



## **INTRODUCTION**

Dear Exhibitor,

Mendelssohn Commerce has been appointed the official Customs & Freight Forwarding Agent for the 2016 Rotary International Convention in Seoul, Korea. We would like to ensure that your materials arrive “on time”, in the most cost efficient manner. We suggest that you read these instructions in conjunction with the exhibitor’s manual provided by the Show Organizer.

Our helpful instructions will assist you in preparing for the correct, and timely, dispatch of your exhibits to Korea for the 2016 Rotary International Convention. We highly recommend that you use the services of Mendelssohn Commerce for a complete logistics package. Our complete package will move your exhibit(s) door-to-door, from your country to your exhibition booth.

**PLEASE NOTE: Failure to comply with the deadlines, consignee, and document instructions, will cause unnecessary delays in customs clearance and may lead to additional charges. For this reason, if you will be using a freight forwarder, other than Mendelssohn Commerce, please be sure to pass these instructions on to them.**

Korea has many import restrictions and import permit requirements, especially for exhibitions. Invoices & Packing Lists must be faxed, or e-mailed, to us for approval PRIOR TO shipping.



Mendelssohn Commerce will not accept responsibility for late arrivals, or non-deliveries, to the venue if these guidelines and/or recommendations are not followed.



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## CONSIGNEE INSTRUCTIONS

	<p><b><u>Consignee Instructions (AIR)</u></b></p> <p><b><u>Master AWB Consignee:</u></b> Korea GLS, Inc. #205,ACE Highend Tower,14,Seongsui-ro 10-gil Seongdong-gu, Seoul, Republic of Korea Tel:82-(0)2-575-1533 Fax:82-(0)2-575-1532 CTC: Mr.Shane Kim / Mr. Trans Park c/o Rotary Int'l 2016, Kintex Mendelssohn Commerce <b><u>Notify Party:</u></b> Rotary Int'l 2016, Kintex Exhibitor: _____ Booth No: _____ <b><u>Remark:</u></b> URGENT EXHIBITION GOODS FOR Rotary Int'l 2016, KINTEX</p> <p><b><u>DESTINATION AIRPORT :</u></b> Incheon Airport (Airport Code :ICN)</p> <p><b>Arrival Deadline: May 6, 2016</b></p>
	<p><b><u>Consignee Instructions (SEA)</u></b></p> <p><b><u>Master AWB Consignee:</u></b> Korea GLS, Inc. #205,ACE Highend Tower,14,Seongsui-ro 10-gil Seongdong-gu, Seoul, Republic of Korea Tel:82-(0)2-575-1533 Fax:82-(0)2-575-1532 CTC: Mr.Shane Kim / Mr. Trans Park c/o Rotary Int'l 2016, Kintex Mendelssohn Commerce <b><u>Notify Party:</u></b> Rotary Int'l 2016, Kintex Exhibitor: _____ Booth No: _____ <b><u>Remark:</u></b> URGENT EXHIBITION GOODS FOR Rotary Int'l 2016, KINTEX</p> <p><b><u>DESTINATION PORT :</u></b> Busan Port (BUS)</p> <p><b>Arrival Deadline : May 6, 2016</b></p>



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## **PRE ALERTS**

Korea has many import prohibitions and import permit requirements, especially for exhibitions. Mendelssohn Commerce, along with our Korean agent, will accept no responsibility for late or non-delivery to the venue(s) if these guidelines and/or document requirements are not followed.

Please note that your documents must be approved, by Mendelssohn Commerce, prior to shipping, to ensure that we can clear the goods accordingly with no delays or extra charges incurred. Please refer to the "DOCUMENTATION" section in the manual.



### **FREIGHT CONDITIONS**

- All freight coming down to Korea for a tradeshow/convention must be shipped on a PRE-PAID basis, with the amount of freight clearly shown on the body of the AWB / Bill of Lading.
- Freight “AS AGREED” is not acceptable by Korean Customs Authorities.

### **FREIGHT DEADLINES**

- FCL Ocean Freight shipments: Arrival at Port of Busan, no later than May 6, 2016.
- LCL Ocean Freight shipments: Arrival at Port of Busan, no later than May 6, 2016.
- Ocean Freight documents / Pre-Alerts: Pre-alert is required 48 hours prior to shipment departure from Port of Origin and original documents must arrive 7 working days prior to vessel arrival into port Busan, Korea.

