

EXHIBITION NAME:  
SHOW DATE :

## A. DOCUMENT DEADLINES - SEA FREIGHT

Copies of Bill of Lading and the Commercial Invoice and Packing List for Seafreight Consignments to Bangkok Seaport : 20 Days before show

Arrival of Seafreight Shipments in Bangkok Seaport & Laem Chabang Seaport : 14 Days before show

## B. DOCUMENT DEADLINES - AIR FREIGHT

We need the following documents before shipment arrival 5 days.

- 2 originals and 3 copies of Airway Bill
- 5 copies of commercial Invoice/Packing List
- 1 copy of Insurance Policy (if insured)
- 1 original ATA Carnet (if shipment is under ATA Carnet). For shipment

Shipped without ATA Carnet, a Bank Guarantee issued by local bank / Embassy letter of guarantee is required.

- 1 set if product catalogues & price list
- 1 copy of insurance policy. If insured

Exhibition goods must arrive at Bangkok Airport **before exhibition 10 days.**

## C. AIR FREIGHT INWARD / OUTWARD HANDLING TARIFF

(For individual exhibits not exceeding 3,000 kg)

From arrival Bangkok Airport to exhibition stands inclusive of removal and Temporary storage of empty packing cases (where applicable) at site or vice versa.

The above rates for both Sea Freight and Airfreight exclude Stand dressing, assembly of displays or machinery or decoration of any kind.

Above rates are based on direct MAWB / OBL, consigned to us.

All shipments not consigned to us are subject to a Consignment Service Charge of **US\$ 200 inward and outward.**

**ALL CONSOLIDATED SHIPMENTS BY AIRFREIGHT OR SEAFREIGHT MUST BE ISSUED WITH HOUSE IRWAY BILL OR HOUSE BILL OF LADING. A CONSOLIDATION CARGO MANIFEST MUST ALSO BE PROVIDED.**

The Combined Commercial Invoice and Packing List must be received by us **no later** than the deadlines shown below or at least 7 (seven) days prior to the arrival of vessel and / or aircraft in Bangkok:

For consolidated containerized sea shipments (more than one exhibitor's items in the container), the following additional documents must accompany the Bill of Lading, Commercial Invoice and Packing List:

- 3 copies of House Bill of Lading
- 3 copies of Container manifest

For temporary import shipment, Customs authorities require catalogues / brochure for all items, which are declared as temporary import, failure to comply with this instruction may lead to delay in clearance or additional expenses.

## D. BROCHURES AND GIVEWAY ITEMS

Brochures and giveaways items are permitted entry into Thailand but some are subject to import duties of between 10% and 60% of the CIF value. These dutiable items include: leather wallets, leather key holders, T-shirts, ties, scarves, badges and lapel pins. All giveaway items must be packed separately and declared separately.

## E. HANDLING TARIFF FOR COURIER SHIPMENTS & VIDEO TAPES / DISCS

From arrival at Rogers Bangkok Co.,Ltd. premise up to delivery to the exhibition stand, excluding the censorship fee levied by the Board of Film Censors.

Any duties / taxes / GST paid in advance on behalf of the exhibitor will be passed back to exhibitor as per outlay.

Exhibition goods, films & video tapes / discs arriving via courier must in Bangkok 14 days before show should films & video tapes / discs arrive via airfreight / seafreight, the tariff for airfreight/seafreight shall apply.

For temporary import shipment, Customs authorities require catalogues / brochure for all items, which are declared as temporary import. Failure to comply with this instruction may lead to delay in clearance or additional expense.

## F. CONSIGNEE INSTRUCTIONS: Sea Freight, Airfreight, Courier

All exhibition goods must be sent "Freight Prepaid" to:

Consignee: **ROGERS BANGKOK CO., LTD**  
90/1 Moo.4, Bangchalong, Bangplee  
Samutprakarn 10540 Thailand

Tel : +662 752 6417  
Fax : +662 752 6420  
Website : [www.rogers-asia.com](http://www.rogers-asia.com)

Notify Party: **ROGERS BANGKOK CO., LTD**

For: Show Name Booth No. \_\_\_\_\_

All documents such as Bill of lading and Airway Bill must show ROGERS BANGKOK as the consignee.  
(A 10% outlay commission will be imposed on all "Freight collect" consignments, Minimum US\$100)

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

**Rogers Bangkok Co.,Ltd.**  
90/1 Moo.4 Bangchalong, Bangplee,  
Samutprakarn 10540 Thailand.

Tel : +662 752 6417 19  
Fax : +662 752 6420  
Etc : Exhibition Department  
Email : [exhibitions@rogers-asia.com](mailto:exhibitions@rogers-asia.com)  
For : \_\_\_\_\_

## G. CUSTOMS REGULATIONS

### COMMERCIAL INVOICE & PACKING LIST

A Sample Invoice is available for your use and is attached separately, along with the List of Officially Appointed Agents. The sample invoice can also be sent to you if requested.

