



# Shipping Instructions

**Shipping Instructions**



# Shipping Instructions

15 - 17 April 2024

Conrad Centennial Singapore

Singapore

**DSV Solutions Pte Ltd**  
**c/o DSV Fairs & Events Singapore**

Co. Reg. No. 199305401E

No 16 Changi North Way, 3<sup>rd</sup> Floor

Singapore 498772

Tel. +65 6571 5404

Contact:

**Mr Rick Tan**

Project Manager

Tel. +65 6571 5604

[rick.tan@dsv.com](mailto:rick.tan@dsv.com)

:

- [Deadlines](#)
- [Document & Consignment Instructions](#)
- [Shipping Instructions](#)
- [Customs Regulations](#)
- [At The Close of Event](#)
- [Importation of Radio/Telecommunication Exhibits](#)
- [Insurance](#)
- [Floor Loading Capacity](#)
- [Terms of Payment](#)
- [Terms and Conditions](#)
- [Annex 1 - Commercial Invoice / Packing List](#)
- [Annex 2 - Freight Instructions](#)

## Deadlines

Arrival of <b>COURIER</b> consignments	<b>7 days prior to move-in</b>
Name of Carrier, Ocean BL number and copies of House BL, Commercial invoice and Packing List for <b>SEAFREIGHT</b> consignments	<b>7 days prior to consignment arrival</b>
Arrival of exhibits shipped by <b>SEAFREIGHT</b>	<b>10 days prior to move-in</b>
Copies of Commercial Invoice and Packing List for <b>AIRFREIGHT</b> consignments	<b>7 days prior to consignment arrival</b>
Arrival of exhibits shipped by <b>AIRFREIGHT</b>	<b>7 days prior to move-in</b>
Copies of Product Catalogues and H.S. Code Descriptions for consignments that includes <b>MEDICAL EQUIPMENTS/LASER EQUIPMENTS</b>	<b>At least one (1) month prior to show</b>

## Deadline for Dispatch of Documents (Pre-Alerts)

To ensure no delays or undue inconvenience for customs clearance on arrival, it is imperative that copy of the vessel/flight details with master air waybill / ocean bill of lading detail be forwarded well in advance before the arrival of shipments according to the stipulated deadlines above.

DSV will not be responsible for any delays and any port/airport storage charges will be recharged at cost. **For late submission of documents, a penalty fee of minimum S\$100.00 per exhibitor/consignment will be imposed.**

Pre-alerts must be forwarded to us:

DSV Solutions Pte Ltd  
 c/o DSV Fairs & Events Singapore  
 Tel. +65 +65 90252675 •  
 Contact: Mr Rick Tan  
 Email: rick.tan@dsv.com

## Document & Consignment Instructions

Seafreight	Airfreight
<p>Please send the following documents not later than <b>7 days prior to consignment arrival.</b></p> <ul style="list-style-type: none"> <li>– 1 original and 1 copy of Bill of Lading</li> <li>– 1 copy of Commercial Invoice/Packing List</li> <li>– 1 copy of Insurance Policy (if insured)</li> </ul> <p>All seafreight consignments must arrive at Singapore Port by <b>10 days prior to move-in.</b></p>	<p>Please send the following documents not later than <b>7 days prior to consignment arrival.</b></p> <ul style="list-style-type: none"> <li>– 1 original and 1 copy of Airway Bill</li> <li>– 1 copy of Commercial Invoice/Packing List</li> <li>– 1 copy of Insurance Policy (if insured)</li> </ul> <p>All airfreight consignments must arrive at Singapore airport by <b>7 days prior to move-in.</b></p>

[Deadlines](#)

[Document & Consignment Instructions](#)

[Shipping Instructions](#)

[Customs Regulations](#)

[At The Close of Event](#)

[Importation of Radio/Telecommunication Exhibits](#)

[Insurance](#)

[Floor Loading Capacity](#)

[Terms of Payment](#)

[Terms and Conditions](#)

[Annex 1 - Commercial Invoice / Packing List](#)

[Annex 2 - Freight Instructions](#)



- *Singapore Customs are strict and thorough in their examination of goods. Do expect all packages to be opened and contents checked against the Combined Commercial Invoice & Packing List.*
- *Customs fines will be imposed on the exhibitor in cases of Undervaluation, Non-declaration, and Erroneous declaration. In such cases, DSV shall not be responsible for any delay in clearance. Customs fines and extra expenses incurred shall be borne by the exhibitor. Exhibitors are reminded to declare the **true market value** of their goods and be extremely careful in their preparation of documents.*
- *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.*
- *(A 10% outlay commission will be imposed on all “Freight Collect” consignments).*

