



**31st International Agribusiness
Exhibition & Seminars**

**25th International Food Processing,
Packaging & Products Exhibition**

**20th National Fisheries
Exhibition & Seminars**

October 8-10, 2026

World Trade Center
Manila, Philippines

Exhibitor Manual:

Shipping Guidelines



**Agri Food Hub Facilities:
A Boost in Efficiency in
Value and Market Chains**



**AGRILINK.FOODLINK.
AQUALINK.
08-10 October 2026
World Trade Center
Pasay City Philippines**

**SHIPPING INSTRUCTION
&
TARIFF**

**Prepared by:
ALTA FAIRS & EXHIBITS
Email: alta@atn.com.ph**

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INTRODUCTION

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 instruction 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. Sonia R. Sayaman/ sayaman.sonia@atn.com.ph /Mobile (63) 9088823173

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

DOCUMENTS AND CONSIGNMENTS DEADLINES

DOCUMENT DEADLINES

FOR REGULATED PRODUCTS MUST HAVE CLEARANCE PRIOR ARRIVAL esp. for FDA Clearance for food products & alike	60 days prior arrival
SEAFREIGHT - UNDER TEMPORARY IMPORT /TAX EXEMPTION	17 AUGUST 2026
AIRFREIGHT - UNDER TEMPORARY IMPORT / TAX EXEMPTION	17 AUGUST 2026

CARGO ARRIVAL DEADLINES

SEAFREIGHT - PERMANENT /TEMPORARY	14 SEPTEMBER 2026
AIRFREIGHT - PERMANENT/ TEMPORARY	16 SEPTEMBER 2026

CONSIGNEES INSTRUCTION

A. CONSIGNEE'S INSTRUCTION [FOR GENERAL SHIPMENTS]

Consignee: ALTA FAIRS & EXHIBITS CORP.
NO. 3 STA AGUEDA AVENUE, PASCOR DRIVE
STO NINO, PARANAQUE CITY
PHILIPPINES

Notify: ALTA FAIRS & EXHIBITS
Email: alta@atn.com.ph

Description: EXHIBITION DISPLAY / MATERIALS
[e.g. display model, advertising materials, etc.]
FOR:

IMPORTANT NOTICE

1. Advance copy 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 is not 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

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

B. LIST OF DOCUMENTS TO PROVIDE IMPORT PERMIT APPLICATION

1. Commercial Invoice and Packing List
2. Advance copy of AWB / BL
3. Product Brochures
4. HEALTH CERTIFICATE (FOR FOOD PRODUCTS)
5. INGREDIENTS LIST

BY SEAFREIGHT: 2 originals of Bill of Lading or cleared SEAWAY bill copy
2 originals of Invoice and Packing List with corresponding signatures and company stamp or cleared scanned copy
Product Brochures cleared scanned copy

BY AIRFREIGHT: 2 originals of Air Waybill
2 originals of Invoice and Packing List with corresponding signatures and company stamp or cleared scanned copy
Product Brochures cleared scanned copy

NOTE:

- a) **No Commercial Value or For Customs purposes only are 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 FAIRS & EXHIBITS CORP
Destination	:	MANILA, PHILIPPINES
Item Name/Description	:	EXHIBITION GOODS
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 crate / boxes.
No proper marking may be subject to the customs penalty due to violation of Customs Administrative Order no. (CAO) 2-2019.

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 work 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]

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 permits prior to its importation. We recommend having it purchase in Manila as these products are readily available in all local Supermarkets. In any event, if 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

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 on or before given schedule at page 2. Please refer to the consignment instruction provided in Page 3 of this Shipping Instruction,

SHIPPING TARIFF & SCOPE OF WORK

SEAFREIGHT CONSIGNMENT [INWARD OR OUTWARD HANDLING]

(For individual exhibits not exceeding 2,000kg)

From arrival at **MANILA** Port to the 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\$600.00 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\$ 200.00 per BL
Processing of Tax Exemption (for temporary shipment)		US\$ 150.00 per application
Processing of Import Permit (for regulated shipment)		USD 150. Per application
Cancellation of Bond (applicable for temporary shipment only)		US\$ 300.00 per BL
Port/Shipping Related charges		At cost + 5% 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 5 days in our in-transit warehouse prior to the official ingress date and after egress. Exceeding period shall be subject to warehousing charges.
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 machinery
7. Removal and storage of empty cases & On-site supervision

Outward move:

1. Taking 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 stands inclusive of removal and temporary storage of empty packing cases (where applicable) at site or vice versa.

