

Global Transport and Logistics

# **Shipping Instructions**



# **ASIA PACIFIC GLAUCOMA CONGRESS**

4 – 7 August 2022 Kuala Lumpur Convention Centre (KLCC) MALAYSIA

## **DSV SOLUTIONS (DC) SDN BHD**

(formerly known as Agility Logistics Sdn Bhd)
Co. Reg. No. 198301015855
No. 2, Block B, Jalan Bumbung U8/90
Seksyen U8, Perindustrian Bukit Jelutong
40150 Shah Alam, Selangor Darul Ehsan
Malaysia
(Fairs & Events Unit)
Tel. +603 7841 8888 / Fx: +603 7842 3295

#### Contact:

Suhaiza Zainor
Senior Project Executive
Tel. +603 7841 8861 • Fax. +603 7842 3295
Suhaiza.zainor@dsv.com

#### **DEADLINES**

## a. **DEADLINES/SCHEDULE AT A GLANCE**

Arrival of films and video tapes/discs by COURIER	4 July 2022
Copies of Bill of Lading and the Commercial Invoice and Packing List for <b>SEAFREIGHT</b> consignments	6 July 2022
Arrival of exhibits shipped by <b>SEAFREIGHT</b>	21 July 2022
Copies of Commercial Invoice and Packing List for AIRFREIGHT consignments	12 July 2022
Arrival of exhibits shipped by <b>AIRFREIGHT</b>	26 July 2022
Copies of Product Catalogues, specification sheets and H.S. Code Descriptions for telecommunication and electrical Items	4 July 2022

## Deadline for Dispatch of Documents (Pre-Alert)

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 USD 85.00 per exhibitor/consignment will be imposed.

PLS SEND YOUR PRE-ALERT TO OUR KL OFFICE AT: FAX No: +60 3 7842 3295

#### **DSV SOLUTIONS (DC) SDN BHD**

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No. 2 Block B, Jalan Bumbung U8/90,

Sek U8, Perindustrian Bukit Jelutong,

40150, Shah Alam, Selangor.

Malaysia.

(Fairs & Events Unit)

Telephone : +60 3 7841 8888 Telefax : +60 3 7842 3295

Contact : Ms Suhaiza Zainor (suhaiza.zainor@dsv.com)

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#### b. **DOCUMENT & CONSIGNMENT DEADLINES**

#### 1. SEAFREIGHT

We need the following documents not later than 6 July 2022

- $\hfill \square$  2 originals and 3 copies of Bill of Lading
- ☐ 3 copies of Commercial Invoice/Packing List
- ☐ 1 copy of Insurance Policy (if insured)
- □ 1 set of catalogues of exhibits

Exhibition goods must arrive Port Klang **21 July 2022**. Late arrival surcharge of 50% of the handling tariff will be levied for shipments arriving after this date.

#### 2. AIRFREIGHT

We need the following documents not later than 12 July 2022

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

Exhibition goods must arrive Kuala Lumpur Airport by **26 July 2022.** Late arrival surcharge of 50% of the handling tariff will be levied for shipments arriving after this date.

**NOTE**: Malaysia 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.

#### OTHER ADDITIONAL SERVICES

#### **COURIER OF FILMS, VIDEO TAPES AND/OR DISCS**

### **CONSIGNMENT DEADLINES**

The Board of Film Censors, Malaysia, must clear any films and videotapes to be shown at the exhibition. You are advised to courier these materials "Freight Prepaid" to Kuala Lumpur by **4 July 2022 to** enable us to arrange for censorship clearance.

We would advise you against hand-carrying these items into Malaysia, as they may be detained by Malaysian Customs and considerable time and effort may be required to clear them out in time for the exhibition.

