



Seafood Expo Asia 2024
4 – 6 SEP 2024
Marina Bay Sands,
Singapore

SHIPPING MANUAL & TARIFF

www.rogers-asia.com

Seafood Expo Asia 2024
04 – 06 Sep 2024
Marina Bay Sands, Singapore

1. INTRODUCTION

This shipping manual will assist you in the correct and timely dispatch of your exhibits to Singapore and should be read in conjunction with the exhibitor-kit issued by the organisers. Please do not hesitate to contact us if you require clarification on any points.

ROGERS EXPO SERVICES (SINGAPORE) PTE LTD
Tel: 65-6846 0055
E-mail: sales@rogers-asia.com

We wish you every success in the show and look forward to seeing you in Singapore.

2. CONSIGNING INSTRUCTIONS (SEA & AIR)

All freight should be shipped on "FREIGHT PREPAID", and consigned as follows:-

ROGERS EXPO SERVICES (SINGAPORE) PTE LTD
6, Harper Road, #05-03
Leong Huat Building
Singapore 369674
Tel: 65-6846 0055
E-mail: sales@rogers-asia.com
For : **(Seafood Expo Asia 2024)**

3. LATEST ARRIVAL DEADLINES

Documentation Deadline (Dry Goods): 7 working day prior arrival
Documentation Deadline (Frozen/Chilled Goods): By 20 Aug 2024

Please ship your goods to arrive Singapore no later than:-

Seafreight LCL/ FCL : 20 – 22 Aug 2024
Airfreight (DRY) : 21 – 23 Aug 2024
Airfreight (Chilled/Frozen) : 25 – 27 Aug 2024

4. SHIPPING DOCUMENTATION AND PRE-ADVICE

For all shipments, copies of documents, including air or ocean bills of lading/ Airway Bills, truck, invoices & packing list and other required documentation must be faxed/e-mailed to Rogers Expo Services (Singapore) Pte Ltd (+65 6846 1376) /sales@rogers-asia.com **SEVEN WORKING DAYS** prior to arrival.

5. DOCUMENTATION – INVOICES & PACKING LISTS

Please complete the enclosed 'Combined Invoice and Packing List' marked Annex A. This document is to be completed in English, with full details such as description of commodity, unit & total value in Singapore Dollars or US dollars and in CIF terms. Exhibitors are requested to indicate on the "Combined Invoice & Packing List" on columns A Or B whether items are intended for temporary import, permanent import.

6. CASE MARKING

All cases, cartons etc being sent to the exhibition must be marked as follow:-

Exhibition Name: (**Seafood Expo Asia 2024**)

c/o ROGERS EXPO SERVICES (SINGAPORE) PTE LTD

Exhibitor :
Stand No :
Case No :
Dimensions :
Weight :

7. PERMANENT IMPORTATION

All goods imported into Singapore are subject to the prevailing Goods & Services Tax (GST) when sold, consumed, distributed, disposed, donated or given away in Singapore. The current GST is 9% of CIF value as indicated on the invoice and subject to the Customs & Excise final appraisal of the imported goods value.

Brochures, pamphlets, newsletters, advertising material and give-aways are not exempted from GST. GST paid is not refundable.

8. TEMPORARY IMPORTATION

There are two options available to exhibitors in obtaining GST and duty exemption for exhibits entering Singapore for display and subsequently re-exported.

(i) **ATA Carnet:-**

Shipments covered by ATA Carnets are exempt from payment of any tax or duties for the period of temporary importation. However goods indicated in the ATA Carnet must be re-exported after the show. You are therefore **reminded** not to include any goods that are **NOT** intended to be **re-exported** in the ATA Carnet.

(ii) **Temporary Import Bond raised by Rogers Expo Services (Singapore) Pte Ltd:-**

Rogers Expo Services (Singapore) Pte Ltd can provide a Bank Guarantee to the Customs on your behalf for exhibition goods under "temporary import". This procedure involves raising a bank guarantee to customs to cover the potential GST/Duty liability. **For Import Bond fees, please refer to our Freight Handling Tariff.**

The maximum term for temporary importation under guarantee is six weeks (3 weeks prior to exhibition show opening date and 3 weeks from the show closing date.

