

SHIPPING MANUAL

For

**Vietnam Hanoi Textile & Garment Industry
Expo 2022**
**Vietnam Hanoi Fabric & Garment Accessories
Expo 2022**

23-25 Nov 2022
International Center for Exhibition (I.C.E)
Ha Noi, Viet Nam



1. **DEADLINES**

a. **DOCUMENT DEADLINES:**

Draft commercial invoice / packing list need to be forwarded to us for checking prior to exportation.

The following shipping documents are required for cargo clearance upon arrival in Vietnam.

- 03 Original and 01 copy of Commercial Invoice & Packing List
- Copy of Bill of Lading for sea cargo (alternatively, Original not required for Express Release / Surrendered Bill of Lading/Seaway Bill)
- Copy of Air Way Bill for air consignment
- Copy of Insurance Policy (if insured)

- Seafreight: **14 working days before arrival of consignment**
- Airfreight & Courier Consignment: **7 working days before arrival of consignment**

b. **CONSIGNMENT DEADLINES:**

- Sea freight:
 - FCL: **10 working days from move in date**
 - LCL: **12 working days from move in date**
- Air freight: **7 working days from move in date**
- Courier: **21 working days from move in date (with brochure / catalogues)**

2. **CONSIGNMENT INSTRUCTION**

All exhibition goods dispatched either by seafreight (Haiphong Seaport) or airfreight (Hanoi airport), shall be consigned "**Freight Prepaid**" as follows:

Consignee name:

Seafreight	Airfreight
To be advised C/O APT Showfreight Vietnam Co., Ltd 80-182 Ly Chinh Thang Street, Ward 9, District 3 HCMC, VIETNAM	APT Showfreight Vietnam Co., Ltd 180-182 Ly Chinh Thang Street, Ward 9, District 3, HCMC, VIETNAM

Notify Party:

APT Showfreight Vietnam Co., Ltd
 Room 401, No. 28, 76/2 Duy Tan Str,
 Dich Vong Hau ward, CauGiay District, Hanoi, VIETNAM
 H/P : (84) 903 279921
 Email : le.huong@aptshowfreight.com

All documents such as the Bill of Lading and Airway Bill must show the consignee as indicated above. Shipment sent under 'Freight prepaid' term may not be preceded until we receive confirmation for the payment.

(A 5% outlay fee will be charged additional for shipment send under "Freight Collect".)

All consolidated shipments: DO NOT require House Bill of Lading or House Airway Bill. A consolidated cargo manifest is required.

All consignment, on description of the AWB or BL, to declare as "Exhibition Cargoes".

3. **CUSTOMS DECLARATION**

All declarations in your Commercial Invoice/ Packing List, must be in the **English** Language. A full description of the item must be given.

To assist the approval of importation by Vietnamese Customs, please provide a copy of descriptive/illustrative brochure together with your Commercial Invoice/ Packing List.

For machinery and equipment please indicate serial no., model no., brand name together with copy of catalogues with specs of machine / equipment.

Temporary import items could be sold but could not be released at site. They all have to be transferred to bonded warehouse for conversion using purpose.

If there is battery, magnet inside the items or package, please inform and provide MSDS before ship out the cargo, airline will need to check it before they release booking confirmation for return shipment.

4. **CASE MARKING/ STORAGE OF EMPTY & FUMIGATION**

All packages shall be marked as follows:

Vietnam Hanoi Textile & Garment Industry Expo 2022
Vietnam Hanoi Fabric & Garment Accessories Expo 2022
c/o APT Showfreight Vietnam Co Ltd

Name of Exhibitor :
Stand Numbers :
Case Numbers :
Gross Weight/Net Weight :
Dimensions :

We will store your empty cases within the exhibition site under shelter during the exhibition if space is available.

