



SHIPPING MANUAL & TARIFF

GeoSmartAsia 2015
29 September – 1 October
Putra World Trade Centre
Kuala Lumpur
Malaysia

Presented by

AGILITY LOGISTICS SDN BHD

Co. Reg. No. 111247X

No. 2 Blk B, Jln Bumbung U8/90, Sek. U8, Perind. Bukit Jelutong
40150 Shah Alam, Selangor Dahrul Ehsan, Malaysia
(Fairs and Events Unit)

Tel. +60 3 7841 8888, Fax +60 3 7842 3295

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DEADLINES

a. DEADLINES/SCHEDULE AT A GLANCE

Arrival of films and video tapes/discs by COURIER	29 August 2015
Copies of Bill of Lading and the Commercial Invoice and Packing List for SEAFREIGHT consignments	07 September 2015
Arrival of exhibits shipped by SEAFREIGHT	18 September 2015
Copies of Commercial Invoice and Packing List for AIRFREIGHT consignments	09 September 2015
Arrival of exhibits shipped by AIRFREIGHT	21 September 2015

b. DOCUMENT & CONSIGNMENT DEADLINES

1. **SEAFREIGHT**

We need the following documents not later than **07 September 2015**

- 2 originals and 3 copies of Bill of Lading
- 3 copies of Commercial Invoice/Packing List
- 1 copy of Insurance Policy (if insured)
- 1 set of catalogues of exhibits

Exhibition goods must arrive Port Klang by **18 September 2015**. Late arrival surcharge of 50% of the handling tariff will be levied for shipments arriving after this date.

2. **AIRFREIGHT**

We need the following documents not later than **09 September 2015**.

- 2 originals and 3 copies of Airway Bill
- 3 copies of Commercial Invoice/Packing List
- 1 copy of Insurance Policy (if insured)
- 1 set of catalogues of exhibits

Exhibition goods must arrive Kuala Lumpur Airport by **21 September 2015**. Late arrival surcharge of 50% of the handling tariff will be levied for shipments arriving after this date.

CONSIGNMENT TARIFF

INWARD/OUTWARD HANDLING TARIFF

(for individual exhibits not exceeding 2,000 kg)

1. SEAFREIGHT

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

Basic handling rate		USD 95.00 per cbm or 1,000 kg, whichever is the greater
Minimum charge	LCL	USD 285.00 per consignment (HBL) per exhibitor
Minimum charge for FCL	FCL 20'	23cbm per 20' container
	FCL 40'	46cbm per 40' container
	FCL 45'	50cbm per 40' HC container
*LCL charge / fee and Terminal Handling Charge		USD 15.00 per cbm or 1,000 kg, whichever is the greater (at cost)
Minimum charge		1 cbm per consignment (HBL) per exhibitor
FCL Terminal Handling Charge		USD 118.00 per 20' container
		USD 185.00 per 40' container
Documentation Fee (per set)		USD 12.00 per set (each set entitles for 3 to 4 items)
Minimum Charge (3 sets)		USD 36.00 per Consignment / exhibitor
Agency Fee		USD 65.00 per consignment (HBL) per exhibitor
Bill of Lading Fee		USD 50.00 per consignment per exhibitor
Storage of Empties		USD 3.00 per Cbm or Minimum USD 9.00 / Consignment / Exhibitor

** Port storage and container demurrage charges if incurred due to early arrival or late receipt of documents will be charged at cost. Current and actual cost levied by Container Freight Stations (CFS), all third parties' charges incurred will also be billed at cost.*

**Subject to 6% GST*

2. AIRFREIGHT

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

Basic handling rate	USD 1.00 per kg based on actual or volumetric weight, whichever is the greater
Minimum charge	USD 300.00 per consignment (HAWB) per exhibitor
Airport Terminal Charge	USD 0.30 per kg based on actual or volumetric weight, whichever is the greater (at cost)
Minimum charge	USD 30.00 per consignment (HAWB) per exhibitor
Documentation Fee (per set)	USD 12.00 per set (each set entitle for 3 – 4 items)
Minimum Charge (3 sets)	USD 36.00 per Consignment / exhibitor
Air waybill Fee	USD 18.00 per Air waybill
Breakbulk Agency Fee	USD 18.00 per HAWB
Storage of Empties	USD 3.00 per Cbm or Minimum USD 9.00 / Consignment / Exhibitor

