

**Official Forwarding Agent  
& Exhibition Transportation Guidelines**

**1) Schedule for Transport of Exhibits:**

**Documentation Deadlines:**

Seafreight (LCL) : 29 October 2008  
Seafreight (FCL) : 5 November 2008  
Airfreight : 5 November 2008

**Consignment Deadlines for cargo arriving in Hong Kong Seaport / Airport:**

Seafreight cargo (LCL) : 5 November 2008  
Seafreight cargo (FCL) : 12 November 2008  
Airfreight cargo : 12 November 2008

**Documents Needed:**

**By Sea**

1 original Bill of Lading or 1 copy of Express Bill of Lading  
1 copy of Commercial Invoice and Packing List  
1 copy of Insurance Policy (if insured)  
Original copy of ATA Carnet + Copy of Power of Attorney with company chop and signature  
(if applicable)

**By Air**

1 copy of Airway Bill  
1 copy of Commercial Invoice & Packing List  
1 copy of Insurance Policy (if insured)  
Original copy of ATA Carnet + Copy of Power of Attorney with company chop and signature  
(if applicable)

**2) Consignment Instruction:**

The Master of Airway Bill / Bill of Lading must be consigned "Freight Prepaid" to:

Consignee : AGILITY FAIRS & EVENTS LOGISTICS LIMITED  
29/F, Fook Lee Commercial Centre,  
Town Place, 33 Lockhart Road,  
Wanchai, Hong Kong  
Tel : (852) 2866 2505 / 2531  
Fax : (852) 2866 2421 / 2472

Notify Party: AGILITY FAIRS & EVENTS LOGISTICS LIMITED  
Tel : (852) 2866 2505 / 2531  
Fax : (852) 2866 2421 / 2472  
Contact: Mr Ryo Mo  
For : **The 6<sup>th</sup> World Congress of Veterinary Dermatology**

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**3) Case Markings:**

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

**The 6<sup>th</sup> World Congress of Veterinary Dermatology**  
c/o Agility Fairs & Events Logistics Limited

Name of Exhibitor	:	_____
Stand Number	:	_____
Case Number	:	_____ of _____
Dimension	:	_____
Gross Weight / Net Weight	:	_____

**4) Controlled Items in Hong Kong:**

In case the shipment contains any controlled items by Hong Kong Government, we strongly recommend that the Commercial Invoice & Packing List and Catalogue & Brochure should be faxed or e-mailed to Agility Fairs & Events Logistics Limited for checking prior at least 1 (one) month to the shipment departure from the country of origin.

**If required, Agility Fairs & Events Logistics Limited will apply necessary license/ permit on behalf of the exhibitors, but under no circumstances that Agility Fairs & Events Logistics Limited can guarantee such license will be granted.**

According to the Trade and Industry Department/ Customs Regulations in Hong Kong, import/ re-export license from the Hong Kong Government is required for transshipping the followings items in Hong Kong:

- **Medical Equipments**
- Animals, Birds & Reptiles and their parts, Endangered Animals & Plants Species
- Controlled Chemicals
- Controlled Medicines
- Dutiable Commodities: alcoholic liquors, tobacco, hydrocarbon oil & methyl alcohol (*duties & taxes in Hong Kong will be billed to exhibitors' account as per outlay*)
- Fresh/ Frozen Meat
- Optical Disc Mastering & Replication Equipment
- Radio Transmitting Equipment
- Strategic/ Hi-Tech/ Communication Commodities
- Vehicle (left hand)
- Textiles, etc.

If import / re-export license is required, exhibitors are required to submit to Agility Fairs & Events the following documents / information for application of licenses in Hong Kong at least **14 (fourteen) days** prior to the shipment departure from the country of origin.

- a. Catalogue/ Brochure of commodities
- b. Export Permit Issued by the Products' Originating Country/ Place
- c. Certificate of origin
- d. Commercial Invoice and Packing List

For further details, please refer to the below web-site: <http://www.tid.gov.hk>



The 6<sup>th</sup> World Congress of Veterinary Dermatology • 19 – 22 November 2008 • HKCEC •  
Hong Kong

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**Should you need any further information or full set of shipping manual & tariffs, please contact:**

**AGILITY FAIRS & EVENTS LOGISTICS LIMITED**

29/F, Fook Lee Commercial Centre, Town Place,  
No. 33 Lockhart Road, Wanchai, Hong Kong

Contact : Mr Ryo Mo  
Direct Tel : (852) 2866 2531  
Direct Fax : (852) 2529 1579  
Mobile : (852) 9267 9423  
Email : [rmo@agilitylogistics.com](mailto:rmo@agilitylogistics.com)