

SHIPPING MANUAL

For

RoboCup 2022
13-16 July 2022
BITEC, Bangkok, Thailand

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1. DEADLINES

a. DOCUMENT DEADLINES:

The shipping documents must be sent to us not later than the deadlines given below or at least 3 (three) days prior to the arrival of vessel and/or aircraft in Bangkok.

Controlled cargo (broadcasting and telecommunications equipment)

- Sea freight: **6 June 2022** Air freight: **6 June 2022**

General cargo

- Sea freight: **13 June 2022** Air freight: **15 June 2022**

2 originals and 3 copies of Bill of Lading/ Airway Bill, 3 originals and 2 copies of Commercial Invoice, 2 originals and 3 copies of Packing List, 1 copy of Insurance Policy and 1 copy of invoice for the premium if insured at origin

A pre-alert message via e-mail or fax, indicating consignment details such as the flight numbers, Airway Bill numbers, number of packages, weights and dimensions, is required to be provided to us upon uplift of the consignment.

b. CONSIGNMENT DEADLINES:

- Sea freight: **22 June 2022**
- Air freight: **27 June 2022**

Consignment arrives after the above deadlines will be subjected to 30% Late arrival surcharges (based on the basic handling rate) to cover our extraordinary efforts to speed up clearance of your consignment before the show opens. But we will not guarantee delivery date for your late arrival consignment

2. CONSIGNMENT INSTRUCTION

All exhibition goods dispatched either by seafreight or airfreight, shall be consigned "**Freight Prepaid**" as follows:

Consignee & Notify Party in BL or AWB (in Block letters):

APT SHOWFREIGHT (THAILAND) LIMITED
98/7-8 YANNAWA ROAD, CHONGNONSEE
YANNAWA, BANGKOK 10120, THAILAND

All documents such as the Bill of Lading and Airway Bill must show the consignee as indicated above. Shipment sent under 'Freight collect' term may not be proceed until we receive confirmation for the payment

3. **CUSTOMS DECLARATION**

All declarations in your Commercial Invoice/ Packing List, must be in the **English** Language. A full description of the item must be given.

To assist the approval of importation by Royal Thai Customs, please provide 2 (two) copies of descriptive/illustrative brochures together with your Commercial Invoice/ Packing List.

4. **CONTROLLED GOODS**

Exhibitors are advised to contact us as soon as you have signed to participate for the exhibition as there are many items required for import license, to be approved before arrival of consignment in Bangkok. Failure to have import license available, a high Customs fine/ penalty will be imposed on exhibitors.

Here are some items that require Import & Export license prior to their importation into Thailand for exhibition purpose: Communication Equipment, Defense Equipment (such as weapons, etc.), Electric Appliance (such as TV, lighting, etc.), Food & Beverage, Radio Equipment, Medical Equipment, Medicine, Motorbikes, Toys, Used Cars, Weighting & Measuring equipment, & all dangerous goods. All these goods must be re-exported at the end of exhibition.

Exhibitors are to furnish to us the details of the items such as brand, serial number, ingredients or materials made of for each item that you intend to import into Thailand at least **45 days** prior to the arrival of shipment.

5. **CASE MARKING/ STORAGE OF EMPTY & FUMIGATION**

All packages shall be marked as follows:

RoboCup 2022
c/o **APT SHOWFREIGHT (THAILAND) LIMITED**
Name of Exhibitor :
Stand Numbers :
Case Numbers :
Gross Weight/Net Weight :
Dimensions :

We will store your empty cases within the exhibition site under shelter during the exhibition if space is available.

For wooden cases returning to some European & Asian Countries at the end of exhibition, they will be required for fumigation before they can be exported as per import regulation of destination country. A fumigation fee will be charged to your account. (if required)

6. **ATA Carnet**

Exhibitor who wish to import their exhibition goods temporary into Thailand by using ATA Carnet document. Please make sure that the ATA Carnet is issued accordingly as below:

On the LEFT hand side of ATA Carnet Cover Page:

Column B "Represented by": **APT Showfreight (Thailand) LTD, and,or any other Authorized Rep.**

Column C "Intended use of goods", please listed all conditions that your Chamber of Commerce has committed under ATA Carnet: For example, ATA Carnet from France to list: "Professional, Exhibition Goods, Commercial Samples" in this column.

On the RIGHT hand side of ATA Carnet Cover Page:

Column C "Valid Until": expiry date must have at least 6 months from date of arrival of goods.

At the bottom of ATA Carnet Cover Page

Signature: Please make sure that the same person who sign on ATA Carnet, is the same person to sign on Power of Attorney. If there is any company seal/stamp on ATA carnet, the same company seal/stamp is also required on the Power of Attorney (See Appendix B), is required by Royal Thai Customs.

LANGUAGE: Please use only "ENGLISH" language in ATA Carnet.

As per customs regulation on ATA Carnet shipment, shipment MUST be packed and shipped separately from Permanent import items or different type of temporary import items. Please issue Commercial Invoice for Permanent import items. Separate HAWB/ HBL need to be issued for each shipment.

7. **COURIER SHIPMENT**

Exhibitor who intends to send their small value of exhibition materials such as giveaways or brochures via courier services (DHL, FEDEX, UPS, etc.).

As Thailand is not a "Free Port" country, all shipment import via Courier is subject to import duty/tax. In most of the case, the courier company will hold shipment at customs till arrival of delegates which may too late for in-time delivery for the exhibition. We suggest shipment to be consigned to:

APT Showfreight (Thailand) Limited,
98/7-8 Yannawa Road, Chongnonsee,
Yannawa, Bangkok 10120, Thailand
Attention: Mr. Hasnai Kongkaew
For : RoboCup 2022
Booth no :

Please contact us as earlier as possible for full advice on using courier service. Our service fee for courier shipment as follows:

- a. Handling fee to co-ordination with courier company for your courier shipment, to be delivered to our premise and arrange delivery to your exhibition stand : US\$100.00 for shipment under 50 kgs. For shipment above 50 kg, additional charge at the rate of US\$ 50/50kg will be applied
- b. For High value shipment or requires for import license or requires for customs clearance as air cargo, Courier company will not be able to arrange customs clearance of your shipment. Our handling charge for airfreight shipment and late arrival surcharge will be applied.

8. INSURANCE COVERAGE

It is the responsibility of each exhibitor to arrange Marine (Transport) Insurance covering all transport you may have in Thailand

Our liability will be limited as per our Standard Trading Conditions as our tariff is computed on the basis of volume or weight and has no correlation with the value of exhibits, it follows that the cost of insurance cover is not included in our charges. In the event that you want us to cover insurance on your consignment, a written instruction must be given to us.

9. TERMS & CONDITIONS

Inward Consignment: Upon presentation of invoice/prior to delivery to stand.
Outward Consignment: Upon presentation of invoice/prior to return exhibits.

All payments must be made without any deduction or deferment on account of any claim or off-set.

Our bank account is as follows:

account: Bangkok Bank PLC
Trok Chan Branch,
Bangkok 10120, Thailand
Swift Code : BKKBTHBK
Account No. : 133-3-16645-0

Remitting bank charges are to be borne by the exhibitor.

For additional information or clarification, please contact us at:

APT SHOWFREIGHT (THAILAND) LIMITED
98/7-8 Yannawa Road, Chongnonsee,
Yannawa, Bangkok 10120, Thailand
Telephone : (66)(2) 165 6158 (auto)
Fax : (66)(2) 165 6159
E-mail : hasnai@aptshowfreight.com
Contact : Mr Hasnai Kongkaew