

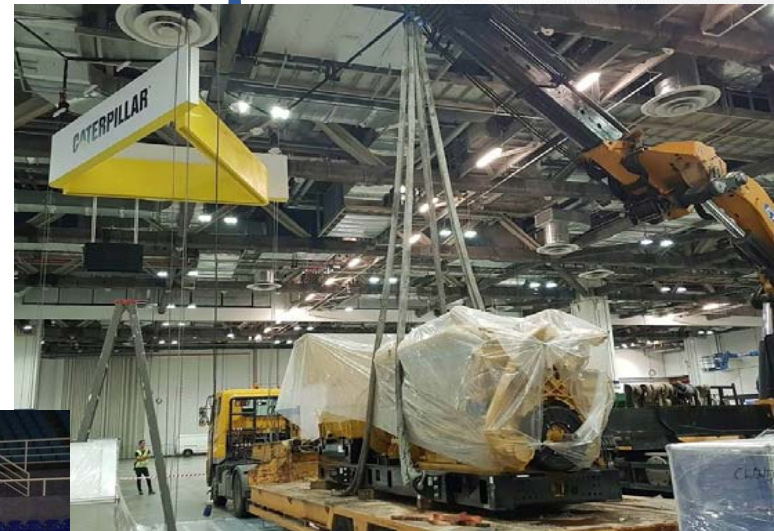
Role of an Official Freight Forwarder

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Modes of Transport

- Air Freight
- Sea Freight
- Road Freight
- Combination of all 3



Different Logistical Services

- Seafreight, airfreight or road freight inclusive of customs formalities & clearance and delivery to stand
- Local Service: Collection from local premises in Singapore, KL or Penang and delivered to stand
- Site Handling : Exhibitors arrange their own transport to site and official freight forwarder will arrange unloading and deliver to stand



Shipments from Overseas

- Shipments from overseas must meet the official arrival deadlines. Exhibitors/foreign freight forwarders will be advised on the document/arrival deadlines.
- Early import before the deadlines will attract storage and late arrival after the deadlines will attract late arrival surcharge.
- Late arrival especially for large heavy items can pose a problem as the aisle leading to stand may be too narrow and stand around the particular booth maybe already up and prevents the large/heavy exhibit from being delivered to the booth

