

*** TENTATIVE PLANS**

SHIPPING GUIDE FOR EXHIBITORS

1 INTRODUCTION

KSA International Inc. has been appointed as a local official freight forwarder for ISEK2020.

In this capacity, we would like to congratulate you on your decision to participate in this exhibition and welcome you all to JAPAN.

In order that the exhibitors can hold their exhibition and meeting smoothly, we will provide support for shipping, customs clearance, carry-in/out, etc...

As International Exhibitors will be aware, there are a lot of complex procedures for import and export of goods for exhibitions.

Please check the information below for the details of what is involved.

If you have any questions, please contact the address below.

Quotation request, temporary importation of exhibits and documentation should be:



TEL : +81-(0)3-3505-8622

FAX : +81-(0)3-3505-8630

E-mail : mice-logistics@ksa.co.jp

ATTN: Naomi TANAKA (Ms.) and Yohei KOIZUMI(Mr.)

※The Organizer and the venue **DOES NOT** make transport quotation.

If you need help with **transportation**, please contact us.

IMPORTER

We will be an importer as your agent, if you use our service.

※Please note both the Organizer and the venue **DOES NOT** be an importer.

2 FORWARDING SERVICES

2.1 Basic services provided by KSA International Inc.

- 1 Pick up the consignment at the arrival airport/seaport
- 2 Consignment entry and/or Temporary Import customs declaration
- 3 Delivery of the consignments to your exhibition booth in the site
- 4 Storage of empty packages at KSA warehouse, if necessary
- 5 Delivery of empty packages to your booth (after the event)
- 6 Pick up and removal of the consignments from your booth
- 7 Reshipping and export customs procedures
- 8 Transportation of the consignments to the departing airport/seaport

We recommend "Door to Door Transport Service" to all International Exhibitors, using our global network service.

We present appropriate service rate or contents to all International Exhibitors who prefer "Door to Door Transport Service".

2.2 Customs Formalities to be applied for exhibitors

- 1 Consumption Import Entry (Dutiable Entry)

Consumption entry will be applied for any items of which you will not intend to reship after your exhibition. Once the shipment is cleared with payments of customs duty and/or Import Consumption Tax, it is at your discretion whether if you use it up, dispose of give away at the exhibitor site or after the fair.

There are some items which Customs allows to be duty free. Printed matters such as company brochures, sales promotion leaflets are typical items that are duty free.

However, please note import consumption tax(VAT) will be levied on those items. Needless to say, duty paid items can be shipped back if you like as we do regular export formalities.

-2 Temporary Import Entry (Duty exemption Entry)

2-1. ATA Carnet

Please note that we recommend using ATA Carnet for the entry of any items just for the exhibition. If you have any questions, please contact us in advance.

In the case of Air shipment

ATA Carnet normally travels with the cargo (shipper lodges it the carrier and the carrier deliver it to the appointed custom the broker at the destination).

In the case of Ocean shipment

ATA Carnet is usually couriered to the custom broker at the destination just after the ship has sailed out.

Please attach your Power of Attorney Letter of ATA Carnet enable us to sign the document so that we can proceed arrangements without your presence.

2-2. Temporary Import

(Duty exemption entry under the condition of reshipping after the event)

On behalf of each exhibitors, we set our own surety bond with customs.

Bond fee is included in our flat service charge just in case we entry Customs.

Those exhibitors who would like to apply this type of procedures, they are requested to ship back any destination out of Japan after the exhibition.

It is very important to ensure consistency between import items and export items; therefore, a invoice with serial numbers written on it is required.

3 TERMS OF PAYMENT

Please see the below several payment options.

3-1. Deposit by wire transfer

- 1 Please make payment in advance according to a list of charges.
- 2 The cost of transportation will be computed by inputting the quantity of goods into the attached file.
- 3 Please arrange the payment to the bank account below one week in advance to the exhibition.
- 4 Please e-mail us description for exhibition items and a copy of our quotation.
- 5 We will arrange a refund of balance from the discount 12 days after the exhibition ends.

<BANK INFORMATION>

Account Name : **KSA International, Inc.**
Bank : **MUFG Bank, LTD.**
#504 SAIIN BRANCH
A/C No : **9000777**
Swift Code : **BOTKJPJT**
Term : **SHA**

3-2. Attention

- 1 Exhibitions goods cannot be transferred without confirmation of the payment. Payment due date: **6th Jul 2020.**
- 2 If you have any questions about payment, please contact the below.
TEL : +81-(0)3-3505-8622
FAX : +81-(0)3-3505-8630
E-mail : mice-logistics@ksa.co.jp
ATTN: Naomi TANAKA (Ms.) and Yohei KOIZUMI(Mr.)

