



SHIPPING MANUAL

INDONESIA DENTAL EXHIBITION & CONFERENCE

15 – 17 September 2017

**Jakarta Convention Center
Indonesia**

Presented by

**PT. Agility (Fairs & Events)
Hall E Lantai 1, Lot # 112
Arena Pekan Raya Jakarta Kemayoran
Tel. : (62) (21) 2664 5170 (Hunting)
Fax. : (62) (21) 2664 5171
Email : Rastuti@agility.com**

DEADLINES

a. DEADLINES/SCHEDULE AT A GLANCE

Arrival of Brochures by courier	08 September 2017
Copies of Bill of Lading and the Commercial Invoice and Packing List for sea freight consignments	22 August 2017 – LCL 29 August 2017 – FCL
Arrival of exhibits shipped by sea freight	25 August 2017 – LCL 01 September 2017 – FCL
Copies of Commercial Invoice and Packing List for airfreight consignments	29 August 2017
Arrival of exhibits shipped by air freight	01 September 2017

b. DOCUMENT REQUIRED

1. SEAFREIGHT

- 3 original copies of Form Pam (commercial invoice) & certified packing list
- 3 original surrendered of Bill of Lading
- 1 Marine Insurance policy (if insured)
- Certificate of Fumigation
- Standard Packing ISPM#15
- Packing Declaration

All sea freight consignments must arrive at Tanjung Priok Jakarta Seaport

2. AIRFREIGHT

- 3 original copies of Form Pam (commercial invoice)
 - 2 copies to be attached to Airway Bill
 - 1 copy to be emailed to PT Agility F&E
- 3 original copies of Certified Packing List
 - 2 copies to be attached to Airway Bill
 - 1 copy to be emailed to PT Agility F&E
- Certificate of Fumigation.
- Standard packing ISPM#15
- Packing Declaration.

All Air freight consignments must arrive at Jakarta/ Soekarno Hatta Airport

3. CARNET Is not required for show in Bonded Area

Exhibitors Invoice and Combined of Value and Origin

Page : 1 of

1. Name of Exhibition :	3. Name of Exhibitor :
2. Time of Exhibition :	4. Full Address :
7. Country of Origin :	5. Telephone/Fax :
8. Country of Consignment :	6. Stand No :
9. Vessel/flight :	
10. B/L or AWB No & Date :	
11. Port/Airport of Loading :	

Item No.	Quantity	Detailed Description of Goods and HS Code Number	A	B	C	D	E	F	G	Price in US\$	Amount
<p>Mark X in appropriate column</p> <p>A. Exhibition Goods to be Re-exported B. Printed Matters C. Goods for Exhibition Purposes such as decoration, Posters, Photographs D. Goods for Advertising Purposes or Souvenirs given away, with World Logo already inscribed E. Consumable Goods for display, Demonstration or Machinery Layout F. Consumable Foods and Beverages for Exhibition Inauguration and Closing Activities G. Exhibition Goods for Sale</p>											
<p>Sub Total : Group A : FOB US\$ Group B : FOB US\$ Group C : FOB US\$ Group D : FOB US\$ Group E : FOB US\$ Group F : FOB US\$ Group G : FOB US\$</p> <p>Total : : FOB US\$</p>											-

We certify that the information given above is true and correct:
 Signed for and on behalf of: _____ Date: _____ Place: _____ Name in Block Capital: _____ Authorized Signatory: _____ SK Meneri Keuangan Nomor: _____ Tgl: _____

No: / /	Date: / /	Catatan Bea & Cukai:	Nilai Mengetahui: DIBC
12. PPK PT. Agility	PETP	()	

Lembar asli Kantor DIBC yang mengawasi Lembar ke 3 : Kantor Pusat DIBC, Jakarta
 Lembar ke-2 Kantor DIBC Pelembutan Pemakaian Lembar ke 4 : PPK Lembar ke 5 : Penyelenggara Lembar ke 6 : Peserta Pameran

EXHIBITOR'S CERTIFIED PACKING LIST

PAGE NO. **1**

EXHIBITOR'S FULL NAME & ADDRESS

HALL NO.

