The 10th Congress of the Asia-Pacific Initiative on Reproduction 2020
(ASPIRE 2020)
Philippine Int’l Convention Center, Manila
(April 16-19, 2020)

SHIPPING INFORMATION INSTRUCTIONS

Exhibition Transportatoin & On-site Handling Services

羅杰斯環球有限公司
Rogers Worldwide Taiwan Ltd.
7–0 Fl., No. 2, Fu Xing North Road
Taipei 10492, Taiwan
Tel: 886–2–8772 7586
Fax: 886–2–8772 7587
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sales-tw@rogers-worldwide.com.tw
The 10th Congress of the Asia-Pacific Initiative on Reproduction 2020
at
Philippine Int’l Convention Center, Manila

International Shipping & Freight Handling Information

Rogers Worldwide Taiwan Ltd. (RWW) is the Official Freight Forwarder & Customs Broker for The 10th Congress of the Asia-Pacific Initiative on Reproduction 2020. It's our pleasure to have put together the following information and associated documentation to assist you in the preparation, shipment and handling of your exhibits and stand material. For further information, please do contact us immediately.

**The key contact at RWW** for this event is as follows:
Project Leader / International Sales
Henry Lee, email: henry@rogers-worldwide.com.tw
Tel # 886-2-87727586 ext. 211

**Worldwide Partner Network**

Our experienced and reliable partners can take care of your shipping needs from your door, your supplier's door to your stand and back again. All are experienced in shipping exhibition materials and work with us on a regular basis.
We strongly recommend you make use of their services. They will take care of all the necessary arrangements and can guide you through the whole process at a local level.

**Customs Clearance & Documentation**

- Temporary import basis
  - Under Bond (Customs Guarantee), Foreign exhibits are allowed to enter Philippine on temporary import basis, for a maximum of Two months from date of importation.
  - The goods must remain under our control throughout and are subject to examination by Philippine Customs.
  - At the close of the exhibition, the goods must be removed to our warehouse for re-export.

  **.ATA Carnet**

  Please do not send shipments on ATA Carnet. The ATA Carnet is not accepted by Philippine.

  **Permanent import**

  The items are considered consumable, literature, give-away items are subject to import duties, VAT as temporary importation is not allowed.
Customs Examination

The Philippine Customs are strict and thorough in their examination of goods. All packages can be expected to be opened and contents checked against the combined commercial invoice and packing list. Heavy fines will be imposed on the exhibitor in case of under valuation, non-declaration and erroneous declaration. We shall not responsible for any delay in clearance. Any fines and extra expenses incurred shall have to be borne by the exhibitors.

Documentation required for Medical supplies and related equipment, Devices, etc.

Import permit by Philippines FDA is required for importing medical supplies, devices, accessories and/or related equipment, strongly suggest to get import permit first before you ship the exhibits.

Documents required for Hospital and Medical supplies and equipment:

**For overseas exhibitors who has no representative agent/distributor in the Philippines**

We can apply import permit on behalf of you. Please read below:

**Documents Deadlines for Medical Equipment:** on/before **February 19th., 2020**

Documents required: (by email)

a) CIPL, Commercial invoice + Packing List.
b) MSDS, (material safety data sheet)
c) Brochures with technical data, description of each items
d) Oath of undertaking from organizers stating the following:
   *That the goods to be improved are not for sale,*
   *That the goods are only for display purpose,*
   *That the goods shall be re-exported to country of origin,*
   *That in the event of any claims, complaints, and other related concerns pertaining to the goods on display,*
   *That FDA shall not liable for such claims, complaints that may arise during the event.*

**For overseas exhibitors who has their own agent / distributor in Philippines**, Overseas exhibitor may work with your own agent / distributor in Philippines.

Your Philippines agent / distributor may already have import permit from FDA Dept. Please consign shipment to your own agent / distributor, They will clear the customs for you. However, if you still need customs clearance or show-site service from our side,, Please contact us for future arrangement.

**Documents Deadlines for general cargo** (non control items): **March 10th, 2020**

Documents required:

a) CIPL, Commercial invoice + Packing List.
b) Brochures with technical description of each items.
Commercial Invoice / Packing List

Explanatory notes on the filling of the commercial invoice, packing list.

a) All entries must be in the **English** language,
b) Describe the name of products, model number, serial number and H/S code number,
c) Every individual item is to be given a value based on CIF Manila in US Dollars.
d) Make sure that the following clause is included in your invoice and packing list. The Invoice Goods are of (Country) Origin and Intended for Exhibition Purpose only.

A copy of the combined invoice + packing list will be provided by the official freight forwarder and it may be reproduced if necessary. However, ensure that copies bear an original signature and are endorsed by the exhibitor’s company stamp.

