

SHIPPING INSTRUCTION

a. Freight Forwarder *whom you will contact about shipping and customs procedure in Japan.*

■ **Company:** APT SHOWFREIGHT (S) PTE LTD
■ **Address:** 10 Bukit Batok Crescent, #08-05, The Spire, Singapore 658079
■ **Phone:** +65 / 6499 8988
■ **Fax:** +65 / 6499 8989
■ **Person in charge:** Ms Suhhailah suhhailah@aptshowfreight.com
■ **Person in charge (2):** Ms Brenda Tan brenda.tan@aptshowfreight.com

■ **Company:** ISHIKAWA-GUMI, LTD.
■ **Address:** 4-14-2 Higashi-Ohi Shinagawa-ku Tokyo 140-0011 Japan
■ **Phone:** +81 / 3-3474-8102
■ **Fax:** +81 / 3-5460-9841
■ **Person in charge:** Mr. Kenichi Mizunuma k_mizunuma@ishikawa-gumi.co.jp

ISHIKAWA-GUMI, LTD. receive the cargo at the seaport and/or the airport in Japan, complete customs procedures and deliver the cargo to the exhibitor's booth at the exhibition site. After the exhibition close, APT SHOWFREIGHT / ISHIKAWA-GUMI, LTD. Return the cargo destination seaport /airport upon exhibitor's request. You may read this guidance carefully and if you have any question or need any further information, please do not hesitate to contact us.

b. DEADLINES of cargo arrival

All items sent to the show must arrive in Japan during following period.

■ **SEA Freight** Cargo must be discharged at **EACH PORT** during following period.
- LCL Shipment Hakata earliest / latest arrival **15 days before your delivery deadline**
- FCL Shipment Hakata earliest / latest arrival **10 days before your delivery deadline**

■ **AIR Freight** Cargo must be discharged at **Fukuoka(FUK) AIRPORT** during **10 days before delivery deadline**

NOTE !! All shipments sent to the show must be forwarded on **FREIGHT PREPAID** bases.
For a shipment on freight collect bases, advance payment fee will occur accordingly.

c. Document distribution

Please hand over Invoice & Packing List to us 7days prior to cargo leave from origin sea/air port.

■ **SEA Freight** Email it over to APT SHOWFREIGHT (S) PTE LTD **20 days** prior to cargo arrival at Kobe port.
■ **AIR Freight** Email it over to APT SHOWFREIGHT (S) PTE LTD **14 days** prior to cargo arrival at Osaka airport.

d. Consignee and Notify *How to consign your shipment on the ● B/L, Air Waybill ● INVOICE & PACKING LIST*

■ **Consignee** Exhibitor's Representative office name
Address

*** If no rep. in Japan, please consult us how to.
ISHIKAWA-GUMI, LTD.
14-2,4-CHOME, HIGASHI-OHI, SHINAGAWA-KU, TOKYO, 140-0011 JAPAN
TEL : +81/3-3474-8102

■ **Notify** ISHIKAWA-GUMI, LTD.
Tel: 03-3474-8102 / FAX: 03-5460-9841
For : APLAR 2025
Exhibitor Name : < _____ >
Stand No. : < _____ >

If you do not fill-in these, it will
causes delay / non-delivery

NOTE !! Please do not send shipments before we give you the green light.

NOTE !! Exhibitor Name, Hall No./ Stand No. must be shown on the B/L & Air Waybill to avoid Extra Charges

e. Case Marking following information must be marked on each packing cases.

EXHIBITION NAME:	APLAR 2025		
EXHIBITOR NAME :			
HALL NO.	/	STAND NO.	
NET WEIGHT:		KGS	
GROSS WEIGHT:		KGS	
DIMENSIONS:	X	X	(CM)
CASE NO.	1 - up		
ENTRY CATEGORY :			

- ENTRY CATEGORY = see Section -f
- In addition to above, mark with " THIS SIDE OPEN", "THIS SIDE UP", "FRAGILE" as required.

f. Customs Entry in Japan import regulation may be different from other countries.

Exhibitor must clarify and declare that what method of entry is required for each item prior to shipping. APT SHOWFREIGHT / ISHIKAWA-GUMI, LTD. will declare it according to the "Type of Entry" of which shipper indicates on his commercial invoice, and ENTRY CATEGORY which is marked on each packing cases. Regarding "Type of Entry" and "ENTRY CATEGORY", please refer following specification and notice.

ENTRY CATEGORY	Type of Entry	Method	Status
A	ATA Carnet	Temporary import by ATA Carnet	Must be re-exported
B	Consumption entry	Import with paying import duty/tax	Free for disposal

NOTE !! Do not mix above categorized items. Otherwise case maybe opened to sort items on shipper's expense, and we will not be responsible for any loss or damage due to that.
ATA Carnet and Permanent goods MUST BE PACKED SEPARATELY.

g. Documentation following documentation required for cargo entry in Japan

■ B/L	How to consign = see Section- d. / Waybill recommendable or "Surrendered" B/L
■ Air Waybill	How to consign = see Section- d.
■ Invoice /Packing List	<p>※ Use attached official form. In English only.</p> <p>※ Common name ***** which item is identified easily. Kind of material of which the item made (i.e.. wooden, metal..)</p> <p>※ Amount ***** for all items."No value" is not accepted and cause no-delivery. Currency = US Dollar / Term = CIF Kobe <Problems in customs clearance may occur if the customs officer judges the declared price to be unreasonable low.></p> <p>※ Type of Entry ***** If no indication, it will be permanently imported with paying duty/tax which is not refundable.</p> <p>※ Net & Gross Weight / Dimensions of packing cases ***** of each outer cases.</p>
■ ATA Carnet	※ Original "Power Of Attorney (POA)" with holder's signature is also required.
■ Catalogue	For explanation to the customs about products.

NOTE !! Japanese customs are thorough in their examinations. Basically every case is to be opened and contents are carefully checked against invoice / packing list declared by shipper. Delays and extra cost, or no-delivery may result if the contents and invoice / packing list do not match.

h. Food / Medical Items / Cosmetics

Due to the Japanese law, we cannot clear customs for Food stuff /Medical items/equipment and Cosmetics (incl. Kitchenwares and Toys etc.) without import license that freight forwarders cannot apply to obtain.
The agent or representative of the exhibitor in Japan have to apply for the license.

i. Cargo Insurance All risks must be covered by the insurance.

An insurance policy / certificate should be purchased. Exhibitors should insure their goods from the time they are dispatched firstly, until either being returned to the final destination or corrected by buyers after the exhibition. All risks must be covered by the insurance however APT SHOWFREIGHT / ISHIKAWA-GUMI, LTD. does not insure goods on shipper's / exhibitor's behalf.