Agility
Fairs & Events

# IEEE-IGARSS

## MELBOURNE CONVENTION & EXHIBITION CENTRE

## 21 – 26 JULY 2013

# 2013

# SHIPPING INSTRUCTIONS

**Rachel Larsen**
**International Exhibition Co-ordinator**

**Agility Fairs & Events Pty Ltd**
28-32 Sky Road,
Melbourne Airport, VIC 3045
AUSTRALIA

PH: +61 3 9330 9024
FX: +61 3 9330 3337
Email: rlarsen@agilitylogistics.com

# Agility Fairs & Events
# 2013 Melbourne Shipping Instructions


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**Exhibition Coordinator:**
Rachel Larsen
+613 9330 9024
rlarsen@agilitylogistics.com


## GENERAL INFORMATION

These instructions will assist you in preparing for the correct and timely dispatch of your exhibits to Australia. We suggest that you read these instructions in conjunction with the exhibition manual issued by the Show Organizer.

We recommend that you engage the services of our worldwide overseas offices or affiliate agents for a complete logistics package for your exhibits door-to-door, from your country to your exhibition stand.

If you decide however, not to use our recommended agents, we ask that you pass these instructions into your freight forwarder so that your exhibits can be correctly dispatched and consigned to us. Failure to comply with the deadlines, consignee and document instructions will cause unnecessary delays in customs clearance and may lead to additional expenses being incurred.

Please read these instructions carefully, and note that all work undertaken by Agility Fairs & Events is done so in accordance with our Standard Terms and Conditions of Contract.

**Shipments pre-alerted to Agility Fairs & Events will indicate acceptance of our Standard Terms & Conditions contained herein, and any quote or tariff supplied by Agility Fairs & Events.**

These guidelines are compiled to assist in the speedy and economic clearance of exhibition cargo. The guidelines are especially important for the clearance of non-carnet temporary imports. If for any reason you cannot comply with any part of our guidelines, please check with us prior to sending your freight so we can work toward securing the clearance/s in time for you to properly set up your stand and exhibits. This is especially important for LCL cargo, and their deadlines. Australian seaports are very slow by comparison in the time interval of vessel arriving, to cargo availability. This is something Agility Fairs & Events has no influence on as it depends on the various co-loaders.

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## GENERAL INFORMATION (CONT.)

**Consigning your goods to Agility Fairs & Events confirms acceptance of these guidelines, our terms and conditions contained therein, and our tariff or quote sent by Agility Fairs & Events.**

Please also note all exclusions and inclusions are mentioned in the tariff. Also note the inclusions and exclusions of our tariff such as:

- **Provision of labour, tools, or unpacking is not a part of the services covered by our tariff. These can be provided at a cost only if advance bookings are made.**
- **Heavy lift forklifts or cranage, re-positioning of any machines or product on the stand will incur extra charges and is not covered under our general tariff. Bookings are required, to avoid delays in setting up your equipment, stand or machinery.**

***Australia has many import prohibitions as well as import permit requirements, especially for exhibitions.***

***Please note your documents must be approved by us prior to shipping.***

***Agility Fairs & Events will accept no responsibility for late or non-delivery to the venue/s if these guidelines and/or recommendations are not followed.***

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## CONSIGNEE INSTRUCTIONS (AIR)

MASTER AWB CONSIGNEE:
Agility Fairs & Events Pty Ltd
28 – 32 Sky Road
Melbourne Airport, VIC, 3045
Australia
Attn: Rachel Larsen
Tel: +61 3 9330 9024

DESCRIPTION OF GOODS ON MAWB:
Consolidation as per manifest

HOUSE AWB CONSIGNEE:
Exhibitor / Stand Number
c/o SHOW NAME

DESTINATION:
MELBOURNE AIRPORT

**PLEASE ENSURE A MASTER AND HOUSE AWB IS ISSUED FOR EVERY SHIPMENT.**

## CONSIGNEE INSTRUCTIONS (SEA)

MASTER BILL OF LADING CONSIGNEE:
Agility Fairs & Events Pty Ltd
28 – 32 Sky Road
Melbourne Airport, VIC, 3045
Australia
Attn: Rachel Larsen
Tel: +61 3 9330 9024

DESCRIPTION OF GOODS ON MBL:
Consolidation as per manifest

HOUSE BILL OF LADING CONSIGNEE:
Exhibitor / Stand Number
c/o SHOWNAME

DESTINATION:
MELBOURNE PORT

**PLEASE ENSURE A MASTER AND HOUSE B/L IS ISSUED FOR EVERY SHIPMENT.**

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## CUSTOMS FORMALITIES

**There are three (3) means of importing goods into Australia. They are as follows**

### ATA Carnet

Entry for goods under ATA Carnet allows for free movement of the goods within Australia after the exhibition for a period of up to twelve (12) months, or until the expiry of the Carnet. Whichever occurs first. After this time period the goods must be re-exported (under Customs supervision).

