



COTTM

18 – 20 April 2012
China World Trade Centre, Beijing

International Shipping Instructions and Tariff

MAKING BUSINESS FLOW





Shipping Instructions

Airfreight

Contact : Graham Ridge
E mail : graham.ridge@cevalogistics.com
Telephone : +44 (0)1322 312058
Fax : +44 (0)1322 312057

All consignments should be sent freight prepaid to Beijing Capital Airport and consigned to:

Airfreight:

Sinotrans Air Transportation Development Co., Ltd.
Northern Branch
No. 6, Bei Sanhuan Dong Road
Chaoyang District, Beijing
Tel: 86-10-8460 1226

All Air waybills should be faxed as soon as they are available, together with a copy of the proforma invoice, contact name on stand and required delivery date to the stand. If you know the goods will be returning after the show please indicate this on the pro forma invoice. **Shipments must not be sent DDU or DDP, but pre-paid up to arrival at this airport only.**

Seafreight:

Sinotrans Beijing Company
Exhibition Freight Department
China International Exhibition Center
No. 6 Bei Sanhuan Dong Road,
Chaoyang District, Beijing,
P. O. Box 100027, P. R. China
Tel: 86-10-6467 1713

All Bills of Lading should be sent freight prepaid to Xingang Port, Beijing and consigned to:

All Bills of Lading should be sent via courier together with a copy of the pro forma invoice, the contact on the stand and required delivery date made clear on the pro forma invoice.

Documentation

The required documents must be forwarded by courier to reach us, not later than 7 days prior to the arrival of shipment. All ATA Carnet or invoices / packing lists must have original signature and endorsed with your company stamp. Please send to Rogers Worldwide (HK) Ltd c/o Sinotrans Exhibition Freight Dept at the above address in Beijing.

| | |
|-------------------|--|
| Airfreight | 1 original & 7 copies of Invoice / Packing List or ATA Carnet 1 copy of Insurance Certificate |
| Seafreight | 2 original & 2 copies of Bill of Lading 1 original & 7 copies of Invoice / Packing List or ATA Carnet 1 original & 1 copy of Insurance Certificate |

Insurance

CEVA Showfreight is not responsible for any loss, pilferage or damage whilst goods are left unattended on your stand. We will endeavour to deliver / collect your goods to/from your stand when requested, however this cannot be guaranteed. We therefore strongly recommend that your shipment is fully insured for all risks to include transit to and from the exhibition and also during build-up, open period and break-down with your own insurance company.

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Permanent Import

This will apply to all items that will remain in Beijing whether consumed, destroyed, given away or donated, display material, stand fitting material, posters etc. There is no customs exception for exhibitions and all goods in this category will be imported duty and taxes paid, which will be debited to you. A realistic CIF value in USD must be shown on invoices.

Temporary Import

This covers all items that will be exported after exhibition, we can accept goods under ATA Carnet or commercial invoice. Commercial invoice items must be covered by a Bank Guarantee. Items imported under this method cannot be disposed of ie. Sold, donated, destroyed, without prior permission of customs. A realistic CIF value in USD must be shown on invoices.

Beijing customs are thorough in their examination, we strongly recommend that at the time of preparing documentation that you ensure that the invoice / packing list match up with the contents of your packed cases. Do not mix temporary and permanent imports together in one case as this can cause delays in clearance and examination. All cases must show import status ie. Temporary or Permanent.

Shipping deadlines

| | |
|---|-----------------------------|
| Airfreight at Beijing International Airport | 30 th March 2012 |
| Seafreight LCL at Xingang port | 19 th March 2012 |
| Seafreight FCL at Xingang port | 26 th March 2012 |

Cargo arriving after the above dates will incur a late arrival surcharge of 35%.

Courier Shipments

We discourage the use of Courier Service for the despatch of your material to the exhibition except video tapes. Should a shipment arrive at our office by courier they will be handled and redelivered to you at the exhibition site, charges will be as per our freight tariff.

If a courier shipment is held due to customs duties to be paid, it is your responsibility to pay these to customs before the shipment will be released for delivery to the show site. This will be out of our control and you must liaise with your courier company direct. Please note it is your own responsibility to liaise with your courier company and ensure that your freight arrives at the show site. We accept no responsibility for missing courier shipments.

Payment of Charges

Unless freight is routed via one of our appointed agents we will require payment of all charges, as advised by us, prior to the last day of the show. Personal or foreign cheques are not acceptable. Settlement can be made in advance by bank transfer or alternatively on site by cash or credit card.

Our account details are as follows:

CEVA Showfreight
National Westminster Bank PLC
1 St Philips Place, Birmingham
B3 2PP

Account Number: 71793674
Sort Code: 60 – 02 – 35
IBAN: GB57NWBK60023571793674
Swift: NWBKGB2L

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Fumigation Requirements

With effect from 01 January 2006, fumigation must be arranged in the country of origin prior to shipment to China for all wooden packaging material (WPM). This includes wooden block cases and crates, wooden pallets, wooden frames wooden drums and chocks etc.

