

# SHIPPING GUIDELINE

**CIT'2008**

**BEIJING INTERNATIONAL CONVENTION CENTRE**  
**Beijing, China**  
**MARCH 19-23, 2008**

All Transactions are subject to the conditions printed overleaf

## GUIDELINES ON FREIGHT FORWARDING ARRANGEMENTS

We take pleasure in informing you that **NIPPON EXPRESS (CHINA) CO., LTD.** has been appointed by organizer as the official freight forwarder for CIT'2008.

**NIPPON EXPRESS (CHINA) CO., LTD.** is the sole on-site transportation contractor entitled to be responsible for going through all customs formalities and handling exhibits after their arrival in Beijing.

Exhibitors are therefore requested to consult **NIPPON EXPRESS (CHINA) CO., LTD.** for any matter concerning forwarding of exhibits to Beijing fairground and on-site co-ordination. To ensure smooth handling of exhibits, please read this set of Guidelines very carefully and send your documents and exhibits to us as per our deadlines and collection period.

### 1. COMMUNICATIONS

You are kindly requested to address all your correspondence to:

**NIPPON EXPRESS (CHINA) Co., Ltd.**  
Room 716, Fortune Building No.5 Dong san huan Bei Lu,  
Chaoyang District, Beijing 100004 China  
Tel: (86 10) 6590 0202\*500  
Fax: (86 10) 65909160  
E-mail: ningenda@bj.nex-uni.com.cn  
Attn: Mr. Ning enda

### 2. CONSIGNMENT INSTRUCTION

All shipments must be consigned "Freight Prepaid" to the following consignee:

a) Sea Freight to Xingang Port

Consignee: **NIPPON EXPRESS (CHINA) Co., Ltd.**  
Room 716, Fortune Building No.5 Dong san huan Bei Lu,  
Chaoyang District, Beijing 100004 China  
Tel: (86 10) 6590 0202\*500  
Fax: (86 10) 65909160

Notify Party: CIT'2008  
(The name of the exhibition must be shown on the ocean bill of lading for customs purpose.)

b) Air Freight to Beijing Airport

**Master Airway Bill or Direct Airwaybill:**

Consignee: **NIPPON EXPRESS (CHINA) Co., Ltd.**  
Room 203, BJA Building, Tianzhu Airport Industrial Zone,  
10 Tianzhu Road, Shunyi District, Beijing 101312, China.  
Tel: (86 10) 8048 0202  
Fax: (86 10) 8048 0278 / 8048 3742 / 8048 2291  
E-mail: ningenda@bj.nex-uni.com.cn  
Attn: Mr. Ning enda

**House Airway Bill:**Consignee: **Oriental K-Trans Int'l Logistics (Beijing) Co., Ltd.****Rm 302-303, Shenagsha Business Bld,****No.16, Dongsanhuan Beilu****Chaoyang District Beijing 100026, China**

Notify: CIT'2008 /Name of exhibitor and booth No.

Tel: +86-10-6590 0202\*500

**(The name of the exhibition must be shown on the AWB for customs purpose.)**

For both sea and air shipments, cargo must be landed and free for collection by our freight collection period. Otherwise, we shall not be responsible for late delivery to booth.

Exhibits sent by courier or by post will be treated as airfreight shipment.

Once shipment is made (by sea or by air), please advise Nippon Express by fax or by e-mail of shipment details including:

- A. For sea shipment – name of vessel, ocean B/L number; name of shipping lines' agent in Beijing, address information;
- B. For air shipment – master AWB number, flight number, Declaration Form (List of Exhibits) and proper Quarantine Certificate documents must be attached with airlines airway bill, as shipments can only be cleared through the customs against these document.

**3. DEADLINES AND COLLECTION PERIOD**

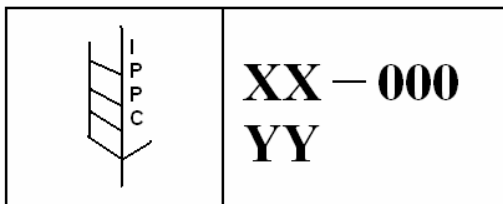
To ensure timely delivery of your exhibits, it is utmost important for us to receive your documents and exhibits by our following deadlines. In case of any late arrival of documents and exhibits, though we will do our best to speed up the delivery, no guarantee can be given.