9. FCL CONTAINER STORAGE / DEMURRAGE

If needed, please negotiate a pre-agreed demurrage rate with the shipping line at the country of origin, as any negotiation with the shipping lines in Singapore will be difficult. All such charges incurred will be billed at cost.

10. UNPACKING / REPACKING ON-SITE

We can assist you in physical unpacking and installation of exhibits, however exhibitors must supervise and be responsible for these operations

11. EXHIBITION CLOSING PROCEDURES & RETURN MOVEMENT

The following documents will be distributed to exhibitors before closing.

- a copy of the List of Exhibits previously submitted to customs
- a form of Instructions for Disposal of Exhibits

Exhibitors are requested to declare on their disposal form the number of packages, value, and weight/volume of each product within the following categories:-

- sold
- to be returned (port of destination/mode of transport)
- consumed/given away

Cargo without disposal instructions at close of show will be charged as storage cargo including transport charge back to our warehouse.

Return consignments will be despatched on a freight 'prepaid' basis upon full payment of our handling charges in Singapore or on 'collect' terms via a shipper's disbursement. **(Please note that we are not in a position to handover any return freight to other third party agents** as temporary import guarantees are lodged in our name and customs formalities must be cancelled at the time of exportation). We will be pleased to provide you with a quotation upon request.

12. **INSURANCE**

As the official 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. It is the responsibility of each exhibitor to arrange a full transit Insurance Policy covering transport to the exhibition, during the exhibition, and the return of exhibits to domicile, including the period the exhibits are handled by us, and also ensure that Transport Insurance is arranged for exhibits sold locally. Insurance shall include a waiver of subrogation against ROGERS EXPO SERVICES (SINGAPORE) PTE LTD and its agents and/or subcontractors.

Exhibitors should also bring a copy of the insurance policy to Singapore, as it will be required in case we need to file a claim for damage or loss on your behalf.

13. **PAYMENT TERMS & CONDITIONS OF TRADING**

Companies using Rogers Expo Services (Singapore) Pte Ltd or its appointed agents will be invoiced by them for all services. Companies shipping other than by our offices or agents are advised that full payment must be received by us as follows:

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

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

Personal or foreign cheques are not acceptable. Payment can be made by Telegraphic Transfer to our account as follow:-

The Hong Kong and Shanghai Banking Corporation Limited,
Robinson Road P.O. Box 896
Singapore 901746
Sin Dollar A/C No: 141-101212-001
(Bank Swift Code: HSBCSGSG)

All work is undertaken at owners risk and otherwise in accordance with our terms & conditions of trading, (Copy is available upon request). Insurance is not included!

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1. BASIC HANDLING CHARGES – GENERAL CARGO (EXHIBITS FROM OVERSEAS SOURCES)

By Sea

Collection from arrival Singapore port up to delivered on stand including customs clearance and on-site supervision	S\$110.00 per cbm/1000kg	
Minimum Charge	LCL	S\$300 per consignment/exhibitor
	20' GP Container	22 cbm
	40' GP Container	44 cbm
	40' HC Container	50 cbm
Food & Beverage Import License from Authority - Meat, Fish, Fresh Egg , Fruit & Vegetable or Processed Food & Food Appliances	S\$150.00 per license / per consignment /per category	
Consignment Service Fee	S\$80.00 per consignment/exhibitor	
Unpacking/ Uncrating Service	S\$15.00 per cbm (Minimum 2cbm)	

By Air

Dry Food & Beverages Products

Collection from arrival Singapore airport up to delivered on stand including customs clearance and on-site supervision	S\$1.10 per kg
Minimum Charge	S\$300.00 per consignment/exhibitor
Food & Beverage Import License from Authority - Meat, Fish, Fresh Egg , Fruit & Vegetable or Processed Food & Food Appliances	S\$150.00 per license / per consignment /per category
Consignment Service Fee	S\$80.00 per consignment/exhibitor
Unpacking/ Uncrating Service	S\$15.00 per cbm (Minimum 2cbm)

Chilled/Frozen Products

Collection from arrival Singapore airport up to delivered to stand including customs clearance and on-site supervision	S\$1.20 per kg
Minimum Charge	S\$350.00 per consignment/exhibitor
Refrigerated transportation surcharge to site including on-site cold room handling prior show	S\$ 1.40 per kg
Minimum Charge	S\$450.00 per consignment/exhibitor
Food & Beverage Import License from Authority - Meat, Fish, Fresh Egg , Fruit & Vegetable or Processed Food & Food Appliances	S\$150.00 per license / per consignment /per category
Consignment Service Fee	S\$80.00 per consignment/exhibitor
Unpacking/ Uncrating Service	S\$15.00 per cbm (Minimum 2cbm)

