

## FREIGHT SHIPPING MANUAL

**ICEC 26 - ICMC 2016, March 07 - 11, 2016,**  
**Manekshaw Centre, New Delhi**

The following information contains shipping guidelines only, and is neither a contract nor an agreement with Schenker India Pvt. Ltd.

In general all and any business undertaken by Schenker India Pvt. Ltd is subject to our Standard Trading Conditions.

### **Prepared by:**

Schenker India Pvt. Ltd.  
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### **FREIGHT MANUAL – SHIPPING GUIDELINES**

The following instruction have been prepared to clearly outline the requirement for importation of both Temporary and consumable items for Indian Exhibitions and should by read very carefully.

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Schenker India Pvt. Ltd. trade, in accordance with Schenker's trading conditions, which incorporate certain conditions, limitations and indemnities. Schenker India Pvt. Ltd. is bound by Indian mandatory law for effecting and carrying shipments and shall be entitled to the full benefit of, and rights to all limitations and exclusions of liability in accordance with these conditions. Schenker India Pvt. Ltd. standard trading conditions are available on request.

Failure to comply with the following can jeopardize the clearance & delivery of your exhibits on time.

**IMPORTANT INFORMATION ON TEMPORARY IMPORTATION OF EXHIBITION GOODS**

The temporary importation of Exhibition goods under invoice / packing list and ATA Carnet is allowed only for the ITPO approved or Indian Government shows.

Bank Guarantee / Embassy Bond / ATA Carnet – one of these documents is necessary for temporary clearance of exhibition goods. These documents are accepted by Indian Customs for 6 month from the arrival of the shipment with a condition that the cargo would re-export back within this period.

Temporary importation of exhibition goods is only allowed to the exhibitor where organizer, by issuing a certificate of participation confirming that the shipper / owner of exhibits is the bonafide exhibitor at the event. The Certificate of participation is must for customs clearance of exhibits.

Literature , Catalogues, Brochures, leaflets or any other kind of printed material (not in book or magazine forms) meant for free distribution for promotional purpose is exempted from the customs duty up to a CIF value of Indian Rupees 2000 per exhibitor. All other consumable items such as small valued samples, gift items and advertising material are dutiable. Consumable items including give-away are not free of duty and should be included in your guarantee value to Indian customs

**CONSIGNMENT DEADLINES**

Cargo must arrive no later than:

- Seafreight LCL: 18 working days prior to requested delivery date (at ICDTKDNew DelhiPort )
- Seafreight FCL: 15 working days prior to requested delivery date (at ICDTKDNew DelhiPort)
- Airfreight: 10 working days prior to requested delivery date (at New Delhiairport)
- Films/videotapes: 15 working days prior to requested delivery date (at New Delhiairport)

NOTE:

FCL/LCL shipments should arrive on a Bill of Lading at ICD TKD New Delhi port prior to above stated deadlines opening of show or your intended work commencement date on-site,

Bill of Lading should show final destination of port: ICD TKD New Delhi Port.

Ocean freight charges should be upto free arrival at ICDTKDNew Delhi Port .

Only 3 days free time is allowed on arrival of containers at ICD TKD New Delhi port. Thereafter detention& demurrage charges will apply from day one.

**Deadlines for pre-advises to be sent to us by email to [puneet.Kaushik@dbschenker.com](mailto:puneet.Kaushik@dbschenker.com) ,[rishi.anand@dbschenker.com](mailto:rishi.anand@dbschenker.com) prior to departure of vessel of airline from origin.**

\* Instructions only for shipments coming to New Delhi

**SHIPPING INSTRUCTIONS FOR SEA ( B/L)& AIR ( AWB) SHIPMENTS\***

Seaport of destination	ICD TKD New Delhi port
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Airport of destination	New Delhi Airport
Ocean-b/l or MAWB Consignee	Attn: Puneet / Rishi Schenker India Pvt. Ltd. DLF Building No - 8C, 12th floor , DLF cyber city, Phase -II, Gurgaon - 122 002 On behalf of: <Exhibitor Name> Exhibition Name
House-b/l or HAWB Consignee	Exhibitor Name: Exhibition Name: DATE: Venue: Hall No. Booth No. Kind Attn: Puneet Kaushik / Rishi Anand
Notify instruction	Schenker India Pvt Ltd
House-b/l or HAWB must show	<b>“Name of Exhibition”</b>
Special Instructions	<b>“URGENT – EXHIBITION GOODS”</b>

**NOTE:**

All shipments must be on **“Freight Prepaid”** basis as per below mention details  
 Consolidated shipments: One MB/L or MAWB with corresponding HB/Ls or HAWBs  
 One ATA Carnet on one HAWB or HBL only, no clubbing of multiple ATA Carnet out of one way bill  
 Literature and give away items should not be packed with ATA Carnet shipment, appropriate values should be packed and invoiced separately.  
 One Invoice / packing list on one HAWB or BL only.