4 SERVICE CHARGES AND FEES *10% TAX included

4-1. Inbound Handling Services

- 1 By Ocean, per shipment,
applicable to LCL cargo, services and fees including
 - ① Transportation to KSA bonded warehouse, from **Kobe** Port
 - ② Warehouse-in & -out service
 - ③ Storage at KSA warehouse
 - ④ Delivery to your booth
- ※ Use of heavy machine for delivery/setting is extra
- ※ Additional cost (30%) will be charged after 8p.m.

JPY55,000.- per 1cbm
(minimum charge:JPY55,000.-)

In the case of FCL(Full Container Load) shipment by ocean,
larger or heavier items, in order of you to obtain more specific rate
idea, please consult our representative.

- 2 By Air, per shipment, services and fees including
 - ① Transportation to KSA bonded warehouse, from **KIX** airport
 - ② Warehouse-in & -out service
 - ③ Storage at KSA warehouse
 - ④ Delivery to your booth
- ※ Use of heavy machine for delivery/setting is extra
- ※ Additional cost (30%) will be charged after 8p.m.

JPY330.- per 1kg
(minimum charge:JPY55,000.-)

4-2. Inbound Customs formalities

- | | |
|----------------------------------|-----------------------|
| -1 Consumption (Permanent entry) | JPY25,000- per entry |
| -2 ATA Carnet | JPJ22,000- per carnet |
| -3 Temporary Import | JPY25,000- per entry |

4-3. Empty Shipping Packages handling

- ① Pick up and removal from your booth
- ② Transportation to KSA warehouse
- ③ Warehouse-in & -out service
- ④ Storage at KSA warehouse
- ⑤ Delivery to your booth after the exhibition

JPY55,000.- per 1cbm
(minimum charge:JPY55,000.-)

4-4. Outbound Handling Services

-1 By Ocean, per shipment, applicable to LCL cargo, services and fees including closing of the cover/top of the shipping container, if necessary

- ① Pick up and removal of the exhibition from your booth
 - ※ Use of heavy machine for delivery/setting is extra
 - ※ Additional cost (30%) will be charged after 8p.m.
- ② Transportation to KSA warehouse
- ③ Warehouse-in & -out service
- ④ Transportation to **Kobe** Port

JPY55,000.- per 1cbm
(minimum charge:JPY55,000.-)

-2 By Air, per shipment, services and fees including

- ① Pick up and removal of the exhibition from your booth
 - ※ Use of heavy machine for delivery/setting is extra
 - ※ Additional cost (30%) will be charged after 8p.m.
- ② Transportation to KSA warehouse
- ③ Warehouse-in & -out service
- ④ Transportation to **KIX** airport

JPY330.- per 1kg
(minimum charge:JPY55,000.-)

4-5. Outbound Customs formalities

- | | |
|---|-----------------------|
| -1 Export Regular Declaration | JPY15,000- per entry |
| -2 ATA Carnet | JPY22,000- per carnet |
| -3 Export on the clearing of temporary Import | JPY25,000- per entry |

4-6. On-Site Labor (with the request basis only in advance)

- 1 Labor fee (unpacking, set-up, etc...)

unpacking	JPY16,500.- per psn/hrs
set-up, etc...	JPY33,000.- per psn/3hrs

4-7. Domestic transport for small packages (KSA W/H ~ the booth)

We also have a service for delivery of the small packages that have been sent to us by courier with customs clearance service.

Please make sure all charges for courier including duty and tax are prepaid.

If you use our service, please ship to our warehouse.

We'll store your packages and deliver to your booth on time.

Not only for the international exhibitors but also for the domestic exhibitors, we have a service same as above on your demand.

- ① Storage at KSA warehouse
- ② Delivery to your booth

JPY330.- per 1kg
(minimum charge:JPY55,000.-)

- ③ After closing exhibition, pickup your packages from your booth
- ④ Delivery to KSA warehouse

JPY330.- per 1kg
(minimum charge:JPY55,000.-)

- ※ If you have large volume or weight of cargo, please contact us in advance.
If you have a request the delivery KSA warehouse to your destination,
please contact us in advance.

6 REMINDERS

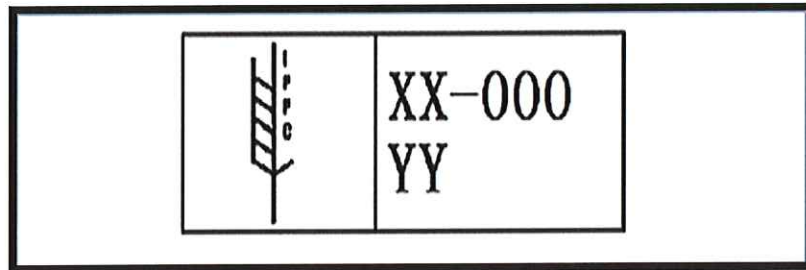
6-1. Fumigation requirements

New wood packing material regulations with effect from April 1, 2007.

