



運展環球物流有限公司 EXPOTRANSWORLD LTD.

Unit 706-707, 7/F., Star House, 3 Salisbury Road, Tsimshatsui, Kowloon, Hong Kong  
Tel: 852-2730 1868, Fax: 852-2730 1878, Email: info@expotransworld.com



**LABELEXPO  
ASIA 2019**

## **SHIPPING INSTRUCTIONS & TARIFF**

**LABELEXPO ASIA 2019**

**03<sup>rd</sup> - 06<sup>th</sup> Dec., 2019**

**SNIEC, Shanghai, CHINA**

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**Freight Forwarding, Lifting & Handling Contractor, please contact:**

**EXPOTRANSWORLD LTD.**

### **HONG KONG**

Room 706-707, 7th Floor, Star House, 3 Salisbury Road, Tsimshatsui, HKSAR

Tel: (852) 2730 1868; Fax: (852) 2730 1878

Contact: Mr. Andy Chan E-mail: [andy.chan@expotransworld.com](mailto:andy.chan@expotransworld.com)

Ms. Annie Wong E-mail: [annie.wong@expotransworld.com](mailto:annie.wong@expotransworld.com)

### **SHANGHAI**

Room 606-607, Office Tower B, NECC, No. 181 Lai Gang Road, Qing Pu district, Shanghai,  
PR China, Post Code: 201702

Tel: (8621) 5870 8717; Fax: (8621) 5870 8719

Contact: Mr. James Wu E-mail: [james.wu@expotransworld.com](mailto:james.wu@expotransworld.com)

Mr. Ivy Zhu E-mail: [ivy.zhu@expotransworld.com](mailto:ivy.zhu@expotransworld.com)

### **BEIJING**

Room 1705, No.17 Building, No.39 Jian Wai SOHO, East 3rd-Ring Road, Chao Yang District,  
Beijing

P.R. China, Post Code: 100022

Tel: (8610) 5869 5300; Fax: (8610) 5869 0067

Contact: Mr. Tony Li E-mail: [tony.li@expotransworld.com](mailto:tony.li@expotransworld.com)

Ms. Olivia Xie E-mail: [olivia.xie@expotransworld.com](mailto:olivia.xie@expotransworld.com)

### **GUANGZHOU**

Room 503, Guang An Building, No. 328 Huanshi Dong Lu, Guangzhou, China

Post Code: 510060

Tel: (86-20) 8365 2984, 8365 2954; Fax: (86-20) 8365 2654,

Contact: Mr. Marco Liu E-mail: [marco.liu@expotransworld.com](mailto:marco.liu@expotransworld.com)

Ms. Cathy Cha E-mail: [cathy.cha@expotransworld.com](mailto:cathy.cha@expotransworld.com)



## SHIPMENT DIRECT TO SHANGHAI AIRPORT/SHANGHAI PORT

### I. DEADLINES

- |   |                        |
|---|------------------------|
| 1. Submit Of LOE / ATA Carnet Copy        | Before 23 October 2019 |
| 2. ARRIVAL OF FREIGHT IN PORT OF SHANGHAI |                        |
| ■ (FCL ONLY)                              | 14 – 16 November, 2019 |
| ■ (LCL SHIPMENT) -not recommended-        | 11 – 13 November, 2019 |
| 3. ARRIVAL OF FREIGHT IN SHANGHAI AIRPORT | 16 – 18 November, 2019 |

### II. DOCUMENTATION

#### A. SHIPPING DOCUMENTS

1. **On all shipping documents, Ocean Bill of Lading, Airway Bill, consignee and notify party must be shown as follows:**

#### SEA FREIGHT

##### **CONSIGNEE:**

EXPOTRANSWORLD LTD.  
USCI: 91310000607225513T  
ROOM 606-607, OFFICE TOWER B, NECC,  
NO. 181 LAI GANG ROAD, QING PU DISTRICT, SHANGHAI, P.R. C. 200127

##### **NOTIFY PARTY:**

LABELXPO ASIA 2019  
C/O EXPOTRANSWORLD LTD.  
USCI: 91310000607225513T  
ATTN.: MR. JAMES WU  
TEL: (8621) 5870 8717 FAX: (8621) 5870 8719

