



## SHIPPING MANUAL

### Vietnam Saigon Textile & Garment Industry Expo 2018 / Vietnam Saigon Fabric & Garment Accessories Expo 2018

11-14 April 2018

Saigon Exhibition & Convention Center

Ho Chi Minh City

Vietnam

Presented by

**Agility Fairs & Events Logistics Ltd**

Suite 3001-3, 30/F, Skyline Tower,

39 Wang Kwong Road,

Kowloon Bay, Kowloon,

Hong Kong

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Contact:

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**Agility Logistics Vietnam Co.Ltd**

8Fl., 802-804 E-Town 1 Building

364 Cong Hoa st, Ward 13, Tan Binh Dist

Ho Chi Minh City

Vietnam

Tel : +84 8 38132848/49

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Contact:

**Mr. Steven - Nguyen Duc Trong**

Mobile: +84 908 278 288

[Ntrong@agility.com](mailto:Ntrong@agility.com)

**DEADLINES/SCHEDULE AT A GLANCE**

Faxed copy of Commercial Invoice/Packing List	<b>14-15 Mar 2018</b>
Arrival of films and video tapes/discs by <b>COURIER</b>	<b>22-23 Mar 2018</b>
Copies of Bill of Lading and the Commercial Invoice and Packing List for <b>SEAFREIGHT</b> consignments	<b>14-15 Mar 2018</b>
Arrival of exhibits shipped by <b>SEAFREIGHT (LCL)</b>	<b>26 -27 Mar 2018</b>
Arrival of exhibits shipped by <b>SEAFREIGHT (FCL)</b>	<b>30-31 Mar 2018</b>
Copies of Commercial Invoice and Packing List for <b>AIRFREIGHT</b> consignments	<b>18-19 Mar 2018</b>
Arrival of exhibits shipped by <b>AIRFREIGHT</b>	<b>30-31 Mar 2018</b>

**\*\*\* For any shipment which included censorship items like: Brochure, catalogue, Poster DVD, VCD, .... The arrival deadline must be seven (7) working days prior the above deadline.**

## DOCUMENT & CONSIGNMENT DEADLINES

### 1. SEAFREIGHT

In accordance with the Vietnam rules for the importation of exhibition goods, the Ministry of Trade MUST grant a PRE-ENTRY approval prior to entry.

To comply with this ruling and for customs conversion purpose, all exhibitors are required to submit to us copies of the Commercial Invoice/Packing List not later than **14-15 Mar 2018**. For machines and technical equipment, please send us a copy of their catalogues for our easy custom declarations

For customs clearance purpose, the following documents MUST reach us by **14-15 Mar 2018**

- 2 original and 3 copies of Bill of Lading
- 3 copies of Commercial Invoice/Packing List
- 1 set of Pictures and catalogues of the exhibits
- 1 copy of Insurance Policy (if insured)

A late submission surcharge at **US\$100.00** per entry will be applied should documents reach us later than the stipulated deadline. In the event of late arrivals, Agility will make all reasonable efforts to ensure delivery before the show opens; however, no guarantee can be given. The surcharge will apply regardless of delivery date to the show site.

All seafreight consignments must arrive at Port of HCMC by:

**26 -27 Mar 2018- LCL Shipment**

**30-31 Mar 2018 - FCL Shipment**

**17-18 Mar 2018 - LCL shipment which contained censorship items.**

**21-22 Mar 2018 - FCL shipment which contained censorship items.**

**-The height of cases which is packed in container OT must be less than 3.3m**

**-The height of cases which is packed in container FR must be less than 2.7m**

### 2. AIRFREIGHT

In accordance with the Vietnam rules for the importation of exhibition goods, the Ministry of Trade MUST grant a PRE-ENTRY approval prior to entry.

To comply with this ruling and for customs conversion purpose, all exhibitors are required to submit to us copies of the Commercial Invoice/Packing List not later than **14-15 Mar 2018**. For machines and technical equipment, please send us a copy of their catalogues for our easy custom declarations

For customs clearance purpose, the following documents MUST reach us at least **18-19 Mar 2018** before shipment arrival in Vietnam.

