



## SHIPPING INSTRUCTIONS

**HIMSS AsiaPac (Digital Healthcare Week) 2015**  
7 - 10 September 2015  
Marina Bay Sands  
Singapore

Presented by

**Agility Fairs & Events Logistics Pte Ltd**

Co. Reg. No. 198701172E  
No 5 Changi North Way, 3<sup>rd</sup> Floor  
Singapore 498771  
Tel. +65 6500 0250 • Fax +65 6214 9592 / 6214 9593  
[fairs-singapore@agility.com](mailto:fairs-singapore@agility.com) – [www.agility.com](http://www.agility.com)

Contact:

**Ms Alice Lum**

AGM (Sales)

**Agility Fairs & Events Logistics Pte Ltd**

Tel. +65 6571 5606 • Fax. +65 6214 9592 / 6214 9593  
[ALum@agility.com](mailto:ALum@agility.com)

## DEADLINES

Arrival of films and video tapes/discs by <b>COURIER</b>	<b>27 - 31 August 2015</b>
Copies of Bill of Lading and the Commercial Invoice and Packing List for <b>SEAFREIGHT</b> consignments	<b>17 August 2015</b>
Arrival of exhibits shipped by <b>SEAFREIGHT</b>	<b>24 - 27 August 2015</b>
Copies of Commercial Invoice and Packing List for <b>AIRFREIGHT</b> consignments	<b>20 August 2015</b>
Arrival of exhibits shipped by <b>AIRFREIGHT</b>	<b>27 - 31 August 2015</b>

## DEADLINE FOR DISPATCH OF DOCUMENTS (PRE-ALERTS)

To ensure no delays or undue inconvenience for customs clearance on arrival, it is imperative that copy of the vessel/flight details with master air waybill / ocean bill of lading detail be forwarded well in advance before the arrival of shipments according to the stipulated deadlines above. Agility will not be responsible for any delays and any port/airport storage charges will be re-charged at cost. **For late submission of documents, a penalty fee of minimum S\$100.00 per exhibitor/consignment will be imposed.**

### **Pre-alerts must be forwarded to us:**

Agility Fairs & Events Logistics Pte Ltd  
Tel. +65 6571 5606 • Fax. +65 6214 9592 / 6214 9593  
Contact: Ms Alice Lum  
Email: ALum@agility.com

## DOCUMENT & CONSIGNMENT INSTRUCTIONS

### **1. SEAFREIGHT**

We need the following documents not later than **17 August 2015**.

- 2 originals and 3 copies of Bill of Lading
- 3 copies of Commercial Invoice/Packing List
- 1 copy of Insurance Policy (if insured)

All seafreight consignments must arrive at Singapore Port by **24 - 27 August 2015**

### **2. AIRFREIGHT**

We need the following documents not later than **20 August 2015**.

- 2 originals and 3 copies of Airway Bill
- 3 copies of Commercial Invoice/Packing List
- 1 copy of Insurance Policy (if insured)

All airfreight consignments must arrive at Singapore airport by **27 - 31 August 2015**

BLE/170415

NOTE:- Singapore Customs are strict and thorough in their examination of goods. All packages can be expected to be opened and contents checked against the Combined Commercial Invoice & Packing List.

Customs fines will be imposed on the exhibitor in cases of Undervaluation, Non-declaration, and Erroneous declaration. In such cases, Agility shall not be responsible for any delay in clearance. Customs fines and extra expenses incurred shall be borne by the exhibitor. Exhibitors are therefore strongly reminded to declare the **true market value** of their goods and be extremely careful in their preparation of documents.

(A 10% outlay commission will be imposed on all "Freight Collect" consignments).

## SHIPPING INSTRUCTIONS

1. All exhibition goods by **AIRFREIGHT** and **SEAFREIGHT** must be sent "Freight Prepaid" to:

Consignee: AGILITY FAIRS & EVENTS LOGISTICS PTE LTD  
No. 5 Changi North Way, 3<sup>rd</sup> Floor  
Singapore 498771  
**For: HIMSS AsiaPac (Digital Healthcare Week) 2015**

All documents such as Bill of Lading and Air waybill must show Agility Fairs & Events Logistics Pte Ltd as the consignee.

2. COURIER CONSIGNMENTS

All courier shipments **smaller than** 50cm X 50cm X 50cm must be consigned to the following address:-

Consignee: AGILITY FAIRS & EVENTS LOGISTICS PTE LTD  
No. 5 Changi North Way, 3<sup>rd</sup> Floor  
Singapore 498771  
**For: HIMSS AsiaPac (Digital Healthcare Week) 2015**  
Ms Alice Lum  
Tel. +65 6571 5606

All courier shipments **exceeding** 50cm X 50cm X 50cm must be consigned to the following address:-

Consignee: AGILITY FAIRS & EVENTS LOGISTICS PTE LTD  
No. 5 Changi North Way, 1st Floor  
Singapore 498771  
**For: HIMSS AsiaPac (Digital Healthcare Week) 2015**  
Ms Alice Lum  
Tel. +65 6571 5606

### Notes:

- **All consignment must be shipped on "Free-Domicile" basis i.e. all duties and taxes for consignments must be paid by sender in country of origin PRIOR export.**
- **Agility reserves the right to REJECT consignment that is not duty/tax paid upon arrival at our premises in Singapore.**
- **A fax pre-alert shall be sent to us indicating the Courier Airway Bill numbers, Courier Company, Name of Exhibition/Event, your contact details for us to assist further.**
- **Freight and other relevant charges paid by us on behalf of exhibitor will be subject to a 10% service charge.**

## **CASE MARKINGS**

For easy identification, all packages shall be marked as follows:

### **HIMSS AsiaPac (Digital Healthcare Week) 2015**

c/o Agility Fairs & Events Logistics Pte Ltd

Name of Exhibitor : \_\_\_\_\_  
 Stand Number : \_\_\_\_\_  
 Case Numbers : \_\_\_\_\_  
 Gross Weight/Net Weight : \_\_\_\_\_  
 Dimensions : \_\_\_\_\_

## **PACKING**

Exhibitors are advised to provide strong packing cases for the transportation of the exhibits. The packing of the exhibits are to withstand external elements as well as movements during full transportation and handling.