## Shipping Instructions

All exhibition goods by **AIRFREIGHT** and **SEAFREIGHT** must be sent "Freight Prepaid" to:

Consignee: DSV Solutions Pte td  
c/o DSV FAIRS & EVENTS SINGAPORE  
No. 16 Changi North Way,  
Singapore 498772  
**For: Shipping Instructions**

All documents such as Bill of Lading and Air waybill must show DSV Fairs & Events Singapore as the consignee.

## Courier Consignments

All courier shipments must be consigned to the following address:-

Consignee: DSV Solutions Pte Ltd  
c/o DSV FAIRS & EVENTS SINGAPORE  
No. 16 Changi North Way,  
Singapore 498772  
**For: Shipping Instructions**  
Mr Rick Tan  
Tel. +65 +65 90252675

[Deadlines](#)

[Document & Consignment Instructions](#)

[Shipping Instructions](#)

[Customs Regulations](#)

[At The Close of Event](#)

[Importation of Radio/Telecommunication Exhibits](#)

[Insurance](#)

[Floor Loading Capacity](#)

[Terms of Payment](#)

[Terms and Conditions](#)

[Annex 1 - Commercial Invoice / Packing List](#)

[Annex 2 - Freight Instructions](#)



*All consignment must be shipped on "Free-Domicile" basis i.e. all duties and taxes for consignments must be paid by sender in country of origin PRIOR export.*

- reserves the right to REJECT consignment that is not duty/tax paid upon arrival at our premises in Singapore.*
- Please send us a pre-alert indicating the Courier Airway Bill numbers, Courier Company, Name of Exhibition/Event, your contact details for us to assist further.*
- Freight and other relevant charges paid by us on behalf of exhibitor will be subject to a 10% service charge.*

## Case Markings

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

### Shipping Instructions

c/o DSV Fairs & Events Singapore

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

## Packing

Exhibitors to provide strong packing cases for the transportation of the exhibits. The packing of the exhibits are to withstand external elements as well as movements during full transportation and handling.

For main exhibits, we recommend sturdy returnable type of cases to be used for return or onward transport. Exhibitors should also take necessary precautions against rain, especially when the return exhibits are to be packed with original packing materials. Please avoid cardboard cartons if they are intended for return shipping. DSV will not be responsible for damages and claims arising out of improper packing.

## Customs Regulations

### Banker's Guarantee under Temporary Import Scheme (TIS) In Singapore

Under TIS, a Bank Guarantee is required by the Singapore Customs to cover the potential Goods & Services Tax (GST). Goods for exhibitions may be imported 3 weeks prior to the exhibition and re-exported within 3 weeks of the closure of the exhibition.

Request for extension of these periods must be made in writing (with reasons stated) and approval will be granted on a case by case basis.

As an alternative to the T.I.S., exhibitors can have their goods imported into Singapore by utilising the ATA Carnet. Please check with your local Chamber of Commerce on its application.

### Temporary Importation (Conversion Of Temporary Import To Permanent Import Status)

Exhibits imported under the T.I.S. but are subsequently not re-exported shall require conversion to permanent import permit.

### Permanent Importation

All goods sold, disposed, or given away or not re-exported at the end of the exhibition will be subject to a GST of 7% of the CIF value.

### Temporary Importation & GST/Customs Duties

Any Customs Duties/GST applicable to shipments that are sold during the event will be for the account of the respective freight agent or direct exhibitor who engages our services.

DSV **will not** collect duties/GST from the local buyer. Therefore, the exhibitor should include duties/GST in their invoice to the buyer.

An outlay fee of 10% of the paid Customs Duty/GST amount will apply as per our tariff.

[Deadlines](#)

[Document & Consignment Instructions](#)

[Shipping Instructions](#)

[Customs Regulations](#)

[At The Close of Event](#)

[Importation of Radio/Telecommunication Exhibits](#)

[Insurance](#)

[Floor Loading Capacity](#)

[Terms of Payment](#)

[Terms and Conditions](#)

[Annex 1 - Commercial Invoice / Packing List](#)

[Annex 2 - Freight Instructions](#)

## Customs-Sealed Containers

All containers sealed by customs are subject to customs supervision prior to unstuffing (excluding weekends and public holidays). Breaking of seals without permission is a serious violation of customs regulations and offenders are subject to heavy fines. Imposition of fines (if any) will be borne by the exhibitors.