For wooden cases returning to some European & Asian Countries at the end of exhibition, they will be required for fumigation before they can be exported as per import regulation of destination country. A fumigation fee will be charged to your account. (if required)

5. **Restricted Items***

The following items are not allowed for permanent importation into Vietnam, separate import license is required:

- Cosmetics
- Telecommunication equipments
- Medicines, pharmaceutical products

- Food and Beverage, alcohol
- Textile and footwear
- Household electronic products
- **Used items.**

Cosmetics, Telecommunication Equipments, Wireless equipment, certain electronics equipment, Medicines/ Pharmaceutical Products are subject to specific import license in Vietnam. Commercial invoice and packing list, accompanied by item catalogues are to forward to us 4 weeks from flight / vessel arrival date. License is subject to approval. Application fee depends on product/commodity specifications.

*Subject to custom changes at time of entry

6. **Items not allow for exhibition purpose**

Wine is strictly prohibited for exhibition purpose, unless otherwise advised.

7. **Restricted Dimension on Hall Entrance**

All exhibitors take note dimensions of freight doors of show venue. Please check with us for confirmation before ship the freight out.

8. **Seaport/Airport Storage**

Should the consignment arrive too early from the stated consignment deadline, we are unable to custom clear the consignment due to non-availability of Temporary Import license (license available 3 or 4 weeks before show), we will have to charge the port storage at cost back to the exhibitors.

9. **ATA Carnet**

The ATA Carnet is still not be accepted by Vietnamese Customs. Goods require to be imported under temporary bond for exhibition which we will apply on behalf of exhibitor with a non-refundable bond fee.

10. **Courier/hand carried Shipment**

We don't recommend you to send your exhibition materials such as giveaways or brochures via courier services (DHL, FEDEX, UPS, etc.) or hand carry your exhibition goods. Goods may be retained by customs and we would not give any guarantee that they can be released in-time for the exhibition.

11. **Brochures and Giveaway Items**

Brochures and consumed, giveaway items are taxable items. Those items should be declared in details in Commercial Invoice & Packing List. Application for censorship import license will take about 7 working days since we receive Arrival Notice.

Brochures and giveaway items are taxable items with an import tax rate of 25%-30% + 8% VAT base on the value accessed by Vietnamese Customs.

12. RETURN GOODS

All exhibition goods need to be imported under Temporary importation for exhibition purpose and must be re-exported within 30 days from the closing date. There is no extension permit granted by Customs.

For any urgent export after exhibition, return instruction shall be given to us together with pre-alert of shipment to exhibition. For normal re-export, please note that it can take up to 3 weeks due to Customs process. Full payment of our inward/outward charges must be settled & received before end of exhibition.

13. SOLD GOODS

All temporary items which were sold during exhibition **could not be released at site** to buyer, they **have to be transferred to bonded warehouse for customs inspection** during customs conversion from temporary import to permanent import. It may take at least 2 weeks after show end. The sold items can be released only after all customs procedure is completed and duties / taxes are paid. All handling and transfer fee from normal exhibition warehouse to custom bonded warehouse will be borne by exhibitor / buyer. Customs will evaluate the import taxes for those consumed items and official customs receipt will only be available estimate 1-3 months after the show end.

14. INSURANCE COVERAGE

It is the responsibility of each exhibitor to arrange Marine (Transport) Insurance covering all transport you may have in Vietnam.

Our liability will be limited as per our Standard Trading Conditions as our 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. In the event that you want us to cover insurance on your consignment, a written instruction must be given to us.

15. TERMS & CONDITIONS

Inward Consignment: Upon presentation of invoice/prior to delivery to stand.

Outward Consignment: Upon presentation of invoice/prior to return exhibits.

All payments must be made without any deduction or deferment on account of any claim or off-set.

Our bank account is as follows:

Bangkok Bank PLC
Trok Chan Branch,
Bangkok 10120, Thailand
Swift Code : BKKBTHBK

Account No. : 133-3-16645-0

Remitting bank charges are to be borne by the exhibitor.



