



SHIPPING INSTRUCTION

1) Guideline On Freight Forwarding Arrangement

We are pleased to advise that **SINOTRANS JINLING CO.** has been appointed by the Organzier as the official forwarder for **CHINA TOY EXPO 2009**. Due to Chinese Custom's reguation,we are the sole forwarder to deal with the logistics matter in China for all inward and outward exhibits such as Custom clearance,transportation from the port to the booth and etc.Exhibitors and their agents are therefore requested to consult with us over any matter concerning the forwarding of exhibits to Shanghai.

2) Forwarder for exhibits

Using other forwarder agents

Exhibitors can choose their own forwarder to provide logistics service to China. Then **SINOTRANS JINLING CO** will be in charge of Custom clearance and transportation from the port to the booth. For more detail, please contact Mr. Mark Lee at Tel: +86-21-65750086 or Fax: +86-21-65214083.

Exhibitors can choose transportation Mode- Sea or Air, and exhibitors are required to submit the following documents for customs clearance timely.

2 Original Bill of Lading (B/L) for ocean freight or 1copy of AWB for airfreight	2 份正本海运提单或 1 份空运提单复印件	
Declaration Form For Temporary Import (one page for each package)	暂准进口展览品报关清单 (一箱一单)	Attached " Form A" -LOE
Declaration for non-wood packing materials (original)	非木质包装证明 (正本)	Shipment not consist of wooden packing materials
Heat Treatment and/or MB fumigation certificate (original) for wood packing materials	热处理 / 熏蒸证明 (HT/MB) (正本)	All non-manufactured wood packaging material to be used to carry, package and support, and reinforce the goods, such as wood case, crate, pallet, frame, pal, wood pole, wedge, sleeper and pad.

Using our overseas agents

Exhibitors can also use our overseas agent network to provide logistics service. It is strongly recommended that the exhibitors ship the goods through our overseas agent to avoid any communication troubles. Our agent detail is as bellows:

Agents in Germany:

Mr. Janette Polednia KUEHNE+NAGEL (AG & Co.) KG KN Expo Service Wanheimer Str. 43 40472 Düsseldorf Tel: +49/ 211/ 440 339 22 Fax: +49/ 211/ 440 339 99 Janette.Polednia@Kuehne-Nagel.com	Mr. Udo Krause Kuehne + Nagel (AG + Co)KG Dus OM-I Projektleiter KN Expo Service Wanheimer Str. 43 40472 Düsseldorf Tel. +49 (0)211-44033911 Fax +49 (0)211-44033999 udo.krause@kuehne-nagel.com
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Agents in USA:

Mr. Ashley Chance International Project Supervisor KN EXPO ATL	Mr. Mattias Becker / ATL ESM Director Export Tradeshow + Event Division
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Kuehne + Nagel Inc. Atlanta Branch 235 Southfield Pkwy Forest Park, GA 30297 Ph: 404-675-2800 Direct: 404-675-2937 Fax: 404-475-3109 Ashley.Chance@kuehne-nagel.com	KN Expo Service (ATL) 235 Southfield Parkway Forest Park, GA 30297 Tel: (404)-675-2936 Fax: (404) 601-0744 Cell: (404) 388-0816 mattias.becker@kuehne-nagel.com
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NOTE: Other country's agent detail can be provided on request

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Declaration for non-wood packing materials (original)	非木质包装证明 (正本)	Shipment not consist of wooden packing materials
Heat Treatment and/or MB fumigation certificate (original) for wood packing materials	热处理 / 熏蒸证明 (HT/MB) (正本)	All non-manufactured wood packaging material to be used to carry, package and support, and reinforce the goods, such as wood case, crate, pallet, frame, pal, wood pole, wedge, sleeper and pad.

Hand Carried Exhibits

We do not recommend that you hand carry exhibits into China.

However, if you cannot avoid using this method and your samples are detained by customs please hand over the detention receipt and List of Exhibits (duly filled) to Rogers Worldwide staff at the fairground and we will arrange the collection of your goods from the airport. Exhibitors arriving late with hand-carried exhibits must be made aware that the Customs formalities and pick up procedures may take one or two days.