For main exhibits, we recommend sturdy returnable type of cases to be used for return or onward transport. Exhibitors should also take necessary precautions against rain, especially when the return exhibits are to be packed with original packing materials. Cardboard cartons should be avoided if they are intended for return shipping. Agility will not be responsible for damages and claims arising out of improper packing.

## **CUSTOMS REGULATIONS**

### **a. BANKER'S GUARANTEE UNDER THE TEMPORARY IMPORT SCHEME (TIS) IN SINGAPORE**

Under the T.I.S., a Bank Guarantee is required by the Singapore Customs to cover the potential Goods & Services Tax (GST). Goods for exhibitions may be imported 3 weeks prior to the exhibition and re-exported within 3 weeks of the closure of the exhibition.

Request for extension of these periods must be made in writing (with reasons stated) and approval will be granted on a case by case basis.

As an alternative to the T.I.S., exhibitors can have their goods imported into Singapore by utilising the ATA Carnet. Please check with your local Chamber of Commerce on its application.

### **b. TEMPORARY IMPORTATION (CONVERSION OF TEMPORARY IMPORT TO PERMANENT IMPORT STATUS)**

Exhibits imported under the T.I.S. but are subsequently not re-exported shall require conversion to permanent import permit.

### **c. PERMANENT IMPORTATION**

All goods sold, disposed, or given away or not re-exported at the end of the exhibition will be subject to a GST of 7% of the CIF value.

### **d. CUSTOMS-SEALED CONTAINERS**

All containers sealed by customs are subject to customs supervision prior to unstuffing (excluding weekends and public holidays). Breaking of seals without permission is a serious violation of customs regulations and offenders are subject to heavy fines. Imposition of fines (if any) will be borne by the exhibitors.

### **SOLD EXHIBITS**

Charges will apply for handling from exhibition stand to venue loading bay. Please contact us for charges relating to onward services.

All duties/taxes/GST payable/disposal of debris/conversion of temporary import to permanent import fee will be for the account of the exhibitor/buyer/their appointed forwarder.

### **SPECIAL LICENSES & PERMITS**

Administrative fees will apply for application and endorsement of licenses/permits from relevant Government departments (AVA, IDA, HSA, MDB, AEB & etc).

### **RETURN INSTRUCTION**

It is imperative that all exhibitors complete and sign the Return Shipping Instruction. Exhibitor should either visit our site office or contact our Agility representative at the earliest opportunity to complete their disposal instructions. If there is any amendment to the return instruction, the exhibitor will have to provide Agility with the revised instruction immediately.

If the exhibitor has sold their exhibits to a 3rd party during the event it is the **SOLE** responsibility of the exhibitor to oversee the collection of their exhibits. Agility will not accept responsibility for any loss or damage.

### **CARGO HANDOVER**

Exhibitors must contact Agility to arrange for any handover of cargo. They will have to handover cargo to Agility together with Agility's Cargo Handover forms before they leave the exhibition. Agility will not be held responsible for any sort of loss or damage incurred due to an exhibitor not completing or signing the forms correctly.

### **UNATTENDED CARGO AT CLOSE OF EVENT**

Complete return instructions must be provided by agent or exhibitor to Agility prior to the show closing. Failure to do so will result in transfer of consignment to Agility warehouse and any such movements will be subject to additional transportation and warehouse storage charges.

### **DISPOSAL**

Upon delivery of your goods during move in, please inform us if your cases are not required to be redelivered to your booth after the show so that we can arrange for disposal. Fees for disposal shall be charged to exhibitors who require Agility for such service.

### **RE-EXPORT TIMEFRAME**

After the close of the exhibition, re-export may take at least 3 weeks from the close of the show depending on the region and space availability in airlines or shipping lines. For air freight export, it would take at least 2 weeks from close of the show. For urgent re-export, surcharges will apply, please let us know in advance.

### **IMPORTATION OF RADIO / TELECOMMUNICATION EXHIBITS**

Any radio or telecommunication equipment brought in for the exhibition must receive prior approval by the Infocomm Development Authority of Singapore.

A copy of the exhibit catalogue/brochure with the full specifications, together with the full details of your intended demonstrations must be submitted to us not later than **6 Weeks before show** in order for us to apply for the necessary permit with the Authority.

The static display of such equipment at the exhibition is normally permitted when approved by the Infocomm Development Authority of Singapore, for entry into Singapore. However, a special approval must be sought for such equipment to be demonstrated at the exhibition or within Singapore.

Such telecommunication equipment's should not be uplifted unless approval has been sought.

### **INSURANCE**

We would like to advise that it is the responsibility of each exhibitor to arrange Marine (Transport) Insurance covering transport to the exhibition, during the exhibition, and the return of the exhibits to domicile, including the period the exhibits are handled by Agility Fairs & Events Logistics Pte Ltd, and also ensure that Transport Insurance is arranged for exhibits sold locally.

Our tariff is computed on the basis of volume and weight and has no correlation with the value of exhibits, it follows that the cost of insurance cover is not included in our charges.

Upon written instructions, AGILITY FAIRS & EVENTS LOGISTICS PTE LTD can assist to arrange insurance coverage at competitive premiums.