With effect from 1st April, 2007, fumigation must be arranged in the country of origin before shipment to Japan for all wood packing materials (WPM). This includes wooden block cases/crates, wooden pallets, wooden frames, wooden drums, chocks & stow-wood, cross-ties and so on.

To ensure WPM is properly treated either by Heat Treatment (HT) or Methyl Bromide (MB), the following information must be marked or stamped on the outside packing.

- ① IPPC Logo
- ② ISO country code (XX)
- ③ Unique number assigned to the company (with carries out the fumigation procedure) by the national plant protection organization. (000)
- ④ Fumigation method either HT-Heat Treatment or MB-Methyl Bromide. (YY)



6-2. Shipping notification & Preadvice

Once shipments have been made, please advise to us by FAX or E-mail with the following details.

Number of packages, Volume & Weight, Dates of departure and arrival

Sea freight Name of vessel, Ocean B/L number

Airfreight Flight number, AWB number

FAX or E-mail to : KSA INTERNATIONAL INC.

FAX : +81-(0)3-3505-8630

E-mail : mice-logistics@ksa.co.jp

ATTN: Naomi,TANAKA (Ms.) / Yohei,KOIZUMI(Mr.)

6-3. At cost factors

- 1 Airport terminal fee and/or Seaport CFS charges or similar ones
- 2 Newly prepared packing materials and packages
- 3 Disposal of booth or packing materials etc if so requested
- 4 Special equipment charge such as crane or heavy duty forklift etc
- 5 If unpacking/repacking labor at the site is requested,
the exhibitor must submit a request from to KSA in advance.
- 6 Inner inspection fee, documentation fee and Customs inspection fee.

6-4. Food items and Tableware

Regardless the quantity or volume, we suggest you will **NOT** contain any food Items & tableware in your shipment as there will be other procedures involved. When you would like to bring in any food items, you may carry with you as personal belongings up to certain amount.

6-5. Import duty and Import consumption tax

They will not be levied on Temporary Import shipment, but will be levied on the CIF value of the goods under the Consumption (Permanent) Entry.

6-6. Insurance

Round trip type cargo insurance including exhibition period should be covered by **each exhibitor**.

7 NECESSARY CONDITION

7-1. Arriving Deadlines

- 1 Ocean Shipment to Kobe Port

General cargo

20th Jun. 2020

*Copies of item list(commercial invoice and packing list):

At least one(1) week prior to ship out

- 2 Air Shipment to KIX airport

General cargo

25th Jun. 2020

*Copies of item list(commercial invoice and packing list):

At least one(1) week prior to ship out

- 3 Small Packages regarding 4-7.

General cargo

1st Jul. 2020

***Late Arrival Charge : JPY 11,000 / per working day**

Any shipments must be freight charge 'prepaid' basis.

Shipments arriving after the deadline, there must be extra charges incurred, due to the special handling required.

7-2. Shipping Marks

In order to expedite clearance through Japanese Customs, please provide the following shipping mark on all outer shipping containers or packages.

Exhibition Name: ISEK2020

Booth No. : (make your booth No.) or (session room#)

To : (make exhibitor's name) or (session name)

C/No. 1-up : (make each number 1 to ...on shipping container)

7-3. Shipping Documents

Please consign all shipping documents. *KSA HQ
(Air Waybills / Ocean B/Ls and Invoice / Packing List)
*This address is office building located in downtown.
*This building is NOT warehouse. Do NOT send any shipments.

Consignee:

KSA International Inc.
13 Mibu Takahi-cho, Nakagyo-ku,
Kyoto 604-8824 Japan
TEL: +81-(0)75-802-1371
FAX: +81-(0)75-811-6906

And "Notify Party" on these documents:
Same as Consignee

7-4. Necessary Documents

The following documents will be required to effect customs formalities.

- ① Air Waybill and/or Ocean B/L for each shipment
- ② Invoice prepared in English, showing specific commodity names, not brand name, known in general name and value (US\$ or Euro) for Customs purpose only
- ③ Packing List (when there are plural numbers of packages)
- ④ Pictures, drawings and any supporting materials to explain the goods, what use for, function etc in English, if available.

7-5. Delivery address for small packages sent by courier

KSA International Inc.
No.1 Bonded Warehouse
63 Tobarikyu-cho, Nakajima, Fushimi-ku, Kyoto 612-8459 Japan.
Attn: ISEK2020 "Exhibition" Naomi TANAKA
or ISEK2020 "Session" Naomi TANAKA
Tel: +81-(0)75-622-8831
Fax: +81-(0)75-603-8030
* DDP TERM