



## SHIPPING MANUAL

### HANOITEX 2022

23-25 NOV 2022

International Center for Exhibition  
Hanoi, Vietnam

Presented by

#### **Agility Logistics Ltd Fairs & Events**

FLAT 13009W, 13/F, ATL Logistics  
Centre B, Berth 3 Kwai Chung Container  
Terminal, NT, Hong Kong  
Tel: +852 2211 8205  
Fax +852 2866 242

Contact:

**Sunny Ling**

Phone: +852-96223280

Email: [Sunny.Ling@dsv.com](mailto:Sunny.Ling@dsv.com)

#### **DSV SOLUTIONS CO., LTD**

3rd Floor, Republic Plaza Building, 18E Cong Hoa St.,  
Ward 4, Tan Binh Dist., Hochiminh City, Vietnam

Contact:

Ms. Nguyen Thi Bong

Phone: +84 906 690 580

Email: [bong.thi.nguyen@dsv.com](mailto:bong.thi.nguyen@dsv.com)

## DEADLINES

### a. DEADLINES/SCHEDULE AT A GLANCE

|  |                    |
|--|--------------------|
| Fax/Email copy of Commercial Invoice/Packing List for General Shipment and Shipment that contain censorship & inspection items | <b>20 NOV 2022</b> |
| Arrival of films and video tapes/discs by <b>COURIER</b>   | <b>26 OCT 2022</b> |
| Copies of Bill of Lading and the Commercial Invoice and Packing List for <b>SEAFREIGHT</b> consignments                        | <b>22 OCT 2022</b> |
| Arrival of exhibits shipped by <b>SEAFREIGHT (LCL)</b>   | <b>10 NOV 2022</b> |
| Arrival of exhibits shipped by <b>SEAFREIGHT (LCL)</b> which <b>contains</b> censorship items                                  | <b>26 OCT 2022</b> |
| Arrival of exhibits shipped by <b>SEAFREIGHT (FCL)</b>   | <b>14 NOV 2022</b> |
| Arrival of exhibits shipped by <b>SEAFREIGHT (FCL)</b> which <b>contains</b> censorship items                                  | <b>27 OCT 2022</b> |
| Copies of Commercial Invoice and Packing List for <b>AIRFREIGHT</b> consignments   | <b>20 NOV 2022</b> |
| Arrival of exhibits shipped by <b>AIRFREIGHT</b>   | <b>11 OCT 2022</b> |
| Arrival of exhibits shipped by <b>AIRFREIGHT</b> which contains censorship items   | <b>27 OCT 2022</b> |

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

### **1. SEAFREIGHT**

In accordance with the Vietnam rules for the importation of exhibition goods, the Ministry of Trade MUST grant a PRE-ENTRY approval prior to entry.

To comply with this ruling and for customs conversion purpose, all exhibitors are required to submit to us copies of the Commercial Invoice/Packing List not later than **20 NOV 2022**. For machines and technical equipment, please send us a copy of their catalogues for our easy custom declarations.

Special license are required for temporary import of telecommunication, medical equipment, chemical, pharmaceutical & cosmetic products and food stuff. A fax copy of detailed Commercial Invoice & Packing List, Catalogue of Exhibit and appropriate support documents are to reach us **at least 25 days prior to arrival of cargo**.

For customs clearance purpose, the following documents must REACH us by **20 NOV 2022**.

- 1 copy of Bill of Lading
- 1 copy of Commercial Invoice/Packing List (CIPL)  
**(\*\*NOTE : Please separate consumed items & returned items in CIPL\*\*)**
- 1 set of pictures and catalogues of the exhibits
- 1 copy of Insurance Policy (if insured)
- Machine floor layout (if applicable)

A late submission surcharge at **US\$100.00** per entry per exhibitor will be applied should documents reach us later than the stipulated deadline.

All seafreight consignments must arrive at Hai Phong Port by:

**10 NOV 2022- LCL Shipment**

**14 NOV 2022 - FCL Shipment**

**26 OCT 2022- LCL Shipment which contains censorship items**

**27 OCT 2022- FCL Shipment which contains censorship items**

## 2. AIRFREIGHT

In accordance with the Vietnam rules for the importation of exhibition goods, the Ministry of Trade MUST grant a PRE-ENTRY approval prior to entry.