#### AIR FREIGHT -- (IMPORTANT!!! Need issue 1 MAWB + 1 HAWB for the same shipment)

##### **MAWB CONSIGNEE:**

SHANGHAI EASTERN FUDART  
TRANSPORTATION SERVICES CO., LTD  
C/O Shanghai Glistening International  
Logistics Co., Ltd. SUIT 309, CHINA  
CARGO AIR BUILDING, PUDONG INTL  
AIRPORT, PUDONG, SHANGHAI, CHINA  
USCI: 913101156072553688

##### **MAWB NOTIFY PARTY:**

LABELXPO ASIA 2019  
C/O EXPOTRANSWORLD LTD.  
USCI: 91310000607225513T  
ATTN.: MR. JAMES WU /MS IVY ZHU  
TEL: (8621) 5870 8717  
FAX: (8621) 5870 8719

##### **MAWB DESCRIPTION:**

Consol

##### **HAWB CONSIGNEE:**

EXPOTRANSWORLD LTD.  
USCI: 91310000607225513T  
Room 606-607, Office Tower B, NECC,  
No. 181, Lai Gang Road, Qing Pu district,  
Shanghai, China, Post Code 200127

##### **HAWB NOTIFY PARTY:**

LABELXPO ASIA 2019  
C/O EXPOTRANSWORLD LTD.  
USCI: 91310000607225513T  
ATTN.: MR. JAMES WU /MS IVY ZHU  
TEL: (8621) 5870 8717  
FAX: (8621) 5870 8719

##### **HAWB DESCRIPTION:**

Please issue actual cargo details

Port of discharge for ocean shipment - **SHANGHAI Port**;  
Airport of discharge for air consignment - **SHANGHAI Airport**



## 2. PRE-ADVICE OF SHIPPING INFORMATION AND DISPATCH OF DOCUMENTS

Whichever method you choose to send your cargo, please supply shipping details to Expotransworld Ltd. (Hong Kong office) **at least three working days** prior to the shipment arrival to Hong Kong or China.

i.e. Flight/Vessel details, B/L or AWB No. ETA destination, number of pieces/weight together with your specific storage instructions.

For Ocean shipment, documents includes 1 original plus 3 copies ocean bills of lading, Original Carnet ATA, original no wood packing declaration form or HEAT TREATMENT CERTIFICATE, and List of Exhibits must be dispatched to: Room 606-607, Office Tower B, NECC, No. 181 Lai Gang Road, Qing Pu District, Shanghai, China, at least one week prior to vessel arrival Shanghai port.

The following information must be sent to both Expotransworld - Shanghai Office (FAX No.: +86 21 58708717) and EXPOTRANSWORLD Hong Kong (FAX No.: +852 2730 1878) as pre-advice:

- a. Name of Vessel and Voy. No.
- b. Date of Departure from Foreign Seaport/Airport and Date of Arrival Shanghai
- c. Master Airway Bill or Ocean Bill of Lading No.
- d. Weight and Measurement of Each Package
- e. Special Handling Instruction

For Airfreight, Original Carnet ATA + Original (Non Wood Packing Declaration or Non Conifer Wood Packing Declaration or Heat Treatment Certificate for Conifer Wood Packing) + 5 copies of Declaration form must be attached to original airwaybill accompanied by the shipment dispatch to destination airport.

The following information must be sent to Expotransworld - Shanghai Office (FAX No.: +86 21 58708717) and EXPOTRANSWORLD Hong Kong. (FAX No.: +852 2730 1878) as pre-advice:

- a. Flight number of aircraft.
- b. Date of Departure from Foreign Airport and Date of Arrival Shanghai
- c. Master Airway Bill & House airwaybill are necessary.
- d. Weight and Measurement of Each Package
- e. Special Handling Instruction

## 3. THE CHINESE AUTHORITIES REQUIRE THE FOLLOWING DOCUMENTATION FORMS:

FOR ALL ALCOHOLIC PRODUCTS, please supply:

Total quantity of bottles or cans per box; Volume of each bottles or can; Alcoholic content per bottle; Age certificate for whisky or cognac; Brand name; etc.

**VERY IMPORTANT!!!** - Plant & Quarantine Department of China found some exhibitors will bring the FOOD/MEAT/MILK/ALCOHOLIC products for personal use on stand, since a lot of disease happen in overseas countries, the PLANT & QUARANTINE DEPARTMENT OF CHINA has a very serious control for importation of above items. Therefore, we recommended exhibitors to buy above items at SUPERMARKET in China instead of bringing from country of origin.

