

## (12) SHIPPING INSTRUCTIONS

### 1 – DEADLINES

For documents :

- Sending DRAFT invoice & packing list in *MICROSOFT FORMAT (Winword, Excel)* 25 days before opening date of the show to email address of the Official Forwarder for checking prior to exportation. For machinery and equipment please indicate serial no., model no., brand name together with copy of catalogues with specs of machine / equipment.
- Sending COPY invoice, packing list and FREIGHT PREPAID Bill of Lading (Express Release / Surrendered Bill of Lading / Seaway Bill) / Copy of Air Way Bill for air consignment / Copy of Insurance Policy (if insured) to the Official Forwarder at least 7 days before shipment arrive port of discharge.

For consignments:

- Air cargo: must arrive HOCHIMINH airport (SGN) 7 days before required move in date
- Sea cargo: must arrive Ho Chi Minh City Ports 10 days before required move in date

In case of shipments arrive port / air port later than above mentioned deadlines, surcharges will be discussed case by case.

### 2 - CASE MARKING

Your cases, cartons, wooden crate, etc must be marked as follows:

“Show name”

Exhibition Name: ..... c/o “name of the Official Forwarder”

Exhibitor: .....

Booth No: .....

Case No: .....

Dimensions: .....

Weight: .....

### 3 - SHIPPING DOCUMENTS

Please prepare full set of documents with details as follows:

1/ CONSIGNEE:

As the Official Forwarder(s) assigned by the Organizer of the Show.

2/ DESCRIPTION OF GOODS: EXHIBITION CARGO

Required Shipping documents are:

Proforma- Invoice & Packing list (Combined Invoice & Packing list is accepted)

Bill of lading or airway bill: (02 originals, 02 copies). For surrendered bill of lading, copy emailed is enough.

Paperworks must clearly show in English language contents of goods- quantity- unit and total CIF prices, country of origin.

### 4 - GOODS NEED IMPORT LICENCE (PLEASE DO NOT SHIP WITHOUT OUR PRIOR APPROVAL)

Certain items such as telecommunication equipment, cosmetic, medical equipment, medicine, foodstuff, livestock, textile and footwear... are required special documentation and/or clearances prior to importation. Please consult the Official Forwarder before shipping. Please email following documents issued by appropriate government agency of exporting country 30 days before the opening date:

**4.1 – Cosmetic, Medicine:** Documents required: CPP/ FSC/ GMP, manual, C/A, pls send to us the Inv. P.List for checking prior shipping

#### 4.2 - Medical equipment:

Catalogues/ manual/ technical document of each equipment, pls send to us the Inv. P.List for checking prior shipping

- Copy of Legitimate and valid ISO 13485 or ISO 9001 certification
- Free sell certificate or FDA or EC

**4.3 – Foodstuff:** pls send us the Inv. P.List for checking prior shipping

4.3.1. Aseptic processed products: both of following documents are requested.

- a - Certificate of Analysis (issued by manufacturer is acceptable) (1 original with seal & signature, 2 copies)
- b - Certificate of Free sale or Health Certificate (1 original with seal & signature, 2 copies)

**4.3.2. Live / frozen products of animal origin**

Animal product sanitary inspection certificate (1 original with seal & signature, 3 copies)

**4.3.3. Fresh vegetables, fruit, agricultural product** pls send to us the Inv. P.List for checking prior shipping

Phytosanitary certificate or Certificate of Free sale (1 original with seal & signature, 3 copies)

**4.4 - Telecommunication equipment:** catalogues or manual.

**4.5 - The implements made of textile fabric:** must be inspected the content of AZO Dyes and Formaldehyde.

Documents required:

- Certificate of quality (ISO)
- Certificate of analysis (C/A)

**NOTE:**

None of products need import licences are sold, given away or consumed. All will be re-exported after show, except buyer or receiver have business registration for such kind of products.

All above mentioned document must be in english language.

The list above is not exhaustive and subject to change at any time by operation of law. Therefore in the interest of safety, we would urge all exhibitors to contact us for specific instructions.

**5 - CENSORSHIP**

All video tapes, VCD, DVD, CD-rom (including softwares, laser discs), and books are subject to the censorship clearance of Media Department. It will take about 1 week for the approval. Therefore, the said items must be sent to Official Forwarder at least 2 weeks before opening date of show.

**6 - INSURANCE**

An insurance full risk should be covered from the place of departure by shipper. Accordingly to the VIETNAM INTERNATIONAL FREIGHT FORWARDERS ASSOCIATION regulations, the liability of the forwarder is limited and not be sufficient in case of any difficulties.

**7 - TAX REGULATION**

All cargoes are under **temporary import basis** and totally re-exported after the show will be **taxed free**

**NOTE:**

Deposit for import tax is required if exhibitor want to sell/ dispose the exhibits in Vietnam. After finishing permanent import for such goods, import tax & VAT notification will be sent to exhibitors. The exhibitor shall pay additionally if the tax is more than the deposit or shall be refunded if the tax amount is less than the deposit.

**8 - TERM OF PAYMENT**

All provided services will be charged basing on the tariff issued by the Organizer and the Official Forwarder(s).

100% payment for inward handling shall be made upon handing over the goods to rep person of exhibitor at exhibition centre or via Bank before required move in date.

**100% PAYMENT FOR OUTWARD HANDLING SHALL BE MADE UPON COLLECTION OF GOODS AT THE OFFICIAL FORWARDER'S WAREHOUSE.**

**For further information, please contact the Official Forwarders:**

**APT SHOWFREIGHT VIETNAM CO., LTD**

180 – 182 Ly Chinh Thang, P. 9, Q. 3,  
Ho Chi Minh City, Vietnam  
Tel: 84-8 6290 5460 / 6684 3722 / 6290 5406  
Fax: 84-8 6290 5406  
Email: tram@aptshowfreight.com  
Contact: Ms. Le Ngoc Tram – HP: 84 903 90 15 99

**SCHENKER VIETNAM CO., LTD**

Unit 601 6th floor C.T Plaza, Ward 2,  
Tan Binh District, Ho Chi Minh City, Vietnam  
Tel: 84-8 6297 1860  
Fax: 84-8 6297 1862  
Email: Peter.kim@dbschenker.com  
Contact: Mr. Kim Trong Yen - HP: 84 908448689