To comply with this ruling and for customs conversion purpose, all exhibitors are required to submit to us copies of the Commercial Invoice/Packing List not later than **25 OCT 2022**. For machines and technical equipment, please send us a copy of their catalogues for our easy custom declarations.

Special license are required for temporary import of telecommunication, medical equipment, chemical, pharmaceutical & cosmetic products and food stuff. A fax copy of detailed Commercial Invoice & Packing List, Catalogue of Exhibit and appropriate support documents are to reach us **at least 25 days prior to arrival of cargo**.

For customs clearance purpose, the following documents must REACH us by **25 OCT 2022**.

- 1 copy of Airway Bill
- 3 copies of Commercial Invoice/Packing List
- 1 set of pictures and catalogues of the cargo
- 1 copy of Insurance Policy (if insured)
- Machine floor layout (if applicable)

A late submission surcharge at **US\$100.00** per entry per exhibitor will be applied should documents reach us later than the stipulated deadline.

All airfreight consignments must arrive at Noi Bai airport by

**11 OCT 2022 - Shipment which contains general items**

**27 OCT 2022- Shipment which contains censorship items**



## SHIPPING TARIFF

### INWARD/OUTWARD HANDLING TARIFF

(for individual exhibits not exceeding 3,000 kg)

#### 1. SEAFREIGHT

From arrival at Hai Phong Port to exhibition venue or vice versa.

|   |                |   |
|---|----------------|---|
| Basic handling rate   |                | <b>US\$ 65.00</b> per cbm or 1,000 kg, whichever is the greater.          |
| Minimum Charge  | LCL            | <b>US\$ 220.00</b> per consignment (HBL) per exhibitor.                   |
| Minimum Charge for FCL                                      | FCL 20' GP     | 20 cbm per 20' container  |
|   | FCL 40' GP/ HC | 40 cbm per 40' container  |
| *LCL charge/fee and Terminal Handling Charge                |                | <b>US\$35.00</b> per cbm or 1,000 kg, whichever is the greater (at cost). |
| Minimum charge  |                | 1 cbm per consignment (HBL) per exhibitor.                                |
| Terminal Handling Charge for FCL                            | FCL 20' GP     | <b>At cost (indicative US\$129.00</b> per 20' container)                  |
|   | FCL 40' GP/HC  | <b>At cost (indicative US\$198.00</b> per 40' container)                  |
| Consignment Service Charge                                  |                | <b>US\$80.00</b> per consignment (HBL) per exhibitor                      |
| Application of temporary admission of exhibits or re-export |                | <b>US\$80.00</b> per consignment (HBL) per exhibitor                      |

\* Current and actual cost levied by Container Freight Stations (CFS), all third party's charges incurred will be charged at cost. Rates are excluding 10% in our M.O.T. invoices.

\*\* For Open Top Container and Flat Rack Container, separate quotations will be given upon receipt of specific requirements. Please check with us in advance.

#### 2. AIRFREIGHT

From arrival at Hanoi Airport to exhibition venue or vice versa.

|   |  |   |
|---|--|---|
| Basic handling rate   |  | <b>US\$ 0.65</b> per kg based on actual or volumetric weight, whichever is the greater. |
| Minimum charge  |  | <b>US\$ 220.00</b> per consignment (HAWB) per exhibitor.                                |
| Consignment Service Charge                                  |  | <b>US\$80.00</b> per consignment (HBL) per exhibitor                                    |
| Application of temporary admission of exhibits or re-export |  | <b>US\$80.00</b> per consignment (HBL) per exhibitor                                    |

\* Current and actual cost levied by Airport, all third party's charges not listed above will be charged at cost.

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

### SOLAS/VGM Weighing and Processing Fee

Effective 1<sup>ST</sup> July 2016, International Maritime Organization (IMO) has made amendments to the Safety of Life at Sea (SOLAS) convention. SOLAS will require mandatory verification on the **gross weight** ("VGM") of all packages/pallets/containers etc.

