

**OCEANS 2012**

**MTS/IEEE YEOSU**



May 21(Mon.)~24(Tue.), 2012 The Ocean Resort, YEOSU, Republic of Korea

# OCEANS'12 MTS/IEEE Yeosu

## PROPOSED LOGISTICS, CUSTOMS CLEARANCE AND SHIPPING GUIDELINES FOR PARTICIPANTS



*“The Living Ocean and Coast – Diversity of Resources and Sustainable Activities”*

### *Co-Sponsored by*

- Marine Technology Society (MTS)
- IEEE Oceanic Engineering Society (IEEE OES)
- The Korean Association of Ocean Science and Technology Societies (KAOSTS)



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## Introduction

Organizing Committee for **OCEANS'12 MTS/IEEE Yeosu** (hereinafter referred to as the "Organizing Committee") is doing its best for logistics management for the **Exhibition of OCEANS'12 MTS/IEEE Yeosu**. It has built a system of cooperation with associated Korean authorities including the Customs, Animal, Plant and Fisheries Quarantine & Inspection Agency and selected the designated logistics services contractor to ensure security and efficiency in customs clearance, quarantine, transportation, storage, handling on site and post-exhibition management of all goods brought in by participants home and from abroad.

We provide herein guidelines applicable to all participants with respect to goods to be brought in or shipped out of the Expo venue, customs clearance and shipment and would expect all local and foreign participants to abide by these guidelines upon receipt.



Contact Point

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## I. Designated logistics services contractor for the Expo

### 1. Designated logistics services contractor provide following services and have exclusive rights in performing their works.

- (1) Providing services for customs clearance, quarantine, transport, in/out-bound shipment, unpacking and repacking, collection of empties, storage and re-entry of the bonded/imported consignments and supplying manpower and unloading equipment such as folk lifts and cranes etc.
- (2) Providing services for transportation, in/out-bound shipment, unpacking and repacking, collection of empties, storage and re-entry of the local goods and supplying manpower and unloading equipment such as folk lifts and cranes etc.

### 2. For any questions and/or more information concerning logistics for the Expo, please contact the following staff member the designated logistics services provider

Company	Person in Charge	Contact Info
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- (1) Official participants and forwarders hired by them shall select a logistics service provider from those recommended by the organizing Committee.
- (2) **Each official participant shall designate a representative in Korea in writing to the organizing Committee with its name, address and contact information no later than 60 days before the first shipment, to ensure transport, customs clearance and cargo handling being effected in proper and prompt manner.**

## II. Logistics Service Fee

### 1. Outline of logistics service fee

Expo organizing committee has selected designated logistics service contractor for the sake of efficient material management and security and designated Expo warehouses specified in 1.2 as bonded area. All in-bound materials should be delivered in the first place to the Expo warehouses of the designated logistics service providers and can be brought in to the exhibition venue after inspection. All in-bound and out-bound goods of the participants are to be managed by the designated logistics service provider. The basis and charges of such services are as follows:

### 2. On the basis of billable volume/weight

- (1) For sea and air freight, weight ton or volume ton shall apply whichever is larger.
- (2) Air cargo shall be charged on the basis of 167KG=1CBM in accordance with IATA tariff.
- (3) For sea freight, LCL cargo shall be charged based on the size specified in the B/L or CBM. The minimum billable volume for a 20' container and 40' container is 20CBM and 40CBM respectively.
- (4) When loaded, cargo shall weigh less than the criteria specified in Table1 and meet with the requirements of the Road Traffic Act of Korea.

	<b>Conversion of volume and weight</b>
Air cargo	1 CBM to be converted into 167Kg
20' container	Minimum volume of 20 CBM shall apply, less than 18ton ~20ton
40' container	Minimum volume of 40 CBM shall apply, less than 22ton ~22ton
40' high cubic	Minimum volume of 45 CBM shall apply, less than 22ton ~24ton

[Table 1] Air/Sea Freight Volume Conversion Table/Weight Table

- (5) All participants are requested to specify in CBM actual volume of their sea freight on applicable bill of lading (B/L) and use it as a basis for calculation of logistics service fee.

