

SHIPPING MANUAL

GEOSMART ASIA 2017 GEOINTELLIGENCE ASIA PACIFIC FORUM 2017 22 – 24 August

Putrajaya International Convention Centre (PICC) Putrajaya Malaysia

Presented by

AGILITY LOGISTICS SDN BHD

Co. Reg. No. 111247X No. 2, Block B, Jalan Bumbung U8/90, Sek U8, Perindustrian Bukit Jelutong, 40150 Shah Alam, Selangor Darul Ehsan. Malaysia (Fairs & Events Unit)

Tel: +603 7841 8888 / Fax: +603 7842 3295 fairs-malaysia@agility.com – www.agility.com

Contact:
Charmaine Louis
Senior Manager
Agility Logistics Sdn Bhd
(Fairs & Events Unit)
Tel. +60 3 7841 8865, Fax +60 3 7842 3295
CLouis@agility.com



DEADLINES

a. DEADLINES/SCHEDULE AT A GLANCE

Arrival of films and video tapes/discs by COURIER	22 July 2017			
Copies of Bill of Lading and the Commercial Invoice and Packing List for SEAFREIGHT consignments	25 July 2017			
Arrival of exhibits shipped by SEAFREIGHT	8 August 2017			
Copies of Commercial Invoice and Packing List for AIRFREIGHT consignments	28 July 2017			
Arrival of exhibits shipped by AIRFREIGHT	11 August 2017			
Copies of Product Catalogues, specification sheets and H.S. Code Descriptions for telecommunication and electricals Items	22 July 2017			

DEADLINE FOR DISPATCH OF DOCUMENTS (PRE-ALERTS)

To ensure no delays or undue inconvenience for customs clearance on arrival, it is imperative that copy of the vessel/flight details with master air waybill / ocean bill of lading detail be forwarded well in advance before the arrival of shipments according to the stipulated deadlines above. Agility will not be responsible for any delays and any port/airport storage charges will be re-charged at cost. For late submission of documents, a penalty fee of minimum USD 85.00 per exhibitor/consignment will be imposed.

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

AGILITY LOGISTICS SDN BHD

No. 2 Block 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. Khor Kean Huat (KKhor@agility.com)





b. DOCUMENT & CONSIGNMENT DEADLINES

1. SEAFREIGHT We need the following documents not later than 25 July 2017 2 originals and 3 copies of Bill of Lading 3 copies of Commercial Invoice/Packing List 1 topy of Insurance Policy (if insured) 1 set of catalogues of exhibits Exhibition goods must arrive Port Klang 8 August 2017. 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 28 July 2017 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 11 August 2017. Late arrival surcharge of 50% of

NOTE: Malaysia Customs are strict and thorough in their examination of goods. All packages can be expected

Customs fines will be imposed on the exhibitor in cases of Undervaluation, Non-declaration, and Erroneous declaration. In such cases, Agility shall not be responsible for any delay in clearance. Customs fines and extra expenses incurred shall be borne by the exhibitor. Exhibitors are therefore strongly reminded to declare the **true market value of** their goods and be extremely careful in their preparation of documents.

the handling tariff will be levied for shipments arriving after this date.

to be opened and contents checked against the Combined Commercial Invoice & Packing List.

OTHER ADDITIONAL SERVICES

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 **22 July 2017** 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.

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CONSIGMENT INSTRUCTIONS

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

Consignee: AGILITY LOGISTICS SDN BHD

No. 2, Block B, Jalan Bumbung, Sek U8, Perindustrian Bukit Jelutong,

40150 Shah Alam, Selangor Darul Ehsan. Malaysia

(Fairs & Events Unit)

Tel: +603 7841 8888 Fax: +603 7842 3295

For: GEOSMART ASIA 2017

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

NOTE: All consignment must be shipped on "Free-Domicile" basis i.e. all duties and taxes for consignments must be paid by sender in country of origin PRIOR export.