Agility will be arranging to weigh all FCL and LCL cargo to attain the VGM. Additional cost hereunder applies:-

|  |  |
|--|--|
| 20'/40' FCL Weighing Fees & Admin Fees | <b>US\$45.00</b> for 1st container & subsequent container at<br><b>US\$25.00</b> per B/L per consignment per exhibitor |
| SOLAS LCL Admin Fees                   | <b>US\$40.00</b> per B/L per consignment per exhibitor   |

\* Any additional cost levied by Carrier will be charged at cost + 10% outlay fees

### **OTHER SHIPPING CHARGES**

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

Any films and video tapes/CDs/VCDs, brochures, catalogues to be shown at the exhibition must be cleared by the **Cultural and Information Department** in Hanoi. We would advise you against hand-carrying these items into Vietnam, courier consign to your hotel or the venue as they may be detained by Vietnamese Customs and considerable time and effort may be required to clear them out in time for the exhibition. All shipment sent via Courier Services must be customs cleared under Permanent Importation.

Should courier shipments to be imported on temporary basis, the handling charges for normal air shipment will be applied accordingly.

From arrival at Agility's premises in Hanoi up to delivery to exhibition stand, excluding the censorship fee levied by the **Cinematography Department**, the following handling charges will apply.

|   |  |
|---|--|
| Consignment service charge                  | <b>US\$70.00</b> per consignment               |
| Handling rate                               | <b>US\$40.00</b> per consignment up to 40 kg   |
|   | <b>US\$60.00</b> per consignment up to 60 kg   |
|   | <b>US\$80.00</b> per consignment up to 80 kg   |
| Minimum charge                              | <b>US\$40.00</b> per consignment per exhibitor |
| Import tax & VAT to bill back as per outlay |  |

#### **b. CENSORSHIP IMPORTATION**

Brochures, catalogues, films and video tapes/CDs / VCDs / DVDs to be used at the exhibition are subject to Censorship Import License by the **Cinematography Department** in Vietnam.

You are advised to courier these materials "Freight Prepaid" to us by **26 OCT 2022** to enable us to arrange for censorship clearance

|   |  |
|---|--|
| Application for censorship import license | <b>US\$ 200.00</b> per consignment / exhibitor |
|---|--|



In case should any films & video tapes/discs included in airfreight/seafreight, the above application handling charge for censorship import license will be applied accordingly. These shipments must arrive **five (5) working days** earlier than cargo arrival deadline.

Should films & video tapes/discs arrive via airfreight/seafreight, the tariffs for airfreight/seafreight shall apply. A censorship fee will also be imposed by the customs and this shall be charged to the exhibitor as per outlay.

**c. CUSTOMS CONVERSION FOR GIVE AWAY / CONSUMED CARGO**

All give away / consumed cargo must be declared as permanent import items in the CCIPL as the Vietnam Customs will require the exhibitors to pay for the duties and taxes before releasing the cargo.

Should the giveaway/consumed cargoes are shipped together with temporary importation items, Agility strongly suggest to be packed into different packages from the temporary importation items so that Agility can do custom clearance separately. In this case, additional charges for custom clearance for giveaway / consumed cargo will occur as follow:

|  |  |
|--|--|
| Customs documentation and application fee for permanent import of giveaway items and consumables | <b>US\$200.00</b> per consignment (HAWB) per exhibitor |
|--|--|

**Brochures and giveaway items are permitted entry into Vietnam but subject to import duties of between 20% and 30% based on the Declared/Market Value whichever is greater and a 10% VAT based on the value assessed by the customs.**

Once the show ends, if declared permanent importation cargoes need to be re-exported, this shipment will be exported as normal cargo from Vietnam and the additional customs clearance fee and outward handling charges will be applied.