### **IMPORTANT NOTES**

- Food, Beverage, Medical, and Dental items all require import licenses. Such licenses can take more than 30 days to obtain. We strongly recommend that these items not be shipped.
- Invoices must be issued in English.
- 1 original set of invoices must be submitted together with AWB / BL – Photocopies are **NOT** accepted, even if it bears original signatures.
- It is very important that actual/true values are declared. Korean Customs Authorities have the right to question the value declared on the invoice, and can request proof accuracy.
- Korean Customs Authorities inspect every shipment, according to each invoice. In case of any discrepancies, the complete shipment is potentially subject to delays, fines, and/or seizure.
- Shipments that are sent via Parcel Post Couriers (i.e. Fed-ex, UPS, DHL, etc.); Shipments that are sent to our advanced warehouse via Parcel Post Couriers must be sent “PREPAID”. Shipment will be refused if they are sent “COLLECT”
- PLEASE **DO NOT** SHIP ANY CARGO WITHOUT OUR PREVIOUS AUTHORIZATION FROM MENDELSSOHN COMMERCE.

## **CUSTOMS FORMALITIES/EXAMINATION**

**There are two (3) means of importing goods into Korea. They are as follows:**

- **TEMPORARY IMPORT BOND (TIB)**

Mendelssohn / Commerce, along with our Korean agent, are able to arrange for temporary entry of your goods against our security bond (TIB). Goods under Temporary Import must be under Mendelssohn/Korean Agent Control until they have been exported out of Korea, or finalized as a permanent entry.

- **PERMANENT IMPORT**

This is for goods which enter Korea for consumption, give away items, or goods that will remain in Korea, where import duty and Tax will apply. Please contact a Mendelssohn representative for Duty & TAX% rates.

- **ATA CARNET**

Entry for goods under ATA Carnet allows for free movement of the goods within Korea after the exhibition for a period of up to twelve (12) months or until the expiry of the Carnet whichever occurs first, after which the goods must be re-exported (Under Customs supervision).

## **SWPM (SOLID WOOD PACKING MATERIAL)**

Korean Customs Authorities have issued requirements for importing Solid Wood Packing Materials (SWPM). All wood packaging must be treated, and marked, certifying the approved treatment on two opposite sides of the SWPM. The Mark should contain the valid symbol approved by IPPC, country code, unique number of the producer / treatment facility designated by the National Plant Protection Organization (NPPO) of exporting countries and treatment methods (HT, MB).

## DOCUMENTATION

In order to assist you in the preparation of the documents, we have designed a sample Commercial Invoice and Packing List for your reference. Please view the Commercial Invoice, which is located in the forms section of this manual, at your leisure.

Explanatory notes on the completion of the Commercial Invoice and Packing List form are as follows:

- **All information entered in these forms must be in English**
- **Indicate separate FOB (Free On Board) and CIF (Cargo, Insurance, and Freight) Values on commercial invoice:**
  - ***FOB VALUE: indicates the cost of goods, including all transportation and insurance costs up to the port of departure; the “Price Paid”***
  - ***CIF VALUE: indicates the value of the goods, including freight and insurance, from the port of departure; FOB Value + Insurance + Freight***
- **All values must show both a unit value, and a total value; “NO COMMERCIAL VALUE” declaration is NOT accepted by Korean Customs Authorities.**
- **A full description of the item must be given. Please do not just indicate the model name, or model number. Also, vague descriptions such as “Exhibit Materials” or “Display Goods” will not be accepted.**
- **Describe the item-such as “1:3 scale (cutaway) model”, or “souvenirs-lapel pins”, or “wooden display shelves – floor standing”, etc.**
- **Description of goods MUST include part numbers, model numbers, and serial numbers.**

**NOTE:** Korean Customs Authorities are very strict about having part numbers, model numbers, and serial numbers shown on the Commercial Invoice. Please ensure that this information is included. Heavy penalties can be charged by Korean Customs Authorities for missing or inaccurate information.

- **Number of Packages**
- **Itemized Gross and Net Weight**
- **Total Gross Weight**
- **Itemized Harmonized Codes (HS #'s), for Customs classification, required for all items.**



### IMPORTANT: Duty-Free Goods

According to the Korean Customs regulations, the following items shall be exempted from Duty:

1. Official catalog, pamphlet, unframed photographs, poster and illustration materials published by the exhibitors.
2. Sample goods and souvenirs valued respectively at no more than \$5.00 USD per item on the CIF Basis, provided that the aggregate value and quantity of the goods are reasonable in the assessment of the customs office.