- 1 copy of Airway Bill
- 3 copies of Commercial Invoice/Packing List
- 1 set of Pictures and catalogues of the cargo
- 1 copy of Insurance Policy (if insured)

A late submission surcharge at **US\$100.00** per entry will be applied should documents reach us later than the stipulated deadline. In the event of late arrivals, Agility will make all reasonable efforts to ensure delivery before the show opens; however, no guarantee can be given. The surcharge will apply regardless of delivery date to the show site.

All airfreight consignments must arrive at HCMC airport by:

**30-31 Mar 2018 - Airfreight shipment**

**21-22 Mar 2018 - Airfreight shipment which contained censorship items.**

## SHIPPING TARIFF

### INWARD/OUTWARD HANDLING TARIFF

(for individual exhibits not exceeding 3,000 kg)

#### 1. SEAFREIGHT

From arrival at Port of HCMC to exhibition hall site dock or vice versa

Basic handling rate		<b>US\$80.00</b> per cbm or 1,000 kg, whichever is the greater.
Minimum charge	LCL	<b>US\$200.00</b> per consignment (HBL) per exhibitor.
Minimum charge for FCL	FCL 20' GP	<b>23 cbm</b> per 20' container
	FCL 40' GP	<b>46 cbm</b> per 40' container
*LCL charge/fee and Terminal Handling Charge		<b>US\$35.00</b> per cbm or 1,000 kg, whichever is the greater (at cost).
Minimum charge		1 cbm per consignment (HBL) per exhibitor.
Terminal Handling Charge for FCL	FCL 20' GP	<b>US\$99.00</b> per 20' container
	FCL 40' GP	<b>US\$150.00</b> per 40' container
Consignment Service Charge		<b>US\$80.00</b> per consignment (HBL) per exhibitor
Application of temporary admission of exhibits		<b>US\$100.00</b> per consignment (HBL) per exhibitor

\* Current and actual cost levied by Container Freight Stations (CFS), all third party's charges incurred will be charged at cost. Rates are excluding 10% in our M.O.T invoices.

#### 2. AIRFREIGHT

From arrival at Airport of HCMC to exhibition hall site dock or vice versa

Basic handling rate		<b>US\$0.80</b> per kg based on actual or volumetric weight, whichever is the greater.
Minimum charge		<b>US\$200.00</b> per consignment (HAWB) per exhibitor.
Consignment Service Charge		<b>US\$80.00</b> per consignment (HAWB) per exhibitor
Application of temporary admission of exhibits		<b>US\$100.00</b> per consignment (HAWB) per exhibitor

\* Current and actual cost levied by Airport, all third party's charges not listed above will be charged at cost. Rates are excluding 10% in our M.O.T invoices.

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.

## ADDITIONAL CHARGES

### a. COURIER OF FILMS, VIDEO TAPES, DISCS AND/OR BROCHURES

Any cargo sent via Courier Services if without specific pre-instructions, will be customs cleared on Permanent Importation.

From arrival at Agility's premises in HCMC up to delivery to exhibition stand, excluding the censorship fee levied by the **Cinematography Department**, the following handling charges will apply.

Consignment service charge	<b>US\$80.00</b> per consignment (HAWB)
Handling rate	<b>US\$40.00</b> per consignment up to 40 kg
	<b>US\$60.00</b> per consignment up to 60 kg
	<b>US\$80.00</b> per consignment up to 80 kg
Minimum charge	<b>US\$40.00</b> per consignment per exhibitor
Import tax & VAT to bill back as per outlay	

- If Courier Shipment confirmed to import on temporary basic, the handling charges for normal air shipment will be applied accordingly.

### b. CENSORSHIP IMPORTATION

Brochures, catalogues, films and video tapes/CDs / VCDs / DVDs to be used at the exhibition are subject to Censorship Import License by the **Cinematography Department** in Vietnam.

