



SHIPPING GUIDELINE

CHINA (SHA) INT'L OPTICS FAIR'2012

Shanghai World Expo Exhibition & Convention Centre
Shanghai, China
Feb.22-24,2012

All Transactions are subject to the conditions printed overleaf

GUIDELINES ON FREIGHT FORWARDING ARRANGEMENTS



We take pleasure in informing you that **Oriental K-Trans Int'l Logistics (Beijing) Co., Ltd.** has been appointed by organizer as the official freight forwarder for **SIOF'2012**.

Oriental-K-Trans is the sole on-site transportation contractor entitled to be responsible for going through all customs formalities and handling exhibits after their arrival in Shanghai.

Exhibitors are therefore requested to consult Oriental-K-Trans for any matter concerning forwarding of exhibits to Shanghai fairground and on-site co-ordination. To ensure smooth handling of exhibits, please read this set of Guidelines very carefully and send your documents and exhibits to us as per our deadlines and collection period.

1. COMMUNICATIONS

You are kindly requested to address all your correspondence to:

Oriental K-Trans Int'l logistics (Beijing) Co., Ltd.
Add: No. F05-3C, Fenglinlvzhou, Kexueyuan Nanli, Datun Road,
Chaoyang District, Beijing100101, China
Tel: (86 10) 6591 0289/0266
Fax: (86 10) 6591 0280
E-mail: sophiameng@okt-logistics.com; lobbybi@okt-logistics.com
Attn: Ms. Sophia ; Mr. Lobby

2. CONSIGNMENT INSTRUCTION

All shipments must be consigned "**Freight Prepaid**" to the following consignee:

a) Sea Freight to Shanghai Port

Consignee: SINOTRANS EASTERN CO LTD EXPOSITION LOGISTICS BRANCH
Floor 4. No.85 Ou Yang Road, 200081 Shanghai,China
Attn: Mr. Hong Bin
Tel: (86 21)65073355 X 8507
Fax: (86 21) 6521 4083

Notify Party: SIOF'2012
(The Consignee name and Notify party must be shown on the B/L)

b) Air Freight to Shanghai Airport (**Master AWB**)

Consignee: SINOTRANS EASTERN CO LTD EXPOSITION LOGISTICS BRANCH
Floor 4. No.85 Ou Yang Road, 200081 Shanghai,China
Attn: Mr.Hong Bin
Tel: (86 21)65073355 X 8507
Fax: (86 21) 6521 4083

Notify Party: SIOF'2012
(The Consignee name and Notify party must be shown on the Master AWB)

For both sea and air shipments, cargo must be landed and free for collection by our freight collection period. Otherwise, we shall not be responsible for late delivery to booth. If exhibitors do not consign their shipment strictly in accordance with the above **Consignment Instruction**, they must bear all the responsibilities and extra expense arising therefrom. Exhibits sent by courier or by post will be treated as airfreight shipment.

Once shipment is made (by sea or by air), please advise Oriental-K-Trans by fax or by e-mail of shipment details including:



- A. For sea shipment – name of vessel, ocean B/L number; name of shipping lines' agent in Shanghai, address information;
- B. For air shipment – master AWB number, flight number, Declaration Form (List of Exhibits) and proper Quarantine Certificate documents must be attached with airlines airway bill, as shipments can only be cleared through the customs against these document.

3. DEADLINES AND COLLECTION PERIOD

To ensure timely delivery of your exhibits, it is utmost important for us to receive your documents and exhibits by our following deadlines. In case of any late arrival of documents and exhibits, though we will do our best to speed up the delivery, no guarantee can be given.

