



SHIPPING MANUAL

FURNITURE MANUFACTURING & SUPPLY CHINA 2010
7-10 SEPTEMBER 2010
SNIEC
SHANGHAI, P.R. CHINA

Presented by

Agility Fairs & Events Logistics (Shanghai) Co Ltd.

Rm 1606, Shanghai Mart
No. 2299, Yan'an Road (West)
Shanghai 200336, P.R. China
Tel. 86 (21) 6236 6060 • Fax. 86 (21) 6236 5667
www.agilitylogistics.com

Contact:

Mr. Vincent Jiang
Agility – Fairs & Events
Tel. +86 21 6236 6060 Fax. +86 21 6236 5667
Vjiang@agilitylogistics.com

DEADLINES/TIME SCHEDULE AT A GLANCE

DIRECT SHIPMENT TO SHANGHAI, CHINA

Arrival of films and video tapes / discs by courier	One month before show opening
Copies of Bill of Lading and the List of Exhibits for seafreight consignments to Shanghai Seaport	16 August 2010
Arrival of exhibits shipped by seafreight to Shanghai Seaport	20 August 2010
Copies of Airway Bill and the List of Exhibits for airfreight consignments to Shanghai Airport	22 August 2010
Arrival of exhibits shipped by airfreight to Shanghai Airport	23 August 2010

TEMPORARY IMPORTATION

The Chinese Authorities permit exhibits to be imported into China on temporary import basis on approved trade shows. Temporary import is allowed for 3 months from the date of entry and must be re-exported unless duties and taxes are paid in the event of conversion to permanent import. Extension of temporary import is allowed subject to Customs' approval.

ATA Carnet is also accepted for temporary import in China.

SEAFREIGHT

DOCUMENT DEADLINES

We need the following documents not later than **16 Aug 2010**.

- 1 original Bill of Lading or 1 copy of Express Bill of Lading
- 1 copy of List of Exhibits
- Fumigation Certificate for wooden packing, or no wood packing material certificate
- 1 copy of Insurance Policy (if insured)

CARGO DEADLINES

Exhibition goods must be arrived Shanghai seaport not later than **20 Aug 2010**.

CONSIGNMENT INSTRUCTIONS

The Bill of Lading must be consigned "Freight Prepaid" to:

Consignee : Agility Fairs & Events Logistics (Shanghai) Co., Ltd
Room 1606, Shanghai Mart, No. 2299, Yan'an Road (West)
Shanghai 200336, P. R. China
Tel: +86.21.6236.6060 Fax: +86.21.6236.5667
Contact : Ms. Cynthia Cen
C/o FURNITURE MANUFACTURING & SUPPLY CHINA 2010

Notify Party :For: **FURNITURE MANUFACTURING & SUPPLY CHINA 2010**
Exhibitor Name: _____ Booth No.: _____

All documents such as Bill of Lading must be consigned as above. Additional charges will be incurred for wrong consignee details.

(A 5% outlay commission will be imposed on all "Freight Collect" consignments).

INWARD/OUTWARD HANDLING TARIFF

(for individual exhibits not exceeding 4,000 kg)

From arrival Port of Shanghai to exhibition stand inclusive of removal and temporary storage of empty packing cases (where applicable) at site or vice versa.

From arrival Port of Shanghai to stand OR vice versa. Services include:

- 1) Customs clearance and handling at port
- 2) Transport from port to exhibition booth or vice versa
- 3) Customs examination for inward or vice versa
- 4) Handling of empty cases
- 5) Un-packing/ Re-packing
- 6) Positioning

Consignment service charge		USD50.00 per exhibitor per consignment
Basic handling rate		USD58.00 per cbm or 1,000 kgs, whichever is the greater, min. 1 cbm/exhibitor/shipment
Minimum charge for FCL	FCL 20'GP	USD1334.00 per 20' GP container
	FCL 40'GP	USD2668.00 per 40' GP container
	FCL 40' HQ	USD2900.00 per 40'HQ container
LCL Terminal Handling Charge		USD45.00 per cbm or 1,000 kg, whichever is the greater.
Minimum charge		USD90.00 per consignment (HBL) per exhibitor.
FCL Terminal Handling Charge		USD260.00 per 20' container
		USD360.00 per 40' / 45' container
Terminal Agency fee		USD80.00 per shipment
Additional charge for shipment been shipped to Yang Shan Port	LCL	USD5.00 per cbm, min. USD100.00 per consignment per exhibitor
	FCL 20'	USD120.00 per 20' container
	FCL 40'	USD240.00 per 40' / 45' container
Collect / return of empty container from / to sea terminal Shanghai		USD250.00 / 20' container USD350.00 / 40' or 45' container

