

SHIPPING GUIDELINE

运输指南

Kind notice to exhibitors 重要提示:

According to China Customs regulations, exhibitors should not take any item of their exhibits temporarily-imported from abroad out of the exhibition hall before, during and after the exhibition period without prior arrangement with China Customs through the official freight forwarder. Otherwise, exhibitors themselves shall be responsible for any confiscation and fines arising therefrom.

根据中国海关的规定, 如果展商或其代理事先没有通过展览会运输总代理向海关作出申请并取得许可, 参展商不能在展会开幕前、展会期间及展会结束时擅自将任何一项临时进境参展的展品带出展览场馆。否则, 我司对由此造成的中国海关对任何展品的追索、补征关税和罚款不予负责。

1. Communication 联络方式

Exhibitors are kindly requested to address all your inquiries, information and documents to the attention of:

请各位展商及时将您的要求、信息和有关文件发到以下地址, 与我们联系:

Daysun Express (Beijing) Ltd.	大顺国际货运代理(北京)有限公司
2nd Floor of the Cargo Agent Building,	北京市顺义区空港物流基地八街一号
No. 1, Street 8, Airport Logistics Base,	货代广场二层 邮编 101300
Shunyi District, Beijing, China 101300	
Tel: 0086-10-69478291	电话: 0086-10-69478291
Fax: 0086-10-64501161	传真 0086-10-64501161
Email: jingyuan@daysunlogistics.com.cn	邮箱 jingyuan@daysunlogistics.com.cn

2. Time schedule and relevant deadlines 运输时间表及相关期限

1) **Shipment pre-advice** 运输预报 (预报展品货量)

2) Shipment direct arrival in China at Xingang Port/Beijing Capital Airport:

展品直达中国口岸期限:

Air freight ----- Latest arrival at Beijing Capital Airport **Two months before opening of exhibiton**
空运 -----最晚到达北京首都国际机场时间 开展前两个月

3) Arrival date of relevant documents (including Ocean bill of lading, Airway bill, Declaration Form and other shipping documents) at DAYSUN office ----- **two weeks before cargo's arrival at destination port.**

相关运输文件 (包括海运提单、空运运单、暂准进口展览报关清单等其他文件) 寄达大顺的时间 -----请于货物到达目的港**两周**前送达。(就是说, 开展前两个半月就得把单据给我们寄过来)

4) Move-in date 进馆时间-----Apr.6, 2014

5) Move-out date 撤馆时间----- Apr.10, 2014

NOTES 注释:

1) The above time schedule and relevant deadlines must be rigidly observed and we will not be responsible for any consequences due to the late arrival thereof.

展商必须严格遵守以上时间表及相关期限, 否则我司将不承担因晚到产生的一切后果。

2) For overseas shipments, exhibitors could also consult us in advance.

如需我司代理上门取货、发运的境外展品, 展商与我司提前联络。

3. DOCUMENTS 运输文件

[键入文字]

All exhibitors are required to submit the following documents to us timely for customs and quarantine declaration and other purposes.

展商需要及时将以下用于报关报检的文件提供给我司：

	Document name (English)	Document name (Chinese)	Remarks
	2 Original Bills of Lading (B/L) for ocean freight or 1copy of AWB for airfreight	2份正本海运提单或1份空运提单复印件	
瓶装水进口 Import Bottled Water	Certificate Of Origin	官方原产地证书	
	Certificate Of Health	官方卫生证书	
	Bottled water import customs declaration elements in both English and Chinese	瓶装水进口中英文海关申报要素	
	Back and front Label of the Bottled Water	瓶装水原正标和背标	
	Invoice & Packing list	发票、箱单	
	Label Consulting Report	标签咨询报告	

4. Instructions for filling out AWB 空运运单填写说明

1).Direct arrival at Beijing Capital Airport 直接到达北京首都国际机场

Consignee:

Daysun Express (Beijing) Ltd

2nd Floor of the cargo agent building, No.1 street 8, Airport Logistics Base.

Shunyi District, Beijing China 101300

Tel 86 10 64501191 Fax 86 10 64501161 .

2).Direct arrival (door to door) & Duty-paid By Express 直接到达的快件

根据具体情况与大顺事先沟通

Case by case to be confirmed in advance with Daysun Express (Beijing) Ltd.