- | | |
|--|------------------------------------|
| A. Declaration Form for Temporary Import Exhibits
(Form H1) | A.S.A.P |
| B. ORIGINAL B/L (freight prepaid) | A.S.A.P |
| C. Air way bill copy | fax or e-mail to us once available |
| D. Exhibits | Deadline for arrival time |
| - arrive in Shanghai by sea | Feb. 5, 2012 |
| - arrive in Shanghai by air | Feb. 12, 2012 |

4. EXHIBITION DOCUMENTS

The Declaration Form for Temporary Import Exhibits (Form H1) is the only legitimate document accepted by Customs for clearance. You must submit this form to Oriental-K-Trans without exception. Please use at least one page for each package of your exhibit. Try to make your declaration as detailed as possible, all items including catalogs, display materials, gifts must have exact quantity and bear a value. You will be fined if you put other things inside your case other than what you have declared.

- Please be informed for all exhibitions in China, exhibitor must provide the MODEL and SERIAL numbers for their temporary imported exhibition equipment with declared value at or over US\$200.00 (per unit).
- MODEL and SERIAL numbers of all the equipment on declaration form (especially of machinery products) which customs officers will record during their inspection for inward and it must be tallied with what is declared on the declaration form. This record will be checked again during the export.
- In such case, it is strongly recommended that the exhibitor should print the model and serial numbers of the exhibition equipment on each packing case in order to shorten the time that is spent on the Customs Inspection for return/re-export/transfer/sold exhibits.
- According to China customs' rule, exhibitor must provide certificate issued by Radio Administration Bureau for your exhibits that have radiation function.
- Exhibitors must declare the material of each exhibit items on the Declaration Form (especially for stand fitting materials. E.g. made by plastic; wooden; iron; steel; metal or other material, etc) in order to identify the HS code numbers for input the Customs Data.

5. CATALOGUES AND ADVERTISING MATERIALS

All technical information and advertising materials are subject to Customs censoring before they can be displayed or distributed at the exhibition. Please send them to us as per our



deadlines in point 3. If you are unable to send these materials to us on time, our staff will collect them onsite before the opening.

Souvenirs like clocks, watches and calculators are taxable in China. A relevant import license is required by the Customs as well, you are recommended not to send them to the exhibition. Other gift items may also be considered as taxable if their unit price is high or quantity is large. Starting from 1998, all alcohol and tobacco became taxable regardless of quantity, even if they are intended for self-consumption during the exhibition.

When Taiwan or Hongkong is to be mentioned on your catalogues or advertising materials, please avoid using any expression which may cause the Customs to misinterpret that they are in a position of an independent country.

6. HAND-CARRIED EXHIBITS

If you decide to hand-carry your exhibits to the show, please be prepared that your exhibits may be detained by the Customs at the airport. Should this happen, please follow the below procedures in order for us to assist you to clear your exhibits in a proper way:

- a) Customs will issue a detention receipt to you after they detain your exhibits, please handover this detention receipt together with your passport to our on-site representative as soon as possible. We will then arrange Customs formalities and pick up your exhibits out from airport.
- b) Normally, Customs formalities take about 1-2 working days, we recommend you go to the show earlier. Otherwise, we can't guarantee to get your exhibits out from the airport before the opening.
- c) According to Customs regulations, all hand-carried exhibits would be returned to overseas as a shipment. But if you decide to hand-carry them again while you are leaving China, Shanghai airport is the only airport you can use. Please contact our on-site representative 2 working days prior to your departure, providing us the information of your departure date and flight number.
- d) After closing of the show, we will pick up your hand-carry exhibits and store them in Customs bonded warehouse temporarily. On your departure date, we arrange to transport your exhibits to the airport, handover them to you inside the restricted area and assist you in completing the Customs formalities with the airport Customs.

For all charges related to the above arrangement, please refer to the point 12 of our REMAKS.

7. FORMALITIES OF SOLD GOODS

- a) Exhibitors are required to submit a copy of the contract, buyer's company name, address and contact number to Oriental K-Trans. b) After receipt of the above, Oriental K-Trans will register these information into the customs computer. c) Customs will only allow buyer to process permanent import procedures one week after the completion of the exhibition. d) Buyer is required to present to customs the invoice / packing list and contract for the calculation of duties and taxes. e) After duties and taxes have been paid, buyer will be allowed to take delivery of the goods from the customs bonded warehouse.
- b) For exhibits that are pending sale or awaiting signing of the sales contract, the exhibits will be kept in the customs bonded warehouse. The time allowed is 6 months. After the period of 6 months, the exhibits must either be re-exported or sold.

