

# SHIPPING INSTRUCTIONS

ATTD-ASIA Singapore

9 – 11/12/2025

SUNTEC, Singapore

**DSV Fairs & Events Spain**  
**Official Freight Forwarder &**  
**On-site Handling Contractor**







# Introduction – Contact details – Exhibition timetable

## Introduction

DSV Fairs & Events Spain has been appointed as the official freight and onsite handling contractor for ATTD-Asia 2025 Singapore.

The following instructions are designed to assist you with the movement of exhibits and stand materials for ATTD-Asia 2025 Singapore.

Failure to comply with these instructions and deadlines, may cause unnecessary delays in handling / clearance and additional expenses being incurred.

## Contact details

Before the event, all enquiries should be routed via:

Olimpia Rodrigalvarez – [olimpia.rodrigalvarez@dsv.com](mailto:olimpia.rodrigalvarez@dsv.com)

Office: +34 954325842

Mobile +34 628930293

Lorena Perdomo – [lorena.perdomo@dsv.com](mailto:lorena.perdomo@dsv.com)

Office: +34 930260837

Mobile +34 627582484

During the event:

DSV will be contactable during the build-up, show open & pull-down periods.

## Exhibition timetable

### Build-up:

08<sup>th</sup> December, 2025 – 10:00 to 20:00h

08<sup>th</sup> December, 2025 – 12:00 to 20:00h

09<sup>th</sup> December, 2025 – 08:00 to 13:00h

Space only stands

All stands

Decoration all stands

### Show:

09<sup>th</sup> December, 2025 – 14:30 to 20:00h

10<sup>th</sup> December, 2025 – 09:00 to 16:00h

11<sup>th</sup> December, 2025 – 09:00 to 14:30h

### Dismantling:

11<sup>th</sup> December, 2025 – 14:30 to 20:00h

### Notes:

Attention!! Please consider 1-2 hours between the exhibition closing time and the start of empty cases & full goods delivery.



# Consignee instructions



## Air freight - Direct to Singapore Airport (SIN)



## Sea freight - Direct to Singapore Port (SGSIN)

All exhibition goods by AIRFREIGHT & SEAFREIGHT must be sent "Freight Prepaid" to:

Consignee: **DSV Solutions Pte td**  
**c/o DSV FAIRS & EVENTS SINGAPORE**  
**No. 5 Changi North Way,**  
**Singapore 498771**  
**For: ATTD-ASIA 2025**

Notify: As Above  
Contact: Mr. Rick Tan  
E-Mail: [rick.tan@dsv.com](mailto:rick.tan@dsv.com)

All documents such as Bill of Lading and Air waybill must show DSV Fairs & Events Singapore as the consignee.

(A 15% outlay commission will be imposed on all "Freight Collect" consignments).

**(please do NOT send any freight without a pre alert).**



## Courier

Please note that all shipment sent via Courier would be cleared on permanent basis. To ensure no delay on delivery of your courier shipment to your exhibition stand we would **STRONGLY recommend** not sending courier shipments addressed to exhibition venue or yourself.

All courier shipments along with copy of documents must be consigned to the following address:

Consignee: **DSV Solutions Pte Ltd**  
**c/o DSV FAIRS & EVENTS SINGAPORE**  
**No. 5 Changi North Way,**  
**Singapore 498771**  
**For: ATTD-Asia 2025 Singapore**  
**Booth Number: \_\_\_\_\_**

Notify: As Above  
Contact: Mr. Rick Tan  
Tel.: +65 9025 2675  
E-Mail: [rick.tan@dsv.com](mailto:rick.tan@dsv.com)





# Consignee instructions



## Courier

By this method, we will arrange to receive your shipment and deliver to the venue. A charge will be levied for this service.

**\*\* We only accept the consignment under DDP terms only**

**Notes:**

1. Copies of invoices & packing list must be sent to us for checking prior sending your courier shipments.
2. Please DO NOT send your shipment without our confirmation. Failing which, we will not be held liable if there are problems regarding customs clearance.
3. If customs formality is required releasing your shipment, our charges will be the same as an airfreight shipment.
4. All consignment must be shipped on "Free-Domicile" basis i.e. all duties and taxes for consignments must be paid by sender in country-of-origin PRIOR export.
5. An email pre-alert will have to be sent to us indicating the Courier Airway Bill numbers, Courier Company, Name of Exhibition/Event, your contact details and confirmation of acceptance form for us to assist further.
6. reserves the right to REJECT consignment that is not duty/tax paid upon arrival at our premises in Singapore.
7. We do not have any control over courier shipment thus DSV Solutions Ltd will not be responsible for any delay if shipment is being held by Singapore customs.