STAND NO.

CASE NO.	GROSS WEIGHT KILOS	NETT WEIGHT KILOS	NET DIMENSION CMS.			VOL M3	CONTENTS REFER TO INVOICE ITEM NUMBERS ONLY
			LENGTH	WIDTH	HEIGHT		

SIGNED FOR & ON BEHALF OF :
PLACE :

Date :

AUTHORISED SIGNATORY :
WE CERTIFY THAT THE INFORMATION GIVEN ABOVE IS TRUE & CORRECT

SHIPPING TARIFF

1. SEAFREIGHT

A. INWARD HANDLING TARIFF

(For individual exhibits not exceeding 2,000 kg)

Inward (From Seaport arrival Jakarta to Custom Bonded Warehouse up to Exhibition Hall/stand inclusive of removal and temporary storage of empty packing cases (where applicable) at site or vice versa)

Basic handling rate		US\$100.00 per cbm or 1,000 kg, whichever is the greater.
Minimum charge	LCL	US\$400.00 per consignment (HBL) per exhibitor.
Minimum charge for FCL	FCL 20' GP	US\$1,800.00 per 20' container (maximum 20cbm)
	FCL 40' GP	US\$3,600.00 per 40' container (maximum 40cbm)
	FCL 40' HC	US\$4,000.00 per 40' HC container (maximum 45cbm)
LCL Shipment *CFS charge/fee and Terminal Handling Charge (will bill as per receipt) Estimated		US\$150.00 – USD200.00 per cbm or 1,000 kg, whichever is the greater. (min. 3 cbm) (Bill as per receipt as per receipt)
FCL Shipment *THC, SHIPPING PORT CHARGES for FCL (Will bill as per receipt) estimated :		US\$95.00 per 20' container (THC)
		USD500.00 per 20' container (Shipping Port charges)
		US\$145.00 per 40' container (THC)
		USD700.00 per 40' container (Shipping Port charges)
		US\$295.00 per 40' HC container
		USD1,000.00 per 40' HC container (Shipping Port charges)
Consignment service charge		US\$120.00 per consignment per (HBL/Consol) per exhibitor
Customs Bonded Storage at the Venue		US\$0.80 – US\$3.20 / Day/ Cbm (Min US\$50.00)
Closing Document for Brochure & Give away item		US\$75.00 / Exh/ Shipment
A Value Added Tax (PPN) at 10% of the invoiced value will be levied for all charges applicable		

* Current and actual cost levied by Container Freight Stations (CFS), all third party's charges incurred will be charged at cost.

B. OUTWARD HANDLING TARIFF

(For individual exhibits not exceeding 2,000 kg)

Outward (From Exhibition hall/stand up to Custom Bonded Warehouse upto Jakarta Seaport inclusive re packing)

Basic handling rate		US\$100.00 per cbm or 1,000 kg, whichever is the greater.
Minimum charge	LCL	US\$400.00 per consignment (HBL) per exhibitor.
Minimum charge for FCL	FCL 20' GP	US\$1,800.00 per 20' container (maximum 20cbm)
	FCL 40' GP	US\$3,600.00 per 40' container (maximum 40cbm)
	FCL 40' HC	US\$4,000.00 per 40' HC container (maximum 45cbm)
FCL Shipment :		US\$95.00 per 20' container (THC)
		US\$300.00 per 20'container (Shipping Port charges)
*THC, SHIPPING PORT CHARGES (Will bill as per receipt) estimated :		US\$145.00 per 40' container (THC)
		US\$500.00 per 40'container (Shipping Port charges)
		US\$295.00 per 40' HC container
		US\$700.00 per 40'HCcontainer (Shipping Port charges)
Consignment service charge		US\$120.00 per consignment per (HBL/Consol) per exhibitor
Customs Bonded Storage at the Venue		US\$0.80 – US\$3.20 / Day/ Cbm (Min US\$50.00)
A Value Added Tax (PPN) at 10% of the invoiced value will be levied for all charges applicable		
Ocean freight return to be quoted upon request		

* Current and actual cost levied by Container Freight Stations (CFS), all third party's charges incurred will be charged at cost.

