



China Attractions Expo 2021
25-27, March 2021



SHIPPING INSTRUCTION

Chinafair Cargo Services International Inc.

展联国际货运代理(北京)有限公司

Room 1509, Zhongji Plaza, No.25 Maliandao Rd, Xicheng Dist,
Beijing, China. 100055

E-mail :

helen@chinafair-logistics.com

Tel : (8610) 6333 3181

Fax : (8610) 6333 3191

Contact:

Mrs. Helen Cui

www.chinafair-logistics.com



SHIPPING INSTRUCTION

INTRODUCTION	2
A) TIME SCHEDULE OF FREIGHT FORWARDING	3
B) CONSIGNMENT INSTRUCTION.....	4
C) EXHIBITION DOCUMENTS	4
D) PROMOTIONAL MATERIALS	4
E) QUARANTINE INSPECTION AND FUMIGATION.....	4
F) DANGEROUS GOODS.....	5
G) PACKING OF EXHIBITS	5
H) LAYOUT OF STAND	5
I) HEAVY / OVER-SIZED EXHIBITS.....	5
J) CASE MARKING.....	5
K) CUSTOMS CLEARANCE, UNPACKING & REPACKING OF EXHIBITS	6
L) HAND-CARRIED EXHIBITS (FOR GENERAL EXHIBITS ONLY).....	6
M) INSURANCE	6
N) CUSTOMS PROCEDURE AT CLOSE OF EXHIBITION	6
O) RETURN OF EXHIBITS	6
P) PAYMENT	7
Q) CONDITIONS OF BUSINESS	7



INTRODUCTION

Full information and instructions are enclosed herein to help you ensure the correct dispatch of goods and associated documents to this show. Kindly read these carefully and comply with them accordingly. Non-compliance will cause unnecessary delay in customs clearance and additional expenses.

Please address all your correspondence concerning the Exhibition Freight Forwarding matters to:-

<p>Chinafair Cargo Services International Inc. Room 1509, Zhongji Plaza, No.25 Maliandao Rd, Xicheng District, Beijing, PR China. 100055 E-mail : helen@chinafair-logistics.com Tel : (8610) 6333 3181 Fax: (8610) 6333 3191 Contact : Mrs. Helen Cui</p>

Or please contact our branch/agent in your country. For the sake of efficiency and economy, you are encouraged to ship your exhibits through our overseas branches or nominated agents who are specialists in exhibition freight forwarding.



A) TIME SCHEDULE OF FREIGHT FORWARDING

	<u>ON OR BEFORE</u>
(1) CARGO RECEIVING DEADLINES – OVERSEAS SHIPMENTS › SEA SHIPMENT LANDED AT XINGANG, TIANJIN SEAPORT › AIR SHIPMENT LANDED AT BEIJING AIRPORT	02MARCH 2021 09 MARCH 2021
(2) DOCUMENT DEADLINES FOR APPENDIX I TO V - APPENDIX I - TRANSPORT ORDER TO CHINAFAIR - APPENDIX II –DECLARATION FORM FOR TEMPORARY IMPORT EXHIBITS - APPENDIX III - ACKNOWLEDGEMENT OF CUSTOMS CLEARANCE FORMALITIES - APPENDIX IV - ACKNOWLEDGEMENT OF QUARANTINE INSPECTION & FUMIGATION FORMALITIES - APPENDIX V - SKETCH OF BULKY EXHIBITS › SEA SHIPMENT › AIR SHIPMENT › BILL OF LADING & SHIPPING ADVICE TO CHINAFAIR	28 FEB 2021 28 FEB 2021 7 days prior to arrival of vessel 48 hours prior to arrival of flight
(3) CENSORSHIP ITEMS (PROMOTIONAL MATERIALS) TO CHINAFAIR OFFICE FOR CUSTOMS CENSORSHIP	2-3 days before the opening of exhibition
(4) INBOUND PAYMENT TO CHINAFAIR	23 MAR 2021

REMARKS:

- Chinese New Year, National Day & other public holidays definitely affect the regular arrangement of customs clearance and collection of cargoes; adhering to our documents and cargoes receiving period is IMPORTANT as there is no room for any delay.
- All cargoes containing wooden materials (internal or external) must be fumigated bearing the mark of IPPC (International Plant Protection Convention) before importing to china. This regulation is applicable for all countries / cities (including Hong Kong SAR, Macau SAR and Taiwan).
- Overseas exhibitors can obtain essential information from our nominated agents. (i.e. deadlines & freight charges, etc.)
- Cargoes sent from Hong Kong SAR, Macau SAR, and Taiwan are also treated as overseas shipments.



B) CONSIGNMENT INSTRUCTION

a) Direct arrival Beijing Airport: - (overseas shipments)

b) Direct arrival Xingang, Tianjin Seaport: (overseas shipments)

SHIPMENTS, WHICHEVER ARE AIRFREIGHT OR SEAFREIGHT, SENT UNDER MASTER AIRWAYBILL OR MASTER OCEAN BILL OF LADING ARE ALWAYS ENCOURAGED; EXHIBITORS ARE, NO DOUBT, TO BEAR UNEXPECTEDLY HIGH FORWARDERS' HANDLING FEE IN CHINA IF SHIPMENTS ARE COVERED BY HOUSE AIRWAYBILL OR HOUSE OCEANBILL.

Before shipment arrival P.R.C, shipment pre-alert with the following details must be sent to the notify party as the above mentioned:

- Dimensions and weight of each package;
- Estimate Date of Departure and Arrival;
- Flight No. / Name of Vessel & Voyage No.
- Master Air waybill No/ Master Ocean B/Lading (NO HOUSE AWB/OBL IS ACCEPTED).
- Declaration Form for Temporary Import Exhibits.

For AIR shipment, the Declaration form for temporary import exhibits MUST also be attached to air waybill, as your shipment can only be cleared Customs against this document.

For SEA shipment, **ORIGINAL Bill of Lading together with official "Declaration Form for Temporary Import Exhibits " MUST be** dispatched to the consignee at least 1 week before the goods arrival PRC port.

Full container loaded sea shipment under through Bill of Lading to PRC, it is essential to specify in B/L service code at destination is CY/CY.

For break-bulk cargo, they must be **unloaded** at PRC port AS PER TIME SCHEDULE. When deciding to use this mode of transportation, the exhibitors must be fully aware of the uncertainty of the duration from vessel arrival PRC till unloading of cargo at PRC terminal.

C) EXHIBITION DOCUMENTS

Customs Clearance will be proceeded according to the "DECLARATION FORM FOR TEMPORARY IMPORT EXHIBITS", both for exhibition opening and closing. All exhibitors are requested to complete in both English and Chinese in full the "DECLARATION FORM FOR TEMPORARY IMPORT EXHIBITS" and return to us according to our **TIME SCHEDULE**. Description of ALL exhibits, including promotional materials –catalogues, souvenirs, samples, visual aids - must be declared **precisely**, such as: including the DIMENSION of individual package, MODEL NOS., SERIES NOS., BRAND NAMES, MAJOR COMPONENTS, MATERIALS, QUANTITIES, and VALUE etc..

On request, we can also have the "Declaration Form for Temporary Import Exhibits" translated into Chinese at exhibitor's expenses. However, these documents MUST reach us on time.

Hand-carried exhibits brought to the exhibition must also be declared, but **separately**.

D) PROMOTIONAL MATERIALS

When Taiwan, Hong Kong, or Macau is mentioned in these promotional materials, the exhibitors should avoid using any expression of interpreting those places are in the position equivalent to a country. All requirements of sending these materials to this exhibition could be referred to **Appendix III – Acknowledgement of Customs Clearance Formalities**.

E) QUARANTINE INSPECTION AND FUMIGATION

Please refer to the **Appendix IV – Acknowledgement of Quarantine Inspection & Fumigation Formalities and notice of Quarantine Inspection and Fumigation** – for details.