**d. HEAVYLIFT HANDLING FEES**

Individual exhibit in excess of **3,000 kgs** per package or the dimension of each packages not excess 3m(L) x 2m(W) x 2m(H) will incur heavy-lift surcharge (in addition to the basic handling charge).

|                     |                                 |
|---------------------|---------------------------------|
| Up to 4,000kgs      | <b>US\$ 50.00</b> per 1,000 kgs |
| 4,001kg to 6,000kgs | <b>US\$55.00</b> per 1,000kgs   |
| 6,001kg to 8,000kgs | <b>US\$60.00</b> per 1,000kgs   |
| Oversize surcharge  | <b>US\$ 10.00 / cbm</b>         |

Exhibits exceeding 8,000 kg per package will be subjected to an individual quotation when the dimensions and weights are provided. These additional heavy-lift surcharges are applicable for both inward & outward movements. Please contact us for further information

**e. CRANAGE**

For sake of safety, all containers must be grounded to facilitate stuffing or un-stuffing of containers. Our charges for grounding loaded containers and reloading of empty containers at site are:

|                           |     |                          |
|---------------------------|-----|--------------------------|
| Loaded or Empty Container | 20' | US\$300.00 per operation |
|                           | 40' | US\$450.00 per operation |

**ON-SITE HANDLING SERVICE CHARGE (FOR INDIVIDUAL EXHIBITS NOT EXCEEDING 3,000KG)**

Exhibits arriving at the venue shall be subject to the following On-Site Handling Services from arrival Exhibition Venue to delivery Booth or vice versa.

**AIR / LCL / FCL**

|   |               |  |
|---|---------------|--|
| AIR /LCL  | Site Handling | <b>US\$35.00</b> per cbm<br>Min. charge <b>US\$70.00</b> / consignment / exhibitor |
| Minimum charge for FCL  | FCL 20' GP    | Min. 20 cbm per 20' container  |
|   | FCL 40' GP    | Min. 40 cbm per 40' container  |
|   | FCL 40' HC    | Min. 40 cbm per 40' HC container   |
| Storage of empties  |               | <b>US\$20.00</b> per cbm<br>Min. charge US\$ 20.00 / consignment / exhibitor       |
| Manpower for unpacking or unpacking (if required)                   |               | <b>US\$15.00</b> per CBM (min 2.00CBM) (from 8:00am – 5.00pm)                      |
| Manpower for working overtime                                       |               | Will bill at 50% charge of basic charge /hour                                      |
| Hire of 2.5 tons Forklift for assembly or dismantling (if required) |               | <b>US\$30.00</b> per hour, Min. charge at 4 hours                                  |

**SHIPPING INSTRUCTIONS**

**CONSIGNMENT INSTRUCTIONS**

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

Consignee: **TO BE ADVISED**

Notify Party:

DSV SOLUTIONS CO., LTD  
3rd Floor, Republic Plaza Building, 18E Cong Hoa St.,  
Ward 4, Tan Binh Dist., Hochiminh City, Vietnam  
Ctc: Ms. Nguyen Thi Bong  
Mob. + +84 906 690 580  
Fax. +84 4 35123523  
Email: bong.thi.nguyen@dsv.com

**Cargo Description in B/L and AWB for**

- Permanent importation: Please check case by case with us.
- Temporary importation: Please check case by case with us.

**All documents such as Bill of Lading and Airwaybill must show “TO BE ADVISED” as the consignee..**

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

**CASE MARKINGS**



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

**HANOITEX 2022**

c/o DSV SOLUTIONS CO., LTD

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

**CUSTOMS REGULATIONS**

The Vietnamese Authorities allow exhibits to be imported under ‘temporary import’ basis but exhibits **must** be re-exported **within one month** from the close of the show.

We do not recommend that the exhibitor ship foodstuff or beverages to the exhibition and would suggest the exhibitor buy them in Vietnam. If it is essential that the exhibitor bring their own, please ensure they are packed and documented separately from the exhibits to avoid delays in the customs clearance. It should also be sent on a separate Bill of Lading or Airway Bill.

Please be guided that imported foodstuff and beverages attract very high duty rates (between 70% and 150%). No exemption will be granted.

