

OFFICIAL SHIPPING GUIDELINES


Medlab Asia
By Informa Markets


Asia Health
By Informa Markets

16 - 18 August 2023 Bangkok, Thailand

Presented by

 **GT Exhibitions ME**

 **informa markets**
Preferred Partner 2021

1) Introduction

GT Exhibitions ME kindly request for you to read these shipping instructions and guidelines very carefully concerning freight logistics to **MEDLAB Asia & Asia Health 2023** exhibitions being held at the IMPACT Exhibition and Convention Center, Bangkok, Thailand. This is essential in order to avoid any problems or delays with clearance, handling and transportation of your goods.

We will be pleased to assist you with any questions that you may have.

GT Exhibitions ME

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*All business transacted in accordance with our General Trading Conditions, copy is available upon request.
Business with third parties is made by the company as an agent of the company.*

2) Consigning Instructions

Kindly arrange to ship all shipments “**Freight Pre-paid**” consigned as mentioned below:

Consignee : APT SHOWFREIGHT (THAILAND) LTD.
98/7-8 YANNAWA ROAD, CHONGNONSEE
YANNAWA, BANGKOK 10120, THAILAND

Notify Party : APT SHOWFREIGHT (THAILAND) LTD.
98/7-8 YANNAWA ROAD, CHONGNONSEE
YANNAWA, BANGKOK 10120, THAILAND
Attn: Hasnai Kongkaew
Tel: (66) 21656158

Note: -

Consignee & Notify Party in BL or AWB **must be in block letters**

The same port and mode of transport (Air/Sea/Land) used for import must be used for re-export. For example, goods shipped to the show via airfreight to BKK airport must be re-exported by airfreight out of BKK airport only. Any change of mode of transport will incur additional fees due to the change of port or mode of shipping for the re- export.

Important Note: -

We cannot clear cargo that has not been consigned in the above manner.

All documents such as Bill of Lading and Airway Bill **MUST** show the consignee as indicated above. Please refer to documents section (Air / Sea waybill) for added information that needs to be stated. Total number of pieces, total gross weight & total volume of the freight must be clearly indicated on the waybill.

Shipments sent freight collect will not be delivered until confirmation regarding payment is received. A 35% outlay will be imposed on all “Freight Collect” consignments.

Important – Please ensure you send a pre-alert to GT Exhibitions ME.

Attn: George Nassif or Tybano Gowray,
via email to Georgenassif@gtexhibitions.com & Tybanogowray@gtexhibitions.com

3) Documentation Deadlines

The shipping documents must be sent to us no later than the deadlines given below or at least 4 days prior to the arrival of the vessel and / or aircraft in Bangkok.

General cargo

Sea freight: **17th July 2023**

Air freight: **23th July 2023**

Controlled cargo (FDA controlled items)

Sea freight: **12th June 2023**

Air freight: **12th June 2023**

Please send a full pre-alert via email, with consignment information, such as flight/vessel details, airway bill/bill of lading numbers, no. of pieces, weight, dimensions and copies of all documents.

Pre-Advices

A pre-alert indicating the vessel/flight details along with copy of shipping documents (listed in Section 5), number of packages, weight, dimensions and contact details must be sent to GT Exhibitions ME well in advance, prior to the arrival of the freight in Bangkok, Attn: George Nassif or Tybano Gowray, via email to Georgenassif@gtexhibitions.com & Tybanogowray@gtexhibitions.com

For All Shipments

It is recommended to fax or email copies of the commercial invoices to our offices prior to the dispatch of the shipment in order to check for correctness, if there are any restrictions on the products or if there are products that require any special import permits.

4) Cargo Arrival Deadlines and Port of Destination

Port of Discharge

Sea Port of Discharge

Bangkok Port or Laem Chabang Port Only

Air Port of Discharge

Bangkok International Airport Only

Arrival Deadlines

Sea Freight

Shipments by FCL/LCL must arrive at the above-mentioned seaport by **25th July 2023** at the latest.