F) DANGEROUS GOODS

Exhibitors need to complete and send to CHINAFAIR a special form for dangerous goods. The completed form should reach CHINAFAIR before shipment is dispatched. Such form will be provided upon request.

The surcharge for handling of dangerous cargo will be charged at exhibitors' account.

For your information, no cargo having dangerous nature will be accepted by the Rail in PRC; airlines & ocean carriers only accept those shipments to the limited extent. Exhibitors shall be liable for the consequences of re-exporting such items to out of China without consulting CHINAFAIR in advance.

G) PACKING OF EXHIBITS

The exhibitor shall be responsible for the consequences of improper packing,

a) Protection against Damage and Rain

Please note that the exhibits are to be repeatedly loaded and unloaded by different parties during the long distance transportation, shocking/bumping will sometimes be inevitable. Moreover, the exhibits will be placed outdoors many times, including open-air storage at the exhibition centre before and after the exhibition sometimes even without a tarpaulin. Therefore, we strongly recommend the Exhibitor to take necessary precautions against damage and rain, especially when the return exhibits are to be packed with original packing materials, as the cases as well as aluminum foil, plastic covers etc. may be damaged already during unpacking.

b) The Case

The case must be strong enough to avoid damage during transportation as well as unpacking and in particular be suitable for repacking and for sale or return movement after the exhibition. It is advisable that the gross weight of individual package is between a few hundred kg and 2 tons - smaller case will be handled manually and therefore has more chances to get damaged; while too heavy a case will cause heavy-lift surcharge.

H) LAYOUT OF STAND

When the gross weight of a case of exhibit exceeds 1,000 kilos or when the total volume of exhibits is substantial, e.g. over 10 cubic meters, exhibitors should submit a drawn-to-scale layout on **FORM (APPENDIX V)** or prepare one separately if necessary, to facilitate the transport and positioning of exhibits. Case number and front side of the case must be clearly shown on the layout as well as on the case.

This **APPENDIX V** will be provided upon request.

I) HEAVY / OVER-SIZED EXHIBITS

Exhibitor with heavy exhibits must arrive on-site early and direct the actual positioning of heavy exhibits. If a mobile crane or forklift is required for installation of equipment, including removing wooden bases, the exhibitor should send their detailed requirements to CHINAFAIR. Quotation of hiring such equipment will be given upon exhibitor's request. A detailed layout should also be provided to CHINAFAIR for better on-site operation.

Neither layout nor instructions has been given to CHINAFAIR in advance, exhibits will be delivered and placed arbitrarily on the stand. Extra charges of repositioning would be at the exhibitor's expenses.

It is imperative to mount the heavy exhibit firmly on a sturdy base with skid in order to protect the machine while being hoisted and positioned. Exhibits should be displayed on the base. Otherwise, surcharge will be incurred for removing the base from heavy exhibits. Case for heavy exhibits should be constructed so that the sides are fixed by bolts rather than by nails or screws. This will prevent the case from being damaged during unpacking and will save considerable time, especially during the exhibition closing. Please mark the front side of the case clearly to ensure correct positioning.

J) CASE MARKING

All packages must be clearly marked on at least 3 sides: -

NAME OF EXHIBITION :
NAME OF EXHIBITOR :

Standard Trading Conditions apply and are available upon request.



HALL NO. :
 STAND NO. :
 CASE NO. : (1/UP)
 GROSS WEIGHT : (KILO)
 NET WEIGHT : (KILO)
 DIMENSIONS : (L x W x H CMS)

Please also mark "FRONT" or "BACK" & "CENTRE OF GRAVITY" on packages as well.

K) CUSTOMS CLEARANCE, UNPACKING & REPACKING OF EXHIBITS

Clearance and inspection, for both inbound and outbound movement, will be undertaken on behalf exhibitors by CHINAFAIR. However, exhibitors' representative(s) must be present to supervise the unpacking, assembling, positioning, dismantling, and repacking. CHINAFAIR will not be responsible for any delay in these procedures due to the representatives' late arrival or the absence of exhibitors' advance explicit instructions. To remain the close contact, representative's contact details must be provided to us in advance.

