

1. CONSIGNMENT OF EXHIBITS / MATERIALS

To ensure that your exhibits/materials imported into Malaysia are customs-cleared and delivered to your stand in time, the following must be adhered to:-

- i. All shipments must be consigned to the appointed Official Freight Forwarder as follows:-

LIMA 2009

C/o JIM PROJECT & EXPO LOGISTICS (M) SDN BHD
Wisma JIM
No 23 Jalan Apollo U5/194
Bandar Pinggiran Subang
40150 Shah Alam
Selangor Darul Ehsan

Tel: +603 7846 1811
Fax: +603 7846 1944
Email: enquiry@jim.com.my

Contact Person: Mr. A. Kumareson (kumar@jim.com.my)
or Ms. Lik Chu (likchu@jim.com.my)

DO NOT CONSIGN ANY SHIPMENT TO YOUR COMPANY'S NAME, THE EXHIBITION, THE VENUE OR THE ORGANISER.

If you have further queries, please refer to the '[Shipping Instruction](#)' or consult the Official Freight Forwarder.

2. PACKING AND MARKING

Marking on all cases should be as follows:

LIMA 2009
C/o JIM PROJECT & EXPO LOGISTICS (M) SDN BHD
(EXHIBITOR'S NAME AND BOOTH NUMBER)
(CASE NO)
(DIMENSIONS) *in centimeters*
(GROSS WEIGHT) *in kilograms*
(NET WEIGHT) *in kilograms*

- i. Please consign and mark all cases to the address stated above.
- ii. The invoices should bear the clause; **"THE GOODS ON THIS INVOICE ARE OF (COUNTRY) ORIGIN FOR TEMPORARY / PERMANENT (delete one) IMPORT FOR EXHIBITION PURPOSE ONLY"**
- iii. All invoices MUST be in ENGLISH and bear an ORIGINAL SIGNATURE.
- iv. All Bills of Landing or Airway Bills should be consigned to the address above.
- v. Please courier all documents to the address stated above.

3. METHODS OF ENTRY

There are three (3) methods of entry for exhibitions in Malaysia:-

- i. ATA Carnet is by far the best method of entry. This method of entry is highly recommended in order to expedite customs processing and clearance of exhibition documents.
- ii. Permanent Imports is used for items that will be disposed off or given away. There will be customs duties imposed for this.

- iii. Temporary Imports, a Bank Guarantee is put up by the Official Freight Forwarder on behalf of Exhibitors for this method of entry. A service fee will be charged. Please contact the Official Freight Forwarder for further details.

4. INFORMATION COVERING MILITARY (ARMAMENT) SHIPMENT ONLY

- i. All firing pins/ or trigger mechanisms must be removed before goods reach Malaysian ports. There will be no opportunity to dismantle firearms on arrival. Consignment not already dismantled will be refused entry.
- ii. No live ammunition will be allowed. Only “**DUMMY**” ammunition will be allowed in for Exhibition purpose.
- iii. In the case of **MILITARY (ARMAMENTS)**, it is absolutely imperative that documents for both SEA and AIR shipments to reach the Official Freight Forwarder by the dates shown in the Instructions.
- iv. Please ensure that a separate invoice is supplied for armaments only.
- v. Please ensure that armaments are packed in separate boxes and are not mixed with other exhibits.
- vi. Please note that all armaments imported for Exhibition must be re-exported after the Exhibition.

5. Freight Handling / Delivery and Removal of Exhibits

The Official Freight Forwarder or their agent/s will make contact with each Exhibitor regarding documentation procedure and deadlines for shipping exhibits.

ONLY the Official Freight Forwarder can provide all lifting and handling equipment in hall as well as labour.

Please ensure that all exhibits and displays are sufficiently insured for all the stages of the Exhibition and that all exhibits and displays are properly packed and crated with shock absorbing materials to prevent damage caused in transit and during delivery to stands and vice-versa on site.

6. Shipping Deadlines (Cargo and Documentations)

Activity	Deadline
Receipt of Documentation by Sea Freight and Air Freight	Ten (10) working days before departure of shipment from origin
Arrival of Sea Freight consignment to Malaysia/Freight Forwarder	5th November 2009
Arrival of Air Freight consignment to Malaysia/Freight Forwarder	12th November 2009
Films and Videos for Censorship Certificate	1st November 2009
Submission of Commercial Invoices and Packing List	Ten (10) working days before Vessel's / Flight's arrival

7. Lifting and Handling On Site

Only the Official Freight Forwarder is permitted to work in the Exhibition site and Exhibition Halls and operating lifting and handling equipment.

Any forwarder may deliver a shipment/consignment to the site and hand over to the Official Freight Forwarder for onward movement to the Exhibitor's booth unless the said shipment/consignment can be easily hand-carried by one (1) person to the booth without causing concern of injury or damage to other people and property.

This regulation will be strictly enforced and is necessary for reason of safety, insurance and control and coordination of in-hall movements and all Exhibitors are expected to co-operate fully.