Basic handling rate	US\$1.65/kilo (based on volumetric weight whichever is greater)
Minimum charge	US\$600.00 per consignment
Consignment Service Fee	US\$200.00 per AWB
Processing of Tax Exemption (for temporary shipment)	US\$ 150.00 per application
Processing Import Permit (for regulated shipment)	USD 150.00 per application
Cancellation of Bond (applicable for temporary shipment only)	US\$ 300.00 per AWB
Airport Related Charges	At cost+5% 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 5 days in our in-transit warehouse prior to the official ingress date and after egress. Exceeding period shall be subject to warehousing charges.
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 machinery
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 stands.
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 on 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. The following are the charges:

RATES	AMOUNT
3.50%	Up to US\$ 15,000.00
3.00%	US\$ 15,001.00- US\$ 100,000.00 up
MINIMUM CHARGE OF US\$ 450.00 PER CONSIGNMENT	

ADDITIONAL CHARGES

1. Any permits or endorsement of relevant Government Agencies will be charged USD 100.00/ application.
2. Storage of empties refers to the rates below.
3. Trucking charges refer to the rates below.
4. Disposal of debris refers to the rates below.
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 be charged as per the price list.
8. A Hazard Fee (if applicable) for the additional requirements at the venue (e.g. sanitize cargo & equipment, medical certificates for testing of crews, etc) shall be passed on at cost.
9. For consolidated cargo with more than 1 company, an additional handling fee of USD 50.00 per exhibitor/company shall be levied to agent/consolidator.
10. Overnight build-up/teardown/delivery, 50% of basic handling charge shall be applied.
11. Subject to 12% Government tax for local companies.

ATA CARNET

The Philippines is now accepting ATA Carnet for shipment under temporary importation. Please ensure that the original copy of the ATA Carnet will be sent together with the cargo or through courier for the processing & clearance of shipment with the Bureau of Customs. The ATA Carnet must clearly indicate the name of the Authorized Representative to handle the clearance. The POA (Power of Attorney) must be emailed / submitted signed and stamped by the shipper.

Furthermore, please ensure that the items indicated in the ATA Carnet are tallied with the actual shipment to avoid any problem with customs clearance.

The handling fee of ATA Carnet per shipment is **USD300.00**.

LATE ARRIVAL SURCHARGE

Shipments arriving after the 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 regarding the actual cost. A surcharge of **35%** on handling charges shall apply for shipments arriving 7 days after the deadline. Beyond 7 days, **50%** surcharge shall apply, and no guarantee be given for clearance in time for the show.

ON-SITE HANDLING CHARGES

Local/International Exhibitors may avail themselves of the on-site handling services at **USD 25.00** per cbm per way (**min. of USD 100.00**) for individual packages weighing not more than 1000 kilos. The item must be of regular size, any special equipment needed for unloading/loading shall be quoted upon request. The on-site handling service covers everything 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 **USD 100.00** for the consignment service charge and **USD 50.00** for on-site handling fee.

HEAVY-LIFT SURCHARGE

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

STORAGE OF EMPTIES

If the venue has no available storage area for the empties, the empty cases shall be brought to the warehouse for temporary storage during show ingress and fair proper. The same shall be returned to the venue for the egress/pull out period. The corresponding fee shall be billed to respective clients:

PARTICULAR	AMOUNT
Temporary storage of empties	USD 0.75 per cbm/day (min. of 1 cbm)
Trucking Fees	
4- wheeler truck	USD 150.00 per trip
6 -wheeler truck	USD 200.00 per trip
10-wheeler truck	USD 300.00 per trip

DISPOSAL OF DEBRIS

Disposal of debris from exhibit stand to disposal area is USD 25.00/cbm. Plus, the trucking cost as stated below:

Trucking Fees	
4- wheeler truck	USD 150.00 per trip
6 -wheeler truck	USD 200.00 per trip
10-wheeler truck	USD 300.00 per trip

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 : **TITLE/DATE/VENUE**
 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.

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.

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.