For films and video tapes/CDs/VCDs/DVDs, you are advised to courier with "Freight Prepaid" to us by **22-23 Mar 2018** for censorship clearance

For other censorship items as brochures/catalogues/printed leaf or inspection products as textile fabric, you are advised to send these items to us by **22-23 Mar 2018** for censorship clearance

Application for censorship import license	<b>US\$250.00</b> per consignment (HBL/HAWB) per exhibitor
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Should censorship items arrive via airfreight/seafreight, the tariffs for airfreight/seafreight shall apply excluded censorship import license fee.

A censorship fee will also be imposed by the customs and this shall be charged to the exhibitor as per outlay.

### c. CUSTOMS CONVERSION FOR GIVE AWAY / CONSUMED CARGO

All give away / consumed cargo must be customs converted from temporary into permanent after the show.

Customs documentation and application fee for permanent import of giveaway items and consumables	<b>US\$200.00</b> per consignment (HBL/HAWB) per exhibitor
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**Brochures and giveaway items are permitted entry into Vietnam but subject to import duties based on the Declared/Market Value whichever is greater and a 10% VAT based on the value assessed by the customs.**

Catalogue, brochure can give away at exhibition but the other give-away, consumed or sold items must be sent to warehouse after Show for customs checking & determine duty tax. Failure to comply, Customs penalty will imposed and we will bill back to agents/exhibitor as cost as per outlay.

**d. OVERSIZE SURCHARGE**

Individual exhibit in excess of 2m (Width), 3m (Length), 2m (Height) per package will incur over size handling charge (in addition to the basic handling charge).

Over size surcharge	<b>US\$12.00</b> per cbm per way.
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**e. HEAVYLIFT SURCHARGE**

Individual exhibit in excess of **3,000** kg per package will incur heavy-lift handling fees (in addition to the basic handling charge).

Up to 4,000kg	<b>US\$60.00</b> per 1,000kg per way
4,001kg to 6,000kg	<b>US\$85.00</b> per 1,000kg per way
6,001kg to 8,000kg	<b>US\$95.00</b> per 1,000kg per way

Exhibits exceeding 8,000 kg per package will be subjected to an individual quotation when the dimensions and weights are provided. These additional heavy-lift handling fees are applicable for both inward & outward movements. Please contact us for further information.

**f. GROUNDING – UNSTUFFING/STUFFING**

For sake of safety, all containers must be grounded to facilitate stuffing or un-stuffing of containers. Our charges for grounding loaded containers and reloading of empty containers & un-stuffing / stuffing container are:

Loaded or Empty Container	20'	<b>US\$350.00</b> per operation
	40'	<b>US\$500.00</b> per operation
Unstuffing/Stuffing Container	20'	<b>US\$200.00 per operation</b>
	40'	<b>US\$350.00 per operation</b>

**g. CRANE**

For sake of safety, heavy cargo must be used crane for setting up position at booth with charge:

Crane	<b>US\$500.00</b> per operation
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### ON-SITE HANDLING SERVICE CHARGE (FOR INDIVIDUAL EXHIBITS NOT EXCEEDING 2,000KG)

Exhibits arriving at the venue shall be subject to the following On-Site Handling Services from arrival Exhibition Venue to delivery Booth or vice versa excluding unpacking/packing & positioning handing over to the drayage contractor.

#### AIR/LCL/FCL

AIR-LCL (per way)	Site Handling	<b>US\$40.00</b> per cbm Min. 3cbm per consignment (HBL/HAWB) / exhibitor	
	Unstuffing /Stuffing of truck	AIR/LCL	<b>US\$25.00/Cbm. Min 2Cbm/Exhibitor/way</b>
FCL (per way)	Site Handling	<b>US\$40.00</b> per cbm Min. 23cbm /46cbm/50cbm per 20'DC/40'DC/40'HC	
	Grounding of container	20'	<b>US\$350.00</b>
		40'	<b>US\$500.00</b>
	Unstuffing/ stuffing of container	20'	<b>US\$200.00</b>
40'		<b>US\$350.00</b>	
Storage of empties		<b>US\$25.00</b> per cbm Min. charge US\$ 50.00 / consignment / exhibitor	
Manpower for unpacking or re-packing		<b>US\$10.00</b> per cbm per way (min 2cbm / way / exhibitor)	
Manpower for working overtime		Will bill at 50% of man power / forklift charge + hall Management fee.	
Hire of 3 tons Forklift for assembly or dismantling (if required)		2.5tons-5tons: <b>US\$50.00/forklift/hour</b> 5tons-7tons: <b>US\$70.00/forlift/hour</b> Over 7tons: check case by case	