Air Freight

Shipments must arrive at the above-mentioned airport by the **1st August 2023** at the latest.

We strongly recommend that you ship on a direct service to the above-mentioned port in order to avoid delays in transshipment, etc.

Failure to comply with the arrival deadlines may result in non-delivery, late delivery of goods and additional surcharges which GT Exhibitions ME cannot be held responsible for. At the same time, any sea/airport storage and demurrage incurred as a result of this shall be debited to the account of the freight agent/exhibitor.

Cargo arriving after the deadline dates as mentioned above will be subject to a **50% late arrival surcharge** on the basic handling tariff. In such cases we, GT Exhibitions Ltd, will make all reasonable efforts to ensure delivery before the show opens, however, we cannot guarantee delivery before the opening of the exhibition. The surcharges will apply regardless of the delivery date to the show site.

5) Shipping Documentation

Documentation Required

The following documents are required for the import clearance of goods in Thailand.

Shipments arriving by Sea and Air freight: -

- Bill of Lading / Air waybill – 02 Original and 03 Non-Negotiable Copies.
- Commercial Invoice – 04 Originals and 03 Copies.
- Packing List – 04 Originals and 03 Copies.
- Product Brochures – 2 Copies of a descriptive/illustrative brochure.
- Insurance Policy Certificate (if insured) – 01 Copy of Policy and 1 Copy of Invoice for the Premium.

Bill of Lading / Air waybills –

Must be consigned as per instructions mentioned above (See Section 2) – Failing which we will not be able to process Customs clearance.

Commercial Invoice/Packing List –

Please ensure the commercial invoice issued complies to the below requirements: -

- The document must be duly typed in the **English** language and only on one side of the paper.
- Must be printed on shipper's original embossed letter head or must bear an original company stamp along with an authorized signature. (Colour printouts are not accepted as originals).
- Must be addressed/consigned as section 2 of these instructions.
- The Invoice must clearly indicate a detailed description along with the serial number, weight, country of origin, HS Tariff code and value (in US\$) for each individual item.
- Every individual item, including giveaway items and brochures, is to be given a value in U.S. Dollars. **Do not indicate the term** "No commercial value or value for Customs purpose only".
- If there is a serial number available for a product, please indicate it on the commercial invoice. This will assist temporary customs formalities.
- To assist with the importation approval by Royal Thai Customs, please provide 2 copies of a descriptive/illustrative brochure with your commercial invoice/packing list.
- Exhibitors are requested to declare products correctly on all documents. In case of discrepancies arising from customs examination, customs may impose penalties as applicable. We do not accept any responsibilities in case of incorrect declarations by the exhibitor.
- It must clearly state on the invoice if the goods are for temporary or permanent importation.
- The packing list must indicate individual weight and dimensions of each package in the shipment.
- It must indicate which items are packed into which boxes. It is very important that the piece numbers mentioned in the invoice and packing list tally with the physical packaging of your shipment.
- The invoice and packing list must also clearly mention the total Value of the goods, Total Number of packages, the total Gross weight and volume of the consignment. The packing details (number of pieces, gross weight and volume) must match 100% to the details declared on the Air/Sea waybill.

Very Important: Failing to provide with Original Documents fulfilling the above requirements in detail will invite Customs Fines, Excess Duty assessments, not to mention delays with Customs Clearance, making it difficult and at times not possible for customs clearance and subsequent delivery to the show.

Any Customs fines and excess Duty assessments – caused due to incorrect/improper/missing documents will be billed to the respective exhibitor/freight agent/client.