**Restricted Products**

The following products are restricted and should not be included in your shipment -
foodstuffs (incl. sweets and mints), beverages, tobacco, alcohol, medicines, cosmetics, live animals or plants, pharmaceutical products, drugs, arms, weapons, military equipments, etc.

**Control Items;**

The following items require Import permit, medical supplies, devices, communication equipment and wifi products, (imac, iphone), computers with wifi functions, etc.

NB. Goods for temporary import and goods for permanent import must be both packed and invoiced Separately, in different crates or boxes.

**Packing:**

All cases must be packed securely in order to withstand handling and long journey.
Wooden, re-usable flight crates are recommended

**HEAT TREATMENT for all wooden made pallets, cases, crates, etc. must be processed in the Country of origin before shipment to Asia-countries.

**IPP** logo and **numbers** must be printed on two sides of the wooden cases, crates, pallets. (customs will refuse the import for the wooden materials without IPPC logo and the numbers).

**Exhibit Lay-Out Plan :**

For large or heavy exhibits, an exhibit layout plan is required in order to check with venue operators if they are within the allowed floor load capacity of the hall.
**Consignment Arrival Deadlines:**  
**Holidays notice: April 08th to 12th.**

- Airfreight shipment must arrive MNL on/before: March 30th, 2020
- Sea freight must arrive Manila North Port, on/before: March 23rd, 2020

**Important Note:**
The deadline for LCL cargo must be strictly adhered due to de-consolidators' inability to handle the devanning of containers in time, leading delays in the release of the cargo.

Consignment received after the deadlines will have 35% surcharge (based on the basic handling rate) to be added to their invoice.

**Consignment Instruction**

All exhibits dispatched either by sea freight or airfreight, shall be marked "Freight Prepaid" and shall be consigned to follows:

**Consignee:** PAK-PRIME LOGISTICS INTL. INC.
BLK. 16 LOT 26 JUDGES CORNER GENESIS STREET,
BF MARINVILLE SUBDIVISION, BARANGAY,
MANUYO DOS, LAS PINAS CITY
FOR: ASPIRE 2020

**Notify:** PAK-PRIME LOGISTICS INTL INC.
TEL # 632-4781977 FAX # 632-4782024
ATT’N: SUSAN SANTOS

**Shipment Pre-advice**

It is important that you send us a pre-advice notifying us to expect your shipments details. Please be sure to indicate copy of documents and literature of information to:

- Mr. Henry Lee, henry@rogers-worldwide.com.tw
- Miss Zoe Lin, zoe.lin@rogers-worldwide.com.tw

- Pre-alert of shipping details shall be sent to us to indicating the flight numbers, number of AWB., number of packages, weights and dimensions.
- Copy of AWB. or B/L and invoices, packing list must be sent to us by e mail upon uplift of goods.
Shipping Marks: Shipping marks should be attached on three sides of the each cases.

ASPIRE 2020
C/O: RWW TAIWAN
EXHIBITOR NAME:
STAND NO.:
CASE NO.:
GROSS WEIGHT
COUNTRY OF ORIGIN:

Storage of empty cases:

We will move all empty cases to storage and will return empty cases to your stand after Exhibition closed.

Transportation Insurance

Exhibitors shall themselves ensure that there is adequate insurance coverage for their own goods, and such insurance shall include a waiver of subrogation against "Pak-Prime Logistics International Inc.".

Exhibition Closing Services

A form of Instruction for Disposal of exhibits will be distributed to exhibitors before closing. Please fill out and return the Instruction to us at least 4 hours before closing.

We will start to return empty cases in storage to stands on the closing day after all visitors have left, and will assist exhibitors in re-packing and re-export Customs formalities. Our on-site representative will discuss with exhibitors of the arrangements during the exhibition.

Charges of Sold Items and Give-away Items:

A copy of sales invoice or Sales Agent Agreement between the buyer and the seller must be submitted to us. For the goods left in Manila pending sales will be stored in the bonded warehouse. Buyers may pick up the exhibits at show site after full payment and import duties have been paid before show ended.

Import duty: Based on Customs Tariffs,
Business tax: 5% on (CIF value + import duty).
Terms of Payment

Inward:  Upon uplift of goods, prior to delivery to stand,
Outward: Upon presentation of invoice, prior to delivery to premises or departure port.