- : Agility reserves the right to REJECT consignment that is not duty/tax paid upon arrival at our premises in Malaysia.
- : A fax pre-alert shall be sent to us indicating the Courier Airway Bill numbers, Courier Company, Name of Exhibition/Event, your contact details for us to assist further.
- : Freight and other relevant charges paid by us on behalf of exhibitor will be subject to a 10% service charge.

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

CASE MARKINGS

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

GEOSMART ASIA 2017	
c/o Agility Logistics Sdn Bhd	
Name of Exhibitor	:
Stand Number	:
Case Numbers	:
Gross Weight/Net Weight	:
Dimensions	:

PACKING

Exhibitors are advised to provide strong packing cases for the transportation of the exhibits. The packing of the exhibits are to withstand external elements as well as movements during full transportation and handling.

For main exhibits, we recommend sturdy returnable type of cases to be used for return or onward transport. Exhibitors should also take necessary precautions against rain, especially when the return exhibits are to be packed with original packing materials. Cardboard cartons should be avoided if they are intended for return shipping. Agility will not be responsible for damages and claims arising out of improper packing.



CUSTOMS REGULATIONS

TEMPORARY IMPORTATION

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 by placing a customs bond. A Bank Guarantee fee (non-refundable) is chargeable for obtaining customs bond for these exhibition goods.

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.

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 advice on the benefits and procedures involved in using the ATA Carnet.

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. Customs duties/taxes/GST will have to be paid on conversion to permanent import.

SOLD EXHIBITS

Charges will apply for handling from exhibition stand to venue loading bay. Please contact us for charges relating to onward services.

All duties/taxes/GST payable/disposal of debris/conversion of temporary import to permanent import fee will be for the account of the exhibitor/buyer/their appointed forwarder.

SPECIAL LICENSES & PERMITS

Administrative fees will apply for application and endorsement of licenses/permits from relevant Government departments (Sirim, Tenaga Nasional, STA & etc).

RETURN INSTRUCTION

It is imperative that all exhibitors complete and sign the Return Shipping Instruction. Exhibitor should either visit our site office or contact our Agility representative at the earliest opportunity to complete their disposal instructions. If there is any amendment to the return instruction, the exhibitor will have to provide Agility with the revised instruction immediately.

If the exhibitor has sold their exhibits to a 3rd party during the event it is the **SOLE** responsibility of the exhibitor to oversee the collection of their exhibits. Agility will not accept responsibility for any loss or damage.



CARGO HANDOVER

Exhibitors must contact Agility to arrange for any handover of cargo. They will have to handover cargo to Agility together with Agility's Cargo Handover forms before they leave the exhibition. Agility will not be held responsible for any sort of loss or damage incurred due to an exhibitor not completing or signing the forms correctly.

UNATTENDED CARGO AT CLOSE OF EVENT

Complete return instructions must be provided by agent or exhibitor to Agility prior to the show closing. Failure to do so will result in transfer of consignment to Agility warehouse and any such movements will be subject to additional transportation and warehouse storage charges.

DISPOSAL

Upon delivery of your goods during move in, please inform us if your cases are not required to be redelivered to your booth after the show so that we can arrange for disposal. Fees for disposal shall be charged to exhibitors who require Agility for such service.

RE-EXPORT TIMEFRAME

After the close of the exhibition, re-export may take at least 3 weeks from the close of the show depending on the region and space availability in airlines or shipping lines. For air freight export, it would take at least 2 weeks from close of the show. For urgent re-export, surcharges will apply, please let us know in advance.

IMPORTATION OF RADIO / ELECTRICAL / TELECOMMUNICATION EXHIBITS

Any radio or telecommunication equipment brought in for the exhibition must receive prior approval by the SIRIM.

A copy of the exhibit catalogue/brochure with the full specifications, together with the full details of your intended demonstrations must be submitted to us not later than **22 July 2017** in order for us to apply for the necessary permit with the Authority.

The static display of such equipment at the exhibition is normally permitted when approved by the SIRIM, for entry into Malaysia. However, a special approval must be sought for such equipment to be demonstrated at the exhibition or within Malaysia.

Such telecommunication equipment's should not be uplifted unless approval has been sought.

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 in 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.

