



## SHIPPING MANUAL

**17<sup>TH</sup> ASIAN BATTERY CONFERENCE & EXHIBITION 2017**  
**19 – 22 September**

**Kuala Lumpur Convention Centre**  
**Kuala Lumpur**  
**Malaysia**

Presented by

**AGILITY LOGISTICS SDN BHD**

Co. Reg. No. 111247X

No. 2, Block B, Jalan Bumbung U8/90,  
Sek U8, Perindustrian Bukit Jelutong, 40150  
Shah Alam, Selangor Darul Ehsan. Malaysia  
(Fairs & Events Unit)

Tel: +603 7841 8888 / Fax: +603 7842 3295

[fairs-malaysia@agility.com](mailto:fairs-malaysia@agility.com) – [www.agility.com](http://www.agility.com)

Contact:

**Charmaine Louis**

Senior Manager

**Agility Logistics Sdn Bhd**

(Fairs & Events Unit)

Tel. +60 3 7841 8865, Fax +60 3 7842 3295

[Clouis@agility.com](mailto:Clouis@agility.com)

## DEADLINES

### a. DEADLINES/SCHEDULE AT A GLANCE

Arrival of films and video tapes/discs by <b>COURIER</b>	<b>19 August 2017</b>
Copies of Bill of Lading and the Commercial Invoice and Packing List for <b>SEAFREIGHT</b> consignments	<b>16 August 2017</b>
Arrival of exhibits shipped by <b>SEAFREIGHT</b>	<b>3 September 2017</b>
Copies of Commercial Invoice and Packing List for <b>AIRFREIGHT</b> consignments	<b>21 August 2017</b>
Arrival of exhibits shipped by <b>AIRFREIGHT</b>	<b>6 September 2017</b>
Copies of Product Catalogues, specification sheets and H.S. Code Descriptions for telecommunication and electricals Items	<b>19 August 2017</b>

### DEADLINE FOR DISPATCH OF DOCUMENTS (PRE-ALERTS)

To ensure no delays or undue inconvenience for customs clearance on arrival, it is imperative that copy of the vessel/flight details with master air waybill / ocean bill of lading detail be forwarded well in advance before the arrival of shipments according to the stipulated deadlines above. Agility will not be responsible for any delays and any port/airport storage charges will be re-charged at cost. **For late submission of documents, a penalty fee of minimum USD 85.00 per exhibitor/consignment will be imposed.**

**PLS SEND YOUR PRE-ALERT TO OUR KL OFFICE AT:  
FAX No: +60 3 7842 3295**

#### **AGILITY LOGISTICS SDN BHD**

**No. 2 Block B, Jalan Bumbung U8/90,  
Sek U8, Perindustrian Bukit Jelutong,  
40150, Shah Alam, Selangor.  
Malaysia.**

**(Fairs & Events Unit)**

**Telephone : +60 3 7841 8888**

**Telefax : +60 3 7842 3295**

**Contact : Ms Charmaine Louis ([CLouis@agility.com](mailto:CLouis@agility.com))**

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## **b. DOCUMENT & CONSIGNMENT DEADLINES**

### **1. SEAFREIGHT**

We need the following documents not later than **16 August 2017**

- 2 originals and 3 copies of Bill of Lading
- 3 copies of Commercial Invoice/Packing List
- 1 copy of Insurance Policy (if insured)
- 1 set of catalogues of exhibits

Exhibition goods must arrive Port Klang **3 September 2017**. Late arrival surcharge of 50% of the handling tariff will be levied for shipments arriving after this date.

### **2. AIRFREIGHT**

We need the following documents not later **21 August 2017**

- 2 originals and 3 copies of Airway Bill
- 3 copies of Commercial Invoice/Packing List
- 1 copy of Insurance Policy (if insured)
- 1 set of catalogues of exhibits

Exhibition goods must arrive Kuala Lumpur Airport by **6 September 2017**. Late arrival surcharge of 50% of the handling tariff will be levied for shipments arriving after this date.

**NOTE** : Malaysia Customs are strict and thorough in their examination of goods. All packages can be expected to be opened and contents checked against the Combined Commercial Invoice & Packing List.

Customs fines will be imposed on the exhibitor in cases of Undervaluation, Non-declaration, and Erroneous declaration. In such cases, Agility shall not be responsible for any delay in clearance. Customs fines and extra expenses incurred shall be borne by the exhibitor. Exhibitors are therefore strongly reminded to declare the **true market value** of their goods and be extremely careful in their preparation of documents.

## **OTHER ADDITIONAL SERVICES**

### **COURIER OF FILMS, VIDEO TAPES AND/OR DISCS**

#### **CONSIGNMENT DEADLINES**

The Board of Film Censors, Malaysia, must clear any films and videotapes to be shown at the exhibition. You are advised to courier these materials "Freight Prepaid" to Kuala Lumpur by **19 August 2017** to enable us to arrange for censorship clearance.

We would advise you against hand-carrying these items into Malaysia, as they may be detained by Malaysian Customs and considerable time and effort may be required to clear them out in time for the exhibition.