2. AIRFREIGHT

A. INWARD HANDLING TARIFF

(For individual exhibits not exceeding 2,000 kg)

Inward (From Airport arrival Jakarta to Custom Bonded Warehouse up to Exhibition Hall/stand inclusive of removal and temporary storage of empty packing cases (where applicable) at site or vice versa)

	Weight (kg)	Per consignment (HAWB) per exhibitor
Basic handling rate, Based to Actual or Volume weight whichever is greater.	Above 1,000 kg	US\$1.00 per kg
	Up to 1,000 kg	US\$1.10 per kg
	Up to 500 kg	US\$1.20 per kg
	Up to 250 kg	US\$1.40 per kg
	Minimum Charge	US\$400.00 per consignment
Airport Storage Charge	US\$0.10 – USD0.20 per kg per day (minimum 3 days) as per receipt	
Consignment Service Charge	US\$120.00 per consignment per (HBLConsol) per exhibitor	
Customs Bonded Storage at the Venue	US\$0.80 – US\$3.20 / Day/ Cbm (Min US\$50.00)	
Closing Document for Brochure & Give away item	US\$75.00 / Exh/ Shipment	
A Value Added Tax (PPN) at 10% of the invoiced value will be levied for all charges applicable		

* Current and actual cost levied by Airport, all third party's charges not listed above will be charged at cost.

ALL CONSOLIDATED SHIPMENTS BY AIRFREIGHT OR SEAFREIGHT MUST BE ISSUED WITH HOUSE AIRWAY BILL OR HOUSE BILL OF LADING. A CONSOLIDATION CARGO MANIFEST MUST ALSO BE PROVIDED.

B. OUTWARD HANDLING TARIFF

(For individual exhibits not exceeding 2,000 kg)

Outward (From Exhibition hall/stand up to Custom Bonded Warehouse upto Jakarta Airport inclusive re packing)

	Weight (kg)	Per consignment (HAWB) per exhibitor
Basic handling rate, Based to Actual or Volume weight whichever is greater.	Above 1,000 kg	US\$1.00 per kg
	Up to 1,000 kg	US\$1.10 per kg
	Up to 500 kg	US\$1.20 per kg
	Up to 250 kg	US\$1.40 per kg
	Minimum Charge	US\$400.00 per consignment
Airport Storage Charge	US\$0.10 – USD0.20 per kg per day (minimum 3 days) as per receipt	
Consignment Service Charge	US\$120.00 per consignment per (HBLConsol) per exhibitor	
Customs Bonded Storage at the Venue	US\$0.80 – US\$3.20 / Day/ Cbm (Min US\$50.00)	
Airfreight return to be quoted upon request the Venue		
A Value Added Tax (PPN) at 10% of the invoiced value will be levied for all charges applicable		

* Current and actual cost levied by Airport, all third party's charges not listed above will be charged at cost.

3. SOLD CARGO

TRANSFER DOCUMENT FROM TEMPORARY IMPORT TO PERMANENT IMPORT (FOR ITEM NO SPECIAL LICENCES REQUIRED)

HANDLING OF "SOLD GOOD" TO BONDED WAREHOUSE	
HANDLING RATE	US\$35.00 Per CBM or 1,000 Kg Whichever greater
MINIMUM CHARGE	US\$100.00 Per Consignment per Exhibitor
PERMANENT IMPORTATION FOR SOLD GOODS	
PERMANENT IMPORTATION PROCESSING FEE	US\$250.00 Per Consignment (HBL or HAWB) per Exhibitor)
CUSTOMS BONDED WARE HOUSE STORAGE	
TERM I (JUST FOR 4 (FOUR) WEEKS AFTER SHOW END	USD 0.8 x TOTAL CBM x DAY (MAX 28 DAYS) - MIN USD 50.00
TERM II (4 - 8 WEEKS AFTER SHOW END)	USD 1.6 x TOTAL CBM x DAY (29 - 56 DAYS)
TERM III (MORE THAN 8 WEEKS AFTER SHOW END)	USD 3.2 x TOTAL CBM x DAY (MORE THAN 56 DAYS)
VALUE ADDED TAX (PPN)	
VALUE ADDED TAX (PPN) 10% of the invoiced value will be levied for all charges applicable	
DUTY & TAXES AS PER OUTLAY	

4. COURIER

**COURIER OF PRINTED MATERIALS – BROCHURES, PAMPHLETS, CATALOGUE
With weight below 100 Kgs per shipment.**

From arrival at PT Agility International's premises up to delivery to exhibition stand.