8. HEAVY AND OVERSIZE EXHIBIT

If you have heavy and oversize exhibits, you must be on-site early to direct the operation of uncrating and positioning. If crane or forklift is required for installation of equipment, please



send your requirement to us as early as possible so that we could arrange contracting such equipment in advance. A quote will be given after receiving your inquiry.

9. PACKING AND ITS LIMITATION

Please note that the exhibits are repeatedly loaded and unloaded, thus they must be professionally packed to suit long distance transportation. Measures must be taken to protect the exhibits against damage and adverse weather conditions. We suggest that all exhibits should be securely packed in sturdy waterproof crates suitable for return shipments after the exhibition. Carton is not recommended, especially for valuable and fragile items. Oriental K-Trans Int'l logistics (Beijing) Co., Ltd. can not be responsible for the consequences associated with improper packing.

Exhibits exceeding the following limitations may cause difficulty in transportation, please consult us before shipping:

Length (meter)	= 6.0	Width (meter)	= 2.2
Height (meter)	= 2.2	Weight (kg)	= 4,000
Floor-Loading (kg/sq.m.)	= 1,000		

10. MARKING OF THE CASE

Please ensure the following marking to be painted on each case:

SIOF'2012		
C/O Sinotrans Easter Company Limited Exposition Logistics Branch		
Net Wt.	kgs	Company _____
Gross Wt.	kgs	Stand No. _____
Dimensions	L x W x H = CBM	Case No. _____

11. CUSTOMS CLEARANCE IN CHINA

The exhibition center is regarded as a Customs-bonded area. As the Official Freight Forwarder for the exhibition, we are responsible to the Customs for clearance of all the materials coming in and going out of the exhibition center. Thus you should not allow your exhibits to be taken away from the show site without prior arrangement with Customs through Oriental K-Trans Int'l logistics (Beijing) Co., Ltd.

12. UNCRATING AND RECRATING OF EXHIBIT

Oriental K-Trans Int'l logistics (Beijing) Co., Ltd. will provide labor and equipment to assist you in uncrating and positioning of exhibits. You must be onsite and available during move-in to supervise and be responsible for these operations since they will be performed at your own risk. In some circumstances, however, the Customs at the ports or fairsite may inspect the case without your presence.

During the exhibition closing, you should also supervise the dismantling and recrating of your exhibits. We suggest you to prepare some new packing materials for your return exhibits because these materials are not available in China.



13. INSURANCE

Please note that our freight charges do not include insuring your exhibits and all work is undertaken by Oriental K-Trans Int'l logistics (Beijing) Co., Ltd. at owner's risk. Therefore you should make certain that all shipments are covered by a full comprehensive policy from the time of dispatch up to your booth, the duration of the show and for the return transportation after the show. Please bring a copy of your insurance policy to the show for reference.

14. CLOSING OF EXHIBITION

During the show, our on-site staff will distribute the following documents to you:

- a) A letter from explaining the closing procedures ;
- b) A copy of your Declaration Form For Temporary Import Exhibits (Form H1);
- c) Instructions for Disposal of Exhibits.

Closing operations will commence after visitors leave the hall, Oriental K-Trans Int'l logistics (Beijing) Co., Ltd. will then start to return the empty cases to the booths, assist you in recreating and undergoing Customs formalities.

15. RETURN OF EXHIBITS

All exhibits which have not been sold, transferred to bonded warehouse, consumed, given away or abandoned must be returned to overseas after closing of the exhibition. Customs formalities for returned exhibits take time, you must not expect your exhibits to be returned soon after the show finished.

All return shipments, will only be arranged when all payments are received by us.