### SHIPPING INSTRUCTIONS

#### CONSIGNMENT INSTRUCTIONS

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

Consignee: TBA

Notify Party:

**Agility Logistics VN Co. Ltd**  
8Fl., 802-804 ETown 1 Building  
364 Cong Hoa st, Ward 13, Tan Binh Dist  
Ho Chi Minh City, Vietnam  
Tel : +84 8 38132848/49  
Fax :+84 8 38122965  
Contact : Mr Nguyen Duc Trong  
Hp:+84 8 908278288

Description goods:

Exhibition goods for **Vietnam Saigon Textile & Garment Industry Expo 2018 / Vietnam Saigon Fabric & Garment Accessories Expo 2018**

**All documents such as Bill of Lading and Airwaybill must show “TBA” as the consignee.**

### CASE MARKINGS

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

**Vietnam Saigon Textile & Garment Industry Expo 2018 / Vietnam Saigon Fabric & Garment Accessories Expo 2018**

c/o Agility Logistics VN Co. Ltd

Name of Exhibitor : \_\_\_\_\_

Stand Number : \_\_\_\_\_

Case Numbers : \_\_\_\_\_

Gross Weight/Net Weight : \_\_\_\_\_

Dimensions : \_\_\_\_\_

### **CUSTOMS REGULATIONS**

The Vietnamese Authorities allow exhibits to be imported under ‘temporary import’ basis but exhibits must be re-exported within one month from the close of the show.

We do not recommend that the exhibitor ship foodstuff or beverages to the exhibition and would suggest the exhibitor buy them in Vietnam. If it is essential that the exhibitor bring their own, please ensure they are packed and documented separately from the exhibits to avoid delays in the customs clearance. It should also be sent on a separate Bill of Lading or Airway Bill.

Please be guided that imported foodstuff and beverages attract very high duty rates (between 70% and 150%). No exemption will be granted.

Temporary importation of some specific products such as telecommunication, medical equipment, chemical, pharmaceutical, food stuff and beverage, plants is subject to special import license granted by relevant Ministries.

Exhibits subject to certain Ministry Import Licenses Application & processing fee	<b>US\$300.00</b> per consignment (HBL/HAWB) per exhibitor
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#### ➤ ATA CARNET

**The ATA Carnet is not an acceptable document in Vietnam.**

#### ➤ TEMPORARY IMPORTATION

Cargo that is imported into Vietnam under 'Temporary Importation' is solely mean for the exhibition purpose and must be re-exported within 30 days from the closing date of the exhibition. There is no extension permit granted by Customs

#### ➤ RE-EXPORT

Re-export formality will require about 3 weeks prior to the shipment to be re-exported out of Vietnam. In the event, the exhibitor needs the goods to be re-exported urgently, please notify our representative on-site.



➤ **PERMANENT IMPORTATION**

**CONVERSION OF TEMPORARY-IMPORT TO PERMANENT-IMPORT STATUS**

All exhibits that are brought in under Temporary Import can be sold at the exhibition. However, all relevant duties/taxes/vat must be paid at the end of the exhibition.

The buyer/local agent is responsible for the application of the import license from the Ministry of Trade. If conversion service is require, Agility will be able to facilitate in the conversion from temporary import into permanent import under Commercial trade term with full documentation and license provided by buyer and seller.