8. Delivery of Exhibits during Build-up (24th to 30th November 2009)

It is recommended that a representative of the Exhibitor, who is authorized to make decisions, should be available on/before 1000 hours on 24th November 2009 to facilitate any requirements.

Exhibits should not be sent to the Exhibition Halls until the stand construction has progressed sufficiently to receive them. The Exhibitor and/or his representative must be present at his own stand to accept delivery of freight. The Organiser will not accept any delivery on behalf of any Exhibitor nor be responsible for any failure in delivery, damage or loss, nor responsible for the safe-keeping of items which arrive in advance of the Exhibitor's staff.

To avoid congestion at the site and in halls, only small items and/or goods that can be taken out of their cases without risk of damage to the floor and halls should be unpacked inside the Exhibition premises. For major items, Exhibitors should arrange with the Official Freight Forwarder to unpack away from the Exhibition premises and before positioning these items in the stand.

i. Local Deliveries

Access to the Exhibition site is restricted. Exhibitors must ensure that the delivery, loading and unloading of goods is via the bay designated by the Official Freight Forwarder. Vehicles at these loading/unloading bays will be under their supervision and direction as well as the appointed Exhibition Security Officers, who will see that the operation is carried out smoothly.

ii. Exhibits Requiring Mechanical Assistance

Exhibits requiring mechanical assistance must be handed over to the Official Freight Forwarder at the loading/unloading bays or freight yard. Exhibitors using their own freight forwarder to these areas are requested to submit their details to the Official Freight Forwarder in order to facilitate co-ordination.

9. Delivery of Exhibits during Exhibition Days (1st to 5th December 2009)

Removal or delivery of exhibits and other Exhibition stores **WILL NOT BE PERMITTED DURING EXHIBITION OPENING HOURS**. Such removal, delivery or replenishment of stock may only be carried out one hour before opening hour in the morning or after closing time in the evening.

10. Removal of Exhibits/Products/Equipment/Materials (6th to 8th December 2009)

No dismantling of exhibits or displays is permitted except for the packing of personal possessions and small and valuable items in order to reduce the possibility of theft when the Exhibition closes in the evening of Saturday, 5th December 2009. Exhibitors are strongly advised to ensure that at least one member of their staff is on site to co-ordinate the repacking and removal of their exhibits during the teardown period (6th December 2009).

Dismantling of all booth/stand will commence on Sunday, 6 December 2009. All items/exhibits must be removed from the Exhibition site by 1800 hours on Tuesday, 8th December 2009.

Please ensure that all your exhibits and displays are properly packed and handed over to your agents/contractors before leaving the Exhibition Halls.

11. Insurance

All Exhibitors must arrange at their own cost an "all risk" insurance coverage for all their goods/stores/commodities/products/equipment involved from Country of Origin up to the Exhibition Site and Stand of the Exhibition including the duration of the whole Exhibition period and the return to domicile or other destination.

12. Storage of Empties and Excess Materials

Only exhibits which can be safely hand-carried by one person may be delivered to/removed from the Exhibition halls by the Exhibitor. Exhibits requiring mechanical assistance must be handled by the Official Freight Forwarder on site. Exhibitors are reminded that all necessary packing, unpacking, transportation and removal of exhibits within the Exhibition Halls must be carried out by the Sole Site Installation Contractor. For storage of boxes, packing cases, surplus materials or other property of the Exhibitor, please contact the Official Freight Forwarder. This is no available storage space in halls.

13. Terms of Payment

Full payment of the above services must be made before the end of the Exhibition to the Official Freight Forwarder, unless otherwise agreed.

Payment of service and duties are on **CASH TERMS** basis and will be collected before the closing of the Exhibitions ore release of goods, unless otherwise agreed.

14. OTHER TERMS AND CONDITIONS

- i. The Official Freight Forwarder is not liable for any delays or additional charges incurred on clearance caused by:-
 - a. Failure to comply with instruction i.e. documentation and arrival date.
 - b. Shipment of any restricted or controlled imports, without prior advice and approvals given.
- ii. The tariff is subject to the Official Freight Forwarder standard Terms and Conditions of trading. A copy of which is available upon request. Please contact the Official Freight Forwarder for details.
- iii. The tariff is based on current rates of exchange; any major fluctuations occurring prior to the Exhibitions will be reflected in final charges.
- iv. If any goods under temporary importation are not accounted for after the Exhibition and are under a Bank Guarantee, the Exhibitors concerned will be held responsible for any charges levied by Customs.
- v. No insurance coverage will be undertaken by the Official Freight Forwarder (**JIM PROJECT & EXPO LOGISTICS (M) SDN BHD**) unless specifically requested in writing and paid for by the Exhibitor. Exhibitors are advised to ensure that their goods are covered by a fully comprehensive insurance for a round trip journey i.e. from their premises to and during the Exhibition and back to their premises. Such insurance shall include a waiver of subrogation against **JIM PROJECT & EXPO LOGISTICS (M) SDN BHD** and its agents / subcontractors.