5. Case marking 唛头

The following words must be painted clearly on at least three sides of each case:

需要在所有货物的外包装至少三面喷涂清晰的唛头，具体格式如下：

Exhibition name (展会名称): SBW China International High-end Bottled Drinking Water Expo 2014

Exhibitor (参展商): XXXX

Hall No. (馆号): XXXX

Stand No. (展台号): XXXX

Case No. (箱号): XXXX

Gross Weight. (毛重): XXXX kg

Dimension (尺寸): L ×W×H (cm)

For single piece of exhibits weighted over 1,000kgs, please also clearly mark outside the case "Center of Gravity", "Front Side and Back Side", "Lifting Point". For any Fragile and Up-Right Position items, please also label or mark outside the box. Other Marking should conform to the International Rules and Regulations Governing packing signs and symbols.

展品单件超过 1000 公斤，请将箱顶、前面、后面、提吊点在箱子外注明，任何易碎或直立放置的货物，也在箱子外注明。

其他标记请遵循国际管理规则包装标志和符号。

[键入文字]

6. **Packing of exhibits** 展品包装

Exhibitors shall be responsible for the consequences of improper packing.

a) Protection against damage and rain

As exhibits are repeatedly loaded and unloaded during transportation, shocking/bumping will sometimes be inevitable. Moreover, exhibits will be placed outdoors many times, including open-air storage at the exhibition site before and after the exhibition. Therefore, exhibitors must take necessary precautions against damage and adverse weather conditions, since we can not assume any responsibility for the damage, especially when return exhibits are to be packed with used packing materials (such as aluminium foil, plastic covers etc. would have already been damaged during unpacking) .

b) The case must be strong enough to avoid damage during transportation as well as unpacking, and in particular, be suitable for repacking after the exhibition. Packing in cartons is not considered to be suitable for repeated handling, especially for valuable or delicate items.

展商须对不良包装造成的后果负责

a) 避免损坏和雨淋

由于展品在运输途中会被频繁装卸，有时也难免受到震动和撞击，并且会被多次置于露天场所，包括在展会开幕和结束时存储在展览中心的露天仓库。所以展商须采取必要的预防措施避免展品损坏和雨淋。因为我们不会为展品破损，尤其是展品用已用过的包装材料(箱子的铝箔、塑料皮可能已经在拆箱时被损坏)包装回运时所造成的损坏承担责任。

b) 包装箱须牢固耐用，足以避免在运输和拆箱过程中造成损坏。尤其必须适用于展会结束后重新包装和回运。纸质包装箱不适用于反复操作，尤其对于贵重或精密展品来说。

7. **Unpacking, repacking and delivery of exhibits** 展品包装的拆、装及展品交付

Before we deliver exhibits to the exhibition site for move-in, Please send your staff or your agent to the bonded warehouse to assist us in unpacking and repacking in order to make it easy for China Customs and China Quarantine to carry out their official inspections. The date will be informed at request beforehand. Exhibitors are highly recommended that their representatives are present on-site during move-in & move-out period to supervise positioning, unpacking and repacking of exhibits, as the on-site operations will be carried out at exhibitors' risk.

请在我们将展品送至展场准备进馆之前派员或代理到海关监管仓库（具体日期将事先通知），协助拆箱、重新包装，以便中国海关和检疫部门实施查验。同时我们也强烈建议展商派专人在进出馆期间在现场负责监督展品就位、拆箱和重新包装。

We will not be responsible for delay of customs declaration and positioning /displaying of exhibits due to late arrival of exhibitors' representatives or without receiving explicit instruction from exhibitors beforehand.

由于展商负责人晚到或没有预先从展商那得到明确指示而造成报关和展品就位或展出延误的，我们不予负责。

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根据中国海关的规定，如果展商或其代理事先没有通过展览会运输总代理向海关作出申请并取得许可，参展商不能在展会开幕前、展会期间及展会结束时擅自将任何一项临时进境参展的展品带出展览场馆。否则，我司对由此造成的中国海关对任何展品的追索、补征关税和罚款不予负责。

During the move-in and move-out periods, especially when dispatching return shipments, all exhibitors or agents should be on-site and follow the arrangement of our on-site staff strictly. If exhibitors or agents will not turn up or take action without the permission of our on-site staff, we will not be responsible for any result or damage arising therefrom.