Bank Information

Name of Beneficiary:  ROGERS WORLDWIDE TAIWAN LTD.
Address of Beneficiary:  7 Fl., No. 2, Fu Xing North Road Taipei 10492 Taiwan (ROC)
Phone of Beneficiary:  + 886-2-87727586:
Account number:  166-40-012700 (USD ACCOUNT)
Name of Bank:  FIRST COMMERCIAL BANK,
SHIH MAO BRANCH
Address of Bank:  No. 65, Sec. 2, Dun-Hwa South Road, Taipei 10681 Taiwan (ROC)
Swift: FCBKTWTP166

Corresponding Office:
For additional information, clarification or services, please contact us at following office:

Rogers Worldwide Taiwan Ltd.
Tel:  886-2-87727586
FAX: 886-2-87727587
e-mail: rerogers@ms27.hinet.net / sales-tw@rogers-worldwide.com.tw

Contact: Mr. Henry Lee  mail: henry@rogers-worldwide.com.tw  ext. 211
         Mr. Edward Hsu  mail: edward@rogers-worldwide.com.tw  ext. 212
         Miss Zoe Lin  mail: zoe.lin@rogers-worldwide.com.tw

IMPORTANT NOTE
ALL WORK IS UNDERTAKEN AT OWNER'S RISK AT ALL TIMES.
Overseas Offices: We suggest you contact our overseas offices or service partner located in your country for your transportation services from point of origin to your exhibition stand.

U S A + Canada
Company: Rogers Worldwide, Inc.
C/O: Rock-It Cargo
Tel # 310-4100935  FAX # 310-2166217
Contact: Mr. Louis M. Kerpan
E mail: louk@rockitcargo.com

Hong Kong
Company: Rogers Worldwide (HK) Ltd.
Tel # 852-2111 1151  FAX # 852-21111150
Contact: Miss June Mea
E mail: june@rogershk.com

China
Company: Rogers Worldwide (HK) Ltd.
Tel # 852-2111 1151  FAX # 852-2111 1150
Contact: Miss. June Mea
E mail: june@rogershk.com

Malaysia
Company: R E Rogers (Malaysia) Sdn Bhd
Tel # 60-3-55108611  FAX # 60-3-55106296
Contact: Mr. Syed Amirul Hafidz
E mail: Amirul@rogers-asia.com

Singapore
Company: Rogers Expo Services Singapore (Pte) Ltd.
Tel # 65-68460055  FAX # 65-68461376
Contact: Mr. Vincent TAN
E mail: vincent@rogers-asia.com

Thailand
Company: Rogers Bangkok Co., Ltd.
Tel # 66-2-7526417  FAX # 66-2-7526420
Contact: Mr. Nuttacom Rungrassamee
E mail: exhibitions@rogers-asia.com

Indonesia
Company: P T Rogers Karaya Gelar
Tel # 62-21-4205430  FAX # 62-21-4205453
Contact: Mr. Paul Wajong / Miss Yunni
E mail: rogerskg@indosat.net.id

India
Company: R E Rogers India Pvt. Ltd.
Tel # 91-11-26949801  FAX # 91-11-26949803
Contact: Mr. Manoj Kumar
E mail: rerid@rogersworldwideindia.com

Japan
Company: Fairtrans International Ltd.
Tel # 81-3-38080915  FAX # 81-3-38080916
Contact: Mr. Takashi Oide
Netherland: Company: Fairexx Logistics for Exhibition BV
Tel # 31-251 250060   FAX # 31-251 250065
Contact: Mr. Paul Van Ziji / Rene Vissie
E mail: paul@fairexx.nl / rene.vissie@fairexx.nl

Germany Company: Hansa-Messe-Speed Gmbh
Tel # 49-711-342459 78
Contact: Mr. Klaus Matefi / Marcus Heisig
E mail: klaus.matefi@hansa-messe-speed.de
marcus.heisig@hansa-messe-speed.de

United Kingdom Company: Premier Showfreight Ltd.
Tel # 44-20-32561278   FAX # 44-20-86830126
Contact: Miss Joanne Curtis.
E mail: joanne@premiershowfreight.com

Denmark Company: Blue Water Shipping A/S
Tel # 45-7913 4144   FAX # 45-79134677
Contact: Lasse Reuss
E mail: lars@bws.dk

France Company: World Exhibition Logistics
Tel # 33-1-6427 2117   FAX # 33-1-6427 3651
Contact: Mr. Patrick Rejaud
E mail: Patrick.rejaud@wel.fr

Italy Company: Expotrans Spa.
Tel # 39-02 92956097   FAX # 39-02-92956000
Contact: Miss Laura Acrolint
email: laura.arcolin@expotrans.net

Spain Company: International Trade Show S. A.
Tel # 34-93-8713954   FAX # 34-93-871 2211
Contact: Mr. Marc Vidal
E mail: marc.vidal@itsfairs.com