Exhibitors may also encounter problems when they hand-carry exhibits out of the exhibition halls since Customs prefer these exhibits to be returned as a shipment.

3) Payment

Companies using our overseas agents will be invoiced by them for all services.

Companies shipping other than our agents are advised that full payment must be received by us as follows:

-Inward: Upon uplift of goods, prior to delivery to stand.

-Outward: Upon presentation of invoice/prior to return of exhibits to sender.

All payment must be made without any deduction or deferment on account of any claim, counterclaim or offset, and-remitting bank charges are to be borne by the remitter.

NOTE: Credit Card, Personal or foreign cheques are not acceptable.

4) Cargo Arrival Deadline:

To Shanghai Seaport: Sep.22, 2009

To Shanghai Airport: Sep.24, 2009

(Note: As Oct.1-7 is Chinese public holiday, no custom work during this period, we suggest exhibitor ship the exhibits earlier to avoid unnecessary trouble.)

Consignee:

Sinotrans Eastern Company Limited Exposition Logistics Branch
Contact: Ms.Du Chuan Kun,Mr.Wang Jun
Tel: +86-21-65750086 Fax: +86-21-65214083
3/F, No.85 OuYang Road,Shanghai 200081

5) Closing procedure

The following documents will be distributed to exhibitors before closing.

- *A copy of the List of Exhibits previously submitted to customs;
- *A form of Instructions for Disposal of Exhibits

Please fill out and return the Instructions for Disposal of Exhibits together with the List of Exhibits to us at least 3 hours before closing. If exhibitors fail to give explicit instructions no Customs formalities can be carried out, and their exhibits will be left to Customs disposal, all charges being for the exhibitors' account.

Please pay special attention to the following Customs' regulations:

- *Declaration of the contents in each package must be correct;
- *Items other than those declared exhibits (e.g. personal effects, souvenirs bought in China) are absolutely not allowed to be returned together with exhibits.

Violations of these regulations will result in confiscation and heavy fines imposed by the Chinese Customs.

Please do not leave the exhibition halls before handing over your packed cargo and instructions to our staff. Once these documents have been processed with Customs and the relevant transport departments, changes will not be accepted. The return of all exhibits will be arranged when Customs formalities have been finalized and exhibits handed over to Chinese carriers for re-export. **BEWARE**, the demand for transport facilities is great and exhibitors should not expect their cargo to physically depart from Chinese Ports within three weeks of closing. If an expedited export service is required this must be requested at least one month in advance and full instructions/revised documentation should be sent to us at the same time.

6) Permanent Import and duties

According to the "Regulations of the Customs of China", Goods imported in China for display or demonstration at trade shows and exhibitions are regarded as the **temporary imported** goods. Such goods can exempt from Customs duty, provided they are re-exported within three months. After the exhibition, all the exhibit goods must be stored in the customs warehouse. If the goods will be left in China, no matter it is sold or just a sample, duty and VAT will be levied. It is **permanent import**.

We presented, as the official freight forwarder will go through Customs formalities for exhibitor. As Customs required us to be responsible for the control of all exhibits, no exhibit is allowed taken away from the show ground without prior arrangement with Customs approval through the official freight forwarder. So if the exhibitor wants to leave the goods to their agent or customer, they need to inform us in advance so that we have time to deal with the Custom Formalities. **The buyer/agent will be responsible for the presentation of the necessary documents to customs so temporary status can be converted to a permanent customs entry.**

★In order to provide simple and convenient service to the exhibitor,we can accept onsite application for permanent import.**The exhibitor only need to fill the FORM A** and we will calculate the duty/Vat amount and other charge then collect the cash in the Exhibition Hall. The Customs will release the goods after we declare it.**But the documents required for clearance still need to be provided.**

For exhibitor's reference, the duty rate for toys is 0,only the VAT (17% of CIF value) will be levied. But the CIQ(China Entry-Exit Inspection and Quarantine) regulate the toys must have CCC certificate. If the exhibitor cannot provide CCC certificate for the toys, the Custom will refuse to accept permanent import declaration.