6) ATA Carnet & Temporary Import into Thailand

Goods being imported for the show on a temporary basis can be imported several ways. Please see below the options available: -

Bank Guarantee

Bank Guarantee service for Temporary Importation can be provided on a case to case basis upon request. For this option our local agent will provide a bank guarantee for the VAT and duty (a non-refundable bond fee applies (please refer to our tariff), which is discharged once the goods have been re-exported from Thailand. Goods can move around Thailand with this option to other locations, but they cannot be sold and must be re-exported. A letter of indemnity is required from the exhibitor, a copy of which can be provided upon request.

Bonded Warehouse

Bonded Warehouse for Temporary Importation can be provided on a case to case basis upon request. Venue being is a Customs bonded area, goods can be cleared on a temporary basis at this location (a non-refundable bond fee applies (please refer to our tariff). Goods must stay within this location but can be sold to a Thai buyer after the show. At the close of the show, the goods will be cleared on a permanent basis and under the Thai buyer's name basis which they are able to claim the VAT back from the Thai Government.

ATA Carnet

Exhibitor who wish to import their exhibition goods temporary into Thailand by using ATA Carnet document. Please make sure that the ATA Carnet is issued accordingly as below:

On the LEFT hand side of ATA Carnet Cover Page:

Column B "Represented by": **APT Showfreight (Thailand) LTD, and, or any other Authorized Rep.**
Column C "Intended use of goods", please listed all conditions that your Chamber of Commerce has committed under ATA Carnet: For example, ATA Carnet from France to list: "Professional, Exhibition Goods, Commercial Samples" in this column.

On the RIGHT hand side of ATA Carnet Cover Page:

Column C "Valid Until": expiry date must have at least 6 months from date of arrival of goods.

At the bottom of ATA Carnet Cover Page

Signature: Please make sure that the same person who sign on ATA Carnet, is the same person to sign on Power of Attorney. If there is any company seal/stamp on ATA carnet, the same company seal/stamp is also required on the Power of Attorney (See Appendix B), is required by Royal Thai Customs.

LANGUAGE: Please use only "ENGLISH" language in ATA Carnet.

Important:

As per customs regulation on ATA Carnet shipment, shipment **MUST** be packed and shipped separately from Permanent import items or different type of temporary import items.
Please issue Commercial Invoice for Permanent import items.
Separate HAWB/ HBL need to be issued for each shipment.

7) Controlled Goods / Licences

Exhibitors are advised to contact us as soon as possible with details of goods they are planning to ship to the event. Many items require an import licence, which needs to be approved before its goods arrival in Bangkok. Failure to have import licences in place will result in heavy Customs fines/penalties, which if applied will be billed to the respective exhibitor/freight agent/client.

Below listed are a few main items requiring an import & export licence: -

Communication equipment, defence goods, electrical appliances (e.g. TV, lighting, etc.), food & beverages, radio equipment, medical goods, medicines, motorbikes, used cars, toys, weighing & measuring equipment and all kinds of dangerous goods.

These types of goods cannot be imported under permanent import and **MUST be re-exported in FULL** at the close of the event.

Import licences and permissions are solely subject to approvals from the respective ministry and such goods must be shipped only after receipt of these import permits and our confirmation. Additional charges are applicable to secure such permissions and can be quoted upon request.

If you intend to ship any such items, please contact GT Exhibitions along with full details, such as brand, serial no., ingredients or materials for each item that you intend to import into Thailand at least 50 days prior to the arrival of your shipment.

8) Packaging and Case Marking

Exhibits and cargo should be well packed and designed with internal padding and battens, suitable to the nature of the goods and the mode of transportation intended. The packaging should be able to withstand the entire journey, in case of temporary import the return journey also.

It should be capable of easy unpacking and re-packing, the use of screws and clips is highly recommended instead of nails which can damage the packaging.

All packages, shipped using any mode of transport, must be clearly marked for identification on arrival showing the below information:

Medlab Asia OR Asia Health 2023

c/o APT Showfreight (THAILAND) Limited

Name of exhibitor: _____

Stand & Hall Number: _____

Gross /Net Weight: _____

Case Number: _____ (i.e. 1of3, 2of3, 3of3, etc)

Dimensions: _____

Depending on the regulations in the Country of destination, wooden cases returning at the close of the event may be subject to fumigation before they can be re-exported. In this instance a fumigation fee will be payable by the exhibitor.