**APT Showfreight Vietnam Co., Ltd
Hanoi Representative Office**

Room 401, No. 28, 76/2 Duy Tan Str,
Dich Vong Hau ward, CauGiay District,
Hanoi, VIETNAM

■ Tel : (84-24) 66555751 / 66537770
■ Fax : (84-24) 3512 4131

■ www.aptshowfreightlogistics.com

For additional information or clarification, please contact us at:

VIETNAM:

APT SHOWFREIGHT VIETNAM CO LTD

Room 401, No. 28, 76/2 Duy Tan Str,
Dich Vong Hau ward, CauGiay District, Hanoi, VIETNAM

H/P : (84) 903 279921

Email : le.huong@aptshowfreight.com

Contact: Ms Le Huong

16. HANDLING TARIFFS: From HaiPhong seaport / NoiBai airport to exhibition stand

a. INWARD HANDLING RATES	SEA FREIGHT	AIR FREIGHT
1. From arrival Haiphong Port / Noi Bai airport to delivery exhibition stand	US\$70.00 / cbm	US\$0.70 / Kg.
2. Minimum charges for LCL & Air freight consignment	US\$250.00 / shipment / exhibitor.	US\$220.00/shipment /exhibitor.
3. Minimum charges for Full Container Loaded (FCL) consignment	Min. 20cbm/20'DC. Min. 40cbm/40'DC. Min. 45cbm/40'HC.	Nil
4. Terminal Handling Charge	US\$ 30.00 / cbm US\$ 130.00 / 20ft. US\$ 180.00 / 40ft.	US\$ 0.10/kg
5. Customs Inspection Fee	US\$ 100.00/LCL shpt US\$ 150.00/20ft. US\$ 200.00/40ft.	US\$100.00/shipment
6. Consignment fee	US\$ 100.00/shipment.	
7. Documentation Fee	US\$ 100.00/shipment.	
8. Venue Management Fee	US\$ 10.00/cbm / way	
9. Deconsolidation fee	US\$ 50.00/exhibitor.	
10. Temporary import license fee	US\$ 100.00/shipment	
11. 3 rd Parties' expenses such as: - D/O fee, - Cleaning fee, port fees - DEM, DET, warehouse storage - Load on / off ctrn	At cost, Estimated: US\$50 / BL US\$20/20' US\$40/40' At cost US\$50/20' US\$60/40'	At cost

b. OUTWARD HANDLING RATES	SEA FREIGHT	AIR FREIGHT
1. Basic handling from exhibition stand to Haiphong port / Noi Bai airport	US\$70.00/cbm	US\$0.70/Kg.
2. Minimum charges for LCL & Air freight consignment	US\$250.00/shipment/exhibitor.	US\$220.00/shipment /exhibitor.
3. Minimum charges for Full Container Loaded (FCL) consignment	Min. 20cbm/20'DC. Min. 40cbm/40'DC. Min. 45cbm/40'HQ	Nil
4. Terminal Handling Charge	US\$ 50 / cbm US\$145.00/20'DC. US\$220.00/40'DC.	US\$ 0.10 / kg
5. Customs Inspection Fee	US\$100.00/LCL shpt US\$150.00/20ft. US\$200.00/40ft.	US\$100.00/shipment
6. Consignment fee	US\$ 100.00/shipment	
7. Documentation Fee	US\$ 100.00/shipment	
8. Venue Management fee	US\$10.00/cbm/way	
9. Consolidation fee	US\$ 50.00/exhibitor.	
10. BL & Surrender fee or AWB fee	US\$100.00/set	US\$50.00/set
11. Cancellation Temporary import license fee (re-export license fee)	US\$ 100.00/exhibitor.	
12. Fumigation fee (Not apply to shipment to Australia, to be quoted upon request.)	US\$50.00/shipment	

- **The above rates apply to individual package not over than 3.00 x 2.00 x 2.00 meter in size or up to 3,000 kgs. The Oversize & Heavy-lift surcharge will be applied.**