A. Declaration Form for Temporary Import Exhibits (Form A)	As soon as possible
B. Samples of literature (2 copies), give away (2 pieces) and video tapes for censorship	As soon as possible
C. ORIGINAL B/L (freight prepaid)	reach consignee 7 days before vessel arrival
D. Air way bill copy	fax to us once available
E. Exhibits	<u>Collection Period</u>
- direct to Xingang by sea (FCL)	MAR. 3, 2008
- Direct to Xingang by sea (LCL)	MAR. 1, 2008
- Direct to Beijing by air	MAR. 9, 2008

**4. EXHIBITION DOCUMENTS**

The Declaration Form for Temporary Import Exhibits (Form H1) is the only legitimate document accepted by Customs for clearance. You must submit this form to Oriental-K-Trans without exception. Please use at least one page for each package of your exhibit. Try to make your declaration as detailed as possible, all items including catalogs, display materials, gifts must have exact quantity and bear a value. You will be fined if you put other things inside your case other than what you have declared.

Shipment consists of wood packing material (WPM) should be treated with measures approved by the General Administration of Quality Supervision, Inspection and Quarantine of P. R. China (AQSIQ) and labeled with IPPC mark on to opposite sides of wooden packing materials by manufactures certified by plant quarantine authorities of exporting countries or regions. China Inspection and Quarantine (CIQ) authorities will inspect the WPM at the port of entry, any non-compliance WPM will be treated, destroyed or returned with the consignments together under supervision of CIQ. Original Fumigation Certificate is strictly required. If there is no wooden packing on the shipment, exhibitor/shipper should issue an original DECLARATION OF NON – WOOD PACKING MATERIAL...



Where:

IPPC - Abbreviation of "International Plant Protection Convention";

XX - International Standardization Organization (ISO) two letter country code;

000 - Wood packing producing enterprise code approved by official plant quarantine authorizations in export counties or territories;

YY - The phytosanitary treatment measures, Methyl Bromide Fumigating - MB, Heat Treatment - HT

## 5. CATALOGUES AND ADVERTISING MATERIALS

All technical information and advertising materials are subject to Customs censoring before they can be displayed or distributed at the exhibition. Please send them to us as per our deadlines in point 3. If you are unable to send these materials to us on time, our staff will collect them onsite before the opening.

Souvenirs like clocks, watches and calculators are taxable in China. A relevant import license is required by the Customs as well, you are recommended not to send them to the exhibition. Other gift items may also be considered as taxable if their unit price is high or quantity is large. Starting from 1998, all alcohol and tobacco became taxable regardless of quantity, even if they are intended for self-consumption during the exhibition.

When Taiwan or Hong Kong is to be mentioned on your catalogues or advertising materials, please avoid using any expression which may cause the Customs to misinterpret that they are in a position of an independent country.

## 6. HAND-CARRIED EXHIBITS

If you decide to hand-carry your exhibits to the show, please be prepared that your exhibits may be detained by the Customs at the airport .Should this happens, please follow the below procedures in order us to assist you to clear your exhibits in a proper way:

- a) Customs will issue a detention receipt to you after they detain your exhibits, please handover this detention receipt together with your passport to our on-site representative as soon as possible. We will then arrange Customs formalities and pick up your exhibits out from airport.
- b) Normally, Customs formalities take about 1-2 working days, we recommend you go to the show earlier. Otherwise, we can't guarantee to get your exhibits out from the airport before the opening.
- c) According to Customs regulations , all hand-carried exhibits would be return to overseas as a shipment .But if you decide to hand-carry them again while you are leaving China, Beijing airport is the only airport you can use .Please contact our on-site representative 2 working days prior to your departure ,providing us the information of your departure date and flight number.

- d) After closing of the show, we will pick up your hand-carry exhibits and stored them in Customs bonded warehouse temporarily .On your departure date, we arrange to transport your exhibits to the airport, handover them to you inside the restricted area and assist you in completing the Customs formalities with the airport Customs.

For all charges related to the above arrangement, please refer to the point 6 of our REMAKS.

## 7. HEAVY AND OVERSIZE EXHIBIT

If you have heavy and oversize exhibits, you must be on-site early to direct the operation of uncrating and positioning. If crane or forklift is required for installation of equipment, please send your requirement to us as early as possible so that we could arrange contracting such equipment in advance. A quote will be given after receiving your inquiry.