### Temporary Import Bond (TIB)

Agility Fairs & Events is able to arrange for a temporary entry of your goods, please be advised that all goods entered under temporary admission are subject to leave Australia after the event.
If your goods have been sold during the show they will need to be converted into permanent entries. Import duties and taxes will need to be paid before it can be picked up / delivered to the actual buyer of the goods.
Goods under Temporary import must be under Agility Fairs & Events control until conversion from temporary to permanent entry is finalized.
High value items or goods physically impossible for Agility Fairs & Event to control will be required to undergo other security procedures. Please speak to our Show Coordinator if this applies to you.
***Please note any shipments exceeding a total CIF value of AUD 100,000.00 need to apply for a separate temporary admission into Australia. Please contact us immediately if your cargo value exceeds this amount.***

### Permanent Import

Goods which enter Australia on a permanent basis, either for sale, consumption or give aways, will be subject to import duty and Goods & Services Tax (GST). Please contact us for Duty and GST % rates.

**Please Note: Give away items / brochures and leaflets for exhibition purposes aren't exempt from GST and duty. GST and duty is payable on all Give Away items.**

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**QUARANTINE**

Australia being an island, has stringent quarantine regulations. Any goods manufactured from plant material are subject to quarantine inspection on arrival in Australia. These regulations cover items such as basketware, caneware, bark, wooden and bamboo goods, and straw articles. If goods are not absolutely free of rodent or insect infestation, they may be fumigated or destroyed at the discretion of the Quarantine Control Office. Please note that wooden packing crates are also subject to inspection.

**AQIS/DAFF WILL NOT ACCEPT METHYL BROMIDE TREATMENTS CARRIED OUT AT LESS THAN 10 DEGREES CELSIUS.**

If you intend to send wooden products or use your own wooden crates, please ensure proper ISPM 15 marking or provide us with a fumigation certificates. The fumigation certificate must show container number and bill of lading no – as a numerical link to your shipment, such as one of the following:
*Suppliers must state on the commercial documents whether timber or wooden packaging has been used in the shipment. The forwarder or shipping line should also indicate packaging on the Bill of Lading i.e. "4 wooden pallets STC 34 cartons" or "4 plastic pallets STC 34 cartons"*
This will assist to determine whether treatment of the packaging is required. In regards to the packing of your goods, please ensure no straw or plant materials are used in the packing of goods. It is suggested that paper, polystyrene or man-made fibres be used for this purpose.

**RESTRICTED ITEMS**

**In addition FOOD ITEMS, VEHICLES / BOATS, MILITARY / DEFENCE EQUIPMENT, WEAPONS and any Items containing CFS GAS (Fridges, Air-conditioning etc.) are subject to import permits. Also please note any "used" machines are subject to a quarantine permit. It is mandatory to contact us PRIOR to sending any of these Goods to ensure permits are applied for and documentation is acceptable to Australian authorities.**

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## DUTIES & TAXES

Please note Australian Customs assesses Import duty and tax rates for every individual item, including give away items and brochures based. The Import Duties are calculated on the FOB value - Import Tax (GST) is calculated on the CIF Value plus Import Duties.
Please note the CIF Value is calculated as follows:

**Fob Value + Insurance Value + Freight Value = CIF Value**

Failure to comply to indicate separate FOB and CIF Values will result In Australian Customs assessing the CIF value based on "average" freight and insurance amounts or the freight amount shown on the AWB. This will result in higher Duty & GST amounts applicable, or a higher temporary import fee.

**This is an Australian Customs requirement and not within our control – therefore please clearly indicate separate FOB and CIF values on your commercial invoice.**

- The following declaration must be indicated: "The invoiced goods are of ...(country)... origin and are intended for display purposes only at the exhibition site"
- Exhibitors are to indicate the items that will be re-exported as well as the items that will be disposed of, consumed or given away at the end of the exhibition
- Must show the **full** description of goods, including unit prices and total prices.