SERVICES & RATES FOR HANDLING OF EXHIBITS

1) **BASIC SERVICE CHARGE** *US\$100.00 per exhibitor per consignment*

2) **Direct Shipment to China (not through our appointed agents)**

By Sea

From arrival Shanghai port upto delivered unpacked on stand

- Preparation and processing documentation;
- Customs procedures;
- Transportation from airport, sea terminal and railway station in Shanghai to *SINOTRANS'S* warehouse;
- Storage before exhibition (outdoors, storage charge inclusive),
- Delivery of exhibits from storage place to stand;
- Provision of supervisors and labors to attend to customs examinations on-site;
- Unpacking and positioning of exhibits at stand;
- Providing overtime service and positioning of heavy exhibits;
- Storage of empty packing materials. *US\$85.00/CBM/TON*
(Min. charge 1.00CBM per consignment per exhibitor)

By Air

From arrival Shanghai INT'L airport, *US\$1.30 per kg (Chargeable Weight)*

Plus all services as by Sea *(Min. Charge 100.00kg per AWB per exhibitor)*

3) **Freight from Local Sources (including storage area)-if applicable**

From arrival exhibition ground upto delivered stand, including
Customs registration, unpacking, removal and storage empty cases.

US\$60.00/CBM/TON (Min.charge 1.00CBM per consignment per exhibitor)

4) **Freight Transfer from Other Exhibitions-if applicable**

Collection from Customs bonded area upto delivered stand, including Customs registration, unpacking,
removal and storage of empty cases. *US\$70.00/CBM/TON*

(Min. charge 1.00CBM per consignment per exhibitor)

Customs cover note to transfer in bond from other Chinese exhibitions. *US\$50.00 per document*

5) **Sold Items/ to Bonded Warehouse**

Returning of empty cases to stand repacking, Customs clearance of sold goods at the close of the
exhibition and removal to on-site storage place, (outdoors)

US\$50.00/ CBM/TON (Min. Charge US\$80.00 per exhibitor)

Transportation from stands to Customs bonded warehouse, if applicable.

Plus above mentioned service *US\$60.00/CBM (Min. charge US\$80.00 per exhibitor)*

6) **Translation of Invoices/LOE-if applicable** *US\$8.00 per page*

7) **Communication & Documents Fee** *US\$30.00 per exhibitor*

8) **Hand Carried Items**

Removal and clearance from airport Customs of detained/Confiscated hand carried items.

To be charged in accordance with our Airfreight Tariff, plus late arrival surcharge.

9) **Oversized exhibits**

Our rates are quoted for individual pieces with dimensions Not exceeding L300 cms, W220 cms, and
H220 cms. Surcharge for exceeding any one of these dimensions will be 30%, on basic handling prices.

10) Heavy Lift Surcharge

3,001-5,000kgs - **US\$ 4.00/ 100kgs**
5,001-8,000kgs - **US\$ 6.00/ 100kgs**

11) Animal and Plant Quarantine Fumigation Charge

The total volume of cases/pallets under 3 CBM – each **US\$10.00**
The total volume of cases/pallets above 3 CBM – each **US\$15.00**
The total volume of cases/pallets above 10 CBM – each **US\$25.00**
Other charges for treatment will be add per outlay.

12) FCL Handling and Return Charges to Sea Terminal

All full load containers will be grounded on-site at the exhibition venue to facilitate unloading, crange charge For unloading to trailers will be levied at US\$100.00 per 20' unit and US\$180.00 per 40' unit.Charges for the return of containers to Shanghai terminal will be -
US\$240.00/20' container
US\$350.00/40' container.