## 4. DECLARATION FORM FOR & ATA CARNET

**DECLARATION FORM** - Please complete Custom Declaration Form for each package and submit one original with 3 copies to Expotransworld Ltd. or agents **no later than 32 days prior show open.**



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**ATA carnet** - Exhibitors do not provide the CARNET ATA that issued by COUNTRY OF ORIGIN should responsible to pay the bonded deposit to Shanghai Customs; the approx. amount of the bonded fee is at 100% of exhibits value. The exact amount to be paid will be access by Shanghai Customs. We recommend the bonded fee should pay by your China Office directly to Shanghai Customs. In normal practice; it takes about 4 months to get the refund from Shanghai Customs.

China Customs will now have severe control after the show. All cargos under ATA carnets must be moved to bonded warehouse after the show. Exhibitors or Agents must apply for the ATA carnet extension 30 days ahead of the valid date. The customs will not accept the ATA carnet extension application later than 3 month.

**IMPORTANT** - This is the most important document to arrange the customs clearance for temporary importation of exhibits into China. Please ensure all the items listed on each column of the form have been completed includes the HS code number to identify the tax rate for Customs data entry. Please specify the following for the equipments:

Brand Name	Model Number	Serial Number	Size of TV/Plasma/LCD Monitor (inches)
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**Electronic Souvenirs to be distributed during exhibition** – please kindly note that for all kinds of souvenirs that have electricity supply and/or have electronic components must need to obtain a license from ELECTRICITY AUTHORITIES of China. Customs may not allow exhibitor to distribute these kinds of souvenirs without the presentation of this permit. Normally, it takes more than 4 weeks to obtain the permit from ELECTRICITY AUTHORITIES of China and the cost for this application is more than US\$400.00/application, and exhibitors are also needed to pay the import tax/duties for electronic souvenirs. Therefore, it is not recommended to ship the ELECTRONIC SOUVENIRS to exhibition.

## Customs Regulations

- Please be informed for all exhibitions in China, each exhibitor must now provide the catalogues, pictures or any related documents for their temporary imported exhibition equipment with declared value at or over US\$10,000.00 (per unit). Otherwise, the Customs has the right to refuse processing the customs formalities for any return/re-export/transfer shipments and/or sold exhibits.
- On the other hand, there must be a serial number on all the equipment (even if its value is lower than US\$10,000.00) which customs officers will record during their inspection for inward and it must be tallied with what is declared on the declaration form. This record will be checked again during the export.
- In such case, it is strongly recommended that the exhibitor should print the serial number of the exhibition equipment on each packing case in order to shorten the time that is spent on the Customs Inspection for return/re-export/transfer/sold exhibits.

## 5. DANGEROUS GOODS/HAZARDOUS GOODS

Please dispatch all those dangerous goods / hazardous goods only to China Port/Airport directly attached by an IMCO certificate / declaration form together with an airwaybill or ocean bills of lading. A copies of documents must be faxed to both Expotransworld Office in Hong Kong and Beijing at least 7 days prior freight to arrival in China Port/Airport.

## 6. CUSTOMS APPROVAL FOR LITERATURE/ FILMS/ SLIDES/ VIDEOTAPES/ ADVERTISING GIFTS

All of the above items must be submitted to Chinese Customs for approval prior to the opening of the show before their display and distribution. Details of this procedure are:

**LITERATURE** - 3 samples of all literature (including brochures, leaflets) must be submitted to our Shanghai office **no later than 32 days prior show open** for on forward to China for approval.



**FILMS/SLIDES/VIDEO TAPES/CD ROM** - Films, slides, videotapes are to be received by our Shanghai office **no later than 32 days prior show open.**

**ADVERTISING GIFTS** - 3 samples of each give-away are to be received by our Shanghai office **no later than 32 days prior show open** for on forward to China for approval.

## 7. PACKING INSTRUCTIONS

It is recommended that whenever possible, exhibitor material must be packed in cases and/or crates suitable for use for return shipments, if necessary. To protect goods against multiple handling during transit, it is recommended that contents should be securely choked, blocked and braced. To minimize risk of loss, damage or delay, avoid shipping your exhibit in small packages (individual package for over 1 cbm is recommended, e.g. 1m x 1m x 1m). Please be advised that exhibits will be placed outdoors many times including open-air storage at the exhibition center. It is recommended that the packing of case must be strong enough to protect the exhibits from the damage of rain. The packing in cartons is not recommended as it is not suitable for repeated handling and repacking, any damage and claims will not be accepted to the unsuitable carton packages.

