

**INTERMODAL**

**ASIA 2024**

22-24 May, Shanghai

*Connecting the Container Industry*

集装箱多式联运亚洲展



# SHIPPING INSTRUCTIONS



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**OFFICIAL FREIGHT FORWARDER**

## INTRODUCTION

EFI Logistics are pleased to be once again appointed as Official Freight Forwarder and On-Site Handling Contractor for Intermodal Asia 2024 by the Organiser, Informa Markets. For those exhibitors new to the Intermodal event, we welcome you and to those returning we look forward to assisting you again in Shanghai.

In conjunction with our regional partners EFI can provide total shipping, transport, customs and onsite material handling services to exhibitors and contractors who are moving goods to and from Shanghai. **Please note EFI Logistics are the ONLY Company permitted to operate mechanical equipment at this event and to assist you with your requirements we urge you to contact us early so we can discuss your needs and offer solutions and cost-effective planning for your company.**

EFI can offer a complete door to stand service from anywhere in the world through our Network of Global Partners, for details of an agent near you please contact us. We do recommend you take advantage of our door to stand service.

Shipping to this event requires careful preparation. Please read and follow these instructions carefully and pass these to your contractor / agent if they are arranging your stand or shipment; international shipments should be consigned as below, please note there are surcharges for late bookings and late arrivals.

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## Main Contacts

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[ops@efilogistics.com](mailto:ops@efilogistics.com) - General Enquiries  
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### EFI LOGISTICS

Tel: + 44 1444 871314

Email: [ops@efilogistics.com](mailto:ops@efilogistics.com)

web: [www.efilogistics.com](http://www.efilogistics.com)



**Thank you for taking the time to read these instructions.**

**We are here to assist with your planning and welcome your call or e-mail at any time.**

**We can offer rates on all services and discuss the best option for your needs.**

**We look forward to working with you in Shanghai to create a successful event.**

All work is undertaken by EFI Logistics in accordance with our standard Trading Conditions (BIFA 2021).

A copy of is available upon request or can be downloaded at [www.efilogistics.com](http://www.efilogistics.com)

Published by EFI Logistics.

## EXHIBITION TIMETABLE

BUILD UP DAYS	TIMINGS	ACCESS
Monday 20 May 2024	09:30 – 18:30	Space Only Contractors InfoHub Desk
Tuesday 21 May 2024	09:30 – 22:00 12:00 – 20:00 09:30 – 18:30	Space Only Contractors Shell Scheme Exhibitors InfoHub Desk
<b>Important notice:</b> <ul style="list-style-type: none"> <li>All Stand Construction must be completed by 17:00hrs on Tuesday 21 May 2024, including removal of all stand material out of the halls and loading bays.</li> <li>Stand Dressing and exhibit set up should be completed by 20:00hrs on Tuesday 21 May 2024.</li> <li><b>Any stands not completed by the above times will be subject to a late working fine.</b></li> </ul>		

SHOW OPEN DAYS	SHOW OPEN HOURS	EXHIBITOR ACCESS
Wednesday 22 May 2024	09:30 – 17:00	08:30 – 17:30
Thursday 23 May 2024	09:30 – 17:00	09:00 – 17:30
Friday 24 May 2024	09:30 – 15:00	09:00 – 22:00
<b>Important notice:</b> <ul style="list-style-type: none"> <li>Power supply to ALL stands MUST be switched on 30 minutes before show open and MUST be switched off 30 minutes AFTER the show closes every day. If power is required beyond this, 24hrs power must be ordered from the official contractor.</li> </ul>		