## Sold Exhibits

Charges will apply for handling from exhibition stand to venue loading bay. Please contact us for charges relating to onward services.

All duties/taxes/GST payable/disposal of debris/conversion of temporary import to permanent import fee will be for the account of the exhibitor/their appointed forwarder.

## Special Licenses & Permits

Administrative fees will apply for application and endorsement of licenses/permits from relevant Government departments (SFA, IMDA, RPN, HPR, etc.)

## At The Close of Event

### Return Instruction

It is imperative that all exhibitors complete and sign the Return Shipping Instruction. Exhibitor should either visit our site office or contact our DSV representative at the earliest opportunity to complete their disposal instructions. If there is any amendment to the return instruction, the exhibitor will have to provide DSV with the revised instruction immediately.

If the exhibitor has sold their exhibits to a 3rd party during the event, it is the **SOLE** responsibility of the exhibitor to oversee the collection of their exhibits. DSV will not accept responsibility for any loss or damage.

### Cargo Handover

Exhibitors must contact DSV to arrange for any handover of cargo. They will have to handover cargo to DSV together with DSV's Cargo Handover forms before they leave the exhibition. DSV will not be held responsible for any sort of loss or damage incurred due to an exhibitor not completing or signing the forms correctly.

### Unattended Cargo at Close Of Event

Complete return instructions must be provided by agent or exhibitor to DSV prior to the show closing. Failure to do so will result in transfer of consignment to DSV warehouse and any such movements will be subject to additional transportation and warehouse storage charges. DSV will also not be responsible for any missing/damage cargo that is picked up on request of the show organizer to clear the hall if cargo is not properly handed over to DSV.

[Deadlines](#)

[Document & Consignment Instructions](#)

[Shipping Instructions](#)

[Customs Regulations](#)

[At The Close of Event](#)

[Importation of Radio/Telecommunication Exhibits](#)

[Insurance](#)

[Floor Loading Capacity](#)

[Terms of Payment](#)

[Terms and Conditions](#)

[Annex 1 - Commercial Invoice / Packing List](#)

[Annex 2 - Freight Instructions](#)

## Disposal

Upon delivery of your goods during move in, if your cases are not required to be redelivered to your booth after the show please advise us to arrange for disposal. Fees for disposal shall be charged to exhibitors who require DSV for such service. Otherwise, we will transfer the empty cases back to storage and relevant charges will apply.

## Re-Export Timeframe

After the close of the exhibition, re-export may take at least 3 weeks from the close of the show depending on the region and space availability in airlines or shipping lines. For air freight export, it would take at least 2 weeks from close of the show. For urgent re-export, surcharges will apply, please let us know in advance.

## Mandatory Regulations on Weight Verification

As per regulation, verified gross mass (VGM) information will have to be accurately provided in advance to the ocean carrier. The gross weight of cargo and weight declaration mentioned on all shipping documents would require uniformity e.g. If the gross weight of cargo is 500kg, the same should be reflected on the B/L & Commercial Invoice & Packing List. In cases of erroneous declaration, BL amendment fees, penalties and any extra expenses imposed shall be borne by the shipper/exhibitor/forwarding agent. In addition, the error declaration may result in shipment missing sailing schedules and therefore missing delivery timelines. All resultant costs will also have to be borne by the shipper/exhibitor/forwarding agent.

Shipper/Exhibitors/forwarding agents – please be extremely careful in the preparation of documents. Click [here](#) for additional information on the IMO (International Maritime Organization) / SOLAS (Safety of Life at Sea) requirements.

[Deadlines](#)

[Document & Consignment Instructions](#)

[Shipping Instructions](#)

[Customs Regulations](#)

[At The Close of Event](#)

[Importation of Radio/Telecommunication Exhibits](#)

[Insurance](#)

[Floor Loading Capacity](#)

[Terms of Payment](#)

[Terms and Conditions](#)

[Annex 1 - Commercial Invoice / Packing List](#)

[Annex 2 - Freight Instructions](#)



## Importation of Radio/Telecommunication Exhibits

Any radio or telecommunication equipment brought in for the exhibition must receive prior approval by the Infocomm Media Development Authority of Singapore.

