



AGRILINK 2023

05-07 OCTOBER 2023

WORLD TRADE CENTER

PASAY CITY

SHIPPING INSTRUCTION

Prepared by:
ALTA FAIRS & EXHIBITS
OFFICIAL FREIGHT FORWARDER &
ON-SITE LOGISTICS HANDLER

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INTRODUCTION

It is our privilege to announce that ALTA FAIRS & EXHIBITS is the Official Freight Forwarder and Logistics On-site Handler of AGRILINK 2023. This shipping instruction has been prepared to guide you in importing your exhibit materials, especially the importation of sensitive cargoes. We highly recommend reading the instructions carefully to ensure the smooth handling of your exhibit goods.

Below are the contact details for your guidance and reference:

ALTA FAIRS & EXHIBITS

ATN Building, No. 3 Sta. Agueda Avenue

Pascor Drive, Paranaque City

1700 Philippines

Contact Person:

Ms. Kristine H. Oracion/ oracion.kristine@atn.com.ph / Mobile: (63)919 0742175

Ms. Annaliza N. Rodriguez / rodriguez.annaliza@atn.com.ph / Mobile (63) 9190742166

Tel. No: (632) 85514650 Fax: (632) 831-3054

DOCUMENTS AND CONSIGNMENTS DEADLINES

DOCUMENT DEADLINES

FOR REGULATED PRODUCTS	30 days prior arrival of shipment
SEAFREIGHT - UNDER TEMPORARY IMPORT /TAX EXEMPTION	16 AUGUST 2023
AIRFREIGHT - UNDER TEMPORARY IMPORT / TAX EXEMPTION	16 AUGUST 2023

CARGO ARRIVAL DEADLINES

SEAFREIGHT - PERMANENT /TEMPORARY	11 SEPTEMBER 2023
AIRFREIGHT - PERMANENT/ TEMPORARY	13 SEPTEMBER 2023

CONSIGNEES INSTRUCTION

DOCUMENTS - ALL DOCUMENTS REQUIRED BELOW MUST BE ISSUED IN ENGLISH AND/OR WITH ENGLISH TRANSLATION.

A. LIST OF DOCUMENTS TO PROVIDE FOR IMPORT PERMIT APPLICATION

1. Commercial Invoice and Packing List
2. Advance copy of AWB / BL
3. Product Brochures

B. CONSIGNEE'S INSTRUCTION [FOR GENERAL SHIPMENTS]

Consignee: ALTA GLOBAL SERVICES INC.
No. 3 Sta. Agueda Avenue, Pascor Drive
Sto. Nino, Paranaque City, Philippines 1700
FOR: **AGRILINK 2023**

Notify: ALTA GLOBAL SERVICES INC./ALTA FAIRS & EXHIBITS
FOR: [NAME OF EXHIBITOR]

Description: EXHIBITION DISPLAY / MATERIALS
[e.g. display model with complete description, advertising materials,]
FOR: **AGRILINK 2023**

IMPORTANT NOTICE

1. Advance copies of the above-mentioned documents must be forwarded/email to us on or before the date specified in our document deadlines. This is to ensure that the import permit will be applied for on time and issued/approved by the Regulatory Agencies prior to the arrival of shipment. The original copy of these documents must be couriered for authenticity during the clearance with the Bureau of Customs.
2. In the event of lack of documents required for the purpose of application of import permit, ALTA will not be held liable for any delays in clearance and delivery of exhibits to show site. Approval of Application to Import will be subject to the approving government agencies in Manila, Philippines.
3. Goods for temporary import must NOT be shipped together with goods for permanent importation (e.g. give away, consumable items, etc.). Each must be packed and shipped in a separate consignment, with its own Airway Bill / Bill of Lading

DOCUMENTATION

BY SEAFREIGHT:

- 2 original copies of Bill of Lading
- 2 original copies of Invoice and Packing List with corresponding signatures and company stamp
- 2 original copies of Product Brochures
- 1 copy of Insurance Policy (if any)

