



International Continence Society

46th Annual Meeting

12th - 16th September 2016

Shipping Instructions



Proud hosts of the

6th ICI

www.ics.org/2016



**International
Continence Society**
46th Annual Meeting
12th - 16th September 2016

April 2016

Dear Exhibitor/Stand Builder,

Hermes- is the official handling agent for KENES congresses in 2016.

We are a full door to door service company.

As such, we are pleased to update you regarding the services and guidance as how we dispatch shipments to the event.

Onsite Handling

Due to security, insurance and organizer policy, Hermes is the exclusive handler inside the venue. No other company is permitted to handle cargo within the venue.

Please note that companies, stand builders & PR companies may make their own arrangements to deliver and retrieve goods directly to the warehouse/venue entrance.

Contact Details:

Hermes Exhibitions & Projects Ltd.
Contact: Ms. Zehavit Akerman
Tel: + 49 6173 966 95 28
Mobile: +972 52 511 4982
E-mail: zehavitak@hermes-exhibitions.com

Shipment Categories

All shipments must be packed, labeled and sent according to the appropriate category (see below). Please use only the attached labels. Please do not mix different types of shipments in one box.

Categories:

- (1) Insert-for participant bags
- (2) Marketing/promotion material-for unmanned display
- (3) Exhibition goods-for exhibition stand only

The following instructions and information have been prepared to clearly outline the requirements for smooth transport and customs clearance for your exhibits shipped to the trade show in Japan.



SHIPPING DOCUMENTS & CUSTOMS CLEARANCE

All Shipping documents must follow the below instructions

AIR Freight shipment

Airport of destination: Tokyo.

Consignee on Airway bill

Agility Ltd
NOF Kanda Iwamoto-cho Bldg. 7th Floor,
8-16, Iwamoto-cho 3-chome,
Chiyoda-ku, Tokyo 101-0032, Japan
Tel: +81-3-5821-4617
Fax: +81-3-5821-4610

Notify part:

Name of Exhibitor _____
Name of Exhibition _____
Venue _____
Hall No _____
Stand No _____

Please note that if you ship some goods which are restricted by Japanese local regulations (ex. food stuff, medical equipment, etc.). Agility Japan cannot be the consignee. Please ask F&E Personnel for more details.

DOCUMENTATION

Temporary import can be arrange with ATA carnet only

- Air Waybill 1 original
- Shipping Invoice 4 folds original
- Packing List 4 folds original
- Catalogue of Photo of exhibits 1 set original
- Insurance Policy 1 copy
- Special Documents if any

Please make sure to send all documents prior of shipping your goods



FINAL IMPORTATION / CARRIER SHIPMENTS

Do not mix temporary and final importation each of the methods must have separate documents and packing

Only brochures and catalogs can be sent under final importation to the congress

Remarks:

All shipping documents should be described in **English only**.

“(ZERO) VALUE” is **NOT** accepted by Japanese Customs Office.

Please add reasonable normal value for each item, even for consumables such as catalogue, Raw materials, giveaway, etc.

ARRIVAL DEADLINE

Airfreight shipment at Tokyo (NRT) Airport: 5 working days prior to the requested move-in date.

CUSTOMS CLEARANCE

The following points are important in preparing shipping documents for import formalities:

1. To make separate sets of shipping invoice and packing list.
2. To describe model and serial nos. or whatsoever identifying the cargo specification.

Import of the following goods is restricted by Japanese local regulations and laws:

- Food & Beverage Ingredients list/Manufacturer's declaration
Food Analysis certificate / Food Import Control
- Meat Products Animal Quarantine Control
- Live Plant / Dry Flower Phytosanitary / Plant Quarantine Control
- Drugs, Cosmetics Pharmaceutical Control
- Leather, Fur, Ivory, Etc. Cites, Washing Convention
- Straw and its Products Prohibition
- Leather Shoes, Silk Import Quota

Importation of some goods may be rejected due to its nature or local standard of harmful ingredients. To avoid any inconvenience, you must talk to our office well in advance, and must prepare required documents at the exporting countries.

PACKING

All wooden packing materials such as pallets, crates, boxes and dunnage used to support or to brace the cargo must be treated and marked prior to arrival in Japan.

