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**SECTION IV SHIPPING GUIDELINE**

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**electronica China 2021  
SNIEC, Shanghai, China, 14-16 Apr 2021**

Dear Exhibitor,

**RE : IMPORTANT NOTICE FOR CUSTOMS CLEARANCE**

It is with honour and pleasure to inform you that Top-Trans Expo Logistics Co., Ltd. is the 'sole' Official Freight Forwarder appointed by the organizer for the subject exhibition. In order to ensure the smooth customs clearance and handling of your exhibits at the above event, we wish to bring the enclosed "**Shipping Manual**" and following important points, which are reiterated in the latest Customs Notice, to your attention.

1) **DEADLINE OF THE DOCUMENTS REQUIRED FOR CUSTOMS CLEARANCE**

Please be informed that due to the rigid customs formalities and high rate of customs inspection in Shanghai, advance submission of 'List of Exhibits (with HS code)' form are required by Shanghai Customs. Therefore, please complete this document in English (in Excel Format) and send it to Top-Trans no later than **15th of Mar 2021**. **Late submission of 'List of Exhibits' form will not be accepted by the Customs!**

The 'List of Exhibits' form is attached herewith. – Please note that this form is the only approved format accepted by the Chinese Customs Authorities. Every exhibitor must submit this form to us without exception. Please do not use your own agents or company letterhead on any packing lists.

2) **ACCURACY OF THE CUSTOMS DOCUMENTS**

Your cargo will probably be opened for inspection by customs, so please make sure there is no any discrepancy between 'List of Exhibits' and actual content of the cargo.

3) **CUSTOMS REJECT TO CLEAR ANY ITEMS UNRELATED**

And any items unrelated with the exhibition are not allowed to be packed into the shipment.

Thank you for your attention to this matter. Should you have any queries or difficulties providing the 'List of Exhibits' before 15th of Mar 2021, please feel free to contact:

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Yours Sincerely,

Top-Trans Expo Logistics Co. Ltd.

9<sup>th</sup> of Dec, 2020

## SECTION IV SHIPPING GUIDELINE

### SHIPPING GUIDELINE

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### A. SCHEDULE

	For air shipments	For sea shipments
<b>CARGO RECEIVING PERIOD</b>	29 <sup>th</sup> -30 <sup>th</sup> Mar 2021	29 <sup>th</sup> -30 <sup>th</sup> Mar 2021
<b>DOCUMENTS REACHING TOP-TRANS</b>		
Airway bills for air shipments	48 hours prior to arrival of flight	
Ocean bills of lading for sea shipments		7 days prior to arrival of vessel
Other Documents on or before	15 <sup>th</sup> Mar 2021	15 <sup>th</sup> Mar 2021
<b>INBOUND PAYMENT ON OR BEFORE</b>	7 <sup>th</sup> Apr 2021	

**\*\*Pls strictly follow our shipping schedule. If any cargo arrives before/beyond the cargo receiving period, or any documents are submitted later than the above schedule, the Customs may deny the declaration for the relevant shipment. Especially for cargoes which needed 3C certification, such as computer, cable, plug, etc. pls send us the LOE as soon as possible and follow our schedule.**

- Above schedule is subject to the final decision of move-in dates from the organizer.
- Holiday Adjustments during Chinese New Year, Labour Day, Dragon Boat Festival, and National Day definitely affect the regular arrangement of customs clearance and collection of cargoes; adhering to the above documents and cargoes receiving period is **IMPORTANT** as there is no room for any delay.

### B. DOCUMENTS CHECKLIST

DOCUMENTS INCLUDING	REMARKS	DETAILS IN SECTION
Airway bills for air shipments	- 1 original with 3 copies to consignee	C-2
Ocean bills of lading for sea shipments	- 1 original with 3 copies to consignee	C-2
List of Exhibits (LOE)/ATA Carnet	- 1 original with 3 copies attached to the airway bill or ocean bill of lading	C-3/4
Censorship items (literature / films / slides / videotapes / advertising gifts, etc)	- 3 samples to <b>TOP-TRANS</b>	E
Corresponding IMCO certificate for dangerous goods / hazardous goods, if any	- 1 original attached to the original airway bill or ocean bill of lading; - 1 copy by fax or by email in advance.	F
Original "Fumigation Certificate" for wooden packing / products or "Declaration of non-wooden packing materials"	- 1 original attached to the original airway bill or ocean bill of lading; - 1 original to <b>TOP-TRANS</b> ; - 1 copy by fax or by email in advance.	J
Insurance Policy (if insured)	- 1 copy brought to fair site	N