All business is transacted strictly in accordance with our General Trading Conditions. A copy is available upon request.

### **MARINA BAY SANDS FLOOR LOADING CAPACITY**

Exhibition Hall : 12 KN/sqm  
Meeting rooms : 5 KN/sqm

Pointed or Dynamic Loads need special permits by the Centre and are restricted to special locations.

Exhibits exceeding the above stated capacity may require steel plates, as per Marina Bay Sands regulation.

## Health Sciences Authority Regulation for Medical Devices

With effect from 01 January 2012, unless exempted from product registration, all medical devices, for display at exhibitions will require a 14-days approval process by HSA prior to import, including class A, B, C, and D medical devices and all accessories that are imported and supplied must meet one of the criteria below:

- Listed on the Singapore Medical Device Register (SMDR);
- Listed on the Transition List; OR
- Authorized via one of the Authorization Routes (**The appointed Official Freight Forwarder**)

For consignments that include **Medical Devices/ Medical Devices with laser applications, Product Catalogues and H.S. Code Descriptions** must be submitted to us **at least 4 Weeks** prior to exhibition or conference.

All Medical devices will still have to be sent for approval (**14 working days**) from **HSA** before display. Please note that **HSA** cannot guarantee that the shipment will not be held up at customs for non-compliance of any individual item to the current regulations.

Do note that license and processing charges will apply for all applications to HSA for importation of medical devices for exhibition purposes.

### **Medical Device Guidance**

Supply of unregistered medical devices is prohibited under the Health Products Act. In order to supply an unregistered medical device, prior approval from HSA shall have to be sought. Supply for non-clinical purpose includes any form of use other than use or administration on humans.

Examples of such uses include the display of the medical device at an exhibition. In order to supply a medical device which is not registered for non-clinical purpose, approval has to be first obtained from the Authority.

### Application Data Requirements

An application shall be accepted for review by HSA if the following documents shall be submitted together with the application form (Ref number: MDSA-NC1):

List of medical devices, including the following details,

- Product Owner of the medical device
- Proprietary name or description of the medical device
- Quantity to be imported
- Non-clinical purpose
- Consignee details
- Intended purpose, as stated in the Instruction for Use, Product Insert, or Operations Manual by the product owner,
- A copy of the medical device label, including a statement to the effect 'for supply for non-clinical purpose only'.

Failure to submit any of the above documents shall render the application invalid and shall be rejected. The application is subject to a fee payment which is applicable. If you require further advice or clarification, please do not hesitate to contact us.

The medical device shall only be imported after the application is approved. To obtain the authorization route permit for an import for non-clinical use, a valid importer's license from HSA is a prerequisite. Please check with us if you will like to display your medical devices for exhibition purposes.

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## **CONTROLLED ITEMS**

Exhibitors are requested to note that Cosmetics, Pharmaceuticals, Poisons, Medicines & Medical equipment, Laser are subject to Import License prior to their importation into Singapore for exhibition purpose.

Shipment must not be effected until such license is obtained / approved, otherwise, the item will be detained and referred to the relevant authority for approval.

The Health Products Regulation Group (HPRG), part of **Singapore Health Sciences Authority (HAS)** ensures that drugs, innovative therapeutics, medical devices and health-related products in Singapore are wisely regulated to meet appropriate standards of safety, quality and efficacy.

### Exhibition goods Guidelines of application of N2 licence

To include new medical/healthcare equipment into N2 licence or to import medical/healthcare/laser equipment controlled under the non-ionising radiation regulations, the applicant needs to submit safety certificates/documents/ product brochures showing that the equipment is already registered with (i.e. approved by) the following governmental agencies:

- (1) Australia - Therapeutic Goods Administration (TGA)
- (2) Canada - Health Canada
- (3) Japan - Ministry of Health of Japan, Labour and Welfare (MHLW)
- (4) US - Food and Drugs Authority (FDA)

If the above certificates are not available, then, the applicant should submit other safety certificates (e.g. 93/42/EEC). In this case, the applicant will also need to provide documented proof to CRPNS that the equipment is widely used by physicians (or healthcare establishment) in advanced countries in the European Union.

The exhibitor should also highlight vital information such as their local representative/office and the type of available licence.

All submission will be assessed on a case-by-case basis by the Singapore National Environment Agency - <http://www.nea.gov.sg>

N2 licence Application form can be downloaded:

<http://app2.nea.gov.sg/data/cmsresource/20090320146682214331.doc>

For a list of controlled items, please visit the Singapore Customs at:

<http://www.customs.gov.sg/leftNav/trav/dut/Controlled+Goods.htm>

You may also visit [www.hsa.gov.sg](http://www.hsa.gov.sg) for updated information on Singapore Health Sciences Authority Regulations.



## **TERMS OF PAYMENT**

Inward : Upon uplift of goods, prior to delivery to stand.  
Outward : Upon presentation of invoice/prior to delivery to premises.

**All payments must be made without any deduction or deferment on account of any claim, counterclaim or offset.**

Our bank account is:

Agility Fairs & Events Logistics Pte Ltd  
The Hong Kong and Shanghai Banking Corporation Ltd,  
21 Collyer Quay, #01-01 HSBC Building, Singapore 049320.  
S\$ A/C : 141-271379-001  
Swift code : HSBCSGSG

Credit Card payment via PayPal:

Agility Fairs & Events accepts payment via major credit cards such as American Express, MasterCard and Visa through PayPal. A tax invoice will be issued for every transaction. Payments can be made to: [sgfeaccounts@agility.com](mailto:sgfeaccounts@agility.com)

(Credit card payments via PayPal is subject to administrative charges of 4% on the total invoice amount)

Credit Card payment on site:

Payment via credit card will be subject to a service fee of 5% on the total invoice amount (inclusive of GST).

