

INTERWEIGHING CHINA 2018
WIEC, Wuhan
18-20 April 2018



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Dear Exhibitors,

We are pleased to announce that **Top-trans Expo Logistics Co., Ltd.** has been appointed by the show organizer as the Official Freight Forwarder of this exhibition to be responsible for the freight service, on-site exhibits handling and customs clearance.

If you have any questions regarding freight forwarding matters, please feel free to contact,



Top-trans Expo Logistics Co., Ltd.

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We wish you every success in the exhibition and look forward to seeing you in Wuhan.

Yours faithfully,

Top-trans Expo Logistics Co., Ltd.

SHIPPING MANUAL

FOR TEMPORARILY IMPORTED SHIPMENTS DIRECT TO WUHAN AIRPORT

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A. SCHEDULE

	For air shipments
CARGO RECEIVING DEADLINE	02 April 2018
DOCUMENTS REACHING TOP-TRANS	
Airway bills for air shipments	48 hours prior to arrival of flight
Other Documents on or before	12 March 2018
INBOUND PAYMENT ON OR BEFORE	11 April 2018

- 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
List of Exhibits (LOE)	- 1 original with 3 copies attached to the airway bill	C-3
Censorship items (literature / films / slides / videotapes / advertising gifts, etc)	- 3 samples to TOP-TRANS	D
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.	E
Original "Fumigation Certificate" for wooden packing / products or "Declaration of non-wooden packing materials"	- 1 original attached to the original airway bill; - 1 original to TOP-TRANS ; - 1 copy by fax or by email in advance.	I
Insurance Policy (if insured)	- 1 copy brought to fair site	N

C. DOCUMENTATION

1. CONSIGNMENT INSTRUCTION

Pls contact with TOP-TRANS before arranging your shipment.

Mr. Henry Liu
Mobile: (+86) 158 2167 8016
E-mail: henry.liu@top-trans.com.cn

Consignments, air shipments, **sent under master air waybills are always encouraged**. Exhibitors are, no doubt, to bear unexpectedly high forwarders' handling fee in China if consignments are covered by house air waybills.

All shipments must be consigned "Freight prepaid" .

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

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

- **For air shipments - to Wuhan 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 Wuhan
- c. Master Airway Bill No. (house airway bill not recommended)
- 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" (Appendix III) 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 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**

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.

D. CENSORSHIP ITEMS

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.

Please submit 3 samples each to **TOP-TRANS** for censorship at least 6 weeks before the show. **TOP-TRANS** will then on forward them to the Chinese Authorities for inspection. GAPP will decide whether to approve or not the display or use or distribution of the materials. If approved, an import approval permit will be issued; if not, GAPP will advise the reasons.

Please be aware that the Chinese Customs may charge tax/duties for these items and the cost is for account of the exhibitors. **Distribution of periodicals in the exhibition is strictly prohibited.**

E. 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.

F. HAND-CARRIED EXHIBITS (FOR GENERAL CARGO ONLY)

Exhibitors are strongly advised **NOT** to hand carry goods to exhibition. Should it be inevitable, exhibitor must declare to the Customs that their hand-carried goods are for exhibition purpose in case they are detained. Please immediately hand over the detention slip and the duly-filled "**LIST OF EXHIBITS**" (**Appendix III**) to **TOP-TRANS**' staff at fair-site.

Only with these documents, can **TOP-TRANS** apply for the Customs Cover to collect those detained exhibits at exhibitor's expenses according to the attached tariff. Please allow 1-2 working days to finish this Customs clearance and collection procedures.

G. 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 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.

H. 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.

I. DECLARATION OF WOODEN OR NON-WOODEN PACKING

• Observe District

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

• Observe Scope

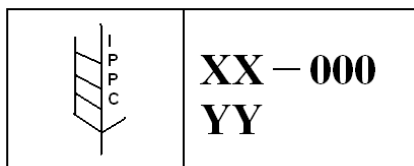
All non-manufactured wooden packing materials to be used to carry, pack, pad and support, and reinforce the goods, such as wooden case, crate, pallet, frame, pal, wooden pole, wedge, sleeper and pad.

• 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 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.

J. 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.

K. STORAGE OF CARGOES DURING THE EXHIBITION

Exhibitors requiring their cargoes (as opposed to empty cases) stored during the exhibition are requested to notify **TOP-TRANS** as soon as possible, allowing the staff to make special arrangements. Access to cargoes once stored may be possible at certain times during the exhibition. These times, if available, will be published at a later date.

L. MOVE-OUT

During the exhibition, **TOP-TRANS** staff will give the exhibitor forms for return/disposal instructions, i.e. return; sold; consumed or abandoned; etc., of your goods. Please complete and return the form to **TOP-TRANS** on or before the closing day for further arrangements.

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.

M. EXHIBITS TO BE RETAINED IN CHINA FOR SALE OR DONATION

Per the new regulation of Chinese Customs, exhibits are not allowed to be kept in the fair site after the show. All exhibits will therefore be transferred to a Bonded Warehouse under the custody of Chinese Customs.

The warehouse handling and storage charges occurred would be settled directly between the exhibitor / buyer and the warehouse. **TOP-TRANS** will not be involved in this handling unless **TOP-TRANS** receive any written instruction from exhibitor to handle on their behalf in China.

According to the current regulation, exhibits are allowed to be kept in Bonded Warehouse for no longer than six months from the date of import. After that, the exhibits will be at the disposal of the Chinese Customs.

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	Flat 101, 1/F., Kwong Loong Tai Building, 1016-1018 Tai Nam West Street, Lai Chi Kok, 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 "InterWeighing China"

(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.