To certify treatment, the wood packing material must be marked with a unique graphic symbol by **IPPC (International Plant Protection Convention)**.



Pharmaceutical products

A licence is required for the importation of any pharmaceutical products either for display purposes. Should you be exhibiting any products, please make sure to have a local importer

Customs examination

Japan customs are through in there examination on previous exhibitions every case has been opened and the contents have been carefully checked against the invoice/packing list.

We would strongly recommend that at the time of preparing documentation that you ensure that the invoice/packing list tie up with the contents of your packed cases.

DO NOT MIX temporary and permanent imports together in one case as this can cause delays in clearance and examination and will incur extra charges. All cases must show import status i.e., Temporary or Permanent.

SHIPMENT VIA ADVANCE WAREHOUSE (customs cleared, local shipments)

Goods delivered via our warehouse please contact us in advance for instructions.

Direct Deliveries to Congress Venue

Domestic Cargo /Courier Shipments / Full Load Trucks

Tokyo International Forum 3-5-1 Marunouchi Chiyoda Tokyo 100-0005 Japan
Exhibition Hall: B2F

Exhibition goods will be accepted:

Sunday September 11, 2016 from 09:00
Monday September 12, 2016 untill 12:00

Delivery Address:

For delivery direct to the venue , please make sure to send time slote request form.

Courier Shipments

It is not recommended to use a courier service. In case of sending a courier shipment, please be sure to send us a pre-advise with the full details of the shipment: courier company, number of pieces and tracking number.

**All courier shipment must be send DDP Terms (delivery duties paid) .
Courier charges for handover of import shipping documents \$185.00/ document.
Shipments that arrive without pre alert and payment confirmation will not be accepted.**



Insurance

It is the shipper / exhibitor responsibility to have comprehensive insurance coverage whilst in transit storage and onsite for the duration of the exhibition and return.
We will not accept any responsibility for loss or damage of the exhibitor's equipment.

Re-export

Re-export after the show may take a considerable time whilst the customs documentation is being completed. Please bare this in mind when planning further, use of your exhibits and displays. ***September 19-22 are local holidays***

Payment terms

In order to ensure move in/out of your shipment/s, please complete and sign the attached material handling form/payment confirmation and return it to our attention.
Please note that your signature will be used as payment guarantee based on the general tariff.

Any services not outlined in the attached tariff will be quoted on an individual basis.

Terms and conditions

All orders are accepted exclusively on the basis of the local forwarders terms and conditions

We wish you a sucessful event,

Hermes - Exhibitions

COMBINED COMMERCIAL INVOICE & PACKING LIST

NAME OF EXHIBITOR : _____

ADDRESS : _____

STAND NO. : _____

HALL NO. : _____

TELEPHONE NO. : _____ FAX : _____

CONSIGNEE : AGILTY LTD
 NOF Kanda Iwamoto-cho Bldg. 7th Floor
 8-16, Iwamoto-cho 3-chome
 Chiyoda-ku, Tokyo 101-0032, Japan
 Tel : +81 3 5821 4617 / Fax : +81 3 5821 4610
 Email : ExpoJapan@agility.com
For : show name

REMARKS

A : RE-EXPORT

B : DISPOSED OF/CONSUMED

C : GIVEN AWAY/SOLD

* PLEASE TICK WHERE APPLICABLE

| CASE NO. | TYPE of PACK | DIMENSIONS L x B x H (cm) | VOLUME (M ³) | WEIGHT (KG) | | DESCRIPTION OF GOODS (IN ENGLISH) *Model & serial nos. are mandatory for machineries imported into Japan 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 _____

Show Name :
Show Dates :
Show Venue :
City, Country :

FREIGHT INSTRUCTIONS

THIS FORM MUST BE COMPLETED AND RETURNED BY EVERY EXHIBITOR

We advise Agility Ltd / Agility Fairs & Events Logistics Pte 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 (meters) | Weight (kg) |
|---------------|-------------------------|---------------------|-------------|
| | | | |
| | | | |

We also note and understand the following:

1. DEADLINE FOR SHIPMENT

Arrival of films and video tapes by courier service : «VideoCon»
Receipt of documents for seafreight consignments : «SeaDoc»
Receipt of documents for airfreight consignments : «AirDoc»
Arrival of seafreight consignments : «SeaCon»
Arrival of airfreight consignments : «AirCon»

2. CONSIGNMENT INSTRUCTIONS

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

Consignee: AGILITY LTD
NOF Kanda Iwamoto-cho Bldg. 7th Floor
8-16, Iwamoto-cho 3-chome
Chiyoda-ku, Tokyo 101-0032, Japan
Tel : +81 3 5821 4617 / Fax : +81 3 5821 4610
Email : ExpoJapan@agility.com
For:

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

3. INSURANCE

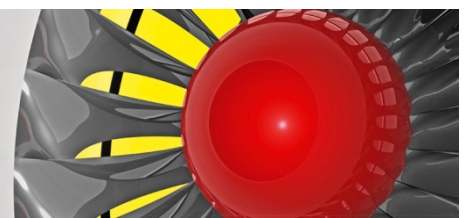
It is the responsibility of each exhibitor to arrange Marine (Transport) Insurance covering transport to the exhibition, during the exhibition, and the return of the exhibits to domicile, including the period the exhibits are handled by AGILITY, and also ensure that Transport Insurance is arranged for exhibits sold locally.

We also inform AGILITY 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:

AGILITY LTD
NOF Kanda Iwamoto-cho Bldg. 7th Floor
8-16, Iwamoto-cho 3-chome
Chiyoda-ku, Tokyo 101-0032, Japan
Tel : +81 3 5821 4617 / Fax : +81 3 5821 4610
Tokiko Inaba / Eriko Abe
Email : ExpoJapan@agility.com
www.agility.com



HANDLING RATES – ICS TOKYO 2016

Inbound / out bound

1. Air Freight

From free arrival Tokyo (NRT) Airport up to free delivered booth including:

- Transfer from airport to the warehouse
- Transfer from warehouse to the show site
- Delivery to the booth

| | |
|----------------------------------|-------------------|
| Minimum per shipment | \$ 525.00 |
| Up to 300 kg | \$ 2.15 / Kg |
| Up to 1000 kg | \$1.80 / kg+45.00 |
| Above 1000 kg each additional kg | \$1.60 / Kg+55.00 |

Airport taxes, storage, fees etc. will be calculated as per outlay US\$ 125.00 Min
Outlay fees + **10% for pre payment.**

2. Handling via Warehouse. Customs cleared, local goods only

From free arrival warehouse up to free delivered booth including:

- Transfer from warehouse to the show site
- Delivery to the booth
- Intermediate storage (up to 4 days)
- Per CBM \$ 115.00 / CBM Min 3 CBM

3. Direct Delivery to Venue –

From free arrival venue up to free delivered stand, first time spotted:

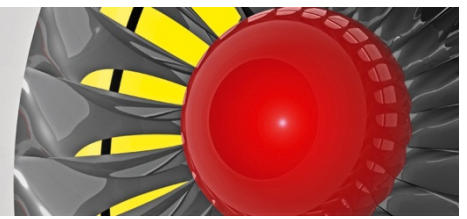
- Rate offer will be send upon request

4. Customs Formalities

- Trade fair entry At cost +5%
- Duty / tax paid entry (Permanent import) \$205.00
- Carnet ATA \$155.00
- Additional classification \$ 55.00
- Duties & Taxes as per outlay. Fees for an advanced payment of duty & tax + **10% for pre-payment.**
- Customs inspection At cost +5%

5. Other Charges

- Handling of empties (including storage) \$ 95.00 /CBM (Min2 CBM)
- Forwarding commission - per order / shipment \$ 75.00
- On-site representative for service / support \$ 55.00
- Import / export carrier terminal handling \$0.30/ per kg+5%
- The following are at cost +5%
Food import notification, Animal , plant quarantine control, fumigation ,export license acquisition, customs examination ,pre inspection, sorting charges Dumping of waste unnecessary empty cases



Outbound Handling Charges

The same rates will apply for outbound services.