** Airport storage, if incurred due to early arrival or late receipt of documents, will be charged at cost. Current and actual cost levied by the Airport, all third parties' charges not listed above will be charged at cost.*

**Subject to 6% GST*

ALL CONSOLIDATED SHIPMENTS BY AIRFREIGHT OR SEAFREIGHT MUST BE ISSUED WITH HOUSE AIRWAY BILL OR HOUSE BILL OF LADING. A CONSOLIDATION CARGO MANIFEST MUST ALSO BE PROVIDED.

OTHER SHIPPING CHARGES

COURIER OF FILMS, VIDEO TAPES AND/OR DISCS

CONSIGNMENT DEADLINES

The Board of Film Censors, Malaysia, must clear any films and videotapes to be shown at the exhibition. You are advised to courier these materials "Freight Prepaid" to Kuala Lumpur by **29 August 2015** to enable us to arrange for censorship clearance.

We would advise you against hand-carrying these items into Malaysia, as they may be detained by Malaysian Customs and considerable time and effort may be required to clear them out in time for the exhibition.

HANDLING TARIFF FOR FILMS & VIDEO TAPES / DISCS/ COURIER CONSIGNMENTS

From arrival Agility Logistics Sdn Bhd's premises until delivered exhibition stand, excluding the censorship fee levied by the Board of Film Censors. Any duties / taxes paid in advance on behalf of exhibitor will be passed back to exhibitor as per outlay.

Handling rate	USD 100.00 per first 2 pieces
Additional Charge	USD 35.00 per additional copy of tape/disc
Minimum charge	USD 100.00 per consignment per exhibitor

Should films & video tapes/discs arrive via airfreight/sea freight, the tariffs for airfreight/sea freight shall apply.

Note: Duties and taxes for all consignments must be paid by sender in country of origin PRIOR TO EXPORT.

a. HEAVYLIFT SURCHARGE

Individual exhibit in excess of 2,000 kg per package will incur heavy-lift surcharge (in addition to the basic handling charge).

From 2,001 to 4,000 kg	USD 25.00 per 1,000 kg
From 4,001 to 6,000 kg	USD 35.00 per 1,000 kg
From 6,001 to 8,000 kg	USD 45.00 per 1,000 kg
From 8,001 kg and above	Subject to Quotation

Exhibits exceeding 8,000 kg per package will be subjected to an individual quotation when the dimensions and weights are provided. Please contact us for further information.

These additional heavy-lift surcharges are applicable severally for inward movements as well as for outward movements.

b. UNSTUFFING/STUFFING OF CONTAINERS

Additional charges for un-stuffing and/or stuffing of containers or for container delivered to site for on-site handling only.

20' container	USD 80.00 per operation
40' container	USD 160.00 per operation

c. CRANAGE

For sake of safety, all containers must be grounded to facilitate stuffing or un-stuffing of containers. Our charges for grounding loaded containers and reloading of empty containers at site are:

Loaded or Empty Container	USD 60.00 per 20' container
	USD 100.00 per 40' container

SHIPPING INSTRUCTIONS

1. CONSIGNMENT INSTRUCTIONS

All exhibition goods by **AIRFREIGHT**, **SEAFREIGHT** and **COURIER** must be sent "Freight Prepaid" to:

Consignee: AGILITY LOGISTICS SDN BHD
No. 2, Blk B, Jln Bumbung U8/90, Sekysen U8, Perind. Bukit Jelutong
40150 Shah Alam
Selangor Darul Ehsan, Malaysia
(Fairs & Events Unit)
Tel. +60 3 7841 8888 , Fax +60 3 7842 3295
For : GEOSMARTASIA 2015

All documents such as Bill of Lading and Airwaybill must show Agility Logistics Sdn Bhd as the consignee.