Please note 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.

9) Courier Shipments

Please be aware that **only small, low value shipments** such as brochures & giveaways should be sent via courier companies (DHL, FedEx, UPS, etc.)

Please DO NOT send courier shipments addressed direct to your hall or stand/booth number or to the show, or to the show organiser. As Thailand is not a “free port” Country, all shipments sent via courier will be subject to import duty/tax. In such and most cases the courier company will hold shipments at Customs until arrival of delegates attending the event, which may result in deliveries to you after the show has opened.

All courier shipments (up to 30 Kg / 0.20 CBM maximum) should be sent and addressed as follows: -

APT Showfreight (Thailand) Ltd.

98/7-8 Yannawa Road, Chongnonsee

Yannawa, Bangkok 10120, Thailand

Attn.: Mr. Hasnai Kongkaew

Tel. +66 (0) 2165 6158

For: MEDLAB Asia 2023

Exhibitor Name: _____

Booth No.: _____

A commercial invoice must accompany all courier shipments and a full pre-advice including a copy of the export courier waybill must be sent to GT Exhibitions ME well in advance prior to the dispatch of the goods to Bangkok. Attn: George Nassif or Tybano Gowray, via email to Georgenassif@gtexhibitions.com & Tybanogowray@gtexhibitions.com

For high value shipments or those requiring an import licence, courier companies will be unable to clear your shipment. In this instance we will take over the shipment at the airport.

All clearance and handling charges for such shipment will be applied as per the Air Freight Tariff for the show which will also include the late arrival surcharge that will be charged.

It is the responsibility of the exhibitor / client to check with GT Exhibitions if their package has been received. Shipments that require an advance payment of customs duty or any other courier freight charges will be refused, unless it is pre-arranged. Courier shipments must therefore be sent on a Delivery Duty Paid basis.

10) Return Shipping

Full return shipping instructions must be given, in writing, to GT Exhibitions on-site staff during the show. If requirements change after receipt of your return instructions, all updated requests must be submitted in writing. Additional costs may be incurred and charged accordingly. All return shipments are sent on a freight pre-paid basis. For any bookings made directly with airlines or shipping lines, an administration fee will be levied.

11) Special Handling

For any 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 is required, we request exhibitors/clients to contact us, providing a detailed description of the goods in order for us to check and quote our handling charges on a case by case basis. For manpower or any equipment, which may be required to assist exhibitors, additional cost will be quoted upon request.

12) Insurance

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.

The show site yard is not a covered site, therefore all freight and empties moving in and out of the halls or stored on site during the show are exposed to climatic conditions.

You are strongly recommended to check with your all risk Insurer that you are fully covered for all the work we may undertake on your behalf and to advise them of our conditions. As our tariff is computed on the basis of 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.

GT Exhibitions will not accept any liability towards any loss/damage of your exhibits/goods.

13) Terms of Payment

Inward: Upon uplift of goods, prior to delivery to stand.
Outward: Upon presentation of invoice/prior to delivery of shipments.

All payments must be made without any deduction or deferment on account of any claim, counter claim or offset. Personal or foreign cheques are not accepted. Payment can be made by cash, credit card – subject to additional charges, Bank draft or telegraphic transfer to our account, details as follows: -

Payable to :

Beneficiary Name:	G T M E Logistics LLC.
Bank Name:	Emirates NBD
Branch :	Al Qusais Branch, Dubai
Account No. (USD):	1025780327602
IBAN No:	AE180260001025780327602
Routing Code:	302620122
Swift Code:	EBILAEAD

(Remitting bank charges are to be borne by the respective agent/exhibitor)

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