



**The 15<sup>th</sup> Congress of the ASEAN Federation of Endocrine Societies  
(AFES 2009)  
28 Nov. – 1 Dec. 2009  
Queen Sirikit National Convention Centre**

This form should be completed and returned to Sun Expo Services Co., Ltd. before 5 October, 2009

Freight Forward agent's company name : Sun Expo Services Co., Ltd

Contact person : **Ms. Ning Siripaibool**

Tel : 02 728 4452 - 4 Fax : 02 752 8545 - 6

Mobile : +668 1584 1556 Eml : [ning@sunexpothai.com](mailto:ning@sunexpothai.com)

**Please tick where appropriate**

- We will ship exhibit shipment from outside Thailand and need Sun Expo made custom clearance
- We have heavy and/or large exhibit to deliver to exhibition stand.

No. of pkgs	Description of exhibit / cargo	Gross Dms (cms)	Gross volume	Gross Weight (kg)

Please note : Seafreight consignment arrival at the Klong Toey or Ladkrabang Seaport prior to :  
LCL : Nov. 11, 2009 FCL : Nov. 18, 2009

: Airfreight consignment arrival at Bangkok International Airport prior to Nov. 16, 2009

**Mode of Entry** ( ) ATA Carnet ( ) Bonded ( ) Definitive Importation

**Mode of Arrival** ( ) Airfreight MAWB No. : .....

( ) Seafreight B/L No. : .....

**Mode of Departure** ( ) Airfreight ( ) Seafreight

**Exhibitor Name** : ..... **Booth No.** .....

**Name** : .....

**Address** : .....

.....

**Tel** : ..... **Fax** : .....

**e-mail** : ..... **Date** : .....

Please return this form to : **Ms. Ning Siripaibool** ; Eml : [ning@sunexpothai.com](mailto:ning@sunexpothai.com)

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**SUN EXPO SERVICES CO., LTD.**

60/107 Moo 9, Dokmai, Praves, Bangkok 10250, Thailand Tel. +66 (0) 2 728 4452-4 Fax +66 (0) 2 752 8545-6  
eml : [sunexpo@sunexpothai.com](mailto:sunexpo@sunexpothai.com)



### Tariff / Shipping Instruction

**The 15<sup>th</sup> Congress of the ASEAN Federation of Endocrine Societies  
(AFES 2009)  
28 Nov. – 1 Dec. 2009  
QSNCC**

For those exhibits not exceeding 2000 kgs/piece.

**Inward : From port to stand per exhibitor/shipment**

**SEA FREIGHT**

Service charge	US\$ 75.00/exhibitor
Handling charge (min 2 cbm)	US\$ 75.00/cbm.
Port/clearance/Misc (min 2cbm)	US\$ 15.00/actual cbm.
Diplomatic Guarantee/ATA Carnet coordinator	US\$ 150.00/shipment
Bank Guarantee premium at 1% of the CIF value per month or min. USD 150.00 whichever greater....	
Steamship line charge, Terminal charge, Port storage charge, D/O charge and lift On/off charge and etc.	per actual receipt + 15%
Import duty	per actual receipt + 15%
Container detention charge	per actual receipt + 15%
Container demurrage charge (if any)	per actual receipt + 15%
VAT	7% of the above

**AIR FREIGHT**

Service charge	US\$ 75.00/exhibitor
Handling charge (min 200 kg)	US\$ 0.75/kg.
Port/Misc (min 200 kg)	US\$ 0.40/kg.
Diplomatic Guarantee/ATA Carnet coordinator	US\$ 150.00/shipment
Bank Guarantee premium at 1% of the CIF value per month or min. USD 150.00 whichever greater....	
Import Duty	per actual receipt + 15%
Port storage charge	per actual receipt + 15%
VAT	7% of the above

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**Outward** : From stand to port

**SEA FREIGHT**

Service charge	US\$ 75.00/exhibitor
Handling charge (min. 2 cbm)	US\$ 75.00/cbm
Port/Misc charge (min 2 cbm)	US\$ 15.00/cbm
Return Ocean Freight	will advise
Steamship line charge, THC, D/O	per actual receipt + 15%
VAT	7% of the above