## SECTION IV SHIPPING GUIDELINE

### C. DOCUMENTATION

#### 1. CONSIGNMENT INSTRUCTION

**\*\*\*SHIPMENTS SENT BY COURIER WILL NOT BE ACCEPTED!\*\*\***

<p>For air shipments - to Shanghai Airport: Master Air Waybills: CONSIGNEE: JIANGSU FEILIKS INTERNATIONAL LOGISTICS INC SHANGHAI BRANCH(KSF) RM.A615 NO.1333 WENJU ROAD PUDONG NEW AREA SHANGHAI CHINA (201202) ATTN: CANDY TEL:+862150962051 USCI+91310115X07304429N</p> <p>NOTIFY PARTY: TOP-TRANS EXPO LOGISTICS CO., LTD. Room 1507, New Bridge Building, No. 68 Xinqiao Road, Shanghai 200003, CHINA ATTN: JERRY&amp;ANTHONY TEL: (+86) 21 5835 0858 FOR: electronica China 2021 USCI+91310115MA1H82265B</p> <p>House Air Waybills: CONSIGNEE: TOP-TRANS EXPO LOGISTICS CO., LTD. Room 1507, New Bridge Building, No. 68 Xinqiao Road, Shanghai 200003, CHINA ATTN: JERRY&amp;ANTHONY TEL: (+86) 21 5835 0858 FOR: electronica China 2021 USCI+91310115MA1H82265B</p> <p>NOTIFY PARTY: SAME AS CNEE</p>	<p>For sea shipments - to Shanghai Seaport:</p> <p>CONSIGNEE &amp; NOTIFY PARTY: TOP-TRANS EXPO LOGISTICS CO., LTD. Room 1507, New Bridge Building, No. 68 Xinqiao Road, Shanghai 200003, CHINA ATTN: JERRY&amp;ANTHONY TEL: (+86) 21 5835 0858 FOR: electronica China 2021 USCI+91310115MA1H82265B</p>
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The description on bill of lading or waybill should be complete and accurate. Vague descriptions: such as: 'EXHIBITION GOODS', 'CLOTHES' will not be accepted. Pls send us the draft bill of lading or waybill to check in advance.

Due to the Customs System updating, all air consignments now require HAWB manifest data in the customs system. Therefore, please consign the air consignment under MAWB with back to back HAWB. **The consignee on MAWB and HAWB are not the same.** Otherwise, air consignment under MAWB without HAWB will no longer be distributed to our airport warehouse. This will take longer time for customs clearance and incur more cost for terminal handling. Exhibitors are, no doubt, to bear unexpectedly high forwarders' handling fee in China if consignments are covered by wrong waybills of lading.

All shipments must be consigned "Freight prepaid" to the above consignee.

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

**\*\*According to the New Customs Regulation, the customs declaration must commence immediately after the cargo arrives. Therefore, the pre-alert must reach us as soon as possible according to the schedule.**

- **For air shipments - to Shanghai Airport:**

The following information must be sent to **TOP-TRANS** as pre-alert:

- a. Flight number of aircraft.
- b. Date of departure from foreign airport and date of arrival Shanghai
- c. Master airway bill no. & House Airway Bill No.
- d. Number of pieces, weight and measurement of each package
- e. List of Exhibits (LOE)
- f. Declaration of non-wooden packing materials (original)
- g. Heat treatment and / or MB fumigation certificate for wooden packing materials (original)
- h. Special handling instruction

- **For sea shipments - to Shanghai Seaport:**

The following information must be sent to **TOP-TRANS** as pre-alert:

- a. Name of vessel and voy. no.
- b. Date of departure from foreign seaport and date of arrival Shanghai
- c. Ocean bill of lading no.
- d. Number of pieces, weight and measurement of each package
- e. List of Exhibits (LOE)
- f. Declaration of non-wooden packing materials (original)
- g. Heat treatment and / or MB fumigation certificate for wooden packing materials (original)
- h. Special handling instruction

### 3. LIST OF EXHIBITS (LOE)

**Please complete one "LIST OF EXHIBITS" for each package (except literature) and return to TOP-TRANS according to the schedule herein.**

**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 precisely, including the Brand value, net weight, HS code number to identify the tax rate for Customs data entry.