13) Storage in China at Custom's Bounded Warehouse

a.-before move-in **US\$2.50/Day/CBM**
b.-after exhibition closed/move-out **US\$2.50/Day/CBM**
c.-for FCL

14)Handling charges for application of “customs Cover” for transferring

US\$50.00/SHIPMENT exhibits from other exhibitions to the fair or vice versa

15)Shanghai Port Terminal Handling Charge(THC)

-LCL SHIPMENT THC **US\$40.00/CBM**
Min.3.00/CBM.
LCL B/L. FEE **US\$40.00/SHIPMENT**
-HAWB SHIPMENT THC **US\$0.20/KG**
Min.150.00
HAWB. FEE **US\$40.00/SHIPMENT**

PRICES FOR RETURN SHIPMENT

1)BASIC SERVICE CHARGE

US\$60.00 per exhibitor per consignment

2) Return Movement from the Exhibition Booth to Shanghai Port

To Shanghai Sea Terminal

US\$80.00/CBM/TON

(Min. charge 1.00CBM per consignment per exhibitor)

To Shanghai Int'l Airport

US\$1.20 per kg (Chargeable Weight)

(Min. Charge 100.00kg per AWB per exhibitor)

- Returning of empties and packing materials to stands;
- Provision of supervisors and labors to attend to Customs examinations;
- Re-packing of exhibits in the original cases.
- Removal and temporary storage of packed cases pending stuffing and/or delivery to terminals.
- Documentation & customs formalities for export, arrangement of Returning shipment from Shanghai;
- Transportation from on-site storage place to terminals.

N.B: This tariff must be read in conjunction with the section in these instructions headed Notes on Tariff

NOTES ON TARIFF

- I The tariff applies to all in bounded & out bounded cargo. Return movement charges will be as above.
- I This tariff applies per shipment, per exhibitor.
- I Full container loads will be charged at a minimum of 25.00CBM/20'CTR and 50.00CBM/40'CTR.

- I The volume/weight ratio for airfreight cargo will be calculated at 6:1 and charged based on whichever yields the greater.
- I Cargo arriving after our deadlines will incur a 40% surcharge on basic prices.
- I We do not recommend the dispatch of LCL/Sea and HAWB/Air cargo direct into Shanghai Sea/Air port. All LCL/HAWB shipments will incur additional terminal handling and agency fees.
- I Cargo dispatched under freight collect basis will be paid on your behalf plus a 20% fee.
- I Above rates are based on general cargoes only, for specialized cargoes, e.g. dangerous cargo, 100% additional charges will be levied. The surcharge for handling of dangerous cargo will be given upon request.
- I Above rates exclude destination LCL charges, airport terminal/ handling charges, overtime storage dues in pier, airport terminal or in freight forwarder's warehouse, these will be charged in accordance with actual outlay, also exclude any duty/tax payable to Chinese Government.
- I Cargo that arrives earlier than specified, all storage dues will be another charged.
- I Our fees and charges are subject to revision so as to reflect any increase in our costs caused by exchanged rate variations, increased freight or fuel charges, adjustments in insurance premium, revise of the tariff of our agent at exhibition city, or increases of any other charges pertaining to the shipment of this consignment beyond the control of this company which come into effect after acceptance of your order any prior to delivery to the consignee.
- I Above rates apply for normal working days from Monday to Friday 08:30 a.m. to 12:00 noon 13:30 p.m. to 17:00 p.m. A 50% surcharge will be added for working on Saturday, Sunday and Public holidays of Chinese Government.
- I For goods transported by Currier Service such as UPS, DHL or FedEx, we will charge it according to our airfreight rate if they can't make custom clearance and let us do it.
- I **SINOTRANS** reserves the right to amend the above rates if in case the exhibition is changed its date, city or venue.
- I All related shipping documents of directly arrival shipment must be sent to **SINOTRANS** and the consignee before the deadline of the Time Schedule in Shipping Instruction: otherwise, we will levy a penalty according to the Customs regulation for the delay of Customs clearance.
- I **SINOTRANS** does not take any responsibility for:
 - a) If any exhibits is not allowed by the organizer or Chinese Customs to be sold or displayed in fair site.
 - b) Any tax/duty for sold exhibits.
- I The handling charge for Hand-Carried Exhibits must be paid on spot before the exhibits are released.
- I This tariff is compiled on volume or weight basis and have no correlation with the value of exhibits, thus no insurance coverage is included. Insure coverage is subject to separate quotation.
- I Any service required from exhibitors not covered by tariff should be notified **SINOTRANS** in advance, quotation will be given upon request.