**AIR FREIGHT**

Service charge	US\$ 75.00/shipment.
Handling charge (min 200 kgs)	US\$ 0.75/kg.
Port/Misc charge (min 200kgs)	US\$ 0.40/kg.
VAT	7% of the above
Return Airfreight	will advise

**Additional Tariff**

- 1. Temporary Import/Export License Fee:** USD 300.00 per application for those restricted or controlled items. Please note, exhibits under temporary import license must be re-exported after show ends.
- 2. Disposal Fee:** Exhibits can be sold during show, complete import duty payment formalities must be approved prior to exhibits can be released to a buyer/agent. The costs will be

Disposal Fee	USD 150/buyer/shipment.
Handling from site/Sun Expo's warehouse (minimum 1 cbm)	USD 55/cbm.

\*\*\*disposal is a custom formalities, cancellation after submit the application will effect the minimum full fee.

**3. Heavy Lift**

For individual pieces exceeding 2,000 kgs., the following surcharges will be added to normal handling rates;

2001-5000 kg/piece	add USD 15.00/cbm/move
5001-7000 kg/piece	add USD 20.00/cbm/move
7001-10000 kg/piece	add USD 25.00/cbm/move
Exceeding 10,000 kg/piece	special quotation will be furnished

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#### 4. Crane or Hoist

For individual piece exceeding 9001 kgs. During normal working hours mobile crane can be supplied for individual lifting based on the following rates;

20 ton's capacity	US\$ 90.00/hour
30 ton's capacity	US\$ 100.00/hour
50 ton's capacity	US\$ 110.00/hour

The above rates are subject to a MINIMUM CHARGE of 4 hour.

#### 5. Storage

Storage will be calculate at USD 1.00/cbm/day.

\*\*\*Storage of empty is USD 10.00/cbm , calculate from the original size. The storage will cover the entire show period and including pick up and delivery from/to stand.

\*\*\*Storage at the Sun Expo's warehouse prior to the move in and 7 days after exhibition are FREE.

#### 6. Labour

Unskilled labor can be provided during normal working hours USD 8.00/man/hour (Min.4hrs)

#### 7. Change of Transport Mode

Exhibit shipment must be re-exported at the origin port of entry, export at the different port is subject to be approved by the custom, the handling fee is **USD 150.00/transaction**

**Please note, under Customs' conditions, exhibits must be removed and stored at Sun Expo Services Co., Ltd during the customs processes which take approximately 14-21 days. Duties and all payments due to Sun Expo Services Co., Ltd. must be paid prior to exhibits being released to buyer**

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## TERMS AND CONDITIONS

1. All rates quoted are subject to a minimum charge of 2,000 kgs or 2 cbm whichever is greater unless otherwise stated. A minimum weight charge of 200 kgs will apply for airfreight inward-outward consignments, volumetric weight will be computed for all handling.
2. Sun Expo Services will not accept any liability for loss of, or damage to any exhibits at anytime. Exhibitors are advised to insure their exhibits against such loss or damage, please take this as a serious measure since your exhibits shipment will be handle by several contractors and several ports.
3. Error in documentation and/or delay in arrival will cost 30% min or USD \$ 150.00 or which ever is greater with no guarantee that shipments will be delivered to the exhibition stand prior to the start of the exhibition.
4. All charges must be paid prior to release of the exhibits at the exhibition site, unless otherwise as prior arrange with us.
5. Any charges that are not stated in this tariff and are payable to the Thai Government Agencies and/or for additional services are for the account of the exhibitor, and are normally supported by official receipts, ie., steamship line charge, CFS charge, lift on charges, trucking, haulage, demurrage charge, delivery order fee, plus 15% advance fee.
6. Any cash outlay for payment to the Thai Government, or agencies that are not included in this tariff will be subject to 15% interest per month, with a minimum of one month.
7. By customs laws, all shipments which enter Thailand as temporary import must be returned to the custom's approved warehouse. Exhibits will be kept in this warehouse until
  - 7.1. Re-export
  - 7.2. Import duty payments are completed.
8. Violation will be caused heavy fine and/or to seizure of exhibits.
9. 20' Standard Container will be calculated at min 20 cbm., and 40 cbm for 40' Standard Container.
10. Per Thai Law, these rates are subject to VAT at the rate 7 percents, and when applicable by law.
11. Service Requested that are not stated in this tariff is for a separate quotation.
12. This tariff is computed on the basis of volume or weight and has no correlation with the value of the exhibits, the cost of insurance is not included. Therefore, it is the responsibility of the exhibitor to arrange an all risk insurance covering transport to the exhibition at all time including the period the exhibits are handled by us until the exhibits are returned to domicile. The insurance shall include a waiver of subrogation against Sun Expo, agent and their sub-contractors.