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#### CONSIGMENT INSTRUCTIONS

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

Consignee: AGILITY LOGISTICS SDN BHD

No. 2, Block B, Jalan Bumbung, Sek U8, Perindustrian Bukit Jelutong,

40150 Shah Alam, Selangor Darul Ehsan. Malaysia

(Fairs & Events Unit)

Tel: +603 7841 8888 Fax: +603 7842 3295

For: ASIA PACIFIC GLAUCOMA CONGRESS 2022

All documents such as Bill of Lading and Air waybill must show Agility Logistics Sdn Bhd as the consignee.

- NOTE: 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 Malaysia.
  - : 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.

(A 5% outlay commission will be imposed on all "Freight Collect" consignments).

## Case Markings

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

#### **ASIA PACIFIC GLAUCOMA CONGRESS 2022**

c/o DSV Solutions (DC) Sdn Bhd 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 is 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.

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#### **CUSTOMS REGULATIONS**

## **Temporary Importation**

#### **CUSTOMS BOND FEE (FOR DUTIABLE ITEMS NOT UNDER ATA CARNET)**

All dutiable items that are to be temporarily imported into Malaysia for the purpose of exhibition could be exempted from payment of customs duties by placing a customs bond. A Bank Guarantee fee (non-refundable) is chargeable for obtaining customs bond for these exhibition goods.

These exhibition goods must be re-exported within 3 months from the date of arrival of goods in Malaysia. Otherwise, customs duties/taxes will have to be paid.

#### **ATA Carnet**

Exhibitors are strongly advised to ship their exhibition goods using the ATA Carnet System in order to shorten the processing time of documents for temporary importation. Our overseas freight forwarding agent in your country will be able to advice on the benefits and procedures involved in using the ATA Carnet.

## **Permanent Importation**

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

All goods under temporary import, which customs have agreed can be sold, destroyed or donated, will be detained for examination and processing of permanent import documentation. Customs duties/taxes/GST will have to be paid on conversion to permanent import.

### 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 (Sirim, Tenaga Nasional, STA & etc).

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#### 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.

## Mandatory Regulations on Weight Verification

Effective 1<sup>ST</sup> July 2016, International Maritime Organization (IMO) has made amendments to the Safety of Life at Sea (SOLAS) convention. SOLAS will require mandatory verification on the **gross weight** ("VGM") of all packages/pallets/containers etc.

As per regulation, verified gross mass (VGM) information will have to be accurately provided in advance to the ocean carrier. The gross weight of cargo and weight declaration mentioned on all shipping documents would require uniformity e.g. If the gross weight of cargo is 500kg, the same should be reflected on the B/L & Commercial Invoice & Packing List. In cases of erroneous declaration, BL amendment fees, penalties and any extra expenses imposed shall be borne by the shipper/exhibitor/forwarding agent. In addition, the error declaration may result in shipment missing sailing schedules and therefore missing delivery timelines. All resultant costs will also have to be borne by the shipper/exhibitor/forwarding agent.

Shipper/Exhibitors/forwarding agents – please be extremely careful in the preparation of documents. Click <a href="here">here</a> for additional information on the IMO / SOLAS requirements.

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## Importation of Radio / Electrical / Telecommunication Exhibits

Any radio or telecommunication equipment brought in for the exhibition must receive prior approval by the SIRIM.

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 **4 July 2022** 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 SIRIM, for entry into Malaysia. However, a special approval must be sought for such equipment to be demonstrated at the exhibition or within Malaysia.

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 **DSV SOLUTIONS** (**DC**) **SDN BHD**, and also ensure that Transport Insurance in 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, **DSV SOLUTIONS (DC) SDN BHD** can offer the exhibitor insurance coverage at competitive premiums.