BREAKDOWN DAYS	TIMINGS	ACCESS
Friday 24 May 2024	15:30 – 17:00 15:30 – 22:00	Shell Scheme Exhibitors Space Only Contractors
<b>Important notice:</b> <ul style="list-style-type: none"> <li>No exhibits or stand material are to be removed before the start of breakdown has been publicly announced by the organizer.</li> <li>Exhibits cannot be removed or dismantled before the close of show, or until the halls are clear of ALL visitors.</li> <li>Access for Space Only Contractors is approximate; they will be held at the marshalling gate until Venue rigging services, aisle carpet removal and empty boxes / crates have been delivered to stands.</li> <li>Exhibitors are advised not to leave their stand unattended at any time during breakdown.</li> <li>It is the Exhibitor's responsibility to remove all stand materials, carpet tape, packaging, and waste from the halls. Please note that charges will be levied for the removal of any discarded items.</li> <li><b>The Organiser and the Venue are not held responsible for any items left in the halls or loading bays overnight or beyond 21:00hrs on Friday 24 May 2024.</b></li> </ul>		

## DOCUMENT & SHIPPING DEADLINES

Document Deadlines (when we need copy documents for prior checking with customs)

LOE (List of exhibits) or ATA Carnet

Copy & Censorship material 16<sup>th</sup> April 2024

PLEASE SEND ALL DOCUMENTS FOR CHECKING BEFORE SHIPMENT

Shipment Arrival Deadlines:

Arrival of Sea freight exhibits at Shanghai Seaport: 5<sup>th</sup> - 6<sup>th</sup> May 2024.

Arrival of Airfreight exhibits at Shanghai PVG Airport: 7<sup>th</sup> – 8<sup>th</sup> May 2024

## DOCUMENTS REQUIRED

**The following documents are required for all INTERNATIONAL shipments to Intermodal Asia 2024**

- ❑ 1 original Bill of Lading or 1 copy of Express Bill of Lading or 1 copy of Master Air Waybill and 1 copy of House Air Waybill
  
- ❑ 1 copy of List of Exhibits (abbr. as LOE, the legitimate document accepted by Customs) or ATA Carnet with Power of Attorney (POA) with ATA holder's signature / Insurance Policy (if insured)  
\*\* If any machine or display model, please provide correct model or serial number on LOE or ATA. **Photo of each item declared on ATA Carnet should be attached with ATA general list page.**

## ORDER SERVICES

All services must be booked in advance.

There are additional charges (see tariff) for late or on-site orders.

Please order services in advance of the deadline **Friday 12th April 2024.**

If you do not have full details of your shipment, don't worry, send your booking through and we can update these details closer to the event!

[Please click here to book](#)

## CONSIGNMENT INSTRUCTIONS (FOR TEMPORARY IMPORT ONLY)

All cargoes must be consigned “**Freight Prepaid**” to the following consignee, otherwise a 10% outlay commission will be imposed on all “Freight Collect” consignments. Each **AIR** shipments should be under **ONE MASTER Air Waybill with ONE HOUSE Air Waybill** (not for each exhibitor) and the HAWB must be manifested by airline. Please send draft B/L or AWBs to EFI Logistics for checking before shipping. Additional charges will be incurred for wrong consignee details.

## CONSIGNMENT INSTRUCTIONS AIR FREIGHT

### Consignee on both Master AWB & House AWB:

Jiangsu Feiliks International Logistics Inc. Shanghai Branch (KSF)  
Rm. A615, NO.1333, Wenju Road, PuDong New  
Area, Shanghai 201207 CN  
TEL: 0086 21 5096 2008 / Fax: 0086 21 68852953  
CP: CALLIN ZHAO  
USCI+91310115X07304429N

### Notify on both Master AWB & House AWB:

APT Showfreight Shanghai Co., Ltd.  
TEL: 0086 21 6124 0090 / Fax: 0086 21 6124 0091  
CP: Jimmy Zhu  
Intermodal Asia 2024  
USCI+91310116674641664W

### Nature of Goods on Master AWB:

**Consolidation as per attached cargo manifest**

### Nature of Goods on House AWB:

One or two highest value item description inside shipment, for example: Wire Bonder  
(**Remark:** 1. Please **DO NOT** show simple description as ‘exhibition goods’ and detail exhibition name;  
2. If shipment under ATA Carnet, please also show: under ATA Carnet No.: XXX)