BY AIRFREIGHT:

- 2 original copies of Air Waybill
- 2 original copies of Invoice and Packing List with corresponding signatures and company stamp
- 2 original copies of Product Brochures
- 1 copy of Insurance Policy (if any)

NOTE:

- a) **No Commercial Value or For Customs purposes only is NOT acceptable by BOC, must declare the correct transaction value.**
- b) **Packing List must indicate the net and gross weight per line item. Description of goods must be aligned in the CIPL, indicating the model, color, brand (if any) & complete description of item.**
- c) **Description at the Bill of Lading/AWB must show the HS Code and at least 3-5 items as stated in the CIPL.**

PACKAGING REQUIREMENT

- ❖ Do not mix any food products, beverages and alike to your exhibit goods, unless this form are part of your exhibit product. Do note that food products and beverages have also required import license prior to importation.
- ❖ It is important that all packages must be properly labeled as follows:

Consignee's Name	:	ALTA GLOBAL SERVICES INC
Destination	:	MANILA, PHILIPPINES
Item Name/Description	:	EXHIBITION GOODS
PO/Inv No.	:	(please indicate the CIPL No.)
Country of Origin	:	_____
Name of Show/Event	:	_____
Name of Exhibitor	:	_____
Stand / Booth Number	:	_____
Quantity	:	_____
Case Number[s]	:	1 of _____
Gross Weight	:	_____ Net Weight: _____
Specs/Measurement	:	_____
Handling Marks for “Keep Dry” and “This Way Up”		

REMARK:

Please indicate the above marking at the Main Mark/Front Mark/Side Mark

CUSTOMS EXAMINATION

The Philippine Customs are strict and thorough in their examination of goods. Expect all packages to be opened and contents checked against the Commercial Invoice and Packing List. **HEAVY FINES** will be imposed to the exhibitor in case of “**UNDERVALUATION**”, “**NON-DECLARATION**” and “**ERRONOUS DECLARATION**”. In such cases, ALTA shall not be held responsible for any delays in clearance, Customs Fines and for any extra expenses incurred during the process that shall be borne by the exhibitor. The exhibitors are therefore strongly reminded to declare the **TRUE MARKET VALUE** of their goods and be extremely careful in the preparation of their documents.

ADDITIONAL INFORMATION

INSURANCE

All works without exception is undertaken in accordance with our Standard Trading Conditions. It is the responsibility of each exhibitor to cover their goods with a fully comprehensive All Risk Marine Insurance Policy from the time of dispatch at the country of origin up to its final destinations, inclusive of the while period of event/while in Manila.

[upon written request, we can extend assistance in insuring your goods on all risk]

ATA CARNET

Please note that this document is not recognized yet by the Philippine Customs. Please do not send your exhibit under ATA Carnet.

IMPORTATION OF FOOD AND BEVERAGES

Please do not ship/send food, liquor, water or snacks into the Philippines as part of your exhibit products. Food and beverages are also regulated products that would require import permit prior to its importation. We recommend having it purchase in Manila as these products are readily available in all local Supermarkets. In any event, that you really need to import these products, please prepare the following documents for application of FDA (Food & Drug Administration) Permit:

- Health Certificate or Certificate of Free Sale – to be issued by the Health Ministry at the origin
- Phytosanitary Certificate
- License to Operate – issued to the Exporters of FDA of the origin country
- Commercial Label with clear alcohol content per bottle and size of wines
- Certificate of Origin

Approval to import is under discretion of the approving Authority.

FILMS & VIDEO TAPES

Films and video tapes for viewing presentation during the show must be cleared by the Board of Film Censorship of the Philippines. You may send it by courier 15 days prior to the delivery date. Please refer to the consignment instruction provided in Page 3 of this Shipping Instruction,

TERMS OF PAYMENT

Inward : Prior delivery to stand.
Outward : Prior to re-exportation/ delivery to local premises.