Please submit to us no later than **6 weeks before show opens**, a copy of the exhibit catalogue/brochure with the full specifications, together with the full details of your intended demonstrations. This will enable us to apply for the necessary permits with the Authority.

The static display of such equipment at the exhibition is normally permitted when approved by the Infocomm Media Development Authority of Singapore, for entry into Singapore. For such equipment to be demonstrated at the exhibition or within Singapore, special approval is required.

Such telecommunication equipment should not be uplifted unless approval has been given and cannot be converted to permanent import unless local buyer has valid import license, otherwise equipment has to be re-exported.

### Insurance

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 DSV Fairs & Events Singapore, and also ensure that Transport Insurance is arranged for exhibits sold locally.

Our tariff is computed on the basis of volume and weight and has no correlation with the value of exhibits, it follows that the cost of insurance cover is not included in our charges.

Upon written instructions, DSV Fairs and Events can assist to arrange insurance coverage at competitive premiums.

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

[Deadlines](#)

[Document & Consignment Instructions](#)

[Shipping Instructions](#)

[Customs Regulations](#)

[At The Close of Event](#)

[Importation of Radio/Telecommunication Exhibits](#)

[Insurance](#)

[Floor Loading Capacity](#)

[Terms of Payment](#)

[Terms and Conditions](#)

[Annex 1 - Commercial Invoice / Packing List](#)

[Annex 2 - Freight Instructions](#)

## Floor Loading Capacity

### Singapore Expo Floor Loading Capacity

Exhibition Halls 1 - 6	30 KN/sqm
Exhibition Halls 7 - 10	20 KN/sqm

Exhibits exceeding the above stated capacity may require steel plates.

### Suntec Singapore Floor Loading Capacity

Convention Hall	17.5 KN/sqm
Exhibition Hall	17.5 KN/sqm
Ballroom	5 KN/sqm
Pre-function Lobby Level 2, 3, 4 & 6	5 KN/sqm

Suntec Floor Loading Capacity As per SUNTEC's regulation, all details of exhibits or display items which exceeds 1 ton would have to be submitted to us at least a month before show date: -

- Product catalogue / specification
- Booth design with machine layout plan
- Actual dimensions of the machine including the base (actual base size)
- Is the machine flat based on castors/legs? If the machine is on castors/legs, please provide footprint of the castors/legs.
- Net weight of the machine (static loading and for machines that are in operation, please provide the dynamic load)

Pointed or Dynamic Loads need special permits by the Centre and are restricted to special locations. Exhibits exceeding the above stated capacity may require steel plates, as per SUNTEC's regulation. Please contact SUNTEC for further information

### Marina Bay Sands Floor Loading Capacity

Exhibition Halls	12 KN/sqm
Meeting Rooms	5 KN/sqm

Pointed or Dynamic Loads need special permits by the Centre and are restricted to special locations.

As per MBS's regulation, all details of exhibits or display items which exceeds 1 ton would have to be submitted to us at least a month before show date:

- Product catalogue / specification
- Booth design with machine layout plan
- Actual dimensions of the machine including the base (actual base size) – Is the machine flat based on castors/legs?
- If the machine is on castors/legs, please provide footprint of the castors/legs.

[Deadlines](#)

[Document & Consignment Instructions](#)

[Shipping Instructions](#)

[Customs Regulations](#)

[At The Close of Event](#)

[Importation of Radio/Telecommunication Exhibits](#)

[Insurance](#)

[Floor Loading Capacity](#)

[Terms of Payment](#)

[Terms and Conditions](#)

[Annex 1 - Commercial Invoice / Packing List](#)

[Annex 2 - Freight Instructions](#)



- Net weight of the machine (static loading and for machines that are in operation, please provide the dynamic load)

Exhibits exceeding the above stated capacity may require steel plates, as per Marina Bay Sands regulation. The Centre has the exclusive right to provide forklift trucks (without operator) and other load shifting equipment on rental basis. All forklift rental orders must be submitted to the Centre at least 21 calendar days of required period, 30% surcharge on basic rental applies for any late submissions.

All orders are subject to 10% Service charge and 7% GST.