## CONSIGNMENT INSTRUCTIONS SEA FREIGHT

### Consignee on B/L (by LCL only):

APT Showfreight Shanghai Co., Ltd.  
Room 12B3, Oriental Viking Building, 333 Xian Xia Road, Shanghai 200336 CN  
TEL: 0086 21 6124 0090 / Fax: 0086 21 6124 0091  
CP: Jimmy Zhu  
Email: jimmy.zhu@aptshowfreight.com  
USCI+91310116674641664W

### Notify Party on B/L (by LCL only):

Intermodal Asia 2024

### Consignee on B/L (by FCL container only):

Shanghai AZ Logistics Co., Ltd.  
Room 1101, ShengTai International Building, No. 200 Siping Road, Shanghai 200086 PRC  
TEL: 0086 21 50433363 ext. 809  
CP: Mr. Bao  
Email: bao@az-logistics.net  
USCI+9131010956305351XE

### Notify Party on B/L (by FCL container only):

APT Showfreight Shanghai Co., Ltd.  
TEL: 0086 21 6124 0090 / Fax: 0086 21 6124 0091  
CP: Jimmy Zhu  
Intermodal Asia 2024  
USCI+91310116674641664W

### Description of Goods on B/L:

One or two highest value item description inside shipment, for example: Wire Bonder  
(**Remark:** 1. Please **DO NOT** show simple description as ‘exhibition goods’ and detail exhibition name;  
2. If shipment under ATA Carnet, please also show: under ATA Carnet No.: XXX)

## CUSTOMS CLEARANCE – IMPORTANT INFORMATION

### Temporary Importation

The Chinese Authorities permit exhibits to be imported into China on temporary importation basis on approved trade shows. Temporary import is allowed for max. 1 month from the date of entry and must be re-exported after show closing. Extension of temporary import is allowed subject to Customs' approval.

**ATA Carnet is accepted for temporary import in China. Customs Bond Fee will be levied for temporary import shipment without ATA Carnet.**

**All exhibition goods by temporary import are under Customs control and cannot be transferred to a permanent import. Exhibitors should not allow their exhibits to be sold, abandoned or taken away from the fairground without prior agreement with the China Customs through EFI Logistics, otherwise exhibitors will receive severe fines and punishment from Chinese customs.**

### Permanent Importation

For direct permanent importation of any exhibits which will stay in China at show close, the buyer in China (with valid import document & license) shall be acted as the actual consignee of shipment from arrival port. Exhibitor need to provide EFI/ APT Showfreight with the actual buyer's information as well as the party who will bear the duties / taxes.

**Please contact us in advance / before shipping if any permanent importation of exhibits is required. We shall check and advise if there are any solutions for permanent import on each individual case.**

### Controlled Items In China

In case the shipment contains any controlled items by the Chinese Government, we strongly recommend that the list of exhibits should be e-mailed to EFI Logistics for checking prior to the shipment departure from the country of origin.

If required, we may apply for necessary license/ permit on behalf of the exhibitors, but under no circumstances can EFI Logistics guarantee such license will be granted.

**The importation of below commodities is under Customs strict control even for exhibition purpose and subject to special permit in China:**

- **Foodstuff, Beverage**
- **All tableware / kitchenware such as (paper or glass) cup, mug, tissue/wipe & bowl (including name card bowl) etc.,**
- **Watches, toys**
- **Cosmetics / Skin care items**
- **Any items / materials with Endangered Species**
- **Animal, plant**
- **Art work (including: all painting, photo, print, sculpture or installation), Antiques, Jewelry etc.**
- **Solid wood or plywood full set of furniture. All stand building material such as wooden or plywood or MDF floor / panel etc., or furniture component / accessory**
- **All electric products including charger, portable battery charger/bank, lamp, wire, cable, plug etc.**
- **Glass or plastic products such as glass panel for stand building material**
- **Chemical products such as glue, paint etc.,**
- **Medical products such as Medicine, First-aid kit etc.**