Mendelsohn Commerce representatives are available to walk you through these forms. Just give Danny a call at 905-673-5445, or send him an e-mail at [dmekhuri@mend.com](mailto:dmekhuri@mend.com) .

## ARRIVAL DEADLINES

	<p><b><u>DOCUMENT SUBMISSION DEADLINE:</u></b></p> <p>Mendelssohn Commerce must receive all completed Customs &amp; Shipping documents by <b>April 1, 2016</b>.</p> <p><b><u>CARGO ARRIVAL DEADLINE VIA AIRFREIGHT:</u></b></p> <p>Your cargo Freight needs to arrive at <b>Incheon</b> Airport no later than May 16<sup>th</sup>, 2016.</p> <p><b><u>DOCUMENT DEADLINE VIA AIRFREIGHT:</u></b></p> <p>5 days prior to the arrival of the flight. Please ensure you send us a full pre alert containing the following documents:</p> <ul style="list-style-type: none"> <li>• flight number, weights and dimensions</li> <li>• A copy of the commercial invoice/packing list</li> <li>• AWB Copies</li> </ul> <p><b>Original documents: The documents must be attached to the AWB and a fax or e-mail pre-alert must be sent to Mendelssohn Commerce with copies of AWB and Commercial Invoice Packing List, prior to the cargo being shipped.</b></p>
	<p><b><u>DOCUMENT SUBMISSION DEADLINE:</u></b></p> <p>Mendelssohn Commerce must receive all completed Customs &amp; Shipping documents by <b>March 4, 2016</b>.</p> <p><b><u>CARGO ARRIVAL DEADLINE VIA SEA FREIGHT:</u></b></p> <p>Your cargo Freight needs to arrive at <b>Busan</b> Port:</p> <p><b>FCL CARGO:</b> Cargo must arrive port no later than May 10, 2016.</p> <p><b>LCL CARGO:</b> Cargo must arrive port no later than May 10, 2016</p> <p><b><u>DOCUMENT DEADLINE VIA SEA FREIGHT:</u></b></p> <p>7 days prior to the arrival of the vessel into Busan Port Please ensure you send us a full pre alert containing the following documents:</p> <ul style="list-style-type: none"> <li>• One original of Express Bill of Lading</li> <li>• Invoice and Packing List</li> </ul>



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## **INSURANCE COVERAGE**

While all care is taken by Mendelssohn Commerce, and our Korean partners, in handling shipments, no liability is accepted for any internal or non-visible irregularities to the contents of your shipment. We strongly recommend that exhibitors insure their shipments for the conveyance from origin to stand, including the transit storage in our advance warehouse. All transactions are undertaken subject to our Standard Trading Conditions.

**All exhibitors should arrange a comprehensive coverage for their goods which covers shipments to Korea, the period of display, and which allows either return to the country of origin, or an appropriate disposal period at the conclusion of the exhibition.**

## **PACKING & LABELING**

Please remember that your goods will be loaded & offloaded several times en-route to Korea.

We suggest that your goods are well packed, preferably in wooden cases, or on pallets.

To ensure your goods can be quickly located at site or during transit, please mark each case/carton as follows, on at least 2 sides:

**Exhibition Name: Rotary 2016**

**Exhibitor Name:**

**Booth No:**

**Package No:**

**Gross W/T (KGS):**

**Dimensions (CM):**

## **TERMS OF PAYMENT**

- For exhibitors who are utilizing Mendelssohn Commerce services, payment information must be provided prior to shipping.
- For exhibitors who are utilizing the services of another freight forwarder, payment must be arranged, by credit card, PRIOR TO DELIVERY TO THE STAND. Please contact Mendelssohn Commerce for the rates that will apply.





