

SHIPPING INSTRUCTION

1 – DEADLINES

1.1 **For documents :**

- Sending DRAFT invoice & packing list IN MICROSOFT FORMAT (Winword, Excel) 15 days before opening date to email address: exhibition@ttm-vn.com

- Sending ORIGINAL invoice, packing list and FREIGHT PREPAID Bill of Lading by courier to us 10 days before opening date.

1.2 **For consignments:**

- Air cargo : must arrive TANSONNHAT airport (SGN) or Noi Bai (HAN) 5 working days before opening date.

- Sea cargo : must arrive Hochiminh city port or Haiphong port 7 working days before opening date.

Note:

- In case of shipments arrive port / air port later than above mentioned deadlines, 25% surcharges will be added to handling charge.
- Air, Sea cargoes must consign through T.T.M LOGISTICS' agent network or to us directly on Master Bill of lading / Master Airway bill, please DO NOT SHIP VIA CO-LOADER (If any, cost incurred will be billed at cost)

2 - CASE MARKING

Your cases, cartons, wooden crate, etc must be marked as follows:

Exhibition Name :
c/o T.T.M LOGISTICS CO., LTD
Exhibitor :
Stand No :
Case No :
Dimensions :
Weight :

3 - SHIPPING DOCUMENTS

Please prepare full set of documents with details as follows:

1/ CONSIGNEE:

T.T. M LOGISTICS CO., LTD
65 NGUYEN HUU CANH STR., BINH THANH DIST.
HOCHIMINH CITY, VIETNAM
TEL: 84 - 8 - 2944289 / 5180729 - FAX: 84 - 8 - 2944290

2/ DESCRIPTION OF GOODS : EXHIBITION CARGO

Required Shipping documents are:

- Proforma- Invoice & Packing list (03 originals, 02 copies, *Combined Invoice & Packing list is accepted*)

- MASTER Bill of lading or airway bill: (02 originals, 02 copies). Telex release is acceptable.
- Certificate of origin will be necessary for the import clearance.

Paperworks must clearly show in English language contents of goods - HS CODE – quantity - unit and total CIF prices, country of origin. It is highly appreciated to download our Combined Invoice Packing List at <http://www.ttm-vn.com/images/Invoice sample.xls>

4 – GOODS NEED IMPORT LICENCE (PLEASE DO NOT SHIP WITHOUT OUR PRIOR APPROVAL)

Certain items such as telecommunication equipment, cosmetic, medical equipment, medicine, foodstuff, livestock, radioactive... are required special documentation and/or clearances prior to importation.

1 – Cosmetic : please send us your original Certificate/Approval of Ministry of Health by courier 20 days before opening date.

2 - Medical equipment need to obtain import license (REF TO LIST OF DEVICES/EQUIPMENT NEED IMPORT LICENCE): please send us catalogues, manual, copy of ISO & Free sell certificate via courier 30 days before opening date.

3 - Medicine: please send following documents by courier 30 days before opening date:

- a - Certificate of Analyse issued by manufacturer (1 original with seal & signatory, 3 copies)
- b - Free sell certificate issued by MINISTRY OF HEALTH of exporting country (1 original with seal & signatory, 3 copies)
- c - Catalogues (original)
- d - Manufacturer Standard Certificate issued by MINISTRY OF HEALTH of exporting country (1 original with chop & signatory, 3 copies)

4 – Foodstuff: please send following documents of exporting country by courier 15 days before opening date.

- a - Certificate of Analysis (1 original with seal & signatory, 3 copies)
- b - Certificate of Free sale (1 original with seal & signatory, 3 copies)
- c - Health Certificate from Veterinary Department (1 original with seal & signatory, 3 copies)

5 - Telecommunication equipment: please send us catalogues and manual by courier 30 days before opening date.

NOTE:

- NONE OF PRODUCTS NEED IMPORT LICENCES ARE SOLD, GIVEN AWAY OR CONSUMED. ALL WILL BE RE-EXPORTED AFTER SHOW. EXCEPT BUYER OR RECEIVER HAVE BUSINESS REGISTRATION FOR SUCH KIND OF PRODUCTS.
- ALL ABOVE MENTIONED DOCUMENT MUST BE IN ENGLISH LANGUAGE.
- THE LIST ABOVE IS NOT EXHAUSTIVE AND SUBJECT TO CHANGE AT ANY TIME BY OPERATION OF LAW. THEREFORE IN THE INTEREST OF SAFETY, WE WOULD URGE ALL EXHIBITORS TO CONTACT US FOR SPECIFIC INSTRUCTIONS.