### **13. Exchange rate USD 1.00 = THB 35.00**

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## Shipping Instructions/Deadlines

### A) Freight Forwarder from the Origin Country

All exhibitors are recommended to use Sun Expo's agents to co-ordinate and handle exhibits from your country to the show stand.

These agents have been working with us on a regular basis and they are quite familiar with the Thai Customs procedures relating to exhibition and trade show shipments.

### B) Packing

Due to rough handling during international shipment, please pack your exhibits in strong wooden crates which are suitable for repacking for onward shipment.

For those exhibits over 5 cubic meters or over 2,000 kgs, please consult with an experienced crate builder in your area or contact our agent to ensure proper handling.

### C) Document Preparation

Thailand has different customs procedures from many countries in the world. To avoid complication, proforma invoices must be accurate and perfectly matched with your exhibit. The following details should be in your invoice.

1. Quantity, count by each individual unit.
  2. Description of exhibits;
- Your freight forwarders are not familiar with your products/exhibits. The description in English will be translated into Thai (required by law), please avoid using highly technical terms or wording, whenever possible.
  - If exhibit is machine, equipment or instrument that has part number, model number, or serial number, please show them on the invoice to avoid problem at re-export. If there is no model number, catalogues or pictures of exhibits are also required when presenting custom entry forms to Thai customs.
  - Natural name; ie, table, chair, picture frame, etc. For items of this nature, please declare size and the material they are made of; ie "wooden table (1.5 x 1.5 x 2.0 m)". Different material will be entered in different custom tariffs (duty rates).

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3. Indicate the net weight of each item, particularly for airfreight shipments. This is also to avoid complications during re-export when export weights must match import weights.
4. Unit prices for each line item are required.
5. Country of origin.
6. Exhibitor should declare on invoice in two separate categories,
  - Temporary import.
  - Permanent import.

**Please note all items for permanent import will be subject to customs duties.**

#### **D) Give Aways / Consumables / Lost-Destroyed Items**

Give away, consumable items are subject to import duty, including items destroyed, lost, or otherwise unaccountable for re-export.

#### **E) Restricted and Controlled Items**

Thailand has 20 ministries, each ministry has specified / limited numbers of items restricted to free import without special temporary import permit. With prior proper arrangement, temporary import permit will take approximately one month to obtain. Please fax proforma invoices (that will not be changed or altered) with catalogue of exhibits one month prior to departure of the shipment.

Temporary import permit must be approved **prior to the arrival of the shipment**, otherwise penalties by custom fine, at minimum US\$ 400.00, or including seizure of the shipment, can be exercised.

The following Restricted Articles also require temporary import licenses, as well as other import licenses from proper authorities:

- Guns, tear gas, weapons, ammunition, “Mace-type” sprays, gas masks or other such items related to offensive or defensive security measures.
- Sophisticated communication devices, including radio or other frequency type transmitter frequency “scramblers” or encoders/decoders, etc.
- Scale, balance, weight equipment etc.
- Foods, medicines, any human consumers, or animal foods.

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**Important** For expedient handling of Restricted Articles **Sun Expo Services should receive details of such items 2 months prior to show date.** Sun Expo Services cannot guarantee that import licenses will be granted for all such articles.

