

TRANSPORTATION AND HANDLING GUIDELINES FOR



China CNC Machine Tool Fair

April 9 – 13, 2018

**China New International Expo Center (SNIEC)
SHANGHAI – P.R. OF CHINA**

Introduction

We are pleased to inform you that DSV Air & Sea, Inc. – Fairs & Exhibition Services has been appointed by AMT – The Association for Manufacturing Technology – as the **official recommended freight forwarder and customs house broker** for the USA Pavilion at **CCMT 2018** to be held at the SNIEC in Shanghai, China.

The following transport and handling guidelines have been prepared for all AMT members participating in this event. Please read these guidelines carefully as they contain important information which is needed for your freight planning. We ask that you please follow our instructions carefully to ensure the timely arrival of your cargo at the event in Shanghai, China. Please contact us with any questions you might have regarding our services.

Our experienced tradeshow logistics management staff is on-hand from the earliest stages of planning and budgeting, through to the finite scheduling and coordination of your cargo. Throughout the process we are available to provide, amongst other things, the following services:



- Full quotation based on your anticipated freight information
- Documentation support and packing advice
- Transportation / on-site insurance coverage if requested
- Inland and international freight coordination
- Specialized and fully-compliant handling of ITAR-controlled or licensed cargo
- Overseas Customs processes
- Advanced warehousing & exhibition drayage to your booth
- Labour or rigging equipment, if needed, for unpacking or booth set-up
- Storage services for empty/full goods
- Face-to-face support before, during, and after the event to answer any questions regarding shipping / the sale of goods / Customs processes / outbound handling and on-forwarding.

OVERALL COORDINATING OFFICE

DSV AIR & SEA INC.

Fairs & Exhibition Services

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Important Dates

A.S.A.P.	Notification of approximate freight volume and weights. Please complete and return the attached Freight Information Sheet (FIS)
Feb. 1, 2018	Latest date of arrival of at DSV warehouse in Chicago, New York and Los Angeles for ocean freight consolidation services to the port of Shanghai (LCL Cargo)
Feb. 1, 2018	Loading date at US Exhibitors facility to load FCL container for ocean freight service to the Port of Shanghai (FCL Cargo) ***
March 8, 2018	Latest date of arrival at DSV warehouse in Chicago, New York and Los Angeles for airfreight consolidation service to Shanghai, China.
March 5, 2018	Latest date for censorship material samples for China to be sent to DSV in South San Francisco – i.e. recorded CD & DVD samples, brochure & giveaway samples
March 15, 2018	Arrival deadline of airfreight and ocean freight shipments at the port and airport of Shanghai (PR of China)
April 1 – 8, 2018	Delivery of cargo to the US Pavilion booth area; labour assistance with unpacking, collection of empty shipping cases for storage during show
April 9 - 13, 2018	Show dates for CCMT 2018 Shanghai, China. DSV on-site personnel will visit your booth during the show to discuss outbound/sold shipment(s) procedures.
April 14 – 18, 2018	Tear down of show, re-packing of products, export Customs/Document Formalities.

***** if you are planning to send Full Container Loads (FCL) or oversized cargo please contact us as soon as possible to discuss shipping arrangements in detail. If you plan to send cargo directly to our designated consolidation warehouses in the USA, please contact DSV Air & Sea's Fairs & Exhibitions team prior to dispatching your freight to ensure that it is being routed as efficiently as possible. Through our extensive network of domestic carriers, we may be able to provide a cost-saving for your inland transportation.**

Delivery Addresses for Consolidation Service

AIRFREIGHT (please confirm optimum warehouse address prior to dispatch)

East Coast (New York) -

DSV Air & Sea, Inc. Attn: DSV Fairs Dept.
C/o X-Port Services
601 West Linden Ave.
Linden, NJ 07036
events@us.dsv.com – Ref: CCMT 2018

Midwest (Chicago) -

DSV Air & Sea, Inc. Attn: DSV Fairs Dept.
825 Arthur Ave.
Elk Grove Village, IL 60007
events@us.dsv.com – Ref: CCMT 2018

West Coast (Los Angeles) -

DSV Air & Sea, Inc. Attn: DSV Fairs Dept.
C/o Griley Air Freight
5341 W. 104th Street
Los Angeles, CA 90045
events@us.dsv.com – Ref: CCMT 2018

OCEAN FREIGHT

Please consult with the DSV Fairs & Exhibitions team to attain ocean warehouse booking number and to confirm optimum warehouse address.

