



ASIA 2022

HEAT & FIRE EXPO

Shipping Instructions

Heat & Fire Expo 2022, Singapore Expo

ORDER DEADLINE: MONDAY 21 MARCH

EFI Customer Service Team

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Official Logistics Partner

www.efilogistics.com

Shipping Instructions

Heat & Fire Expo 2022, Singapore Expo

Introduction

The organisers have appointed EFI Logistics as official freight forwarder, customs agent and on-site materials handling company for the **Heat & Fire Expo**. We are here to help you move materials into and out of the show. Please read these instructions carefully and if you have any questions at any time do contact our customer service team at ops@efilogistics.com

If you are working with stand sharers, stand building contractors or other suppliers sending materials to your stand in Singapore, please make sure they have a copy of this information.

Order Services

Make sure you order shipping services in plenty of time and **not later than Monday 21 March**. Late orders will attract additional charges.

These Instructions are designed to help you

Please read these instructions carefully.

Pay careful attention to the notes on **restricted items/ controlled items**.

If you are in any doubt at any stage as to the status of the materials you plan to exhibit, contact our team: ops@efilogistics.com

We're here to advise you and help get your materials to and from Singapore.

Contact our team at any time – ops@efilogistics.com

EVENT SCHEDULE

This schedule is published by the event organisers

Dates and times subject to change. Please refer to the organiser's manual for full terms and conditions of access and entry to the venue during these hours.

Onsite Schedule		
Working Day	Time	Notes
Build Day 1 - Saturday 16th April 2022	08:00 - 20:00	Official contractors & Space only
Build Day 2 - Sunday, 17 April 2022	08:00 - 20:00	Official contractors & Space only
	12:00 - 20:00	Shell Scheme
Show Day 1 - Monday, 18 April 2022	08:00 - 10:00	Exhibitor Access
	10:00 - 17:00	Show Opens
Show Day 2 - Tuesday, 19 April 2022	08:00 - 10:00	Exhibitor Access
	10:00 - 16:00	Show Opens
	16:30 - 22:00	Breakdown
Breakdown - Wednesday, 20 April 2022	08:00 - 20:00	Official Contractors Only

Please refer to the Exhibitor Manual for all rules and regulations regarding access to and working conditions at the venue.

EFI will operate services according to the above timetable only unless under express written instruction from the organizer. In the case of access to and working at the venue, the organiser's decision is final.

PROHIBITED/ RESTRICTED/ CONTROLLED GOODS

Do not ship the following products without checking with EFI:

Prohibited - Crossbow, chewing gum, pornographic materials.

Restricted/ Controlled

- Arms and explosives, fireworks, military equipment, toy guns/arms
- Telecommunication /transmitting equipment
- Radiographic equipment
- Vehicles
- **Foodstuff & Beverage products**
- Cigarettes & Tobacco products
- **Medical/ Pharmaceutical/ Chemical products**
- Live Animals and any products made from animal parts

Exhibitors sending food, food supplements, beverages or dairy products must send a completed commercial invoice/packing list at least SEVEN WORKING DAYS before shipment for customs pre-check. Pharmaceutical products can include any product claiming beneficial health effects, no matter the content or component parts.

IMPORT/ EXPORT LICENSE PROCESS

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.

Check products/ documents with EFI before you ship to Singapore.

CHECK BEFORE YOU SHIP

Send shipping documents to EFI for checking before you send your shipment to Singapore. This will save you time and extra costs. Once goods arrive in Singapore charges can add up quickly if there is any delay in clearing customs...

AVA LICENSES - GENERAL

EFI will apply for the relevant AVA license for all approved products.

Cost of application and license is GBP 175 per application

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.

MEDICAL/PHARMACEUTICAL/CHEMICAL PRODUCTS

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

We cannot apply for an import license, or act as importer for any pharmaceutical products on an exhibitor's behalf, even for exhibition purposes.

IMPORTANT:

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. Additional cost may be associated with these clearances, permits or licences.

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, even if the product is already landed in Singapore.

ARRIVAL DEADLINES

All shipments for **Heat & Fire Expo** should arrive at the appropriate Singapore Terminal -

Items for censorship to arrive Singapore via courier by **21 March 2021**

Sea freight shipments to Singapore Port
Shipment to arrive at Singapore port by ...

06 April 2022

Airfreight shipment to Singapore airport
Shipments to Singapore Airport ...