1. All entries must be in the English language.
2. A full description of the item must be given. Do not just indicate the model name or model number, describe the item in detail, such as "1:3 scale Cutaway Gear Model or "giveaway items" – Ball Point Ink Pens, Product Brochures, etc.
3. Every item must have a value in US Dollars. Do not indicate "No Commercial Value".
4. The following declaration must be indicated: "The invoiced goods are of (country) origin and are intended for display purposes only at the Exhibition Site in Bangkok.

The Thai Customs are strict and thorough in their examination of goods. All packages can be expected to be opened and checked against the Combined Commercial Invoice & Packing List.

Heavy Fines will be imposed on the exhibitor in cases of "**UNDERVALUATION**", "**NON-DECLARATION**", and "**ERRONEOUS DECLARATION**". In such cases, Rogers Bangkok shall not be responsible for any delay in clearance. Customs fines and extra expenses incurred shall have to 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.

To assist the Thai Customs in the examination, Please attach 2 (two) copies of descriptive / illustrative brochures on the underside of the case lid. If possible, please indicate in these brochures, the model number and serial number of the exhibits.

## H. HEAVY LIFT SURCHARGE

Our tariff for Seafreight and Airfreight consignments is applicable for individual exhibits not exceeding 3,000 kg per package. Individual exhibits in excess of 3,000kg per package will incur heavy-lift surcharge (in addition to the basic handling charge).

## I. MOVE-IN DAYS

Shipments will be transferred to the exhibition venue during the move-in days. Both EMLWW and Rogers Bangkok personnel will be available to help the exhibitors during this time.

## J. MOVE OUT DAYS

Prior to Move out Exhibitors may come to our service desk to arrange for the return or disposal of their exhibition properties. We will be onsite to assist you in this. Please inform us of any "**RUSH**" return shipments as well as any items not departing from Bangkok.

## K. RE-EXPORT

Re-export formalities will require about 1 week, prior to shipments departing Bangkok. If you have **URGENT** requirements, please let us know as soon as possible.

## L. ATA CARNET

Thailand is a subscriber of the ATA Carnet System. Exhibitors participating in International trade fairs / exhibitions in Thailand can use ATA Carnet for temporary admission of their exhibition goods into Thailand-refer to ATA Carnet & Power of Attorney in appendix I & II for further details.

Exhibition goods can be temporary imported into Thailand but must be re-exported after the fair / exhibition within 2 (two) months after the arrival date of exhibits. Any no-return items are subject to Import duty and tax.

For exhibition goods destined for a later exhibition in Thailand, our covered storage facility in Bangkok can be utilized at a reasonable storage rate-please contact us immediately should you require such service.

**PLEASE SEE ATA POWER OF ATTORNEY FORM IN THESE INSTRUCTIONS.**

## M. PROCESSING OF TEMPORARY IMPORTATION

Consignment that is imported into Bangkok on temporary import basis will be subject to a temporary import guarantee fee (non-refundable) based on the CIF value of the Consignment.

- a) Bank Guarantee Fee - raised by Exhibitor
- b) ATA Carnet - raised by Exhibitor
- c) Bank Guarantee Fee - raised by Rogers Bangkok

## N. SALE OF EXHIBITS

Goods may be sold during the exhibition but under no circumstances can they be removed from the show venue until duties & taxes have been paid and permanent customs import procedures have been completed. Exhibitors are allowed to store their goods in the facility for up to two (2) months from the date of entry into Thailand, after which duty must be paid or the goods must be exported.

## O. TRANSPORT OF SOLD GOODS TO THE WAREHOUSE

All sold goods are requested to be transferred from the exhibition site to our warehouse for temporary storage pending completed. Exhibitors are allowed to store their goods in the facility for up to two (2) months from the date of entry into Thailand, after which duty must be paid or the goods must be expected.

## P. STORAGE FOR EXHIBITION PROPERTIES

Exhibitors are required to sign and endorse in the Letter of Indemnity (refer to Appendix III) and send back to us so that we can arrange shipment.

The Owner / Agents forwarding goods for storage hereby declare that they are the Owner / Agents of the goods and in forwarding such goods for storage accept the Following terms and conditions.

Goods received for storage are not insured by Rogers Bangkok Co.,Ltd. and are stored entirely at the risk of the owner / agent. Rogers Bangkok Co.,Ltd., will however affect an insurance of the goods on behalf of the owner / agent if requested to do so, in writing, providing that the premium in respect to such insurance is paid or agreed to be paid by the owner / agent.