Demurrage charges of container at Shanghai port

Dry cargo CNTR	1-10 day	11-20 day	21-40 day	Over 41 day
20' CNTR	Free	USD8.00/day	USD15.00/day	USD25.00/day
40' CNTR	Free	USD15.00/day	USD25.00/day	USD45.00/day
High-cube CNTR	1-7 day	8-15 day	16-40 day	Over 41 day
40' CNTR	Free	USD20.00/day	USD30.00/day	USD50.00/day
Open top & flat rack CNTR	1-7 day	8-15 day	16-40 day	Over 41 day
20' CNTR	Free	USD10.00/day	USD20.00/day	USD30.00/day
40' CNTR	Free	USD20.00/day	USD40.00/day	USD64.00/day

* Current and actual cost levied by Container Freight Stations (CFS), all third party's charges incurred will be charged at cost.

AIRFREIGHT

DOCUMENT DEADLINES

The following documents must reach us not later than **20 Aug 2010**.

- 1 copy of Airway Bill
- 1 copy of List of Exhibits
- Fumigation Certificate for wooden packing, or no wood packing material certificate
- 1 copy of Insurance Policy (if insured)

CARGO DEADLINES

The cargo must arrive at Pudong International Airport no later than **20 Aug 2010**.

CONSIGNMENT INSTRUCTIONS

The Airway Bill must be consigned "Freight Prepaid" to:

Consignee : JIANGSU FEILIKS INT'L LOGISTICS INC. SHANGHAI BRANCH
Rm 102, North Bldg. of Air Cargo Transportation Business
No.1200 QiHang Road, Pudong Int'l Airport, Shanghai, P. R. China
Tel: 8621 68841096, Fax: 8621-68852951

Notify : Agility Fairs & Events Logistics (Shanghai) Co., Ltd
Room 1606, Shanghai Mart, No. 2299, Yan'an Road (West)
Shanghai 200336, P. R. China
Tel: +86.21.6236.6060 Fax: +86.21.6236.5667
Contact : Ms.Cynthia Cen
C/o **FURNITURE MANUFACTURING & SUPPLY CHINA 2010**
Exhibitor Name:_____ Booth No.:_____

All documents such as Airway Bill must be consigned as above. Additional charges will be incurred for wrong consignee at **USD80.00** per exhibitor per consignment

All shipment must be sent by MAWB. Additional charges will be incurred for HAWB at **USD80.00** per exhibitor per consignment

(A 5% outlay commission will be imposed on all "Freight Collect" consignments).

INWARD/OUTWARD HANDLING TARIFF

(for individual exhibits not exceeding 4,000 kg)

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

From arrival Shanghai Airport to stand OR vice versa. Services include:

- 1) Customs clearance and handling at port
- 2) Transport from port to exhibition booth or vice versa
- 3) Customs examination for both inward & outward shipment
- 4) Handling of empty cases
- 5) Un-packing/ Re-packing
- 6) Positioning

Consignment service charge:	USD50.00 per exhibitor per consignment
Basic handling rate	USD0.80 per kg based on actual or volumetric weight, whichever is the greater.
Minimum charge	USD80.00 per consignment (HAWB) per exhibitor.
Airport Terminal Charge	USD0.45 per kg based on actual or volumetric weight, whichever is the greater (at cost).
Minimum charge	USD45.00 per consignment (HAWB) per exhibitor.

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

- The above rates (for both seafreight and airfreight) exclude stand dressing, assembly of display panels or machinery or decoration of any kind. If these special services are required, it will be subject to a mutual agreement with the exhibitor and additional charges will be levied.
- Above rates are based on direct MAWB/OBL consigned to us. If shipment is made through a consolidator, any additional fees imposed by the consolidator will be billed as additional at cost to exhibitors/agents
- All consolidated shipments by seafreight and/or airfreight must be issued with House Bill-of-Lading and/or House Airway Bill. A Consolidation Cargo Manifest must also be provided.

