



bioenergy international
Asia expo & conference

TANK STORAGE ASIA
expo & conference

INTERNATIONAL SHIPPING INSTRUCTIONS

OFFICIAL FREIGHT CONTRACTOR - CONTACT INFORMATION

Horseshoe Media as organizer has appointed EFI Logistics as Official Freight Forwarder for Tank Storage Asia 2011. EFI is the only company authorized to handle international transport and customs clearance for this event in Kuala Lumpur. In conjunction with their regional partners EFI will provide a total service to exhibitors and contractors moving goods to and from Malaysia.

Please direct all questions and requests to the Tank Storage Event team at

EFI LOGISTICS

Contact telephone numbers:

Tel: +44 1444 871314

Fax: +44 1444 237749

Web: www.efilogistics.com



E-mail contacts:

Susan Barton

susan.barton@efilogistics.com

Jake Head

jake.head@efilogistics.com

The EFI team is happy to help you with freight, shipping and customs related questions at any time. The following pages contain information on

- How to ship to Kuala Lumpur for Tank Storage Asia 2011
- Deadlines for arrival of shipments
- European consolidated sea freight / airfreight services
- Documentation requirements for shipping to this event
- Wood packing restrictions
- Sale of goods procedures at/ after the exhibition

www.efilogistics.com

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EFI SERVICES

EFI will provide the following range of services for Tank Storage Asia 2011

- Door to stand international transport
- Customs inspection and clearance services - including a temporary import customs bond to permit the duty-free entry of exhibits that will re-export after the show
- Transfer to show site from arrival Kuala Lumpur terminal (port or airport)
- Onward or return transport service from Kuala Lumpur to your next destination

SHIPPING TO KUALA LUMPUR

EFI can arrange collection and shipment from any destination worldwide through our global network of partners. We **strongly recommend** that you keep your shipment within our system – all our partners are experienced in handling exhibition cargo and will provide sound advice on all aspects of preparing and expediting to Tank Storage.

Whoever you choose to use to move your material to Kuala Lumpur please make sure they have a copy of the following shipping instructions. EFI has been sanctioned by Horseshoe Media to provide customs clearance services to the event, and shipments consigned correctly will avoid delays and customs problems on arrival in Kuala Lumpur.

ARRIVAL DEADLINES

Cargo must arrive in Kuala Lumpur by the following dates:

Sea Freight to arrive Port Kelang by...	17th November 2011
Airfreight to arrive Kuala Lumpur Airport by...	24th November 2011
Films & Video Tapes for censorship by...	7th November 2011

We may be able to clear shipments arriving after these dates; however there will be additional charges incurred for rush entries and special transport.

IMPORTANT: PLEASE NOTE

If you are shipping **after our published deadlines** please contact EFI directly for further instructions/ information. We **do not recommend the use of couriers** for shipment of exhibit materials to this event. Shipments not sent as per our instructions and where EFI intervene will attract additional charges.



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SHIPPING/ CONSIGNING INSTRUCTIONS

Please consign **all shipments** to Tank Storage Asia 2011 as follows:
FOR SEA and AIR FREIGHT SHIPMENTS TO TANK STORAGE:

CONSIGNEE

TANK STORAGE ASIA 2011
c/o R.E. Rogers (Malaysia) Sdn Bhd
No. 7 Jalan Warden U1/76
Taman Perindustrian Batu Tiga
40000 Shah Alam Selangor, Malaysia

Send pre-alert to

EFI Logistics/ Susan Barton susan.barton@efilogistics.com

Do not ship freight to any other consignee.

This will cause additional cost and may result in late arrival of your shipment at the exhibition. All shipments must arrive FREIGHT PREPAID.

INTERNATIONAL SHIPPING DOCUMENTS

So as to arrange customs clearance on your behalf, with minimal delay we will require the following documents:

Sea freight 2 original & 2 copies of Bill Of Lading
 1 original & 7 copies of Invoice/Packing List
 1 original & 1 copy of Insurance Certificate

Airfreight 1 original & 7 copies of Invoice/Packing List
 1 copy of Insurance Certificate

It would also greatly assist if you would also supply where available a copy of your Descriptive Brochure covering the items as invoiced.

