



SHIPPING INSTRUCTION And TARIFF.

**ASIA OCEANIA GEOSCIENCES SOCIETY (AOGS 2015)
3 – 7 AUGUST 2015
SUNTEC CONVENTION CENTRE**

Transit Air Cargo Singapore Pte Ltd.

新加坡万捷通运私人有限公司

111 Neythal Road, Singapore 628598

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GUIDELINES ON FREIGHT FORWARDING ARRANGEMENTS

Transit Air Cargo Singapore Pte Ltd.

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Contact: Mr. James Ng/ Mr. Eric Ong/ Ms. Naz Yusoff

To ensure the smooth handling of exhibits please read our guidelines carefully, as failure to comply with the forwarding regulations is likely to cause delays and additional expenses.

1. ARRIVAL DEADLINES

All exhibits forwarded by sea or air should arrive Singapore by the following dates:

Sea freight (LCL Cargo)	: 16 July 2015
Sea freight (FCL Container)	: 16 July 2015
Airfreight	: 20 July 2015
Films & Video Tapes / Media	: 3 July 2015

The exhibits arriving after our stated deadline will be considered as late arrival and an additional handling surcharge 30% will be levied. Shipment arriving on/after the opening date, a 50% surcharge will be levied for urgent clearance.

2. CONSIGNING INSTRUCTION

All exhibits forwarded by air or sea freight should be consigned to:

Consignee:

TRANSIT AIR CARGO SINGAPORE PTE LTD

111 Neythal Road,
Singapore 628598.

Tel : (65)6438 1686

Fax : (65)6438 1466

E-mail : eric.ong@tacs.com.sg / jonathan.lee@tacs.com.sg / naz@tacs.com.sg

Contact : Mr. Eric Ong / Mr. Jonathan Lee / Ms. Naz Yusoff

General email : info@tacs.com.sg

For : AOGS 2015

Notify:

SAME AS CONSIGNEE

Exhibitor:

Booth:

All consignment must be on a "FREIGHT PREPAID" basis.



Any consignments arriving Singapore on a freight collect basis will be subject to a 10% service fee for advance payments made on your behalf. Please note that any shipment not consigned to the above will cause a delay in customs clearance and in turn an additional handling charge will be levied for rectification of it.

Pre-notification of consignments details should be faxed to us at least 48 hrs prior to shipment's arrival.

3. CARGO PACKING

Exhibitors shall be responsible for the consequences of improper packing. Please ensure that the **cargo is packed in Seaworthy condition**. The packing material e.g. case, carton, crate must be strong enough to withstand damage during transportation and repeated handling, including unpacking and should be suitable for repacking for sale or return movement after the exhibition.

Packing in cardboard cartons is not considered suitable for repeated handling, especially for valuable and delicate items. Any damage claims will be declined should the packing be deemed not adequate for the exhibits.

As the exhibits are repeatedly loaded and unloaded during transportation, shocking/bumping will sometimes be inevitable. Exhibits will be placed outdoors many times, including open-air storage at the exhibition centre before and after the exhibition. Therefore, exhibitors must take necessary precautions against damage and rain, especially when the return exhibits are to be packed with used packing materials (the case as well as aluminum foil, plastic covers etc very often would have been damaged already during unpacking).

4. CARGO MARKING

The following marking must be clearly marked on two opposite of all packages

AGS 2015
C/o TRANSIT AIR CARGO SINGAPORE PTE LTD
EXHIBITOR :.....
STAND NO :.....
CASE NO :..... OF
MEASUREMENTS :..... (L) x(W) x(H) cms
NET WEIGHT : kgs
GROSS WEIGHT : kgs

5. CARGO INSURANCE

It is the responsibility the exhibitor to arrange a full transit Insurance. The policy should cover transport to the exhibition, during the exhibition, and the return of exhibits to domicile, including the period the exhibits are handled by us, and also ensure that Transport Insurance is arranged for exhibits sold locally. Exhibitor are advised to ensure that all goods are adequately insured at all times including third party risk as the Organizers / Forwarders / Site Handling Agent cannot be held responsible for any damages, loss, total or partial, of goods whilst in their care unless it is insured through the Official Forwarders.



6. SHIPPING NOTIFICATION & PRE-ADVICE

The following deadlines for documents and shipping pre-advice must be strictly observed. TAC will not be responsible for any consequences or delays resulting to the late supply of it.

Document Distribution – Sea freight

Please courier one set of original Bill of Lading to us no later than 3 days before vessel is due to arrive.

DOCUMENTS REQUIRED

Seafreight shipment:	<u>Original</u>	<u>Copies</u>
Bill of Lading	1(one)	2(two)
Commercial Invoice/Packing List	3(three)	4(four)
Insurance Certificate	1(one)	1(one)

The above documents should be AIRMAILED/COURIERED to us at least 1 week before the arrival of vessel in Singapore.

Airfreight shipment:	<u>Original</u>	<u>Copies</u>
Commercial Invoice/Packing List	3(three)	4 (four)
Insurance Certificate	1(one)	1(one)

The above documents should be attached to the AIRWAYBILL.

C> Combined Invoice & Packing List:

We are enclosing a copy of our “Commercial Invoice & Packing List” marked Annex A, which you may use.

Description of commodity, quantity must be reflected and unit value will have to be in U.S dollars and CIF Terms.

Invoice must be in the English Language.

Please separate the combined and packing list for items intended for temporary and permanent Import.