Temporary importation of some specific products such as telecommunication, medical equipment, chemical, pharmaceutical, cosmetic products, food stuff and beverage, plants is subject to special import license granted by relevant Ministries. Fax copy of detailed Commercial Invoice & Packing List, Catalogue of Exhibit and appropriate support documents are to reach us **at least 25 days prior to arrival of cargo**.

|   |                           |
|---|---------------------------|
| Exhibits subject to certain Ministry Import Licenses Application & processing fee | <b>CHECK CASE BY CASE</b> |
|---|---------------------------|

**ATA CARNET**

**The ATA Carnet is not an acceptable document in Vietnam.**

**RE-EXPORT**

Re-export formality will require about 3 weeks prior to the shipment to be re-exported out of Vietnam. In the event, the exhibitor needs the goods to be re-exported urgently, please notify our representative on-site.

**TEMPORARY IMPORTATION**

Cargo that is imported into Vietnam under ‘Temporary Importation’ is solely meant for exhibitor purposes and must be re-exported out of Vietnam within 30 days from the closing date of the exhibition. There is no extension permit granted by the Customs. Should the shipper require keeping their shipment in Vietnam for more than 30 days after the show closes, Agility can transfer the shipment to customs bonded warehouse on behalf of the shipper and all relevant charges will be billed to the exhibitor’s account.

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

All exhibits that are brought in under Temporary Import can be sold at the exhibition. However, all relevant duties/taxes/vat must be paid at the end of the exhibition.

The buyer/local agent is responsible for the application of the import license from the Ministry of Trade. If conversion service is require, Agility will be able to facilitate in the conversion from temporary import into permanent import under Commercial trade term with full documentation and license provided by buyer and seller.

### CANCELLATION OF TEMPORARY IMPORT LICENSE

|                                     |  |
|-------------------------------------|--|
| Cancellation fees for sold exhibits | <b>US\$200.00</b> per consignment per exhibitor (or buyer) |
|-------------------------------------|--|

As customs clearance procedure, all cargo must be transferred to customs bonded warehouse before conversion to permanent under the buyer name.

Exhibits in bond prior to move-in or re-export are subject to a bonded storage fee.

|   |  |
|---|--|
| Handling from exhibition stand to Agility warehouse                       | <b>US\$60.00</b> per cbm per 1,000 kg, whichever is greater        |
| Minimum handling charge   | <b>US\$120.00</b> per consignment (HBL or HAWB) per exhibitor      |
| Lift On/Lift Off charge at Agility warehouse                              | <b>US\$20.00</b> per cbm per way (Minimum 2 cbm)                   |
| Storage charge at Agility warehouse                                       | <b>US\$1.00</b> per cbm (or 1000kg whichever is greater) per day   |
| Minimum storage charge  | <b>US\$30.00</b> per consignment (HBL/HAWB) per exhibitor          |
| Handling from Agility warehouse to Customs bonded warehouse               | <b>US\$30.00</b> per cbm per 1,000 kg, whichever is greater        |
| Minimum handling charge   | <b>US\$90.00</b> per consignment (HBL or HAWB) per exhibitor       |
| Lift On/Lift Off charge at Customs bonded warehouse                       | <b>US\$15.00</b> per cbm per way (Minimum 2 cbm)                   |
| Storage charge at Customs bonded warehouse                                | <b>US\$1.00</b> per cbm per 1,000 kg per day, whichever is greater |
| Minimum storage charge  | <b>US\$30.00</b> per consignment (HBL or HAWB) per exhibitor       |
| Consignment services charge for Conversion                                | <b>US\$80.00</b> per consignment (HBL or HAWB) per exhibitor       |
| Customs documentation services for transfer to customs bonded warehouse.  | <b>US\$250.00</b> per consignment (HBL or HAWB) per exhibitor      |
| Customs documentation services for export out of bonded warehouse.        | <b>US\$250.00</b> per consignment (HBL or HAWB) per exhibitor      |
| Customs conversion from temporary to permanent importation for sold items | <b>US\$250.00 per consignment (HBL or HAWB) per exhibitor</b>      |
| Basic handling from bonded warehouse to customs                           | <b>US\$20.00/cbm (min USD80.00/consignment/exhibitor)</b>          |

### WAREHOUSE STORAGE

The goods that need to be stored in our warehouse before and after the show are subjected to storage charge.

