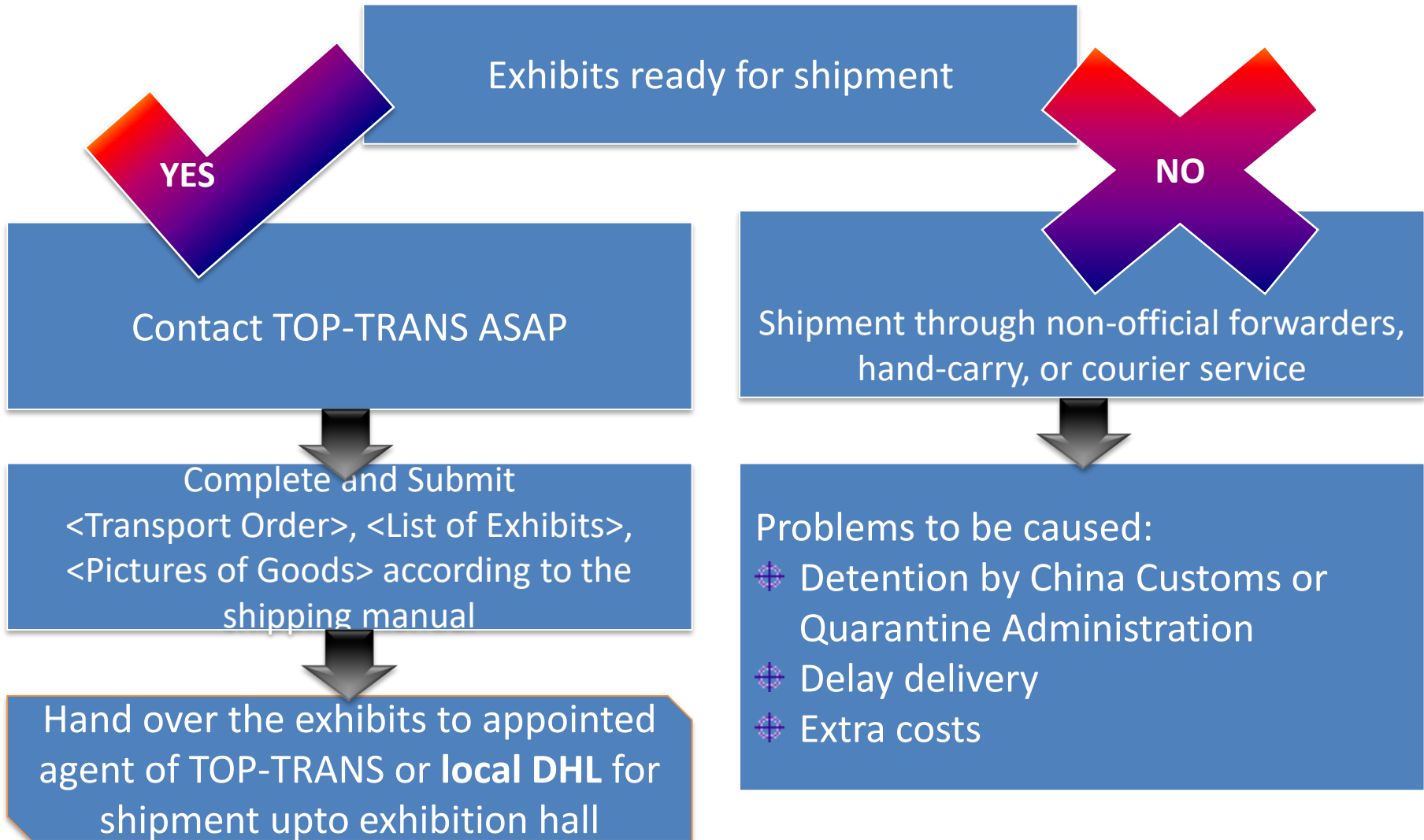


CMEF/ICMD 2018

NECC,2018.04.11-14

**Operation Procedure
For Overseas Exhibits**

Procedure for Transportation



Important Notice



DOCUMENTS PREPARATION

- 1、 Complete <Transport order>, <List of Exhibits>
- 2、 All risk insurance coverage for both inbound/ return shipment, as well as the period at exhibition hall
- 3、 Waybill's Consignee, accordance with the shipping instruction (House Waybill will incur additional fee and delay)



PACKING REQUIREMENT

- 1、 Strong packing for good protection for both inbound and return shipments
 - 2、 Photos of all items before packing have to be submitted to TOP-TRANS for Customs inspection
 - 3、 IPPC marking for wooden package is a must for quarantine clearance
- P.S.: Pls make sure there is no discrepancy between List of Exhibits and actual contents of the shipment. Otherwise, the shipment will be detained and penalty will be levied by the Customs**



DEADLINES

- 1、 Shipment by sea arrival Shanghai seaport by: Mar.25,2018
Shipment by air arrival Shanghai airport by : Mar.30, 2018
- 2、 Shipping documents
(incl. List of Exhibits and photos of exhibits) : Mar.12,2018

Return shipments and Options of Disposal



Return of exhibits

- TOP-TRANS arranges return shipment according to <Return Shipping Instruction> from Exhibitors.
- Customs clearance normally takes 14 working days.
- If there is any urgent return shipment, please inform us before opening of exhibition.

Consumed or abandoned

Use of visual aids and / or distribution of promotion materials on site, must be declared on LOE, and subject to the prior approval of China Customs. Reasonable quantities of no commercial value items can be consumed with Tax & Duty; Some items are not allowed to be consumed and given away. For details, please consult Top-Trans. The customs allows some items to be consumed on site without Tax & Duty, for example catalogues.

Under regulation of temporary import shipments, exhibition goods are not allowed for sale at exhibition site.

Contacts:



DHL/Top-trans Expo Logistics Co., Ltd.

Mr. Frank ZHU

Tel: (+86) 21 5835 0858-806

Fax: (+86) 21 5835 0929

Mobile: (+86) 177 1737 6625

Email: frank.zhu@top-trans.com.cn

Ms. Linda ZHANG

Tel: (+86) 21 5835 0858-815

Fax: (+86) 21 5835 0929

Mobile: (+86) 159 0176 6833

Email: linda.zhang@top-trans.com.cn

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