**SHIPPING INSTRUCTION FOR ATA CARNET**

ATA Carnet should be consigned as:

Carnet Holder Column	Actual Exhibitor ( complete address )
Representative Column	Schenker India Pvt Ltd or any authorized representative
Intend use of Goods Column	<b>“Fairs &amp; Exhibition”</b>

**CONSIGNEE AND NOTIFY INSTRUCTION FOR INVOICE & PACKING LIST**

The commercial invoice/packing list should be consigned as:

Shipper	Actual customer address
Consignee	Exhibitor Name: Name of Exhibition: Event Date: Venue: Hall No. Booth No.
Notify	Schenker India Pvt. Ltd. DLF Building No - 8C, 12th floor , DLF cyber city, Phase -II, Gurgaon - 122 002 Tel.: +91 0124-4645000 Fax: +91 0124-4645100

## DOCUMENTATION

For Seafreight consignments:

- 2 Originals and 3 copies Bill of Lading ( we also accept SEAWAY B/L or surrender BL)
- 5 Original Invoice / packing list with product overview and HS Code, CIF Value
- Original ATA Carnet & Power of Attorney (if shipment is under ATA Carnet)
- Insurance Certificate and contact details of Insurance company in India
- Original Authority letter ( format will be provided )
- Original Custom permission letter – request letter for clearing good on temporary or permanent basis ( format will be provided )
- Original Participation letter issued by organizer to exhibitor
- Copy of ITPO letter furnished by organizer to exhibitor
- Certificate of Origin ( legalized and endorsed through respective authorities) from chamber of commerce
- Product overview with HS Codes & Product Catalogues
- GATT and import declaration form ( format will provide ) for permanent clearance.
- Cargo/Container Manifest in case of FCL/LCL shipments
- Fumigation certificate
- Any other documents which custom may ask for, will be advised accordingly.

For airfreight consignments:

- 2 originals/copies of AWB
- 5 Original Invoice / packing list with product overview and HS Code, CIF Value
- Original ATA Carnet
- Insurance Certificate and contact details of Insurance company in India
- Original Authority letter ( format will provide )
- Original Custom permission letter – request letter for clearing good on temporary or permanent basis ( format will provide )
- 2 original Cargo Manifest in case of consolidated shipments
- 1 original authorization letter to airline, if required
- Original Participation letter issued by organizer to exhibitor
- Copy of ITPO letter furnished by organizer to exhibitor

Certificate of Origin ( legalized and endorsed through respective authorities) from chamber of commerce  
Product overview with HS Codes& Product catalogue  
GATT and import declaration form ( format will provide ) for permanent clearance.  
Fumigation certificate  
Any other documents which custom may ask for, will be advised accordingly.

NOTE: All documents must be email for our approval/confirmation before sending the originals

### DOCUMENTS DEADLINES

Originals documents to be received at our New Delhi office address:

For seafreight consignments - minimum 14 days prior to vessel arrival at ICD TKD New Delhi port  
For airfreight consignments - If originals not sent in airline pouch, then need it 03 days before arrival of flight at destination airport

NOTE:

All entries in invoice/packing list must be in the English language  
Do not use word 'SAMPLE (S)' as this will be confused with give-away  
Each item should have a commercial value, including give-away and brochures  
The phrase 'No Commercial Value' is not permitted  
The final invoice value should be "CIF" in US Dollar Currency. No other declaration is acceptable and must state country of origin  
Goods for Temporary Import Declaration and consumable products for Final Import Declaration should be packed separately and listed on a separate Invoice/Packing List to avoid any delay in customs clearance.  
Full description of each item with:  
I. Item name, model no.  
II. Quantity, type, serial numbers, model numbers to be subscribed on individual item  
III. Individual value  
IV. Custom Tariff number or HS Code  
V. Total C.I.F. value  
VI. Country of Origin

### PACKING

Consumables and exhibits under Bank/Embassy Guarantee and ATA Carnet should be packed separately.  
Goods for final import, such as brochures and give-away items, must be packed separately.  
Exhibition goods need to be packed with quality packing material.  
Fragile items should be packed in additional wrapping, and the box should be marked " Fragile"  
Boxes should be stacked on the pallet properly  
All cases and crates must be clearly marked and numbered as per invoice / packing list

### MARKING & LABELING

Model number, serial number or any identification number of items should tally with the invoice / packing list for smooth import & re-export custom clearance. Incase the identity of import items is not established at the time of re-export, custom will raise objection and re-export formalities will come on hold.

NOTE: For the convenience of quarantine inspection, please have IPPC inspection certificates affixed to shipments in an easily identifiable position. Also ensure that certificates are securely affixed or stamped; a sticker that falls off in transit will delay quarantine inspection.

### **HAND CARRIED GOODS**

Hand carrying of exhibits is not recommended. Exhibitors who are willing to do so should discuss with Schenker India Pvt. Ltd.

### **COURIER SHIPMENTS**

Courier shipments are not advisable. With our past experience, there are unforeseen problems causing delays with high duties and penalties to handle such shipments. We do not have a control on couriers.