*Temperature-controlled storage @ S\$1.00 per kg and per day, Min S\$100.00 (based on actual or volumetric weight, whichever is greater) per consignment (MAWB/HAWB), chargeable from the day of arrival at Singapore Terminal.
(NO FREE STORAGE FOR COLD ROOM SHIPMENT)

The volume/weight ratio for airfreight will be calculated as 1 cbm = 167 kg, and charged on whichever yields the greater

**** Consolidated shipments will have a S\$100 per delivery point within the same exhibition****

COURIER SHIPMENT LESS THAN 50KGS

Handling from Rogers Warehouse till Delivery to exhibition booth	S\$300.00 per consignment per exhibitor
Consignment Service Charge	S\$80.00/consignment/exhibitor

* For Courier shipment more than 50kgs or without customs declaration, goods will be considered airfreight shipment

OUTBOUND CHARGES ARE THE SAME AS INBOUND.

2. TEMPORARY IMPORT BOND FEE

Temporary Import Bond fee based on CIF value of your goods (subject to Customs re-assessment of value)	0.5% on CIF value
Minimum Charge	S\$100.00

3. DOCUMENTATION FEE

Temporary / Permanent Import Permits (Will have to be declared separately)	S\$75.00 per exhibitor/per declaration with limit of 15 items/HS code per each permit. Subsequent item will be charged at S\$3.50 per line per HS code
Handling and customs clearance of ATA Carnet	S\$100.00 per ATA Carnet

4. EMPTIES STORAGE & HANDLING CHARGES

	On-Site Storage	Off-Site Storage
Storage of Empties cases	S\$20.00 per cbm	S\$30.00 per cbm
Minimum Charge	S\$100.00/consignment/exhibitor	S\$180.00/consignment/exhibitor

5. UNSKILLED LABOUR AND FORKLIFT HIRE

	Unskilled Labour	3-ton Forklift Rental
Rate Per Hour	S\$50.00 per hour per man	S\$80.00 per hour
Minimum Charge	S\$120.00	S\$160.00

Rates will be doubled on Sunday and Public Holidays and after 22:00 pm on weekdays

6. ON-SITE HANDLING CHARGES – GENERAL CARGO (EXHIBITS FROM LOCAL SOURCES)

	Pallet/Packed Unit
From arrival Marina Bay Sands loading Bay up to delivered on stand w/o storage of empties	S\$85.00 per cbm/1000kg
Minimum Charge	2cbm/exhibitor/consignment
Consignment Service Charge	S\$80.00/consignment/exhibitor
Unpacking/ Uncrating Service	S\$15.00 per cbm (Minimum 2cbm)

On-site orders for site services will have a 50% surcharge and are on COD basis

7. ON-SITE COLD ROOM STORAGE – FOOD & BEVERAGES (EXHIBITS FROM LOCAL SOURCES)
(If available)

Chill/Frozen Storage On-Site	S\$150.00 per cbm/1000kg
Minimum Charge	S\$300.00 per consignment/exhibitor
Daily Retrieval	S\$100.00 per retrieval per exhibitor

THE TARIFF MUST BE READ IN CONJUNCTION WITH THE SECTION IN THESE INSTRUCTIONS HEADED "NOTES ON TARIFF"

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- 1) This tariff applies on a per shipment, per exhibitor basis.
- 2) FCL/LCL charges, Terminal Handling charges & port handling charges will be charged extra for inbound and outbound movement.
FCL shipments: S\$257.00/20' , S\$382.50/40' and S\$452.50/45' or as per outlay
LCL shipments: S\$ 37.25 per cbm (Min. 1 cbm)