For additional information or clarification, please contact us at:

### **AGILITY FAIRS & EVENTS LOGISTICS PTE LTD**

No. 5 Changi North Way, 3<sup>rd</sup> Floor  
Singapore 498771  
Telephone : (65) 6500 0250  
Telefax : (65) 6214 9592 / 6214 9593  
eMail : [fairs-singapore@agility.com](mailto:fairs-singapore@agility.com)  
Website : [www.agility.com/fairsevents](http://www.agility.com/fairsevents)  
Contact : Ms Alice Lum  
E-Mail : [ALum@agility.com](mailto:ALum@agility.com)

## **IMPORTANT**

All business is transacted strictly in accordance with our General Trading Conditions. A copy is available upon request.

Use of AGILITY FAIRS & EVENTS LOGISTICS PTE LTD's services – be it partly or in full – and any requirement for additional services at any time before, during or after the exhibition expressed orally and/or in writing and/or by conduct, implies acknowledgement and acceptance of the foregoing.

BLE/170415



**Show Name :** *HIMSS AsiaPac (Digital Healthcare Week) 2015*  
**Show Dates :** *7 - 10 September 2015*  
**Show Venue :** *Marina Bay Sands*  
**City, Country :** *Singapore*

## FREIGHT INSTRUCTIONS

**THIS FORM MUST BE COMPLETED AND RETURNED BY EVERY EXHIBITOR**

We advise AGILITY FAIRS & EVENTS LOGISTICS PTE LTD, the Official Forwarding Agent and On-Site Installation Contractor that we shall be shipping the following for the event, and we instruct Agility Fairs & Events Logistics Pte Ltd to customs clear and deliver the goods to our stand:

No. of pieces	Description of contents	Dimensions (metres)	Weight (kg)

We also note and understand the following:

**1. DEADLINE FOR SHIPMENT**

- Arrival of films and video tapes by courier service : 27 - 31 August 2015
- Receipt of documents for seafreight consignments : 17 August 2015
- Receipt of documents for airfreight consignments : 20 August 2015
- Arrival of seafreight consignments : 24 - 27 August 2015
- Arrival of airfreight consignments : 27 - 31 August 2015
- Receipt of Catalogues/Brochures and Radio/Telecommunication Exhibits : **6 Weeks before show**
- Receipt of Product Catalogues for **Medical Equipments** : **At least 1 month prior to show**

**2. CONSIGNMENT INSTRUCTIONS**

i. All exhibition goods either by **sea freight or airfreight**, must be consigned "Freight Prepaid" as follows:

Consignee: **AGILITY FAIRS & EVENTS LOGISTICS PTE LTD**  
 No. 5 Changi North Way, 3<sup>rd</sup> Floor, Singapore 498771  
 Tel: (65) 6500 0250 / Fax: (65) 6214 9592 / 6214 9593  
 For: HIMSS AsiaPac (Digital Healthcare Week) 2015

All documents such as the Bill of Lading and Airway Bill must show the consignee as above.

ii. All exhibition goods by **courier** must be consigned "Freight Prepaid". For shipping instructions please contact us for consignee details.

**3. INSURANCE**

It is the responsibility of each exhibitor to arrange Marine (Transport) Insurance covering transport to the exhibition, during the exhibition, and the return of the exhibits to domicile, including the period the exhibits are handled by Agility Fairs & Events Logistics Pte Ltd, and also ensure that Transport Insurance is arranged for exhibits sold locally.

All business is transacted strictly in accordance with our General Trading Conditions. A copy is available upon request

We also inform Agility Fairs & Events Logistics Pte Ltd that we will be using the services of the company below to freight our exhibits from \_\_\_\_\_ (country). Name of Freight Forwarder from origin: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Tel: \_\_\_\_\_

Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Authorised by:** Booth No: \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

Tel \_\_\_\_\_ Fax \_\_\_\_\_

Signature & Date \_\_\_\_\_

Send this form to:  
**AGILITY FAIRS & EVENTS LOGISTICS PTE LTD**  
 No. 5 Changi North Way, 3rd Floor  
 Singapore 498771  
 Tel: (65) 6571 5606 / 6500 0250  
 Fax: (65) 6214 9592 / 6214 9593  
 Contact: Ms Alice Lum  
 E-mail: ALum@agility.com  
 www.agility.com/fairsevents

**DECLARATION FOR CENSORSHIP EXEMPTION  
OF VIDEO TAPES/DISCS (FOR COMPANY USE)**



I, \_\_\_\_\_ NRIC/Passport No: \_\_\_\_\_  
 occupation \_\_\_\_\_ do declare and confirm on behalf of \_\_\_\_\_

(Name and address of Company/Organisation)

that the video tape(s)/disc(s) accompanying this statement are as indicated within the following categories of films exempted from censorship and that **they do not contain any objectionable scenes/dialogue/themes in accordance with the guidelines furnished by the Board of Film Censors in Annex A.**