Packing / Marking / Labeling Information

All shipments must be securely packaged in either wooden crates or other sturdy materials to avoid damage during transportation and protection from the elements. Please note that open-air storage will be used at both the Chinese port and the exhibition site. It is important that your packing materials are suitable for re-use, after the show to withstand the return transport to the USA or the next destination of your shipment.



IMPORTANT – PLEASE NOTE - Giveaway items need to be packed, shipped and documented separately from any items intended for temporary import.

To facilitate on-site handling, please ensure that:

- Your shipping cases are suitable for re-use after CCMT 2018;
- Your shipping cases are bolted. Do not use nails or screws;
- Your shipping cases are fitted with sling irons or skids;
- “Front” and “Center” of gravity are marked on all cases;
- Whenever possible, please avoid the use of plywood, since it is less durable and difficult to repair;
- Any special instructions as to how your crate(s) should be opened or closed must be described on the outside of your shipping case.

Since extra tarps, plastics, etc. are not readily available in China for re-packing after the show; we suggest exhibitors include such items with their shipments.

Solid Wood Packing Materials

Any solid wood packaging (SWP) / Non-Manufactured Wood Packaging (NMWP) being used should be in accordance with IPPC phytosanitary regulations / ISPM-15 standards, and bear the appropriate markings. Additional information can be found at the following website:

<https://www.ippc.int/publications/regulation-wood-packaging-material-international-trade-0>.

Marking / Labeling Information

For your convenience, DSV will supply you with shipping labels. Please complete the labels as outlined below and attach a label at least on 2 sides of each of your shipping cases. Each label should include the following information:

CCMT 2018 – U.S. Pavilion
 NAME OF EXHIBITOR _____
 BOOTH NUMBER: _____
 (Shanghai New International Expo Center SNIEC)
 Shanghai, P.R. of China
 Case No.: ___ of ___

Please do not forget to mark the FRONT AND CENTER OF GRAVITY on all large pieces.

Documentation & Customs Clearance in China



CCMT 2018 has been approved by the Chinese Government as an official tradeshow. Under this status overseas exhibitors are allowed to import their products on a temporary basis.

- **Temporary Import** – your temporary import options for China include the use of a **Carnet ATA** or through a temporary import entry. The temporary import entry is filed with a “List of Exhibits” (LOE). This LOE form is attached to these guidelines. Please

complete an LOE form for each shipping case. When completing the LOE you will be asked to add the HS Code for each of your products (Internationally recognized Customs Classification Number). If you do not know the HS Code for your product, please call DSV for assistance.

In general it is not necessary to have a Carnet ATA issued for your temporary import to China, however, if your shipment will be used in other exhibitions before and/or after CCMT 2018, we strongly recommend the use of a Carnet ATA. It allows for speedy customs clearance and is more cost effective.

- **Permanent Import (consumables/giveaways)** – printed matter, which is meant for free distribution during CCMT 2018, maybe imported on a duty free basis into China. Other giveaways (pins, pens, calculators etc.) will be subject to applicable taxes and duties. Giveaway items need to be packed and documented separately from any items intended for temporary import.

- For censorship purpose, Chinese customs will require 3 samples each of any of your brochures, recorded DVD's and/or CD's and 3 samples of each of your giveaway items or small gifts you have for booth visitors or customers. Please make sure to send such samples to DSV in South San Francisco not later than **March 5, 2018**.
- **Documentation** – if you plan to have a **Carnet ATA** issued, please let us know and we will be more than happy to handle the application process for you. Please provide us with an Excel spreadsheet to include the following information: (Carnet Application can be processed within 24 – 48 hours)

Description of product including Model Name, Serial Number and HS Code

Quantity per item

Value per item + Total value of shipment

Estimated net weight per item

Country of Origin (the country where the item was manufactured)

- **Documentation** – For the **Temporary Import Entry/Permanent Import Entry** with the List of Exhibits (LOE), please complete a form per each of your shipping cases. Please avoid packing and combining giveaway and consumable items with product/machinery meant for temporary import. Upon request, DSV will arrange for the translation of the LOE's into Chinese language. As needed, please mark in the LOE, if the product described is for consumption/giveaway or temporary import.
- **Sold Products** – If you are planning to sell your products during the show, please make sure **NOT** to use the Carnet ATA option for temporary import. Only shipments imported under the LOE may be sold to a Chinese company. Here are a few tips, you might want to consider, when selling your products to a Chinese company:

Make sure your potential Chinese Customer has the authority to purchase foreign products, directly from an overseas supplier;

Unless you have done business with your Chinese customer, before, may we suggest using a Letter of Credit for the negotiated amount as a form of payment? Please contact us, if you need further information or assistance. COD does not work in China.