- **MODEL and SERIAL Numbers of Equipment**

Please be informed that, for all exhibitions in China, exhibitor must provide the **MODEL and SERIAL numbers** of their exhibiting equipment with declared value at or over US\$500.00 (per unit).

Customs officers will record the **MODEL and SERIAL numbers** of all the equipment (especially of machinery products) during their inspection when import. This record will be checked again during the export.

In such case, it is strongly recommended that the exhibitor should print the **MODEL and SERIAL numbers** 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.

- **Material of the Exhibits**

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Exhibitors must declare the material of each exhibit on the LOE (especially for stand fitting materials. E.g. made by plastic; wooden; iron; steel; metal or other material, etc) in order to identify the HS code numbers for input of Customs data.

### 4. ATA CARNET

**ATA Carnet is accepted for temporary import in China, but ONLY for purpose as 'Exhibition & Fairs'.**

**For ATA carnet shipment, please note that individual House AWB or B/L must be issued for ATA Carnet shipment and it is a 'MUST' to have ATA Carnet number on HAWB or B/L.**

Original signed power of attorney with company stamp should be attached with ATA.

The shipment under ATA Carnet MUST totally return after the exhibition, all listed items can not consumed on-site. If necessary, please issue one HAWB for consumed items, and one HAWB for ATA shipment, under one MAWB.

**Exhibits import under ATA Carnet can only be re-exported as one shipment and can't be separated for return to different destination port or airport.**

All listed items on ATA Carnet MUST totally same as the exhibits.

### D. PERMANENT IMPORT

For permanent import, Chinese buyers have to be involved as actual consignee. Before shipment B/L issued, Top-Trans need exhibitor's confirmation who will pay for import duty & tax with buyer's contact details and buyer need to provide trading import documents for submit to the customs.

If no confirmed buyers yet but the exhibitor still want to permanent import, we can introduce a third party trading agent to act as proforma import agent & provide import documents based on LOE (list of exhibits) from exhibitor and then pay duty & tax on behalf of exhibitors. But please note in this situation, the trading agent can't arrange: overseas payment to sellers/exhibitors or issue VAT CNY invoice or change customs duty sheet title to final buyers in China when exhibitors finally confirmed buyers and sell to those buyers during or after exhibition. The exhibitor and buyer need to arrange above trading issue and overseas payment by themselves.

Without correct documents, exhibits can't be permanently imported.

### E. CENSORSHIP ITEMS

All promotional materials to be imported or giveaways during the exhibition must not indicate or deem to indicate that Tibet or Taiwan is a Country such as 'ROC'.

It is stipulated by the General Administration of Press and Publication of the People's Republic of China (hereafter as GAPP) and the Chinese Customs that : Advertising materials and technical information materials including but not limited to literature, films, slides, audiotapes, videotapes, photos, advertising gifts, map illustrations, directions and other publicity materials shall not be allowed for display or use or distribution at the exhibition before approved by GAPP in Beijing. **The Chinese Customs has the right to reject import if prior approval is not granted.** Therefore, it is **NOT** recommended to ship these items to the exhibition directly. Top-Trans will not take any responsibility of the shipment detained/delayed due to lack of media products import license.

If any books/magazines with ISBN or ISSN (bar) code, it could not be imported under the show but through a book trader agent instead.

Please be aware that brochures, giveaways and souvenirs are subject to import duties as assessed by the

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Chinese Customs and the cost is for account of the exhibitors. Individual duty receipt is not available, full commodity assessment will take place for the entire show. Electronic products such as USB flash disk, mobile charger & portable battery charger/bank can't be consumed as CCC is mandatory. Only brochure (with/without catalogue bag, less than 100pcs/exhibitor) and pen (less than 50pcs/exhibitor) can be consumed. All non-consumable exhibits must be re-exported after the exhibition

### F. DANGEROUS GOODS / HAZARDOUS GOODS

Corresponding IMCO certificate is a must for any dangerous goods / hazardous goods dispatched. The original certificate must be attached to the original airway bill or ocean bill of lading sending to the consignee. Please send a copy of this document to **TOP-TRANS** by fax or by email before the original is sent out.