VALUABLE AND DANGEROUS CARGO

Exhibitors have to send us a special form for valuable and dangerous cargo. These forms will be provided upon request and the completed forms should reach us before shipment dispatched. There will be surcharge of **50%** of handling such exhibits.

LATE ARRIVALS

A late arrival surcharge (based on basic handling rate) will be applicable if the shipment arrives after the stipulated deadlines – 30% surcharge.

In the event of late arrivals, Agility Fairs & Events will make all reasonable efforts to ensure delivery before the show opens; however, no guarantee can be given. The surcharge will apply regardless of delivery date to the show site.

EARLY ARRIVALS

Additional Storage in China at Sea Ports or Airport

By Sea LCL Cargo arriving prior to 19 August 2010	USD10.00/day/cbm(min.USD20.00)
By Sea FCL 20' Cargo arriving prior to 19 August 2010	USD30.00/20'/day(min.USD30.00)
By Sea FCL 40' Cargo arriving prior to 19 August 2010	USD60.00/40'/day(min.USD60.00)
By Air Cargo arriving prior to 23 August 2010	USD0.60 /10 kg/day(min.USD30.00)

CASE MARKINGS

For easy identification of exhibits, all packages must be marked as follows:

FURNITURE MANUFACTURING & SUPPLY CHINA 2010

c/o Agility Fairs & Events Logistics (Shanghai) Co Ltd

Name of Exhibitor : _____

Stand Number : _____

Case Number : _____

Gross Weight/Net Weight : _____

Dimensions : _____

PRINTED / PUBLICITY MATERIALS

The Ministry of Foreign Economic Relations and Trade in China stipulates that all advertising materials (like printed matters and giveaway items) and technical information materials in all media shall be allowed display or use at the exhibition only after customs has inspected and approved the censorship clearance.

Presently, Customs in Shanghai, China only allows each exhibitor sending no more than 199 pieces of films/slides/video tapes/ CDs, VCDs, DVDs to Shanghai, China for each exhibition in total. Within this limitation, no other licenses are required but each exhibitor is still required to submit censorship material to Customs in advance. Please send 2 copies to our Shanghai office for Customs censorship purpose at least 1 month before show opening.

In addition, exhibitors are advised that brochures, giveaways and souvenirs are subject to import duties as assessed by the Chinese Customs which must be payable on entry.

RESTRICTIONS

All exhibitors are advised that all promotional materials to be imported or giveaways during the exhibition must not indicate or deem to indicate that Taiwan is a Country.

HAND-CARRY EXHIBITS

Exhibitors are strongly advised not to hand-carry goods for this exhibition as it could be detained by the Chinese Customs at the airport, Exhibitors should immediately hand over the detention receipt and the duly filled List of Exhibits to our staff at the fairground to arrange for import of the goods from the airport. These exhibits will then have to be returned as a shipment.

For hand-carried item arrival Shanghai airport terminal, our handling charges will be as same as our inbound airfreight tariff, plus late arrival surcharges as applicable.

MOVE-IN DAYS

Exhibits will be transferred to the exhibition venue during the move-in days. Representatives of Agility Fairs & Events will be available to help the exhibitors with the move-in logistics including unpacking and storage of empties as applicable.

MOVE-OUT DAYS

Prior to the move-out days, exhibitors will be given a 'Disposal Instruction Form' to fill in based on the Commercial Invoice & Packing List given at time of entry of goods into Shanghai. Exhibitors are required to advise Agility Fairs & Events if the goods will be re-exported, sold or disposed, as applicable.

During move-out days, representatives of Agility Fairs & Events will be on-site to help exhibitors with return of empty cases, repacking, re-export, etc. as applicable.

In the event of non-compliance of disposal instruction, all goods left at the exhibition venue shall be subject to disposal by the Chinese Customs and all charges relating to the disposal including duties and taxes if any, shall be additional for account of the exhibitor.

RE-EXPORT

Re-export formality will require about 1 week prior to shipment re-export out of Shanghai. In the event, the exhibitor needs the goods to be re-exported urgently, please advise representative of Agility Fairs & Events on-site of your request as applicable.