Insurance

It is the shipper / exhibitor responsibility to have comprehensive insurance coverage whilst in transit storage and onsite for the duration of the exhibition and return. We will not accept any responsibility for loss or damage of the exhibitor's equipment.

GENERAL REMARKS

1. Late arrival fee 25%-50%
2. The above rates do not include local VAT that will be charged where applicable.
3. The above rates are for services provided from Mon – Fri, 08:00 – 16:30
4. Overtime surcharge (16:30 – 20:00) – additional 15% on total move in/out charges.
5. Overtime surcharge (20:00 – 08:00) – additional 35% on total move in/out charges.
6. Saturday Sunday & Holidays – additional 50 % on total move in/out charges
7. Airfreight chargeable weight is calculated based on 1 CBM = 167 kg,
Whichever the greater will be applied

This price schedule is not applicable for handling valuable goods, personal effects, artworks, Antiques, hand-carried consignment, or whatever is special handling required.

All services to be performed are subjected to the general trading conditions of Agility Ltd. Copies of which are available upon requests. We are not a common carrier

Most of exhibitions held in Japan are not registered as a bonded exhibition.
For non-bonded exhibitions, Trade Fair Entry cannot be arranged.
Please arrange ATA Carnet if you require temporary imports.

Please note that this tariff is applicable for the regular shipments.
Very heavy (exceeding 3,000 Kgs.) and bulky consignments.

Please contact to us for individual quotations.

The Japan Customs will begin official enforcement on April 1, 2007 of the import regulations For wood packing materials entering Japan. This includes pallets, crates, boxes and blocking / Bracing materials. Wood packing must comply with IPPC standard ISPM#15. Please have the IPPC logo stamped on all crates, pallets, etc
h. MSDS is needed for dangerous goods and batteries.

EXHIBITION GOODS

For the Exhibitor's Stand Only

Air Freight Shipments

Exhibitor Name

Stand/Booth Number

Contact Person

Mobile Phone

Agility Ltd

NOF Kanda Iwamoto-cho Bldg. 7th Floor,

8-16, Iwamoto-cho 3-chome,

Chiyoda-ku, Tokyo 101-0032, Japan

Tel : +81-3-5821-4617

FOR ICS 2016 - TOKYO

Box No. _____ of _____

EXHIBITION GOODS

For the Exhibitor's Stand Only

Direct to Venue

Exhibitor Name

Stand/Booth Number

Contact Person

Mobile Phone

Tokyo International Forum
3-5-1 Marunouchi Chiyoda Tokyo
100-0005 Japan
FOR ICS 2016 - TOKYO

Box No. _____ of _____

Marketing/Promotional Material

For Congress Unmanned Display

DIRECT TO VENUE

Exhibitor's Name

Contact Person

Mobile Phone

Tokyo International Forum
3-5-1 Marunouchi Chiyoda Tokyo
100-0005 Japan
FOR ICS 2016 - TOKYO

Box No. _____ of _____

Marketing/Promotional Material

For Congress Unmanned Display

Air Freight Shipments

Exhibitor's Name

Contact Person

Mobile Phone

Agility Ltd

NOF Kanda Iwamoto-cho Bldg. 7th Floor,

8-16, Iwamoto-cho 3-chome,

Chiyoda-ku, Tokyo 101-0032, Japan

Tel : +81-3-5821-4617

FOR ICS 2016 - TOKYO

Box No. _____ of _____

INSERTS

For Congress Bags

Air Freight Shipments

Exhibitor or Company Name

Stand/Booth No. (if relevant)

Contact Person

Mobile Phone

Agility Ltd

NOF Kanda Iwamoto-cho Bldg. 7th Floor,

8-16, Iwamoto-cho 3-chome,

Chiyoda-ku, Tokyo 101-0032, Japan

Tel : +81-3-5821-4617

FOR ICS 2016 - TOKYO

Box No. _____ of _____

INSERTS For Congress Bags

Direct to venue

Exhibitor or Company Name

Stand/Booth No. (if relevant)

Contact Person

Mobile Phone

Tokyo International Forum
3-5-1 Marunouchi Chiyoda Tokyo
100-0005 Japan
FOR ICS 2016 - TOKYO

Box No. _____ of _____