



SHIPPING MANUAL

ASIAN PACIFIC AQUACULTURE 2016

26 – 29 April 2016

Grand City Convention
Surabaya, Indonesia

Presented by

PT. Agility International

Pakuwon Square Blok AK-02 No. 40
Jl. Mayjen Yono Soewoyo No. 162
Surabaya 60227, Indonesia
Tel. (62) (31) 753 6035
Fax. (62) (31) 753 6036
Email: Rromzi@agility.com
Rastuti@agility.com

DOCUMENT REQUIRED & DEADLINE

a. DOCUMENT REQUIRED

1. SEAFREIGHT

- 3 original copies of Form Pam (commercial invoice) & certified packing list
- 3 original or surrendered of Bill of Lading
- 1 Marine Insurance policy (if insured)
- Certificate of Fumigation
- Standard Packing ISPM#15
- Packing Declaration

2. AIRFREIGHT

- 3 original copies of Form Pam (commercial invoice)
 - 2 copies to be attached to Airway Bill
 - 1 copy to be faxed to PT Agility International
- 3 original copies of Certified Packing List
 - 2 copies to be attached to Airway Bill
 - 1 copy to be faxed to PT Agility International
- Certificate of Fumigation
- Standard Packing ISPM#15
- Packing Declaration

b. DEADLINE

Arrival of Courier shipment (Brochures/catalogue)	19 April 2016
Copies of Bill of Lading and the Commercial Invoice and Packing List for sea freight consignments	01 April 2016
Arrival of exhibits shipped by sea freight	07 April 2016
Copies of Commercial Invoice and Packing List for airfreight consignments	06 April 2016
Arrival of exhibits shipped by airfreight	12 April 2016

SHIPPING TARIFF

c. INWARD HANDLING TARIFF

1. SEAFREIGHT

From arrival at Tanjung Perak to exhibition stand inclusive of removal and temporary storage of empty packing cases (where applicable) at site or vice versa:

Basic handling rate		USD 125.00 per CBM or 1,000 kg, whichever is the greater.
Minimum charge	LCL	USD 375.00 per consignment (HBL) per exhibitor.
Minimum charge for FCL	FCL 20' GP	USD 2,000.00 per 20' container (maximum 20 CBM)
	FCL 40' GP	USD 4,000.00 per 40' container (maximum 40 CBM)
*CFS charge/fee and Terminal Handling Charge		USD 65.00 per CBM or 1,000 kg, whichever is the greater. (as per receipt)
Minimum charge		3 CBM per consignment (HBL) per exhibitor.
*FCL Terminal Handling Charge		USD 95.00 per 20' container
		USD 145.00 per 40' container
Consignment service charge		USD 150.00 per consignment per (HBL) per exhibitor

2. AIRFREIGHT

From arrival at Surabaya Juanda Airport to exhibition stand inclusive of removal and temporary storage of empty packing cases (where applicable) at site or vice versa:

	Weight (kg)	Per consignment (HAWB) per exhibitor
Basic handling rate, based to actual or volume weight whichever is greater.	Above 1,000 kg	USD 1.20 per kg
	Up to 1,000 kg	USD 1.30 per kg
	Up to 500 kg	USD 1.40 per kg
	Up to 250 kg	USD 1.50 per kg
	Minimum Charge	USD 400.00 per consignment
	Airport Storage Charge	USD 0.16 per kg per day (minimum 3 days) as per receipt
Consignment Service Charge	USD 150.00 per consignment per (HBL) per exhibitor	

* Current and actual cost levied by Airport, all third party's charges not listed above will be charged at cost.

The above charges including:

- Submit application of temporary Import to customs;
- Preparation Temporary Import documentation;
- Customs clearance;
- Trucking from Seaport arrival up to premises in Surabaya area.

