

# SHIPPING MANUAL

**FIG WORKING WEEK 2019**  
**22<sup>nd</sup>-26<sup>th</sup> April**  
NCC - Hanoi

Presented by

**TRADELINKS LOGISTICS & SERVICES CO., LTD**

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Cau Giay District, Hanoi, Vietnam

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## 1- INTRODUCTION

Tradelinks Logistics & Services Co., Ltd as sole official forwarder for **FIG WORKING WEEK 2019** will provide comprehensive range of services include customs clearance, transportation, on-site handling and customs bond storage; re-export; after sales arrangements for all exhibitors' requirement.

This shipping manual should be read in conjunction with the exhibitor kit issued by the organiser. Please do not hesitate to contact us if you require clarification on any points.

We wish you every success at the exhibition and look forward to serving you in Ha Noi.

## 2- CUSTOMS REGULATIONS FOR TEMPORARY IMPORTATION

- Exhibitors participate the shows will be allowed to import their exhibits and expo materials on temporary import basic. All the shipments for the show will be imported on temporary basic if there is no other pre-arrangement or instruction. Exhibitors will not have to pay for import tax & VAT if cargo on temporary import and re-export all after the show closes.
- All exhibits or materials temporarily imported for the shows **MUST be re-exported** or be **transferred to Customs Bonded warehouse** not later than **30 days** from the show close date. If exhibitors require a longer period for cargo on temporary importation, cargo must be transferred to customs bonded warehouse and this operation & procedure will be offered and charged accordingly.
- Please take notes on importing UAV. UAV is allowed to import on temporary basic for display purposes only. Special license must be applied when demo flight carried out during event. This license application takes long time and complicated. Please contact official forwarder and organizer for instructions if you have plan to perform test / demo flights
- Exhibits or promotional materials consumed or given away during the show will be subject to import tax & VAT. We will provide customs conversion from temporary into permanent for these materials.
- Catalogue, brochure, printed materials and DVD, CD, VCD Video tapes are Censorship items. These items are subject to **Censorship Import License** and inspection. It takes up to 10 days to apply for the license so we suggest sending these materials via separate Courier parcel with much earlier arrival deadline for on time customs clearance. In case above materials sent together with other exhibits, please pack separately and declare details in the invoice & packing list.
- Please take note that imported of food stuff and beverage is very complicated and subject to special import license so do not include these items in your main exhibit shipment to avoid delaying in customs clearance.
- **ATA Carnet and bank guarantee are not acceptable method for temporary importation in Vietnam**

### 3- GENERAL DEADLINES & SCHEDULE

Submission of copies of invoice & packing list	<b>1st April 2019</b>
Arrival of Censorship items via Courier	<b>10th April 2019</b>
Copies of Bill of lading and Commercial Invoice & Packing list For SEAFREIGHT consignments	<b>2nd April 2019</b>
Arrival of consignment via LCL SEAFREIGHT	<b>5th April 2019</b>
Arrival of consignment via FCL SEAFREIGHT	<b>8th April 2019</b>
Copies of Bill of lading and Commercial Invoice & Packing list For AIRFREIGHT consignments	<b>8th April 2019</b>
Arrival of consignment via AIRFREIGHT	<b>12th April 2019</b>

#### DOCUMENTS & CONSIGNMENT DEADLINES SEA FREIGHT CONSIGNMENTS

In accordance with Vietnam customs regulations for the importation of exhibition cargo, temporary import license must be applied before shipments arrive Vietnam. To ensure smooth customs declaration and application for the license, all exhibitors are required to submit the **Commercial Invoice & Packing list not later than 2nd April 2019**

We will check and confirm the declared invoice & packing list before you could send the shipment to Vietnam

Following documents are required for temporary import license application.