SOLD GOODS / DISPOSAL

All goods sold or disposed or given away or not re-exported shall be subject to import duty and taxes of the CIF value or appraised value by Customs whichever is greater. The duty varies with commodity and the VAT is 17% of CIF value.

The Procedures for Sold Goods are as follows:

- Exhibitors are required to submit a copy of the contract, buyer's company name, address and contact number to Agility Fairs & Events at the end of the show.
- Buyer is required to present to Customs the invoice/packing list and sales contract for the processing of permanent import and payment of duty and taxes.
- After the duty and taxes are paid, buyer will be allowed to take delivery of the goods from the Customs bonded warehouse.
- For exhibits pending sale or waiting for signing of the sales contract, the exhibits will be transferred and kept in the Customs bonded warehouse subject to a maximum period of **SIX (6) MONTHS**. After the period of six (6) months, the exhibits must either be re-exported or sold.

For sold exhibits, all duty and taxes must be paid and all import formalities must be completed within 6 months time. Failure to comply, cargo will be forfeited by the Customs. Sold goods pending conversion to permanent import shall be transferred to Customs bonded warehouse for storage. Additional charges shall be for account of the exhibitor unless assigned to the buyer.

HEAVY-LIFT / OVERSIZE EXHIBITS SURCHARGE

Our tariff for seafreight and airfreight consignments is applicable for exhibits not exceeding 4,000 kg per package. Exhibits in excess of 4,000kg per package will be additionally charged as follows:

Weight Per Package	Heavy-Lift Charges
From 4,001 to 6,000 kg	USD32.00 per 1,000kg
From 6,001 to 8,000 kg	USD43.00 per 1,000kg
From 8,001 to 10,000 kg	USD54.00 per 1,000kg

Please contact us for a separate quotation if any of your exhibits exceeding 10,000kg or any dimension exceeding L4.0m x W2.2m x H2.0m.

TEMPORARY IMPORT FEE / ATA CARNET HANDLING FEE

TIB fee is not applicable in the event of approved trade fairs in China.

If ATA Carnet is used for temporary import, an ATA Carnet administration fee is applicable to exhibitor at **USD60.00** per Carnet per entry or exit.

****Please note that the individual MAWB or B/L must be issued for cargo, which is sent under ATA Carnet. Kindly consult Agility Fairs & Events for the detailed consignment instruction for issuing the individual MAWB or B/L. ****

ON-SITE HANDLING SERVICES

On-site handling services include delivery of exhibits from arrival fairground to booth or vice versa, unpacking, repacking, positioning and/or handling of empty cases during the show period.

Delivery From Arrival Fairground to Booth or Vice Versa

Handling Rate	USD35.00 per cbm or 1,000 kg, whichever is the greater
Minimum Charge	USD35.00 per consignment per exhibitor

**** Please contact us for a separate quotation if any of your exhibits exceeding 4,000kg or any dimension exceeding L4.0m x W2.2m x H2.0m**

LABOUR AND EQUIPMENT FOR INSTALLATION

Requested by exhibitors for installation of machinery (Please inform us 48 hours in advance for prepare.)

A.	Manpower (Min. 2 charging hours):
	USD5.00/hour/person (normal working hours) USD10.00/hour/person (holidays, overtime... etc)
B.	Equipment (Quotation based on normal working hours)
	3 tons Forklift: USD18.00/hour (Min. 4 charging hours) 5 tons Forklift: USD22.00/hour (Min. 4 charging hours) Mobile Cranes: Quoted upon request

CUSTOMS BONDAGE STORAGE

Goods not re-exported and pending 'sold good procedures' or storage for another exhibition shall be transferred from the fairground to a Customs Bonded Warehouse for temporary storage. The following charges shall apply as additional to exhibitor unless it is assigned to the buyer.

Handling rate for transfer the cargo from booth to customs bonded warehouse	USD58.00 per cbm or 1,000kg whichever is the greater
Minimum	USD58.00 per consignment per exhibitor
Storage in Customs bonded warehouse	USD35.00 per month per CBM, min 1cbm/month
Customs bonded warehouse handling fee	USD100.00 per entry
Compulsory insurance for storage period only	0.33% of CIF value

Similarly, if any exhibits, which are required to be, transferred from the Customs bonded warehouse to the fairground, the above handling rate is also applicable. Additionally, Customs cover application fee **USD60.00** per application per exhibitor will be levied for such transferal.