## Road freight direct to the venue

All direct vehicles going to the venue must pre-book an unloading/reloading time slot before arriving. DSV will provide a time slot for your vehicle to be reported upon arrival at venue. Please contact us to receive complete full venue address.



## Road freight via warehouse

For road freight shipments via warehouse (local/free circulation only -not under customs clearance-) transport docs to be consigned as follows:

**Consignee:**

DSV Solutions Pte. Ltd  
c/o DSV Fairs & Events  
5 Changi North Way,  
Level 1, Singapore 498771

**Notify:**

NAME OF EXHIBITOR  
c/o ATTD-Asia 2025 Singapore  
SUNTEC  
Booth Number:

**(please do NOT send any freight without a pre alert)**



# Deadline dates

In case that an additional preclearance is necessary such as health inspection, pharmacy inspection, quality inspection what depends on the kind of product, the period for the customs entry may extend up to 4 weeks to 2 months prior the event. That's why we ask you to send us the full set of documents as soon as possible before preparing the shipment and the departure of the goods from origin. **Please do not ship anything without our document approval.**

Copies of Product Catalogues and H.S. Code Descriptions for consignments that includes **MEDICAL EQUIPMENTS/LASEREQUIPMENTS/Radio/Telecommunication Exhibits = At least one (1) month prior to show.**



## Air freight (SIN airport)

Pre-alert & Documents: **7 days prior to consignment arrival**

Cargo: **7 days prior to move-in**



## Sea freight (Singapore port only)

**FCL/LCL Freight**

Pre-alert & Documents: **7 days prior to consignment arrival**

Cargo: **10 days prior to move-in**



## Courier

Pre-alert & Documents: **7 days prior to consignment arrival**

Cargo: **7 days prior to move-in**

**Note:** All shipment sent via Courier would be cleared on permanent basis. To ensure no delay on delivery of your courier shipment to your exhibition stand we would **STRONGLY recommend** not sending courier shipments addressed to exhibition venue or yourself.



## Road freight via warehouse

Pre-alert & Documents: **7 days prior to consignment arrival**

Cargo: **7 days prior to move-in**

## Deadline for Dispatch of Documents (Pre-Alerts)

To ensure no delays or undue inconvenience for customs clearance on arrival, it is imperative that copy of the vessel/flight details with master air waybill / ocean bill of lading detail be forwarded well in advance before the arrival of shipments according to the stipulated deadlines above.

DSV will not be responsible for any delays and any port/airport storage charges will be recharged at cost. **For late submission of documents, a penalty fee of minimum 100.-€ per exhibitor/consignment will be imposed.**

Pre-alerts must be forwarded to:

DSV SOLUTIONS SPAIN SAU

Olimpia Rodrigalvarez – [olimpia.rodrigalvarez@dsv.com](mailto:olimpia.rodrigalvarez@dsv.com)

Lorena Perdomo – [lorena.perdomo@dsv.com](mailto:lorena.perdomo@dsv.com)





# Customs documentation

**DSV cannot act as importer/exporter of any shipment.**

The following documents are necessary/mandatory.

**Please do not mix temporary and permanent** entry shipments under one AWB or B/L or under same packaging. It should be **forwarded separately**. **Separate documents** are required for temporary and permanent import and should correlate each other and tally with Bill of Lading/Air Waybill/Truck Waybill.

Handwritten documents are not acceptable. The entries on the Invoices must be in English Language. Details on all documents must tally with the actual shipment. Pro Forma invoice or shipping Invoice is NOT acceptable.

Failing which will cause serious delays with the clearance and will invite fines and additional surcharges.

Singapore Customs are strict and thorough in their examination of goods. Do expect all packages to be opened and contents checked against the Combined Commercial Invoice & Packing List.