在整个展品的来回运输期间，尤其是回运展品发运的时候，所有展商或代理要到现场并严格按照我司现场人员的安排作业。如果展商或代理不派员到现场或在未经我司现场工作人员的许可擅自采取行动，我司将不对由此产生的一切后果和损失负责。

If exhibits are repacked with used packing materials, these packing materials are no longer regarded as suitably protecting exhibits against damage/moisture compared with the originals. Exhibitors shall therefore bear the responsibility for the consequences arising therefrom.

当展品用已用过的包装材料重新包装，这些包装与原包装相比已不再视为适用于保护展品避免损坏或潮湿，展商应承担由此引起的任何后果。

8. Quarantine inspection and fumigation 检验检疫及熏蒸

For cargoes with wooden packing 对于木质包装:

Effective from 01 January 2006, Chinese Quarantine Authority strictly requests that all cargoes with wooden packing, from all countries and regions, must undertake fumigation treatment. Details please refer to as follows:

中国检验检疫机构将严格要求从所有国家和地区进境的木质包装货物必须进行除害处理，该办法自2006年1月1日起施行。详情请参见以下内容：

Effective Date 施行日期:

January 01, 2006 2006年1月1日

Observe District 适用区域:

All countries / Cities (Including Hong Kong SAR, Macau SAR and Taiwan)

所有国家、城市(包括香港行政区、澳门行政区和台湾)

Observe Scope 适用范围:

All non-manufactured wood packaging material to be used to carry, pack, pad and support, and reinforce the goods, such as wood case, crate, pallet, frame, pal, wood pole, wedge, sleeper and pad.

本办法所称木质包装是指用于承载、包装、铺垫、支撑、加固货物的木质材料，如木板箱、木条箱、木托盘、木轴、木楔、垫木、枕木、衬木等。

Exempted Scope 可免除范围:

Those wood composite products after being heated and pressed treatment, such as plywood, particleboard and fiberboard. Veneer core, saw dust, wood fiber and particle and other wood materials with its thickness equal or less than 6mm.

本办法所称木质包装不包括经人工合成或者经加热、加压等深度加工的包装用木质材料(如胶合板、刨花板、纤维板芯、锯屑、木丝、刨花等以及厚度等于或者小于6mm的木质材料)。

Observe Requirement 适用要求:

All import wood packaging materials should be treated by Heat Treatment (HT) or Methyl Bromide (MB) fumigation at the origin, and put the Mark of IPPC (as below) on two opposite sides of the wooden packaging material.

进境货物使用木质包装的，应当在输出国家或者地区政府检疫主管部门监督下按照国际植物保护公约进行热处理(HT)或溴甲烷熏蒸(MB)，并在木质包装的两侧加施 IPPC 专用标识。

The Mark should contain the valid symbol approved by IPPC, country code, unique number of producer / treatment designated by the National Plant Protection Organization (NPPO) of exporting countries and treatment methods (HT, MB).

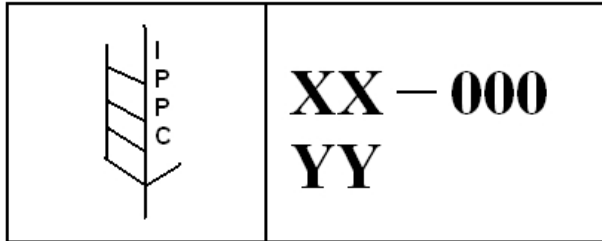
该标记应包括由《国际植物保护公约》的英文缩写、国家编号、出国官方植物检疫机构批准的木质包装生产企业的独特数字编号以及除害处理方法（如溴甲烷熏蒸—MB 热处理—HT）。

[键入文字]

If the wood packaging materials without the approved mark or with approved mark being intercepted the alive harmful pest, the packing materials will be fumigated or the cargoes will be returned to the origin.

