



APT Showfreight Ltd
安普特物流有限公司

**VIETNAM SAIGON TEXTILE & GARMENT INDUSTRY EXPO 2009 /
VIETNAM SAIGON FABRIC & GARMENT ACCESSORIES EXPO 2009
07 - 10 APRIL 2009**

HO CHI MINH CITY, VIETNAM

SHIPPING MANUAL

INTRODUCTION

The organizer has appointed APT Showfreight Limited as the Official Freight Forwarder and On-Site Handling Agent for the captioned fair. All inquiries, please feel free to contact:

Main Contact point in Vietnam

Apex Trading & Services Co Ltd
339 Nguyen Dinh Chieu Street,
Ward 5, District 3, HCMC, Vietnam
Attention: Mr. Andy Neo
Tel: +848 9291548 & 5017039
Fax : +65 62343821 / +848 9291547
Mobile: +65 96889156
Email: andy.neo@apex-expologistics.com

Main Contact point in Hong Kong

APT Showfreight Limited
Office A, 20/ F, Loyong Court Commercial Building,
212-220 Lockhart Road, Wanchai, Hong Kong,
Attention: Ms Yoky Lee
Tel.: +852 2877 0258
Fax: +852 2877 0505
Mobile: +852 9639 5407
Email: yoky.lee@aptshowfreight.com

GENERAL INFORMATION

Exhibits are allowed to enter Vietnam on temporary import and later re-export for participation of trade fairs and exhibitions, if not sold or consume, re-export of exhibits must be carry out within **90 days** at most from the day of temporary importation. All non return items / consumed items are taxable / dutiable under the Vietnamese tax regulation, unless, otherwise stated.

DOCUMENT AND CONSIGNMENT DEADLINE

In order to efficiently prepare the custom clearance documentation, we will encourage exhibitors to email or fax a copy of the draft commercial invoice to us for pre-clearance, 30 days from show date. Copy of catalogue of machines/equipments or company website for accuracy of custom declaration of products:

| | | |
|--|-------|--|
| Draft commercial invoice for pre-clearance | | 06 March 2009 |
| Full documents for sea consignment | | LCL: 12 March 2009 FCL: 16 March 2009 |
| Vessel to reach HCMC seaport | | LCL: 19 - 21 March 2009 FCL: 23 - 25 March 2009 |
| Full documents for air consignment | | 23 March 2009 |
| Flight to arrive HCMC airport | | 26 - 28 March 2009 |
| Courier consignment | | 25 March 2009 |

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DOCUMENTS REQUIRE FOR CUSTOM CLEARANCE AND DECLARATIONS

The following shipping documents are required for cargo clearance upon arrival in Vietnam.

- 1) 1 copy of Combined Commercial Invoice & Packing List
- 2) 1 original copy of Bill of Lading for sea cargo (alternatively, original not require for Express Release/ Surrendered Bill of Lading/ Seaway bill)
- 3) Copy of Airway Bill for air consignment
- 4) Copy of Insurance Policy (If insured)
- 5) Catalogues/Specification of machine/electronic items (if applicable)

COMBINED COMMERCIAL INVOICE & PACKING LIST

Attached is a copy of the **Combined Commercial Invoice and Packing List** for your usage. You may photocopy additional copies if the attached is insufficient.

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

- a. All entries must be in English Language.
- b. International Harmonized Code (HS Code) and Country of Origin must be indicated.
- c. For machine/electronic items, brand name, model and serial number must be provided. Catalogues are required for these items as well.
- d. Every individual item has to be given a value based on CIF value expressed in U.S. dollars. Do not indicate "No Commercial Value".

CONSIGNMENT INSTRUCTION

All Master Airway Bill/ Bill of Lading must be consigned "Freight Prepaid" as follows, additional surcharge will be imposed for wrong consignee consignments, and a 5% outlay commission fee will be imposed for all "Freight Collect" consignments.

