



SHIPPING MANUAL

**The International Water Association Asia Pacific Regional Group (IWA-
ASPIRE) Conference & Exhibition 2019
31 Oct to 2 Nov, 2019
Hong Kong Convention & Exhibition Centre,
Hong Kong**

Presented by

Agility Fairs & Events Logistics Limited

Suite 3001-3, 30/F., Skyline Tower,
39 Wang Kwong Road, Kowloon Bay, Kowloon
Hong Kong SAR
Tel. +852 2211 8200
Fax +852 2866 2421

Sunny Ling
Project Manager,
Project – F&E, Hong Kong
Off + 852 22118205
email Sling@agility.com

Anita Ling
Project Executive,
Project – F&E, Hong Kong
Off + 852 2211 8208
email Aling@agility.com

INTRODUCTION

We are pleased to have this opportunity to serve all exhibitors participating in **The International Water Association Asia Pacific Regional Group (IWA-ASPIRE 2019) Conference & Exhibition 2019**. Our comprehensive ranges of services including customs clearance, transportation, on-site handling and re-export arrangements handled by our fully equipped and experienced team of executives, supervisors and workers.

This Shipping Manual will assist you in your preparation for the correct and timely dispatch of your exhibits to Hong Kong. We advise you to read this manual carefully in conjunction with the Exhibitor's Kit issued by the organiser.

DEADLINES/SCHEDULE AT A GLANCE

| | | |
|------------|--------------------------|----------------------|
| BY SEA | Documentation deadline | 14 OCT., 2019 |
| | Cargo receiving deadline | 17 OCT., 2019 |
| BY AIR | Documentation deadline | 21 OCT., 2019 |
| | Cargo receiving deadline | 24 OCT., 2019 |
| BY COURIER | Documentation deadline | 25 OCT., 2019 |
| | Cargo receiving deadline | 28 OCT., 2019 |

SEAFREIGHT

DEADLINES

For service booking, the latest receiving documentation on or before, **14 Oct., 2019**.

- | | |
|--|--|
| <input type="checkbox"/> Confirmation Of Acceptance (COA) | <input type="checkbox"/> Insurance Policy, If cargo insured. |
| <input type="checkbox"/> Bill of Lading from carrier | <input type="checkbox"/> Original of ATA Carnet with Power of Attorney, If cargo applicable. |
| <input type="checkbox"/> Commercial Invoice & Packing List | |

Cargo must receiving in Hong Kong – **17 Oct., 2019**.

In the event of late arrivals, Agility Fairs & Events will make all reasonable efforts to ensure delivery before the show opens; however, no guarantee can be given. The surcharge will apply regardless of delivery date to the show site.

INWARD/OUTWARD HANDLING TARIFF

(For individual exhibits not exceeding 2m (L) x 1m (W) x 1m (H) or not exceeding 1,000 kg)

From arrival Hong Kong seaport delivery upto destination exhibition booth. Inclusive of removal, temporary storage, re-delivery to stand or vice versa.

| | |
|--|--|
| Documentation & Communication Fee | US\$65.00 per consignment per exhibitor |
| Basic handling rate | US\$90.00 per CBM. |
| | Minimum as US\$180.00 per consignment (HB/L) per exhibitor. |
| Port terminal charge | US\$35.00 per CBM. |
| | Minimum as US\$100.00 per consignment (HB/L) per exhibitor. |
| Hong Kong import or re-export customs declaration handling | 0.05% of CIF value, US\$25.00 per consignment (HB/L) per exhibitor |
| Customs inspection fee | US\$40.00 per consignment (HB/L) per exhibitor |
| ATA Carnet handling fee (If applicable) | US\$65.00 per consignment (HB/L) per exhibitor |

Remark:

- Any other 3rd party's co-loader or agency charges not listed above will be charged as per outlay + 12% outlaid commission.
- The basic handling rates (for airfreight only) are exclusive of 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.
- A late receiving surcharge (based on basic handling rate) will be applicable if the shipment receiving after the stipulated deadlines – 30% surcharge.

AIRFREIGHT

DEADLINES

For service booking, the latest receiving documentation on or before, **21 Oct., 2019**.

- | | |
|--|--|
| <input type="checkbox"/> Confirmation Of Acceptance (COA) | <input type="checkbox"/> Insurance Policy, If cargo insured. |
| <input type="checkbox"/> Master Airway Bill from Airline | <input type="checkbox"/> Original of ATA Carnet with Power of Attorney, If cargo applicable. |
| <input type="checkbox"/> Commercial Invoice & Packing List | |

Cargo must receiving in Hong Kong – **24 Oct., 2019**.

In the event of late arrivals, Agility Fairs & Events will make all reasonable efforts to ensure delivery before the show opens; however, no guarantee can be given. The surcharge will apply regardless of delivery date to the show site.