Rogers Bangkok Co.,Ltd. will not be responsible for the condition of the contents of any goods received for storage, nor for any loss of weight and damage to any of the said goods before or whilst being stored or remaining in storage caused by:

dampness, water, termites, burglary, theft, enemies, hostilities, strikes, lockouts, riots, fire, earthquake, explosion, vermin, insects, unprotected and / or insufficient packing, obliteration of marks, book holes, tearing, bursting of bands, hoops, leakage, rust, decay, sweat, mildew, dry rot, evaporation, fumigation, accidents and / or the latent defect of the storage containers.

## Q. FUMIGATION RULES IN BANGKOK

All shipment that leave Bangkok and re-export to the United States, Canada and Australia consisting of carnivorous wood packaging materials are required to be Fumigated or treated with preservatives prior to departure. All related charges will be for the exhibitor's account as per outlay.

It is the responsibility of the exhibitor to provide comprehensive insurance covering transport to the exhibition, during the exhibition, and the return of the exhibits, including the period of time that the properties/goods are handled by Rogers Bangkok Co.,Ltd.

## R. REQUEST FOR INSURANCE

Upon written instructions, Rogers Bangkok Co.,Ltd. can offer the exhibitor insurance coverage at competitive premiums.

## S. HIRE OF LABOUR

If an exhibitor requires assistance in unpacking and packing please, let us know in advance, please contact us for pricing.

## T. DANGEROUS GOODS

Exhibitors need to send us a special form for dangerous goods (the form will be provided to you upon request), and the completed forms should reach us at least 7 working days before the shipment is dispatched. Additional handling surcharges will be levied and relevant charges will be quoted upon request.

Exhibitor / Agents shall be liable for the consequences of shipping such items to Bangkok without the proper form and without consulting Rogers Bangkok.

In case the shipment contains any controlled items by the Bangkok Government, we strongly recommend that the Commercial Invoice & Packing list should be emailed or faxed to Rogers Bangkok Co.,Ltd. for checking, prior to the shipment departure from the country of origin.

If required, we will apply for the necessary license / permit on behalf of the exhibitors, but under no circumstances can we guarantee that the license will be granted.

According to the Trade and Industry Department / Customs regulations in Bangkok, import / re-export licenses from the Bangkok Government are required for transshipping the following items in Bangkok:

1. Animals, Birds & Reptiles and their parts, Endangered Animals & Plant Species.
2. Controlled chemicals
3. Controlled Medicines:
4. Dutiable Commodities: Alcoholic Beverages, Tobacco, Hydrocarbon Oil & Methyl Alcohol.  
(Duty and Taxes will be billed to the exhibitors account as per outlay)
5. Fresh / Frozen Meat
6. Optical Disc Mastering & Replication Equipment
7. Radio Transmitting Equipment
8. Strategic / Hi-Tech Communication Commodities
9. Vehicles with Left Hand Drive
10. Textiles, Etc.

If import / export license is required, exhibitors are required to submit us at least 30 days prior to the departure of the shipment departure from the country of origin, the following documents:

1. Catalogue / Brochure of commodities
2. Export permit issued by the products originating country / place.
3. Certificate of Origin
4. Commercial Invoice and Packing List.

## U. BANK GUARANTEE FORMAT

To : ( Name of corresponding Bank in Thailand)

The following Bank Guarantee is to be sent by telefax from you Issuing Bank to their corresponding Bank in Bangkok, Thailand for submission to Rogers Bangkok Co.,Ltd.

## V. Quote

Guarantee for total amount of Baht \_\_\_\_\_

Account:

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(Name and Address of Company)

Accountee :      ROGERS BANGKOK CO.,LTD.  
                         90/1 Moo.4, Bangchalong, Bangplee,  
                         Samutprakarn 10540 Thailand

Tel                         : +662 752 6417  
Fax                         : +662 752 6420  
Person in charge     :

## V. Quote (Continued)

Dear Sirs,

Please issue Guarantee under our responsibility (the number of Guarantees will be separated by Rogers Bangkok Co.,Ltd for the total amount of Baht \_\_\_\_\_ for a period of (3 months for Sea-cargo, 2 months for Air-cargo) after the exhibition cargo has arrived Bangkok or until the original Guarantee has been returned to you. This Guarantee shall be issued in favor of the Customs Department, Bangkok, Thailand for temporary importation of exhibition cargo \_\_\_\_\_ (list names of exhibitors).