5 – CENSORSHIP

All video tapes, VCD, DVD, CD-rom (including softwares, laser discs) are subject to the censorship clearance of Media Department. It will take about 1 week for the approval. Therefore, the said items must be sent by courier to T.T.M at least 2 weeks before opening date of show.

6 – MACHINERY CARGO

Kindly instruct us how to move / install your cargo before shipping your cargo. Following information is requested:

- Booth no., Hall no.
- Position of machines in your booth.
- Dimensions & gross weight per package
- Any special request.

Your technician must be presented at exhibition centre on moving in & out days.

7 – INSURANCE

An insurance full risk should be covered from the place of departure by exhibitor. Accordingly to the VIETNAM INTERNATIONAL FREIGHT FORWARDERS ASSOCIATION regulations, the liability of the forwarder is limited and not be sufficient in case of any difficulties.

8 – IMPORT TAX & VAT

8.1 All the cargoes are under temporary import basis and re-exported totally after the show will be **taxed free**.

8.2 Any cargoes/items are to give away or consume or abandon during or after the show are subject to taxes/duties & VAT stipulated by Customs.

Please give us the instruction of giveaway, consumed/abandoned items when consigning cargo in order for customs to calculate the estimate import tax & VAT which is requested to deposit on the first day of the show. After finishing permanent import for such goods, import tax & VAT notification will be sent to exhibitors. The exhibitor shall pay additionally if the tax is more than the deposit or shall be refunded if the tax amount is less than the deposit.

8.3 Exhibits can be sold during or after showtime. After show, exhibitor has 30 days to find buyer / distributor and finish permanent import procedure for exhibits. Besides, exhibitor can extend the retention time of goods 2 times, 30 days each. During the time, exhibits will be kept at warehouse under supervision of customs. After 2 times of extending, exhibits must be re-exported.

8.4 Value is able to apply for tax exemption per exhibitor as follows:

- VND 50,000.00 per gift (apprx. USD3/ item) but total value of consignment per exhibitor is not exceed VND 10,000,000.00 (apprx. USD 630 / consignment)

NOTE:

- Tax exemption charge will be discussed case by case.
- Deposit for import tax is required. After tax exemption be approved (1month), tax deposit will be refunded.

9 – CLOSING DATE

All the empty cases will be returned to your stand as soon as possible after the show close and should you require re-packing, please ensure that a representative present at the time of packing to supervise the operation and proper shipping labels are affixed to the cases.



T.T.M LOGISTICS CO., LTD
website: www.ttm-vn.com

T.T.M LOGISTICS CO., LTD

65 Nguyen Huu Canh Street, Binh Thanh District, HoChiminh City, Vietnam
Tel: 84 - 8 - 2944289 - 5180729 / 730 Fax: 84 - 8 - 2944290
Email: info@ttm-vn.com Website: www.ttm-vn.com or www.ttmlogistics.vn

10 – RE-EXPORT

At the first day of the show, CARGO CHECKLIST will be distributed to exhibitors and collected before closing date in order for us to prepare a re-export plan. You are kindly requested to read & fill in carefully.

11 - TERM OF PAYMENT

All provided services will be charged basing on the T.T.M's official exhibition tariff.

100% payment for inward handling shall be made upon handing over the goods to rep person of exhibitor at exhibition centre

100% payment for outward handling shall be made upon collection of goods at TTM's warehouse.

12 – TTM LOGISTICS' CONTACT

Our experienced and skilled staffs will be available at fair site during move-in, move-out, and show time. Please visit T.T.M LOGISTICS' stand at fair site or contact following persons in charge:

Name	Title	Cellphones	Email addresses
Mr.Do Trung Kien	Exhibition Manager	84-903935707	dtkien@ttm-vn.com
Ms. Chenging	Business Manager	84-983976769	chenging@ttm-vn.com
General information	Exhibition Department		exhibition@ttm-vn.com

We are happy to serve you!