

Delivery & Logistic Services

Merkur Expo Logistics GmbH has been appointed the official forwarding agent and clearance agent for **ATTD Asia Conference**.

We offer the following services: customs clearance, delivery to the booth, freight forwarding, manpower & trolleys for unloading/loading during build-up and dismantling, storage of empty crates, transportation to and from the Exhibition Hall.

For security, insurance, and efficiency reasons Merkur **is the exclusive agent** nominated by the organizer for move in and move out and handling of empties.

Exhibitors and booth builders are free to deliver their goods or to pick their goods up from outside the venue. Those who use their own facilities up to the venue are requested to coordinate their time schedule and unloading of their cargo into the venue with Merkur.

Contact Details:

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Please note these important dates:

Buildup	17 November from 14:00
Exhibition	18-20 November
Breakdown	20 November 17:00-24:00
SERVICE	DEADLINE
LATEST ARRIVAL DEADLINES Documentation Deadline (Dry Goods):	7 working day prior arrival Please ship your goods to arrive in Singapore
Airfreight shipments at Singapore airport	11 – 13 November 2024
Courier (Less than 50kgs)	12 – 14 November 2024

There is only 5 days free storage given from the date of arrival, even the cargo arrival as per above dates, storage will charge accordingly

Services, Delivery Address & Shipping Instructions

CONSIGNING INSTRUCTIONS FOR AIR FREIGHT

All freight should be shipped on "FREIGHT PREPAID", and consigned as follows:

ROGERS EXPO SERVICES (SINGAPORE) PTE LTD

6, Harper Road, #05-03 Leong Huat Building

Singapore 369674

Tel: 65-6846 0055

E-mail: sales@rogers-asia.com

For: ATTD- Asia 2024

IMPORTANT!!! Please do not send any airfreight shipment unless you receive very specific instructions for invoices, packing list, etc.

SHIPPING DOCUMENTATION AND PRE-ADVICE

For all shipments, copies of documents, including air or ocean bills of lading/ Airway Bills, truck, invoices & packing list and other required documentation must be e-mailed to **Rogers Expo Services (Singapore) Pte Ltd SEVEN WORKING DAYS** prior to arrival. Please also indicate the name of the show site representative, their office phone and fax numbers, their mobile phone number and their e-mail address.

The shipper is responsible for any delays due to bad weather, war, strike, equipment failure, intensive examination, or other Government intervention.

Please fax stand plans & insurance certificates, if applicable.

Whichever method you choose, please ensure you email a brief pre-advice to us as soon as available.

DOCUMENTATION – INVOICES & PACKING LISTS

To enable us to clear your exhibits, please complete the enclosed 'Combined Invoice and Packing List' marked Annex A. This document is to be completed in English, with full details such as description of commodity, unit & total value in Singapore Dollars or US dollars and in CIF terms. Exhibitors are requested to indicate on the "Combined Invoice & Packing List" on columns A Or B whether items are intended for temporary import or Permanent import

PACKING

Please ensure your equipment is packed in a strong, waterproof packing case, which could be used for re-packing after the exhibition.

When packing, please conform to the weight and height restrictions of the show venue.

CASE MARKING

All cases, cartons etc being sent to the exhibition must be marked as follow:

Exhibition Name: ATTD 2024
c/o ROGERS EXPO SERVICES (SINGAPORE) PTE LTD
Exhibitor :
Stand No :
Case No :
Dimensions :
Weight :

HAND-CARRIED EXHIBITS

It is an offence under Singapore Customs regulations not to declare personal belongings or exhibits with total value of \$400.00 or above. All goods imported into Singapore are subject to 9% Goods & Services Tax GST, which must be paid at the time of import at the various entry points. Exhibitors who hand-carry their exhibits are required to declare their goods at the Customs checkpoints and make the necessary tax payment before they are granted entry.

Alternatively, if you have high value goods of a returnable nature that you wish to hand-carry, we suggest that you obtain an ATA Carnet from your local Chamber of Commerce. Please refer to section 11, paragraph (1).

PERMANENT IMPORTATION

All goods imported into Singapore are subject to the Goods & Services Tax (GST) when sold, consumed, distributed, disposed, donated or given away in Singapore. The GST payable is 9% of CIF value indicated on the invoice is and subject to Customs & Excise final appraisal of the imported goods value. Brochures, pamphlets, newsletters, advertising material and giveaways of any kind will automatically be imported for local consumption with non-refundable GST paid upon import.

TEMPORARY IMPORTATION

There are two options available to exhibitors in obtaining GST and duty exemption for exhibits entering Singapore for display and subsequently re-exported.

- (i) ATA Carnet – Please enquire with your local Chamber of Commerce on its application and restrictions
- (ii) Temporary Import Bond raised by Rogers Expo Services (Singapore) Pte Ltd:

Rogers Expo Services (Singapore) Pte Ltd can provide a Bank Guarantee

to Customs on your behalf for exhibition goods under “temporary import” for a small fee.
For Import Bond fees, please refer to our Freight Handling Tariff.

