



ICMAT 2023

26 – 30 June 2023

Suntec, Singapore

SHIPPING MANUAL & TARIFF

www.rogers-asia.com

1. INTRODUCTION

This shipping manual will assist you in the correct and timely dispatch of your exhibits to Singapore and should be read in conjunction with the exhibitor-kit issued by the organisers. Please do not hesitate to contact us if you require clarification on any points.

ROGERS EXPO SERVICES (SINGAPORE) PTE LTD
Tel: 65-6846 0055
Fax: 65-6846 1376
E-mail: sales@rogers-asia.com

We wish you every success at **ICMAT 2023** and look forward to seeing you in Singapore.

2. CONSIGNING INSTRUCTIONS (SEA & AIR)

All freight should be shipped on "FREIGHT PREPAID", and consigned as follows:-

ROGERS EXPO SERVICES (SINGAPORE) PTE LTD
6, Harper Road, #05-03
Leong Huat Building
Singapore 369674
Tel: 65-6846 0055
Fax: 65-6846 1376
E-mail: sales@rogers-asia.com
For : **ICMAT 2023**

3. LATEST ARRIVAL DEADLINES

Please ship your goods to arrive Singapore no later than:-

Seafreight FCL & LCL	:	17 – 19 June 2023
Airfreight	:	19 – 21 June 2023
Courier (Less than 50kgs)	:	19 June 2023

4. SHIPPING DOCUMENTATION AND PRE-ADVICE

For all shipments, copies of documents, including air or ocean bills of lading/ Airway Bills, truck, invoices & packing list and other required documentation must be faxed/e-mailed to Rogers Expo Services (Singapore) Pte Ltd (+65 6846 1376) /sales@rogers-asia.com **SEVEN WORKING DAYS** prior to arrival. Please also indicate the name of the showsite representative, their office phone and fax numbers, their mobile phone number and their e-mail address.

The shipper is responsible for any delays due to bad weather, war, strike, equipment failure, intensive examination or other Government intervention.

Please fax stand plans & insurance certificates, if applicable.

Whichever method you choose, please ensure you fax/email a brief pre-advice to us as soon as available.

5. DOCUMENTATION – INVOICES & PACKING LISTS

To enable us to clear your exhibits, please complete the enclosed 'Combined Invoice and Packing List' marked Annex A. This document is to be completed in English, with full details such as description of commodity, unit & total value in Singapore Dollars or US dollars and in CIF terms. Exhibitors are requested to indicate on the "Combined Invoice & Packing List" on columns A,B or C whether items are intended for temporary import, sale or for free distribution.

The offices of Rogers Expo Services (Singapore) Pte Ltd and / or its agents in your own country can assist you with any difficulties you may have with your documentation.

6. PACKING

Please ensure your equipment is packed in strong, waterproof packing case, which could be used for re-packing after the exhibition.

When packing, please conform to the weight and height restrictions of the show venue. If in doubt, exhibitors should check with the organiser.

7. CASE MARKING

All cases, cartons etc being sent to the exhibition must be marked as follow:-

Exhibition Name: **(ICMAT 2023)**
c/o ROGERS EXPO SERVICES (SINGAPORE) PTE LTD
Exhibitor :
Stand No :
Case No :
Dimensions :
Weight :

8. PERMANENT IMPORTATION

All goods imported into Singapore are subject to the Goods & Services Tax (GST) when sold, consumed, distributed, disposed, donated or given away in Singapore. The GST payable is 8% of CIF value indicated on the invoice is and subject to the Customs & Excise final appraisal of the imported goods value. Brochures, pamphlets, newsletters, advertising material and give-aways of any kind will automatically be imported for local consumption with non-refundable GST paid upon import.

9. TEMPORARY IMPORTATION

There are two options available to exhibitors in obtaining GST and duty exemption for exhibits entering Singapore for display and subsequently re-exported.

(i) **ATA Carnet – Please enquire with your local Chamber of Commerce on it's application and restrictions**

(ii) **Temporary Import Bond raised by Rogers Expo Services (Singapore) Pte Ltd:-**

Rogers Expo Services (Singapore) Pte Ltd can provide a Bank Guarantee to the Customs on your behalf for exhibition goods under "temporary import" for a small fee. **For Import Bond fees, please refer to our Freight Handling Tariff.**

The maximum term for temporary importation is six weeks (3 weeks prior to exhibition show opening date and 3 weeks from the show closing date). Any extension will be subject to Customs approval.

10. UNPACKING / REPACKING ON-SITE

All unpacking and repacking of exhibits must be supervised by the exhibitor or its representative.

11. EXHIBITION CLOSING PROCEDURES & RETURN MOVEMENT

The following documents will be distributed to exhibitors before closing.