**Where actual CBM is not specified on applicable B/L, the volume actually measured shall be used as a basis for fee calculation.**

### 3. TARIFF

TARIFF shall be applied to calculation of expenses against all in/out bound foreign exhibits to and from the venue and all the other materials brought in to international pavilions (including local goods).

#### (1) Basic fee

Basic rate shall mean the fee to be applied throughout unloading at Expo warehouses, inspection, transit to international pavilions, unpacking and 1st phase of installation. Same basic rate shall be applied for return shipment on completion of the Expo.

	Unit Rate	Services
<b>Basic Service Charges</b>	US\$225/CBM	Storage, Unloading, Reloading in Expo warehouse
		Transport fee from Expo warehouse to venue
		Unloading and deliver from Site to Booth
		Manpower and folk lift included

[Table 2] Basis for calculation of the basic service fee

\* Note: Basic service fee has been calculated on the basis indicated in Table 2. Fee for a minimum of 1CBM shall be applied as the works at the warehouse and all the way to transit to booths are carried out by the designated logistics service providers. So, the basic fee is not optional.

#### (2) Customs expenses

Customs expenses will arise from clearance of exhibits and consumables at the Expo warehouses. In case where the customs decide extra inspection is necessary, dispatch inspection fee will be occurred. This is the fee for comparison of actual goods against documents under witness by customs officials.

	Unit rate	Services
<b>Customs fee</b>	Minimum of US\$50 per B/L	Charged at the rate of 0.2% of CIF value
<b>Dispatch inspection</b>	US\$95 per B/L	Customs official to be dispatched

[Table 3] Customs fee and fee for dispatch inspection

\* Note: Upon completion of the Expo, exhibits and consumables will not be allowed to be shipped against a single B/L. In case of mixed loading, B/L will be split automatically with customs duty and value added tax charged separately against each B/L.

(3) Administrative fee: **This is the fee for translation of documents provided by participants (invoice, packing list etc.)**

	Unit rate	Services
<b>Administrative fee</b>	US\$95 per B/L	Expenses for translation and issue of documents

[Table 4] Administrative fee

(4) Optional fee : Unpacking and Empties handling charges and. Other fees shall be charged against manpower and equipment requested additionally after initial delivery.

	Unit Rate	Services
<b>Unpacking Charges</b>	US\$45/CBM	unpacking for Wooden Crate
<b>Empties Fee</b>	US\$45/CBM	Pick-up, Storage, Re-delivery
<b>Work force</b>	US\$40/Hour	Workers
<b>3 Ton folk lift</b>	US\$50/Hour	Including a driver
<b>Expo W/House Charges</b>	US\$70/cbm/Month	Pick-up, Storage, Re-delivery

[Table 5] Optional Fee

\* Note : Participants shall receive stickers for empties and have them attached on either side of an empty box and confirm the number of empties together with the designated logistics service provider. Minimum fee of 1 CBM shall be charged.

The designated logistics services provider shall not be held responsible for the manpower/equipment service not reserved 24 hours in advance. Minimum fee for 2 CBM and 2 hours shall apply.

(5) Surcharge : Surcharge shall be assessed and billed in each of the following events:

- A. Works on Saturday, Sunday or on national holiday: 50%
- B. Night work (18:00~22:00): 50%

- C. All-night work (22:00-06:00): 50%
  - D. Delivery beyond the prescribed period: 30%**
  - E. Use of a freezer truck during transit within the venue: 30%
- (6) Fee for delivery of documents and small goods using international courier service
- A. Documents or small goods weighing less than 10Kg shipped via international courier service can be delivered from the Expo warehouse to booths at the rate discounted by 50% from the basic rate. Application of minimum 1 CBM will also be exempted.
  - B. Customs duty and value added tax paid in proxy on delivery will be billed with 10% mark-up.
  - C. Forwarders shall not be held responsible for customs clearance and seizure of hand-carried packages by pertinent authorities including quarantine inspection agency. Clearance of such goods and ensuing expenses shall be subject to separate consultation.
- (7) Surcharge on outsized and over weighted cargo
- Large exhibits exceeding weight per m<sup>2</sup> or dimension (pre-packing size/width x length x height) prescribed by the organizing committee may not be brought in or installed as each floor of the exhibition hall has load limit and internal space of freight elevator is also limited. Participants must consult with the designated logistics service provider to make sure such large exhibits can be brought in. Where additional equipment, process or specialists are required, extra cost will occur.
- \* Prescribed weight and size (dimension) limit will be posted at a later date as they become available.
- (8) Donation, sale or disposal of goods
- A. Goods not shipped back out to participating states or third countries but to be donated or sold in Korea after completion of the Expo shall be brought back in to the Expo warehouse. Such goods can be donated or sold after customs clearance. Customs duty and value added tax will be imposed.
  - B. Disposal of goods on the venue is not allowed. Goods to be disposed of shall also be brought back to the Expo warehouse. Customs duty and