Make your selling terms “FOT Booth at CCMT 2018 at SNIEC” based on Incoterms 2010.

Make your customer aware that they are not allowed to take immediate possession of their purchase, after the show. Keep in mind your product is under Customs bond and will be automatically transferred to a bonded warehouse in Shanghai, after the show. The final customs clearance and payment of possible taxes and duties has to be done by the buyer. Once duties have been paid and the customs clearance has been finalized, your customer can pick-up the shipment from the bonded warehouse. Depending on who your buyer represents, he might be exempt from duty/tax payments. Under the FOT selling terms, you will only be responsible to the buyer for paying the loading fees at the exhibition hall. All other charges going forward will be for the account of your buyer (i.e. transport to the bonded warehouse, storage fees, warehouse fees, final customs clearance, duties, taxes etc.) For more information, please contact us at DSV.

Cargo Insurance

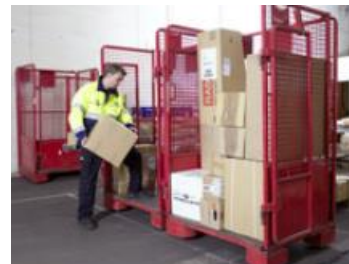
DSV Air & Sea, Inc. assures the utmost care in handling your cargo; however please do not automatically assume that your shipment is fully insured while it is in our custody. Although we maintain a liability insurance, while your shipment is in our custody, our coverage is limited and might not cover a total damage or loss to your shipment/product. We strongly recommend having your shipment insured for the transport to and from China including a 40 day stay in Shanghai. Upon written request, DSV will be able to provide the required insurance coverage for you. Please contact us for our competitive pricing on exhibition transport insurance.



Please contact your local representative for a full explanation of all risk rates and price by worldwide geographic location. Restricted countries and commodities may apply.

Cargo Screening / Freight Inspections

In accordance with Global Customs regulations, cargo may be screened and/or inspected at origin or at destination. We recommend that if your cargo is to be secured with padlocks, combination code type padlocks should be utilized, and the combinations for your padlocks should be noted on your paperwork and/or relayed to our Fairs & Exhibitions team. Without access to the cargo, padlocks may be removed by force if an inspection is required.



Courier Shipments



It is generally discouraged to hand carry products or utilize the shipping services of a courier company, when shipping to exhibitions in China. Import regulations in China are very complex, especially when it comes to shipments going to exhibitions/tradeshows. There is a very strong chance that shipments, which are hand carried or shipped by a courier are seized by Chinese Customs due to none compliance with applicable Customs Regulations. Once a shipment has been seized by Customs, the release process can be very lengthy jeopardizing a timely show delivery.

International Shipping to and from China

DSV Fairs & Exhibition Services offers Air- and Ocean freight consolidation services to/from anywhere in the USA to/from China. Please complete the attached freight information sheet or contact us directly, so we may provide a detailed quotation on our services tailored to your specific needs and requirements for CCMT 2018.

We will have personnel on-site in Shanghai to assist with your shipment and to make sure all your important products are delivered to your booth area in a timely fashion.

If you are planning to participate in IMTEX 2018 and consider the possibility of using your same display at CCMT 2018 in Shanghai, please let us know. We are planning to put a special consolidation together for speedy transfer between Bangalore and Shanghai. A Carnet ATA is strongly recommended for such a move.

Thank you!

We sincerely appreciate you entrusting DSV Air & Sea with this sensitive cargo, and assure you of our dedication to meet or exceed every expectation of our capabilities. We wish you a successful participation in this event and hope that we may be a strong partner to you for this show and many more.

Why stop here?

Did you know that DSV Air & Sea provides a vast array of competitive domestic and international forwarding and brokerage services? We would be delighted to assign a local representative to discuss how DSV may expand our scope of service for your company!

Terms and conditions :

For our full terms and conditions, please visit our website at <http://www.us.dsv.com/services-and-downloads/terms-and-conditions>.