Code	Categories	No. of tapes/discs	Title
CA	Arts and Cultural performances that include Opera, Jazz, Classical, Country, Folk & Instrumental Music, Dance, Xiang Sheng, Pantun, Puppetry, Choir and Literary Plays.		
CC	Programmes meant for children only		
CD	Documentaries (excluding those touching on race, religion, politics or topics which may undermine the interests of national security).		
CE	Educational or Training materials		
CF	Entertainment programmes that celebrate festivals e.g. Lunar New Year, Christmas, New Year, Hari Raya and Deepavali.		
CFE	Family entertainment programmes must be wholesome and family-oriented e.g. Chinese acrobatics, circus acts, magic shows and ice-skating shows.		
CK	Karaoke (excludes those that contain concerts, MTV and movie clips)		
CL	Local TV productions that have already been broadcast		
CM	Pre-1966 movies and movie clips (ie. Produced up till 1965)		
CP	Advertising and Promotional materials for products e.g. home appliances and beverages. Excludes musical and promotional clips of non-exempted videos and film trailers.		
CQ	Quiz and game shows that are meant for testing of knowledge and skills. They should be wholesome, family-oriented and should not include songs and dances.		
CS	Sports		
	<b>TOTAL</b>		

I declare that this statement (consisting of one page signed by me) is true to the best of my knowledge and I make it knowing I may be liable to prosecution under the Penal Code if I have willfully stated in it anything which I know to be false or do not believe to be true.

Declarant's Contact Numbers

Tel No: \_\_\_\_\_

Fax No: \_\_\_\_\_

\_\_\_\_\_  
 Signature of Declarant/Date

Please return this form to Agility Fairs & Events Logistics Pte. Ltd. at fax No: **+65 6214 9592 / 6214 9593**

**Name of Exhibition:** *HIMSS AsiaPac (Digital Healthcare Week) 2015*

**Date of Exhibition:** *7 - 10 September 2015*

**Location of Exhibition:** *Marina Bay Sands*

To be filled together with the form C for application of the exemption of the CD as per required by the MDA.

<b>Title *</b>	
<b>Romanised Title</b>	
<b>Language *</b>	
<b>Sub Language</b>	
<b>Director *</b>	
<b>Cast (at least 4 names) *</b>	
<b>Running Time *</b>	
<b>Number of sets for distribution *</b>	
<b>Year of Production *</b>	
<b>Country of Production *</b>	
<b>Category *</b>	
<b>Video Type *</b>	
<b>No. of Tapes / Discs in a set*</b>	
<b>Synopsis</b>	

I declare that this statement (consisting of two page signed by me) is true to the best of my knowledge and I make it knowing I may be liable to prosecution under the Penal Code if I have willfully stated in it anything which I know to be false or do not believe to be true.

\_\_\_\_\_  
Signature of Declarant/Date

Declarant's Contact Numbers

Tel

No: \_\_\_\_\_

Fax

No: \_\_\_\_\_

Please return this form to Agility Fairs & Events Logistics Pte. Ltd. at fax No: **6214 9592**

**Name of Exhibition:** *HIMSS AsiaPac (Digital Healthcare Week) 2015*

**Date of Exhibition:** *7 - 10 September 2015*

**Location of Exhibition:** *Marina Bay Sands*

**AGILITY FAIRS & EVENTS  
(ALL RISK CARGO INSURANCE)  
FOR  
TRANSIT WITH EXHIBITION COVER**

**RISKS COVERED**

Institute Cargo Clauses (A)  
Institute Cargo Clauses (Air)  
Institute Strikes Clauses (Cargo)

This insurance covers all risks of loss of or damage to the subject-matter insured including 60 days exhibition/temporary storage period except as excluded by below exclusions.

This insurance covers general average and salvage charges, adjusted or determined according to the contract of affreightment and/or the governing law and practice, incurred to avoid or in connection with the avoidance of loss from any cause except those excluded.

**MAIN EXCLUSIONS**

In no case shall this insurance cover

- 1) loss damage or expense attributable to wilful misconduct of the Assured
- 2) ordinary leakage, ordinary loss in weight or volume, or ordinary wear and tear of the subject-matter insured
- 3) loss damage or expense caused by insufficiency or unsuitability of packing or preparation of the subject matter insured to withstand the ordinary incidents of the insured transit where such packing or preparation is carried out by the Assured or their employees or prior to the attachment of this insurance (for the purpose of these Clauses "packing" shall be deemed to include stowage in a container and "employees" shall not include independent contractors)
- 4) loss damage or expense caused by inherent vice or nature of the subject-matter insured
- 5) loss damage or expense caused by delay,
- 6) loss damage or expense arising from insolvency or financial default of the owners managers charterers or operators of the vessel
- 7) loss damage or expense directly or indirectly caused by or arising from the use of any weapon or device employing atomic or nuclear fission and/or fusion or other like reaction or radioactive force or matter.
- 8) war civil war revolution rebellion insurrection, or civil strife arising therefrom, or any hostile act by or against a belligerent power
- 9) loss damage or expense arising from the absence, shortage or withholding of labour of any description whatsoever resulting from any strike, lockout, labour disturbance, riot or civil commotion

**INSURANCE PREMIUM - Cargo Type (A):**

All work of art including art pieces, sculptures, vintage items, artefact, high-end furniture, taxidermy and object d'art.

Coverage: 1 or 2 Way Transit includes 60 days exhibition and incidental storage forming part of the transit. Additional Benefit:-

*Where the extent of loss or damage is such that the Assured is unable to participate in the Exhibition then valuation hereunder shall extend to include any reasonable expenses already incurred by the Assured at the time of loss appertaining directly to the Exhibition up to a maximum of USD 100,000 any one Exhibition.*

Insured Value = 110% of Commercial Invoice value

Insured value up to USD 500,000 (Insured value USD \_\_\_\_\_ @ \_\_\_\_\_ %)

Insured value in excess of USD 500,000 up to USD 1 million (Insured value USD \_\_\_\_\_ @ \_\_\_\_\_ %)

**INSURANCE PREMIUM - Cargo Type (B):**

General Cargo – goods that attract no special hazard in regard to stowage, handling, packing or during normal method of transit or by their inherent nature, and are not more than normally susceptible to loss and/or damage arising from pilferage, leakage, shortage, loss in weight, breakage, scratching, bruising, chipping, denting, bending or crushing or are not liable to perish, deteriorate or suffer any changes in quality or suffer from electrical, mechanical or any other form of derangement breakdown.