Surcharge for handling of dangerous cargo will incur. Please refer to the attached tariff for the rate.

### G. HAND-CARRIED EXHIBITS (FOR GENERAL CARGO ONLY)

Exhibitors are strongly advised **NOT** to hand carry goods to exhibition as it could be detained by the Chinese Customs at the airport. Once detained, please note the detained shipment can't be imported as exhibition goods because the list of exhibits of detained goods was not submitted in advance to the customs system at least one month before show.

### H. PACKING INSTRUCTIONS

It is recommended that whenever possible, freight 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. Any damage and claims will not be accepted caused by unsuitable packing. Please ensure the followings:

- All cases should be bolted rather than screwed or nailed.
- Stapled or Stitched-nailed crates or cartons should not be used except for disposable goods.
- If cases cannot be slung, they should be mounted on skids to facilitate the handling with forklift trucks.
- Exhibitor, at their discretion, may plan to exhibit equipment on skid, as the floor may not always be completely level. These skids must however be suitably covered to preserve the overall presentation of the exhibition.
- To minimize risk of loss, damage or delay, please avoid shipping your cargoes in small packages (individual package for over 1 cbm is recommended, e.g. 1m x 1m x 1m). We recommend you use big strong cases with small cartons collected together inside.
- 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.
- **Protection against Damage and Rain**

Please be advised that cargoes will be placed outdoors many times including open-air storage at the exhibition site. It is recommended that the packing of case must be strong enough to protect the cargoes from damage and rain. Packing in cartons is not recommended, as it is not suitable for repeated handling and repacking.

When cargoes are repacked with used packing materials, these packing are regarded as no longer suitable to protect cargoes against damage / moisture compared with the originals. Exhibitors shall therefore bear the responsibility for the consequences arising therefrom.

- **Heavy and Oversized Cargoes**

Exhibitors with heavy or oversized cargoes must be on-site early and direct the operation of unpacking and positioning heavy cargoes. If a mobile crane or forklift is required for installation of equipment, exhibitors should send their requirements to **TOP-TRANS** in advance. For quotation of hiring such equipment, please refer to the attached tariff. A detailed layout should also be provided to **TOP-TRANS** for better on-site

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operations.

Cases for heavy cargoes should be so constructed that the sides are jointed by bolts rather than by nails or screws. This will prevent the case from being damaged during unpacking and will save considerable time, especially during exhibition closing. Please mark the front side of the case clearly to ensure correct positioning.

### I. MARKING INSTRUCTIONS

Shipping labels are provided (Appendix II). Please apply a minimum of two shipping labels per package.

#### • SPECIAL MARKINGS

Please indicate below markings on the sides of the crates/cases if applicable:

- Label **FRAGILE** items on all sides.
- Items, which must be kept in upright position, on 2 sides, label **THIS SIDE UP**.
- Items which cannot be stored outdoors must be marked on 2 sides with **THE UMBRELLA SYMBOL**.
- Stripes should be painted on vessels, tanks and similar equipment to indicate where slings must be placed for hoisting, also label **SLING** in the proper location.
- Cases containing spare parts must be marked **SPARE PARTS** and contain only spare parts.
- **CENTER OF GRAVITY**, **FRONT**, **BACK** and **LIFTING POINT** 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.

### J. DECLARATION OF WOODEN OR NON-WOODEN PACKING

#### • Observe District

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

#### • Observe Scope

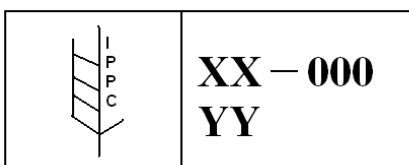
All non-manufactured wooden packing materials to be used to carry, pack, pad and support, and reinforce the goods, such as wooden case, crate, pallet, frame, pal, wooden pole, wedge, sleeper and pad.