09 April 2022

Road freight shipments – collection of local shipments

14 April 2022

Arrival after these will incur additional costs. Whilst every effort is made to ensure the timely arrival of materials to the show site, EFI do not guarantee delivery in the event of late shipments arriving after these deadlines. A 50% surcharge on all arrival services will apply to shipments arriving after these dates.

Airline storage/ demurrage will be paid and passed on at cost plus 30% handling fee.

Shipments must be sent **FREIGHT PRE-PAID**.

DOCUMENTS NEEDED

- 1 copy of Airwaybill/ 1 original Bill of Lading or 1 copy Express Bill of Lading
- 1 copy Combined Commercial Invoice and Packing List – CCIPL (get this from EFI)
- 1 copy of Insurance Policy (if goods are insured)
- Original ATA Carnet with 1 Copy of Power of Attorney with Company Stamp and signature (if you are using an ATA Carnet)
- Certificate of Origin/ Government Health Certificates - **needed for foodstuffs only**

CCIPL (Combined Customs Invoice and Packing List)

EFI provide a Commercial Invoice/ Packing List form once your order is received.

Whilst filling in the CIPL, please take special attention to the following:

- All entries must be in English Language.
- A full description of the item must be given. Brand name, model number, serial number and country of origin must be given of machinery, computer/electrical equipment.
- All values declared on the shipping documents must be reasonable. Problems in customs clearance may occur if the customs officer judges the declared price to be unreasonably low. "No Commercial Value" is not accepted by Customs.

CONSIGNEE INSTRUCTIONS

All Master Airway Bill/ Bills of Lading must be consigned as follows. Additional charges apply for wrongly consigned shipments. Consignments must be sent “Freight Prepaid” to:

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: **Heat & Fire Expo 2022**

Consolidated shipments must have HAWB with consolidation manifest for import declaration
Additional charges apply for wrongly consigned/ groupage/ consolidated shipments

PACKING

Use strong, reusable packing cases for the transportation of the exhibits to withstand international transport, unpacking and repacking. For exhibits, we recommend bolted returnable type of cases and crates where exhibits can be unpacked and re-packed safely.

Cardboard cartons are not recommended, especially for goods for return/onward shipping. If cartons are used for one-way shipment, line the boxes with plastic wrapping and/ or wrap onto a pallet. Use only plastic pallets or treated and stamped wooden pallets.

Cargo will be opened, inspected and contents matched against your customs document. Discrepancies in paperwork and actual contents will cause delays and possible additional costs and fines and can result in confiscation.

CASE MARKING

Request your show labels from our team here: ops@efilogistics.com

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

Heat & Fire Expo c/o ROGERS EXPO SERVICES (SINGAPORE) PTE LTD

Exhibitor : _____
Stand Number : _____
Case Number : _____
Dims (cms) : _____ x _____ x _____
Gross Weight : _____ Kgs

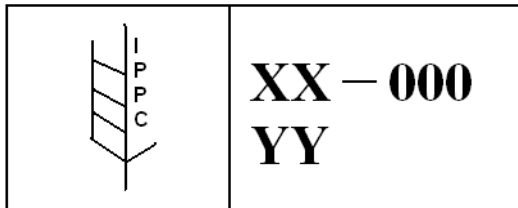
WOOD PACKING REGULATIONS

Wood packing controls apply to all wood packaging and material used in the packing of containers, including Wooden pallets, Wooden packing cases, Crates, Dunnage (packaging used to secure loads in containers)

All imported wood packaging materials should be treated by Heat Treatment (HT) or Methyl Bromide (MB) fumigation at the origin and bear the Mark of the IPPC on two opposite sides of the wooden packaging material.

The Mark should contain the valid symbol approved by IPPC, country code, unique number of producer/ treatments designated by the National Plant Protection Organization (NPPO) of exporting countries and treatment methods (HT, MB).

Where wood packing material arrives without the approved mark or with approved mark but is found to contain live harmful pests the cargo will be disposed of or returned to origin at the cost of the shipper.



Where:

IPPC - Abbreviation of "International Plant Protection Convention";

XX - International Standardization Organization (ISO) two letter country code;

000 - Wood packing producing enterprise code approved by official plant quarantine authorizations in export countries or territories;

YY - The phytosanitary treatment measures, Methyl Bromide Fumigating - MB, Heat Treatment - HT

COURIER SHIPMENTS

We do not recommend using normal courier services for shipping exhibition materials.

