

OFFICIAL ON SITE HANDLING TARIFF & LOCAL DELIVERY INSTRUCTIONS

Medlab Asia 
By Informa Markets

Asia Health 
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16-18 August 2023 Bangkok, Thailand

Presented by

 **GT Exhibitions Ltd**

 **informa markets**
Preferred Partner

INBOUND**FROM RECEIPT AT FAIRGROUND FREIGHT SERVICE YARD TO DELIVERED STAND****Air Freight**

Inbound On-Site handling charges	USD 0.70 per chargeable kg
Minimum per shipment	300 Kgs per shipment, per waybill

Sea Freight / Overland Freight

Inbound On-Site handling charges	USD 70.00 per cubic meter (CBM)
Minimum per LCL/LTL shipment	3 CBM per shipment, per waybill/truck
Minimum charges per container	20' DC (22 CBM), 40' DC (44 CBM), 40' HC (48 CBM)
Minimum per FTL shipment	44 CBM per truck

Crane charges for grounding and lifting of containers on site

If required and if approved by venue will be quoted on a case-to-case basis.

The above rates Include: -

- Receiving of cargo from the marshalling yard at the show site
- Unloading and/or de-stuffing of trucks/container and delivery of goods to exhibition stand (first time spotting)

Handling of empty packaging **USD 35.00** per cubic meter (CBM), Minimum 3 CBM per shipment
Collection, storage and return of empty packaging, which is subject to the availability of space on-site at the venue
Additional charges may apply for offsite storage, or if extra charges are levied by the venue for the space

OUTBOUND**FROM COLLECTED STAND TO LOADED TRUCK AT FAIRGROUND FREIGHT SERVICE YARD****Air Freight**

Outbound On-Site handling charges	USD 0.70 per chargeable kg
Minimum per shipment	300 Kgs per shipment, per waybill

Sea Freight / Overland Freight

Outbound On-Site handling charges	USD 70.00 per cubic meter (CBM)
Minimum per LCL/LTL shipment	3 CBM per shipment, per waybill/truck
Minimum charges per container	20' DC (22 CBM), 40' DC (44 CBM), 40' HC (48 CBM)
Minimum per FTL shipment	44 CBM per truck

Crane charges for grounding and lifting of containers on site

If required and if approved by venue will be quoted on a case-to-case basis.

The above rates Include: -

- Collection of packed goods from the stand
- Loading and/or stuffing of trucks/container at the marshalling yard of the show site

Additional Notes

A Service fee of 7% which will be applicable on all local charges mentioned in this Tariff

Above charges are based per exhibitor, per shipment, per waybill

Movement of goods via offsite warehouse before / after the show will be subject to additional intermediate transport, handling and storage charges where applicable

Third party charges will be billed at cost plus 15% outlay fee

Please refer to our additional charges in section 10, 11 & 12 for further possible charges

Chargeable weight / volume ratio for Air freight @ 1:6 or as declared on the waybill whichever is higher

Chargeable weight / volume ratio for Sea/Overland freight @ 1:1 or as declared on the waybill whichever is higher

The above rates exclude: -

- Cargo and Transport Insurance
- Unpacking or repacking of goods
- Re-positioning of exhibits after first time delivery to stand
- Any special handling for overweight/oversized goods
- Any manpower or equipment required to assist with the assembly/dismantling operation on the stand.

2) Important Notes

For any exhibit, box or crate which exceeds more than 2 tons per piece, or with dimensions that exceed 2m x 2m x 1.5m (LxWxH), where special handling and lifting is required, we request exhibitors/clients to contact us, providing a detailed description of the goods at least 20 days prior to the start of the exhibition. This is very important and is required to ensure a smooth handling of your goods at the show site. Failure to do so in advance will invite heavy penalties and surcharges to mobilize such special equipment at a shorty notice, which if applicable will be on the respective exhibitors/client's account.

The show site yard is not a covered area, therefore all freight and empties moving in and out of the halls or stored on-site during the show are exposed to climatic conditions. Whilst we will do our utmost to cover freight and empties in the holding areas, we cannot be held responsible for any damage caused by climatic conditions.

Insurance of the cargo is not included in our scope of work / tariff and this should be arranged by the Exhibitor and / or Exhibitor company with an express and unconditional waiver of subrogation towards GT Exhibitions their partners & our sub-contractors.

As our tariff is computed based on volume and weight and has no correlation with the value of exhibits, it follows that the cost of insurance cover is not included in our charges. It is the responsibility of each exhibitor/client to arrange a Full Marine (Transport) Insurance covering transport of your goods from your domicile to the exhibition, and the return of the same back to your domicile at the end of the show, including the period your exhibits/goods are handled by GT Exhibitions. Please also ensure that the Marine (Transport) Insurance is arranged for the exhibits/goods sold locally during the exhibition.