Cargo value Insured USD \_\_\_\_\_ @ \_\_\_\_\_ %

**Applicable Conditions/Clause**

Excess/Deductible: Zero

Premium is chargeable based on per calendar month or part thereof with Minimum USD35.00

Antiques and Work Of Art Clause – see attached

Exhibition clause – see attached

Above rates applicable to following Zone 1 countries: Canada/USA, China, EU member countries, Norway, Switzerland, India, Japan, South Korea, Malaysia, NZ, Australia, Philippines, Thailand, and Taiwan. (Rates for other countries not specified here, please refer table schedule)

**NOTE:-** In the absence of any instructions to secure the above cargo insurance, Agility's cargo liability, due to negligence, is limited to USD1/kg. Any under declared insured value is subject to average condition.

Agreed By:-

\_\_\_\_\_ (Signature)

\_\_\_\_\_ (Company Stamp)

Full Name:

Position:



## SHIPPING TARIFF

### HIMSS AsiaPac (Digital Healthcare Week) 2015

7 - 10 September 2015

Marina Bay Sands  
Singapore

Presented by

#### **Agility Fairs & Events Logistics Pte Ltd**

Co. Reg. No. 198701172E

No 5 Changi North Way, 3<sup>rd</sup> Floor

Singapore 498771

Tel. +65 6500 0250 • Fax +65 6214 9592 / 6214 9593

[fairs-singapore@agility.com](mailto:fairs-singapore@agility.com) – [www.agility.com/fairsevents](http://www.agility.com/fairsevents)

Contact:

**Ms Alice Lum**

AGM (Sales)

**Agility Fairs & Events Logistics Pte Ltd**

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## SHIPPING TARIFF

### INWARD/OUTWARD HANDLING TARIFF

(for individual exhibits not exceeding 1,000 kg)

#### 1. SEAFREIGHT

From arrival at Port of Singapore up to exhibition stand at the designated venue in Singapore inclusive of uncrating of wooden cases and one time positioning of bulky exhibit(s) or vice versa.

(Outbound handling excludes re-packing services and provision of new packing materials)

Basic handling rate		<b>S\$95.00</b> per cbm or 1,000 kg, whichever is the greater.
Minimum charge	LCL	<b>S\$200.00</b> per consignment (HBL) per exhibitor.
Minimum charge for FCL	FCL 20' GP	<b>20</b> cbm per 20' container
	FCL 40' GP	<b>40</b> cbm per 40' container
	FCL 40' HC	<b>50</b> cbm per 40'HC container
*LCL charge/fee and Terminal Handling Charge (except for shipments from China)		<b>S\$35.25</b> per cbm or 1,000 kg, whichever is the greater (at cost).
*LCL charge/fee and Terminal Handling Charge for China shipments		<b>S\$50.00</b> per cbm or 1,000 kg, whichever is the greater (at cost).
Minimum charge		1 cbm per consignment (HBL) per exhibitor.
*FCL Terminal Handling Charge		<b>S\$220.00</b> per 20' container (at cost) <b>S\$350.00</b> per 40' container (at cost)
*Haulage Fuel Surcharge		<b>S\$20.00</b> per 20'/40' container
Consignment Service Charge		<b>S\$50.00</b> per consignment (HBL) per exhibitor + 7% GST

\* Current and actual cost levied by Container Freight Stations (CFS), all third party's charges incurred will be charged at cost + 10% outlay fees

#### **Note:**

- Warehouse storage charge will apply for food and liquor consignments that arrive before the stipulated deadlines.
- Early arrivals of shipment via sea freight are subject to port storage charges, which will be billed to exhibitors as per outlay.
- Cargo arriving before our stipulated deadlines shall be subject to storage charges **S\$6.50** per cbm per week or part thereof. (Minimum charge at **S\$50.00** per consignment per week)
- For consolidated shipments, a documentation charge of **S\$30.00** per consignment per exhibitor is applicable.
- For collection/delivery of cargo from/to multiple booths there will be an additional handling charge of **S\$30.00** per cbm per delivery/collection. **Minimum 1 cbm** is applicable per exhibitor per consignment.
- For any shipment which requires additional permit i.e. temporary/permanent/from different country of origin & etc., an additional fee of **S\$30.00** per permit will be charged. Basic permits cover declarations for up to 20 lines. Additional permit will be charged at **S\$30.00** per set.
- Return freight will be quoted upon request.
- For return shipments of your exhibits, Agility requires a complete return instruction **one day** prior to show closes.
- For self-nominated freight there will be handover fees as follows:-
  - LCL shipment @ S\$30/cbm (Minimum 2cbm) per consignment (HBL) per exhibitor
  - 20ft Container @ S\$200 per container
  - 40ft Container @ S\$400 per container
- All other outlays from carriers at Port will be billed at cost.
- Storage of empty cases will be charged at **S\$30.00** per cbm including transfer from/return to exhibition halls. Minimum charge is at **S\$120.00** per consignment per exhibitor.

\*Please note that the above a – k services rendered are subject to 7% Goods & Services Tax (GST)

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## 2. AIRFREIGHT

From arrival at Singapore Changi Airport up to exhibition stand at the designated venue in Singapore inclusive of uncrating of wooden cases and one time positioning of bulky exhibit(s) or vice versa.