**Without Chinese Customs' approval, these items can't be imported, distributed/ tasted/ sold and/or consumed during the exhibition.**

If exhibitors need to ship any controlled items to China, exhibitors are required to submit to EFI/ APT Showfreight the following documents / information for application of import permit to China at least **60 (Sixty) days** prior to the shipment departure from the country of origin:

- a. Catalogue / Brochure of commodities
- b. Export Permit Issued by the Products' Originating Country/ Place
- c. Certificate of origin and/or Health Certificate (if required)
- d. Commercial Invoice and Packing List / List of Exhibits

Relevant guidelines and permit application fee in China for controlled items will be quoted upon request.

## PRINTED/ PUBLICITY MATERIALS RESTRICTIONS

All exhibitors are advised that all promotional materials to be imported or giveaways during the exhibition must not indicate or deem to indicate that Taiwan or Tibet is a Country such as 'ROC'.

All book / magazine with ISBN / ISSN bar code can't be imported under the exhibition. Please note magazine with ISSN code can't be permanent imported. While book with ISBN code may be imported through a book trader agent, which will cost additional book trade agency fee to be quoted upon shipment details.

**Films/ slides/ video tapes/ CDs, VCDs, DVDs/ USB disk with data or content, map and globe are not allowed to import, display, distribute & consume during the show due to import license restriction, so please DO NOT send any above items with shipment.** EFI will not take any responsibility of the shipment detained/delayed due to lack of import license.

**In addition, exhibitors are advised that brochures, giveaways and souvenirs are subject to import duties as assessed by the Chinese Customs which must be payable on entry.**

## HAND – CARRY EXHIBITS

Exhibitors are strongly advised not to hand-carry goods for this exhibition as it could be detained by the Chinese Customs at the airport. Once detained, please note the **detained shipment may NOT be imported as exhibition goods** because the list of exhibits of detained goods were not submitted in advance to the customs system at least one month before show. Exhibitors should immediately hand over the detention receipt and the duly filled List of Exhibits to our staff at the fairground to load the goods from the airport. These exhibits will then have to be returned as cargo freight.

The handling charges for the hand-carry items will be the same as our inbound airfreight charge, plus late arrival surcharges as applicable.

## DANGEROUS GOODS

Exhibitors need to send us a Dangerous Goods Shipping Declaration for dangerous goods. This should be provided by the Shipper 7 days in advance of shipment. A quotation will be provided upon receiving the request to handle dangerous goods. **Please note:** if shipping electrical goods via airfreight check with your carrier regarding current regulations/ restrictions on the handling of lithium batteries. These may need to be packed and shipped separately.

## PACKING

Exhibitors are advised to use strong packing cases for the transportation of the exhibits which can withstand unpacking and repacking operations for return. For main exhibits bolted returnable cases should be used. For cartons of brochures and or giveaways, use pallets and shrink-wrap to secure and protect the smaller boxes.

For easy identification of exhibits, all packages must be marked as follows:

(EFI will provide a label format at time of booking)

### INTERMODAL ASIA 2024

C/O APT Showfreight Shanghai Co., Ltd

Name of Exhibitor : \_\_\_\_\_

Stand Number : \_\_\_\_\_

Case Number : \_\_\_\_\_

Gross Weight/Net Weight : \_\_\_\_\_

Dimensions : \_\_\_\_\_



## COURIER SHIPMENTS

We do not recommend shipping via courier service (DHL, FedEx, UPS) as the cargo might be detained by customs, unless the shipment is very small (**under 20kgs total weight**) and low value (**under USD50 total value**). Otherwise airfreight is a better choice.

Once courier detained, please note the **detained courier shipment may not be imported as exhibition goods** because the list of exhibits of detained goods were not submitted in advance to the customs system at least one month before the show. Please note the shipper should contact with EFI before sending by courier.

If exhibitor insist to send by courier service, the exhibitor should know and take full responsibility for the risk that the cargo might be detained and can't be delivered in time which is beyond control. Please check with EFI for detail address before sending.