Consignee: **VIETNAM SAIGON TEXTILE & GARMENT INDUSTRY EXPO 2009**
C/O APEX TRADING & SERVICES CO LTD
339 NGUYEN DINH CHIEU STREET,
WARD 5, DISTRICT 3,
HO CHI MINH CITY, VIETNAM
TEL: (848) 9291548 & 5017039
FAX: (848) 9291547

Notify Party: APEX TRADING & SERVICES CO LTD
339 NGUYEN DINH CHIEU STREET,
WARD 5, DISTRICT 3,
HO CHI MINH CITY, VIETNAM
TEL: (848) 9291548 & 5017039
FAX: (848) 9291547
CONTACT: MS TRAM

CASE MARKINGS

All packages shall be marked as follows:

**VIETNAM SAIGON TEXTILE & GARMENT INDUSTRY EXPO 2009 /
VIETNAM SAIGON FABRIC & GARMENT ACCESSORIES EXPO 2009
c/o: APT Showfreight Limited**

Name of Exhibitor : _____
Stand No. : _____
Case No. : _____
Gross Weight : _____
Dimensions : _____

PACKING

Exhibitors are advised to provide strong packing cases for the transportation of the exhibits which can withstand unpacking and repacking operations. For main exhibits, we recommend bolted returnable type of cases to be used. This is to avoid unnecessary repair and reconstruction of cases in the event of damages due to handling whilst in transit.

LATE ARRIVAL SURCHARGE

In case there is any late shipment arriving Vietnam after the above specific deadline, a late arrival surcharge at 30% based on basic handling charge will be applied. APT Showfreight Limited will make all efforts to expedite the delivery schedule but no guarantee can be given.

ATA CARNET

ATA Carnet is not acceptable in Vietnam for usage as documents for temporary importation.

RETURN OF EXHIBITS

For urgent return of exhibits, please inform our staffs on site in advance so that we can arrange for urgent re-export custom clearance. For normal re-export, it can take up to 3 weeks due to Customs process.

FILMS & VIDEO TAPES/DISCS

The Cinematography Department in Vietnam must inspect any films and video tapes/CDs/VCDs to be shown at the exhibition. An additional handling rate for these censorship items will be billed as per manual stated. It is also not suggested exhibitor to hand carry large amount of these items into Vietnam, as cargo may be detained by Vietnamese Customs.

INWARD / OUTWARD HANDLING TARIFF

- | | |
|--|---|
| 1. Consignment Service Charge | US\$60.00 per consignment (HBL) per exhibitor |
| 2. Application of Temporary import license fee / Application of Re-export license fee | US\$100.00 per consignment (HBL) per exhibitor |
| 3. Separate declaration for permanent import of brochures and giveaway items/souvenirs | I) US\$80.00 per consignment per exhibitor II) Import duties & taxes/VAT: will be billed at cost as per outlay |

SEA CONSIGNMENT

Basic handling charge from arrival **HCMC Seaport** to deliver up to exhibition stand or vice versa, including storage of empties during show days:

- | | |
|---|---|
| 1. Basic Handling Rate | US\$65.00 per cbm or 1,000 kg, whichever is the greater. |
| Min. Charge LCL | US\$130.00 per consignment (HBL) per exhibitor. |
| FCL 20' GP | US\$1495.00 cbm per 20' container |
| FCL 40' GP | US\$2990.00 cbm per 40' container |
| 2. Terminal Handling Charge (At cost) LCL | US\$20.00 per cbm or 1,000kg, whichever is the greater. Minimum charge 1cbm per consignment (HBL) per exhibitor, |
| FCL 20' GP | US\$70.00 per 20' container |
| FCL 40' GP | US\$100.00 per 40' container |

AIR CONSIGNMENT

Basic handling charge from arrival **HCMC Airport** to deliver up to exhibition stand or vice versa, including storage of empties during show days:

- | | |
|--|--|
| 1. Basic Handling Rate | US\$0.85 per kg base on actual or volumetric weight whichever is greater (Minimum charge US\$170.00 per consignment) |
| 2. Airport Terminal Charge (At cost) | US\$0.10 per kg base on actual or volumetric weight whichever is greater (Minimum charge US\$10.00 per consignment) |

- All 3rd party charges will be charged at cost
- Brochures and giveaway items/souvenirs are taxable items with an import tax rate of 30% to 50% + 10% VAT base on the value accessed by Vietnamese Customs.