PROHIBITED / RESTRICTED / CONTROLLED GOODS

PLEASE DO NOT SHIP WITHOUT OUR PRIOR APPROVAL

The following categories of materials are prohibited, restricted or controlled and require special documentation and/or clearances prior to importation. Please supply us with details of your goods so we can advise you of the import paperwork required for the different types of products. On no account are the following products to be shipped without checking with us beforehand. Prohibited - Crossbow, chewing gums and pornographic materials. Restricted/Controlled - Arms and explosives, fireworks, military equipment, toy guns/arms - Telecommunication /transmitting equipment - Radiographic equipment - Vehicles - Foodstuff & Beverage products - Cigarettes & Tobacco products - Medical/Pharmaceutical/ Chemical products - Live Animals and any products made from animal parts

EXHIBITION CLOSING PROCEDURES & RETURN MOVEMENT

The following documents will be distributed to exhibitors before closing.
a copy of the List of Exhibits previously submitted to customs
a form of Instructions for Disposal of Exhibits

Exhibitors are requested to declare on their disposal form the number of packages, value, and weight/volume of each product within the following categories:

sold

to be returned (port of destination/mode of transport)

consumed/given away

Return consignments will be dispatched on a freight 'prepaid' basis upon full payment of our handling charges in Singapore or on 'collect' terms via a shipper's disbursement. (Please note that we are not in a position to handover any return freight to other third-party agents as temporary import guarantees is lodged in our name and customs formalities must be cancelled at the time of exportation). We will be pleased to provide you with a quotation upon request.

The maximum term for temporary importation is six weeks (3 weeks prior to the exhibition show's opening date and 3 weeks from the show closing date). Any extension will be subject to Customs approval

INSURANCE

As the official tariff is computed on the basis of volume or weight and has no correlation with the value of exhibits, it follows that the cost of insurance cover is not included in our charges. It is the responsibility of each exhibitor to arrange a full transit Insurance Policy covering transport to the exhibition, during the exhibition, and the return of exhibits to domicile, including the period the exhibits are handled by us, and also ensure that Transport Insurance is arranged for exhibits sold locally. Insurance shall include a waiver of subrogation against ROGERS EXPO SERVICES (SINGAPORE) PTE LTD and its agents and/or subcontractors.

Exhibitors should also bring a copy of the insurance policy to Singapore, as it will be required in case, we need to file a claim for damage or loss on your behalf.

Congress Venue

Swissôtel The Stamford , Stamford Foyer and Bencoolen Foyer

Singapore Swissôtel The Stamford Tarif

1. By Air

Collection from arrival Singapore airport up to delivered on stand including customs clearance	S\$1.45 kg (per exhibitor/ consignment)
Minimum Charge	S\$460.00 (per exhibitor/ consignment)
Consignment Service Charge	S\$115.00 (per exhibitor/ consignment)
Unpacking/ Uncrating Service	S\$19.00 per cbm (Minimum 2cbm)
Fuel Surcharge	S\$30.00 (per exhibitor/ consignment)

The volume/weight ratio for airfreight will be calculated as 1 cbm = 167 kg, and charged on whichever yields the greater

* Consolidated shipments will have a S\$100/ per delivery point within the same exhibition**

OUTBOUND CHARGES ARE THE SAME AS INBOUND

2. TEMPORARY IMPORT BOND FEE

Temporary Import Bond fee based on CIF value of your goods (subject to Customs re-assessment of value)	0.65% on CIF value
Minimum Charge	S\$125.00 per consignment per exhibitor

2. DOCUMENTATION FEE

Temporary / Permanent Import Permits	S\$120.00 per exhibitor/per declaration / per origin/ per category
Handling and customs clearance of ATA Carnet	S\$180.00 per ATA Carnet

3. EMPTY STORAGE & HANDLING CHARGES

Please contact us if you require any

4. ON-SITE HANDLING CHARGES – GENERAL CARGO (EXHIBITS FROM LOCAL SOURCES)

	Pallet/Packed Unit
From arrival MBS up to delivered on stand w/o storage of empties	S\$110.00 per cbm/1000kg
Minimum Charge	S\$300.00 /exhibitor/consignment
Consignment Service Charge	S\$115.00/consignment/exhibitor
Unpacking/ Packing Service	S\$19.00/cbm (Min 2cbm) per exhibitor

On-site orders for site services will have a 50% surcharge and are on COD basis

5. COURIER SHIPMENT LESS THAN 50KGS

Handling from Rogers Warehouse till Delivery to exhibition booth excluded customs clearance & onsite supervision	S\$300.00 per consignment per exhibitor
Per Kg	S\$2.5
Consignment Service Charge	S\$115.00 (per exhibitor/consignment)

* For Courier shipment more than 50kgs or without customs declaration, goods will be considered airfreight shipment

THE TARIFF MUST BE READ IN CONJUNCTION WITH THE SECTION IN THESE INSTRUCTIONS HEADED “NOTES ON TARIFF”.