Please let us have the air waybill copy once available. Please also note that even if the shipment is not detained by customs, handling charges from free arrival our office up to your booth will still be occurred **@ USD255.00 /shipment + import duty & tax (as per outlay+15% handling fee)**. But if shipment is detained by customs, handling charges will be the same as normal airfreight shipment as per tariff.

There is courier fee of sending original shipping documents (like OB/L or ATA) of **USD120.00** per consignment.

## VALUABLE / REEFER OR DANGEROUS CARGO

For valuable (goods CIF value on or exceeding **USD1,000.00** per kg gross weight or unit price on or exceeding **USD100,000.00** per piece), reefer and dangerous cargo, 100% additional charges will be levied. Exhibitors should send us a specific form with company letterhead and the completed forms should reach us before shipment dispatched.

## FUMIGATION RULES FOR ALL SHIPMENTS INTO CHINA

**ALL CARGOS WITH SOLID WOOD PACKING MATERIAL** (abbr. as **WPM**, such as **wood block cases, lath cases, pallets, frames, drums, axes, chocks, stow-wood, crossties etc.**) to China, fumigation or heat treatment must be arranged in the country of origin before sending the cargo to China and **IPPC stamp MUST be marked clearly and completely on the outside packing.**

**All wooden pallets / crates need INTACT IPPC STAMP ON EACH FOOT / SIDE. WPM without acceptable IPPC stamp or IPPC stamp unclear/ half-printed/ hidden or against the above requirements**, the Customs will force to destroy the case with extra penalty before delivery.

## HEAVY LIFT – FULL LOADS

If exhibitors have heavy and oversize exhibits, exhibitors must be on-site early to direct the operation of uncrating and positioning. If crane or forklift is required for installation of equipment, please send your requirement to us as early as possible so that we could arrange contracting such equipment in advance. A quote will be given after receiving your enquiry.

## LATE ARRIVAL

Please contact us in advance if you are having difficulty in meeting our published deadlines for the arrival of freight or documents. EFI will make all efforts to expedite delivery on time, but no guarantee can be given. To cover additional out-of-hours charges, special transport etc. a late arrival surcharge of 50% will be applied to these shipments.

## INSURANCE

It is the responsibility of each exhibitor to arrange Marine (Transport) Insurance covering transport, from and during the exhibition. All goods are handled subject to our standard trading conditions BIFA 2021, which may limit our liability.

## PAYMENT TERMS

All invoices are payable on receipt and before the delivery of freight to the stand. If you do not have an account with EFI we request credit card details with the order. We will not charge the card unless you ask us to do so. On receipt of your invoice from EFI you can either pay via bank transfer or request payment to be taken from your card.

All services must be ordered in advance using the Freight Service Order Form.

## TARIFF OF CHARGES

EFI Logistics will send all exhibitors a Full Tariff of all services for this event. We are also happy to offer complete quotations to exhibitors to suit their requirements, please e-mail us with details of your shipment.

## FREIGHT ORDER FORM

All orders must be pre-booked in advance with EFI by completing and returning the Freight Order Form. **The Order Form must be returned by 12<sup>th</sup> April 2024**; late orders are subject to additional 50% surcharge on all services after this date.

Please indicate the service you require including specifications for your shipment. Your company details for invoicing purposes and if your company does not hold a current account with EFI Logistics credit card details must be completed. Please indicate if the card is to be used to settle the charges or a bank transfer will be used. In all events payments must be received prior to delivery of freight.

## TERMS AND CONDITIONS

All business is only transacted in accordance with our Standard Trading Conditions (BIFA 2021).

A copy is available upon request or to download at [www.efilogistics.com](http://www.efilogistics.com)

Furthermore, EFI Logistics will not accept responsibility for goods delivered to the stand prior to your arrival and for goods left on the stand before collection after the show. EFI cannot accept any responsibility for the handling and transportation of unpacked items. If EFI are to re-pack the items left on the stand this is completed at owner's risk