



**SHIPPING INSTRUCTIONS FOR
ESMO ASIA CONGRESS 2023
1 – 3 DECEMBER 2023
SUNTEC SINGAPORE CONVENTION AND
EXHIBITION CENTRE
SINGAPORE**

EXPOTRANS PTE. LTD.

Singapore Office

21 Bukit Batok Crescent #09-79

WCEGA Tower

Singapore 658065

www.expotrans.net

Singapore@expotrans.net

CONTACTS

For more information or clarification, please contact us at: **EXPOTRANS PTE. LTD.**

Alice Lum • **Email:** alice.lum@expotrans.net • **Phone:** +65 9090 9084

DEADLINES

<For non-controlled/non-hazardous/non-DG items only>

	SEAFREIGHT	AIRFREIGHT
Document Submission	7 working days before vessel arrival	7 working days before flight arrival
Consignment Arrival	LCL – 13 – 18 Nov 2022 FCL – 20 – 24 Nov 2023	22 – 24 Nov 2023

- Please check with us for the relevant holidays in Singapore when you are planning the vessel/flight schedule.
- Port & airport storage charges will be applicable for early arrival.
- If shipments are required for inspections by regulatory authorities, please make allowance for additional 2 working days.

DOCUMENTS REQUIRED

SEAFREIGHT	AIRFREIGHT
1 original + 1 copy of Bill of Lading *Telex Release is preferred	1 copy of Air Waybill
1 copy of Commercial Invoice/Packing List	1 copy of Commercial Invoice/Packing List
1 copy of Insurance Policy (if insured)	1 copy of Insurance Policy (if insured)
Original ATA Carnet (if applicable)	Original ATA Carnet (if applicable)

Note

To ensure there are no delays or undue inconvenience to customs clearance on arrival, please forward copies of the vessel/flight details with master air waybill / ocean bill of lading details prior to the arrival of shipments according to timelines mentioned in DEADLINES section. Expotrans will not be responsible for any delays due to non compliance, and any incidental 3rd parties'/port/airport storage charges incurred will be recharged to you.

- For consolidated shipments by seafreight or airfreight, please provide a consolidation cargo manifest.
- Please separate the packing & declaration for temporary and permanent import items.

Please send your pre-alerts with copies of the shipping documents to alice.lum@expotrans.net in advance.

CONSIGNMENT INSTRUCTIONS

All shipments by **SEAFREIGHT** and **AIRFREIGHT** must be arranged as “**Freight Prepaid**” under DAP terms as follows. All documents such as Bill of Lading and Air/Courier Waybill must show Expotrans as the consignee. A 10% outlay fee will be imposed on all “**Freight Collect**” consignments.



Consignee: **EXPOTRANS PTE. LTD.**
21 Bukit Batok Crescent #09-79
WCEGA Tower
Singapore 658065

Notify: - Same As Above -
For ESMO ASIA CONGRESS 2023

SHIPPING MARKS

Please mark your packages as follows:

Event : _____
c/o Expotrans Pte. Ltd.

Name of Client : _____

Booth Number (if any) : _____

Package Numbers : _____ of _____

Gross Weight/Net Weight : _____

Dimensions : _____

TYPES OF IMPORTATION

Temporary Importation

Expotrans can assist to arrange for temporary importation under our facility (for exhibitions, the normal validity will be up to 21 days after the exhibition ends).

Goods may also be shipped into Singapore with ATA Carnet. Please contact your local Chamber of Commerce for applications of the ATA Carnet.

Permanent Import

Any item intended as giveaways ((including printed matters, samples & souvenirs) or not intended for re-export will be subjected to prevailing Goods & Services Tax (GST).

Any item imported under Temporary import but are subsequently not ex-ported shall require conversion to permanent import and be subject to GST.

Dutiable goods will be subject to the prevailing duties as determine by the Singapore Customs. Currently GST is @ 8% of CIF value and will increase to 9% of CIF wef 1 January 2024.

GST/Customs Duties

All Customs duties/GST applicable to shipments that are sold during the event will be for the account of the respective freight agent or direct exhibitor who engages our services.

CONTROLLED & PROHIBITED ITEMS

- **Controlled Goods**

Controlled goods require proper authorization (advance notification, license or certificate approval) from Competent Authorities (CAs) before they may be imported into Singapore. You may view the list of controlled goods [here](#)

- **Prohibited Goods**

View the list [here](#) for goods which are not allowed for import into Singapore.

INSURANCE

We recommend that you arrange for adequate insurance coverage for your shipment for the whole transportation and event period (from the moment the goods leave your premises till the time they are returned inclusive of the exhibition period). Please ensure that Transport Insurance is arranged for exhibits sold locally. Insurance shall include a waiver of subrogation against Expotrans Pte Ltd and its agents and/or subcontractors. All work is undertaken at owners' risk.

Exhibitors are advised to bring a copy of the insurance policy to Singapore as this will be useful in the event we need to file a claim for damage or loss on your behalf.

TERMS & CONDITIONS OF TRADING

All business is transacted according to Singapore Logistics Association's Standard Trading Conditions ("STC"). A copy is available upon request.

Companies using Expotrans or its appointed agents will be invoiced for all services. Use of Expotran's services be it partly or in full and additional services required – at any time before, during or after the event, expressed verbally and/or in writing and/or by conduct, implies acknowledgement and acceptance of the foregoing STC.

Companies shipping other than our own 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 offset, and remitting bank charges are to be borne by the remitter. Any dispute relating to invoice must be notified within 7 days of invoice date, otherwise the amount is deemed to be correct. In respect of any late payment, interest shall be chargeable at the rate of 2% per month.

Our bank account details are as follows:



Beneficiary name: **EXPOTRANS PTE. LTD.**
DBS Bank Ltd
Bank Code 7171
Branch Code: 072
Account no. **072-028304-0**
Bank Swiftcode: DBSSSGSG

Payment via PayNow

EXPOTRANS PTE. LTD.



SCAN TO PAY



EXPOTRANS PTE. LTD. accepts payment via major credit cards such as American Express, MasterCard and Visa through PayPal.

Request for payments by PayPal can be made to Singapore@expotrans.net

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