**Follow this hyperlink to download a blank Commercial Invoice for your reference.**

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REQUIRED DOCUMENTS FOR AIRFREIGHT CONSIGNMENTS

The following documents are required:

- ❑ MASTER Air Waybill
- ❑ HAWB Air Waybill
- ❑ Letter of Authority
- ❑ Commercial Invoice
- ❑ Packing List
- ❑ Insurance Policy (if applicable)
- ❑ Brochure ( if applicable)

REQUIRED DOCUMENTS FOR SEAFREIGHT CONSIGNMENTS

The following documents are required:

- ❑ MASTER Bill of Lading (Original or Express Release)
- ❑ HOUSE BILL OF LADING
- ❑ Commercial Invoice
- ❑ Packing List
- ❑ Packing Declaration for ALL FCL/LCL shipments
- ❑ Letter of Authority
- ❑ Insurance Policy (if applicable)
- ❑ Brochure (if requested)
- ❑ Fumigation Certificate (if applicable)

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## DOCUMENTATION INFORMATION

In order to assist you in the preparation of documents, we have designed a sample **Commercial Invoice and Packing List** for your reference.

Explanatory notes on the completion of the Combined Commercial Invoice and Packing List form are as follows:

- All entries in these forms must be in English
- Indicate separate FOB and CIF Values on commercial invoice
- A full description of the item must be given. Do not just indicate the model name or model number.
- Describe the item – such as '1:3 scale (cutaway) model' or 'souvenirs-lapel pins' or wooden display plinth – floor standing' etc.

For specific machinery / tools / special items please note we require the HS No. / Code for classification

**Please be advised every item needs to have a declared value.**
**The term "No Commercial Value" is NOT ACCEPTED by the authorities.**

**IMPORTANT CARGO COVERED BY COMMERCIAL INVOICE AND ATA CARNET**
**Please ensure cargo consisting of temporary items shipped under ATA Carnet and permanent items shipped under Commercial invoice will need to be split under separate House AWBs. We are not able to clear shipments which do not have separate HAWBs issued (1 for ATA Carnet and 1 for goods covered under commercial invoice).**

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**Additional information on required Documentation:**

Brochure and/or Illustrative Descriptive Material / website links. These should be supplied if you can't provide HS Codes, as these documents will assist in the classification of exhibition goods for Customs purposes.

Fumigation Certificates – PLEASE NOTE the fumigation certificate is only accepted by Quarantine authorities if it indicates a numerical link such as container number or BL number

Letter of Authority – Authorizes Agility Fairs & Events Pty Ltd to handle your goods on your behalf. This must be completed by the exhibitor on their letter head.

Commercial Invoice/Packing List - Must be provided and indicate:

- Package number (must match the case / markings previously mentioned)
- Full description of contents
- Gross weight / Net weight / Dimensions

A copy should be firmly attached to the case beneath the case mark. Customs may examine the goods on importation, so it is essential that a detailed packing list is provided to avoid delays in clearance. Although not essential, to facilitate customs clearance, giveaways, brochures, etc should be invoiced and packed separately if possible.

All Cargo sent by Sea Freight requires a packing declaration. This document is mandatory and cargo cannot be customs / quarantine released without it.

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**CARGO ARRIVAL DEADLINE VIA AIRFREIGHT:**

Your cargo freight needs to arrive at **MELBOURNE** Airport:
7 working days before goods are due to be delivered to your stand

**DOCUMENT DEADLINE VIA AIRFREIGHT:**
5 days prior to the arrival of the flight.

Please ensure you send us a full pre alert containing the following documents:

- ❑ Flight number, weights and dimensions
- ❑ A copy of the commercial invoice/packing list
- ❑ AWB Copies (MAWB & HAWB)
- ❑ Letter of Authority

**Original documents need to be attached to the AWB**

**Please note these deadlines are subject to General Cargo only.**
**For restricted items / DG Goods and perishable food items you will need to contact our office for confirmation of arrival deadlines.**

**CARGO ARRIVAL DEADLINE VIA SEAFREIGHT:**
Your cargo freight needs to arrive at **MELBOURNE** Port:
**FCL CARGO:** 7 working days prior to requested delivery to your stand.
**LCL CARGO:** 14 working days prior to requested delivery to your stand

**DOCUMENT DEADLINE VIA SEAFREIGHT:**
10 days prior to the arrival of the vessel into MELBOURNE Port

Please ensure you send us a full pre alert containing the following documents:

- ❑ One original of Bill of Lading (or copy of express - release sea waybill)
- ❑ Combined invoice and packing list
- ❑ Certificate of treatment/fumigation if applicable
- ❑ Packing Declaration
- ❑ Letter of Authority

**Please note these deadlines are subject to General Cargo only.**
**For restricted items / DG Goods and oversized cargo you will need to contact our office for confirmation of arrival deadlines.**

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**LATE ARRIVAL CHARGES**

Goods, which arrive after these deadlines will incur a surcharge on our inbound handling charges. Please liaise with us should you have difficulty meeting the above deadlines so that we can make arrangements for your freight.

We advise you to follow the above deadlines to ensure that your exhibition materials arrive in a timely manner to avoid penalties for late arrival, which may be levied due to the additional customs clearance formalities, as outlined in our tariff.