如果木质包装未加施 IPPC 专用标志或已施加专用标志但在抽查检疫时发现活的有害生物的，将对木质包装进行除害处理或回运回输出国家。

Sample of Marking: 标记参照如下:



Where:

IPPC - Abbreviation of "International Plant Protection Convention";
XX - International Standardization Organization (ISO) two letter country code;
000 - Wood packing producing enterprise code approved by official plant quarantine authorizations in export countries or territories;
YY - The phytosanitary treatment measures, Methyl Bromide Fumigating - MB, Heat Treatment - HT

IPPC—《国际植物保护公约》的英文缩写

XX—国际标准化组织（ISO）规定的 2 个字母国家编号

000—输出国官方植物检疫机构批准的木质包装生产企业的独特数字编号

YY—除害处理方法，如溴甲烷熏蒸—MB 热处理—HT

All the charges of quarantine inspection and / or fumigation for the incoming and return shipments will be levied according to our Tariff.

所有来回程展品的检验检疫及/或熏蒸费用将会根据我司费率收取。

9. **Materials for Censoring 审查资料**

It is stipulated by the Chinese Customs Authority that:

“ Advertising materials, literatures and audio/video materials including films, lantern slides, recording tapes, video tapes, optical discs and magnetic media products, records, photos, maps, illustrations, directions, souvenirs, gifts, given-away and other publicity materials shall be listed clearly item by item on the invoice & packing list, they could be used at the exhibition only after being released by Customs & CIQ .

中国海关规定:

广告资料、手册和音像资料(包括胶片、幻灯片、录音带、录像带、光盘、磁带、唱片、相片、地图、示意图、说明书、纪念品、礼物、散发品和其他宣传资料), 须经展商提前将上述资料在申报清单中列出, 经过海关和检疫局放行后, 方被允许在展会上展出和使用。

Therefore, exhibitors shall not make use of these materials before censoring. For this purpose, exhibitors should send samples of the above materials (2 copies) to us on site before the exhibition. All these materials will be handed over to the customs for inspection in advance.

展商在审查前不可使用这些资料。为此, 展商须在参展前将上述资料的样品(一式两份)交给我司现场工作人员。所有这些资料将被提前交给海关审查。

10. **Insurance 保险**

All exhibitors are requested to have their exhibits fully covered insurance for the whole in/return journey, including exhibition period. A copy of the insurance Policy should be brought to the fair in case of any necessary survey.

[键入文字]

展商须为其展品投保一切险（包括展会期间），便于必要查询，在展会期间展商须带保险合同副本（复印件）。

DAYSUN will not be responsible for any loss of or damage to exhibits which are not insured by exhibitors.

大顺公司将不对因展商未做保险而产生的展品的丢失或损害负责。

11. **Dangerous , radioactive , strategic and reefer cargoes**

危险品、放射性物品、战略物资和冷藏物品

Some of the above items are prohibited/limited to be moved in to the exhibition hall, and the carriers (Shipping Line and Airline) will only accept those cargoes subject to availability. So before shipping those items to the fair, please submit us all the specification and volume of the cargoes for checking with the relevant parties for confirmation

以上一些物品禁止进入展馆，承运人（海运和航运）只接受可用性物品。此物品运至展会前，须提供物品的所有样品和体积，以供相关部门查验确认。

12. **Closing of exhibition 展会闭幕**

During the exhibition, our staff on site will go to your booth to confirm and check the related issues about disposal of exhibits and fill out the “INSTRUCTIONS FOR DISPOSAL OF EXHIBITS” if some exhibits should be returned to Origin by DAYSUN.

展会期间，我司的现场工作人员将到您的展位上与您现场确认及核对有关展品处理的事宜，如果需要将相关展品回运，要填写“展品回运委托单”。

13. **Payment 付款**

A. Deadlines for payment 付款期限

a. Balance dues for inbound movement reaching our bank account -----**prior to the clearing work we start.**

来程款项到达我司帐户时间 -----**我司开始报关前**

b. Balance dues for outbound movement reaching our bank account ----**Before exhibits leaving Beijing**

回程款项到达我司帐户时间 -----**展品离开北京前**

Please abide by the above strictly and settle all account before the deadlines, otherwise, we will not arrange the inbound movement and returning shipment accordingly and not be responsible for any consequences arising therefrom.