## 8. MARKING INSTRUCTIONS

All packages must show the following information:

- Name of Exhibition: LABELEXPO ASIA 2019
- Exhibitor name:
- Hall No.:
- Stand No.:
- Package of
- Gross Weight: KGS.
- Dimensions (cm): L x W x H
- Volume: CBM
- Country of Origin/Region: Made In

Please apply a minimum of two of the enclosed shipping labels per package (Please Photostat the quantity you require if necessary) and use only the metric system when stating dimensions and weight.

## 9. SPECIAL MARKINGS

In addition to the above, markings should be shown on the sides of the crates/cases where applicable:

Label <b>Fragile</b> items on all sides.
Items, which must be kept in upright position, on 2 sides, label <b>This Side Up</b> .
Items which cannot be stored outdoors must be marked on 2 sides with the <b>umbrella symbol</b> .
Stripes should be painted on vessels, tanks and similar equipment to indicate where slings must be placed for hoisting, also label <b>SLING</b> in the proper location.
Cases containing spare parts must be marked <b>SPARE PARTS</b> and contain only spare parts.
<b>CENTER OF GRAVITY, FRONT</b> and <b>RACK</b> signs must be clearly marked externally for uneven loads and bulky items.
Other markings should conform to the International Rules and Regulations governing packing signs and symbols.

## 10. STORAGE OF FREIGHT DURING THE EXHIBITION

Exhibitors requiring their freight (as opposed to empty cases) stored during the exhibition are requested to notify Expotransworld Ltd. as soon as possible, allowing them to make special arrangements. Access



to freight once stored will be possible at certain times during the exhibition. These times will be published at a later date.

## 11. STORAGE OF EMPTY CASES

Empty packing case will be automatically removed, stored and returned to the booth at the closing of the exhibition. Every efforts will be made to return empty cases to individual booth for re-packing at the closing of the exhibition, but priority will be assigned to exhibitors with have hand-carried items.

During the exhibition, exhibitors will be visited by a member of Expotransworld Ltd. staff who will give you full return/disposal instructions regarding the repacking; return; sold; donated; etc. of your goods.

**N.B.** It is advisable to include a quantity of spare packing materials (e.g. wrapping paper, plastic foil, etc.) in your original shipment to replace any that may be inadvertently destroyed during unpacking.

## 12. EXHIBITS TO BE RETAINED IN CHINA FOR SALE OR DONATION

Per the customs new regulation of Chinese Customs (Beijing office), exhibits are not allowed to keep in Exhibition Center after the show. All exhibits will automatically transfer to another Customs Bonded Warehouse which under the custody of SHANGHAI Customs. Today regulation, Customs allow to keep the exhibits in Customs Bonded Warehouse for six months after the show. After six months, if the exhibits still do not have an instruction how to handle, the exhibits will be at the disposal by the Chinese Customs.

All charges incurred for the transfer of exhibits from exhibition center to Customs Bonded Warehouse plus the storage charges occurred at Customs Bonded Warehouse are for account of exhibitor or end-user. Charges occurred will be settled directly in between exhibitor/end-user and Customs Warehouse). Expotransworld Ltd. will not involve in this handling unless we receive the Entrust Order from exhibitor to handle on behalf of exhibitor in China.

REMINDER: Exhibitor should consider the storage/transport charges to be levied prior to give an retained order to Expotransworld Ltd. to keep the goods in China.

## 13. VERY IMPORTANT PROCEDURES FOR IMPORTATION OF GOODS INTO CHINA -DECLARATION OF WOOD OR NO WOOD PACKING

### Observe District:

All countries / Cities (Included Hong Kong SAR, Macau SAR and Taiwan)

### Observe Scope:

All non-manufactured wood packaging material to be used to carry, pack, pad and support, and reinforce the goods, such as wood case, crate, pallet, frame, pal, wood pole, wedge, sleeper and pad.

### Exempted Scope:

Those wood composite products after being heated and pressed treatment, such as plywood, particleboard and fiberboard. Veneer, core. Saw dust, wood fiber and particle and other wood materials with its thickness equal or less than 6mm.