The above charges excluding:

- Insurance;
- Temporary storage for empty case;
- Overtime/holiday (Sunday, Public holiday) Forklift/man power(if any) 50% from total handling;
- Extend permit charges (if any);
- Add. Job request, the charges will be followed.

d. OTHER SHIPPING CHARGES (where required)

**a. COURIER OF PRINTED MATERIALS – BROCHURES, PAMPHLETS, CATALOGUES ETC
With weight below 100 Kgs per shipment.**

From arrival at PT Agility International’s premises up to delivery to exhibition stand.

Handling Rate	USD 75.00 per 100 kg per consignment
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Any duties/taxes paid in advance on behalf of exhibitor will be passed back to exhibitor as per outlay.

Kindly send by courier not later than 20 April 2016 and please consign directly to:

PT. AGILITY INTERNATIONAL
Pakuwon Square Blok AK-02 No. 40
Jl. Mayjen Yono Soewoyo No. 162
Surabaya 60227, Indonesia
Phone : +62 31 7536035
Fax : +62 31 7536036
Mobile: +62 822 2015 9367 Attn. to: Mr. Romzi

b. HEAVYLIFT SURCHARGE

Individual exhibit in excess of 2,000 kg per package will incur heavy-lift surcharge (in addition to the basic handling charge).

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These additional heavy-lift surcharges are applicable severally for inward movements as well as for outward movements.

Please contact us for further information.

c. CRANAGE

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 site are:

Loaded or Empty Container	20'	USD 150.00 per operation
	40'	USD 300.00 per operation

d. UNSTUFFING / STUFFING OF CONTAINERS

Additional charges for unstuffing and / or stuffing of containers or for container delivered to site for on-site handling only.

20' GP	USD 100.00 per operation
40' GP	USD 250.00 per operation

e. TRANSFER OF CONTAINERS

Return of empty containers from site to shipping line depot or collection of empty containers from depot to site (carnage charge is applicable)

20' GP	USD 200.00 per operation
40' GP	USD 300.00 per operation

f. PERMANENT IMPORTATION FOR SOLD GOODS

Permanent importation processing fee	USD 250.00 per consignment (HBL or HAWB) per exhibitor
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All goods sold must be transferred into the Customs bonded warehouse pending the completion of duty payment formalities. Duty payment formalities would usually take 2 to 3 weeks to be finalized.

g. HANDLING OF 'SOLD GOODS' TO BONDED WAREHOUSE

This is applicable on 'sold goods' which have to be transferred from the exhibition site to the bonded warehouse after the show closes and loading to the truck. For cargo exceeding 5,000 kg, heavy lift surcharges will be applicable.

Handling Rate	USD 35.00 per CBM or 1,000 kg whichever is greater.
Minimum charge	USD 100.00 per consignment per exhibitor.

Additional costs incurred for import duties/taxes and redelivery charges to buyer/agent in Indonesia will be quoted on application.

h. CUSTOMS BONDED WAREHOUSE STORAGE

This is applicable on exhibits arriving before the show and storage after close of the event.

Customs storage charge	USD 0.60 – USD 2.00 per CBM per day
Minimum charge	USD 35.00 per consignment per exhibitor

i. DISPOSAL CHARGE

All goods that are left behind at the stand meant for disposal will be cleared / disposed by us and a disposal charge will be imposed.

Disposal charge	USD 120.00 per consignment per exhibitor
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j. VALUE ADDED TAX (PPN)

A Value Added Tax (PPN) at 10% of the invoiced value will be levied for all charges applicable.

SHIPPING INSTRUCTIONS

CONSIGNMENT INSTRUCTIONS

All exhibition goods by **AIRFREIGHT, SEAFREIGHT** must be sent "Freight Prepaid" to:

CONSIGNEE:

ETP – PT. HARDAYA WIDYA GRAHA
JL. RSC VETERAN NO. 4 BINTARO, PESANGGRAHAN, JAKARTA SELATAN
For: ASIAN PACIFIC AQUACULTURE 2016
26 – 29 April 2016
Exhibitor Name:
Stand No.:

NOTIFY:

PT. AGILITY INTERNATIONAL
Pakuwon Square Blok AK-02 No. 40
Jl. Mayjen Yono Soewoyo No. 162
Surabaya 60227, Indonesia
Phone : +62 31 7536035
Fax : +62 31 7536036
Mobile: +62 822 2015 9367
Attn. to: Mr. Romzi

DESCRIPTION OF GOODS SHOULD BE INDICATED AT THE BL / AWB AT LEAST 5 ITEMS.