Customs conversion from temporary to permanent importation for sold items	<b>US\$200.00</b> per consignment (HBL/HAWB) per exhibitor
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**CANCELLATION OF TEMPORARY IMPORT LICENSE**

Cancellation fees for sold exhibits	<b>US\$100.00</b> per consignment per exhibitor (or buyer)
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**SOLD EXHIBITS TO LOCAL COMPANY (FULLY OWNED BY VIETNAMESE)**

In the event that duties/taxes are unpaid or pending approval and obtainment of Import license, the exhibits must be transferred to a bonded warehouse. All related expenses will be for the account of the exhibitor.

From exhibition stand to 'free-on-truck' or to bonded warehouse, inclusive of return of empty cases, manpower and mechanical aids for re-packing (if required):

Handling from exhibition stand to Agility warehouse	<b>US\$70.00</b> per cbm or 1,000 kg, whichever is greater
Minimum charge	<b>US\$180.00</b> per consignment (HBL/HAWB) per exhibitor
Lift On / Lift Off charge	<b>US\$10.00</b> per cbm per way (minimum. 2cbm)
Storage charge at Agility warehouse	<b>US\$1.00</b> per cbm (or 1000kg whichever is greater) per day
Minimum charge	<b>US\$20.00</b> per consignment (HBL/HAWB) per exhibitor

**DEFINITIVE IMPORT / GOOD SOLD TO FOREIGN INVESTMENT COMPANIES (PARTIALLY OWNED BY FOREIGN ENTITIES)**

Vietnamese Customs will consider the sale of machines / equipment to Foreign Investment Companies imported under an exhibition license on a case by case basis. Generally only direct shipments into Vietnam sold to a Foreign Investment Company will be exempted from payment of duties / taxes and VAT if they are still within their import quota limit.

Exhibits that are sold to Foreign Investment Companies may have to be re-exported and imported again under direct shipment and not utilizing an exhibition license.

Exhibits in bond prior to move-in or re-export are subject to a bonded storage fee.

Handling from exhibition stand to Agility warehouse	<b>US\$70.00</b> per cbm per 1,000 kg, whichever is greater
Minimum handling charge	<b>US\$180.00</b> per consignment (HBL/HAWB) per exhibitor
Lift On/Lift Off charge at Agility warehouse	<b>US\$10.00</b> per cbm per way (Minimum 2 cbm)
Storage charge at Agility warehouse	<b>US\$1.00</b> per cbm (or 1000kg whichever is greater) per day
Minimum storage charge	<b>US\$20.00</b> per consignment (HBL/HAWB) per exhibitor

Handling from Agility warehouse to Customs Bonded Warehouse	<b>US\$30.00</b> per cbm per 1,000 kg, whichever is greater
Minimum handling charge	<b>US\$100.00</b> per consignment (HBL/HAWB) per exhibitor
Lift on / off at Customs Bonded Warehouse	<b>US\$10.00</b> per cbm per way. Min charge: 2 cbm.
Storage charge	<b>US\$1.00</b> per cbm per 1,000 kg per day, whichever is greater, block 15days.
Minimum storage charge	<b>US\$20.00</b> per consignment (HBL/HAWB) per exhibitor

Consignment services charge for re-export	<b>US\$80.00</b> per cbm per 1,000 kg per day, whichever is greater
Customs documentation services for import into customs bonded warehouse.	<b>US\$200.00</b> per consignment (HBL/HAWB) per exhibitor
Customs documentation services for export out of bonded warehouse.	<b>US\$200.00</b> per consignment (HBL/HAWB) per exhibitor

## **WAREHOUSE STORAGE**

The goods that need to be stored in our warehouse before the show and after the show is subjected to storage charge.

Storage charge at Agility warehouse	<b>US\$1.00</b> per cbm (or 1000kg whichever is greater) per day <b>Minimum US\$20.00</b> per consignment (HBL/HAWB) per exhibitor
Lift On/Lift Off charge at Agility warehouse	<b>US\$10.00</b> per cbm per way (Minimum 2 cbm)

## **EXCLUSIONS**

- ✓ Seaport/warehouse storage.
- ✓ Booth dressing/assembly/dismantling work.
- ✓ Surcharge (e.g. early/late arrival, heavy lift, oversize etc.)
- ✓ Additional surcharge for Open Top/Flat Rate container will be added up from basic handling charge.
- ✓ 10% VAT (Value Added Tax) for issuance of MOT invoice.
- ✓ All third parties charges will be billed as per receipt.
- ✓ Container/chassis demurrage/detention.
- ✓ Fumigation of container before exportation, if required.