To ensure our acknowledgment of cargo arrival, please send by email or fax copies of the shipping documents including Bill of Lading/Air way bill and the combined commercial and packing list to us as per document deadlines stated.

All consolidated shipments by airfreight or sea freight must be issued with House Airway Bill or House Bill of Lading. A consolidation cargo manifest must also be provided.

ADDITIONAL CHARGES

BONDED WAREHOUSE STORAGE

Exhibits in bond prior to move-in or re-export are subject to a bonded storage fee.

Storage charges **US\$1.00** per cbm or 1,000 kg per day, whichever is greater
Min. **US\$10.00** per consignment per exhibitor

ON-SITE HANDLING SERVICE CHARGE

Exhibits arriving at the venue shall be subject to the following on-site handling services from arrival exhibition venue to delivery booth or vice versa.

Handling rate **US\$20.00** per cbm or 1,000 kg, whichever is greater
Min. **US\$40.00** per consignment per exhibitor

COURIER SHIPMENT

Handling of courier shipment from arrival at APT Vietnam office up to exhibition stand will be:

Transportation fee **US\$1.00** per kgs, min. **US\$30.00** per consignment per exhibitor

HANDLING FOR CENSORSHIP ITEMS

For shipments contain CDs, DVDs, printed matters, additional handling charge is as follow:

Handling rate for censorship items I) **US\$50.00** per consignment per exhibitor
II) **import duties/taxes/VAT (if any):** will be billed at cost as per outlay

EXTENSION OF TEMPORARY IMPORT LICENSE

Each application of license is valid for 30 days from the day customs file is opened. The temporary import license can be extended 2 times, each extension lasts for 30 days, subject to approval from the Vietnamese authorities.

Application fee for extension of temporary import license **US\$100.00** per extension, max. 2 times

HANDLING OF SOLD EXHIBITS

Exhibits can be sold at the exhibition. On direct release of exhibits on site, the import taxes / duties payable shall depend on the nature of commodity and the buyer/selling terms between exhibitor and buyer. All items that cannot be released on site will need to be transported back to the bonded warehouse; handling charge will be charged back to exhibitor / buyer.

Exhibitors selling their products to any FDI (Foreign Direct Investment) companies which are entitled to tax waiver, will need to reconfirm with the buyer if their FDI license allows them to purchase the machine directly after exhibition. If customs does not allow these FDI companies to import the product under tax waiver after exhibition, the product will need to be re-exported out of Vietnam within 90 days from day of arrival.

Customs conversion procedures of exhibits from temporary basis to permanent importation are rather complicated. Before exhibitors confirm the trading terms, we suggest exhibitors to counter check with us for a smooth sales and purchase transactions. Should APT Showfreight Limited service is required for the conversion, charges as follow:

| | | |
|---|-------|---|
| Handling from exhibition stand to deliver up to bonded warehouse, service include return of empties, packing and loading on site, transportation, unloading in warehouse | | US\$40.00 per cbm or 1,000 kg, whichever is greater, minimum US\$80.00 per consignment per exhibitor |
| Temporary Import license cancellation fee | | US\$100.00 per consignment per exhibitor (or buyer) |
| Conversion of temporary import exhibits to permanent import | | US\$200.00 per conversion |
| Storage charges | | US\$1.00 per cbm per 1,000 kg per day, whichever is greater Min. US\$10.00 per consignment per exhibitor |
| *Import duties/taxes/VAT (if any) | | Will be billed at cost as per outlay |

HEAVY-LIFT SURCHARGE/OVER-SIZE SURCHARGE

Individual exhibit exceeding 3,000 kg or 3m (L) x 2m (W) x 2m (H) per package will incur heavy-lift or over-size surcharge for inward movements, as well as outward movements. If applicable, a separate quote will be provided.