请严格遵守以上规定并在最后期限之前结清相关费用。否则我司将不予相应的安排展品的进馆和回程运输，且不负责任因此产生的一切后果。

B. Remittance of payment 汇款

外币账户	账户名称	大顺国际货运代理（北京）有限公司
(US dollar Account)	Beneficiary	Daysun Express (Beijing) Ltd.
	开户银行	中国建设银行顺义区支行
	Beneficiary Bank	China Construction Bank Beijing Branch Shunyi Sub-branch
	银行账号	11014200100220000126
	Beneficiary A/C No	11014200100220000126
	银行电汇码	PCBCCNBJBJX
	Swift Code	PCBCCNBJBJX
	Remark or Message:	Charges for “Exhibition Fee” .

[键入文字]

备注：“展会”费用。

14. Conditions of handling 操作条件

The right of explanation to this shipping guideline belongs to DAYSUN.

本运输指南的解释权归大顺国际货运代理（北京）有限公司。

15. For Late Shipments 晚到的货物

For late shipments, please contact us first for discussion before you dispatch the shipments. We will try all efforts to clear the shipment and make the delivery but **No Guarantee** can be given. There will be 50% late arrival surcharge on our basic handling rate regardless of the delivery date to booth.

对于晚到的货物，请在发货前第一时间与我们联系，我们将会尽全力安排清关和派送但不保证我们能够赶在展会开始前完成所有工作。对于此类货物，无论我司能够做到何时送货，我司将会在原报价基础上收取原报价的 50% 作为晚到货物产生的附加服务费。

16. Samples For Quarantine Purpose 关于检疫局抽样的规定

7 bottles of each variety of wine (year and type) will be collected by Quarantine Authorities for testing upon arrival.

检疫局将针对每款酒抽取 7 瓶样品来进行化验。

17. Tariff 费率

- | | |
|--|---|
| a Consignment Service Charge: | RMB 500.00/exhibitor/consignment |
| b Inward Handling Charge : | RMB 11.00/kg |
| - Customs Clearance | Min. 100kgs/exhibitor/consignment |
| - Customs Inspection | |
| - Translation of invoice & packing list | |
| - Pre-show storage | |
| - On-site handling for distribution | |
| - Empty storage if applicable | |
| c Terminal Handling Charge : | RMB 3.00/kg |
| | Min. 100kgs/exhibitor/consignment |
| d Duty & Tax: | As per outlay |
| | (approx. 48% of CIF value but subject to re-valuation by Customs with min. RMB 25.00/bottle) |
| e Onsite Handling charge: | RMB 350.00/cbm |
| (only for local shipments delivered to Fairground by exhibitors) | Min. 1 cbm/exhibitor/consignment |
| h Remarks: | |
| - RMB1500.00/HAWB surcharge will be levied in case of HAWB issued. | |
| - Volume and weight conversion in handling charge is 1cbm=167kgs. | |
| - Any service required from exhibitors but not covered by this tariff should be notified to us in advance. Quotation will be given upon request. | |
| - This tariff is compiled on weight basis and has no correlation with the value of exhibits. Thus no insurance coverage is included. Insurance coverage is subject to separate quotation upon written request. | |

[键入文字]

-
- a 基础服务费：500 元/票
- b 进口操作费：11 元/公斤，最低按 100 公斤计收。包含：
--- 报关费，报检费，发票箱单翻译费，参展前的仓储费，现场分拣费，空箱储存费（如果需要的话）
- c 港口操作费：3 元/公斤，最低按 100 公斤计收。
- d 税金：实报实销（估算大概为 CIF 货值的 48%，以海关实际金额为准，最低收费大概为 25 元/瓶）
- e 现场操作费：350 元/立方米，最低按 1 个立方米计收（只包括将货物送到展会，交到展商手里）
- h 备注：
--- 如果有分单，要加收 1500 元/分单的附加费
--- 体积和重量按照 1 立方米=167 公斤的标准核算
--- 任何被参展商要求但以上收费项目里没有提到的服务，要提前向我司提出，我司将针对不同要求做出报价。
--- 此费率是基于重量而不是展品的价格，因此不包含对于展品的保险费，我司将对于展商提出的书面要求，一事一议保险费用报价。

————END————