## 8. PACKING AND ITS LIMITATION

Please note that the exhibits are repeatedly loaded and unloaded, thus they must be professionally packed to suit long distance transportation. Measures must be taken to protect the exhibits against damage and adverse weather conditions. We suggest that all exhibits should be securely packed in sturdy waterproof crates suitable for return shipments after the exhibition. Carton is not recommended, especially for valuable and fragile items. NIPPON EXPRESS (CHINA) CO., LTD. can not be responsible for the consequences associated with improper packing.

Exhibits exceeding the following limitations may cause difficulty in transportation, please consult us before shipping:

Length (meter)	= 6.0	Width (meter)	= 2.2
Height (meter)	= 2.2	Weight (kg)	= 4,000
Floor-Loading (kg/sq.m.)	= 1,000		

## 9. MARKING OF THE CASE

Please ensure the following marking to be painted on each case:

<b>CIT'2008</b>		
Net Wt.	kgs	Company _____
Gross Wt.	Kgs	Stand No. _____
Dimensions	L x W x H = CBM	Case No. _____

## 10. CUSTOMS CLEARANCE IN CHINA

The exhibition center is regarded as a Customs-bonded area. As the Official Freight Forwarder for the exhibition, we are responsible to the Customs for clearance of all the materials coming in and going out of the exhibition center. Thus you should not allow your exhibits to be taken away from the show site without prior arrangement with Customs through NIPPON EXPRESS (CHINA) CO., LTD.

## 11. UNCRATING AND RECRATING OF EXHIBIT

NIPPON EXPRESS (CHINA) CO., LTD. will provide labor and equipment to assist you in uncrating and positioning of exhibits. You must be onsite and available during move-in to supervise and be responsible for these operations since they will be performed at your own risk. In some circumstances, however, the Customs at the ports or fairsite may inspect the case without your presence.

During the exhibition closing, you should also supervise the dismantling and recrating of your exhibits. We suggest you to prepare some new packing materials for your return exhibit because these materials are not available in China.

## 12. INSURANCE

Please note that our freight charges do not include insuring your exhibits and all work is undertaken by NIPPON EXPRESS (CHINA) Co., Ltd.

. At owner's risk. Therefore you should make certain that all shipments are covered by a full comprehensive policy from the time of dispatch up to your booth, the duration of the show and for the return transportation after the show. Please bring a copy of your insurance policy to the show for reference.

## 13. CLOSING OF EXHIBITION

During the show, our on-site staff will distribute the following documents to you:

- a) A letter from explaining the closing procedures;
- b) A copy of your Declaration Form for Temporary Import Exhibits (Form H1);
- c) Instructions for Disposal of Exhibits.

Closing operations will commence after visitors leave the hall, NIPPON EXPRESS (CHINA) CO., LTD. will then start to return the empty cases to the booths, assist you in recrating and undergoing Customs formalities.

## 14. RETURN OF EXHIBITS

All exhibits which have not been sold, transferred to bonded warehouse, consumed, given away or abandoned must be returned to overseas after closing of the exhibition. Customs formalities for returned exhibits take time; you must not expect your exhibits to be returned soon after the show finished.

All return shipments, will only be arranged when all payments are received by us.

## 15. CONDITIONS OF BUSINESS

All services provided by Nippon Express is carried out in accordance with our Standard Trading Conditions.



### SERVICES AND RATES FOR HANDLING OF EXHIBITS

#### 1 Inbound Movement

For exhibits free arrival Beijing Airport or Xingang Port delivered from terminal to fair booth including:  
Customs clearance, assisting exhibitors in unpacking and positioning, removing empty cases to storage area.

A.	Customs clearance fee:	USD60.00/Consignment/Exhibitor
B1.	Transportation charges from Xingang to the fair-booth:	
	LCL	USD100.00/CBM/1000kgs (whichever is greater, Min USD300.00)
	FCL *minimum chargeable volume for 20'container is 24CBM and for 40'container is 48CBM	USD95.00/CBM/1000kgs (whichever is greater)
B2.	Transportation charges from Beijing airport to the fair-booth	USD1.00/KG (minimum USD100.00)
C.	From outside of the exhibition hall to the fair-booth	USD70.00/CBM (minimum USD70.00)
D.	From the customs warehouse to the fair-booth:	USD100.00/CBM (minimum USD100.00)
E.	By hand carried: delivered from Beijing Airport to fair booth	USD100.00/CON (minimum USD100.00)
F.	Storage charge for Empty case during the show	USD1.50/CBM/Day

#### 2 Outbound Movement

For exhibits delivered from fair booth to Beijing Airport or Xingang Port including: Customs Clearance, assisting exhibitors in returning empty cases to booth, assisting repacking and moving cases to storage area.