Goods are destined to be exhibited at:

Exhibition name :  
Exhibitor name :  
Venue :

In considering your issuing the above mentioned Guarantee, we \_\_\_\_\_ (name and address of issuing bank) hold you indemnified and irrevocable undertake to pay you upon receipt of your first written demand stating that you have been called upon to pay under your Guarantee the amount actually claimed by the beneficiaries but not exceeding Baht \_\_\_\_\_

Our counter guarantee ceases to be valid when your letters of guarantee are returned to you for cancellation, and we await your respective advice in due course.

### ADDITIONAL INFORMATION

#### CRANAGE

CRANAGE FOR UNLOADING/RE-LOADING OF CONTAINERS AT THE SITE - where required

## W. VAT (VALUE ADDED TAX) ON HANDLING CHARGES

Our handling charges indicated in the manual do not include VAT. VAT, if any, will be charged at the rate of 7% (Subject to changes).

## X. ATA CARNET

Thailand has become a subscriber of the ATA Carnet system, effective from 30th December 1994. Overseas exhibitions participating in international trade fairs / exhibitions in Thailand can use ATA Carnet for Temporary admission of their exhibition goods into Thailand.

In order to arrange customs clearance, Exhibitors or Holder of ATA Carnet are requested to send a full set of ATA Carnet together with other shipping documents such as commercial invoice, packing list, catalogues of exhibits and letter of power of Attorney, (See attached draft and please have it typed on holder of ATA Carnet letter head.) Goods on the BL/AWB must be consigned to "Rogers Bangkok Co.,Ltd." Notify same. On the ATA carnet, do not indicate a name in Name of Representative column – leave it blank: Otherwise we will require the representative of the ATA Carnet to give us another letter of Attorney.

Exhibition goods shall be re-exported after the fair / exhibition within two months after arrival date of exhibits. Any no-return items are subject to import duty and tax. The ATA Carnet will be returned to the holder after the completion of export customs formalities and duty/tax have been paid to Thai customs.

Countries who are subscribers of the ATA Carnet System under the customs convention concerning facilities for the importation of goods for display or use at exhibition, fairs, meetings or seminar Events 1961 are as follows:

Algeria, Australia, Austria, Belgium, Bulgaria, Canada, Cote d'Ivoire, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Gibraltar, Greece, Hong Kong, Hungary, Iceland, India, Ireland, Israel, Italy, Japan, Korea, Luxembourg, Lebanon, Malaysia, Malta, Mauritius, Netherlands, New Zealand, Norway, Poland, Portugal, Romania, Senegal, Singapore, Slovakia, Slovenia, South Africa, Spain, Sri Lanka, Sweden, Switzerland, Thailand, Turkey, United Kingdom, United States of America, Yugoslavia.

For further information, please contact Mr. Nuttacom or Mr. Pairat

Fax : +662 752 6420  
Tel : +662 752 6417  
E-mail : [exhibitions@rogers-asia.com](mailto:exhibitions@rogers-asia.com)

**Y. ATA CARNET HOLDER'S LETTERHEAD****POWER OF ATTORNEY**

Dear Sirs,

This Power of Attorney issued by \_\_\_\_\_ (company name). Located at \_\_\_\_\_ (address) are participating in \_\_\_\_\_ (exhibition show) during \_\_\_\_\_ (exhibition date) at \_\_\_\_\_ (name of venue) hereby designates and authorizes "Rogers Bangkok Co.,Ltd." located at 90/1 Moo.4, Bangchalong, Bangplee, Samutprakarn 10540 to act as our customs broker for import/export customs clearance and redemption of ATA Carnet No. \_\_\_\_\_ for the purpose of the above mentioned exhibition.

In witness whereof, we has caused these presents to be sealed and signed by \_\_\_\_\_ (Name of Authorized person).

\_\_\_\_\_  
(Company seal and Authorized Signature)

\_\_\_\_\_  
(Name of authorized person in block letters)

Date :

**Z. TERMS OF PAYMENT****LOCAL**

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

**INTERNATIONAL**

PRIOR TO DELIVERY TO STAND (Unless the shipment is coordinated with one of our officially appointed agents and / or if prior arrangements are made with Event Management & Logistics Worldwide Inc. and Rogers Bangkok Co.,Ltd.

FOR DIRECT PAYMENTS, WITHOUT DEDUCTION OR DEFERMENT ON ACCOUNT OF ANY CLAIM, COUNTERCLAIM OR OFFSET:

**ROGERS BANGKOK CO.,LTD.**  
Siam Commercial Bank Public Company Limited.  
Kingkaew Road (On-nuch) Branch

Savings Deposit Account  
A/C NO: 347-256105-4 SICOTHBK

Remitting Bank Charges are to be borne by the Exhibitor.