17. OTHER HANDLING FEES

OTHER HANDLING FEES	RATE
1. Oversize Surcharge for cargo for individual piece more than 3.00 x 2.00 x 2.00 meter and heavier than 3 ton in weight	Will be quoted case by case.
2. Heavy-Lift Surcharge for individual exhibits excess 3,000 kgs/package.	3,001-5,000 kgs: USD80.00 per 1,000 kgs. 4,001-8,000 kgs: USD90.00 per 1,000 kgs. 8,001-10,000 kgs: USD100.00 per 1,000 kgs. Overtime charge applies after office hours.
2. Crane to ground/ load container at site for stuffing and un-stuffing.	US\$400.00 per 20ft. US\$500.00 per 40ft. & 40ft. (HC)
3. Return empty Container to port or pick up empty container to venue	US\$250.00 per 20ft. US\$400.00 per 40ft. & 40ft. (HC)
4. Document fee to convert from temporary to permanent import on brochure & giveaway	US\$ 120.00/shipment.
5. Censorship Handling fee for shipment with brochures/ catalogues/ printed matters/ CD/ DVD/	US\$ 80.00/shipment.
6. Inward/outward shipment that require to deliver to APT warehouse prior to move in/ export. (For LCL and Airfreight consignment only)	US\$25.00/cbm (Min. 2 cbm)
7. Handling from stand to disposal bin and disposal of waste	US\$50.00/cbm.
8. Warehouse handling charge	US\$ 10.00 / cbm / way (Min 2 cbm)
9. Warehouse storage charge	US\$ 1.00 / cbm / day (Min US\$ 20)
10. Handling of empty case(s) on site	US\$ 10.00 / cbm / way (Min 1 cbm)
11. Storage of empty case(s) on site	US\$ 10.00 / cbm (Min 1 cbm)
12. Manpower for packing & unpacking (if required)	US\$35.00/manpower from 8a.m-5p.m
13. Overtime surcharge	Will bill at 50% charge of basic rate
14. Co-ordinated fee (if booking for return shipment is not done by APT)	US\$ 200 / consignment / booking
15. Additional license fee (depend on the items which require the other license by the other relevant dept)	To be advised (base on the item details as per invoice/packing list which need to do additional testing/checking by relevant dept.)

- Return/outward consignment will be applied for the same rates as above.
- Re-positioning: to be quoted when request.

18. COURIER SHIPMENT: From arrival our premises to delivery exhibition stand excluding censorship fees & other special import license if any:

1. Handling Fee	RATE
Shipment Weight below 20 kgs.	US\$ 30.-/shipment
Shipment Weight 20-50kgs.	US\$ 50.-/shipment
Shipment Weight above 50 kgs.	US\$ 60.-/shipment
2. Consignment service charge	US\$ 100 / shipment

A fax or e-mail pre-alert must be sent to us indicating the waybill number, Courier company and name of exhibition. Duties and taxes and VAT for all consignments must be paid by sender in country or origin.

19. **SOLD GOODS**

All sold items cannot be released on site, it will need to be transported back to the warehouse; handling charge will be charged back to exhibitor/buyer.

HANDLING FEE	RATE
Handling from stand to delivery APT warehouse	US\$ 50.00 / cbm
Handling from warehouse to customs bonded for inspection	US\$ 35.00 / cbm
Warehouse handling charge	US\$20.00/cbm (Min. 2 cbm)
Warehouse Storage charge	US\$ 1/cbm./day, Minimum Charge: US\$20.00
Cancellation of temporary import license	US\$120.00/consignment
Conversion of Temporary Import to Permanent import (for high commercial value goods where trade contract need to be sign)	US\$150.00/conversion

20. **ON-SITE HANDLING TARIFFS:**

Exhibits arriving at the venue shall be subject to the following On-site Handling Service from arrival exhibition venue to delivery Booth or vice versa (include loading/unloading, packing/unpacking, positioning).

OTHER HANDLING FEE	RATE
a/ On-site Handling fee for inward or outward of packed items.	US\$35.00/cbm/way per exhibitor (Min charge 2cbm)
b/. Onsite handling fee for inward or outward of bare items.	US\$30.00/cbm/way per exhibitor (Min charge 2cbm)
c/. Empty case/carton(s) handling charges (if required)	US\$10.00 per cbm/way (Min 2cbm)
d/. Empty case/carton(s) storage charges (if required)	US\$ 10/cbm. Minimum Charge: 2cbm
e/. Manpower (if required) from 8a.m – 5p.m	- US\$30.00/man
f/. Overtime surcharge	50% of above charges

21. **VAT**

Please note all above charges are subject to 8% local VAT.

Remarks:

- All goods require to be imported under temporary importation even it contains of consumable or giveaway item.
- Above charges exclude: insurance coverage, import duty & tax, return O/F or A/F rates, additional service not list above, etc.

- END -