Any surcharged incurred for services, which are not listed above

## **ADDITIONAL CHARGE FOR REPOSITIONING OF MACHINES ON SITE**

All machines are quoted base on one time positioning, any additional re-positioning of machines will be charge accordingly on site.

## **AT THE CLOSE OF EVENT**

It is imperative that every exhibitor has completed and signed the Return Shipping Instruction Form before they leave the exhibition. Agility will not be held responsible for any sort of loss or damage incurred due to an exhibitor not completing or signing the form correctly. If the exhibitor needs to change the number of packages returning and has failed to provide Agility with the revised instruction. Agility will not be held responsible for any such discrepancies in the piece count.

If for some reasons the exhibitor has not been able to meet with our representatives, and the exhibitor have a return shipment requirement, they should either visit our site office or contact our Agility representative at the earliest opportunity to complete their disposal instructions.

If the exhibitor has sold their exhibits to a 3rd party during the event, it is the sole responsibility of the Exhibitor thereafter and Agility will not accept responsibility for any loss or damage after this time unless otherwise specified in writing. The exhibitor must be present to oversee the collection of all Exhibits.

### **VAT ON SERVICES RENDERED**

All services rendered will be subject to 10% VAT as per Government's regulation.

### **INSURANCE**

We would like to advise that 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 Agility, and also ensure that Transport Insurance in 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, AGILITY can offer the exhibitor insurance coverage at competitive premiums.

### **ADDITIONAL SERVICES**

For additional services not listed above, an individual quotation will be given upon receipt of specific requirements

### **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.**

#### **AGILITY FAIRS & EVENTS LOGISTICS LTD**

Account (HKD): 110-109097

Account (USD): 110-3-803050

Bank name: HSBC – Hay Wa Building office –  
Hong Kong

#### **AGILITY LOGISTICS VN CO., LTD**

Account (VND): 001-078344-001

Account (USD): 001-078344-101

Bank name: HSBC Ho Chi Minh City Branch  
235 Dong Khoi St, Dist 1, HCMC Viet Nam  
(Swift code : HSBCVNVX)

**REMITTING BANK CHARGES ARE TO BE BORNE BY THE EXHIBTOR**

### **IMPORTANT**

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

Use of AGILITY FAIRS & EVENTS LOGISTICS 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 express orally and/or in writing and/or by conduct, implies acknowledgement and acceptance of the foregoing.

**COMBINED COMMERCIAL INVOICE & PACKING LIST**

**Vietnam Saigon Textile & Garment Industry Expo 2018 / Vietnam Saigon Fabric & Garment Accessories Expo 2018**  
 11-14 April 2018  
 Saigon Exhibition & Convention Center

NAME OF EXHIBITOR : \_\_\_\_\_

STAND NO. : \_\_\_\_\_

ADDRESS : \_\_\_\_\_

HALL NO. : \_\_\_\_\_

TELEPHONE NO. : \_\_\_\_\_ FAX : \_\_\_\_\_

CONSIGNEE :  
**TBA**

NOTIFY PARTY :  
**AGILITY LOGISTICS VN CO., LTD**  
 8Fl., 802-804 Etown 1 Building  
 364 Cong Hoa St., ward 13, Tan Binh Dist.,  
 HCMC  
 Tel: 84 8 38132848/49 Fax: 84 8 38122965  
 Contact: Mr. Nguyen Duc Trong  
 Cell: 84 908 278 288  
 Email : [Ntrong@agility.com](mailto:Ntrong@agility.com)