#### • Exempted Scope

- Those wooden 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

All import wooden packing materials must be treated by Heat Treatment (HT) or Methyl Bromide (MB) fumigation at the origin, and put the Mark of IPPC (sample shown as below) on two opposite sides of the wooden packing 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). For wooden packing materials without the approved mark or with approved mark but intercepts the live harmful pest, the cargoes will be disposed or returned 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 countries or territories;  
 YY - The phytosanitary treatment measures, Methyl Bromide Fumigating - MB, Heat Treatment - HT

Please issue 2 original certificates. One original certificate must be attached to the original airway bill or



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ocean bills of lading sending to consignee for submitting to China Entry & Exit Inspection and Quarantine. The second original must be sent to **TOP-TRANS**. Please send a copy of this document to **TOP-TRANS** by fax or by email before the originals are sent out.

### • **Non-Wooden Packing Materials**

For goods that are not packed with wooden packing materials or are not loaded on a wooden pallet, exhibitors are required to issue a "Declaration of non-wooden packing materials". Please issue 2 originals with company stamp and signature. One original must be attached to the original airway bill or ocean bills of lading sending to consignee for submitting to China Entry & Exit Inspection and Quarantine. The second original must be sent to **TOP-TRANS**. Please send a copy of this document to **TOP-TRANS** by fax or by email before the originals are sent out.

If failed to make the necessary arrangement for the handling of wooden packing goods, exhibitor should be responsible for the penalties from Chinese Authorities and the delay of exhibits delivery to stand.

### **K. UNPACKING, REPACKING AND DELIVERY OF EXHIBITS**

**TOP-TRANS** will deliver cargoes to stands, assist unpacking and repacking and customs clearance against signature of exhibitors or their authorized agents. Exhibitors are highly recommended that their representatives be present on-site during move-in and move-out period to supervise positioning, unpacking and repacking of exhibits, as the on-site operations will be carried out at exhibitor's risk. **TOP-TRANS** will not be responsible for delay of customs clearance and positioning / displaying of exhibits due to late arrival of exhibitors' representatives or without receiving explicit instruction from exhibitors beforehand.

No exhibits are allowed to unpack on or take away from the show ground without Authorities' approval through **TOP-TRANS** as they are imported to China on the basis of temporary importation permission. **TOP-TRANS** will not be responsible for any confiscation and / or fines arising therefrom.

During the move-in and move-out, all exhibitors or their authorized agents should defer to the on-site arrangement of **TOP-TRANS**' staff on site strictly. If exhibitors or their authorized agents take action without the permission of **TOP-TRANS**' staff on site, **TOP-TRANS** will not be responsible for any result and / or damage therefrom.

### **L. STORAGE OF EMPTIES**

In order to eliminate fire hazards and ensure safety of on-site construction, according to the regulations of the venue, all empties storage shall be managed and related charges be collected by the Official Forwarder.

All empty cases must be placed within the designated yellow line in loading area, and follow the arrangement of the official forwarder.

Any loss, liability, and / or consequences rose from disobedience of the above shall be borne by the exhibitor. The Organizer and Official Forwarder therefore takes no responsibility thus from.

### **M. MOVE-OUT**

Return exhibits can only be shipped out upon the completion of customs clearance, which normally takes 14 working days to finish, counting from the first working day after the move-out operation is done. Should exhibitor ask for priority or express service to accommodate its needs, please inform **TOP-TRANS** earlier for earlier arrangement; while the final decision is subject to the Customs' approval. Surcharge for priority or express service applies. Please refer to the attached tariff for the rate.

All temporary import shipment must be returned after the show, we are not allowed to transfer shipment from temporary import to permanent import. Therefore, if shipment has to stay in China permanently after the show, please contact us in advance before shipping to check the feasibility of permanent import. Pls refer to section D for details on permanent import.

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Exhibitors must pay special attention to the following Customs' regulations:

- Items other than those declared exhibits (e.g. personal effects, souvenir bought in China) are absolutely not allowed to be returned together with exhibits.
- Violations of these regulations will result in confiscation and heavy fines imposed by the Customs.
- **Battery, powder, toner or ink cartridge, liquid and gel are controlled dangerous cargo by airline. Please note the exhibitors should take full responsibility to remove above controlled items before re-packing**, if exhibitors can't provide certificate for safe transport of chemical goods.(Such as: batteries in the computer motherboard, mouse, keyboard, etc.)
- As the airlines implement strict security rules and will ask for magnetism detection & protection for many sensitive items by air transportation including electric equipment, computer, speaker and etc., we will bill magnetism inspection fee if the detection and protection is incurred.