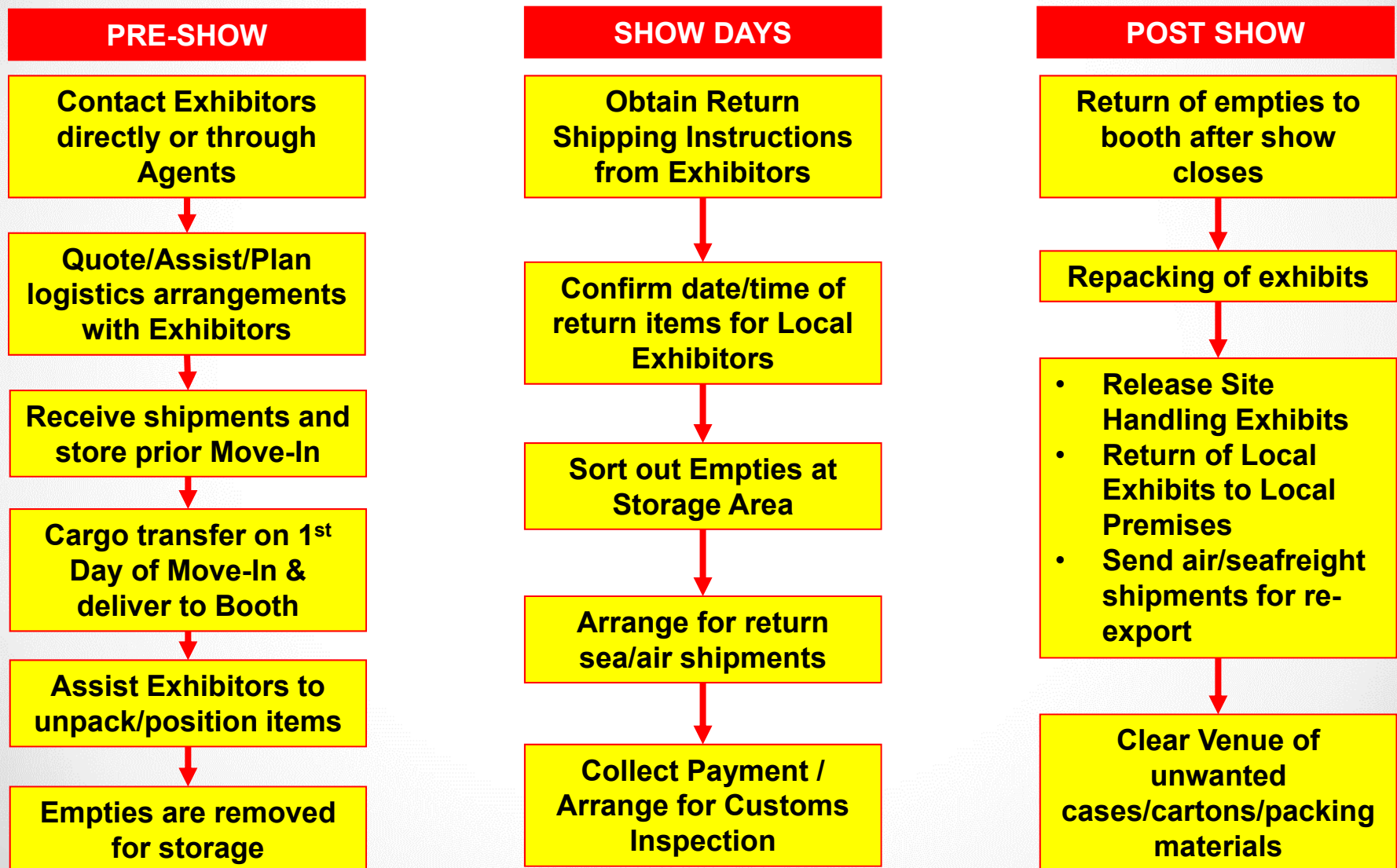


Documents Required for Shipping

- 📄 Combined Commercial Invoice & Packing List (CCIPL)
- 📄 ATA Carnet
- 📄 Bill of Lading
- 📄 Airway Bill
- 📄 Insurance Policy
- 📄 Fumigation Certificate (where required)



Flow of Services



Deadlines at a Glance

- Shipment arriving into Malaysia Seaport / Airport (Port to Door)

Seaport of Discharge: Port Klang

Airport of Discharge: Kuala Lumpur International Airport

	Seafreight	Airfreight
Submission of Invoice/Packing list & catalogues	10 April 2019	15 April 2019
Vessel / Flight ETA Port Klang / KL Int'l Airport	17 – 19 April 2019	22 – 24 April 2019

- Consol Freight from Singapore (Door to Door)

	Seafreight	Airfreight	Consol via Road
Submission of Invoice/Packing list & catalogues	10 April 2019	15 April 2019	10 April 2019
Collection of cargo from Singapore premises	9 April 2019	17 April 2019	29 – 30 April 2019
Vessel / Flight / Truck ETD Singapore Seaport / Airport	13 – 16 April 2019	20 – 23 April 2019	2 – 3 May 2019

Important Information on Electrical & Laser Items

- Electrical items:
 - require a license that is issued by JBE (Electrical Products department) and are only allowed for Temporary Importation.
 - The application will take at least **7 – 14 working days** to get approval.
 - Invoice, catalogue of product must be submitted before **7 April 2019**.
- Items containing lasers / laser functions:
 - Subject to STA (Strategic Trade Act) license for exportation from Malaysia.
 - It takes about 2 weeks for approval. To avoid delay, please submit **Form 5, catalogue & invoice during importation**.

Deadlines/Info on Electrical/Laser items and Form 5 will be distributed later



FAQ

Q: What documentation and what information do you need about my shipment?

A: Invoice/Packing List or ATA Carnet together with copy of Airway Bill or Bill of Lading.

A: Total number of packages/dimensions and weight of the shipment.

Q: How much will it cost?

A: Cost depends on whether shipment is sent by seafreight (LCL or FCL), airfreight or by road. Cost for seafreight & road freight shipment is calculated by the volume and airfreight shipments by the weight (actual or volumetric weight whichever is the greater)

Q: When must our shipment arrive in Malaysia?

A: Generally for normal exhibits, about 14 working days for seafreight shipment and 7 working days for airfreight shipments from date of the show (In your Exhibitor Manual)

Q: Can the Official Freight Forwarder arrange for insurance coverage?

A: Yes we can arrange insurance for shipments from time it leaves origin country till the time it is returned, inclusive show dates



FAQ

Q: Can we deliver the shipment on our own to the venue/stand ?

A: Yes. Items can be self hand-carried and/or moved with a small hand trolley. Larger items that require mechanical aid (forklift/pallet jacks/etc) must be handed over to the Official Freight Forwarder to move them into your stand.

Q: Can we arrange with my freight forwarder to deliver to the venue ?

A: Yes but only the Official Freight Forwarder is permitted to work in-hall and shipment must be handed over to the Official Freight Forwarder to transfer to stand

Q: Who do we send/address shipment to?

A: The officially appointed Freight Forwarder in Exhibitor Manual

Q: Do we have to pay Duties & Taxes?

A: Apart from cigarettes/tobacco/alcohol/wine and petrol, all consumable items/give-away items or exhibits not re-exported after the event attracts Duties & Taxes based on the CIF value of the shipment as assessed by customs.

THANK YOU!