[Deadlines](#)

[Document & Consignment Instructions](#)

[Shipping Instructions](#)

[Customs Regulations](#)

[At The Close of Event](#)

[Importation of Radio/Telecommunication Exhibits](#)

[Insurance](#)

[Floor Loading Capacity](#)

[Terms of Payment](#)

[Terms and Conditions](#)

[Annex 1 - Commercial Invoice / Packing List](#)

[Annex 2 - Freight Instructions](#)

## 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.**

Our bank account is:  
DSV Solutions Pte Ltd  
The Hong Kong & Shanghai Banking Corporation Ltd,  
21 Collyer Quay ,# 01-01 HSBC Building,Singapore 049320

S\$ A/C No: 141-271379-001  
USD A/C : 260-033295-178  
Swift Code: HSBCSGSG

DSV Fairs and Events accepts payment via major credit cards such as American Express, MasterCard and Visa. A tax invoice will be issued for every transaction.

(Credit card payments via PayPal is subject to administrative charges of 4% on the total invoice amount)



Credit Card payment on site:

Payment via credit card will be subject to a service fee of 5% on the total invoice amount (inclusive of GST).

For additional information or clarification, please contact us at:

**DSV Solutions Pte Ltd**  
**c/o DSV FAIRS & EVENTS SINGAPORE**  
No. 5 Changi North Way, 3<sup>rd</sup> Floor  
Singapore 498771  
Telephone : (65) 6571 5604  
Contact : Mr Rick Tan  
E-Mail : rick.tan@dsv.com

## Terms and Conditions

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

Use of DSV Solutions Pte Ltd's services – be it partly or in full – and any requirement for additional services at any time before, during or after the exhibition expressed orally and/or in writing and/or by conduct, implies acknowledgement and acceptance of the foregoing.

[Deadlines](#)

[Document & Consignment Instructions](#)

[Shipping Instructions](#)

[Customs Regulations](#)

[At The Close of Event](#)

[Importation of Radio/Telecommunication Exhibits](#)

[Insurance](#)

[Floor Loading Capacity](#)

[Terms of Payment](#)

[Terms and Conditions](#)

[Annex 1 - Commercial Invoice / Packing List](#)

[Annex 2 - Freight Instructions](#)





4 Weeks before show opening

Show Name : Shipping Instructions
Show Dates : 15 - 17 April 2024
Show Venue : Conrad Centennial Singapore
City, Country : Singapore



This Form Must Be Complete and Returned By Every Exhibitor

Annex 2 - Freight Instructions

The Organiser has appointed DSV as the official freight forwarder and site handling agent for the exhibition. Should exhibitors engage another freight forwarder, please complete this Service Form for submission to DSV to facilitate freight handling at the exhibition site.

Table with 4 columns: No. of pieces, Description of contents, Dimensions (metres), Weight (kg)

We also note and understand the following:

1. DEADLINE FOR SHIPMENT

- Arrival of courier consignments : 7 days prior to move-in
Receipt of documents for seafreight consignments : 7 days prior to consignment arrival
Receipt of documents for airfreight consignments : 10 days prior move in
Arrival of seafreight consignments : 7 days prior move in
Arrival of airfreight consignments : 7 days prior move in
Receipt of Catalogues/Brochures and Radio/Telecommunication Exhibits : At least one (1) month prior to show

2. CONSIGNMENT INSTRUCTIONS

i. All exhibition goods either by sea freight or airfreight, must be consigned "Freight Prepaid" as follows:

Consignee: DSV Solutions Pte Ltd
c/o DSV FAIRS & EVENTS SINGAPORE
No. 16 Changi North Way, Singapore 498772
Tel: (65) 6571 5604
For: Shipping Instructions

All documents such as the Bill of Lading and Airway Bill must show the consignee as above.

ii. All exhibition goods by courier must be consigned "Freight Prepaid". For shipping instructions please contact us for consignee details.

3. INSURANCE

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 DSV Fairs & Events Singapore, and also ensure that Transport Insurance is arranged for exhibits sold locally.

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

We also inform DSV Fairs & Events Singapore that we will be using the services of the company below to freight our exhibits from (country). Name of Freight Forwarder from origin:

Contact Person: Tel:

Fax: E-mail:

Authorised by: Booth No:

Name

Designation

Company

Address

Tel Fax

Signature & Date

Send this form to: DSV Solutions Pte Ltd c/o DSV FAIRS & EVENTS SINGAPORE No. 16 Changi North Way, Singapore 498772 Tel: (65) +65 90252675 / 6571 5604 Contact: Mr Rick Tan E-mail: rick.tan@dsv.com