Please pay attention that **the new customs system requires** one temporary import shipment **should return all items together as one shipment and no separate / partial return as different shipments or to different destinations can be handled** after show close.

### N. PAYMENT

- **Payment terms**

**Inward:** Cargoes will be delivered to fair booth upon full payment is settled according to **the schedule**.

**Outward:** Return shipment will be effective and / or Airway Bills or Ocean Bills of Lading will be released upon receipt of full payment.

All payment must be made without any deduction or deferment on account of any claim, counterclaim or offset.

Please kindly pay off all the charges timely and send the bank slip by email. **TOP-TRANS** is entitled to cancel the services without any liability if the charges fail to reach **TOP-TRANS** in time.

- **Account details:**

Account	TOP-TRANS EXPO LOGISTICS (HONG KONG) COMPANY LIMITED
Company Address	Room 508,David House,8-20 Nanking street,Jordan, Kowloon, Hong Kong.
Bank Name	Hong Kong and Shanghai Banking Corporation Ltd.
Bank Address	No. 1, Queen's Road Central, Hong Kong
Account No.	801-084-898-838
Swift code	HSBCHKHHHKH
Remark	Charges for "electronica China 2021"

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

### O. INSURANCE & CONDITIONS OF BUSINESS

All cargoes are requested for fully covered insurance during the whole journey, including the exhibition period. A copy of the insurance policy should be brought to the fair in case of any necessary survey.

If any loss or damages occur, please inform **TOP-TRANS** timely and **TOP-TRANS** will inform the Customs for handling. As the procedure is complicated, please take care of your goods during the fair to avoid such case happen. Please be kindly noted that even the exhibits are insured, the relevant tax and duty are still inevitable.

All services and work undertaken by **TOP-TRANS** are carried out exclusively according to the terms and conditions outlined in the Company Terms and Conditions of Trading, which, in certain cases, exclude or limit the company's liability. Copies available upon request.

Use of services from **TOP-TRANS**, be it partial or complete, and any requirement for additional services at any time before, during or after the exhibition, expressed orally and / or in writing and / or by conduct, implies acknowledgement and acceptance to the foregoing.

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### SERVICE AND RATE

#### For General Cargoes

#### I. INWARD MOVEMENT

##### 1) From Shanghai port to booth

For freight arriving directly in Shanghai: customs clearance on a temporary basis, transport from terminal to the storage area of fair-site, sorting and delivery to fair-booth, assisting exhibitors in unpacking and positioning of exhibits (assembling & 2nd time positioning excluded), removing empty cases and packing materials to on-site storage place (outdoor).

##### Air Freight

Basic handling rate	RMB3.70 per chargeable weight kilo
Min. charge	RMB370.00 per consignment per exhibitor

##### Land / Sea Freight

Basic handling rate	RMB370.00 per cbm or 1,000kgs, whichever is greater
Min. charge LCL	RMB370.00 per consignment per exhibitor
Min. charge FCL 20' GP	RMB8,510.00 per 20' GP container
Min. charge FCL 40' GP	RMB17,020.00 per 40' GP container
Min. charge FCL 45' GP	RMB18,500.00 per 45' GP container

##### 2) From Shanghai bonded warehouse to booth

Collection from Shanghai bonded warehouse up to fair-booth, assisting exhibitors in unpacking and positioning of exhibits (assembling & 2nd time positioning excluded), removing empty cases and packing materials to on-site storage place (outdoor).

Basic handling rate	RMB300.00 per cbm or 1,000kgs, whichever is greater
Min. charge	RMB600.00 per consignment per exhibitor
To apply a customs cover note for transfer in bond, if applicable	RMB660.00 per set

##### 3) Onsite handling

From vehicle at venue up to booth	RMB70.00 per cbm or 1,000kgs, whichever is greater
Packing or unpacking charges	RMB50.00 per cbm or 1,000kgs, whichever is greater
Handling of empty cases during show period	RMB50.00 per cbm or 1,000kgs, whichever is greater
Min. charge	1 cbm per consignment per exhibitor

#### II. OUTWARD MOVEMENT

Services and rates same as Inward movement (item I).