Items that are imported under temporary import license must be re-exported. Exhibitor can not in any way leave them in Thailand.

Please note, Sun Expo Services or Sun Expo's agents can not guarantee that temporary import permit will always be secured.

**F. Insurance**

Due to the potential for damage during numerous international shipments, it is recommended that you obtain proper all-risks insurance coverage. Sun Expo Services can arrange this coverage upon request.

**G. Foods / Beverage / Alcohol**

Please try not to include food, alcoholic beverages, or other such consumables in exhibition shipments. These items will cause delay in customs clearance, and incur customs duties. It is best to source your food and beverages locally in Thailand.

In case of unavoidable, please contact the exhibitor's Embassy in Bangkok for assist with copy of Communication or instruction to Sun Expo Services to further arrangements

**H) Consignee Name**

All shipping documents must show consignee's name as follows (unless instructed otherwise)

Sun Expo Services Co., Ltd  
60/107 Moo 9, Dokmai,  
Praves, Bangkok 10250  
Thailand  
For "AFES 2009"

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**I) Deadlines**

Seafreight Consignment

Fax proforma invoice / catalogue to Sun Expo Services prior to **Nov. 1, 2009**.  
Consignment must arrive at the Klong Toey Port or Ladkrabang Port prior to;

LCL shipment : **Nov. 11, 2009**

FCL shipment : **Nov. 18, 2009**

Airfreight Consignment

Fax proforma invoice / catalogue to Sun Expo Services prior to **Nov. 1, 2009**.  
Consignment must arrive at Bangkok Suvarnabhumi International Airport prior to **Nov. 16, 2009**.

**Proforma invoice / catalogue for restricted items should be faxed to Sun Expo Services 2 weeks prior to the above deadlines.**

**For late arrival shipments, the late surcharge is MIN USD 150.00**

**J) Term of payment**

**Payment must be transfer to account of Sun Expo Services Co., Ltd prior to shipment delivery.**

**Please transfer to:**

**Sun Expo Services Co., Ltd  
Siam Commercial Bank Public Company Limited  
Branch: Bangna-Trad (Bangna Tower)  
2/3 Moo 14 Bangna-Trad Road, T-Bangkaew, A. Bangplee,  
samutprakarn 10540  
Account No. 331-2-55144-4 Saving Account  
SWIFT CODE : SICOTHBK**

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## ATA Carnet

There is some out lines on the ATA Carnet as follow:-

- o Carnet clearance is much easier and faster clearing than normal temporary import custom clearance which takes 5 working days, the Carnet normally takes 2-3 working days, providing the document is correct.
- o Carnet shipment is entitle for the temporary import  
6 months for seafreight and airfreight  
\*\*\*please note that the custom officer has a right to give visa less than 6 months.
- o visa extension is possible, but very difficult.
- o small quantity of consumable goods, ie, promotional materials, printed matters, etc., can be shipped together with the shipment but this must be declared and import duty must be paid at initial custom clearance.
- o Thai Custom now allows the shipment or part shipment to be sold, the import duty must be paid prior to the buyer's possession. This process normally will take 14 days, during this period the shipment must be in Sun's possession until the import duty is paid.
- o Missing items must be declared and import duty must be paid prior to the reexport. Failure to settle the import duty due to the Thai Custom .....action will be taken from the Thai Custom to the origin chamber of commerce which ultimately the ATA Carnet applicant (exhibitor) bears that full liability.
- o do not lose the ATA Carnet document.  
do not attach the ATA Carnet document to the shipment.
- o The ATA Carnet document by seafreight shipment should be forwarded by a courier company.  
The ATA Carnet document by airfreight shipment should be handed over to the airline on the same flight that transport the shipment.
- o Still require temporary import/export license on those restricted and Controlled items, The license has to be approved prior to the arrival date of the shipment. Moreover, the shipment under temporary Import license must be reexported after closure of the show, only.