- a copy of the List of Exhibits previously submitted to customs
- a form of Instructions for Disposal of Exhibits

Exhibitors are requested to declare on their disposal form the number of packages, value, and weight/volume of each product within the following categories:-

- sold
- to be returned (port of destination/mode of transport)
- consumed/given away

Return consignments will be despatched on a freight 'prepaid' basis upon full payment of our handling charges in Singapore or on 'collect' terms via a shipper's disbursement. **(Please note that we are not in a position to handover any return freight to other third party agents as temporary import guarantees are lodged in our name and customs formalities must be cancelled at the time of exportation).** We will be pleased to provide you with a quotation upon request.

12. INSURANCE

As the official tariff is computed on the basis of volume or 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 to arrange a full transit Insurance Policy covering transport to the exhibition, during the exhibition, and the return of exhibits to domicile, including the period the exhibits are handled by us, and also ensure that Transport Insurance is arranged for exhibits sold locally. Insurance shall include a waiver of subrogation against ROGERS EXPO SERVICES (SINGAPORE) PTE LTD and its agents and/or subcontractors.

Exhibitors should also bring a copy of the insurance policy to Singapore, as it will be required in case we need to file a claim for damage or loss on your behalf.

13. PAYMENT TERMS & CONDITIONS OF TRADING

Companies using Rogers Expo Services (Singapore) Pte Ltd or its appointed agents will be invoiced by them for all services. Companies shipping other than by our offices or agents are advised that full payment must be received by us as follows:

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

All payment must be made without any deduction or deferment on account of any claim, counterclaim or off-set, and remitting bank charges are to be borne by the remitter.

Personal or foreign cheques are not acceptable. Payment can be made by Telegraphic Transfer to our account as follow:-

The Hong Kong and Shanghai Banking Corporation Limited,
Robinson Road P.O. Box 896
Singapore 901746
Sin Dollar A/C No: 141-101212-001
(Bank Swift Code: HSBCSGSG)

All work is undertaken at owners risk and otherwise in accordance with our terms & conditions of trading, (Copy is available upon request). Insurance is not included!

**SERVICES & RATES FOR HANDLING OF EXHIBITS
ICMAT 2023
26 – 30 June 2023
Suntec Singapore**

1. BASIC HANDLING CHARGES (EXHIBITS FROM OVERSEAS SOURCES)

By Sea

Collection from arrival Singapore port up to delivered on stand including customs clearance	
LCL: Shipment Charge: (Min S\$280.00 per consignment per exhibitor)	S\$100.00 per cbm/1000kg
FCL Minimum Charge: (Per container/consignment/ exhibitor)	MIN 22CBM /20' Container MIN 44CBM /40' Container MIN 50CBM /40 HC' Container
Consignment Service Charge	S\$80.00 (per exhibitor/ consignment)
Unpacking/ Uncrating Service	S\$15.00 per cbm (Minimum 2cbm)

By Air

Collection from arrival Singapore airport up to delivered on stand including customs clearance	S\$1.00 kg (per exhibitor/ consignment)
Minimum Charge	S\$280.00 (per exhibitor/ consignment)
Consignment Service Charge	S\$80.00 (per exhibitor/ consignment)
Unpacking/ Uncrating Service	S\$15.00 per cbm (Minimum 2cbm)

The volume/weight ratio for airfreight will be calculated as 1 cbm = 167 kg, and charged on whichever yields the greater

OUTBOUND CHARGES ARE THE SAME AS INBOUND.

2. TEMPORARY IMPORT BOND FEE

Temporary Import Bond fee based on CIF value of your goods (subject to Customs re-assessment of value)	0.50% on CIF value
Minimum Charge	S\$100.00 per consignment per exhibitor

3. FILMS & VIDEO TAPES

Application of Exemption Censorship with Form C to Media Development Authority	S\$60.00 per application
Handling & processing charge of Censorship to Media Development Authority (Excluding censorship fees & 8% GST, as per outlay) if applicable	S\$12.00 per piece. Minimum charge S\$25.00 per consignment per exhibitor

4. EMPTIES STORAGE & HANDLING CHARGES

	On-Site Storage	Off-Site Storage
Storage of Empties cases	S\$10.00 per cbm	S\$30.00 per cbm
Minimum Charge	S\$60.00/consignment/exhibitor	S\$150.00/consignment/exhibitor

5. COURIER SHIPMENT LESS THAN 50KGS

Handling from Rogers Warehouse till Delivery to exhibition booth	S\$250.00 per consignment per exhibitor
Consignment Service Charge	S\$80.00 (per exhibitor/ consignment)

* For Courier shipment more than 50kgs or without customs declaration, goods will be considered airfreight shipment

THE TARIFF MUST BE READ IN CONJUNCTION WITH THE SECTION IN THESE INSTRUCTIONS HEADED "NOTES ON TARIFF".