|  |   |
|--|---|
| Storage charge at Agility Warehouse          | <b>US\$1.00</b> per cbm (or 1000kg whichever is greater) per day<br><b>Minimum US\$30.00</b> per consignment (HBL/HAWB) per exhibitor |
| Lift On/Lift Off charge at Agility warehouse | <b>US\$15.00</b> per consignment (HBL or HAWB) per exhibitor<br>(Minimum 2 cbm/time)  |

**ADDITIONAL CHARGE FOR REPOSITIONING OF MACHINES ON SITE**

All machines are quoted base on one time positioning, any additional re-positioning of machines will be charged accordingly on site.

**ADDITIONAL CHARGE FOR A SHIPMENT (HAWB/HBL) HAS MORE THAN 50 ITEMS/HS CODE.**

All shipment which has more than 50 items/ Hs code per HAWB/HBL will be subjected to the additional customs declaration charge as below:

|  |  |
|--|--|
| Additional customs declaration for shipment which has more than 50 items/Hs Code | <b>US\$ 120.00/each next 50 items/ times of declaration.</b> |
|--|--|

**AT THE CLOSE OF THE EVENT**

It is imperative that every exhibitor has completed and signed the Return Shipping Instruction Form 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 form correctly. If the exhibitor needs to change the number of packages returning and has failed to provide Agility with the revised instruction. Agility will not be held responsible for any such discrepancies in the piece count.

If for some reasons the exhibitor has not been able to meet with our representatives, and the exhibitor have a return shipment requirement, they should either visit our site office or contact our Agility representative at the earliest opportunity to complete their disposal instructions.

If the exhibitor has sold their exhibits to a 3<sup>rd</sup> party during the event, it is sole responsibility of the exhibitor thereafter and Agility will not accept responsibility for any loss or damage after this time unless otherwise specified in writing. The exhibitor must be present to oversee the collection of all Exhibits.

**VAT ON SERVICES RENDERED**

All services rendered will be subject to 8% VAT as per Government's regulation.



### **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 Fairs & Events Logistics Pte Ltd, 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 FAIRS & EVENTS LOGISTICS PTE LTD can offer the exhibitor insurance coverage at competitive premiums.

### **ADDITIONAL SERVICES**

For additional services not listed above, an individual quotation will be given upon receipt of specific requirements

### **EXCLUSION:**

Seaport / warehouse storage  
Booth dressing / assembly / dismantling work  
Surcharge (e.g. early/late arrival, heavy lift etc...)  
Container / chassis demurrage / detention  
Fumigation of container before exportation, if required  
Any surcharged incurred for services, which are not listed above

## 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.**

### **AGILITY LOGISTICS LTD**

Account (HKD): 002-857902-001

Account (USD): 002-857902-201

Bank name: HSBC – Hong Kong

### **AGILITY LOGISTICS VN CO., LTD**

Account (VND): 001-078344-001

Account (USD): 001-078344-101

Bank name: HSBC Ho Chi Minh City Branch  
235 Dong Khoi St, Dist 1, HCMC Viet Nam  
(Swift code : HSBCVNVX)

**REMITTING BANK CHARGES ARE TO BE BORNE BY THE EXHIBTOR**

## IMPORTANT

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

Use of AGILITY FAIRS & EVENTS LOGISTICS PTE LTD'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.

**COMBINED COMMERCIAL INVOICE & PACKING LIST**

STAND NO.: \_\_\_\_\_  
 HALL NO.: \_\_\_\_\_  
 TELEPHONE NO.: \_\_\_\_\_ FAX: \_\_\_\_\_

NAME OF EXHIBITOR : \_\_\_\_\_  
 ADDRESS : \_\_\_\_\_

**HANOITEX 2022**  
 23-25 NOV 2022  
 International Center for  
 Exhibition

CONSIGNEE : **TO BE ADVISED**  
 NOTIFY PARTY :  
 DSV SOLUTIONS CO., LTD  
 3rd Floor, Republic Plaza Building,  
 18E Cong Hoa St., Ward 4,  
 Tan Binh Dist., Hochiminh City, Vietnam  
 Attn: Ms. Nguyen Thi Bong  
 M: +84 906 690 580