Shipments arriving prior to the above mentioned deadlines are subject to storage charges.

**TERMS OF PAYMENT**

Providing an exhibitor has utilised the services of our nominated agent, all charges incurred will be forwarded to that agent for payment on behalf of the exhibitor.

Where an exhibitor has utilised another freight forwarder who has not been nominated by Agility Fairs & Events, arrangements MUST be made for payment PRIOR TO DELIVERY TO THE STAND.

In the event where the exhibitor has utilised the services of another freight forwarder and wishes to pay by credit card, following surcharges will apply based on each type of credit card used.

MasterCard / Visa / AMEX / DINERS will be charged with a 3.5 % of the invoice value

Should payment be made in cash, it **MUST** be made in Australian Dollars - an official receipt will be provided at the time of payment. **Agility Fairs & Events does not accept foreign currencies** – ONLY Australian Dollars.

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## INSURANCE

While all care is taken by Agility Fairs & Events in handling your shipment, no liability is accepted for any internal or non-visible irregularities to the contents of your shipment. We strongly recommend exhibitors insure any shipment for the conveyance from origin to stand including the transit storage in our advance warehouse. All transactions are undertaken subject to our Standard Terms and Conditions of Contract.

**All exhibitors should arrange comprehensive cover for their goods which covers shipment to Australia, the period of display and which allows either return to the country of origin or an appropriate disposal period at the conclusion of the exhibition.**

## PACKING & LABELLING

Please remember that your goods will be loaded and offloaded several times en-route to **Australia.** We suggest that your goods are well packed preferably in wooden cases or on pallets.

To ensure your goods can be quickly located at site or during transit, please mark each case/carton as follows, on at least 2 sides:

SHOW NAME:
c/o Agility Fairs & Events Pty Ltd
Name of Exhibitor:
Stand number:
Case number: e.g. 1 of 5 / 2 of 5
Gross weight / Net weight / Dimensions

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## COURIER SHIPMENTS

If you ship your goods using a courier service, please ensure you send us a pre alert prior to the arrival of the goods and ensure import duties and taxes are prepaid. Agility Fairs & Events cannot be held responsible for any duties and taxes that may be levied. All duties and taxes must be on the account of the sender. **Agility Fairs & Events will not accept any such associated charges from your arranged courier.** Please note courier and/or express parcel companies do not have the capacity to handle temporary import customs clearance. For exhibitors with high value display items for display and to be re-exported from Australia, or shipments exceeding 100 KGS in total weight please contact us immediately for a tailored quote from your door delivered to your stand at the exhibition.

## CONSIGNEE & MARKING

| SHIPPING ADDRESS | LABELLING / MARKINGS |
|---|---|
| Agility Fairs & Events Pty Ltd | Exhibitor name: |
| 28 – 32 Sky Road / Door 10 | Stand number: |
| Melbourne Airport VIC 3045 | C/- Exhibition Name / Date: |
| Australia | Hall & Stand No: |
| Attn: Rachel Larsen Tel: + 61 3 9330 9024 | Package number 1 of … |
| C/- SHOW NAME | |

**Please note we require your completed Service Agreement and a copy of your shipment waybill or consignment note prior to shipment arrival in our warehouse . Agility Fairs & Events is not able to handle shipments without a signed service agreement .**

**Please send your documents to our designated coordinator for this event:**
**E-mail: rlarsen@agilitylogistics.com**
**Fax: + 61 3 9330 3337 (for the attention of Rachel Larsen)**

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**DEADLINES**

**Courier shipments must arrive in our depot at least 3 working days prior to move in.**
Failing to send us your service agreement in due course may cause your shipment not to make the show site. Any shipments received past our Advance Warehouse deadline will incur a Late Arrival Surcharge on the handling fee – should you have problems to adhere to the above deadline please contact us as soon as possible to avoid late surcharges.

**CHARGES & PAYMENT**

To receive shipment, tally and register, stage and subsequent delivery to exhibition stand on the last day of the official move in period for courier shipments below 50 KGS AUD 185.00 minimum charge. For shipments exceeding 50 KGS we charge additional 1.70 AUD per KG.

Exhibitors who intend to use the advance warehouse need to arrange payment **prior to shipment being delivered to stand**.

Agility Fairs & Events accepts payment via major credit cards such as American Express, MasterCard and Visa. A tax invoice will be issued for every transaction. Credit card payments attract a surcharge of 3.5%. Please ensure our service agreement indicates your billing address .

**OUTBOUND – MOVE OUT AFTER THE EXHIBITION**

Agility Fairs and Events is able to pick up from stand and store goods temporarily for courier pick up or arrange for the return freight. Contact us for further information on costing if this service is required.