bill / 1 original Bill of Lading or 1 copy of Express Bill of Lading
- 1 copies of Combined Commercial Invoice & Packing List
- 1 copy of Insurance Policy (if insured)
- Original copy of ATA Carnet with + 1 Copy of Power of Attorney with company chop and signature (if applicable)

TIME SCHEDULE

Document Deadlines:

Seafreight	LCL: 08 November 2022 FCL: 15 November 2022
Airfreight	15 November 2022
Local	22 November 2022

Consignment Deadlines:

Arrival of Seafreight exhibits in Hong Kong Seaport	LCL: 19 – 21 November 2022 FCL: 26 – 28 November 2022
Arrival of Airfreight exhibits in Hong Kong Airport	26 – 28 November 2022
Collection of local exhibits in Hong Kong	28 – 29 November 2022



SHIPPING GUIDELINES

CONSIGNMENT INSTRUCTIONS

All Master Airway Bill/ Bill of Lading must be consigned "Freight Prepaid" as follows, additional surcharge will be imposed for wrong consignee consignments, and a 5% outlay commission fee will be imposed for all "Freight Collect" consignments.

Consignee:

APT SHOWFREIGHT LIMITED

31/F, Morrison Plaza,

9 Morrison Hill Road, Wanchai, Hong Kong

Tel: 852 2877 0538 Fax: 852 2877 0505

Notify:

APT SHOWFREIGHT LIMITED

Tel: 852 2877 0538 Fax: 2877 0505

For: APLAR 2022

LATE ARRIVAL

In case there is any late shipment arriving Hong Kong after the above specific deadline, a late arrival surcharge at 30% based on basic handling charge will be applied. APT Showfreight Limited will make all efforts to expedite the delivery schedule but no guarantee can be given.

CASE MARKING

For easy identification of exhibits, all packages must be marked as follows:

APLAR 2022

c/o APT Showfreight Limited

Name of Exhibitor : _____

Stand Number : _____

Case Number : _____

Gross/Net Weight : _____

Dimensions : _____

PACKING

Exhibitors are advised to provide strong packing cases for the transportation of the exhibits which can withstand unpacking and repacking operations. For main exhibits, we commend bolted returnable type of cases to be used. This is to avoid unnecessary repair and reconstruction of cases in the event of damages due to handling whilst in transit.

COMBINED COMMERCIAL INVOICE & PACKING LIST

Please find attached a copy of the Combined Commercial Invoice and Packing List for your usage. You may photocopy additional copies if the attached is insufficient.

While filling in the Combined Commercial Invoice and Packing List form, please take special attention to the followings:

- a. All entries must be in English Language.
- b. A full description of the item must be given. Brand name, model number, serial number and country of origin must be given of machine, computer and hi-tech equipments.
- c. All value declared/ indicated on the shipping documents must be reasonable. Problems in customs clearance may occur if the customs officer judges the declared price to be unreasonably low. "No Commercial Value" is not acceptable by the Customs.

RE-EXPORT

During the show period, representative from APT Showfreight Limited will give a 'Return shipping Instruction' form to exhibitors. Exhibitors are required to advise if the goods will be re-exported, sold or disposed for each item declared on the commercial invoice and packing list ; During move-out days, we will assist exhibitors with returning of empty cases, repacking, re-export, etc. as applicable.

Approximately, it takes 1 week time for handling all Re-export Customs formalities and vessel/ flight bookings in Hong Kong after show closed. If any exhibitor who needs the goods to be re-exported urgently, please advise APT Showfreight Limited in advance.

FUMIGATION RULES IN HONG KONG

Fumigation is not required for shipment to Hong Kong. Shipment that will be re-exported from Hong Kong contains wooden packaging materials, which are required to be fumigated or treated with preservatives prior to departure, all related charges will be for the exhibitor's account and will be quoted upon request.

DANGEROUS GOODS

Exhibitors need to send us a special form for dangerous goods (the form will be provided upon request), and the completed forms should reach us at least 7 working days before shipment is dispatched. A separated quotation will be provided upon receiving the request.

Exhibitors/ agents shall be liable for the consequences of shipping such items to Hong Kong without consulting APT Showfreight Limited.

CONTROLLED ITEMS IN HONG KONG

In case the shipment contains any controlled items by Hong Kong Government, we strongly recommend that the Combined Commercial Invoice & Packing List should be sent to APT Showfreight Limited for checking prior to the shipment departure from the country of origin.

If required, APT Showfreight Limited will apply necessary license/ permit on behalf of the exhibitors, but under no circumstances that APT Showfreight Limited can guarantee such license will be granted.

According to the Customs Regulations in Hong Kong, import/ re-export license from the Hong Kong Government is required for transshipping the followings items in Hong Kong:

- Animals, Birds & Reptiles and their parts, Endangered Animals & Plants Species
- Controlled Chemicals
- Controlled Medicines
- Dutiable Commodities: alcoholic liquors, tobacco, hydrocarbon oil & methyl alcohol (*duties & taxes in Hong Kong will be billed to exhibitors' account as per outlay*)
- Fresh/ Frozen Meat
- Optical Disc Mastering & Replication Equipment
- Radio Transmitting Equipment
- Strategic/ Hi-Tech/ Communication Commodities
- X-Ray
- Vehicle
- Textiles, etc.