Handling Rate	US\$100.00 per 100 kg per consignment
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Any duties/taxes paid in advance on behalf of exhibitor will be passed back to exhibitor as per outlay.

Kindly send by courier not later than **08 September 2017** and pls consign direct to:

PT. Agility (Fair & Events)

Hall E Lantai 1, Lot # 112

Arena Pekan Raya Jakarta Kemayoran

Jl. Benjamin Sueb, Jakarta 10620, Indonesia

Telephone : (62) (21) 2664 5170 (Hunting)

Fax : (62) (21) 26641 5171

Email : Rastuti@agilitylogistics.com

Contact : Rini Astuti

Mobile : (62) 82122242617

4. OTHER CHARGES (where required)

a. HEAVYLIFT SURCHARGE

Individual exhibit in excess of 5,000 kg per package will incur heavy-lift surcharge (in addition to the basic handling charge).

These additional heavy-lift (Forklift, Crane, Special trucking etc) surcharges are applicable severally for inward movements as well as for outward movements.

Please contact us for further information.

b. HEAVY EXHIBITS (Containerize)

For the exhibitors which have heavy exhibits :

For INWARD ::

- Please note that If bonded ware house is full , container will ground On the exhibition area as temporary storage . Demurrage & detention will bill as per receipt.
- Please get free detention & demurrage at least 21 days
- Additional trucking charges for empty container will be applied
20GP =USD200.00/cont
40GP/HC=USD270.00/cont

For OUTWARD ::

- Please note that If bonded ware house is full , cargo will keep at container as temporary storage
Container rental fee to be quoted upon request (option)
- If the exhibitors agreed to keep the exhibits outside at bonded ware house
With canvas coverage , we are not responsible if any damage & rusty

c. CD (Compact Disc) & USB

Do not send CD (compact disc) & USB by courier.
CD can send together via cargo with max 10 pcs. Above 10 pcs There will be charge & subject to customs approval.

d. FOOD & BEVERAGES

Entry for food & Beverage item subject to customs approval.
If customs approved there will be arrangement fee for closing document USD200.00/shipment
With weight max.100 kgs per exhibitor & apply for Air shipment only.
Special storage to be quoted upon request.

SHIPPING INSTRUCTIONS

SEAFREIGHT CONSIGNMENT INSTRUCTIONS

All exhibition goods by **SEAFREIGHT** must be sent “Freight Prepaid” to:

Consignee : **PT.GRAHA SIDANG PRATAMA**
Balai Sidang Jakarta Convention Center
Jln. Jenderal Gatot Subroto, Jakarta Pusat
INDONESIA DENTAL EXHIBITION & CONFERENCE 2017
15 – 17 September 2017
Name of Exhibitor : _____
Stand No. : _____

Notify : **PT Agility**
Secure Building, Building C
Jl. Raya Protokol Halim Perdanakusuma
Jakarta 13610, Indonesia
Tel. : (62) (21) 2664 5170 (Hunting)
Fax. : (62) (21) 2664 5171
Email : Rastuti@agilitylogistics.com
Attn : Rini Astuti

Description of Good column on the BL must be mentioned the item, if it's more then 5 (five) exhibits pls mentioned at least 5 items.

All documents such as Bill of Lading and Airway Bill must show PT. Agility as the notify party. (A 5% outlay commission will be imposed on all “Freight Collect” consignments).