A.	Customs clearance fee:	USD60.00/Consignment/Exhibitor
B1.	Transportation charges from the fair-booth to Xingang :	
	LCL	USD100.00/CBM/1000kgs (whichever is greater, Min USD390.00)
	FCL *minimum chargeable volume for 20'container is 24CBM and for 40'container is 48CBM	USD95.00/CBM/1000kgs (whichever is greater)
B2.	Transportation charges from the fair-booth to Beijing airport	USD1.00/KG (minimum USD100.00)
C.	From the fair-booth to customs warehouse :	
	Air freight	USD1.00/kg (minimum USD100.00)
	Sea freight	USD100.00/CBM (minimum USD100.00)
D.	By hand carried: delivered from fair-booth to Beijing Airport	USD100.00/CBM (minimum USD100.00)

#### 3 Optional Services and Additional Charge (Applicable for both inbound and outbound movements)

A.	Documents fee:	USD20.00/Consignment
B.	Customs broker handling fee:	
	Air freight:	USD30.00/consignment
	Sea freight:	USD5.00/CBM (Min.USD50.00/consignment)
C.	Quarantine inspection fee by Government Authorities:	
	For loss cargo	USD6.00/package
	20' container	USD20.00
	40' container	USD40.00
	Fumigation Services for wooden cases:	USD45.00/CBM/consignment Min.USD90.00/consignment
	Container 20' or 40'	USD160.00/CNTR
D.	Terminal charges:	
	Air freight:	USD0.20/KG (Min.USD20.00/consignment)
	Sea freight:	USD20.00/CBM
E.	Storage charges in the bonded warehouse	
	Air freight:	USD0.02/KG/DAY
	Sea freight:	USD1.50/CBM/DAY
F.	Move-in & out to & from the Customs bonded warehouse when the shipments arrive at Beijing or after exhibition closing.	
	Air freight:	USD0.10/KG
	Sea freight	USD6.00/CBM

G.	Return of empty container to destination terminal or to arrange empty container from Xingang to fair-ground for loading of freight	
	20'container	USD250.00/single trip
	40'container	USD350.00/single trip

Outbound movement is same as inbound.

#### 4 Demurrage Charge of Empty Container Arrival at Port of China

Duration	1-10 days	11-20 days	21-40 days	up to 41days
Cont 20'	free	USD5.00/day	USD10.00/day	USD20.00/day
Cont 40'	free	USD10.00/day	USD20.00/day	USD40.00/day
Duration	1-7 days	8-15 days	16-40 days	up to 41days
Cont 40' Open Top	free	USD16.00/day	USD30.00/day	USD60.00/day
Cont. 40' Flat Rack	free	USD16.00/day	USD30.00/day	USD60.00/day
Cont. 40' High Cube	free	USD16.00/day	USD30.00/day	USD60.00/day
Cont 20' Open Top	free	USD8.00/day	USD15.00/day	USD30.00/day

#### 5 Heavy-Lift & Oversize Surcharges

For Individual Package				Rates of The Surcharges			
Parameter				Attaining or Exceeding (Parameter)			
Length (M)	Width (M)	Height (M)	Weight (TON)	1	2	3	4
≥6M	≥2.2M	≥2.2M	≥2TONS	5%	10%	15%	20%
≥6M	≥2.2M	≥2.2M	≥4TONS	7%	14%	21%	28%
≥6M	≥2.2M	≥2.2M	≥6TONS	10%	20%	30%	40%
≥6M	≥2.2M	≥2.2M	≥8TONS	10%	20%	30%	40%
≥6M	≥2.2M	≥2.2M	≥10TONS	To be advised			

#### IMPORTANT

If the weight of individual package is over 3 TON, the rate of the heavy-lift surcharges should to be advised.