ANIMAL & PLANT QUARANTINE CHARGES

Quarantine charges, if any shall be additional at:

The total volume of cases/pallets under 3 cbm - each	USD10.00 per package
The total volume of cases/pallets above 3 cbm - each	USD15.00 per package
The total volume of cases/pallets above 10 cbm - each	USD25.00 per package
Per 20' container	USD75.00 per 20'container
Per 40' container	USD105.00 per 40'/45' container

Other charges such as fumigation, sanitary treatment, magnetic detection & protection will be billed as per outlay

TRANSLATION OF "LIST OF EXHIBITS"

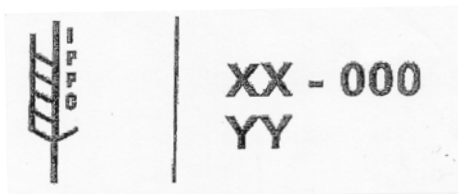
Translation of list of exhibits(Documentation Fee)	USD5.00 per page(Min. USD30.00 /exhibitor/shipment)
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FUMIGATION RULES IN CHINA

REVISED WOOD PACKING MATERIAL REGULATIONS ARE EFFECTIVE JANUARY 01, 2006

Effective on 1 January 2006, for ALL SHIPMENTS FROM OVERSEAS (inc. from Hong Kong, Macao SAR and Taiwan area) with wood packing material to China, such as wood block cases, lath cases, wood pallets, wood frames, wood drums, wood axes, chocks, stow-wood, crossties and so on, fumigation must be arranged in the country of origin before sending the cargo to China.

Wood packing materials **MUST** be marked with the IPPC logo and the two letter ISO code for the country that treated the WPM. The marking must also include the unique number assigned by the national plant protection organization to the company responsible for ensuring the WPM was properly treated, and either the abbreviation HT (heat treatment) or MB (methyl bromide).



To support the treatment, exhibitors must also produce their own declaration on their company letterhead for customs clearance purpose. This must be attached the original master air waybill (for airfreight

consignment) and enclosed along with the original bill of landing and couriered to our local office (for seafreight shipments).

The original declaration letter must be made out as follows:

To:

Name of exhibitor:

Stand Number:

Name of exhibition:

c/o Agility Fairs & Events International Forwarding (Shanghai) Ltd

Our exhibition materials for the above event, comprising xxxxx (insert the total number of packages utilizing wooden packing) cases, have been fumigated at xxxxxxx (name of origin port) and carry the following IPPC logo and markings xxxxxxxx (state the exact Registered Fumigation Number i.e. XX-OOO YY).

Authorised Signature

Endorsed by company chop (stamp).

Date.

WOOD PACKING MATERIALS WITHOUT ACCEPTABLE STAMP OR NOT IN COMPLIANCE WITH THE ABOVE REQUIREMENTS MUST BE DESTROYED OR COMPULSORILY RE-EXPORTED WITH THE CARGO WITHOUT ENTRY INTO CHINA.

For cargo with non-wood packing materials, the cargo owner must provide the non-wood packing declaration, which is printed out by company letter-head, signed with authorized signature and endorsed with company chop. The original declaration letter must be attached to the original Master Airway Bill or courier to our local office in China for Customs clearance purpose.

HIRE OF LABOUR OR EQUIPMENT ETC

Our rates include unpacking and repacking on-site during normal work hours. If exhibitor requires additional labour or equipment, please contact us for quotation. Notice should be given to us 48 hours in advance.

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 Agility Fairs & Events, and also ensure that Transport Insurance is arranged for exhibits sold locally.

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.

REQUEST FOR INSURANCE

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

ADDITIONAL SERVICES

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.

Our bank account is :

The Hong Kong & Shanghai Banking Corporation
Hay Wah Building Office
Hong Kong

Account No. 110-109097-001 (HKD)
110-3-803050 (USD)

CitiBank N.A. Hong Kong

Account No. 17971179 (EUR)

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

TERMS AND CONDITIONS

Agility Fairs & Events does not take any responsibility for:

- a) Exhibits which are not allowed by the organizer or Chinese Customs to be sold or displayed in fair site.
- b) Any tax/duty for sold exhibits
- c) Loss of goods whilst on display at the venue

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

Use of Agility Fairs & Events's 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.

