



# SREcon 19 Asia/ Pacific

12 – 14 June 2019

Suntec Singapore International Convention &  
Exhibition Centre

**SHIPPING MANUAL & TARIFF**

*[www.rogers-asia.com](http://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 SREcon 19 Asia/ Pacific 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 : **SREcon 19 Asia/ Pacific**

**3. LATEST ARRIVAL DEADLINES**

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

Seafreight FCL & LCL	:	31 <sup>st</sup> May – 02 June 2019
Airfreight	:	2 – 4 June 2019
Courier (Less than 50kgs)	:	05 - 07 June 2019
Video (via courier)	:	31 <sup>st</sup> May 2019

**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](mailto: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 lends itself to being re-packed after the exhibition. Please bear in mind that your exhibits will be in transit for long periods both to and from the exhibition, and that cartons are not suitable to withstand the constant handling which takes place during transshipment. Exhibitors shall be responsible for the consequences of improper packing.

When packing, exhibitors should take into consideration the weight and height restrictions of the show venue. Exhibitors shall be responsible for all consequences if they send to the show any exhibits with dimensions and weight that exceed the limits 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: SREcon 19 Asia/ Pacific  
  c/o ROGERS EXPO SERVICES (SINGAPORE) PTE LTD  
Exhibitor                     :  
Stand No                     :  
Case No                     :  
Dimensions                 :  
Weight                       :

**8. FILMS, VIDEOS - CENSORSHIP**

All videotapes and films (including video CDs and laser discs) are subject to the censorship clearance of the Media Development Authority (MDA) before they are allowed for public viewing. It will take about **one (1)** month for the approval of the above. Therefore, the films /videos/discs must be sent by courier service to arrive ROGERS EXPO SERVICES (SINGAPORE) PTE LTD, Singapore at least 2 weeks before the start of the exhibition.

To apply for exemption from censorship of video tapes/discs, please complete the enclosed "**C**" Form and fax/e-mail to Rogers Expo Services (Singapore) Pte Ltd (+65 6846 1376) /[sales@rogers-asia.com](mailto:sales@rogers-asia.com) **SEVEN WORKING DAYS** prior to arrival with your pre-alert. The application is subject to approval by Media Development Authority (MDA).

**9. HAND-CARRIED EXHIBITS**

It is an offence under Singapore Customs regulations not to declare personal belongings or exhibits with a total value of S\$400.00 or above. All goods imported into Singapore are subject to 7% Goods & Services Tax (GST), which must be paid at the time of import at the various entry points. Exhibitors who hand-carry their exhibits are required to declare their goods at the Customs checkpoints and make the necessary tax payment before they are granted entry.

Alternatively, if you have high value goods of a returnable nature that you wish to hand-carry, we suggest that you obtain an ATA Carnet from your local Chamber of Commerce.

**10. PERMANENT IMPORTATION**

All goods imported into Singapore are subject to the above tax when sold, consumed, distributed, disposed, donated or given away in Singapore. The GST payable is 7% of CIF value indicated on the invoice and is 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 GST paid upon import. GST paid is not refundable.

**11. 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:-**

Singapore Customs are a signatory to the ATA Carnet system and exhibitors may use this document when shipping their goods. Shipments covered by ATA Carnets are exempt from payment of any tax or duties for the period of temporary importation.

However goods indicated in the ATA Carnet must be re-exported after the show. You are therefore **reminded** not to include any goods that are **NOT** intended to be **re-exported** in the ATA Carnet.

(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". This procedure involves raising a bank guarantee to customs to cover the potential (Goods & Services Tax) GST/Duty liability. **For Import Bond fees, please refer to our Freight Handling Tariff.**

The maximum term for temporary importation under guarantee is six weeks (3 weeks prior to exhibition show opening date and 3 weeks from the show closing date). It is possible for the Temporary Import period to be extended beyond the granted six weeks providing that:

- (i) GST is paid at 7% of the Customs assessed value, allowing the first term of import to be cancelled.
- (ii) A letter is supplied by the exhibitor giving valid reasons for keeping their exhibits in Singapore. This request will be presented to customs and, if approved, a further period may be granted prior to final clearance instructions relating to sale, re-export or transfer to another exhibition. Any extensions granted are strictly at Customs' discretion.