## CONSIGNMENT INSTRUCTIONS

1. All exhibition goods by **AIRFREIGHT**, **SEAFREIGHT** and **COURIER** must be sent “Freight Prepaid” to:

Consignee: **AGILITY LOGISTICS SDN BHD**  
 No. 2, Block B, Jalan Bumbung, Sek U8, Perindustrian Bukit Jelutong,  
 40150 Shah Alam, Selangor Darul Ehsan. Malaysia  
 (Fairs & Events Unit)  
 Tel: +603 7841 8888 Fax: +603 7842 3295  
**For: 17<sup>th</sup> ASIAN BATTERY CONFERENCE & EXHIBITION 2017**

All documents such as Bill of Lading and Airwaybill must show Agility Logistics Sdn Bhd as the consignee.

**NOTE** : All consignment must be shipped on “Free-Domicile” basis i.e. all duties and taxes for consignments must be paid by sender in country of origin PRIOR export.

- : Agility reserves the right to REJECT consignment that is not duty/tax paid upon arrival at our premises in Malaysia.
- : A fax pre-alert shall be sent to us indicating the Courier Airway Bill numbers, Courier Company, Name of Exhibition/Event, your contact details for us to assist further.
- : Freight and other relevant charges paid by us on behalf of exhibitor will be subject to a 10% service charge.

(A 5% outlay commission will be imposed on all “Freight Collect” consignments).

## CASE MARKINGS

For easy identification, all packages shall be marked as follows:

**17<sup>TH</sup> ASIAN BATTERY CONFERENCE & EXHIBITION 2017**  
 c/o Agility Logistics Sdn Bhd

Name of Exhibitor	:	_____
Stand Number	:	_____
Case Numbers	:	_____
Gross Weight/Net Weight	:	_____
Dimensions	:	_____

## PACKING

Exhibitors are advised to provide strong packing cases for the transportation of the exhibits. The packing of the exhibits are to withstand external elements as well as movements during full transportation and handling.

For main exhibits, we recommend sturdy returnable type of cases to be used for return or onward transport. Exhibitors should also take necessary precautions against rain, especially when the return exhibits are to be packed with original packing materials. Cardboard cartons should be avoided if they are intended for return shipping. Agility will not be responsible for damages and claims arising out of improper packing.

## **CUSTOMS REGULATIONS**

### **TEMPORARY IMPORTATION**

#### **CUSTOMS BOND FEE (FOR DUTIABLE ITEMS NOT UNDER ATA CARNET)**

All dutiable items that are to be temporarily imported into Malaysia for the purpose of exhibition could be exempted from payment of customs duties by placing a customs bond. A Bank Guarantee fee (non-refundable) is chargeable for obtaining customs bond for these exhibition goods.

These exhibition goods must be re-exported within 3 months from the date of arrival of goods in Malaysia. Otherwise, customs duties/taxes will have to be paid.

#### **ATA CARNET**

Exhibitors are strongly advised to ship their exhibition goods using the ATA Carnet System in order to shorten the processing time of documents for temporary importation. Our overseas freight forwarding agent in your country will be able to advise on the benefits and procedures involved in using the ATA Carnet.

### **PERMANENT IMPORTATION**

#### **CONVERSION OF TEMPORARY-IMPORT TO PERMANENT-IMPORT STATUS**

All goods under temporary import, which customs have agreed can be sold, destroyed or donated, will be detained for examination and processing of permanent import documentation. Customs duties/taxes/GST will have to be paid on conversion to permanent import.

#### **SOLD EXHIBITS**

Charges will apply for handling from exhibition stand to venue loading bay. Please contact us for charges relating to onward services.

All duties/taxes/GST payable/disposal of debris/conversion of temporary import to permanent import fee will be for the account of the exhibitor/buyer/their appointed forwarder.

### **SPECIAL LICENSES & PERMITS**

Administrative fees will apply for application and endorsement of licenses/permits from relevant Government departments (Sirim, Tenaga Nasional, STA & etc).

### **RETURN INSTRUCTION**

It is imperative that all exhibitors complete and sign the Return Shipping Instruction. Exhibitor should either visit our site office or contact our Agility representative at the earliest opportunity to complete their disposal instructions. If there is any amendment to the return instruction, the exhibitor will have to provide Agility with the revised instruction immediately.

If the exhibitor has sold their exhibits to a 3rd party during the event it is the **SOLE** responsibility of the exhibitor to oversee the collection of their exhibits. Agility will not accept responsibility for any loss or damage.

### **CARGO HANDOVER**

Exhibitors must contact Agility to arrange for any handover of cargo. They will have to handover cargo to Agility together with Agility's Cargo Handover forms before they leave the exhibition. Agility will not be held responsible for any sort of loss or damage incurred due to an exhibitor not completing or signing the forms correctly.

### **UNATTENDED CARGO AT CLOSE OF EVENT**

Complete return instructions must be provided by agent or exhibitor to Agility prior to the show closing. Failure to do so will result in transfer of consignment to Agility warehouse and any such movements will be subject to additional transportation and warehouse storage charges.

### **DISPOSAL**

Upon delivery of your goods during move in, please inform us if your cases are not required to be redelivered to your booth after the show so that we can arrange for disposal. Fees for disposal shall be charged to exhibitors who require Agility for such service.

