



Shipping Guidelines

**Shipping guidelines for
Shows taking place at**

**Tokyo Big Sight
Makuhari Messe
Pacifico Yokohama
Intex Osaka
Port Messe Nagoya**

**Kuehne & Nagel Ltd.
KN ExpoService**

**1-4-12, Kiba, Koto-ku, Tokyo 135-0042, Japan
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KN ExpoService

Page: 1 / 5 (v2)

This company is an individual member of the FIATA (International Federation of Freight Forwarders Associations). All transactions accepted without engagement and subject to the printed conditions of carriers involved. This company is not a common carrier. All transactions are subject to the FIATA Rules for Freight Forwarding Services (copies available on request from the company), which, in certain cases, exclude or limit the company's liabilities. Generally the company's liability is limited to 2 SDR / kg.



A) Destination and Arrival deadlines

Destination port / airport

Venue:	Tokyo Big Sight	Makuhari Messe	Pacifico Yokohama	Intex Osaka	Port Messe Nagoya
Air Freight:	Tokyo	Tokyo	Tokyo	Osaka	Nagoya
Sea Freight:	Tokyo	Tokyo	Tokyo or Yokohama	Osaka or Kobe	Nagoya

Arrival Deadlines

Air freight: Tokyo (NRT), Osaka (KIX), Nagoya (NGO) 5 days prior to the requested delivery date

Sea freight: LCL – Tokyo, Osaka 14 days prior to the requested delivery date
 FCL – Tokyo, Osaka 10 days prior to the requested delivery date

The arrival deadlines must be observed; exhibits require time to complete various procedures. Please advise if your cargo is not able to meet the above deadlines when you receive confirmation from your customer. For exhibits that arrive after the set deadline, Kuehne & Nagel Ltd. (**KN Expo Service**) will impose a late arrival surcharge and will not be responsible if clearance is not affected in time for fair opening.

IMPORTANT

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Items such as Functional Ingredients, Food, Plant, Animal (CITES), Cosmetics, Medical equipment and/or products requiring proper certification or import licenses. The exhibitor planning to exhibit such goods in doubt of the necessity of certifications and/or licenses is kindly requested to consult us **KN Expo Service** as soon as possible prior shipping.

The arrival deadlines must be observed. Exhibits require time to complete various procedures. Please advise if your cargo is not able to meet the above deadlines when you receive confirmation from your customer, for exhibits that arrive after the set deadline, KN Expo Service will impose a late arrival surcharge and will not be responsible if clearance is not affected in time for fair opening.

B) Consignment Instruction

All Bills of Lading and Air Waybill must be mentioned as follows.

Consignee:

Kuehne & Nagel Ltd
 KN Expo Service
 1-4-12, Kiba, Koto-ku, Tokyo 135-0042
 TEL: 03-5632-5438 / FAX: 03-5632-5366

Notify Party

Exhibitor's name
 c/o "Name of Exhibition"
 Hall No. xxxx / Booth No. xxxx
 Venue of Exhibition

(sample)

ABC Engineering SA
 c/o "Semicon Japan 2009"
 Hall No.7 / Stand No.7E59
 Makuhari Messe

Description:

Exhibition goods for "Exhibition name"

(sample)

Exhibition goods for "Semicon Japan 2009"

Freight:

Prepaid (only acceptable)



C) Documents Required

- 2 copies of Commercial Invoice & Packing List
- 1 copy of Express B/L or Air Waybill
- 1 copy of Catalogues/Brochure for exhibits
- ATA carnet with “power of attorney” in original set, if applicable.

Sea freight: must be received no later than 10 days prior to vessel’s arrival.

Air freight: must be attached to the air waybill pouch accompanying the shipment.