Customs fines will be imposed on the exhibitor in cases of Undervaluation, Non declaration, and Erroneous declaration. In such cases, DSV shall not be responsible for any delay in clearance. Customs fines and extra expenses incurred shall be borne by the exhibitor. Exhibitors are reminded to declare the true market value of their goods and be extremely careful in their preparation of documents.

## **By Airfreight:**

- 1 original and 1 copy of Airway Bill
- 1 copy of Commercial Invoice/Packing List
- 1 copy of Insurance Policy (if insured)

## **By Seafreight:**

- 1 original and 1 copy of Bill of Lading
- 1 copy of Commercial Invoice/Packing List
- 1 copy of Insurance Policy (if insured)

All consolidated shipments by airfreight or seafreight must be issued with house airway bill or house bill of lading. A consolidation cargo manifest must also be provided.

## **Commercial Invoice:**

- CCIPL must be in English Language.
- Must be printed on shipper's original embossed letter head and must bear an original company stamp (blue ink) along with an authorized signature (blue ink). The document must be headed "Commercial Invoice". No other term is accepted.
- The Invoice must clearly indicate the Commercial invoice number with a detailed description along with the serial number, model name, number of cases, total weight, total number of packages, unit value and total value in CIF (FOB Cost, Insurance & Freight must be mentioned separately), country of origin, HS tariff code and value (in US\$ or EURO only) for each individual item.



# Customs documentation

- A full description of each product / item must be given. Do not just indicate the model's name or model number. Describe the item – such as “1:3 scale (cutaway) missile model” or “souvenirs – lapel pins” or “wooden display plinth – floor standing” etc.
- Complete details of the shipper must be mentioned in the invoice including the Shippers Contact name and Telephone numbers.
- Every individual item, including giveaway items and brochures, is to be given a value based on CIF value in U.S. Dollars or EUR. Do not indicate the term “No Commercial Value” or “Value for Customs purposes only”.
- In case of machinery or equipment the respective serial numbers for the products must be mentioned along with the date of manufacture. This will assist temporary customs formalities.
- Exhibitors are requested to please ensure and declare all items and products correctly in the commercial invoice and all shipping documents. We do not accept any responsibilities in case of missing information or incorrect declarations by the exhibitor.
- There should be uniformity in the type of packaging mentioned on all shipping documents. E.g., If the Bill of Lading or Air Waybill reads **Cases** then Invoice, packing list & Certificates should reflect **Cases** as well – else there will be customs penalty even if the documents provided are original.
- Failure to declare true and accurate values on the shipping invoice including miss-declaration of the country of origin against physical cargo, will subject to a customs penalty.
- It must be clearly stated on the commercial invoice if the goods are for temporary or permanent importation. In addition, all consolidated shipments having more than one commercial invoice, a HAWB/HBL must be issued for each commercial invoice.
- The packing list must indicate individual weight and dimensions of each package in the shipment.
- It must indicate which items are packed into which boxes. It is very important that the piece numbers mentioned in the invoice and packing list tally with the physical packaging of your consignment.
- The commercial invoice must have to following declaration clearly stated in its contents:  
“We hereby guarantee that this is a true and correct invoice, and that the goods referred to are of the origin, manufacture and production of (Country...)and “Goods exported for ATTD-Asia 2025 Exhibition, taking place at SUNTEC, Singapore from 9<sup>th</sup> – 11<sup>th</sup> December 2025, Exhibition goods for display purpose only”.

The acceptance of the shipping documents as originals is subject to the sole discretion of the customs as per their defined parameters. Failure to comply with documentation and accuracy will result in delay and undue inconvenience, storage & other dues which shall be for account of the shipper.



# Customs documentation

## Temporary import

Goods intended for display at ATTD-Asia 2025 Singapore which will return to country of origin at the close of event, should be documented using:

**CC IPL (Combined Commercial Invoice and Packing List).**

This should be completed on your letterhead addressed as follows:

**IMPORTANT INFORMATION ON TEMPORARY IMPORTATION OF EXHIBITS**

- **The temporary importation of exhibits is allowed with prior approval only. Please contact us.**
- CC IPL must be in English Language.
- Do not mix temporary and permanent. It should be shipped by separate with single documentation per shipment. Separate house air waybills (HAWB) must be issued for individual exhibitors per consignment stating the correct weights and measures. Commercial Invoice/Packing List
- Detailed Invoice & packing list with Customs HS codes indicated to apply for Customs Bond. Processing of Bond takes about 10 working days. We therefore request that such application should reach us at least 4 weeks before the exhibition.
- Temporary Importation is allowed in Singapore for Machinery/Vehicles/Equipment having permanent visible engraved serial numbers for ease of identification upon arrival and at the time of re-export and properly mentioned on the invoice. However, a customs bond must be executed to cover the customs duties payable on such goods. We assist our exhibitors to secure this bond towards the importation and charge an import bond fee, details of which is provided in our tariff attached.
- All Customs Duty assessments are solely up to the discretion by Singaporean Customs, who can re-evaluate the value declared on the commercial invoices and the Duty is calculated and outlaid as assessed by the Singaporean Customs.
- **Customs fines will be imposed on the exhibitor in cases of Undervaluation, Non-declaration and Erroneous declaration.** In such cases, DSV shall not be responsible for any delay in clearance. Customs fines and extra expenses incurred shall be borne by the exhibitor. Exhibitors are therefore strongly reminded to declare the true market value of their goods and be extremely careful in their preparation of document.
- Goods cleared under Temporary Import must be re-exported out of Singapore at the end of the event, failing which Customs Duty and taxes will be automatically imposed on such goods. Direct Selling of Temporary Imported goods during the show as well as free distribution of samples is not Permitted at all.
- The goods must remain in our control until these are re-exported, otherwise duty is paid or as permitted by the customs authorities. Exhibits lost, given away or consumed that are under temporary import will be subject to duties, taxes, penalties and fees and a full enquiry by customs.





# Customs documentation

In the event that an exhibitor would like to dispose/sell his goods during the exhibition, the permanent importation of these items can be processed only subject to prior approval from the Singaporean Customs. However, such goods cannot be handed over to the buyer directly after the show. The goods will have to be moved from the venue to our warehouse after which a customs clearance/release/permanent importation will have to be obtained from the Customs authorities after paying all necessary customs duties and taxes and import conversion fees.

Please note the conversion process to convert temporary import goods to permanent import is a lengthy process and could take a long time to get all the approval in place. So, if you are considering this requirement, please ensure your buyer is made aware of the process and the time it requires to complete the conversion process.

All stand materials that are to be disposed at the end of the exhibition must also be done under Customs supervision. Goods are not permitted to leave the exhibition site during or after the exhibition until the necessary Customs releases have been obtained.

All Customs Duty (part or full) applicable on shipments being sent to Singapore will be for the account of the respective freight agent/contractor or exhibitor as assessed by the Customs authority. An outlay fee of 20 % of the outlaid customs duty amount will be charged additionally towards this service.

## **BANKER'S GUARANTEE UNDER TEMPORARY IMPORT SCHEME (TIS) IN SINGAPORE:**

Under TIS, a Bank Guarantee is required by the Singapore Customs to cover the potential Goods & Services Tax (GST). Goods for exhibitions may be imported 3 weeks prior to the exhibition and re-exported within 3 weeks of the closure of the exhibition.

Request for extension of these periods must be made in writing (with reasons stated) and approval will be granted on a case-by-case basis

Exhibits imported under the T.I.S. but are subsequently not re-exported shall require conversion to permanent import permit.

## **TEMPORARY IMPORTATION & GST/CUSTOMS DUTIES:**

Any Customs Duties/GST applicable to shipments that are sold during the event will be for the account of the respective freight agent or direct exhibitor who engages our services.

DSV will not collect duties/GST from the local buyer. Therefore, the exhibitor should include duties/GST in their invoice to the buyer. An outlay fee of 10% of the paid Customs Duty/GST amount will apply.

## **SPECIAL LICENSES & PERMITS:**

Administrative fees will apply for application and endorsement of licenses/permits from relevant Government departments (SFA, IMDA, RPN, HPR, etc.).

## **ATA CARNET:**

Singapore is a subscriber of the ATA Carnet System. Exhibitors participating in international trade fairs / exhibitions in Singapore can use ATA Carnet for temporary admission of their exhibition goods into Singapore.

Please ensure that the ATA Carnet is issued in "ENGLISH" language only. A letter of Power of Attorney to authorize DSV Solutions Pte. Ltd to act as the representative of ATA Carnet holder with the same signature of person who signed the ATA carnet is required by Singaporean Customs.