## Credit Card Authorization Form

**\*\*Due to Payment Card Industry (PCI) compliance rules, we will only be able to obtain your Credit Card Number by phone or fax.**

**\*\*DO NOT e-mail this form. If you are unable to fax, please contact our office for instructions.**

**\*\*Please complete this form , and fax it to 1-855-762-1145.**

*NOTE: This fax # is used ONLY for receipt of Payment Information. It is located in a secured area that is NOT accessible for receipt of other documents and shipment information. All non-payment information (Order Forms, Invoices, Bills Of Lading, etc.) should be sent via e-mail, or faxed to 905-673-2574.*

Event Name:

Event Dates:

### Invoicing Information

Exhibitor / Company Name:

Address:

City:

Province/State:

Postal/Zip Code:

Telephone:

E-mail:

### Credit Card Information

Charge to:     Visa                       MasterCard                       American Express

Cardholder Name:

Card Account Number:

Expiry Date:

I hereby authorize the use of this credit card for payment of services relative to this event.  
I understand that a 2% administrative fee (minimum \$50.00) will be charged for all credit card declines.

Cardholder's Signature:

Date (mm/dd/yyyy):

Mendelsohn Event Logistics dba MENDELSSOHN COMMERCE, Division of ICECORP Logistics Inc.

<p>TORONTO, Head Office 1600 Courtneypark Dr. E Mississauga, ON L5T 2W8 T: 905.673.5445 F: 905.673.2574 Payment Fax (Credit Card Secure): 1.855.762.1145</p>	<p>MTCC, North Building 255 Front St. W. Toronto, ON MSV 2W6 T: 416.863.9339 F: 416.863.5149 Payment Fax (Credit Card Secure): 416.863.0301</p>	<p>MTCC, South Building 222 Bremner Blvd., Room 825B Toronto, ON MSV 3L9 T: 416.863.9339 F: 416.591.8589 Payment Fax (Credit Card Secure): 416.863.0301</p>	<p>MONTREAL 276 Rue St. Jacques, Suite 818, Montreal, QC H2Y 2G4 T: 514.987.2700 F: 514.849.3446 Payment Fax (Credit Card Secure): 514.396.5547</p>	<p>CALGARY 2116 - 27<sup>TH</sup> Ave. N.E., Suite 325 Calgary, AB T2E 7A6 T: 403.291.1694 F: 403.291.7028 Payment Fax (Credit Card Secure): 1.855.762.1145</p>	<p>VANCOUVER 608 Annance Court, Unit 3 Delta, BC V3M 6Y8 T: 604.687.5535 F: 604.687.1463 Payment Fax (Credit Card Secure): 1.855.762.1145</p>
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# Order Form

## Customs and Transportation Services



Please accept this as authority for ICECORP Logistics Inc. dba Mendelsohn Commerce of 1600 Courtneypark Dr. E., Mississauga, ON L5T 2W8; business number 121767677RM0001, a Customs Broker licensed under the Customs Act, to act as my true and lawful attorney to transact on my behalf all matters relating to the import and export of goods, as outlined in ICECORP Logistics Inc. Standard Trading Conditions, including but not limited to:

1. The release of and accounting for goods, document and data preparation, payment of, and refund, of all government duties, taxes and levies in respect of imported and exported goods released or to be released; and
2. The transportation, warehousing, and distribution of such goods.

In signing this form, I grant ICECORP Logistics Inc. dba Mendelsohn Commerce full power and authority to appoint a sub-agent, where required.

This authority is granted for all shipments in relation to the event and/or shipment(s) detailed below.

Event Name: \_\_\_\_\_ Event Dates: \_\_\_\_\_

Services Required: (please check one)

- Customs Clearance and Transportation     Customs Clearance Only     Transportation Only

<b>Shipper Information</b>		
Company Name:		
IRS # or U.S. Tax Identification #:		
Address:		
City:	Province/State:	Postal/Zip:
Contact Name:	Tel:	
E-mail:	Fax:	

<b>Delivery Information</b>		
Exhibitor/Company Name:		
Event Name:	Booth #:	
Facility Name:		
Address:		
City:	Province/State:	Postal/Zip:
On-Site Contact:	Cell #:	
E-mail:		

<b>Return Freight</b> <input type="checkbox"/> Same as Shipper		
Company Name:		
IRS # or U.S. Tax Identification #:		
Address:		
City:	Province/State:	Postal/Zip:
Contact Name:	Tel:	
E-mail:		

<b>Billing / Invoicing Information</b> <input type="checkbox"/> Same as Shipper		
Company Name:		
Importer # (if applicable):		
Address:		
City:	Province/State:	Postal/Zip:
Contact Name:	Tel:	
E-mail:	Fax:	