**Hint, under a condition in temporary import license is the shipment must be reexported only, no other condition.**

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## **Important ATA Carnet Details**

The ATA Carnet document must read :

**Item A =Holder name**

Must be the party who request the ATA Carnet

**item B =Represented by**

Must appear **Sun's** name, full address is no need if the space is limited.

**item C =intended use of goods**

For exhibition (**must state the intention otherwise will be rejected**) and must be in **English only**.

**Signature of Holder**

Must be same person who endorse the Authorization Letter.

## **Shipping Instruction For Carnet Shipment**

- 1) Commercial Invoice and Packing list
- 2) Catalog of the exhibit.
- 3) Authorization Letter, details are as follow,

**Exhibitor's Letter head**

*"We hereby authorize Sun Expo Services Co., Ltd. Bangkok, Thailand, to custom clearance and handling the ATA Carnet shipment no. \_\_\_\_\_.*

*Sun can take all necessary action for custom clearance and handling during stay until re-export from Thailand."*

***Sign and Stamp***

***(same person who sign the ATA Carnet will sign the Authorization Letter)***

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- 4) Shipper name could be the freight or the exhibitor, depending on which party has made the application.
- 5) Consignee name must be same as said in the authorization letter, in this case the consignee name must be in full:-

**Sun Expo Services Co., Ltd  
60/107 Moo 9, Dokmai,  
Praves, Bangkok 10250  
Thailand.**

**\*\*\*Consignee name must be exactly spelling as shown only.**

**If the exhibitor has intention to sell the exhibit, the shipment should be consigned to the local agent for VAT reimbursement purpose.**

- 6) Intend Use should be for **"Exhibition" Or the actual reason that may be.**
- 7) Signature **must be** authorized by **same person** as authorization letter.
- 8) Prior to shipping the above documents should be sent by fax/email to **Sun** for screening procedures.

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## Courier Procedure

Please be noted that all shipments enter Thailand is subject to import duty ,unless, import duty exemption has been approved prior to the arrival. Any small shipment which intended for permanent import can be shipped by a courier company. Please be aware that under normal circumstance, the courier company will not pay import duty on your behalf. Please follow the shipping instruction below:-

Please be noted that if the courier shipment must to be arranged the normal customs clearance (the courier company can not clear the shipment by themselves), our service will be charged as full tariff (Air / Sea freight ) The tariff will be advised.

Since the exhibitors' shipment is small (not over 100 kgs.) exhibitors can ship via a courier company, but the consignee name must be:

Sun Expo Services Co.,Ltd.  
60/107 Moo 9  
Dokmai, Praves  
Bangkok 10250 Thailand  
For: Exhibition name  
From: (exhibitor name and Booth No.)

Sun Expo Services will coordinate and handling with the courier company. In this case the service will cover from arrival of the shipment until delivery to exhibitor's stand.

### Procedures

1) Well packed your shipment and hand over to your preferred courier company in your country.

2) Make sure you will ship to

Sun Expo Services Co.,Ltd.  
60/107 Moo 9  
Dokmai, Praves  
Bangkok 10250 Thailand  
For: Exhibition name  
From: (exhibitor name and Booth No.)

Do not ship to the exhibition hall nor the organizer.

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- 3) send us your shipping details, airway bill number prior to the departure date, so we will trace with the courier company agent in Thailand for further assistant.
- 4) Condition of the service is per the main tariff and shipping instruction which filed with the organizer.
- 5) To avoid any delay from customs clearance, shipment must arrive at least 10 days prior to the show date.

### **Term of Payment**

- 1) Transfer to Sun Expo Services account before receiving the shipment at site.

Sun Expo Services Co.,Ltd.  
Siam Commercial Bank Public Company Limited  
Branch: Bangna-Trad (Bangna Tower)  
2/3 Moo 14 Bangna-Trad Road  
Bangkaew, Bangplee  
Samutprakarn 10540  
Thailand  
Account No. 331-255144-4 Saving Account  
SWIFT Code : SICOTHBK

- 2) Paid by cash at exhibition site before receiving the shipment.

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