16. PAYMENT

We will fax our invoice to you and the original copy will be followed by mail, please make payment upon receipt. For remittance from overseas, please find our banker's details below:

BANKER : Bank of Communications Beijing Branch
SWIFT BIC : COMMCNSHBJG
A/C NAME : Oriental K-Trans Int'l Logistics (Beijing) Co., Ltd.
A/C No : 110060834018010004348

For exhibitors who send exhibits through our overseas agents, all opening and closing charges should be settled with that agent directly.

17. QUARANTINE INSPECTION AND FUMIGATION

Effective from 01 January 2006, Chinese Quarantine Authority strictly request that all cargoes with wooden packing, from all countries and regions, must undertake fumigation treatment.

Details please refer to as follows

Effective Date:

January 01, 2006

Observe District:

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

Observe Scope:

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.

Exempted Scope:

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.

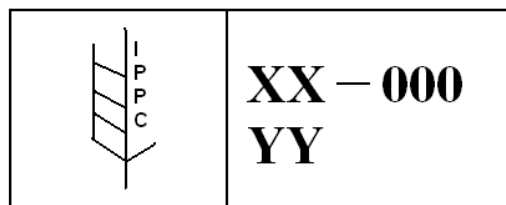
Observe Requirement:

China Entry & Exit Inspection and Quarantine required all wood packaging goods to be imported are required to arrange a Heat Treatment/Fumigation Handling at country of origin prior to ship to China (Included Hong Kong SAR, Macau SAR and Taiwan).

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 on two opposite sides of the wooden packaging material.

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).

If the wooden packaging material without the approved mark or with approved mark but intercepts the live harmful pest, then the cargoes will be disposal or return to the origin.



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

Suggest to issue 2 Original Certificate, One original certificate must be attached to the original airway bill or ocean bills of lading send to consignee for submitting to China Entry & Exit Inspection and Quarantine. The 2nd Original must be sent by courier service to Oriental K-Trans office.

For goods that are not packed with wood packing materials or are not loaded on a wood pallet, exhibitors are required to complete the form of DECLARATION OF NO WOOD PACKING MATERIALS. Please issue two (2) original with company stamp and signature, one original must be attached to the original airway bill or ocean bills of lading send to consignee for submitting to China Entry & Exit Inspection and Quarantine. The second (2nd) original must be sent to Oriental k-Trans office.

Important Notice – In order to avoid problems may occur on Wood Quarantine Inspection, such as some of wooden bars on wooden pallet are conifer wood. We recommended for all wood packing or wood pallet loading exhibits should arrange Heat Treatment/Fumigation Handling at country of origin. Please issue two (2) original, one original certificate must be attached to the original airway bill or ocean bills of lading send to consignee for submitting to China Entry & Exit Inspection and Quarantine. The second (2nd) original must be sent to Oriental K-Trans office.

Failure to make the necessary arrangement for the handling of wood packing goods, exhibitor should responsible for the penalties from Chinese Government Authorities and the delay of exhibits delivery to stand on time.

For full details, please visit the official website of China Entry & Exit Inspection and Quarantine.

18. CONDITIONS OF BUSINESS

All services provided by Oriental-k-Trans is carried out in accordance with our Standard Trading Conditions.



SERVICES AND RATES FOR HANDLING OF EXHIBITS

1. BASIC SERVICE CHARGE

US\$50/exhibitor/consignment

2. INWARD MOVEMENT

A. Direct shipment to Shanghai

From free arrival port delivery up to **exhibition booth** ,
plus uncrating, positioning & removal of empties

By Sea to Shanghai US\$68/cbm or 1,000kgs
(min 4cbm/exhibitor/consignment)

By Air to Shanghai US\$0.95/kg
(min 100kgs/exhibitor/consignment)

B. Customs handling fee

By Sea US\$5/cbm
(min US\$50/consignment)

By Air US\$30/consignment

C. Storage in Bonded Warehouse Before move-in (min 7 days) Storage

- By sea US\$1/cbm/day (min 7 days)
US\$25/20'/day & US\$50/40'/day

- By air US\$0.01/kg/day (min 100kg in 7 days)

Unloading (Warehouse in)

- By sea US\$3/cbm
US\$120/20'
US\$240/40'