INWARD/OUTWARD HANDLING TARIFF

(For individual exhibits not exceeding 2m (L) x 1m (W) x 1m (H) or not exceeding 1,000 kg)

From arrival Hong Kong Airport delivery upto exhibition booth. Inclusive of removal, temporary storage and re-delivery stand or vice versa.

| | |
|--|--|
| Documentation & Communication Fee | US\$65.00 per consignment per exhibitor |
| Basic handling rate | US\$0.90 per kg base on AWB/L chargeable weight |
| | Minimum as US\$180.00 per consignment (MAWB/L) per exhibitor. |
| Airport Terminal Charges | US\$0.35 per kg base on AWB/L chargeable weight |
| | Minimum as US\$100.00 per consignment (MAWB/L) per exhibitor. |
| Hong Kong import or re-export customs declaration handling | 0.05% of CIF value, US\$25.00 per consignment (MAWB/L) per exhibitor |
| Customs inspection fee | US\$40.00 per consignment (MAWB/L) per exhibitor |
| ATA Carnet handling fee (If applicable) | US\$65.00 per consignment (MAWB/L) per exhibitor |

Remark:

- Any other 3rd party's charges not listed above will be charged as per outlay + 12% outlaid commission.
- The basic handling rates (for airfreight only) are exclusive of 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.
- A late receiving surcharge (based on basic handling rate) will be applicable if the shipment receiving after the stipulated deadlines – 30% surcharge.

COURIER FREIGHT

DEADLINES & CONSIGNEE

For service booking, the latest receiving documentation on or before **25 Oct., 2019**.

- Confirmation Of Acceptance (COA)
- Commercial Invoice & Packing List
- Courier waybill with tracking number

Cargo must receiving in destination consignee – **28 Oct., 2019**.

In the event of late arrivals, Agility Fairs & Events will make all reasonable efforts to ensure delivery before the show opens; however, no guarantee can be given. The surcharge will apply regardless of delivery date to the show site.

CONSIGNEE ADDRESS only can provided upon commercial invoice & packing list was approved on or before documentation deadline.

INWARD/OUTWARD HANDLING TARIFF

(For courier freight, individual box dimensions should not exceeding 80 x 80 x 80cm per package)

From Agility F&E logistics premises in Singapore delivery upto exhibition booth.

| | | |
|-----------------------------------|--|--|
| Documentation & Communication Fee | US\$70.00 per consignment per exhibitor | |
| Basic handling rate | Below 40kgs | US\$90.00 per courier waybill consignment |
| | 41 to 80kgs | US\$110 per courier waybill consignment |
| Minimum charge | US\$90.00 per courier waybill consignment | |

Remark:

- The above rates (for courier freight only) exclude 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.
- A late receiving surcharge (based on basic handling rate) will be applicable if the shipment receiving after the stipulated deadlines – 30% surcharge.

CASE MARKINGS & PACKING OF EXHIBITS

For easy identification to the show, please taken [Agility label template](#) for shipping

Exhibitors are advised to provide strong packing cases for the transportation of the exhibits which can withstand unpacking and repacking operations, and returnable type of cases to be used for outbound movement.

COMMERCIAL INVOICE & PACKING LIST

Please find attached a copy of the **Commercial Invoice and Packing List** for your usage.

MOVE-IN & MOVE-OUT DAYS & RE-EXPORT

Exhibits will be transferred to the exhibition venue during the move-in days during normal working hour. Prior to the move-out days, exhibitors must provide the full-return instruction plus listed return items on Commercial Invoice & Packing List given at time of entry of goods into destination. Exhibitors are required to advise Agility Fairs & Events if the goods will be re-exported, sold or disposed, as applicable.

Re-export formality will require about 1 week prior to shipment re-export out of Destination. The exhibitor needs the goods to be re-exported urgently, please advise during show date via email as applicable.

STORAGE OF EMPTY OR LOADED CARGO

The empty or loaded cargo storage are not included. It's subject to quote upon services request.

LICENSABLE / DUTIABLE / FOOD & BEVERAGE / DANGEROUS GOODS

For all controlled goods into destination exhibition, there are separate permits or prohibit to entry into destination. Please send your commercial invoice & packing list to check with us in advance.

If the item is subject to separate government agency or authority for temporary/permanent entry. Additional handling surcharges will be levied and relevant charges will be quoted upon request.

Exhibitors shall be liable for the consequences of shipping such items to destination without consulting Agility Fairs & Events.

ADDITIONAL SERVICES

For additional services not listed above, an individual quotation will be given upon receipt of specific requirements

INSURANCE

We would like to advise that 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, 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.

REQUEST FOR INSURANCE

Upon written instructions, Agility Fairs & Events can offer the exhibitor insurance coverage at competitive premiums.

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.

Details of our Hong Kong bank account: (Remitting bank charges are to be borne by the exhibitor)

The Hong Kong & Shanghai Banking Corporation
Hay Wah Building Office, Hong Kong

Account No. 110-109097-001 (HKD)
110-3-803050 (USD)

TERMS AND CONDITIONS

Agility Fairs & Events does not take any responsibility for: -

- Exhibits which are not allowed by the organizer or destination Customs to be entry, show or displayed in fair site.
- Loss of goods whilst on display at the venue

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

Use of Agility Fairs & Events' 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.