All documents such as Bill of Lading and Airway Bill must show PT. Agility Fairs & Events as the notify party.
(A 5% outlay commission will be imposed on all "Freight Collect" consignments).

POD:

BY SEA: TANJUNG PERAK-SURABAYA
BY AIR: JUANDA AIRPORT-SURABAYA

CASE MARKINGS

For easy identification, all packages shall be marked as follows:

ASIAN PACIFIC AQUACULTURE 2016

c/o PT Agility International

Name of Exhibitor	:	_____
Stand Number	:	_____
Case Numbers	:	_____
Gross Weight/Net Weight	:	_____
Dimensions	:	_____

CUSTOMS REGULATIONS

SALE OF EXHIBITS

Goods may be sold during the exhibition but under no circumstances can they be removed from the Fairgrounds until duties/taxes have been paid and permanent customs import procedures have been completed.

Meanwhile, these goods are required to be removed to a bonded warehouse until the necessary documentation is completed. The minimum period needed to process permanent customs import document is 3 weeks. Exhibitors are allowed to store their goods in their facility for up to 1 month from the close of the exhibition, after which duty must be paid or the goods to be re-exported

NOTE:

All computation of duties/taxes will be based on the HS Code indicated on FORM Pam. The Customs Authorities are empowered to amend the HS Code and uplift the declared CIF value based on the new/uplifted value.

The Indonesian Customs Amendment Rights is valid for ten (10) years from date of import and exhibitors or buyers shall be responsible for all misdeclarations. In such cases, heavy penalty and the balance of duty/taxes must be paid accordingly.

BROCHURES AND GIVEAWAYS

Conversion of documents for brochures and giveaways is subjected to a fee of **USD 50.00** per exhibitor (excluding duties/taxes, if applicable).

INSURANCE

We would like to advise that it is the responsibility of each exhibitor to arrange Marine (Transport) Insurance covering transport to the exhibition, during the exhibition, and the return of the exhibits to

domicile, including the period the exhibits are handled by PT Agility Fairs & Events, and also ensure that Transport Insurance is arranged for exhibits sold locally.

Upon written instructions, PT Agility Fairs & Events can offer the exhibitor insurance coverage at competitive premiums.

ADDITIONAL SERVICE

For additional services not listed above, an individual quotation will be given upon receipt of specific requirements

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.

Personal or foreign cheques are not acceptable. Payment can be made by Bank Draft or Telegraphic Transfer to our accounts as follows:

For invoices from **Indonesia**, please make payment to:

Indonesia

THE HONG KONG AND SHANGHAI BANKING CORPORATION LIMITED
WTC 3rd Floor
Jl.Jend.Sudirman Kav.29-31
Jakarta- 12920
Indonesia

Name of Beneficiary : PT Agility International
USD . A/C : 050.015254.007
IDR. A/C : 050.015254.001
Swift Code : HSBCIDJA

Remitting bank charges are to be borne by the exhibitor.

For additional information or clarification, please contact us at:

INDONESIA

PT. Agility (Fairs & Events)
Hall E Lantai 1, Lot # 112
Arena Pekan Raya Jakarta Kemayoran
Tel. : (62) (21) 2664 5170 (Hunting)
Fax. : (62) (21) 2664 5171
Mobile : +62 821 2224 2617
PIC : Rini Astuti
Email : Rastuti@agility.com

IMPORTANT

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

Use of AGILITY FAIRS & EVENTS LOGISTICS PTE LTD 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.

THE END