### Observe Requirement:

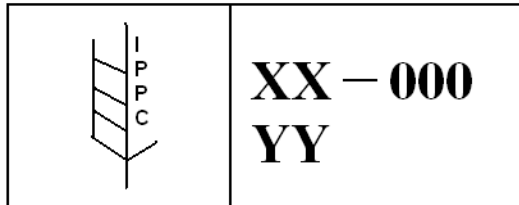
China Entry & Exit Inspection and Quarantine required all wood packaging goods to be imported are required to arrange a Heat Treatment/Fumigation Handling at country of origin prior to ship to China (Included Hong Kong SAR, Macau SAR and Taiwan).

All import wood packaging materials should be treated by Heat Treatment (HT) or Methyl Bromide (MB) fumigation at the origin, and put the Mark of IPPC on two opposite sides of the wooden packaging material.



The Mark should contain the valid symbol approved by IPPC, country code, unique number of producer / treatment designated by the National Plant Protection Organization (NPPO) of exporting countries and treatment methods (HT, MB).

If the wooden packaging material without the approved mark or with approved mark but intercepts the live harmful pest, then the cargoes will be disposal or return to the origin.



Where:

IPPC - Abbreviation of "International Plant Protection Convention";

XX - International Standardization Organization (ISO) two letter country code;

000 - Wood packing producing enterprise code approved by official plant quarantine authorizations in export counties or territories;

YY - The phytosanitary treatment measures, Methyl Bromide

Fumigating - MB, Heat Treatment - HT

Suggest to issue 2 Original Certificate, One original certificate must be attached to the original airwaybill or ocean bills of lading send to consignee for submitting to China Entry & Exit Inspection and Quarantine. The 2<sup>nd</sup> Original must be sent by courier service to Expotransworld destination Office. The copy of document must be sent by fax to both EXPOTRANSWORLD Hong Kong & Destination Office.

For goods that are not packed with wood packing materials or are not loaded on a wood pallet, exhibitors are required to complete the form of DECLARATION OF NO WOOD PACKING MATERIALS. Please issue two (2) original with company stamp and signature, One original must be attached to the original airwaybill or ocean bills of lading send to consignee for submitting to China Entry & Exit Inspection and Quarantine. The second (2<sup>nd</sup>) original must be sent to EXPOTRANSWORLD Hong Kong Office. The copy of document must be sent by fax to both EXPOTRANSWORLD Hong Kong & Destination Office.

Important Notice – In order to avoid problems may occur on Wood Quarantine Inspection, such as some of wooden bars on wooden pallet are conifer wood. We recommended for all wood packing or wood pallet loading exhibits should arrange Heat Treatment/Fumigation Handling at country of origin. Please issue two (2) original, One original certificate must be attached to the original airwaybill or ocean bills of lading send to consignee for submitting to China Entry & Exit Inspection and Quarantine. The second (2<sup>nd</sup>) original must be sent to EXPOTRANSWORLD Hong Kong Office. The copy of document must be sent by fax to both EXPOTRANSWORLD Hong Kong & Destination Office.

Failure to make the necessary arrangement for the handling of wood packing goods, exhibitor should responsible for the penalties from Chinese Government Authorities and the delay of exhibits delivery to stand on time.

For full details, please visit the official website of China Entry & Exit Inspection and Quarantine.

## 14. INSURANCE & CONDITIONS OF HANDLING

Exhibitor shall cover round trip all risks Marine (Transport) Insurance for their exhibits, inclusive of but not limited to:

- 1) Property Insurance – Inland Transit insurance with Property All Risks insurance
- 2) Public Liability Insurance
- 3) Erection All Risks Insurance

All work will be undertaken at exhibitor's risks if no insurance has been taken by exhibitor for the abovementioned.

Any claims to Expotransworld will be processed according to the Standing Trading Conditions of the Company (copy is available upon request) and which, in certain cases, exclude or limit the Company's



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liability. A principal deductible of USD3000 and as excess amount, shall apply to each accident claimed and under each clause.

Amount of Compensation: Except in so far as otherwise provided by the STC, the liability of Expotransworld shall not exceed the following:

- (A) in respect of all claims other than those subject to the provisions of sub-clause (B) below, whichever is the least of
- (i) the value of, or
  - (ii) 2 Special Drawing Rights per gross kilogramme of, the Goods lost, damaged, misdirected, mis-delivered or in respect of which a claim arises.
- (B) In respect of claims for delay where not excluded by the provisions of the STC, the amount of Expotransworld's charges in respect of the Goods delayed.





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