(Outbound handling excludes re-packing services and provision of new packing materials)

Basic handling rate	<b>S\$0.95</b> per kg based on actual or volumetric weight, whichever is the greater.
Minimum charge	<b>S\$200.00</b> per consignment (HAWB) per exhibitor.
Airport Terminal Charge	<b>S\$0.15</b> per kg based on actual or volumetric weight, whichever is the greater
Minimum charge	<b>S\$25.00</b> per consignment (HAWB) per exhibitor.
Consignment Service Charge	<b>S\$50.00</b> per consignment (HAWB) per exhibitor + 7% GST

\* Current and actual cost levied by Airport, all third party's charges not listed above will be charged at cost + 10% outlay fees.

### Note:

- Cargo arriving before our stipulated deadlines shall be subject to storage charges at **S\$0.35** per kg per week or part thereof. (Minimum charge at **S\$50.00** per consignment per week)
- For consolidated shipments, a documentation charge of **S\$30.00** per consignment per exhibitor is applicable.
- For collection/delivery of cargo from/to multiple booths there will be an additional handling charge of **S\$30.00** per cbm per delivery/collection. **Minimum 1 cbm** is applicable per exhibitor per consignment.
- For any shipment which requires additional permit i.e. temporary/permanent/from different country of origin & etc., an additional fee of **S\$30.00** per permit will be charged. Basic permits cover declarations for up to 20 lines. Additional permit will be charged at **S\$30.00** per set.
- Return freight will be quoted upon request.
- For return shipments of your exhibits, Agility requires a complete return instruction **one day** prior to show closes
- For self-nominated freight there will be handover fees @ **S\$0.30/kg (Minimum S\$100.00)** per consignment (HAWB) per exhibitor.
- Storage of empty cases will be charged at **S\$30.00** per cbm including transfer from/return to exhibition halls. Minimum charge is at **S\$120.00** per consignment per exhibitor.
- Warehouse storage charge for food & liquor consignments that arrive before the stipulated deadlines.
- Transit storage at show site prior delivery to booth for freezer/chiller goods, charges will be imposed.

\*Please note that the above a - j services rendered are subject to 7% Goods & Services Tax (GST)

**ALL CONSOLIDATED SHIPMENTS BY AIRFREIGHT OR SEAFREIGHT MUST BE ISSUED WITH HOUSE AIRWAY BILL OR HOUSE BILL OF LADING. A CONSOLIDATION CARGO MANIFEST MUST ALSO BE PROVIDED.**

### **ADDITIONAL NOTES FOR SHOWS WITH OVERNIGHT BUILD UP OR TEAR DOWN:-**

For events with overnight build up or tear down, 50% surcharge of the basic handling will apply for move-in and move-out between 2200hrs to 0800hrs.

\*Please note that the above is subject to 7% Goods & Services Tax (GST).

## OTHER CHARGES (where required)

### a. ADMINISTRATIVE FEE FOR APPLICATION FOR EXEMPTION OF CENSORSHIP OF FILMS, VIDEO TAPES AND/OR DISCS

To apply for exemption, please complete the "Form C" (available upon request), and return it to Agility Fairs & Events Logistics Pte Ltd for forwarding to the Media Development Authority.

Administrative Fee	<b>S\$25.00</b> per application
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\*Please note that the above is subject to 7% Goods & Services Tax (GST).

### i. Courier of Films, Video Tapes And / Or Discs

From arrival at Agility Fairs & Events Logistics Pte Ltd premises up to delivery to exhibition stand, excluding the censorship fee levied by the Media Development Authority.

Handling rate	<b>S\$12.00</b> per piece
Minimum charge	<b>S\$24.00</b> per consignment per exhibitor

Should films & video tapes/discs arrive via airfreight/sea freight, the tariffs for airfreight/sea freight shall apply.

\*Please note that the above is subject to 7% Goods & Services Tax (GST).

### ii. Courier of Exhibits / Stand Materials / Publications

From arrival at Agility Fairs & Events Logistics Pte Ltd's premises up to delivery to exhibition stand. Dimensions should not exceed 100 X 100 X 100cm per package. Volume should not exceed 1cbm per consignment.

Below 50kg	<b>S\$80.00</b>
51-100kg	<b>S\$100.00</b>
101-150kg	<b>S\$120.00</b>
Minimum charge	<b>S\$80.00</b> per consignment per exhibitor

\*Please note that the above is subject to 7% Goods & Services Tax (GST).

Publication materials could be subjected to censorship by Media Development Authority. For more details please visit MDA website [www.mda.gov.sg](http://www.mda.gov.sg)

**b. HEAVYLIFT SURCHARGE**

Individual exhibit in excess of 2,000 kg per package will incur heavy-lift surcharge (in addition to the basic handling charge).

Up to 4,000kg	<b>S\$30.00</b> per 1,000kg
4,001kg to 6,000kg	<b>S\$40.00</b> per 1,000kg
6,001kg to 8,000kg	<b>S\$50.00</b> per 1,000kg

Exhibits exceeding 8,000 kg per package will be subjected to an individual quotation when the dimensions and weights are provided. Please contact us for further information.

These additional heavy-lift surcharges are applicable severally for inward movements as well as for outward movements.

\*Please note that the above is subject to 7% Goods & Services Tax (GST).

**c. OUTWARD DOCUMENTATION CHARGES**

Courier of documents	<b>S\$80.00</b> per consignment per exhibitor
*Telex release for sea freight shipment	<b>S\$120.00</b> per consignment per exhibitor
*Bill of Lading Fee	<b>S\$120.00</b> per consignment per exhibitor

\* Current and actual cost levied by shipping lines

\*Please note that the above is subject to 7% Goods & Services Tax (GST).