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

2. CASE MARKINGS

For easy identification, all packages shall be marked as follows:

GEOSMARTASIA 2015
c/o Agility Logistics Sdn Bhd
Name of Exhibitor : _____
Stand Number : _____
Case Numbers : _____
Gross Weight/Net Weight : _____
Dimensions : _____

CUSTOMS REGULATIONS

CUSTOMS BOND FEE (FOR DUTIABLE ITEMS NOT UNDER ATA CARNET)

All dutiable items that are to be temporarily imported into Malaysia for the purpose of exhibition could be exempted from payment of customs duties. A fee (non-refundable) for obtaining customs bond for these exhibition goods will be charged as follows:

Customs Bond Fee	2% of CIF Value as assessed by the Malaysian Customs Authorities
Minimum charge	USD 150.00 per application per exhibitor
Subsequent month	1% of CIF value per month (Min. USD 100.00 per application)

These exhibition goods must be re-exported within 3 months from the date of arrival of goods in Malaysia. Otherwise, customs duties/taxes will have to be paid.

TEMPORARY IMPORTATION

ATA CARNET

Exhibitors are strongly advised to ship their exhibition goods using the ATA Carnet System in order to shorten the processing time of documents for temporary importation. Our overseas freight forwarding agent in your country will be able to advise on the benefits and procedures involved in using the ATA Carnet.

Endorsement of ATA Carnet	USD 75.00 / ATA Carnet
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PERMANENT IMPORTATION

CONVERSION OF TEMPORARY-IMPORT TO PERMANENT-IMPORT STATUS

All goods under temporary import, which customs have agreed can be sold, destroyed or donated, will be detained for examination and processing of permanent import documentation and will be subject to the following charges:

Application Fee	USD 30.00 per application
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ADDITIONAL CHARGES

Service charge for application of permits	USD 70.00 per set
Security Escort Fee	USD 60.00 per movement
Electrical Permit	USD 120.00 per application
Duty Declaration	USD 12.00 per set (Minimum USD 36.00 per consignment)
Site Handling & Local Delivery Charge	Subject to Quotation
GST on all charges	6%

CL/290615

CHARGES AT COST FOR:

- Endorsement of relevant Government departments
- Import/Export Duty
- 6% GST on all charges

INSURANCE

We would like to advise that it is the responsibility of each exhibitor to arrange Marine (Transport) Insurance covering transport to the exhibition, during the exhibition, and the return of the exhibits to domicile, including the period the exhibits are handled by **AGILITY LOGISTICS SDN BHD**, and also ensure that Transport Insurance is arranged for exhibits sold locally.

Our tariff is computed on the basis of volume and weight and has no correlation with the value of exhibits, it follows that the cost of insurance cover is not included in our charges.

REQUEST FOR INSURANCE

Upon written instructions, **AGILITY LOGISTICS SDN BHD** can offer the exhibitor insurance coverage at competitive premiums.

ADDITIONAL SERVICE

For additional services not listed above, an individual quotation will be given upon receipt of specific requirements.

IMPORTANT

**PLS SEND YOUR PRE-ALERT TO OUR KL OFFICE AT:
FAX No: +60 3 7842 3295**

AGILITY LOGISTICS SDN BHD

No. 2 Blk B Jalan Bumbung U8 / 90

Sek. U8 Perindustrian Bukit Jelutong

40150 Shah Alam, Selangor, Malaysia

(Fairs & Events Unit)

Telephone : +60 3 7841 8888

Telefax : +60 3 7842 3295

Contact : Ms. Charmaine Louis (CLouis@agility.com)

Mr. Roslan Ghani (RAbdGhani@agility.com)

CL/290615

IMPORTANT

All business is only transacted in accordance with the Federation of Malaysia Freight Forwarders Association Standard Trading Conditions (1988). A copy is available upon request.

Use of AGILITY LOGISTICS SDN BHD's services – be it partly or in full – and any requirement for additional services at any time before, during or after the exhibition express orally and/or in writing and/or by conduct, implies acknowledgement and acceptance of the foregoing.