### Shipment Information

Carrier Name (if not using Mendelsohn Commerce):		Contact Name:	Tel:
Pick-Up Date:	Hours of Operation:	Delivery Date:	Time:
Requested Service Level:	<input type="checkbox"/> Air <input type="checkbox"/> 2 <sup>nd</sup> Day <input type="checkbox"/> Truck		
Additional Services Required:	<input type="checkbox"/> Lift Gate <input type="checkbox"/> Inside Pick-Up/Delivery		

# of Pieces	Box/Crate/Skid etc.	Length	Width	Height	@ Weight (lbs) Each:	Per Piece	Total
	@ Dimensions (Inches) Each:				@ Weight (lbs) Each:		
	@ Dimensions (Inches) Each:				@ Weight (lbs) Each:		
	@ Dimensions (Inches) Each:				@ Weight (lbs) Each:		
	@ Dimensions (Inches) Each:				@ Weight (lbs) Each:		
	@ Dimensions (Inches) Each:				@ Weight (lbs) Each:		
	Total				Total Weight:		

### Cargo Insurance / Declared Value

This shipment is covered under basic carrier liability, direct with the carrier. Maximum liability (declared value for carriage of this shipment) is agreed to and understood to be \$0.50 per pound multiplied by the number of pounds for that part of the shipment lost or damaged, but not less than \$50.00 per shipment UNLESS additional Cargo Insurance has been arranged with Mendelsohn Commerce. Subject to the terms and conditions of liability for loss/damage, stated below. Please contact Mendelsohn Commerce for more Cargo Insurance information.

### Terms of Payment and Security Deposit (Must be completed)

\*\*Due to Payment Card Industry (PCI) compliance rules, we will only be able to obtain your Credit Card Number by phone or fax. A separate Credit Card Authorization form has been provided. Please check off the payment method that has been completed for this order:

- Completed Credit Card Authorization or Preliminary Invoice has been faxed.  
 Incomplete Credit Card Authorization or Preliminary Invoice (without Credit Card #) has been e-mailed. I have provided Credit Card # by telephone.

### Terms and Conditions

This order is placed with the specific understanding that we hereby release ICECORP Logistics dba Mendelsohn Commerce (Mendelsohn Commerce) and/or agents from all liability for loss, damage and/or theft to our merchandise and property, no matter how caused, and we have insured all such properties being handled; 1) Mendelsohn Commerce shall not be responsible for damage to uncrated materials, improperly packaged goods or concealed damage. 2) Mendelsohn Commerce will not be responsible for any loss/damage/delay due to fire, acts of god, strikes, lock outs of any kind beyond its control. 3) Mendelsohn Commerce liability is outlined in the above Cargo Insurance / Declared Value section. We are self-insured, or have made other appropriate insurance arrangements and paid applicable charges. 4) Mendelsohn Commerce shall not be liable to any extent whatsoever for the actual, potential or assumed losses or profits or revenues, or for any collateral costs which may result from any loss or damage to materials. 5) All hazardous materials have been declared, and we abide by all Federal, Provincial, State and Local laws.

<b>Client Signature</b> I have read and agree to the Terms and Conditions of this Contract.
Signature:
Name:
Title:
Date:

<b>Accepted by Mendelsohn Commerce</b>
Signature:
Name:
Title:
Date:

# COMBINED COMMERCIAL INVOICE & PACKING LIST (SEA)

Issuance Date: May , 2016

<b>Shipper: Exhibitor Name</b> Add.:  TEL:			<b>Consignee: Korea GLS, Inc.</b> #205, ACE Highend Tower, 14, Seongsui-ro 10-gil, Seongdong-gu, Seoul, 04784, Republic of Korea TEL: 82-(0)2-575-1533 FAX: 82-(0)2-575-1532 CTC: Mr. Shane Kim / Mr. Trans Park C/O Rotary International 2016, KINTEX			Notify : Rotary International 2016, KINTEX Exhibitor: Hall No.: Booth No.:			Exhibits' Status A. Return    B. Consumed C. Sold        D. Giveaway			
Port of Departure :  Port of Destination: Busan, Korea  Payment Freight Prepaid												
Package No.	Description of the Exhibition Goods			Dimensions (cm)			CBM	G/W.T (KG)	Quantity	Status	CIF Value (US\$)	
	Item Name	Model No.	Serial No.	L	W	H					Unit Value	Total Value
	Exhibition Goods for "Rotary International 2016"											
Cases												

AUTHORIZED BY : \_\_\_\_\_  
 Exhibitor Name