

# **DB Schenker Thailand Fairs & Events service**

## **Shipping Instruction**

## 1. Introduction

Schenker (Thai) Ltd. provide comprehensive logistics service to exhibitors including receiving all cargoes from free arrival airport or seaports in Bangkok, complete customs clearance procedures and delivery cargoes to the venue and moving the exhibits to the booth. At the end of the event, Schenker Thai will return cargo to airport or seaports at destination. Also, Schenker provides on-site service to move cargoes from dock to booth.

### Contact Persons - Schenker (Thai) Ltd.

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## 1. Timelines

	Airfreight	Oceanfreight
Document submission (final invoice and packing list)	17 working days before delivery date	17 working days before delivery date
Latest arrival date	10 working days before delivery date	10 working days before delivery date

**Ocean freight arrival port:** Bangkok port or ICD Lard Krabang  
**Air freight arrival port:** Suwanabhummi airport

## 2. Consignment instruction

Address in commercial invoice, packing list and shipping documents

### Consignee :

Schenker (Thai) Ltd.  
 3388/54-61, 63, 66-67 Sirinrat Building  
 16th-19th Floor, Rama IV Road,  
 Klongton, Klongtoey, Bangkok 10110, Thailand

### Notify :

Schenker (Thai) Ltd./ Fairs & Exhibition Department  
 Exhibition: .....  
 Exhibitor: .....  
 Hall no: ..... Booth no : .....

### **Marking on packagaing:**

All cases must be marked. Each case should be clearly marked as follows ;

Exhibition:

c/o: Name of Exhibitor

Booth no.....Hall no.....

Weight.....

Dimensions in cms.....

No of packages to.....of.....

Country of Origin.....

### **3. Thailand Customer Clearance Procedures**

#### **4.1 General Information**

The customs clearance will be arranged based on information + prices given in your invoices / packing-lists. There will be a customs examination checking the contents of your cases with the contents of your documents. Please be very specific with the description of your exhibit and show the true contents.

Since all imported items, regardless wether imported permanently or temporarily, will be assigned a Thai Customs Tariff Number. (According to the harmonized system) It is important that you fax us a copy of the Invoice prior to mailing the originals, showing the customs tariff numbers of each Item.

Please also send a copy of a brochure or catalogue or any other descriptive paperwork clearly explaining the exhibit. If you fail to do this, it might be necessary to re-check with you all details. This is usually very timeconsuming and might not only delay the clearance procedure but adds on also costs for communication.

Another risk would be, that the items are declared under a wrong tariff Number thus attaching the incorrect level of duty.Thus please provide us with the correct tariff numbers in order to have a smooth customs clearance.

#### **4.2 Special Remarks**

Once an import entry (temporary or permanent has been issued and the valueand tariff numbers has been accepted by customs, no changes may be made later on when the exhibit has been sold. No exhibition rebate or discount is accepted.

Please note, that customs practice their right to change the value declared on your invoice, if they feel the value does not present the actual and true market price. Usually customs refer to prices of like commodities that have been imported previously by someone else and not neccessarily from your country. In case a shipment has no commercial value, a nominal value has to be mentioned for customs clearance.

#### **4.3 Customs Examination:**

Customs Authorities in Thailand will examine all shipments carefully and we ask everyone to make sure, that the invoices match with the content of your shipment as otherwise, delays in

clearance will be inevitable and extra costs such as fines will incur, or shipment will be even confiscated.

#### 4.4 Temporary Importation

##### 4.4.1 ATA Carnet

**ATA Carnet** is recommended for exhibits and material that is not used up during the show and that is definitely **not for sales** and will surely return. Thailand has signed the Carnet ATA agreement. If you choose this way of temporary Importation following documents are required for clearance:

- Carnet ATA in English with sufficient number of import / exportfoils

***Please do not include consumables / advertising gifts etc. in the Carnet ATA. For these items you have to issue a separate invoice.***

- Original Power of Attorney for the Carnet ATA in English. Signature in Power of attorney must be the same as signature in ATA Carnet

In order to arrange customs clearance, exhibitors (holders) are requested to send a full set of the ATA Carnet together with other shipping documents such as commercial invoice, packing-list, catalogues of exhibit and power of attorney along with the Bill of Lading by courier mail. Please issue all documents in English only and let us have an advance copy of the Carnet ATA prior to shipping of the exhibits.

Shipments that arrive under Carnet ATA must show Schenker (Thai) Ltd. as consignee in all shipping papers.

**Under represented by:** Please show either:

- 1) Exhibitor's registered office or Representative agent in Thailand **OR**
- 2) If no representative is available;

Schenker (THAI) Ltd.  
3388/54-61,63,66-67 Sirinrat Building,  
16<sup>th</sup>-19<sup>th</sup> Floor Rama IV Road,  
Klongton, Klongtoey, Bangkok 10110

**Under intended use:** Indicate show name

Please ensure that the signature of the Carnet ATA is identical with the signature on the power of attorney. Shipments for which import licenses are required, must always be addressed to the Thai agent of the exhibitor (who received the import licence) or the exhibitor's office in Thailand. Exhibition goods shall be re-exported after the arrival date of the exhibit within 3 months for Sea freight and 2 months for Air freight.

**Important: For airfreight shipments coming to Bangkok, please attach the Carnet ATA to the AWB**

##### 3.4.2 Custom Bond under Schenker (Thai) - in case the Carnet ATA cannot be used

Alternatively, for temporary shipments, a bank guarantee can be issued by Schenker (Thai) Ltd. which will serve as a customs bond. Unlike in the past, exhibits covered by our bank guarantee cannot be sold in Thailand but must be returned after the end of the show.