**12. PROHIBITED / RESTRICTED / CONTROLLED GOODS  
PLEASE DO NOT SHIP WITHOUT OUR PRIOR APPROVAL**

The following categories of materials are prohibited, restricted or controlled and require special documentation and/or clearances prior to importation. Please supply us with details of your goods so we can advise you of the import paperwork required for the different types of products. On no account are the following products to be shipped without checking with us before hand.

- |                       |   |
|-----------------------|---|
| Prohibited            | - Cross-bow, chewing gums and pornographic materials.               |
| Restricted/Controlled | - Arms and explosives, fireworks, military equipment, toy guns/arms |
|                       | - Telecommunication /transmitting equipment                         |
|                       | - Radiographic equipments   |
|                       | - Vehicles  |
|                       | - Foodstuff & Beverage products                                     |
|                       | - Cigarettes & Tobacco products                                     |
|                       | - Medical/Pharmaceutical/ Chemical products                         |
|                       | - Live Animals and any products made from animal parts              |

**FOODSTUFF**

Most food products require special import permission by the Health & Hygiene Authorities, particularly meat, fish and dairy products whether fresh, frozen or canned. Permission is granted on a case-to-case basis, and these items must be accompanied by Certificate of Origin and Health Certificate (in English) from the Government Veterinary Department of the exporting country. Please check with us for instructions and documentary requirements. Do not effect shipment without our prior approval.

All food products must be packed, documented and despatch on separate Master Airway Bills to all other exhibition products. They will be imported based on the pre-payment of GST at the time of customs clearance. We are also able to provide special handling and storage of chilled and frozen products and these services & rates will be quoted separately upon request.

### **ALCOHOLIC BEVERAGES**

Alcoholic beverages may only be imported on a permanent basis, and are subject to payment of duty & GST which must be paid at the time of importation. Duty rate varies depending on the alcoholic contents, which will be determined by the Government's chemist from samples extracted or as determined by Customs. All duties/GST paid are not refundable.

The following details must be indicated on the Commercial Invoice/Packing List:

- Number of cases/ pallets
- Number of carton per case/pallet
- Number of bottles per carton
- Number of litres per bottle
- The percentage of alcohol content
- Type of Alcoholic Beverage (e.g. wine, bourbon, vodka etc). If wine – whether still or sparkling, red or white wine.

(A certificate of Age for Whiskey or Brandy must be attached to the invoice)

We strongly recommend that you do not send any alcoholic drinks/beverages as most brands are easily available in the local market.

### **MEDICAL/PHARMACEUTICAL/CHEMICAL PRODUCTS**

Import and Export Licences are required for western medicines and traditional Chinese medicine, pharmaceutical products & chemical products.

Please note that we do not have the authority to apply for an import license, or act as importer for any pharmaceutical products on an exhibitor's behalf, even for exhibition purposes only. Those participants planning to ship product samples must have a registered pharmacy / importer holding valid licenses to clear same.

### **IMPORTANT NOTE:**

It is the exhibitor's responsibility to ensure that their materials conform to all existing regulations regarding the import of any items regulated by the various government agencies in Singapore. The list above is not exhaustive and subject to change at any time by operation of law. Therefore in the interest of safety, we would urge all participants to contact us for specific instructions regarding these and any other category of materials. Additional cost may be associated with these clearances, permits or licences.

In all instances, the approval of import permits/licenses is solely at the discretion of the relevant government authorities and we cannot be held responsible for their refusal to grant such permits, event if the product have already arrived in Singapore.

### **13. FCL CONTAINER STORAGE /DEMURRAGE**

Container storage and demurrage/detention charges will be levied by the shipping lines for any containers that are held in use longer than the free period specified by them (usually 3 days from arrival of vessel). If the containers are required to be retained till a later period due to exhibitors' request to be present for unloading; for onsite storage; for subsequent re-export or any other purposes, we suggest that the exhibitors negotiate a pre-agreed demurrage rate with the shipping line at the country of origin, as any negotiation with the shipping lines in Singapore will be difficult. All such charges incurred will be billed at cost.