#### III. HEAVY-LIFT / OVER-SIZE SURCHARGES

##### 1) Heavy-lift surcharge

For lifting of any one single piece of exhibits exceeding 4,000kgs, heavy load surcharge will be levied.

From 4,001-7,000 kgs	RMB200.00 per 1,000kgs of exceeding part
From 7,001-9,000 kgs	RMB260.00 per 1,000kgs
Over 9,000 kgs	RMB340.00 per 1,000kgs

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### 2) Over-size Surcharge

For any one single piece of exhibit exceeding 6.0M (L) x 2.4M (W) x 2.6M (H), Oversize surcharge will be levied.

Over-size Surcharge	10% surcharge for exceeding each of these dimensions
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\*\* Applicable to all the items I-II.

### IV. BASIC SERVICE CHARGE

Service rate	RMB320.00 per consignment per exhibitor
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### V. OTHER CHARGES

#### 1) Translation of "List of Exhibits" form

Service rate	RMB32.00 per page
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#### 2) Customs clearance fee for exhibits against undertaking licence for ATA CARNET

Service rate	RMB800.00 per license or carnet per entry per city
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#### 3) Animal and plant Quarantine Fumigation Charge

(Applicable to both air and / or sea freight)

a) Bulk cargo/ Air cargo	RMB60.00 per case
b) Per 20' Container	RMB450.00 per 20' container
c) Per 40' Container	RMB580.00 per 40' container

\*\* Items (a) is applicable to LCL shipments.

\*\* Items (a - c) are applicable to FCL shipments.

#### 4) Terminal charges at Shanghai seaport/airport

##### Air freight

Terminal Charges	RMB2.50 per chargeable weight kilo
Min. charge	RMB250.00 per consignment per exhibitor

##### Sea freight (LCL)

Terminal charges	RMB200.00 per cbm
Min. charge	RMB600.00 per consignment per exhibitor

##### Sea freight (FCL)

Terminal charges(20' container)	RMB83.00 per cbm (Min 23 cbm)
Terminal charges(40' container)	RMB52.00 per cbm (Min 46 cbm)

\*If above rates can not cover actual costs, all third party's charges incurred will be charged as per outlay.

## SECTION IV SHIPPING GUIDELINE

### 5) Detention charges

Air freight	RMB 2.50 per kg per day
Sea freight	RMB 7.00 per cbm per day
FCL	RMB6.00 per cbm per day

\*If above rates can not cover actual costs, all third party's charges incurred will be charged as per outlay.

\*Min. 20'=23 cbm, 40'=46 cbm, 45'=50 cbm

### 6) If any cargoes arrive at / departure from Yang Shan Seaport, additional charges will incur

LCL	RMB40.00 per cbm or 1,000kg
Min. charge	RMB144.00 per consignment per exhibitor
FCL 20'	RMB800.00 per 20' container
FCL 40'	RMB1600.00 per 40' container

### 7) Storage charges in China

a) Stored at Shanghai airport upon arrival	RMB0.20per chargeable weight kilo per day
b) Stored at Shanghai seaport upon arrival	RMB11.00 per cbm or 1,000kg per day
c) Bonded warehouse storage	RMB5.00 per 1cbm or 1000kg per day Min RMB 100.00 per consignment per exhibitor
d) Bonded warehouse entry fee	RMB45.00 per cbm per entry

\*\*Same rate applicable to outward movement.

\*\*If above rates can not cover actual costs, all third party's charges incurred will be charged as per outlay.