- 1) All Air-Terminal Handling Charges (S\$0.20/kg Min. S\$35) for airfreight arriving in and departing from Singapore will be charged as per outlay for inward & outbound movement.
- 2) With effect from July 2016, a Safety of Life On Sea (SOLAS) weighing fee of S\$19.00 per cbm (round up to next higher cbm) will be applicable for export cargo.

- 3) Tariff prices are applicable only to single pieces not exceeding 250 x 220 x 220 cm / 2,000 kg. Any single piece in excess of 2000kgs will be subject to a heavy-lift surcharge according to the scale below:

Weight per Piece	Heavy-Lift Surcharge
2001-4000 kg	S\$40.00 per 1000 kg
4001-6000 kg	S\$50.00 per 1000 kg
6001-8000 kg	S\$60.00 per 1000 kg

For single pieces above 8000 kg, or in excess of above dimensions, a separate quotation will be given upon receipt of full cargo specifications. These rates will not be applicable where mechanical lifting equipment cannot be used due to restrictions of the exhibition venue. Exhibitors should check with the organizer if they need to send to the show any exhibits with dimensions and weight that exceed the limits of the show venue.

The venue owner has requested the following requirements/specification for any individual machine/equipment with net weight that is in excess of 1000kg. Appreciate that the following details/specification be forwarded to us at least 1 month prior to the show date:

- a. Product catalogue / specification,
 - b. Booth design with machine layout plan,
 - c. Actual dimensions of the machine including the base (actual base size),
 - d. Net weight of the machine (static loading and if the intend to operate the machine, the dynamic load),
 - e. Is the machine flat based or on castors/legs? If on castors/legs, please provide footprint of the castors/legs. To check the loading on our floor slab, the dimensions that are in contact with the floor is of most importance and this could be the machine base/plinth, shipping skid etc
- 4) Prices include storage in our warehouse in Singapore as per arrival deadline and 5 days after close date of show for outbound goods. Additional storage in our warehouse in Singapore will be charged at S\$10.50 per m3 per week (Min. S\$110.00 per week) or part thereof. Cargo without disposal instructions at close of show will be charged as storage cargo including transport charge back to our warehouse.
- 5) Prices are valid only for goods arriving on or before our published deadlines, goods arriving after these dates will be subject to late arrival surcharge of 30% of basic prices. Whilst every effort will be made to clear cargo through to site prior to the opening, no guarantees can be given. Surcharges will apply regardless of the delivery date to your booth.

- 6) Documentation Charges as below:
Permanent documentation charge of S\$95.00 per exhibitor/per declaration
Temporary documentation charge of S\$95.00 per exhibitor/per declaration
- 7) Handling and customs clearance of ATA Carnet @ SGD 125.00 per each ATA Carnet
- 8) Exhibits that are under Temporary Import and subsequently sold or disposed off in Singapore shall require a permanent import permit. A fee of S\$125.00 per declaration shall be levied for processing of permit conversion. In addition, exhibitors are required to pay the Goods and Services Tax (GST) of 9% on CIF or Sales value, whichever is higher.
- 9) Any unwanted empty packing cases/materials left on the show floor by exhibitors at the close of the show will be removed and sent for destruction. A fee of S\$63.00 per cbm (Minimum S\$187.00) will be levied.
- 10) All cargo must be sent "Freight Prepaid" for the inward movement. Freight sent collect and all outlays paid on behalf will be charged at 10% on top of the payment incurred.
- 11) Tariff Exclusions:
 - Airport storage charges as per receipt/outlay
 - Transport/Exhibition Insurance
 - Assembling / Disassembling/ Repositioning of exhibits, as per expense, signed work order
 - Courier fees for dispatch of original B/Ls and documents @ S\$150.00
 - 30% Surcharges of the basic handling will apply for the move in and move out between 2200hrs- 0800hrs at venue
 - Any 3rd Party charges not listed above will be billed at cost @ Min S\$35.00
 - 9% Goods and Service Tax (GST)
 - Handling of perishables/ high value/ high-sensitive /hazardous or dangerous / oversized cargo – UPON REQUEST

6. Payment terms

Terms of Payment

1. Invoices will be sent by e-mail only.
2. The invoicing is per shipment.
3. Full payment of the incoming handling charges must be received prior the delivery to the booth.
4. The outgoing handling charges are payable immediately after receipt of our invoice.
5. Payment can be made by credit card (VISA and MASTERCARD) or by wire transfer. Personal or foreign cheques are not acceptable.
6. 1,5% interest per month will be charged on overdue payments

7. The rate offer is in \$, The total amount will be converted to €, the payment must be paid in €. As per foreign exchange rates by and on the invoice date

Please complete and sign the attached material handling form/payment confirmation and return it to our attention.

Please note that your signature will be used as a payment guarantee based on the general tariff. Any services not outlined in the attached tariff will be quoted on an individual basis.

Please notify "Merkur" immediately about any requirements relating to invoices.

Please note that all payments are in €.

7. Terms and conditions

All orders are accepted exclusively on the basis of the local & German forwarders terms and conditions (ADSp).

We wish you a successful experience!

MERKUR EXPO LOGISTICS