All payments must be made without any deduction or deferment on account of any claim, counterclaim or offset.

Our bank accounts are as follows:

USD Account

ALL TRANSPORT NETWORK INC.

Name of Bank : UNION BANK OF THE PHILIPPINES
Bank Address : Pascor Drive, Paranaque City
Account No. : 13199-0000076
Swift Code : UBPHPHMM
Account Name : All Transport Network Inc.

Peso Account

ALL TRANSPORT NETWORK INC.

Name of Bank : BANCO DE ORO
Bank Address : Pascor Drive, Paranaque City
Account No. : 006330021316
Swift Code : BNORPHMM
Account Name : All Transport Network Inc.

IMPORTANT

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

Use of ALTA FAIRS & EXHIBITS 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.

CONFIRMATION OF PROPOSAL

NAME / DATE : AGRILINK 2023 / OCT 5-7, 2023 / WORLD TRADE CENTER METRO MANILA
 CLIENT / COMPANY NAME : _____
 CONTACT PERSON / DESIGNATION: _____
 QUOTATION REFERENCE NO. _____ PREPARED BY _____
 QUOTATION CONFORME BY _____
 COMPANY STAMP / SIGNATURE _____

TERMS AND CONDITIONS

1. All Business is transacted only in accordance with the Philippine International Forwarders Association Standard Trading Conditions. A Copy of available upon request.
2. Terms of Payment – billing/s shall be issued ahead of time and must be paid on below terms:

Inward Movement	Prior delivery to stand
Outward Movement	Prior re-exportation/delivery of goods to local premises

Note: all payments must be made without any deductions or deferments on account of any claim, counterclaim or off-set. Our bank accounts are follows:

USD Account

ALL TRANSPORT NETWORK INC.

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 Bank Address : Pascor Drive, Paranaque City
 Account No. : 13199-0000076
 Swift Code : UBPHPHMM
 Account Name : All Transport Network Inc.

Peso Account

ALL TRANSPORT NETWORK INC.

Name of Bank : BANCO DE ORO
 Bank Address : Pascor Drive, Paranaque City
 Account No. : 006330021316
 Swift Code : BNORPHMM
 Account Name : All Transport Network Inc.

Remitting bank charges are be shouldered by the exhibitor/s

3. Insurance
 As our handling tariff is computed on the basis of volume or weight and has no correlation with the value of exhibits (except for the re-export bond amount) it follows that the cost of insurance cover is not included in our charges. 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 us and also ensure that the Transport Insurance is arranged for exhibits sold locally.

Request for Insurance - Upon written instruction, ALTA can provide you with insurance coverage at competitive premium.

4. Exhibitor's Acceptance

USE of the services of ALTA Fairs & Exhibits be it partly or in full and in 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 Standard Trading Conditions and the foregoing terms number 1,2,3 & 4 above.



AGRILINK 2023

05-07 OCTOBER 2023

WORLD TRADE CENTER

PASAY CITY

SHIPPING TARIFF

Prepared by:
ALTA FAIRS & EXHIBITS
OFFICIAL FREIGHT FORWARDER &
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SHIPPING TARIFF & SCOPE OF WORK

SEAFREIGHT CONSIGNMENT [INWARD OR OUTWARD HANDLING]

(For individual exhibits not exceeding 2,000kg)

From arrival at **MANILA** Port to exhibition stand inclusive of removal and temporary storage of empty packing cases (where applicable) at site or vice versa.