**14. STAND LAYOUT PLANS**

If you are exhibiting heavy equipment, which requires the use of a forklift truck or crane to place it in position on your stand, we ask you to supply us with scale layout drawings so we can position such items early during the build up period. Drawings should accompany your Combined Invoice & Packing List.

**15. UNPACKING / REPACKING ON-SITE**

We will assist you in physical unpacking and installation of exhibits, however exhibitors must supervise and be responsible for these operations. For this purpose, a representative of the company must be available on-site during the move-in period. If exhibitors arrive on-site late, or instruct us to arrange unpacking or repacking unsupervised on their behalf, we shall handle these operations only at the exhibitors risk.

Similarly, during exhibition closing, exhibitors must also supervise the dismantling and repacking of exhibits, especially for delicate or heavy equipment. When exhibits are repacked with used packing materials, the packing is regarded as no longer suitable to protect the equipment against damage/moisture compared with the original. Exhibitors shall therefore bear the responsibility for any consequences arising there from.

**16. 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

We will start to return empty cases to stands on the closing day after all visitors have left, and will assist exhibitors in re-packing and undergoing Customs formalities. In order to ensure the closing of the exhibition can proceed smoothly, those exhibitors with heavy and oversized equipment may be required to repack their exhibits on the next day. Our on-site representative will inform exhibitors of the exact arrangements during the exhibition.

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.

**17. 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.

**18. 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**  
**SREcon 19 Asia/ Pacific**  
**12 – 14 June 2019**  
**Suntec Convention Center**  
**Singapore**

**1. BASIC HANDLING CHARGES (EXHIBITS FROM OVERSEAS SOURCES)**

**By Sea**

Collection from arrival Singapore port up to delivered unpacked on stand including customs clearance, one-time positioning	S\$110.00 per cbm/1000kg	
Minimum Charge	LCL	\$280.00 per consignment/exhibitor
	20' Container	20 cbm
	40' GP Container	40 cbm
	40' HC Container	44 cbm
Consignment Service Fee	S\$50.00 per consignment per exhibitor	

**By Air**

Collection from arrival Singapore airport up to delivered unpacked on stand including customs clearance, positioning	S\$1.10 per kg
Minimum Charge	S\$280.00 per consignment/exhibitor
Consignment Service Fee	S\$50.00 per consignment per exhibitor

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 & 7% GST, as per outlay) if applicable	S\$12.00 per piece. Minimum charge S\$25.00 per consignment per exhibitor

### 4. **STORAGE OF EMPTIES**

Storage of Empties Onsite (SUNTEC)	S\$10.00 per cbm Min S\$50.00 per consignment per exhibitor
Storage of Empties cases away at the exhibition venue will be charged including local transportation from/return to exhibition venue if any	S\$30.00 per cbm Min S\$120.00 per consignment per exhibitor

### 5. **COURIER SHIPMENT LESS THAN 50KGS**

Handling from Rogers Warehouse till Delivery to exhibition booth	S\$120.00 per consignment per exhibitor
Consignment Service Fee	S\$50.00 per consignment per exhibitor

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

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

### 6. **Local Delivery/ Onsite handling (LOCAL SOURCE)**

Transportation fee for local pick up to venue	S\$25.00/cbm (Min S\$180.00 per trip per exhibitor)
Onsite Handling From arrival venue till booth.	S\$80.00/cbm (Min 2bm) per consignment per exhibitor
Consignment Service Fee	S\$50.00 per consignment per exhibitor

**NOTES ON TARIFF**  
**SREcon 19 Asia/ Pacific**  
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**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:-

<b>Weight per Piece</b>	<b>Heavy-Lift Surcharge</b>
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 specification. 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 forward 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.
- 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% on 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) A documentation charge of S\$75.00 per declaration permanent & temporary per set/per exhibitor will be levied for inbound & outbound movement
- 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 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 3<sup>rd</sup> Party charges not listed above will be billed at cost
  - 7% 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