All invoices/Packing List should be made out to:

TANK STORAGE ASIA 2011

c/o R.E. Rogers (Malaysia) Sdn Bhd
No. 7 Jalan Warden U1/76
Taman Perindustrian Batu Tiga
40000 Shah Alam Selangor, Malaysia

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DOCUMENTATION

There will be two (2) methods of importation, details as follows, detailed below.

Please note that goods for temporary and permanent import MUST BE PACKED AND DOCUMENTED SEPARATELY.

PERMANENT IMPORT

This will apply to all items that will remain in Malaysia whether consumed, destroyed, given away or donated. ie. brochures, giveaways etc.

There is no customs exemption for exhibitions and as such all goods in this category will be imported duty and taxes paid. When issuing customs invoice please show **a realistic CIF Value in MALAYSIAN RINGGIT.**

We recommended that you do not ship foodstuffs or any form of beverage and suggest that you purchase your requirements locally.

TEMPORARY IMPORT

This covers all items that will be exported after exhibition and these must be covered by a Bank Guarantee.

Items imported under this method cannot be disposed of, ie., sold, donated, destroyed, without prior permission of Customs. They must be re-exported at the close of the show. When issuing customs invoice please show **a realistic CIF Value in MALAYSIAN RINGGIT.**

Your goods must be invoiced separately in either of the above categories DO NOT mix both categories (temporary and permanent) together on the same invoice.

All invoices must bear an **ORIGINAL SIGNATURE** and show country of origin together with method of import ie., "The goods on this invoice are of (country of origin) and are for (temporary)/(permanent) import for the purpose of this exhibition.

To assist, we have included a copy of our own combined Invoice/Packing List which may be reproduced as necessary but please ensure that every copy has an original signature and endorsed with your company stamp.

ATA CARNET

ATA Carnets are accepted in Malaysia and exhibitors are urged to use these documents as an alternative to the use of your Invoice and our Bank Guarantee, as this will reduce your costs on high value exhibits. Please note all items covered under ATA carnet must be re-exported at the close of the show. A packing list must accompany the Carnet.



INTERNATIONAL SHIPPING INSTRUCTIONS

CUSTOMS EXAMINATION

Malaysian customs are thorough with their customs examination, every case will be opened and the contents checked against declared documentation..

We would strongly recommend that at the time of preparing documentation that you ensure that the invoice/packing list ties up with the contents of your packed cases, clear description and exact quantities must be shown. Make model and serial numbers must also be listed where applicable for computer and electronic equipment, these serial numbers will be checked against the actual product on examination.

Please note that Malaysian Customs will impose fines should undeclared or under declared items be found. All such charges will be passed back to the exhibitor.

FILMS & VIDEO TAPES

All films and video tapes to be shown at the exhibition must first be cleared by the Malaysian Censorship Board. We will be happy to arrange this on your behalf, but please note that they must arrive Malaysia not later than one month before opening of the exhibition.

These items should be sent to our agent RE Rogers in Malaysia by air courier service. Consignee instructions are the same as consignee for sea and airfreight; however please ensure that a pre alert is sent to susan.barton@efilogistics.com to advise us of dispatch so that we are able to monitor arrival.

CASE MARKING

All packages must show the following information clearly on at least **two sides**:

TANK STORAGE ASIA 2011 KUALA LUMPUR
Exhibitor Name: _____
Hall Number: _____
Stand Number: _____
Package Number ____ OF ____
Gross weight (this package): ____ KGS
Dimensions (LXWXH): ____ X ____ X ____ CMS
TEMPORARY IMPORT OR PERMANENT IMPORT

DO NOT MIX temporary and permanent imports together in one package as this can cause delays in clearance and examination and will incur extra charges. All cases must show import status i.e., Temporary or Permanent.



PACKING

We strongly recommend you have your exhibit material packed carefully and professionally for shipment to and from Malaysia. Where possible bolted, returnable cases should be used. For Cartons of brochures and or giveaways, use plastic pallets and shrink-wrap to secure and protect the smaller boxes. Please ensure that your packing complies with the Phytosanitary regulation's of your country should it be envisaged that your material may return after the show.