AIRFREIGHT CONSIGNMENT INSTRUCTIONS

For Airfreight Shipment, pls arrange to issued MAWB + HAWB on “ Freight Prepaid “ as follows :

ON MAWB (MASTER AWB)

Shipper : Complete Company Name & Address

Consignee : PT Agility International
Secure Building, Building C
Jl. Raya Protokol Halim Perdanakusuma
Jakarta 13610, Indonesia

Notify : Same as Consignee

Description of goods on MAWB: CONSOLIDATION SHIPMENT AS PER ATTACHED MANIFEST

ON HAWB (HOUSE AWB)

Shipper : Exhibitor Name, Complete Address

Consignee : **PT.GRAHA SIDANG PRATAMA**
Balai Sidang Jakarta Convention Center
Jln. Jenderal Gatot Subroto, Jakarta Pusat
INDONESIA DENTAL EXHIBITION & CONFERENCE 2017
15 – 17 September 2017
Name of Exhibitor : _____
Stand No. : _____

Notify: : **PT Agility**
Secure Building, Building C
Jl. Raya Protokol Halim Perdanakusuma
Jakarta 13610, Indonesia
Tel. : (62) (21) 2664 5170 (Hunting)
Fax. : (62) (21) 2664 5171
Email: Rastuti@agilitylogistics.com
Attn : Rini Astuti

Description of goods on HAWB: PLS MENTION COMMODITY AT LEAST 5 ITEMS ON DESCRIPTION OF GOODS ON HAWB.

CASE MARKINGS

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

INDONESIA DENTAL EXHIBITION & CONFERENCE 2017

c/o PT Agility Fairs & Events

Name of Exhibitor : _____

Stand Number : _____

Case Numbers : _____

Gross Weight/Net Weight : _____

Dimensions : _____

CUSTOMS REGULATIONS

SALE OF EXHIBITS

Goods may be sold during the exhibition but under no circumstances can they be removed from the Fairgrounds until duties/taxes have been paid and permanent customs import procedures have been completed.

Meanwhile, these goods are required to be removed to a bonded warehouse until the necessary documentation is completed. The minimum period needed to process permanent customs import document is 3 weeks. Exhibitors are allowed to store their goods in their facility for up to 1 month from the close of the exhibition, after which duty must be paid or the goods to be re-exported

NOTE:

All computation of duties/taxes will be based on the HS Code indicated on FORM Pam. The Customs Authorities are empowered to amend the HS Code and uplift the declared CIF value based on the new/uplifted value.

The Indonesian Customs Amendment Rights is valid for ten (10) years from date of import and exhibitors or buyers shall be responsible for all miss declarations. In such cases, heavy penalty and the balance of duty/taxes must be paid accordingly.

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 PT Agility (Fairs & Events), and also ensure that Transport Insurance in arranged for exhibits sold locally.

Upon written instructions, PT Agility (Fairs & Events) can offer the exhibitor insurance coverage at competitive premiums.

ADDITIONAL SERVICE

For additional services not listed above, an individual quotation will be given upon receipt of specific requirements

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.

Personal or foreign cheques are not acceptable. Payment can be made by Bank Draft or Telegraphic Transfer to our accounts as follows:

For invoices from **Indonesia**, please make payment to:

Indonesia

THE HONG KONG AND SHANGHAI BANKING CORPORATION LIMITED

WTC 3rd Floor

Jl.Jend.Sudirman Kav.29-31

Jakarta- 12920

Indonesia

Name of Beneficiary : PT Agility International

USD. A/C : 050.015254.007

IDR. A/C : 050.015254.001

Swift Code : HSBCIDJA

Remitting bank charges are to be borne by the exhibitor.

or additional information or clarification, please contact us at :

INDONESIA

PT. Agility (Fairs & Events)

Hall E Lantai 1, Lot # 112

Arena Pekan Raya Jakarta Kemayoran

Tel. : (62) (21) 2664 5170 (Hunting)

Fax. : (62) (21) 2664 5171

Email : Rastuti@agility.com ; Yasnap@agility.com

IMPORTANT

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

Use of PT.AGILITY (FAIRS & EVENTS) services – be it partly or in full – and any requirement for additional services at any time before, during or after the exhibition express orally and / or in writing and/or by conduct, implies acknowledgement and acceptance of the foregoing.

THE END