# Customs documentation

## Permanent import

Goods intended for display at ATTD-Asia 2025 Singapore which **will not** return to country of origin at the close of event, should be documented using:

**CC IPL (Combined Commercial Invoice and Packing List).**

This should be completed on your letterhead addressed as follows:

### IMPORTANT INFORMATION ON PERMANENT IMPORTATION OF EXHIBITS – DUTY PAID SHIPMENTS

- **The permanent importation of exhibits is allowed with prior approval only. Please contact us.**
- CC IPL must be in English Language.
- Do not mix temporary and permanent. It should be shipped by separate with single documentation per shipment.
- Detailed Invoice & packing list with Customs HS codes indicated.
- **Customs fines will be imposed on the exhibitor in cases of Undervaluation, Non-declaration and Erroneous declaration.** In such cases, DSV shall not be responsible for any delay in clearance. Customs fines and extra expenses incurred shall be borne by the exhibitor. Exhibitors are therefore strongly reminded to declare the true market value of their goods and be extremely careful in their preparation of document.
- All goods sold, disposed, or given away or not re-exported at the end of the exhibition will be subject to a GST of 7% of the CIF value.
- Cargo like banners, leaflets, brochures, catalogues, fliers, building materials and other consumables will require having to pay taxes. We suggest such cargo to be sent on a separate AWB / B/L, Invoice and Packing List from those that qualify for temporary importation.

### **SPECIAL LICENSES & PERMITS:**

Administrative fees will apply for application and endorsement of licenses/permits from relevant Government departments (SFA, IMDA, RPN, HPR, etc.).





# Customs documentation

## **Restricted, prohibited, or special requirements goods for Importation:**

- MEDICAL EQUIPMENTS / LASER EQUIPMENTS / Radio / Telecommunication Exhibits require import approval, therefore we require copies of products catalogue and hs code descriptions at least one month prior to show.
- Dangerous Goods (DG) need to be accompanied with the MSDS.
- Health/sanitary certificates, pharmaceutical products, any kind of foodstuff or beverages (candies for giveaways are also considered foodstuff by customs), medical chemical, cosmetic products, radioactive effects, hazardous nature... The clearance procedures are very long and expensive, therefore we recommend NOT to ship any kind of these items, to avoid having your shipment stuck at Indian customs. Textiles with origin from certain countries require a special Origin Certificate for textiles, please ask before shipping. Weapons, drugs or live animals/plants are strictly forbidden and will not be imported for the event.
- Importation of commodities such as Alcohol and products containing alcohol or any of its by-products this is strictly restricted for import into Singapore.
- Importation of products such as any food items, liver/dead poultry, vegetables, puree and paste, fruits, animal feeds, textiles, fabrics, fertilizers, chemicals, chemical seeds, grains, liver plants/flowers, tiles/marbles, wireless/radio, telecommunication/defense equipment and radioactive materials of hazardous nature, Cosmetics, Class rated cargo, etc. are also very restricted for import into Singapore.
- Films, video tapes or publications, DVD or CD. Censorship may apply. Ensure respect the religious, political & cultural sensitivity of the Region. Contact as per further information and costs.
- Import permissions are solely subject to approvals from the respective ministry and can be shipped only after receipt of these import permits. Additional charges are applicable to secure such permissions and can be quoted upon request.
- However, only some of the above restricted goods can be imported after obtaining prior approvals and special permissions from the necessary ministries. In order for us to arrange for such import permissions, we suggest you send us complete details and information of the items at least 60 to 70 days in advance prior to the shipping.
- If you intend to ship any such items, please contact DSV Fairs & Events well in advance at least 90 days prior to the actual shipping of the goods. Note such goods must NOT be shipped until you receive confirmation from DSV Fairs & Events.

## **IMPORTATION OF RADIO/TELECOMMUNICATION EXHIBITS:**

Any radio or telecommunication equipment brought in for the exhibition must receive prior approval by the Infocomm Media Development Authority of Singapore.

Please submit to us no later than 6 weeks before show opens, a copy of the exhibit catalogue/brochure with the full specifications, together with the full details of your intended demonstrations. This will enable us to apply for the necessary permits with the Authority.