value added tax will be exempted but participants shall bear the cost of disposal, which shall be subject to separate consultation with the designated logistics service provider.

\* Remarks: Ordinary duty rate of Korea (Duty 8%, value added tax 10%)

(9) Items not covered by the proposed price

- A. Cost of transportation from respective port or airport to the Expo warehouse.
- B. Customs and insurance related expenses: Customs expenses for imported consignments, cost of quarantine inspection, customs duty, value added tax and insurance premium from point of shipment to the point of delivery.
- C. Sea freight container cargo: B/L fee, D/O fee, EDI transmission fee, Baf/Caf, THC, port charge, container return fee, cost for cleaning empty container, container detention/storage/demurrage charge.
- D. Sea freight LCL cargo: D/O fee, EDI transmission fee, THC, CFS warehouse charge.
- E. Air freight cargo: Airline EDI expenses, airport bonded warehouse charge

#### 4. Payment

- (1) In-bound goods: Associated expenses shall be transferred to the designated account within 5 days before installation.
- (2) Out-bound goods: Associated expenses shall be transferred to the designated account before the goods have been shipped out of the Expo warehouse.
- (3) Expenses shall be paid in Won converted at the T/T selling rate for US\$ prevailing on the first day of the week of the payment.
- (4) Designated account will be announced later.
- (5) Goods shipped on condition of air/sea freight to be collected shall not be accepted at the Expo warehouse.

#### 5. Others

- (1) Forgoing expenses do not account for freight insurance. All participants must have their consignments insured at the point of departure against all risks with waiver of subrogation to carrier clause or in the form of Museums and Cultural Institutions Policy. Such insurance policy shall be submitted to the designated logistics service provider together with shipping documents. Failure to submit such documents shall relieve the organizing committee and



designated logistics service provider of the responsibility for the consignment.

- (2) Basis for the foregoing logistics service fee may be adjusted due to severe price fluctuation.

### III. Shipping Guide

#### 1. Date of arrival in Korea of international freight

- (1) Each participant shall notify the designated logistics service provider of the date scheduled for delivery (installation) of exhibits at its pavilion or booth. The participant shall, at its own responsibility, arrange for the sea freight to arrive at the applicable port respectively 10 days and air freight at the applicable airport 7 days before the scheduled date of delivery. All goods shall be delivered to the Expo warehouse and inspected no later than 5 days before the date of scheduled delivery to the venue.
- (2) Port of arrival
  - A. Sea freight: Busan Port, Gwangyang Port and Incheon Port
  - B. Air freight: Incheon Airport
- (3) Date of arrival
  - A. Sea freight: 10 days before the scheduled date of installation at the venue
  - B. Air freight: 7 days before the scheduled date of installation at the venue

#### 2. Submission of shipping documents

- (1) Shipping documents
  - A. Bill of Lading (B/L) or Airway Bill (AWB): 1 original and 2 copies
  - B. Commercial Invoice: 1 original and 2 copies
  - C. Packing List: 1 original and 2 copies
- (2) Date of submission of shipping documents
  - A. Sea freight: 5 days before the arrival of goods
  - B. Air freight: 3 days before the arrival of goods

#### 3. Designation of consignee

All imported Expo consignments shall be shipped under condition of "Freight Prepaid" whether shipped by sea or air and consignee shall be designated as

follows (also applicable to personal goods and international courier service):