- ✓ 1 Copy of surrendered Bill of Lading
- ✓ 1 set of Combined Commercial Invoice & Packing list
- ✓ 1 set of Catalogue, brochure or picture of exhibits
- ✓ 1 Copy of insurance certificate ( if applicable)

These documents MUST reach us not later than **2nd April 2019**

Cargo arrival deadline: **5th April 2019** for LCL sea shipment and **8th April 2019** for FCL sea shipment

Late submission document surcharge at **US\$ 100.00** per exhibitor per consignment will be applied should documents reach us later than the required deadline

Documents and shipment pre-alert must send to

#### **TRADELINKS LOGISTICS & SERVICES CO., LTD**

1D, LANE 165/8 Mai Dich Street

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**Attn: David Linh**

Email: [info@tradelinkslogistics.com](mailto:info@tradelinkslogistics.com)

#### **AIRFREIGHT CONSIGNMENTS**

In accordance with Vietnam customs regulations for the importation of exhibition cargo, temporary import license must be applied before shipments arrive Vietnam. To ensure smooth customs declaration and application for the license, all exhibitors are required to submit the **Commercial Invoice & Packing list not later than 8th April 2019.**

We will check and confirm the declared invoice & packing list before you could send the shipment to Vietnam. Following documents are required for temporary import license application.

- ✓ 1 Copy of Airway Bill
- ✓ 1 set of Combined Commercial Invoice & Packing list
- ✓ 1 set of Catalogue, brochure or picture of exhibits
- ✓ 1 Copy of insurance certificate ( if applicable)

These documents MUST reach us not later than **8th April 2019**

Cargo arrival deadline for airshipment **12th April 2019**

Late submission document surcharge at **US\$ 100.00** per exhibitor per consignment will be applied should documents reach us later than the required deadline

**Documents and shipment pre-alert must send to**

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#### **4- CONSIGNMENT INSTRUCTIONS & PORT, AIRPORT OF ENTRY**

All shipments, either by air or sea, must be consigned FREIGHT PREPAID. Master Bill of Lading and/or Master AWB must be prepared and issued as follows:

**Shipper:** Name of Exhibitor with Complete Address / Phone / Fax Number

**Consignee :** **FIG WORKING WEEK 2019**  
**C/O TRADELINKS LOGISTICS & SERVICES CO., LTD**  
1D, lane 165/8, Mai Dich Street  
Cau Giay District, Hanoi, Vietnam  
Phone: +84 243 3386 2720 Fax: +84 243 3386 2721  
**Attn: David Linh / Henry Do**  
**Email: [info@tradelinkslogistics.com](mailto:info@tradelinkslogistics.com)**

**Notify party:** SAME AS CONSIGNEE

Description of the goods in B/L and AWB : **EXHIBITION GOODS FOR FIG WORKING WEEK 2019"**

**Following the port & Airport of entry**

<b>SeaFreight FCL &amp; LCL Consignments:</b>	<b>Hai Phong Port</b>
<b>AirFreight Consignment:</b>	<b>Noi Bai international Airport – HAN</b>

## 5- COURIER SERVICE SHIPMENT

Exhibitors are required to check with Tradelinks Logsitcs & Services Co., Ltd before sending any materials via courier to the show. Wrong declaration and consignment will lead to delay in customs clearance and late delivery to the show site. Do not presume that using courier service your materials will be delivered on door to door service as some materials are subject to import, censorship import license and courier service will not apply those licenses on exhibitors behalf.

## 6- STAND LAYOUT PLANS

Exhibitors are required to submit the scale layout plan for heavy exhibits and equipments which require handling by forklift or crane for positioning. The layout plan must be submitted with invoice & packing list for us to arrange early move in before booth build up. Exhibitors also are requested to get approval for early move in from organizer if they require early set up and assemble of exhibits.

## 7- UNPACKING / REPACKING ON SITE

- Tradelinks Logsitcs & Services Co., Ltd operation team will assist you with basic physical unpacking and repacking of exhibits, however exhibitors must supervise and be responsible for these operations. For this purpose, a representative of the company must be available on-site during the move-in / move-out period. If exhibitors request us to arrange unpacking or repacking without their supervision, we shall handle the operations at the exhibitors risk and report back the cargo condition after operation.
- Exhibits require special handling for assembling or dismantling must be handled with supervision by representative from exhibitor. Additional handling and using of forklift or crane for assembling / dismantling is to exhibitors account.
- We will reuse exhibitors' packing materials, cartons and wooden cases for repacking. In case the materials cannot be reused, Tradelinks Logsitcs & Services Co., Ltd could provide the packing materials upon exhibitors' requirement. Please contact Tradelinks Logsitcs & Services Co., Ltd on site representative for packing material price list.
- To get vacuum packing on site, exhibitors are required to submit service order at least two days before move out. If order made during move out day, the vacuum packing will be done at our warehouse.