The static display of such equipment at the exhibition is normally permitted when approved by the Infocomm Media Development Authority of Singapore, for entry into Singapore. For such equipment to be demonstrated at the exhibition or within Singapore, special approval is required.

Such telecommunication equipment should not be uplifted unless approval has been given and cannot be converted to permanent import unless local buyer has valid import license, otherwise equipment has to be re-exported.



# Additional information

## **HEAVY-LIFT SURCHARGE:**

Individual exhibit in excess of 2,000 kg per package will incur heavy-lift surcharge (in addition to the basic handling charge). Exhibits exceeding 5,000 kg per package will be subjected to an individual quotation when the dimensions and weights are provided. Please contact us for further information.

These additional heavy-lift surcharges are applicable severally for inward movements as well as for outward movements.

## **STORAGE OF EMPTY CASES:**

Empty cases will be stored within the exhibition site if space is available. Your cases will be marked and stored systematically under shelter during the exhibition period in order to facilitate quick and early retrieval for the re-packaging at the end of the exhibition.

## **RETURN INSTRUCTION:**

It is imperative that all exhibitors complete and sign the Return Shipping Instruction. Exhibitor should either visit our site office or contact our DSV representative at the earliest opportunity to complete their disposal instructions. If there is any amendment to the return instruction, the exhibitor will have to provide DSV with the revised instruction immediately. If the exhibitor has sold their exhibits to a 3rd party during the event, it is the SOLE responsibility of the exhibitor to oversee the collection of their exhibits. DSV will not accept responsibility for any loss or damage.

## **CARGO HANDOVER:**

Exhibitors must contact us to arrange for any handover of cargo. They will have to handover cargo to DSV together with DSV's Cargo Handover forms before they leave the exhibition. DSV Solutions Ltd. will not be held responsible for any sort of loss or damage incurred due to an exhibitor not completing or signing the forms correctly.

## **UNATTENDED CARGO AT CLOSE OF EVENT:**

Complete return instructions must be provided by agent or exhibitor to D prior to the show closing. Failure to do so will result in transfer of consignment to DSV warehouse and any such movements will be subject to additional transportation and warehouse storage charges. DSV will also not be responsible for any missing/damage cargo that is picked up on request of the show organizer to clear the hall if cargo is not properly handed over to DSV.

## **DISPOSAL:**

Upon delivery of your goods during move in, if your cases are not required to be redelivered to your booth after the show, please advise us to arrange for disposal. Fees for disposal shall be charged to exhibitors who require DSV Solutions Ltd. for such service. Otherwise, we will transfer the empty cases back to storage and relevant charges will apply.

## **VAT ON SERVICES RENDERED:**

All services rendered will be subject to 7% VAT as per Government's regulation.

## **RE-EXPORT TIMEFRAME:**

After the close of the exhibition, re-export may take at least 3 weeks from the close of the show depending on the region and space availability in airlines or shipping lines. For air freight export, it would take at least 2 weeks from close of the show. For urgent re-export, surcharges will apply, please let us know in advance.





## Additional information

### **MANDATORY REGULATIONS ON WEIGHT VERIFICATION:**

As per regulation, verified gross mass (VGM) information will have to be accurately provided in advance to the ocean carrier. The gross weight of cargo and weight declaration mentioned on all shipping documents would require uniformity e.g. If the gross weight of cargo is 500kg, the same should be reflected on the B/L & Commercial Invoice & Packing List. In cases of erroneous declaration, BL amendment fees, penalties and any extra expenses imposed shall be borne by the shipper/exhibitor/forwarding agent. In addition, the error declaration may result in shipment missing sailing schedules and therefore missing delivery timelines.

All resultant costs will also have to be borne by the shipper/exhibitor/forwarding agent.

Shipper/Exhibitors/forwarding agents – please be extremely careful in the preparation of documents. Click [here](#) for additional information on the IMO (International Maritime Organization) / SOLAS (Safety of Life at Sea) requirements.

### **CUSTOMS-SEALED CONTAINERS:**

All containers sealed by customs are subject to customs supervision prior to unstuffing (excluding weekends and public holidays). Breaking of seals without permission is a serious violation of customs regulations and offenders are subject to heavy fines. Imposition of fines (if any) will be borne by the exhibitors.