NOTES ON TARIFF
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Suntec Singapore

- 1) This tariff applies on a per shipment, per exhibitor basis.
- 2) FCL/LCL charges, Terminal Handling charges & port handling charges will be charged extra for inbound and outbound movement.
 FCL shipments: S\$257.00/20' , S\$382.50/40' and S\$452.50/45' or as per outlay
 LCL shipments: S\$ 37.25 per cbm (Min. 1 cbm)

 (All additional shipping agent's charges and port forklift charges will be charged as per outlay)
- 3) All Air-Terminal Handling Charges (S\$0.15/kg Min. S\$25) for airfreight arriving in and departing from Singapore will be charged as per outlay for inward & outbound movement.
- 4) With effect from July 2016, a Safety of Life On Sea (SOLAS) weighing fee of S\$15.00 per cbm (round up to next higher cbm) will be applicable for export cargo.
- 5) Tariff prices are applicable only to single pieces not exceeding 250 x 220 x 220 cm / 2,000 kg. Any single piece in excess of 2000kgs will be subject to a heavy-lift surcharge according to the scale below:-

Weight per Piece	Heavy-Lift Surcharge
2001-4000 kg	S\$40.00 per 1000 kg
4001-6000 kg	S\$50.00 per 1000 kg
6001-8000 kg	S\$60.00 per 1000 kg

For single pieces above 8000 kg, or in excess of above dimensions, a separate quotation will be given upon receipt of full cargo specifications. These rates will not be applicable where mechanical lifting equipment cannot be used due to restrictions of the exhibition venue. Exhibitors should check with the organiser if they need to send to the show any exhibits with dimensions and weight that exceed the limits of the show venue.

The venue owner has requested for the following requirements/specification for any individual machine/equipment with nett weight that is in excess of 1000kg. Appreciate that the following details/specification be forwarded to us at least 1 month prior to the show date:-

- a. Product catalogue / specification,
- b. Booth design with machine layout plan,
- c. Actual dimensions of the machine including the base (actual base size),
- d. Nett weight of the machine (static loading and if the intend to operate the machine, the dynamic load),
- e. Is the machine flat based or on castors/legs? If on castors/legs, please provide footprint of the castors/legs. To check the loading on our floor slab, the dimensions that are in contact with the floor is of most importance and this could be the machine base/plinth, shipping skid etc.

- 5) All FCL containers will also incur customs supervision fees for attendance and examination of container seals and contents. (S\$180/20' & S\$250/40' & 45')
- 6) Prices include storage in our warehouse in Singapore as per arrival deadline and 5 days after close date of show for outbound goods. Additional storage in our warehouse in Singapore will be charged at S\$8.50 per m3 per week (Min. S\$85.00 per week) or part thereof. Cargo without disposal instructions at close of show will be charged as storage cargo including transport charge back to our warehouse.
- 7) Prices are valid only for goods arriving on or before our published deadlines, goods arriving after these dates will be subject to late arrival surcharge of 30% of basic prices. Whilst every effort will be made to clear cargo through to site prior to the opening, no guarantees can be given. Surcharges will apply regardless of the delivery date to your booth.
- 8) Documentation Charges as below:-
 - Permanent documentation charge of S\$75.00 per exhibitor/per declaration
 - Temporary documentation charge of S\$75.00 per exhibitor/per declaration
- 9) Handling and customs clearance of ATA Carnet @ SGD 100.00 per each ATA Carnet
- 10) Exhibits that are under Temporary Import and subsequently sold or disposed off in Singapore shall require a permanent import permit. A fee of S\$100.00 per declaration shall be levied for processing of permit conversion. In addition, exhibitors are required to pay the Goods and Services Tax (GST) of 7% on CIF or Sales value, whichever is higher.
- 11) Any unwanted empty packing cases/materials left on the show floor by exhibitors at the close of the show will be removed and sent for destruction. A fee of S\$50.00 per cbm (Minimum S\$150.00) will be levied.
- 12) All cargo must be sent "Freight Prepaid" for the inward movement. Freight sent collect and all outlays paid on behalf will be charged at 10% on top of the payment incurred.
- 13) Tariff Exclusions:-
 - Port/Airport storage charges as per receipt/outlay
 - Container demurrage/detention charges as per receipt/outlay
 - Transport/Exhibition Insurance
 - Assembling / Disassembling/ Repositioning of exhibits, as per expense, signed work order
 - Courier fees for despatch of original B/Ls and documents as per outlay
 - 30% Surcharges of the basic handling will apply for the move in and move out between 2200hrs- 0800hrs at Marina Bay Sands Singapore
 - Any 3rd Party charges not listed above will be billed at cost
 - 8% Goods and Service Tax (GST)
 - Handling of perishables/ high value/ high-sensitive /hazardous or dangerous / oversized cargo – UPON REQUEST
 - Return and Retrieval of containers – applicable to FCL shipments
 - Grounding/reloading of containers - applicable to FCL shipments
 - Unstuffing/stuffing of containers onsite – applicable to FCL shipments
 - All other services – UPON REQUEST