TRANSFER OF CONTAINERS

| | | |
|--|-------|---|
| Return of empty containers from site to shipping line depot or collection of empty containers from depot to site (crantage charge is applicable) | | US\$60.00 per 20' per trip US\$120.00 per 40' per trip |
| Transfer of empty containers from site to storage area to site (crantage charge is applicable) | | US\$60.00 per 20' per trip US\$120.00 per 40' per trip |

CRANAGE AND CONTAINER UN-STUFFING CHARGE

For sake of safety, all containers must be grounded to facilitate stuffing or un-stuffing of containers. Our charges for grounding loaded containers and reloading of empty containers at fairground are:

| | | |
|----------------------------------|-------|--|
| Grounding or Reloading Container | | US\$180.00 per 20' per operation US\$350.00 per 40' per operation |
|----------------------------------|-------|--|

Additional charges for un-stuffing and/or re-stuffing of containers at fairground.

| | | |
|-------|-------|--------------------------|
| 20'GP | | US\$120.00 per operation |
| 40'GP | | US\$240.00 per operation |
| 40'HQ | | US\$280.00 per operation |

ADDITIONAL CHARGE FOR RE-POSITIONING OF EXHIBITS

All machines are quoted based on one time positioning. Additional positioning service required, a separate quote will be provided.

EARLY ARRIVAL STORAGE

Should the consignment arrive earlier than the stated consignment deadline, relevant port storage charges will be billed back to the shippers/exhibitors/agents.

RESTRICTED ITEMS

Weapons and Arms, Cosmetics, Telecommunication Equipments, Medicines/ Pharmaceutical Products are subject to specific import license in Vietnam. Handling charges as follow:

| | | |
|--|-------|----------------------------|
| Specific Import License Application Fee, subject to approval | | US\$100.00 per application |
|--|-------|----------------------------|

To avoid Customs detention, exhibitors are suggested not to import any food/drinks items to Vietnam.

ADDITIONAL SERVICES

For additional services not listed above, an individual quotation will be given upon request.

INSURANCE

It is the responsibility of each exhibitor to arrange Marine (Transport) Insurance covering transport to the exhibition, during the exhibition, till the return of the exhibits to domicile/ exhibits sold locally, including the period the exhibits are handled by APT Showfreight Limited.

Our tariff is computed on the basis of volume and weight and has no correlation with the value of exhibits which means the cost of insurance cover is not included in our charges.

APT Showfreight Limited can offer the exhibitor insurance coverage at competitive premiums upon receiving request.

TERMS OF PAYMENT

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

Outward: Upon presentation of invoice/prior to delivery to premises.

All payments must be made without any deduction or deferment on account of any claim, counterclaim or offset.

Details of our bank account:

| | |
|------------------------|---------------------------|
| Beneficiary Bank Name: | HSBC Hong Kong |
| Beneficiary Bank Code: | 004 |
| SWIFT Address: | HSBCHKHH |
| Account Number: | 813-221496-838 (USD/ HKD) |
| Account Name: | APT SHOWFREIGHT LTD |

(Remitting bank charges are to be borne by the exhibitor)

TERMS AND CONDITIONS

APT Showfreight Limited does not take any responsibility for: -

- a) Exhibits which are not allowed by the organizer or Vietnamese Customs to be sold or displayed in fair site.
- b) Any tax/duty for sold exhibits
- c) Loss of goods whilst on display at the venue

All business is only transacted in accordance with our Standard Trading Conditions. A copy is available upon request.

Use of APT Showfreight Limited's services – be it partly or in full – and any requirement for additional services at any time before, during or after the exhibition express orally and/or in writing and/or by conduct, implies acknowledgement and acceptance of the foregoing.