Collection, storage and return of empty packaging, is subject to the availability of space on-site at the venue. At the moment, the venue provides a limited space to store empty cases freely on site. Additional charges may apply, if we are compelled to move empty cases for offsite storage, or if any charges are levied by the venue for the space.

It is the responsibility of each individual freight agent and exhibitor to ensure the collection of the packed goods from the stand at the end of the show within the stipulated tenancy. We are not responsible for any missing exhibits or cargo from the booth which is left unattended.

Labour and Equipment

GT Exhibitions is the only company authorized to work on site and provide manpower and equipment for the handling/movement of freight within the premises of the exhibition centre.

No Exhibitor or their suppliers will be permitted to operate their own lifting equipment, such as tail lift or crane mounted trucks, genie lifts (manual lifts), etc. for unloading/reloading goods from their vehicle in the service yard to the exhibition

For safety and security reasons. No other contractor's manpower is permitted to work, handle or move any cargo on-site, as per the organizer's requirements for the show. Please ensure all your manpower requirements are pre-booked with GT Exhibitions/APT well in advance.

All work carried out is subject to GT Exhibitions standard terms and conditions of trading, copies of which are available upon request.

3) Local Delivery Instructions

Please ensure that you send us your freight declarations and order your on-site handling services through GT Exhibitions at the soonest possibility. This will enable us to work and include your requirements in our operations schedule to ensure a smooth handling of your goods on site.

Freight declarations

1. We will require a declaration of each individual shipment to be sent to our GT office by email at the **latest 5 working days prior** to delivery of the shipment to the show site.
2. For each shipment we will require the exhibitor's name, hall / stand number and delivery date, a copy of the Sea freight Bill of Lading or Air Waybill and a copy of the Commercial Invoice & Packing list with individual commodity, weight and dimensions of each piece.
3. In line with the **new COVID-19 regulations, precautions and whilst adhering to regulations**, all goods must be deep cleaned and sanitised at your premises before loading on to vehicles to come to the show site.

Billing of on-site freight handling charges

1. Once we have received your full declaration for a shipment, we will raise our invoice to you for our on-site handling services. Payment of this invoice should be paid by Bank Transfer or cash either before, or on the day, your shipment is delivered to the show site.
On-Site handling payments will have to be made prior to the handling of the goods on site, therefore it is vital that you ensure all cargo/exhibit details are sent to us well in advance.
2. We will bill our onsite handling and empty case storage charges per shipment, per exhibitor and all minimums will apply.
3. The invoice billed to you will include both inbound and outbound on-site handling charges based on the import method of shipping to the country along with the empty case storage on a per shipment, per exhibitor basis.
4. Should the method of shipping change for the shipment on export after the show, and you require the outbound handling charges to be amended, you can provide the processed Original Customs Export Bill of Entry and Original Exit Certificate for verification, after which we will issue you with a refund within 7 working days.

Event Build-Up Delivery and unloading at the venue

1. Delivery date and time for your goods will be scheduled based on the commodity of the goods, i.e. Build materials/furniture/AV/exhibits, etc to avoid congestion and crowding. It will not be possible to have cargo stored outside in the freight yards during the build-up period.
2. The driver of every vehicle delivering to the show site **MUST** have a manifest with them on arrival. The details on the manifest should be based on the freight declarations already provided.
3. On entering the service yard your company representative must be present on arrival of the vehicle and throughout the unloading. The manifest should be given to the GT/APT Hall Manager, and after a further check, a supervisor and forklift will be assigned to unload the vehicle.
4. Once unloaded, the manifest and work ticket will be signed by both the GT/APT Hall Manager and your company representative.
5. All Stands must be clear of empties, and delivered goods, by latest 6 pm on the last day of the build (exact time to be confirmed closer to the day).

Event Show days

Please note **Contractors will not be permitted to enter the halls on the morning opening of the show**, therefore it is very important that all shipments and goods are delivered to the show site latest by noon on the last day of build to complete set up before close of the halls.

Event Break-down Reloading at the venue during the breakdown of the show and outbound process

1. Vehicles will not be allowed to be parked empty in the freight yards. Therefore, please ensure your exhibits/goods are ready for loading prior to the arrival of your vehicle at the show site. Your company representative must be present for the entire time your vehicle is on-site and during the whole reloading operation.
2. Once your goods are packed ready for loading the GT/APT Hall Manager will have a check after which, a supervisor and forklift will be assigned to unload the vehicle.
3. Prior to loading, the manifest and work ticket will be signed by both the GT/APT Hall Manager and your company representative.

As you can see it is essential for you to send us your complete and detailed freight declarations well in advance to give us enough time to ensure the smooth handling of your goods on site for the event.

You may send any of your shipping and cargo handling enquiries to Attn: George Nassif / Tybano Gowray by email: georgenassif@gtexhibitions.com / tybanogowray@gtexhibitions.com and we will revert back to you with all related information accordingly.

For additional services not listed above, individual quotations will be provided based on your requirement. Rates quoted basis current rates and tariffs, subject to changes with / without prior notice.

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