Minimum requirement for all invoices and packing list , ATA-Carnet

- Precise description of cargo including model name and serial number, if available and function (in the case of machinery).
- Cargo quantities, unit prices, total amounts, gross weight in kilograms and measurements in length x width x height in cm.
- All documents must be in English with prices in US Dollars on a CIF Japan value bases.
- Please put following declaration on every shipping documents.
 - ✓ No commercial value, value for customs purpose only
 - ✓ Country of origin : (France)
- Separate invoice and packing lists must be used for :
 - ✓ The goods to be returned or reshipped after show
 - ✓ The goods to be consumed or giveaway during the show
- Invoices must reflect fair prices otherwise problems may occur during customs clearance if customs adjudge the declared value to be unreasonable low. “No Value” is not accepted by Japanese customs. Please put appropriate nominal value, even for brochure.
- ATA-Carnet is the best way for temporary importation in Japan but please do not show consumable items upon issue, unless otherwise we have to make separate profoma invoice & waybill for definitive import. Please prepare Customs Power of Attorney as following sample, and attach with original ATA-Carnet.

Use the letterhead of ATA-Carnet Holder	
To whom may it Concern	
<u>Customs Power of Attorney</u>	
We, (name of the ATA-Carnet holder), herewith authorize following company to proceed necessary customs formalities and sign up all necessary customs documents on our behalf, for our shipment under ATA-Carnet No.....	
Place and date of issue	Signature
	(Same signature on original ATA-Carnet)

Advance notice of shipment

In order to provide shipment tracking and prompt collection of cargo from carrier, the following documents must be received prior to shipment departing the airport or port of loading.

1. 1 copy of B/L (Express B/L) or Air Waybill
2. 1 copy of commercial invoice and packing list or ATA carnet



D) Packing

- All exhibition cargo that is intended to be re-exported must be packed separately from consumable that will be imported on a definitive duty/tax paid entry.
- Shippers are not allowed to use straw as inside packing material. The importation of straw into Japan is strictly prohibited by the Plant Quarantine Law.
- Wood packaging material strictly requires fumigation in accordance with the International Standards for Phytosanitary Measures, Ispn No.15. with the mark of IPPC (International Plant Protection Convention) .
- KN Tokyo recommends the usage of reusable bolted cases that are sturdy enough to withstand multiple handling during the transit of the shipment.

E) Case Marking

For quick identification and safe handling of cargo, all cases must show the following minimum information that must appear on at least 2 exterior sides. Please ensure also that your case marking corresponds to your invoice and packing list.

Name of exhibition
Exhibitor's name
Hall No. xxxx / Booth No. xxxx
Venue
C/No. 1 of 5, 2 of 5, 3 of 5
Country of origin
Net weight / Gross weight in KGS
Dimensions: L x W x H cm

F) Insurance

It is the responsibility of each exhibitor to provide adequate insurance coverage for all their exhibition cargo in transit to and from the fair including the entire duration of the fair.

G) Removal of cargo from fair site

Prior to the end of the fair all exhibitors are requested to inform KN Expo Service in advance of what is to be done with their cargo after the fair. Requests can be made to KN Expo Service by submitting work order sheets. Exhibitors have the following options.

1. Return to origin or ship to a third country

Reshipping of exhibits after the fair will require some time for paper work processing as well as scheduling of suitable carriers or vessels. Exhibitors are advised to budget for some delay in reshipping when planning for the delivery schedule of the exhibits to other destinations.

2. Consume

Items imported by duty/tax paid entry are treated as domestic Japanese cargo. Please do not reship such items in the same packing containing bonded exhibits. These items must be separately packed and require separate invoices and packing lists.

**3. Destroy / Dispose (Duty/Tax paid entry cargo)**

Items that exhibitors want to have destroyed or disposed of need to be taken to officially designated areas where they will be incinerated under the supervision of customs officers. There will be a change for the transport of such items to the incineration site.

If such service is required, please contact KN Expo Service for assistance.

H) Handling of Empty packages

After all exhibits are unpacked at the booth, empty packing cases will be picked up, stored at our warehouse and returned to booth for repacking at the end of the fair if requested. (Chargeable)

Note:

Basically there is not enough space of neither storage empties nor container for unload/load at fairground.