### **FLOOR LOADING CAPACITY:**

Suntec Floor Loading Capacity As per SUNTEC's regulation, all details of exhibits or display items which exceeds 1 ton would have to be submitted to us at least a month before show date:

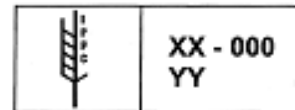
- Product catalogue / specification.
- Booth design with machine layout plan.
- Actual dimensions of the machine including the base (actual base size).
- Is the machine flat based on castors/legs? If the machine is on castors/legs, please provide footprint of the castors/legs.
- Net weight of the machine (static loading and for machines that are in operation, please provide the dynamic load).

Pointed or Dynamic Loads need special permits by the Centre and are restricted to special locations. Exhibits exceeding the above stated capacity may require steel plates, as per SUNTEC's regulation. Please contact SUNTEC for further information.

# Packing & fumigation

**Temporary and permanent goods must be packed and shipped separately.**

ALL SHIPMENTS with wood packing material to Singapore, such as wood block cases, lath cases, wood pallets, wood frames, wood drums, wood axes, chocks, stow-wood, crossties and so on, fumigation must be arranged in the country of origin before sending the cargo to Singapore.



Wood packing materials MUST be marked with the ISPM15 logo and the two letter ISO code for the country that treated the WPM. The marking must also include the unique number assigned by the national plant protection organization to the company responsible for ensuring the WPM was properly treated, and either the abbreviation HT (heat treatment) or MB (methyl bromide).

Failure to do so will cause delay in customs clearance process, in addition to an extra cost of USD 500,00.

To support the treatment, exhibitors should send the shipment along with a fumigation / heat treatment certificate issued by the producer of the packing material or issued by the company that did the fumigation or heat treatment and that indicates the code of the fumigation as described above.

**WOOD PACKING MATERIALS WITHOUT ACCEPTABLE STAMP OR NOT IN COMPLIANCE WITH THE ABOVE REQUIREMENTS MUST BE DESTROYED OR COMPULSORILY RE-EXPORTED WITH THE CARGO WITHOUT ENTRY INTO THE COUNTRY.**

For cargo with non-wood packing materials, the cargo owner must provide the non-wood packing declaration, which is printed out by company letterhead, signed with authorized signature and endorsed with company stamp.

DSV does not accept any responsibility for hidden damages, pressure points, scratches, drop of paint and other similar superficial damages if the shipment arrives with insufficient packing. The exhibitor shall be responsible for the consequences of improper packing.

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. Therefore, we strongly recommend the Exhibitor to take necessary precautions to ensure strong / seaworthy packing to safeguard exhibits from damage and rain, especially when the return exhibits are to be packed with original packing materials.





# Case marking

Exhibits and cargo should be well packed and designed with internal padding and battens, suitable to the nature of the goods and the mode of transportation intended. The packaging should be able to withstand the entire journey, in case of temporary import the return journey also. It should be capable of easy unpacking and re-packing; the use of screws and clips is highly recommended instead of nails which normally damage the packaging.

We suggest that your goods are well packed and labelled for easy identification, all packages should be marked as follows:

ATTD-Asia 2025  
c/o DSV Solutions Pte. Ltd.

Exhibitor Name: \_\_\_\_\_

Stand Number: \_\_\_\_\_

Name & Location of Exhibition: \_\_\_\_\_

Case Numbers: \_\_\_\_\_

Gross Weight/Net Weight: \_\_\_\_\_

Dimensions: \_\_\_\_\_

Labels must be in English.

Please affix labels to the walls of the packages. This will make identification much easier. Example:



You can find a template attached to the Exhibitor's Form:

DSV FAIRS & EVENTS		DSV
Sender / Remetente		Case No. / Bullo N°
Consignee / Exhibition / Consignatario / Feria		Hall
		Stand
		Mode of Transport / Modo de Transporte





# Insurance – Payment terms



## Insurance

All work is covered under our General Trading Conditions. It is recommended that all exhibitors should arrange a comprehensive cover for their goods. This should cover the shipment to the show site, the period of display and the return to the country of origin, or an appropriate disposal period at the conclusion of the exhibition.