**REMARKS**  
 A : RE-EXPORT  
 B : DISPOSED OF/CONSUMED  
 C : GIVEN AWAY/SOLD  
 \* PLEASE TICK WHERE APPLICABLE

CASE NO.	DIMENSIONS L x B x H (cm)	VOLUME (M <sup>3</sup> )	WEIGHT (KG)		DESCRIPTION OF GOODS (IN ENGLISH)  *Model & serial nos. are mandatory for machineries imported for exhibitions	INTERNATIONAL HARMONIZED CODE	QUANTITY	CIF VALUE (US\$)		REMARKS		
			GROSS	NETT				UNIT VALUE	TOTAL VALUE	A	B	C

The invoiced goods are of \_\_\_\_\_ origin and are intended for display only at the exhibition site. We declare that the information given above is **true and correct** and represent **fair market value** for the items described herein.

**(To be completed by exhibitor)**

Signed for and on behalf of \_\_\_\_\_

Date \_\_\_\_\_ Country \_\_\_\_\_

e \_\_\_\_\_ of \_\_\_\_\_

Name in Block Letters \_\_\_\_\_

Authorised Signatory \_\_\_\_\_



**DEADLINE:**  
**1 Month Before Show**

**Show Name :** Vietnam Saigon Textile & Garment Industry Expo 2018 /  
Vietnam Saigon Fabric & Garment Accessories Expo 2018  
**Show Dates :** 11-14 April 2018  
**Show Venue :** Saigon Exhibition & Convention Center

## FREIGHT INSTRUCTIONS

**THIS FORM MUST BE COMPLETED AND RETURNED BY EVERY EXHIBITOR**

We advise AGILITY LOGISTICS VN CO., LTD, the Official Forwarding Agent and On-Site Installation Contractor that we shall be shipping the following for the event, and we instruct Agility to customs clear and deliver the goods to our stand:

No. of pieces	Description of contents	Dimensions (metres)	Weight (kg)

We also note and understand the following: Arrival of films and video tapes by courier service: 22-23 Mar 2018

Receipt of documents for seafreight consignments : 14-15 Mar 2018  
 Receipt of documents for airfreight consignments : 18-19 Mar 2018  
 Arrival of seafreight consignments – LCL : 26 -27 Mar 2018  
 Arrival of seafreight consignments contained censorship items – LCL: 17-18 Mar 2018  
 Arrival of seafreight consignments – FCL : 30-31 Mar 2018  
 Arrival of seafreight consignments contained censorship items – FCL: 21-22 Mar 2018  
 Arrival of airfreight consignments : 30-31 Mar 2018  
 Arrival of Airfreight shipment which contained censorship items : 21-22 Mar 2018

**1. DEADLINE FOR SHIPMENT**

Faxed copy of Commercial Invoice/Packing List : 14-15 Mar 2018

**2. CONSIGNMENT INSTRUCTIONS**

All exhibition goods either by seafreight or airfreight, must be consigned "Freight Prepaid" as follows:

Consignee :  
**TBA**

Notify party :  
**Agility Logistics Vietnam Co., Ltd**  
 8Fl., 802-804 Etown 1 Building  
 364 Cong Hoa St., ward 13, Tan Binh Dist., HCMC  
 Tel: 84 8 38132848/49 Fax: 84 8 38122965  
 Contact: Mr. Nguyen Duc Trong  
 Cell: 84 908 278 288

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

**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 Agility, and also ensure that Transport Insurance is arranged for exhibits sold locally.

We also inform Agility Fairs & Events Logistics Pte Ltd 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 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_ Fax \_\_\_\_\_  
 Signature & Date \_\_\_\_\_

Send this form to:  
**Agility Logistics VN Co. Ltd**  
 8Fl., 802-804 Etown 1 Building  
 364 Cong Hoa St., ward 13, Tan Binh Dist., HCMC  
 Tel: 84 8 38132848/49 Fax: 84 8 38122965  
 Contact: Mr. Nguyen Duc Trong  
 Cell: 84 908 278 288  
 Email [Ntrong@agility.com](mailto:Ntrong@agility.com)