#### 6 Remarks

1. If shipments are under HAWB or HOBL and consignee of MAWB are not NIPPON EXPRESS (CHINA) Co., Ltd. the extra cost/freight forwarder's warehouse will be debited to the exhibitor's account.
2. Cargo arriving beyond deadlines, a surcharge amounting to 30% of inbound movement charges and on-site service charges will be levied. If cargo arrives after exhibition opening, 50% surcharges will be added to respective handling charges.
3. All inbound shipment (sea or air freight) must be consigned as per our consignment instruction and on Freight Prepaid basis, otherwise we shall levy 5% commission on freight which we pay on your behalf to the local carrier.
4. Above rates apply for normal working day from Monday to Friday 08:30 a.m. to 12:00 noon; 13:30 to 17:00 p.m., an 80% surcharge will be added for working on Saturday, Sundays and Public Holidays in China.
5. The 80% surcharge, on top of the official tariff, for handling of dangerous cargo will be at exhibitor's account.
6. Return exhibits can only be shipped out after the completion of Customs clearance, which normal takes 8 working days, counting from the first working day after the move-out operation is done, to finish. Should exhibitor ask for priority or express services to accommodate its needs, 30% additional charge on top of the official tariff will be required to cover the extra effort spent, and the final decision is subject to the Customs' approval.
7. NIPPON EXPRESS (CHINA) Co., Ltd does not take any responsibility for
  - a. Exhibits not permitted by the organizers or China Customs to be sold or displayed at fair site.
  - b. Any tax/duty for sold exhibits or give away items.



### CONDITIONS OF BUSINESS

1. All business undertaken, including any advice, information or service provided whether gratuitously or not by **NIPPON EXPRESS (CHINA) Co., Ltd** (hereinafter called “ the Company”) is transacted to the Conditions hereinafter set out and each condition shall deemed to be incorporated in and to be a Condition of any agreement between the Company and its Customers. No agent or employee of the Company has the Company’s authority to alter or vary these Conditions.
2. Customers entering into transactions of any kind with the Company warrant that they are the owners or the authorized agents of the owners of any goods to which the transaction relates and further warrant that they are authorized to accept these condition not only themselves but also as agents for and on behalf of all other persons who are or may thereafter become interested in the goods.
3. The Company may sub-contract all or any part of the services except insofar as the Customer otherwise instructs the Company in writing. The company contracts for itself and as agent of and trustee for its employees and sub-contractors and their employees and any reference in these Conditions to “the Company” shall be deemed to include every such employee and sub-contractor.
4. Subject to express instructions in writing given by the Customer, the Company reserves itself absolute discretion as to the means, route and procedure to be followed in the handling, storage, and transportation of goods. Further, if in the opinion of the Company it is at any stage necessary or desirable in the Customer’s interests to depart from those instructions, the Company shall be at liberty to do so.
5. Pending forwarding or delivery, goods may be warehoused or otherwise held at any places at the sole discretion of the Company and the costs thereof shall be for the account of the Customer.
6. No insurance will be affected except instructions given by the Customer and all insurances affected by the Company are subject to the usual exceptions and conditions of the policies of insurance company or underwriters taking the risk.
7. (i) The Company shall only be responsible for any loss of or damage to goods or for any non delivery or miss-delivery if it is proved that the loss, damage, non delivery or miss-delivery occurred whilst the goods were in the actual custody of the Company and under its actual control and that such loss damage non-delivery or miss-delivery was due to the willful neglect or default of the Company or its own employees.  
(ii) The Company shall only be liable for any non-compliance or miss-compliance with instructions given to if it is proved that the same was caused by the willful neglect or default of the Company or its own employee.  
(iii) The Company shall not in any event be liable for any direct or indirect consequential loss howsoever, whensoever and wheresoever arising and whether or not attributable to thee negligent act or default of the Company.
8. In no case whatsoever shall any liability of the Company howsoever arising and notwithstanding any lack of explanation exceed the vale of the relevant goods or a sum at the rate of USD\$500 per 1000 kilos on the gross weight of the goods whichever is the less.
9. In any event the Company shall be discharged from all liability for loss, damage or miss-delivery unless notice be received in writing within fourteen days after the end of the transit.
10. All agreement between the Company and its Customers shall be governed by the laws of the People’s Republic of China.
11. All disputes in connection with all agreement between the Company and its Customers or the execution thereof shall be settled through friendly negotiation. In case no settlement can be reached through negotiation, the case should be submitted for arbitration to the Foreign Trade Arbitration Commission of the China Council for the Promotion of International Trade, In accordance with the “Provisional Rules of Procedure of the Foreign Trade Arbitration Commission of the Council for the promotion of International Trade”. The arbitration shall take place in Beijing and the decision rendered by the said Commission shall be final and binding upon both parties; neither party shall seek recourse to a law court or authorities for revising the decision. The arbitration fee shall be borne by the losing part.
12. Final power of interpretation to these Conditions shall belong to **NIPPON EXPRESS (CHINA) Co., Ltd**  
**The use of Client’s own documents is no derogation of these Conditions.**