Unless specifically insured, DSV Fairs & Events is not responsible for any loss, pilferage or damage whilst goods are left unattended on the stand. Although we will aim to make delivery to and collection from the stand, at the specified time requested, we cannot always guarantee this. Therefore, please ensure that goods are fully insured to cover all risks.

DSV Fairs & Events can offer a competitive insurance quotation. Please contact your show manager for further details.



## Terms of payment

Unauthorized Credit will not be accepted. Our invoices are due for immediate payment upon presentation. Customers with no credit term or any prior agreed payment terms will have to pay the invoices before the event starts or on-site during the event and before the outward shipping of their exhibits.

Please note the following method of payment accepted is by bank transfer:

Bank details of DSV Road/Solutions Spain, S.A.U.  
IBAN: ES77 1465 9000 1100 0183 2990  
Swift Code: BBRUESMX

All payments must be **made in euros** without any deduction or deferment on account of any claims, counterclaims or offset. Currency converter based on invoice issue date of XE.

<https://www.xe.com/currencyconverter>.





# Conditions of contract

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## **Environmental Fee**

To fulfil our commitment, we are introducing an Environmental Fee which will be implemented from January 1, 2025. The Environmental Fee reflects our commitment to taking action and making a positive impact on supply chains.

The fee will be charged to all customers at a rate of 0.15% of your invoice. The resulting funds collected will be used to cover costs related to investments in projects and technologies aimed at reducing the climate impact from our operations. Charges will be applied to all operations processed through DSV and will be clearly detailed on your invoice for full transparency.

With the acceptance of the quotation, the fee will be applied allowing us to formally implement the Environmental Fee. Should you have any questions or require any clarification, please reach out to your local DSV representative.

## **Conditions of Contract**

All charges are based on today's applicable rates, exchange rates and terms and conditions of all companies involved in this transport and are subject to change without prior notice.

The liability of DSV ceases with the delivery and commences with collection of shipments at the exhibition stand. It is the exhibitor's responsibility to ensure that the materials are secured after delivery / prior collection by DSV from your stand and that return shipments are properly marked by the exhibitor.

If the client also books the service of "empty case storage", they are obliged to indicate clearly if the packing material is in fact empty or packed (partially packed or full). DSV does not accept any responsibility for damages or loss of items that have been inside of packing material that has been previously declared as empty.



# Conditions of contract

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## **DSV Standard Terms and Conditions**

Unless otherwise agreed, all services are rendered according to the [DSV Standard Terms and Conditions](#) of DSV Group and [Condiciones Generales de Servicios Logísticos y de Expedición de DSV](#) in Spain in that order. Orders undertaken as carrier of overseas carriage are subject to conditions stipulated in the [DSV Ocean Transport B/L](#). Orders undertaken as carrier of carriage by air are subject to conditions stipulated in [DSV House Air Waybill](#). In case of discrepancy between the DSV Standard Terms and Conditions and the terms stipulated in the DSV Ocean Transport B/L or the DSV House Air Waybill, the terms of the DSV Ocean Transport B/L or the DSV House Air Waybill shall prevail. We recommend that you review the full version of named general conditions set in [www.dsv.com](http://www.dsv.com).

This message and its attached files may contain confidential information. Communication, reproduction, or distribution of this message is prohibited. If you are not the final recipient, please delete it and inform us via this channel.

In accordance with the provisions of the current legislation on data protection, we inform you that your personal data will be processed under the responsibility of DSV to manage the relationship that binds us and will be stored for no longer than is necessary in maintaining the purpose of processing. The data will not be transferred to third parties unless legally obliged to do so. You may exercise your rights of access, rectification, portability, erasure, restriction and opposition by sending an e-mail to [barcelona.calidad@es.dsv.com](mailto:barcelona.calidad@es.dsv.com) or [spain.privacy@dsv.com](mailto:spain.privacy@dsv.com) and if you consider that the processing does not comply with the current legislation, you may file a claim with the supervisory authority at [www.aepd.es](http://www.aepd.es).

In compliance with the principle of data accuracy established in GDPR and LOPDGDD we request you to communicate any variation or change in your personal data that figures in our database as soon as possible by using the e-mail address [barcelona.calidad@es.dsv.com](mailto:barcelona.calidad@es.dsv.com) or [spain.privacy@dsv.com](mailto:spain.privacy@dsv.com).