### **RE-EXPORT TIMEFRAME**

After the close of the exhibition, re-export may take at least 3 weeks from the close of the show depending on the region and space availability in airlines or shipping lines. For air freight export, it would take at least 2 weeks from close of the show. For urgent re-export, surcharges will apply, please let us know in advance.

### **IMPORTATION OF RADIO / ELECTRICAL / TELECOMMUNICATION EXHIBITS**

Any radio or telecommunication equipment brought in for the exhibition must receive prior approval by the SIRIM.

A copy of the exhibit catalogue/brochure with the full specifications, together with the full details of your intended demonstrations must be submitted to us not later than **19 August 2017** in order for us to apply for the necessary permit with the Authority.

The static display of such equipment at the exhibition is normally permitted when approved by the SIRIM, for entry into Malaysia. However, a special approval must be sought for such equipment to be demonstrated at the exhibition or within Malaysia.

Such telecommunication equipment's should not be uplifted unless approval has been sought.

### **INSURANCE**

We would like to advise that 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 **AGILITY LOGISTICS SDN BHD**, and also ensure that Transport Insurance is arranged for exhibits sold locally.

Our tariff is computed on the basis of volume and weight and has no correlation with the value of exhibits, it follows that the cost of insurance cover is not included in our charges.

Upon written instructions, **AGILITY LOGISTICS SDN BHD** can offer the exhibitor insurance coverage at competitive premiums.

## **TERMS OF PAYMENT**

Inward : Upon uplift of goods, prior to delivery to stand  
Outward : Upon presentation of invoice/prior to delivery to premises

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

Our bank account is:

### **Ringgit Malaysia Account :**

Agility Logistics Sdn Bhd  
(Fairs & Events Unit)  
HSBC Bank Malaysia Berhad  
No 2 Leboh Ampang  
50100 Kuala Lumpur

RM A/C : 201 749488 101  
Swift code : HBMBMYKL

### **US Dollars Account :**

Agility Logistics Sdn Bhd  
HSBC Bank Malaysia Berhad  
No 2 Leboh Ampang  
50100 Kuala Lumpur

USD A/C : 201 749488 725  
Swift code : HBMBMYKL  
Bank Branch Code : 22 14016

## **IMPORTANT**

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

Use of AGILITY LOGISTICS SDN BHD's 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

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**Show Name :** 17<sup>TH</sup> ASIAN BATTERY CONFERENCE & EXHIBITION 2017

**Show Dates :** 19 – 22 September 2017

**Show Venue :** Kuala Lumpur Convention Centre

**City, Country:** Kuala Lumpur, Malaysia

**DEADLINE**  
4 Weeks before show

## Freight Instructions

**THIS FORM MUST BE COMPLETED AND RETURNED BY EVERY EXHIBITOR**

We advise AGILITY LOGISTICS SDN BHD, the Official Forwarding Agent and On-Site Installation Contractor that we shall be shipping the following for the event, and we instruct AGILITY LOGISTICS to customs clear and deliver the goods to our stand:

No. of pieces	Description of contents	Dimensions (metres)	Weight (kg)

We also note and understand the following:

**1. DEADLINE FOR SHIPMENT**

Arrival of films and video tapes by courier service	:	19 August 2017
Receipt of documents for seafreight consignments	:	16 August 2017
Receipt of documents for airfreight consignments	:	21 August 2017
Arrival of seafreight consignments	:	3 September 2017
Arrival of airfreight consignments	:	6 September 2017
Receipt of Catalogues/Brochures and Radio / Telecommunication Exhibits	:	19 August 2017

**2. CONSIGNMENT INSTRUCTIONS**

All exhibition goods either by seafreight, airfreight or courier consignment, must be consigned "Freight Prepaid" as follows:

Consignee : **AGILITY LOGISTICS SDN BHD**  
 No. 2 Block B, Jalan Bumbung U8/90,  
 Sek U8, Perindustrian Bukit Jelutong, 40150 Shah Alam, Selangor.  
 Malaysia.(Fairs & Events Unit)  
 Tel. +60 (3) 7841 8888, Fax +60 (3) 7842 3295  
 For: **17<sup>TH</sup> ASIAN BATTERY CONFERENCE & EXHIBITION 2017**

All documents such as the Bill of Lading and Airway Bill must show the consignee as above.

**3. INSURANCE**

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 Agility Logistics, and also ensure that Transport Insurance is arranged for exhibits sold locally.

NOTE : All business is transacted strictly in accordance with our General Trading Conditions. A copy is available upon request.

We also inform Agility Logistics Sdn Bhd that we will be using the services of the company below to freight our exhibits from \_\_\_\_\_ (country). Name of Freight Forwarder from origin: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Tel: \_\_\_\_\_

Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Authorised by:** Booth No: \_\_\_\_\_ Company : \_\_\_\_\_

Name : \_\_\_\_\_ Address : \_\_\_\_\_

Designation : \_\_\_\_\_

Signature & Date : \_\_\_\_\_ Telephone : \_\_\_\_\_

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