

SHIPPING INFORMATION

Consignment Deadlines

- All exhibition goods must arrive in Singapore as per the recommended schedule:

Activity	Date
Arrival of films and video tapes by COURIER	29 February - 1 March 2017
Copies of Bill Lading and the Commercial Invoice and Packing List for SEAFREIGHT consignments	10 February 2017 - LCL Shipment 17 February 2017
Arrival of exhibits shipped by SEAFREIGHT	20 - 22 February 2017 - LCL Shipment 27 - 29 February 2017
Copies of Commercial Invoice and Packing List for AIRFREIGHT consignments	27 February 2017
Arrival of exhibits shipped by AIRFREIGHT	29 February - 1 March 2017

- Please note that exhibits can only move in on the **7 March 2017** at 1300 hrs. For freight arriving Singapore earlier than the designated schedule, please arrange for storage facility with your appointed forwarding and logistics agents.
- All documents must arrive by **14 February 2017** or at least seven (07) days prior to the arrival of the vessel/aircraft in Singapore.

Documentation

- Sea-freight Consignments:
 - 2 originals and 3 copies of Bill of Lading
 - 3 copies of Commercial Invoice
 - 3 copies of Packing List
 - 1 copy of Insurance Policy (if insured)

For consolidated containerised shipments (more than one exhibitor's items in the container), 3 copies of House Bill of Lading and 3 copies of Container Manifest must accompany the Bill of Lading, Commercial Invoice and Packing List.

- Air-freight Consignments:
 - 2 originals and 3 copies of Airway Bill
 - 3 copies of Commercial Invoice
 - 3 copies of Packing List
 - 1 copy of Insurance Policy (if insured)

For consolidated air shipments, a House Airway Bill for each exhibitor and a Consolidated Manifest must be issued.

- The Commercial Invoice and Packing List must:
 1. Be in the English language
 2. Have full description of the items
 3. Have a given value for every individual item (including giveaway items and brochures) based on C.I.F. Singapore value expressed in U.S. dollars. Do not indicate the phrase "No Commercial Value".
 4. Be declared as indicated:

"The invoiced goods are of (please state country) _____ origin and are intended for display purposes only at the exhibition site in Singapore."

Case Markings (continued)

- All cargoes consigned directly to the exhibition site should be properly labelled or marked to include the following:

IFFS / AFS 2017

c/o Company name of clearing agent/forwarder:

Company name of Exhibitor:

Singapore Expo (Hall/Stand Number):

Case number:

Gross weight/Nett weight:

Dimensions:

- Cargoes must not be consigned to the Organiser or Exhibitors. This will risk incurring more charges and not having the cargoes cleared in time for the exhibition.
- Please name the clearing agent/forwarder as the consignee.
- Please contact the Official Forwarding & Logistics Agents for a copy of the shipping manual with instructions and tariffs.

Giveaway/Consumable Items

- Giveaways and souvenir items are permitted entry into Singapore but some items are subject to the prevailing Goods & Services Tax (GST) based on C.I.F. value.
- Do not mix or ship alcoholic drinks or canned foodstuff with your exhibits/stand materials as these items are subject to stringent inspections by the Singapore customs/health authorities.
- All goods sold, disposed, given away or not re-exported at the end of the exhibition will be subjected to the prevailing Goods & Services Tax (GST) based on C.I.F. value.