We **strongly advise** that you follow these instructions and consign your shipments to our customs broker (see consignee details above). **EFI can only help you with shipments consigned according to these instructions.** We can only assist should your shipment become delayed or stuck in customs if the goods are consigned as per these instructions.

Charges apply to clearance and handling of courier shipments.

REGULATIONS/ RESTRICTIONS

There are restrictions on the import of certain items and substances into Singapore.

If you are in any doubt as to the import or customs status of the material you intend to ship to Singapore please contact EFI for clarification before shipment.

If your products require an AVA License (check in advance with EFI) you MUST send these by AIRFREIGHT (not via courier). Courier companies cannot customs clear licensed goods.

OUTBOUND/ RETURN SHIPMENTS

All materials returning to their country of origin will be subject to Singapore export clearance. Return transit times are affected by mode of transport, customs status, security and congestion on services selected. **You can give us your instructions by e-mail or in person on site.**

All shipments imported under bond must be re-exported by EFI/ Rogers

SERVICE ORDER FORM

All exhibitors need to complete and return a Freight Service Order Form to EFI Logistics by the deadline shown. Orders received after this date will be considered late orders. You do not have to give all details at time of order simply confirm which service you will need.

Order deadline: MONDAY 21st MARCH 2022

HAZARDOUS GOODS

Shipments containing hazardous goods require special handling and documentation. Many steamship lines, airlines and trucking companies have strict regulations which dictate that such shipments be moved separately, properly documented and packed in strict accordance with current laws and regulations. If you plan to ship hazardous materials, please notify EFI Logistics prior to the delivery of the goods to our consolidation points.

OUR OVERSEAS PARTNERS

EFI operate a network of official partners and agents to provide local assistance with your shipment. We will send your nearest partner your contact details and ask them to contact you to offer help with shipping to the event. Please contact EFI for details.

INSURANCE

We recommend that you have your goods fully insured against loss or damage for transit and the duration of the show. EFI can provide insurance for your shipment if required. Please contact the customer service team for further information

PAYMENT TERMS

All charges must be paid prior to final clearance and delivery to the venue. Charges will be issued and sent out via e-mail by EFI as soon as shipping documents have been received and approved. Outbound charges are due in full prior to goods being released for destination.

Terms and Conditions

All business of whatsoever nature shall solely be conducted in accordance with **BIFA 2021** standard trading conditions. These conditions have clauses that may limit or exclude our liability. The terms in full can be downloaded from our website at <http://www.efilogistics.com>

The following conditions also apply:

1. Shipments must be prepared, and documents screened, according to these instructions. Shipments arriving without prior document approval or after the published arrival dates will be subject to delay and additional costs.
2. Any and all additional costs incurred during the customs clearance and storage of shipments to this congress are for the account of the exhibitor/ shipper or their nominated agent. EFI will pass these charges to the company placing the order for services.
3. The organisers do not accept costs or charges related to shipments sent to the show. This includes publications or product samples. All charges will be billed to the shipper and services must be ordered/ approved in advance.
4. All services must be ordered in advance using the Service Order Form provided. This can be sent via e-mail to ops@efilogistics.com
5. All customs fees, duties and taxes applied to a shipment are for the account of the exhibitor/ shipper or their authorised/ nominated agent.
6. Customs have the right of refusal for any goods they deem to be unsuitable for import. This includes but is not limited to the restricted items listed in these instructions
7. Any undeclared/ mis-declared/ prohibited/ restricted items found during customs examination will be removed and destroyed by customs. EFI and their agents are not responsible for these materials.
8. All charges must be paid prior to final clearance/ delivery to the congress centre. Charges will be issued and sent out via e-mail by EFI as soon as shipping documents have been approved. Outbound handling charges are due in full prior to goods being released for final destination.
9. Please select your chosen method of payment. If you select to pay via credit card you will receive secure payment instructions with your invoice
10. Insurance is the responsibility of the exhibitor/ shipper/ owner of the goods. EFI can arrange insurance cover for your shipment. Please indicate this on your Service Order Form, showing the sum and currency to be insured.
11. These instructions and Tariff are correct at the time of publication (January 2022). EFI reserve the right to change or add should regulations change between now and event dates. Subject to local changes due to COVID19