If import / re-export license is required, exhibitors are required to submit to APT Showfreight Ltd the following documents / information for application of licenses in Hong Kong **at least 30 (thirty) days** prior to the shipment departure from the country of origin.

- a. Catalogue/ Brochure of commodities
- b. Export Permit Issued by the Products' Originating Country/ Place
- c. Certificate of origin
- d. Commercial Invoice and Packing List

Application for import / re-export license in Hong Kong (if required)

Import License Application fee	USD 120.00 per application per license
Re-export License Application fee	USD 120.00 per application per license

Pre-classification fee in Hong Kong (Only applicable for Alcoholic Liquors, Strategic/ Hi-Tech/ Communication Commodities)

Pre-classification fee for Alcoholic Liquors	USD 100.00 per application
Pre-classification fee for Strategic/ Hi-Tech/ Communication Commodities	USD 100.00 per application per item

For further details, please refer to the below web-site: <http://www.tid.gov.hk>

HIRE OF LABOUR

Our rates include outside packing material unpacking and repacking on-site during normal work hours. If exhibitor requires additional labour for stand dressing, assembly of display panels or machinery or decoration of any kind, please contact us for quotation.

ADDITIONAL SERVICES

For additional services not covered by this tariff, an individual quotation will be given upon request.

INSURANCE

It is the responsibility of each exhibitor to arrange Marine (Transport) Insurance covering transport to the exhibition, during the exhibition, till the return of the exhibits to domicile/ exhibits sold locally, including the period the exhibits are handled by APT Showfreight Limited.

This tariff is computed on the basis of volume and weight and has no correlation with the value of exhibits, no insurance coverage is included, and subject to separate quotation.

PAYMENT TERMS

Inward : Upon presentation of invoice, prior to delivery to stand

Outward : Upon presentation of invoice, prior to delivery to premises or cargo release to consignee.

All payments must be made without any deduction or deferment on account of any claim, counterclaim or offset, and all remittance bank charges are to be borne by exhibitor.

Details of our bank account:

Beneficiary Bank Name:	HSBC Hong Kong
Beneficiary Bank Code:	004
SWIFT Code:	HSBCHKHHHKH
Account Number:	813-221496-838 (USD/ HKD/EUR)
Account Name:	APT SHOWFREIGHT LTD

TERMS AND CONDITIONS

APT Showfreight Limited does not take any responsibility for: -

- a) Exhibits which are not allowed by the organizer or Hong Kong Customs to be sold or displayed in fair site
- b) Any tax/duty for sold exhibits

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

Use of APT Showfreight Limited's services – be it partly or in full – and any requirement for additional services at any time before, during or after the exhibition express orally and/or in writing and/or by conduct, implies acknowledgement and acceptance of the foregoing.

IMPORTANT NOTES ON HONG KONG IMPORT / EXPORT LICENSE

A. Functional Food Products

Function food products that contain no medicine ingredient, exhibitors are only required to provide following documents to APT Showfreight Limited for the Customs clearance in Hong Kong on or before **06 October 2022**

- 1) Certificate of Origin
- 2) Official Government Health Certificates
- 3) Combined Commercial Invoice & Packing List

If exhibitors are not sure if any license or permit will be required in Hong Kong, please provide the completed 'Commercial Invoice & Packing List' to APT Showfreight Limited on or before **06 October 2022** for checking.

B. Pharmaceutical Products: Western Medicines (including Nutritive Supplements such as Vitamins, Liver Oil Tablets & etc.) and Traditional Chinese Medicines

Import and Export Licenses for pharmaceutical products is required in Hong Kong, including western medicines (including Nutritive Supplements like Vitamins, Liver Oil Tablets & etc.), and traditional Chinese medicines. Functional food products that contain any medicine ingredient will be classified as pharmaceutical products.

Exhibitors who are planning to send any pharmaceutical product samples to this show must have their own registered pharmacy / importer / exporter holding valid import/export licenses in Hong Kong to arrange the customs clearance. We, APT Showfreight Limited, is not authorized to apply such import/ export license for any pharmaceutical products, even these products are for exhibition purpose only.

Exhibitors may consider hand carry small quantities of their products for display purposes only. However, neither the Organizer nor APT Showfreight Limited will be responsible for confiscation should products are impounded upon arrival in Hong Kong by the Customs authorities.

C. Dairy Products

Exhibitors who plan to send any dairy products such as ice cream, powdered milk, fresh milk and yogurt must provide full details to APT Showfreight Limited on or before **06 October 2022**

- 1) Certificate of Origin
- 2) Official Government Health Certificates
- 3) Combined Commercial Invoice & Packing List

D. Endangered Species – products and medicines

The import and export of endangered species for commercial purposes is strictly prohibited, and no license can be issued.