(1) Consignee

**OCEANS12 MTS/IEEE YEOSU**

**PARTICIPANT:** \_\_\_\_\_

**C/O DESIGNATED LOGISTICS SERVICE PROVIDER**

(2) Notify party

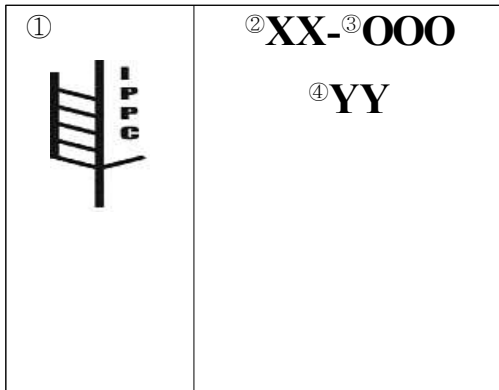
**Designated logistics service provider**

(3) Respective airway bill or bill of lading shall show "Exhibition goods for OCEANS'12 MTS/IEEE YEOSU" under the heading of "Description"

#### 4. Packaging and marking

- (1) All imported consignments shall be packaged properly and securely for protection against damages which might occur during loading, unloading or transportation in Korea and other countries. Packaging materials shall be reusable and easy to disassemble and assemble to allow return shipment after completion of the Expo. Designated logistics service provider shall not be held responsible for the damage to the goods not properly packed.
- (2) Especially, participants shall use vacuum or other proper packaging to prevent goods from getting rusty during prolonged marine transportation. Participants shall further use, at their own discretion, all necessary precautions and preventive measures to transport their exhibits securely.
- (3) In case where an exhibit is larger than the size of entrance to any pavilion or in the case of exhibits being installed on 2nd or 3rd floor and they exceed elevator's payload or its dimension, participants must pack or ship their exhibits only after the consultation with the designated logistics service provider.
- (4) For any overweight, oversized goods or those requiring special care, shipper shall indicate on the outside of the package top, front, back and handle of the box.
- (5) All wood packaging materials for imported consignments will have to go through quarantine inspection to prevent blights and pests from coming in as follows. Participants shall comply thoroughly with the pertinent requirements to prevent delay in customs clearance due to their failure to mark the wood packaging materials as required by IPPC.

### [Marking for Wooden packing]



- ① IPPC approved symbol,
- ② ISO country code
- ③ Unique number assigned to the producer of the wood packaging materials
- ④ Approved methods for quarantine

※ **This is a symbol of the international standard ISPM No. 15.** The symbol varies in form from country to country but all symbols must contain ①~④

(6) Each participant shall attach the following clearly visible marking on at least 2 faces of external packaging of all goods

<input type="checkbox"/> OCEANS'12 MTS/IEEE YEOSU 2012 <input type="checkbox"/> Official Participant name <input type="checkbox"/> Pavilion Name <input type="checkbox"/> Gross Weight : ( Kg ) <input type="checkbox"/> Net Weight :( Kg ) <input type="checkbox"/> Dimension: (L) x (W) x (H)Cm <input type="checkbox"/> " <i>Exhibition goods for OCEANS'12 MTS/IEEE YEOSU</i> "
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### 5. Description of packing list and commercial invoice

- (1) In the packing list, size, weight and description of goods shall be clearly indicated against each unit of packaging.
- (2) Value in commercial invoice must be CIF. Commercial invoice must indicate whether goods shown on it are to be shipped back or disposed of or whether they are consumables.

### 6. Application of basic exemption

- (1) Catalogs, brochures, promotional booklets, posters and framed photos
- (2) Souvenirs to be handed out for free (badges and ball point pens etc.) which cost less than US\$5 per each.

### 7. Other special goods

- (1) Clearance of food, medicine and cosmetics subject to quarantine inspection is complicated and requires a lot of documents. Participants intending to ship these goods must consult with the designated logistics service provider before shipment.
- (2) Goods imported for sale at the venue shall be subject to imposition of customs duty, value added tax and other levies. Participants intending to ship these goods must consult with the designated logistics service provider before shipment.

### 8. Insurance

All participants must have their goods insured at the point of departure against all risks with waiver of subrogation to carrier clause or in the form of Museums and Cultural Institutions Policy. Such insurance policy shall be submitted to the designated logistics service provider together with shipping documents. Failure to submit such documents shall relieve the organizing committee and designated logistics service provider of the responsibility for the goods.

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