**REMARKS**  
 A : RE-EXPORT  
 B : DISPOSED OF/CONSUMED  
 C : GIVEN AWAY/SOLD  
 \* PLEASE TICK WHERE APPLICABLE

| CASE NO. | DIMENSIONS<br>L x B x H<br>(cm) | VOLUME<br>(M <sup>3</sup> ) | WEIGHT (KG) |      | DESCRIPTION OF GOODS (IN ENGLISH)<br><br>*Model & serial nos. are mandatory for<br>machineries imported for exhibitions | INTERNATIONAL<br>HARMONIZED<br>CODE | QUANTITY | CIF VALUE (US\$) |             | REMARKS |   |   |   |  |  |  |  |  |
|----------|---------------------------------|-----------------------------|-------------|------|---|-------------------------------------|----------|------------------|-------------|---------|---|---|---|--|--|--|--|--|
|          |                                 |                             | GROSS       | NETT |   |                                     |          | UNIT VALUE       | TOTAL VALUE |         | A | B | C |  |  |  |  |  |
|          |                                 |                             |             |      |   |                                     |          |                  |             |         |   |   |   |  |  |  |  |  |

The invoiced goods are of \_\_\_\_\_ origin and are intended for display only at the exhibition site. We declare that the information given above is **true and correct** and represent **fair market value** for the items described herein.

**(To be completed by exhibitor)**

Signed for and on behalf of

Date \_\_\_\_\_ Country \_\_\_\_\_



**Show Name :** HANOITEX 2022  
**Show Dates :** 23-25 NOV 2022  
**Show Venue :** International Center for Exhibition  
**City, Country :** Hanoi, Vietnam

## FREIGHT INSTRUCTIONS

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

We advise Agility Logistics Vietnam Co., Ltd, the Official Forwarding Agent and On-Site Installation Contractor that we shall be shipping the following for the event, and we instruct Agility Logistics Vietnam Co., Ltd 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**

|  |               |
|--|---------------|
| Faxed copy of commercial invoice/packing list        | : 20 NOV 2022 |
| Arrival of films and video tapes by courier service  | : 26 OCT 2022 |
| Receipt of documents for seafreight consignments     | : 22 OCT 2022 |
| Receipt of documents for airfreight consignments     | : 25 OCT 2022 |
| Arrival of seafreight consignments – LCL             | : 10 NOV 2022 |
| – FCL  | : 14 NOV 2022 |
| Arrival of censorship exhibits shipped by LCL        | : 26 OCT 2022 |
| Arrival of censorship exhibits shipped by FCL        | : 27 OCT 2022 |
| Arrival of airfreight consignments                   | : 11 OCT 2022 |
| Arrival of censorship exhibits shipped by airfreight | : 27 OCT 2022 |

**2. CONSIGNMENT INSTRUCTIONS**

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

**CONSIGNEE :**  
**TO BE ADVISED**

**NOTIFY PARTY :**  
 DSV SOLUTIONS CO., LTD  
 3rd Floor, Republic Plaza Building,  
 18E Cong Hoa St., Ward 4,  
 Tan Binh Dist., Hochiminh City, Vietnam  
 Attn: Ms. Nguyen Thi Bong  
 Email: bong.thi.nguyen@dsv.com  
 M: +84 906 690 580

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

We also inform Agility Logistics Vietnam Co., Ltd 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: \_\_\_\_\_

Name \_\_\_\_\_  
 Designation \_\_\_\_\_  
 Company \_\_\_\_\_  
 Address \_\_\_\_\_  
 \_\_\_\_\_  
 Tel \_\_\_\_\_ Fax \_\_\_\_\_  
 Signature & Date \_\_\_\_\_

Send this form to:  
 DSV SOLUTIONS CO., LTD  
 3rd Floor, Republic Plaza Building,  
 18E Cong Hoa St., Ward 4,  
 Tan Binh Dist., Hochiminh City, Vietnam  
 Attn: Ms. Nguyen Thi Bong  
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