To ensure the WPM is properly treated either by heat treatment (HT) or Methyl Bromide (MB), the following information **MUST** be marked or stamped on the outside packing – for example:

1. IPPC Logo
2. ISO Country Code (XX)
3. Unique number assigned to the company by the national plant protection organization (000)
4. Fumigation method either HT or MB (YY)



1. Note: Methyl Bromide fumigation is prohibited in some countries and the UK is one of these. In this case all WPM should be heat treated to ISPM15 standards and therefore bear the above markings

To support treatment, exhibitors must also produce their own declaration on their company letterhead for customs clearance Purposes. This must be attached to the original master air waybill (for airfreight shipments) and enclosed along with the original bill of lading and couriered to our local office (for seafreight shipments).

The original declaration letter must be made out as follows:

To :
Name of Exhibitor
Stand Number
COTTM 2012 Beijing
c/o Rogers Worldwide

Our packaging material for the above exhibition, comprising xxxxxx (please insert the total number of packages that utilise wooden packaging material) cases, have been fumigated at xxxxxx (name of origin port) and carry the following IPPC logo and stamp xxxxxx (please state the exact registered fumigation number ie XX-000-YY).

Authorised Signature
Endorsed by Company Stamp
Date

Wooden Packaging Materials without acceptable certificates or markings will be destroyed or rejected for compulsory re-export without entry into China.

For cargo with non-wood packaging materials, the cargo owner must provide a non-wood packing declaration, on company letter head paper, signed with authorised signature and company stamp. The original declaration letter must be attached to the original shipping document (AWB or Bill of Lading), or couriered to our local office in China for customs clearance purposes.

Should you require clarification of these restrictions please contact us directly.



International Freight Tariff

Customs

| | |
|---|---|
| Temporary / permanent / consumables customs clearance | £120.00 per entry / consignment |
| ATA Carnet inspection fee | £120.00 / consignment |
| Temporary Import Bond Fee | 2% of CIF value (minimum charge £65.00 min) |
| Advance Fee on Duty and VAT | £10% of advanced funds (£10.00 min) |
| Customs Examination | £30.00 per consignment |

Airfreight

From free arrival Beijing International Airport to delivery at show site excluding airline handling and transfer docs, excludes airport storage and unloading / delivery to stand

| | |
|------------------|---------------------------|
| Price per kg | £0.85 (min 500kg) |
| Airline handling | £0.35 per kg (min 200 kg) |

Ocean Freight

From arrival Xingang Port to delivery at show site excluding terminal handling / shipping line demurrage / storage and transfer docs, excludes unloading and delivery to stand

| | |
|--------------------------------|--------------------------------------|
| LCL Freight | £85.00 per 1000kg or cbm (min 3cbm) |
| FCL 20ft | £85.00 per 1000kg or cbm (min 23cbm) |
| FCL 40ft | £85.00 per 1000kg or cbm (min 46cbm) |
| Terminal handling | £40.00 per 1000kg or cbm (min 3 cbm) |
| Shipping line demurrage | as received |
| Empty container return to port | £350.00 per container |

Quarantine / fumigation services

| | |
|------------------|-----------------------|
| LCL / Airfreight | £70.00 per shipment |
| FCL 20ft | £150.00 per container |
| FCL 40ft | £200.00 per container |

On-Site Handling

| | |
|---|--|
| Unloading / delivery to stand | £35.00 per 300 kgs or 1 cbm (min 3 cbm) |
| Labour to assist (unskilled) | £25.00 per man hour |
| Collection / storage / redelivery of empties | £35.00 per cubic metre (minimum 3 cbm) |
| Collection / storage / redelivery of full goods | £40.00 per cubic metre (minimum 3 cbm) |
| Collection / reloading ex stand | £35.00 per 300 kgs or 1 cbm (min 3 cbm) |

Export Customs

| | |
|--|---|
| Re-export customs formalities | £120.00 per consignment |
| Re-export T1 Guarantee for shipment handover | £2% CIF value (minimum charge £65.00 min) |
| Export Customs Examination | £30.00 per consignment |
| Cancellation of temporary import | £40.00 per consignment |

Export Airfreight

Transport from show site and delivery to Beijing International Airport to exclude airline handling and transfer docs, excludes export airfreight. Same prices as inbound

Export Ocean Freight

Transport from show site and delivery to Xingang port, prices and exclusions as per inbound.

| | |
|--|--|
| Storage charges (before or after exhibition) | £12.50 per 500 kg or cbm per day (whichever is the greater) |
| Chinese translation fee | £10.00 per invoice page |
| Local agency fee | £80.00 per consignment |
| Communication costs | £30.00 per consignment |

Minimum consignment = 2 cubic metres

Items in **Bold** carry a 50% surcharge if carried out before 0800 or after 1800 on weekdays, or at weekend.
For Airfreight purposes 167 kgs is equal to 1 cubic metre.

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