A major irritation in the past was that the receipts for duty / tax (VAT) will have to be issued in the name of Schenker and not in the name of the final buyer in Thailand.

A bank guarantee can also be placed by a Thai company e.g. the exhibitors Local agent / representative office (must be a registered company) In this case the agent **has to appear as the consignee on all** documents Instead of Schenker.(see also Paragraph 3.1) If the exhibit is sold, the name and all receipts for duty and VAT will be in their name thus the VAT problem described above will not occur.

### 3.5 Permanent Importation (duty paid)

3.5.2 All exhibits that have already been sold prior to the show to a Thai agent or customer have to be **addressed to that company**. The customs clearance can still be done by Schenker (Thai) - show as notify party) All other document requirements will remain the same.

3.5.3 All give-aways, brochures, catalogues, advertising material will have to be imported permanently and duty and VAT must be paid. Unless exhibitors have an agent in Thailand, all shipments must be addressed to Schenker (Thailand) Ltd. who will be the importer of record and payer of duty and tax (which will be billed to the exhibitor as per receipts)

## 5.Prohibited and controlled items

### PLEASE DO NOT SHIP WITHOUT OUR PRIOR APPROVAL

The following categories of materials are prohibited and controlled. All controlled items will require special documentation and / or clearance prior to importation. Please supply us with details of goods checking in advanced.

#### Prohibited items:

- Cigarette lighters, Electric cigarette
- Fire Crackers
- Prohibited Telecommunication equipment, eg., Radio-Communication
- Telephone voice changing equipment any frequency band
- Military communication, Scanning receivers,
- Arms and explosives, Articles of clothing intended as protection against attack, including bullet proof vests, Handcuffs, Helmets (Steel), Nitro-cellulose, Toy guns/pistols/revolvers

#### Controlled items

- Amusement machines, coin or disc-operated including pin-tables, shooting galleries & cinematograph machines
- Animals, birds and products thereof, Fishes and fishery products (including fin fish, crustaceans and molluscs)
- Food items, Fruits (fresh/chilled), Ginseng roots, Meat and meat products of animals and birds, Milk powder - skimmed, Vegetables (fresh/chilled), Rice (excluding rice bran),
- Organic fertilizer, Plants with/without soil, flowers and seeds, Timber and wood (CITES listed)

- Wines and liquor
- Medical equipment and products
- Tableware and kitchenware of porcelain or china / lead crystal
- Tableware and kitchenware made by wood
- Articles of asbestos, Batteries (primary), alkaline, zinc-carbon and mercury oxide,
- Chemicals – poisons and hazardous, pesticides, CFCs, Halons, Surface-active agents, anionic, Waste lead-acid batteries and waste batteries made with lead, cadmium or mercury
- Chewing Gum (oral dental and medicinal), Cosmetics and cosmetics products, Hair dye and haircare preparations
- Medicines/Medicaments/Pharmaceutical
- Sugars, Tea, Coffee
- Raw Material of cosmetic
- Diesel oil/fuel, Flammable materials, Petroleum
- Rough Diamonds (KPCS)
- Mastering equipment and replications equipment for CD, CD-ROM, VCD, DVD, DVD
- Toys
- Scales, Measurement tapes
- Lighters, batteries, matches

## 6. Documentation:

For the clearance of your consignments following documents are required:

- Bill of Lading (sea way bill or surrender)
- Airwaybill (in case of consol, please Master AWB and House AWB)
- Commercial invoice (separate invoice for temporary & permanent entry)
- Packing list
- Carnet ATA in English language, (separate for ATA & permanent entry)
- Catalogues, photographs or data sheets describing the exhibit

Schenker (Thai) will need copies of the documents in advance for checking purpose. Please include all details of exhibits for customs clearance process

## 7. Commercial invoice and packing list

The commercial invoices must contain following details:

- Quantity and kind of packages must be stated clearly such as case, crate, bundle, drum etc. (as per Bill of Lading)
- Contents of each package such as number of pieces, dimension, NW, GW items etc.
- Precise description of goods, such as size, capacity, model and serial- numbers in case of machinery or similar equipment. For shipments of chemical products, chemical name, composition and details of analysis are essential, (Certificate must be available)
- Unit price, total amount of each item and grand total
- Term of shipment is always CIF Bangkok
- Net weight of each item
- Shipping mark shall be the same as marking on packages
- Country of origin
- HS code should be mentioned
- Type of importation (temporary or final)

- For the temporary clearance please add following clause:

“The invoiced goods are of....(country) origin and are intended for display purposes only at the exhibition site in Bangkok.”

#### **8. Catalogues**

Those items are subject to duty/tax in Thailand. Even, if catalogues or brochures are sent back after exhibition, there is no possibility to claim back duty/tax from customs. Also data sheet, leaflets and any sort of office material are subject to duty/tax. The total duty and VAT amount will be roughly 50% of the CIF Value.

#### **9. Storage of empties**

The storage of empties will be arranged at area, subject to show management arrangements.

#### **10. Transport insurance**

**Schenker** recommends that each exhibitor arranges insurance covering transport to the exhibition, exhibition period and the return of the exhibits to the final destination.

#### **11. Hand carry goods**

Schenker (Thai) Ltd. will be able to assist in clearing the hand carried equipment arriving with passengers upon requests

#### **12. Courier shipments**

Please note that we are allowed only send catalogue by courier under Schenker name's. We are unable to influence the speed of the shipments sent by courier.