**d. ATA CARNET HANDLING FEE**

If ATA Carnet is used for temporary import, an ATA Carnet administration fee is applicable to exhibitor at **S\$60.00** per Carnet per entry or per exit.

\*Please note that the above is subject to 7% Goods & Services Tax (GST).

**e. SOLD EXHIBITS TO LOCAL BUYER**

Charges will apply for handling from exhibition stand to “free-on-truck” at venue loading bay (inclusive of return of empty cases, manpower and mechanical aids).

All duties/taxes/GST payable/disposal of debris/conversion of temporary import to permanent import fee will be for the account of the exhibitor/buyer/their appointed forwarder.

## CHARGES APPLICABLE FOR FCL SHIPMENTS ONLY (ITEMS F - H)

### f. UNSTUFFING/STUFFING OF CONTAINERS

Additional charges for unstuffing or stuffing of containers will be applicable.

Type of Containers	Crated & Palletized	Loose Cargo
20' GP	<b>S\$250.00</b> per operation	<b>S\$375.00</b> per operation
40' GP	<b>S\$500.00</b> per operation	<b>S\$750.00</b> per operation
40' HC	<b>S\$600.00</b> per operation	<b>S\$900.00</b> per operation

\*Please note that the above is subject to 7% Goods & Services Tax (GST).

### g. TRANSFER OF CONTAINERS

Return of empty containers to shipping line depot or collection of empty containers from depot (cranage charge is applicable)	<b>S\$180.00</b> per 20'
	<b>S\$220.00</b> per 40'

\*Please note that the above is subject to 7% Goods & Services Tax (GST).

### h. CRANAGE

For sake of safety, all containers must be grounded to facilitate stuffing or un-stuffing of containers. Our charges for grounding loaded containers and reloading of empty containers are:

Loaded or Empty Container	20'	<b>S\$250.00</b> per lift
	40'	<b>S\$450.00</b> per lift

\*Please note that the above is subject to 7% Goods & Services Tax (GST).

### i. DISPOSAL OF DEBRIS

A charge of **S\$150.00** per cbm (minimum **S\$450.00**) for disposal of debris shall be charged to exhibitors who require Agility Fairs & Events Logistics Pte Ltd to dispose debris or unwanted packing materials (such as used empty cases or wooden crates).

\*Please note that the above is subject to 7% Goods & Services Tax (GST).

### j. SERVICE CHARGE FOR DETERMINING AND FURNISHING OF H.S. CODES

If itemized H.S. code is not mentioned in invoice/packing list, S\$5.00 per item will be charged additionally.

\*Please note that the above is subject to 7% Goods & Services Tax (GST).

### k. GST ON LOCAL SERVICES RENDERED

All services rendered on-site or locally will be subject to 7% GST as per Government's regulation.

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## I. ARTWORKS

The above rates are applicable only for general exhibits. For artworks which requires air ride trucks or temperature controlled storage, goods will have to be packed separately and a copy of CIPL with pictures will have to be submitted to us for our reference. An individual quotation will be given upon receipt of specific requirements.

## m. ADDITIONAL SERVICES

For additional services not listed above, an individual quotation will be given upon receipt of specific requirements. These may include:-

- i. Unpacking and removal of individual exhibits from packaging.
- ii. Installation/Reinstallation/De-Installation of fine art works.
- iii. Unwrapping of exhibits from bubble wraps, shrink wraps, corrugated boxes and etc.
- iv. Provision of new packing materials. (Packing materials are available for purchase)
- v. Manpower required for personalized services at individual booths.  
(Manpower required will be chargeable.)

## CUSTOMS REGULATIONS

### **BANKER'S GUARANTEE UNDER THE TEMPORARY IMPORT SCHEME (TIS) IN SINGAPORE**

A Bank Guarantee Fee will be charged at **0.50%** of shipment's CIF Value. A minimum charge of **S\$100.00** applies.

As an alternative to the T.I.S., exhibitors can have their goods imported into Singapore by utilising the ATA Carnet. Please check with your local Chamber of Commerce on its application.

\*Please note that the above are subject to 7% Goods & Services Tax (GST)

### **TEMPORARY IMPORTATION**

#### ***CONVERSION OF TEMPORARY IMPORT TO PERMANENT IMPORT STATUS***

A fee of **S\$75.00** shall be levied for processing of permit conversion. In addition, exhibitors shall be required to pay Goods & Services Tax of 7% on sales or CIF value, whichever is greater. A copy of sales invoice shall be provided to Customs & Excise Department through Agility Fairs & Events Logistics Pte Ltd if there is any sales transaction.

\*Please note that the above are subject to 7% Goods & Services Tax (GST)

### **PERMANENT IMPORTATION**

#### ***GOODS & SERVICES TAX (GST) ON PERMANENTLY IMPORTED GOODS***

All goods sold, disposed, or given away or not re-exported at the end of the exhibition will be subject to a GST of 7% of the CIF value + 10% outlay fees.

### **AT THE CLOSE OF EVENT**

Complete return instructions needs to be provided by the agent or exhibitor to Agility prior to the show closing, failure to do so will result in transfer of consignment to Agility warehouse or any temporary rented facility. Any such movements will be subject to additional handling and transport charges which will be charged at S\$30.00 per cbm (minimum charge is at S\$150.00 per consignment per exhibitor).

Warehouse storage charge will apply for cargo delivered to Agility warehouse at **S\$10.50** per cbm per week or part thereof. (Minimum charge at **S\$75.00** per consignment per week per exhibitor). For ease of transfer, all goods will have to be palletized.

\*Please note that the above are subject to 7% Goods & Services Tax (GST)

### **ADDITIONAL SERVICES**

For additional services not listed above, an individual quotation will be given upon receipt of specific requirements.

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