Basic handling rate		US\$90.00 per cbm or 1,000 kg, whichever is the greater.
Minimum charge	LCL	US\$500.00 per consignment (HBL) per exhibitor.
Minimum charge for FCL	FCL 20'	25 cbm per 20' container
	FCL 40'	45 cbm per 40' container
Consignment Service Fee		US\$ 150.00 per BL
Processing of Import Permit /& or Tax Exemption		US\$ 150.00 per application
Cancellation of Bond		US\$ 300.00 per BL
1) Port Related charges 2) Related Cost required as part of the safety protocol of the venue & organizers		At cost + 3% disbursement fee

****Current and actual cost levied by port/ Container Freight Station, co-loader(s) & other third party charges not listed above will be billed at cost.***

SCOPE OF WORK

Inward move:

1. Import Customs Formalities and Clearance, Application of Import Permit from regulatory government agencies, Customs Examination, Pre-payment on exhibitor's behalf of all port related charges, co-loader's forwarding fee & duties/ taxes [if any]
2. Transportation from Manila port to in transit warehouse/Exhibition site
3. Free storage of one week in our in-transit warehouse/Exhibition site prior to the official ingress date
4. Unloading/ loading and handling in our in-transit warehouse & exhibition site/ delivery to stand
5. Provision of labor to assist in unpacking/ uncrating
6. Provision of mechanical lifting equipment / forklift(s) for positioning of heavy exhibit machineries
7. Removal and storage of empty cases & On-site supervision

Outward move:

1. Taking of disposal/ return shipping instructions.
2. Return of empty cases to respective booth/ stand.
3. Provision of labor to assist on the re-packing/ re-crating, provision of mechanical lifting equipment / forklift(s).
4. Loading/ unloading and handling at the exhibition site / in-transit warehouse
5. Transportation from exhibit venue to our in-transit warehouse / Manila port.
6. Customs Examination / Re-export formalities, booking / handling of shipment to co-loaders/ shipping lines.

SHIPPING TARIFF & SCOPE OF WORK

AIRFREIGHT CONSIGNMENTS [INWARD OR OUTWARD HANDLING]

(For individual exhibits not exceeding 2,000kg)

From arrival at **MANILA** Airport to exhibition stand inclusive of removal and temporary storage of empty packing cases (where applicable) at site or vice versa.

Basic handling rate	US\$1.50/kilo (Based on volumetric weight whichever is greater)
Minimum charge	US\$500.00 per consignment
Consignment Service Fee	US\$150.00 per AWB
Processing of Import Permit / & or Tax Exemption	US\$ 150.00 per application
Cancellation of Bond	US\$ 300.00 per AWB
1) Airport Related Charges 2) Related Cost required as part of the safety protocol of the venue & organizers	At cost (with Official Receipt) +3% disbursement fee

** Rate charge will be based on the actual/ volumetric weight whichever is greater. Current and actual cost levied by Airport, co-loader(s) and other third party charges not listed above will be billed at cost.*

SCOPE OF WORK

Inward move:

1. Import Customs Formalities and Clearance, Application Import Permit from regulatory government agencies, Customs Examination, Pre-payment on exhibitor's behalf of all airport related charges, co-loader's forwarding fee & duties/ taxes [if any]
2. Transportation from Manila airport to in-transit warehouse/ Exhibition site
3. Free storage of one week in our in-transit warehouse prior to official ingress date
4. Loading/ unloading & handling in our in-transit warehouse & exhibition site/ delivery to stand
5. Provision of labor to assist in unpacking/ uncrating
6. Provision of mechanical lifting equipment / forklift(s) for positioning of heavy exhibit machineries
7. Removal and storage of empty cases & On-site supervision

Outward move:

1. Taking of disposal/ return shipping instructions
2. Return of empty cases to respective booth stand
3. Provision of labor to assist on the re-packing/ re-crating, provision of mechanical lifting equipment / forklift(s)
4. Loading/ unloading and handling at the exhibition site / in-transit warehouse
5. Transportation from exhibit venue to our in-transit warehouse / port / airport/ local premises
6. Customs Examination / Re-export formalities, booking / handling of shipment to airlines

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

RELATED CHARGES

RE-EXPORT BOND

For goods under temporary importation, a re-export bond premium shall be required by the Bureau of Customs. Premium is non-refundable based on the CIF value declared/ as assessed by customs. Following are the charges:

RATES	AMOUNT
3.25%	Up to US\$ 15,000.00
3.00%	US\$ 15,001.00- US\$ 100,000.00 up
MINIMUM CHARGE OF US\$ 350.00 PER CONSIGNMENT	

ADDITIONAL CHARGES

1. Any permits or endorsement of relevant Government Agencies will be charged at USD 100.00/ application.
2. Storage of empties at USD 0.75/cbm/day
3. Trucking charges for pull out of empties: 4- wheeler @ USD 150.00 per trip / 6-wheeler @ USD 200.00 per trip / 10-wheeler @ USD 300.00 per trip
4. Disposal of debris @ USD 25.00/cbm plus trucking fee @ USD 200.00/6wheeler truck; USD 300.00/10wheeler truck and vice-versa.
5. Any penalties due to late submission of documents, improper declaration of goods, undervaluation or non-declaration shall be informed to the exhibitor and will be charged at cost.
6. Fumigation service [when needed] will be charged at USD 150.00 (max of 5.0cbm).
7. Packaging materials [e.g. stretch film, bubble wrap, boxes, tapes] will charge as per price list.
8. Hazard Fee for the additional requirements at the venue (e.g. sanitize of cargo & equipment, medical certificates for testing of crews, etc) shall be passed at cost.

ON-SITE HANDLING CHARGES

Local/International Exhibitors may avail the on-site handling services at **USD 25.00** per cbm per way (**min. of USD 100.00**) for individual package weighing not more than 1000 kilos. The item must be on regular size, any special equipment needed for unloading/loading shall be quoted upon request. The on-site handling service covers from unloading to delivery to stand to include the positioning.

COURIER CONSIGNMENTS

A fax or email pre-alert must be sent to us indicating the waybill number, courier company and name of the exhibition for our proper monitoring. All consignments must be arranged as Delivery Duty Paid/ "DDP", ALTA Fairs & Exhibits will not advance any destination cost(s) on behalf of the exhibitor. A courier service fee will be charged at **USD 100.00** for consignment service charge and **USD 50.00** for on-site handling fee.

LATE ARRIVAL SURCHARGE

Shipment arriving after deadline will apply direct payment of duties and taxes only to ensure the clearance in time for the show, express release by air is **USD 0.60/kilo**, minimum of **USD 200.00** as additional cost. For shipment by sea freight, negotiation with the Bureau of Customs shall be discussed further for the actual cost. Surcharge of **35%** of handling charges shall apply for shipment arriving 7 days after deadline. Beyond 7 days, **50%** surcharge shall apply and no guarantee be given for clearance in time for the show.

HEAVY-LIFT SURCHARGE

Our tariffs for sea freight & airfreight consignments are applicable for individual exhibit not exceeding 2000kgs per package. Individual exhibit in excess of 2000kgs per package will be subject to heavy-lift surcharge (In addition to the Basic handling Charge). Following are the charges:

WEIGHT PER PACKAGE	SURCHARGE
From 2001-5000 kg	25% surcharge
From 5001-7000 kg	50% surcharge

Goods weighing more than 7001kgs will be subject to an individual quotation. These surcharges are applicable for both inward and outward movement.

TERMS OF PAYMENT

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CONFIRMATION OF PROPOSAL

NAME / DATE : PACKPRINTPLAS 2023/OCT 5-7, 2023/SMX CONVENTION CENTER
CLIENT / COMPANY NAME : _____
CONTACT PERSON / DESIGNATION: _____
QUOTATION REFERENCE NO. _____ PREPARED BY _____
QUOTATION CONFORME BY _____
COMPANY STAMP / SIGNATURE _____

TERMS AND CONDITIONS

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Remitting bank charges are be shouldered by the exhibitor/s

3. Insurance
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Request for Insurance - Upon written instruction, ALTA can provide you with insurance coverage at competitive premium.

4. Exhibitor's Acceptance

USE of the services of ALTA Fairs & Exhibits be it partly or in full and in 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 Standard Trading Conditions and the foregoing terms number 1,2,3 & 4 above.