The granting of import / export licenses / permits is solely at the discretion of the relevant government authorities. Organizer and APT Showfreight Limited cannot be held any responsibility for the refusal to grant such permission even after the goods arrival in Hong Kong. Any additional charges incur such as air / sea port storage charges and penalty will be at shippers/ exhibitors accounts.

HANDLING TARIFF

- | | | |
|--|-------|--|
| 1. Hong Kong Government import / re-export declaration fee | | 0.05 % of CIF Value declared, Minimum USD 30.00 per consignment per exhibitor |
| 2 Consignment Service Charge | | USD 80.00 per consignment per exhibitor |

Handling charges for Sea freight Cargo from arrival Hong Kong Seaport to exhibition stand or vice versa:

- | | | |
|---------------------------|-------|---|
| a Basic Handling Charge | | |
| LCL: | | USD 90.00 per cbm or 1,000 kg whichever is the greater, Minimum USD 135.00 per consignment (HBL) per exhibitor. |
| FCL: | | USD 1,980.00 per 20' GP container (22 cbm)
USD 3,960.00 per 40' GP container (44 cbm)
USD 4,500.00 per 40' HQ container (50 cbm) |
| b Seaport Terminal Charge | | |
| LCL: | | USD 35.00 per cbm or 1,000 kg whichever is the greater, Minimum USD 70.00 per consignment (HBL) per exhibitor |
| FCL: | | USD 300.00 per 20' GP container
USD 400.00 per 40' GP container |

Handling charges for Air freight Cargo from arrival Hong Kong Airport to exhibition stand or vice versa:

- | | | |
|---------------------------|-------|---|
| a Basic Handling Charge | | USD 0.90 per kg based on actual or volumetric weight, whichever is the greater, Minimum USD 135.00 per consignment (HAWB) per exhibitor |
| b Airport Terminal Charge | | USD 0.35 per kg base on actual or volumetric weight, whichever is the greater, Minimum USD 70.00 per consignment (HAWB) per exhibitor |

IMPORTANT:

- I. The above rate (for both seafreight and airfreight) doesn't include stand dressing, assembly of display panels or machinery or decoration of any kind. If these special services are required, it will be subject to a mutual agreement with the exhibitor and additional charges will be levied.
- II. If any consolidated shipment is sent by seafreight and / or airfreight, it must be issued with House Bill of Lading and / or House Airway Bill, plus a Consolidation Cargo Manifest.
- III. Any storage charges at air/ sea port terminal, container demurrage/ detention charges and duties/ taxes, will be billed at cost to exhibitors/ agents.
- IV. Current and actual cost levied by Airport / Container Freight Stations (CFS); all third parties' charges incurred will be charged at cost.
- V. Delivery Order Fee: at cost as per outlay, approx. **USD 80.00** per bill of lading, will be applying on inward movement.
- VI. Bill of Lading Fee: at cost as per outlay, approx. **USD 80.00** per bill of lading, will be applying on outward movement.
- VII. Telex Release Fee: at cost as per outlay, approx. **USD 80.00** per bill of lading, will be applying on outward movement.
- VIII. VGM handling fee: **USD 50.00** per bill of lading (LCL), **USD 50.00** per container (FCL), will be applying on outward movement
- IX. Customs inspection fee (if applicable): **USD 50.00** per consignment per exhibitor, will be applying on both inward and outward movement

HEAVY –LIFT/ OVER-SIZE SURCHARGES / OVER

Our tariff for seafreight and airfreight consignments is applicable for individual exhibit not exceeding **2,000kg** per package. Individual exhibit in excess of **2,000kg** per package or dimension exceeding **L3m x W2m x H2m** per package will subject to an individual quotation of heavy-lift/ over-sized surcharge (in addition to the basic handling charge).

THIRD PARTY AGENCY FEE

Only applicable if shipment is through co-loader:

Third Party Agency Fee At cost as per outlay, **Minimum USD 70.00** per consignment (HBL / HAWB) per exhibitor

STORAGE CHARGE

Goods not re-exported or storage for another exhibition shall be transferred from the booth to our warehouse for temporary storage.

Consignment Service Charge **USD 80.00** per consignment per exhibitor

Handling Charge **USD 80.00** per cbm or 1,000 kg whichever is the greater, **Minimum USD 120.00** per consignment per exhibitor

Storage Charge **USD 20.00** per cbm per week, **Minimum USD 40.00** per consignment per week

ATA CARNET ENDORSEMENT FEE

Handling charge for ATA Carnet endorsement in Hong Kong (if required) **USD 100.00** per entry or exit per ATA carnet endorsement

LOCAL HANDLING CHARGE

From collection at exhibitor’s warehouse / premises in HK delivery to exhibition stand or vice versa.

Consignment Service Charge **USD 80.00** per consignment per exhibitor

Handling Charge **USD 80.00** per cbm or 1,000 kg whichever is the greater, **Minimum USD 120.00** per consignment per exhibitor