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## **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 Logistics Sdn Bhd HSBC Bank Malaysia Berhad No 2 Leboh Ampang, 50100 Kuala Lumpur West Malaysia

RM A/C : 201 749488 101 USD A/C : 201 749488 725 Swift code : HBMBMYKL Bank Branch Code : 22 14016

For additional information or clarification, please contact us at:

#### **DSV SOLUTIONS (DC) SDN BHD**

(formerly known as Agility Logistics Sdn Bhd)
No. 2, Block B, Jalan Bumbung U8/90
Seksyen U8, Perindustrian Bukit Jelutong
40150 Shah Alam, Selangor Darul Ehsan
West Malaysia

Telephone : +603 7841 8888

Telefax : +603 7842 3295 Contact : Suhaiza.zainor@dsv.com

## **Terms and Conditions**

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

Use of **AGILITY LOGISTICS SDN BHD**'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.

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# Commercial Invoice / Packing List (Invoice No. xxxx)

Shipper	Informa	tion						Consignee Information						
Compa	ny Name:	:			Company Name:	AGILITY LOGISTICS SDN BHD								
	Address:			Address:	No. 2, Block B, Jalan Bumbung U8/90									
				Sek U8, Perindutrian Bukit Jeluton, 40150 Shah Alam										
									Selangor Darul Ehsan, Malaysia					
Tel:			Tel:	+603 7841 8888										
	Fax:							Fax:	+603 7842 3295					
Delivery	Informa	tion						Exhibition Information						
Represent	ative at Ex	hibition:						Show Name:	Name: ASIA PACIFIC GLAUCE			COMA CONGRESS 2022		No.
Contact N	umber:							Show Date:	: 4 – 7 August 2022					
Requested Delivery Date:						Show Venue:			Boot	h No.				
Requested Delivery Time:						Show City / Country:								
Case /	Dimens	ions in ME	TRES		Gross	Nett			Country CIF value (US		alue (USD)	Temporary	Permanent	
Box №	Length	Width	Height	CBM	Wt (kg)	Wt (kg)	HS Code	Description of Goods	Of Origin	Quantity	Unit value	Total value	Import	Import
				0.000	(1.19)	(119)						\$ -		
				0.000								\$ -		
				0.000								\$ -		
				0.000								\$ -		
				0.000								\$ -		
				0.000								\$ -		
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				0.000								\$ -		
				0.000								\$ -		
				0.000								\$ -		
		<u> </u>		0.000	0.00							\$ -		
TOTAL:		0.000	0.00	0.00				Total CIF \	/alue (USD):	\$ -				

We certify that the information given above is true and correct, and that prices indicated represent the fair market value for the items described herein.

Signature

Date

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Show Name **ASIA PACIFIC GLAUCOMA CONGRESS 2022** 

Show Dates 4 - 7 AUGUST 2022

Show Venue : KUALA LUMPUR CONVENTION CENTRE

show opening Citv. Country: Malavsia





## Freight Instructions

The Organiser has appointed Agility as the official freight forwarder and site handling agent for the exhibition. Should exhibitors engage another freight forwarder, please complete this Service Form for submission to Agility to facilitate freight handling at the exhibition site.

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

We also note and understand the following:

#### **DEADLINE FOR SHIPMENT** 1.

Arrival of films and video tapes by courier service 4 July 2022 Receipt of documents for seafreight consignments 21 July 2022 Receipt of documents for airfreight consignments 26 July 2022 Arrival of seafreight consignments 6 July 2022 Arrival of airfreight consignments 12 July 2022

Receipt of Catalogues/Brochures and Radio/Telecommunication Exhibits 6 Weeks before show

#### 2. CONSIGNMENT INSTRUCTIONS

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

**AGILITY LOGISTICS SDN BHD** Consignee:

> No. 2 Block B, Jalan Bumbung U8/90, Seksyen U8 Perindustrian Bukit Jelutong, 40150 Shah Alam, Selangor Tel: (603) 7841 8888 / Fax: (603) 7842 3295 For: ASIA PACIFIC GLAUCOMA CONGRESS 2022

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

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

#### **INSURANCE** 3.

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 Logistics Sdn Bhd, and also ensure that Transport Insurance is arranged for exhibits sold locally.