### 8) Forklift and driver

3-ton capacity cost per hour	RMB200.00 per hour (Min. 4 hours)
5-ton capacity cost per hour	RMB300.00 per hour (Min. 4 hours)
10-ton capacity cost per hour	RMB420.00 per hour (Min. 4 hours)
Others	Upon request

### 9) Cranage and driver

20-ton capacity cost per hour	RMB550.00 per hour (Min. 4 hours)
50-ton capacity cost per hour	RMB1000.00 per hour (Min. 4 hours)
Others	Upon request

### 10) Vacuum packaging and re-sealing of exhibits

#### With packing materials

Handling rate	RMB280.00 per cbm
Min. charge	RMB280.00 per consignment per exhibitor

#### Without packing materials

Handling rate	RMB180.00 per cbm
Min. charge	RMB180.00 per consignment per exhibitor

### REMARKS

- Above charges exclude freights, lashing, purchasing of tarpaulin, and any materials required for lashing, or special container loading, tax/duties or any items not covered in this tariff. Exhibitors should reimburse TOP-TRANS for the cost if they incur, plus 5% commission.

## SECTION IV SHIPPING GUIDELINE

2. We accept the responsibility of providing Customs Bond based on the CIF value of the temporary imported exhibit and will charge the exhibitor 5% for the sum deposited by us with the Customs Department. Minimum charge RMB1200 (non-refundable).
3. Volume/Weight Conversion for airfreight is 6 cbm equal to 1,000 kgs. Volume/Weight Conversion for rail-freight is 3 cbm equal to 1,000 kgs.
4. All inbound shipments (sea freight, air freight, or land / rail freight) must be consigned as per our consignment instruction and on "**FREIGHT PREPAID**" basis.
5. To ensure safe and orderly quality on-site operation, all shipments consigned to the subject exhibition are requested to be communicated with TOP-TRANS in advance. Failure in doing that or the inconsistency in cargo details that is considered to interrupt normal operation may lead to delay in operation. TOP-TRANS does not take any responsibility for anything thus caused.
6. Additional charges incurred for wrong consignee details will be **RMB680 per consignment per exhibitor**.
7. All shipments arriving in Shanghai by HAWB will incur additional agency handling fee at **RMB4.00 per kg, Min RMB1200.00 per HAWB** and vice versa.
8. For cargoes and / or documents arrive after deadline, a surcharge at **30% of inward movement charge, and basic service charge** will be levied to cover the additional cost, but this is not a guarantee of the late-come cargoes' arrival at the site in time.
9. Above rates are based on general cargoes only, for specialized cargoes, e.g. dangerous cargo, a 100% additional charges will be levied. The definition of dangerous cargoes is subject to the declaration on the freight bills issued by carriers in accordance to the International Maritime Dangerous Goods (IMDG Code) for surface shipments, and Dangerous Goods Regulations (DGR) of International Air Transport Association (IATA) for air shipments.
10. Return exhibits can only be shipped out upon the completion of customs clearance, which normally takes 14 working days to finish, counting from the first working day after the move-out operation is done. Should exhibitor ask for priority or express service to accommodate its needs, please inform us earlier. while the final decision is subject to the Customs' approval.
11. Costs will incur for the disposal handling of stand structures, stand elements, floor coverings, machinery & parts of machinery (Excluding removal of waste materials and products, and toxic materials). Please consult TOP-TRANS for the rate.
12. No unpacked cargoes without container are accepted.
13. Exhibitors will be charged overtime surcharge for working on non-official working hours, e.g. beyond normal working / opening hours of official move-in, move-out, holidays, as well as show period. Rates are subject to separate quotation.
14. Any service required from exhibitors not covered by this tariff will be quoted separately upon request.
15. **TOP-TRANS** is only responsible for the conditions of out-packages, which exempt their liabilities from any damage or loss of the contents.
16. **TOP-TRANS** does not take any responsibility for:
  - a) any exhibits not allowed by the organizer or Chinese Customs to be sold or displayed in fair site.
  - b) any tax / duty for sold exhibits.
17. This tariff is compiled on volume or weight basis and has no correlation with the value of cargoes, thus no insurance coverage is included. All cargoes are requested for fully covered insurance
18. All services and work undertaken by **TOP-TRANS** are carried out exclusively according to the terms and conditions outlined in the Company Terms and Conditions of Trading, which, in certain cases, exclude or limit the company's liability. Copies available upon request.
19. Use of services from **TOP-TRANS**, be it partial or complete, and any requirement for additional services at any time before, during or after the exhibition, expressed orally and / or in writing and / or by conduct, implies acknowledgement and acceptance to the foregoing.