### **INSURANCE**

Insurance part will be looked after by exhibitor it self and shipment should be insured with Marine insurance covering transport to the exhibition, during the exhibition and the return of exhibits to domicile, including the period the exhibits are handled by Schenker India and also ensure that transport insurance in arranged for exhibits sold locally, since Schenker India will not be responsible for any damage / loss or theft occurs.

### **IMPORTANT INFORMATION:**

All shipments to arrive New Delhi on prepaid basis, any collect shipment subject to 25% surcharges.

De-stuffing of container for LCL shipments at sea port is shipping line responsibility and until & unless shipping line de-stuff the container we cannot initiate clearance of cargo hence shipping line needs to be well informed about the importance of time bound exhibition cargo.

All giveaway items will subject to duty, / taxes

Food, Beverage, Alcohol & Tobacco products are restricted to import in India and subject to various certificate.

Garment and Fabric made: Certificate from concerned department is required for Garments and made – ups. Hence please send us the details invoice cum packing list prior to make export arrangements at your end.

Import shipment cleared under BG & ATA Carnet can be sold only after the custom approval and completion of custom formalities with duly duty / fine paid. Sales & clearance charges will be quoted on request.

Normal working hours at onsite (9:00 am – 6:00 pm). For odd hours or working on holidays, Saturday / Sundays surcharge will be applicable.

NVOCC / any shipping line charges / detention / demurrage or any third party charges will be charged as per actual

In case we pay DUTY / TAXES / FREIGHT or any other 3<sup>rd</sup> party charges, additional 5% outlay charges will be charged.

Stand dressing, assembly of display panels or machinery or decoration of any kind is secondary services they will be subject to mutual agreement with the exhibitor and additional charges will be levied.

Port storage charges and removal charges if incurred due to late receipt of negotiable shipping documents will be charged according at cost.

Import of Items like DGR goods, weapons, ammunitions & Explosives are strictly prohibited by Indian government and require special procedures which must be strictly complied hence the brief information is required before proceeding further.

Documents must be consigned as per our instructions, or otherwise there will be delay in clearance and result in.

Please do not under-invoice the commercial value of the goods. Indian Customs are very strict and if they find the value is too low, they may fine.

The extension of ATA Carnet can be taken on behalf of exhibitor, process and charges will be informed on request..

Restricted items, like, calculators, watches, clocks and other electronic items together with food and beverages, should not be shipped

### TERMS OF PAYMENT

<b>Beneficiary Name</b>	<b>Schenker India Pvt. Ltd.</b>
Name of the Bank	IDBI Bank Limited
Bank Address	Marigold House, Plot no. A-34,
	Cross Road-2, Marol MIDC Andheri (East)
	Mumbai - 400 093
Bank Account No.	039102000000611
Swift Code of IDBI Bank	IBKLINBB039
IDBI Bank Account No. with Banker's Trust Bank	04-169-786

### Onsite handling charges :

Weight	Details	Rate (INR)	Remarks
Upto 500 Kgs	Offloading of Exhibits from Vehicle to Booth	1.5/kg	min chargeable weight 500 kg
Upto 500 Kgs	Unpacking & Positioning of Exhibits	1.5/kg	min chargeable weight 500 kg
Upto 500 Kgs	Repacking Exhibits	1.5/kg	min chargeable weight 500 kg
Upto 500 Kgs	Re - Positioning Exhibits	1.5/kg	min chargeable weight 500 kg
Upto 500 Kgs	Shifting of Exhibits from Booth to Vehicle	1.5/kg	min chargeable weight 500 kg
Min 2 CBM	Shifting of Empties and return	350.00	
500<Exhibits<3000 kgs	Offloading of Exhibits from Vehicle to Booth	1.9/kg	min chargeable weight 500 kg
500<Exhibits<3000 kgs	Unpacking & Positioning of Exhibits	1.9/kg	min chargeable weight 500 kg
500<Exhibits<3000 kgs	Repacking Exhibits	1.9/kg	min chargeable weight 500 kg
500<Exhibits<3000 kgs	Re - Positioning Exhibits	1.9/kg	min chargeable weight 500 kg

	Hire of Equipments / Labour etc		
Upto 2 Mt Tons	Pallet Truck	150/hr	Minimum for 2 hrs
Upto 3 Mt Tons	Forklift	450/hr	Minimum for 2 hrs
Upto 5 Mt Tons	Forklift	750/hr	Minimum for 2 hrs
Upto 10 Mt Tons	Forklift	1000/hr	Minimum for 2 hrs
Upto 10 Mt Tons	Crane	1200/hr	Minimum for 2 hrs
Upto 20 Mt Tons	Crane	2500/hr	Minimum for 2 hrs
More than 20 Tons	Crane	3500/hr	Minimum for 2 hrs
Min 2 HRS	Labour Charge	70/hr	Minimum for 2 hrs

**Company's details :**

**Schenker India Pvt Ltd**

Building No. 8C, 12th Floor, DLF Cyber City,  
Phase II, Gurgaon 122002, Haryana, India

**Contact Persons :**

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