We also inform Agility Logistics Sdn Bhd t	that we will be using the services of the company below to freight our exhibits from ntry). Name of Freight Forwarder from origin:
Contact Person:	Tel:
	E-mail:
Authorised by: Booth No:	
Name Designation Company	No. 2. Block B. Jalan Bumbung U8/90. Seksven U8

Tel: (603) 7841 8865 Fax: (603) 7842 3295 Contact: Suhaiza Zainor E-mail: Suhaiza.zainor@dsv.com

Address			
Tel	_	Fax	
Signature & D	ate	_	



## 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

- i. loss damage or expense attributable to willful misconduct of the Assured
- ii. ordinary leakage, ordinary loss in weight or volume, or ordinary wear and tear of the subject-matter insured
- iii. 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)
- iv. loss damage or expense caused by inherent vice or nature of the subject-matter insured
- v. loss damage or expense caused by delay,
- vi. loss damage or expense arising from insolvency or financial default of the owners managers charterers or operators of the vessel
- vii. 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.
- viii. war civil war revolution rebellion insurrection, or civil strife arising therefrom, or any hostile act by or against a belligerent power
- ix. 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.
- x. loss damage or expense arising from water damage, damage to paintwork, ordinary wear and tear, chipping, denting, scratching, marring, bruising and loss, damage or expense caused by rust, oxidation and/or discolouration howsoever arising, especially in relation to used items.

Coverage: 1 or 2 Way(s) 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 or 10% of the sum insured at risk, any one Exhibition any one time, whichever is the lower amount.

2 Ways insurance coverage can be arranged from origin before cargo is uplifted from origin (apart from foreign restricted countries) and where shipper has insurable interest for the cargo. For such coverage, evidence of proper packing of cargo must be produced for verification in case of claims.

#### Insurance Premium - General Cargo

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 USD		Insured Value = 110% of Cargo Value
Premium =	1.0	_% of Insured Value, minimum charge: USD 75.00 per policy

Applicable Conditions/Clause

- Excess/Deductible (normal): USD 200.00
- Excess/Deductible (oversize and heavy-lift): 3% of Loss
- Exhibition clause see attached
- Oversize and heavy-lift cargo premium to be 1.5 times of general premium stated above.



In the absence of any instructions to secure the above cargo insurance, Agility's cargo liability, due to negligence, is limited to USD 1.00/kg. Any under declared insured value is subject to average condition.

#### **Exhibition Risks Clause:**

In respect of Exhibition Risks (as defined in the Attachment / Termination of Transit Clause in this Contract); for Subject matters insured under this Contract to and from an Exhibition location, cover hereunder shall remain in full force and effect upon such Subject matters being delivered into and whilst at the location for a period not exceeding 60 days subject to the following terms conditions limitations exceptions and exclusions.

- 1. Periods in excess of 60 days are subject to an additional premium per month or part thereof. Additional premium as per Temporary Storage rates on the Premium Rating Schedule.
- 2. Including during all related installation, erection and dismantling at the Exhibition.
- 3. Unless the repacking of the Goods after the exhibition is carried out by professional packers, the Goods are to be repacked to not less than the same standard as for the outward journey and repacking is supervised by a responsible official of the Assured.
- 4. This insurance remains in full force whilst the Subject-matter insured is being used or demonstrated at the exhibition but in no case shall extend to cover loss of or damage thereto caused by such use or demonstration.

In the event that loss or damage caused by an insured peril is such that the Assured is unable to participate in the Exhibition, then valuation of such loss or damage hereunder shall extend to include any reasonable expenses already incurred by the Assured at the time of loss or damage appertaining directly to the Exhibition up to a maximum of USD 100,000 or 10% of the sum insured at risk, any one Exhibition any one time, whichever is the lower amount.

Agreed By:-			
E.III Nome	(Signature)	Date	(Company Stamp)
Full Name: Position:		Date:	