TERMS OF PAYMENT

Inward : Upon uplift of goods, prior to delivery to stand
Outward : Upon presentation of invoice/prior to delivery to premises

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

Our bank account is:

Ringgit Malaysia Account :

Agility Logistics Sdn Bhd
(Fairs & Events Unit)
HSBC Bank Malaysia Berhad
No 2 Leboh Ampang
50100 Kuala Lumpur

RM A/C : 201 749488 101
Swift code : HBMBMYKL

US Dollars Account :

Agility Logistics Sdn Bhd
HSBC Bank Malaysia Berhad
No 2 Leboh Ampang
50100 Kuala Lumpur

USD A/C : 201 749488 725
Swift code : HBMBMYKL
Bank Branch Code : 22 14016

CL/290615

Show Name : **GeoSmartAsia 2015**
Show Dates : **29 September – 1 October 2015**
Show Venue : **Putra World Trade Centre**
City, Country : **Malaysia**

DEADLINE
3 Weeks before show

Freight Instructions

THIS FORM MUST BE COMPLETED AND RETURNED BY EVERY EXHIBITOR

We advise AGILITY LOGISTICS SDN BHD, the Official Forwarding Agent and On-Site Installation Contractor that we shall be shipping the following for the event, and we instruct Trans-Link to customs clear and deliver the goods to our stand:

No. of pieces	Description of contents	Dimensions (metres)	Weight (kg)

We also note and understand the following:

1. DEADLINE FOR SHIPMENT

Arrival of films and video tapes by courier service : **29 August 2015**
 Receipt of documents for seafreight consignments : **07 September 2015**
 Receipt of documents for airfreight consignments : **09 September 2015**
 Arrival of seafreight consignments : **18 September 2015**
 Arrival of airfreight consignments : **21 September 2015**

2. CONSIGNMENT INSTRUCTIONS

All exhibition goods either by seafreight or airfreight, must be consigned "Freight Prepaid" as follows:

Consignee:
 Agility Logistics Sdn Bhd
 No. 2 Blk B, Jln Bumbung U8/90, Sek. U8, Perind. Bukit Jelutong
 40150 Shah Alam, Selangor D.E.
 Malaysia (Fairs & Events Unit)
 Tel. +60 (3) 7841 8888, Fax +60 (3) 7842 3295
 For: **GeoSmartAsia 2015**

All documents such as the Bill of Lading and Airway Bill must show the consignee as above.

3. INSURANCE

It is the responsibility of each exhibitor to arrange Marine (Transport) Insurance covering transport to the exhibition, during the exhibition, and the return of the exhibits to domicile, including the period the exhibits are handled by Trans-Link, and also ensure that Transport Insurance is arranged for exhibits sold locally.

We also inform Agility Logistics Sdn Bhd that we will be using the services of the company below to freight our exhibits from _____ (country). Name of Freight Forwarder from origin: _____

Contact Person: _____ Tel: _____

Fax: _____ E-mail: _____

Authorised by: _____

Booth No: _____

COMBINED COMMERCIAL INVOICE & PACKING LIST

**GEOSMARTASIA
2015
29 SEPT – 1 OCT
PWTC, KL**

NAME OF EXHIBITOR: _____
ADDRESS: _____

CONSIGNEE: AGILITY LOGISTICS SDN BHD
No. 2 Blk B, Jln Bumbung U8/90, Sek. U8
Perind. Bukit Jelutong, 40150 Shah Alam, Selangot
(Fairs & Events Unit)
For: **GEOSMARTASIA 2015**

NOTIFY PARTY _____

DATE: _____
STAND NUMBER: _____
HALL NO: _____
TELEPHONE: _____
FAX: _____
CTC PERSON ON SITE _____
MOBILE NO: _____
DELIVERY DATE TO STAND _____

REMARKS (" X " each item)
A: TEMPORARY IMPORT / RE-EXPORT AFTER SHOW
B. PERMANENT IMPORT / DISPOSED OR CONSUMED
C: GIVEN AWAY/SOLD

CASE NO.	DIMENSIONS (CM)			CBM (m³)	WEIGHT		DESCRIPTION OF GOODS (IN ENGLISH) For machines/equipments must indicate Int'l Harmonized code and serial no is Mandatory	INTERNATIONAL HARMONIZED CODE	QUANTITY	CIF VALUE (USD)		REMARKS		
	L	W	H		GROSS KG	NETT KG				UNIT VALUE	TOTAL VALUE	A	B	C

The invoice goods are of _____ origin and are intended for display only at the exhibition site of Show. We declare that the information given above is true and correct and represent fair market value for the items described herein.

Date: _____

Signed on behalf of: _____
(Company Name & Company seal / stamp)

Authorized Signature: _____
(To be signed in blue ink)

Name in Block Letter: _____