WOOD PACKING RESTRICTIONS – IMPORTANT

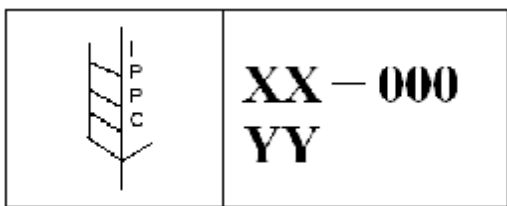
There are strict wood packing controls in place for the import of wood packing into Malaysia. Your wooden packaging should be up to the following standard. This refers to all wood packaging and material used in the packing of containers, including

- Wooden pallets
- Wooden packing cases
- Crates
- Dunnage (timber used for chocking in ocean containers)

All imported wood packaging materials should be treated by Heat Treatment (HT) or Methyl Bromide (MB) fumigation at the origin, and bear the Mark of the IPPC on two opposite sides of the wooden packaging material.

The Mark should contain the valid symbol approved by IPPC, country code, unique number of producer / treatment designated by the National Plant Protection Organization (NPPO) of exporting countries and treatment methods (HT, MB).

Where wood packing material arrives without the approved mark or with approved mark but is found to contain live harmful pests the cargo will be disposed of or returned to origin at the cost of the shipper.



Where:
 IPPC - Abbreviation of International Plant Protection Convention;
 XX - International Phytosanitary Organization (ISPO) for the country code;
 000 - Wood packing producer or producer code approved by official plant quarantine authorities in export countries (for example);
 YY - The phytosanitary treatment measure, Methyl Bromide Fumigation - MB / Heat Treatment - HT

Failure to make the necessary arrangement for wood packing will result in penalties from the country of Importation. Penalties/ additional costs in this case will be for the account of the exhibitor. **Please contact EFI at any time for advice/ further assistance with wood packing preparation.**



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ORDER FORMS – REQUIRED FOR ALL EXHIBITORS

Please ensure you complete and return the enclosed Tank Storage **FREIGHT ORDER FORM** to book International Services and Customs Clearance. This should be completed by the exhibitor or your appointed forwarding agent and sent directly to EFI as follows:

By **FAX** to attn: **Susan Barton** on + 44 1444 237749

By **E-MAIL** to: susan.barton@efilogistics.com

Please return your order form no later than **1st November 2011**

COURIER SHIPMENTS

We would discourage the use of Courier Service for the despatch of your material to the exhibition except films and video tapes required for censorship.

Should it be necessary to ship small amounts of brochures, please contact the EFI customer service team. Please note duties and taxes will be applicable to items shipped by courier and therefore shipments should only be sent terms DDP (delivered duties paid). EFI will charge a nominal fee subject to size of shipment to receive and transfer to the show, this charge will be for the account of the exhibitor.

EFI Logistics and RE Rogers accepts no liability or responsibility for shipments sent by courier and have no involvement in or influence with customs clearance and tracking of courier shipments.

CLOSE OF EXHIBITION

We will return empty cases and packing material back to your stand as soon as possible after the close of the exhibition. Where repacking is required, please ensure that a representative is present to supervise this operation and that prior to this complete return freight instructions have been given to our site personnel.

RE-EXPORT

Re-export after the show may take a considerable time whilst the customs documentation is being completed. Please bare this in mind when planning further, use of your exhibits and displays. The minimum period needed to process export customs documentation is two (2) weeks.

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INSURANCE

Please make certain your goods are fully insured for shipment to, the duration of and return from Tank Storage Asia as our liability may be limited by our Standard Trading Conditions. EFI can arrange for insurance cover in advance provided that you request this before shipment of your goods. Contact EFI direct for more information.

TERMS OF PAYMENT

Under our standard trading conditions, unless credit terms have been agreed in advance, Invoices are payable immediately upon presentation. Return consignments will only be released upon full settlement of your account. All invoices must be settled in the currency of issue. Companies that do hold a current account with EFI are required to complete a Credit Card details to guarantee payment.

All work is undertaken by EFI and our agents in accordance with the British International Freight Association terms and conditions of trading (2005A), which are attached to this document or can be downloaded at our website.