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



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

USD A/C : 201 749488 725 RM A/C : 201 749488 101 Swift code Swift code : HBMBMYKL Bank Branch Code: 22 14016

US Dollars Account: Agility Logistics Sdn Bhd HSBC Bank Malaysia Berhad

: HBMBMYKL

No 2 Leboh Ampang 50100 Kuala Lumpur

IMPORTANT

All business is only transacted in accordance with our General Trading Conditions. 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



Show Name: GEOSMART ASIA 2017 Show Dates: 22 - 24 August 2017

Show Venue: PICC, Putrajaya

City, Country: Malaysia



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 AGILITY LOGISTICS 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 : 22 July 2017
Receipt of documents for seafreight consignments : 25 July 2017
Receipt of documents for airfreight consignments : 28 July 2017
Arrival of seafreight consignments : 8 August 2017
Arrival of airfreight consignments : 11 August 2017
Receipt of Catalogues/Brochures and Radio / Telecommunication Exhibits : 22 July 2017

2. CONSIGNMENT INSTRUCTIONS

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

Consignee: AGILITY LOGISTICS SDN BHD

No. 2 Block B, Jalan Bumbung U8/90,

Sek U8, Perindustrian Bukit Jelutong, 40150 Shah Alam, Selangor.

Malaysia.(Fairs & Events Unit)

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

For: GEÒŚMART ASIA 2017

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 Agility Logistics, and also ensure that Transport Insurance is arranged for exhibits sold locally.

NOTE: All business is transacted strictly in accordance with our General Trading Conditions. A copy is available upon request.

We also inform Agility Logistics Sc	· ·		rigin:
Contact Person:			
Authorised by: Booth No:		Company	
Name :	· · · · · · · · · · · · · · · · · · ·	Address	:
Designation:			
Signature & Date :		Telephone	:

CL/090517

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, Malaysia (Fairs and Events Unit) Tel. +60 03 7841 8888, Fax +60 03 7842 3295

CLouis@agility.com, ILeow@agility.com

COMMERCIAL INVOICE / PACKING LIST Invoice No : XXXXX

Shipper Information							Consignee Information									
Company Name:						Company Name:	: AGILITY LOGISTICS SDN BHD									
Address:					Address:											
						Perindustrian Bukit Jelutong, 40150 Shah Alam										
Email:						Selango Darul Ehsan										
Tel:					Tel:	Tel: +60(3) 7841 8888										
Fax:						Fax: +60(3) 7842 3295										
Delivery	Information	on						Exhibition Information								
Represent	ative at Exhil	bition:						Show Name:	GEOSMART ASIA 2017					Hall No.		
Contact Number:							Show Date:	22 – 24 August 2017								
	d Delivery Da	to·						Show Venue:	Putrajaya International Convention Centre Boo				ooth No.			
	d Delivery Da						Exhibitor Name:	r acrajaya mtermational contention centre					10.			
Requested	Delivery IIII	iie.						Exhibitor Name.								
	Dimono	Dimensions in METRES			Gross	Nett	1	Description of goods (M. 110		CIF value (USD)		Remarks *				
Case /	Dimens	IONS IN IVI		СВМ		Weight	HS Code	Description of goods (Model & serial nos. are mandatory for	Quantity	CIF Va	liue (USD)	Remarks				
Box Nº	Length	Width	Height		(KGS)	(KGS)		machineries)	,	Unit value	Total value	Α	В	С		
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* A = re-export after the event							Total CI	F Value (USD):	\$ -							
* B = to be d	isposed or cons	umed														
* C = given a	way/sold															
The	invoiced goo	ds are of					origin and inte	ended for use at the event only.								
We certify	that the info	ormation g	given abov	e is true a	and correct, a	and that pric	es indicated rep	present the fair market value for	the items des	cribed herein.						
Company								_				_				
Company Name/Stamp Name of Signatory in BLOCK LETTERS						Signature	.		D≃	ate						
· · · · · · · · · · · · · · · · · · ·	Name/Stamp			Name of Signatory in BLOCK LETTERS						JISTIGLATO			υu			