## 8- CASE MARKING INSTRUCTION

In addition to the special case labels which are available from our offices and agents upon request, all packing cases, cartons etc being sent to the exhibition must be stencilled with the following information:

**Exhibitor name c/o Tradelinks Logsitcs & Services Co., Ltd**

Nett Weight	kg	Exhibitor
Gross Weight	kg	Stand No.
Dimensions L x W x H (cms)		

## 9- CUSTOMS REGULATIONS FOR SALES OF EXHIBITS

- Exhibits imported on temporary basic for show display purpose could be sold after the show if importers have the license or function to import the cargo. The customs conversion from temporary into permanent import will take up to 10 working days.

- Cargo pending for customs conversion must be transferred back to customs bonded warehouse and can be released after conversion completed. Handling from stand to warehouse and warehouse handling, storage will be charged as per attached handling tariff.
- Vietnam customs will require new set of documents for customs conversion with supporting sale contract, import license, invoice and packing list with exact selling price and some of the products are subject to special import license, import quota so please consult with us on site for more details when you intend to sell cargo.
- Cargo sold to Foreign Invested Company is subject to different customs conversion process. Please contact us should you have any requirement for this kind of conversion.

## **10- EMPTY CASE AND CARGO STORAGE CONDITIONS**

- 1) The owners/Agents forwarding goods for the storage (hereinafter refer to as "the Depositors") hereby declare that they are the Owners of the authorised Agents of the Owners of the goods, and in forwarding the goods for storage accept these conditions for themselves and all other parties on whose behalf they are acting or who may in any way be concerned with the said goods.
- 2) Goods received for the storage are not insured by Tradelinks Logsitcs & Services Co., Ltd Vietnam Co., Ltd. (hereafter referred to us "The Company") and are entirely at the risk of the Depositors. The Company will however effect an insurance of the goods on behalf of the Depositors if requested to do so by the Depositors in writing provided that the premium in respect of such insurance is paid or agreed to be paid by the Depositors.
- 3) The Company will not be responsible for the condition or contents of any goods received for storage, nor for loss of weight, nor for any damage to the said goods before or whilst being stored or remaining in storage caused by dampness, termites, burglary, theft, Act of God, Enemies, hostilities, strikers, lockouts, riots, civil commotions, affects of climates, monsoons, tempest, torrential rains, floods, temperature changes, heat, fire, lighting, earthquake, explosion, vermin, white ants, unprotected or insufficiently protected casting or machinery, defective or insufficiently protected casting or machinery, defective or insufficient packing or packages, obliteration of marks, hook holes, tearing of covers, bursting of bands or hoops, leakage, rust, decay, sweat, mildew, dry rot, evaporation, fumigation, accidents, latent defect of the storage containers, inherent vice or circumstance over which the or any part or parts therefore to any part of parts of their storage container for storage.
- 4) The Company may refuse to deliver to any person the goods deposited or any of them unless the storage charges hereunder accrued due and all others sum if any owed by the Depositors to the Company shall have been previously paid.

## 11- INSURANCE

As the official tariff is computed on a volume and weight basis 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.

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

## 12- PAYMENT TERMS & CONDITIONS OF BUSINESS

Companies using Tradelinks Logistics & Services Co., Ltd or its appointed agents will be invoiced directly by them for all services. Companies shipping other than by our offices or agents are advised that full payment must be received by us as follows:

Inward : Upon uplift of goods, prior to delivery to stand.

Outward : Upon presentation of invoice/prior to return of exhibits to sender.

**All payment must be made without any deduction or deferment on account of any claim, counterclaim or off-set, and remitting bank charges are to be borne by the remitter.**

**Our bank account is as below:**

Beneficiary: Tradelinks Logistics & Services Co., Ltd

Account no: 0491370052448

Swift code: BFTVVNVX049

Bank name: JSC Bank for Foreign Trade of Vietnam - Thang Long Branch

Bank address: 98 Hoang Quoc Viet Street, Cau Giay district, Hanoi, Viet nam

Please contact our offices should you have any questions or need more assistance to ensure smooth handling of your exhibits and materials to the show.

## TRADELINKS LOGISTICS & SERVICES CO., LTD

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