- By air US\$0.10/kg

Loading (Warehouse out)

- By sea US\$3/cbm
US\$120/20'
US\$240/40'

- By air US\$0.10/kg

D. Quarantine Inspection

a) For carton, wooden case or pallet US\$6/package
(Min. US\$30./consignment)

b) For container US\$20/20' & US\$40/40'

3. SITE HANDLING OF LOCAL EXHIBITS DURING OPENING

From arrival exhibition site delivery up to booth US\$60/cbm



plus uncrating, positioning & removal of empties (min 1cbm/exhibitor/consignment)

4. OUTWARD MOVEMENT

- A. Return shipment to oversea direct Charges same as 2A
Storage & re-delivery of empties to booth for
recreating & transport to Shanghai port / airport
- B. Sold Exhibits to bonded warehouse US\$60/cbm
Storage & re-delivery of empties to booth for
recreating & transport to Customs bonded
warehouse in Shanghai (Min. 3cbm/exhibitor /consignment)

*Any charges related with permanent import procedures of sold exhibits will be quoted separately upon request.

- C. Customs handling fee Charges same as 2B
- D. Storage in Bonded Warehouse After Exhibition Charges same as 2C

5. SITE HANDLING OF LOCAL EXHIBITS DURING CLOSING

Storage and re-delivery of empties to booth for
recreating, Customs clearance and move exhibit
out of the venue US\$65/cbm
(min 1cbm/exhibitor/consignment)

6. HANDLING OF HAND-CARRY EXHIBITS

Collection of hand-carried items from airport or
delivery hand-carried items back to airport US\$150/consignment.

7. HEAVY LIFT OR OVERSIZE SURCHARGE IN CHINA (INWARD OR OUTWARD)

- A. Heavy lift surcharge
- | | |
|--------------------------|------------------|
| 2,000 - 3,999kgs/package | US\$5.00/100kgs |
| 4,000 - 5,999kgs/package | US\$10.00/100kgs |
| 6,000 - 9,999kgs/package | US\$15.00/100kgs |
| over 10,000kgs/package | to be advised |

- B. Oversize surcharge
- Individual piece must not exceed L = 6 M, W = 2.2 M, H = 2.2 M Surcharge 20% based on 2A/side, Max. 50%

8. LABOR AND EQUIPMENT

- A. Local Manpower (min 4 hours) US\$5.00/hour/person (Min. 4 hours)
- B. Equipment (min 4 hours) US\$15.00/hour/3-ton forklift (Min. 4 hours)
US\$20.00/hour/5-ton forklift (Min. 4 hours)



C. Mobile Crane

Quoted upon request

OTHER CHARGES & REMARKS:

1. Port handling charges for sea shipment is US\$25/cbm (Min. 3cbms) and air terminal charge for air shipment is US\$0.30/kg (Min. 100kg), agent handling fee is US\$50/consignment
2. Minimum chargeable volume for container:
20' Dry container = 24 cbm, 20' Flat rack or open top = 25 cbm
40' Dry container = 48 cbm, 40' Flat rack, open top or high-cube = 50 cbm
3. Cargo arriving beyond deadlines, s\ a surcharge amounting to 30% of the inbound movement charges and on-site service charges will be levied; if cargo arrives after exhibition opening, 50% surcharges will be added to respective handling charges.
4. Return of empty container to depot or collection of empty container from depot
For 20' is US\$280
For 40' is US\$380
5. Storage for empty cases during the show period will be US\$1.50/cbm/day.
6. Documents fee: US\$20.00/Shipment.
7. Demurrage of container will be incurred 3 days after vessel arrived at Shanghai
8. For air shipment, volume/weight conversion = 6cbm / 1,000kgs
9. There will be surcharge for handling of dangerous, frozen and valuable cargo at 100% on inward or outward movement
10. Charges for Quarantine inspection, Health inspection and fumigation for exhibits if any, will be charged according to outlay.
11. All wooden cases, pallets and containers with wooden base will have to be fumigated before returning to USA, Canada, Australia, Japan and some European Community Countries. All charges incurred will be charged as per outlay.
12. All overseas shipments (sea freight or air freight) must be consigned as per our instruction at front page on "FREIGHT PREPAID" basis. Otherwise we will levy 5% commission on the freight which we pay on your behalf to the local carriers.
13. The Change D/O fee will be charged as per outlay for LCL/FCL sea shipment.