(All additional shipping agent's charges and port forklift charges will be charged as per outlay)
- 3) All Air-Terminal Handling Charges (S\$0.15/kg Min. S\$25) for airfreight arriving in and departing from Singapore will be charged as per outlay for inward & outbound movement.
- 4) With effect from July 2016, a Safety of Life On Sea (SOLAS) weighing fee of S\$15.00 per cbm (round up to next higher cbm) will be applicable for export cargo.
- 5) Tariff prices are applicable only to single pieces not exceeding 250 x 220 x 220 cm / 2,000 kg. Any single piece in excess of 2000kgs will be subject to a heavy-lift surcharge according to the scale below:-

Weight per Piece	Heavy-Lift Surcharge
2001-4000 kg	S\$40.00 per 1000 kg
4001-6000 kg	S\$50.00 per 1000 kg
6001-8000 kg	S\$60.00 per 1000 kg

For single pieces above 8000 kg, or in excess of above dimensions, a separate quotation will be given upon receipt of full cargo specifications. Exhibitors should check with the organiser if they need to send any exhibits with dimensions and weight that exceed the limits of the show venue.

The venue owner has requested for the following requirements/specification for any individual machine/equipment with nett weight that is in excess of 1000kg. Appreciate that the following details/specification be forwarded to us at least 1 month prior to the show date:-

- a. Product catalogue / specification,
- b. Booth design with machine layout plan,
- c. Actual dimensions of the machine including the base (actual base size),
- d. Nett weight of the machine (static loading and if the intend to operate the machine, the dynamic load),
- e. Is the machine flat based or on castors/legs? If on castors/legs, please provide footprint of the castors/legs. To check the loading on our floor slab, the dimensions that are in contact with the floor is of most importance and this could be the machine base/plinth, shipping skid etc.

- 6) All FCL containers will incur customs supervision fees for attendance and examination of container seals and contents. (S\$180/20' & S\$250/40' & 45')
- 7) Prices include storage in our warehouse in Singapore as per arrival deadline and 5 days after close date of show for outbound goods. Additional storage in our warehouse in Singapore will be charged at S\$8.50 per m3 per week (Min. S\$85.00 per week) or part thereof. Cargo without disposal instructions at close of show will be charged as storage cargo including transport charge back to our warehouse.
- 8) Prices are valid only for goods arriving on or before our published deadlines, goods arriving after these dates will be subject to late arrival surcharge of 30% of basic prices. Whilst every effort will be made to clear cargo through to site prior to the opening, no guarantees can be given. Surcharges will apply regardless of the delivery date to your booth.
- 9) Documentation Charges as below:-
S\$75.00 per exhibitor/per declaration with limit of 15 items/HS code per each permit. Subsequent item will be charged at S\$3.50 per line per HS code
- 10) Handling and customs clearance of ATA Carnet @ SGD 100.00 per each ATA Carnet
- 11) Exhibits that are under Temporary Import and subsequently sold or disposed off in Singapore shall require a permanent import permit. A fee of S\$100.00 per declaration shall be levied for processing of permit conversion. Exhibitors are also required to pay the prevailing GST on CIF or Sales value, whichever is higher.
- 12) Any unwanted empty packing cases/materials left on the show floor by exhibitors at the close of the show will be removed and sent for destruction. A fee of S\$50.00 per cbm (Minimum S\$150.00) will be levied.
- 13) All cargo must be sent "Freight Prepaid" for the inward movement. Freight sent collect and all outlays paid on behalf will be charged at 10% on top of the payment incurred.
- 14) Tariff Exclusions:-
 - Port/Airport storage charges as per receipt/outlay
 - SFA Inspection will be @ S\$120.00 per shipment per permit
 - Container demurrage/detention charges as per receipt/outlay
 - Transport/Exhibition Insurance
 - Assembling / Disassembling/ Repositioning of exhibits, as per expense, signed work order
 - Courier fees for despatch of original B/Ls at S\$120.00 per AWB
 - 30% Surcharges of the basic handling will apply for the move in and move out between 2200hrs- 0800hrs at Marina Bay Sands Singapore
 - All Outlay Charges and GST pay on behalf will be charge 10% disbursement fee (Min S\$15.00)
 - 9% Goods and Service Tax (GST)
 - Handling of perishables/ high value/ high-sensitive /hazardous or dangerous / oversized cargo – UPON REQUEST
 - Return and Retrieval of containers – applicable to FCL shipments
 - Grounding/reloading of containers - applicable to FCL shipments
 - Unstuffing/stuffing of containers onsite – applicable to FCL shipments
 - All other services – UPON REQUEST