No exhibits are allowed to unpack on or take away from the show ground without Authorities' approval through CHINAFAIR as they are imported to China on the basis of temporary importation permission.

L) HAND-CARRIED EXHIBITS (FOR GENERAL EXHIBITS ONLY)

No hand-carried exhibits are encouraged at all times. Should it be inevitable, exhibitor must declare their hand-carried goods are for exhibition purpose to the Customs at Airport in case they are detained; then, the exhibitor will be issued a detention slip which must be immediately given to CHINAFAIR on-site staff. With this detention slip and the completed Declaration Form, CHINAFAIR will apply for the Customs Cover to collect those detained hand-carried exhibits at exhibitor's expenses according to our official tariff. Please allow 1-2 working days to finish this Customs clearance and collection procedures.

M) INSURANCE

Please be reminded CHINAFAIR' tariff is worked out on the basis of volume or weight and have no correlation with the value of exhibits, therefore no insurance has been covered in CHINAFAIR' service rates and all work is undertaken at owner's risk.

It is the responsibility of each exhibitor to cover round trip all risks Marine (Transport) Insurance including the exhibition period and return of the exhibits to domicile, inclusive of the period the exhibits are handled by us, preferably through a company who has an agent in the city of the show site. The exhibitor should also bring a copy of the insurance policy to China. It will be necessary in case the exhibitor intends to claim for damage or loss in China.

N) CUSTOMS PROCEDURE AT CLOSE OF EXHIBITION

According to the Customs Regulation of China, it is imperative that all exhibitors should declare the disposal nature of their exhibits - **SOLD, CONSUMED, RETURNED, GIVEN AWAY, OR ABANDONED** – before the close of the exhibition. For this purpose, each exhibitor will be returned a copy of its submitted "DECLARATION FORM FOR TEMPORARY IMPORT EXHIBITS" and requested to fill in and return the disposal instructions to CHINAFAIR at site at least **1 day** before the close of the exhibition.

Exhibitors must not leave the show ground before going through customs clearance procedure and handing over returned exhibits as well as exhibition documents to CHINAFAIR. Once these documents have been processed with relevant Chinese parties, any changes will generally not be accepted.

O) RETURN OF EXHIBITS

All exhibits planned to return or sold will only be arranged when all customs clearance procedures are completed. Please bear in mind under normal circumstances, the completion of customs clearance of customs clearance formalities after the exhibition usually takes 14 working days. Please plan the further use of your exhibits and displays at your desired destination in 2 – 9 weeks, varying with shipping mode and destination, on top of these 14days. Please advise CHINAFAIR in advance if there are any exhibits and displays urgently needed for further use after the exhibition, then CHINAFAIR will try to work with at extra surcharge.

Standard Trading Conditions apply and are available upon request.



P) PAYMENT

a) For Inbound Movement and Closing of Exhibition

Exhibits will not be delivered to exhibition booth until full payment is settled before our deadline.

b) For Return Shipment

Return shipment will be effective and / or Bills of Lading will be released upon receipt of payment.

c) The Bank Account of CHINAFAIR CARGO SERVICES INTERNATIONAL INC. is:

Banker: DBS Bank Ltd Singapore

Address: 12 Marina Boulevard, Marina Bay Financial Centre Tower 3, 018982 Singapore

Account Number: 072-001789-7

Receiver: Chinafair Cargo Services International Inc.

SWIFT Code: DBSSSGSG

Remark or Messages: CAE 2019

Q) CONDITIONS OF BUSINESS

a) All information is subject to change by organizer information.

b) All transactions are subject to the standard trading conditions of Chinafair Cargo Services International Inc. (copies available on request from the company) and which, in certain cases, exclude or limit the company's liability.