**CONDITIONS OF BUSINESS**

1. All business undertaken, including any advice, information or service provided whether gratuitously or not by **ORIENTAL K-TRANS INT'L LOGISTICS (BEIJING) CO., LTD.** (hereinafter called "the Company") is transacted to the Conditions hereinafter set out and each condition shall be deemed to be incorporated in and to be a Condition of any agreement between the Company and its Customers. No agent or employee of the Company has the Company's authority to alter or vary these Conditions.
2. Customers entering into transactions of any kind with the Company warrant that they are the owners or the authorized agents of the owners of any goods to which the transaction relates and further warrant that they are authorized to accept these conditions not only themselves but also as agents for and on behalf of all other persons who are or may thereafter become interested in the goods.
3. The Company may sub-contract all or any part of the services except insofar as the Customer otherwise instructs the Company in writing. The company contracts for itself and as agent of and trustee for its employees and sub-contractors and their employees and any reference in these Conditions to "the Company" shall be deemed to include every such employee and sub-contractor.
4. Subject to express instructions in writing given by the Customer, the Company reserves itself absolute discretion as to the means, route and procedure to be followed in the handling, storage, and transportation of goods. Further, if in the opinion of the Company it is at any stage necessary or desirable in the Customer's interests to depart from those instructions, the Company shall be at liberty to do so.
5. Pending forwarding or delivery, goods may be warehoused or otherwise held at any places at the sole discretion of the Company and the costs thereof shall be for the account of the Customer.
6. No insurance will be effected except instructions given by the Customer and all insurances effected by the Company are subject to the usual exceptions and conditions of the policies of insurance company or underwriters taking the risk.
7. (i) The Company shall only be responsible for any loss of or damage to goods or for any non delivery or miss-delivery if it is proved that the loss, damage, non delivery or miss-delivery occurred whilst the goods were in the actual custody of the Company and under its actual control and that such loss damage non-delivery or miss-delivery was due to the willful neglect or default of the Company or its own employees.
(ii) The Company shall only be liable for any non-compliance or miss-compliance with instructions given to it if it is proved that the same was caused by the willful neglect or default of the Company or its own employee.
(iii) The Company shall not in any event be liable for any direct or indirect consequential loss howsoever, whensoever and wheresoever arising and whether or not attributable to the negligent act or default of the Company.
8. In no case whatsoever shall any liability of the Company howsoever arising and notwithstanding any lack of explanation exceed the value of the relevant goods or a sum at the rate of USD\$500 per 1000 kilos on the gross weight of the goods whichever is the less.
9. In any event the Company shall be discharged from all liability for loss, damage or miss-delivery unless notice be received in writing within fourteen days after the end of the transit.
10. All agreement between the Company and its Customers shall be governed by the laws of the People's Republic of China.
11. All disputes in connection with all agreement between the Company and its Customers or the execution thereof shall be settled through friendly negotiation. In case no settlement can be reached through negotiation, the case should be submitted for arbitration to the Foreign Trade Arbitration Commission of the China Council for the Promotion of International Trade, In accordance with the "Provisional Rules of Procedure of the Foreign Trade Arbitration Commission of the Council for the promotion of International Trade". The arbitration shall take place in Beijing and the decision rendered by the said Commission shall be final and binding upon both parties; neither party shall seek recourse to a law court or authorities for revising the decision. The arbitration fee shall be borne by the losing part.
12. Final power of interpretation to these Conditions shall belong to **ORIENTAL K-TRANS INT'L LOGISTICS (BEIJING) CO., LTD.**

The use of Client's own documents is no derogation of these Conditions.