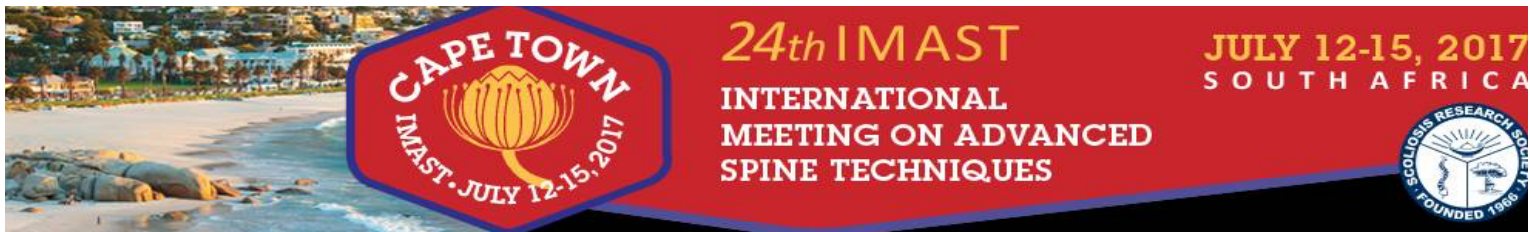




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"If you have not yet made shipping arrangements for the 24<sup>th</sup> IMAST Meeting in Cape Town, South Africa contact us today! Not only will we save you money, we'll provide on-site, personal service - before, during and after the show."

John Floyd, Founder, Association Freight Services

Call John Floyd today at  
855-565-5900 or 302-628-8900  
[john@associationfreight.com](mailto:john@associationfreight.com)  
[www.associationfreight.com](http://www.associationfreight.com)

DB Schenker South Africa



# Shipping Manual & Handling Tariff IMAST 2017 CTICC Cape Town



## Fairs and Exhibitions 2017 Tariff

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## 1 Introduction

### 1.1 Contact Details

USA: Association Freight Services LLC Attn: John Floyd 302-628-8900/855-565-5900

FAX: 202-600-2071

Email: [john@associationfreight.com](mailto:john@associationfreight.com)

South Africa: DB Schenker Fairs and Exhibitions Office: Johannesburg.

#### **1.1.1 MANUELA NATZKE – General Manager, Fairs and Exhibitions & Sport Events.**

Phone: +27 11 971 8620 Fax: +27 87 233 9873

Mobile: +27 79 872 4288

Email: [Manuela.Natzke@dbschenker.com](mailto:Manuela.Natzke@dbschenker.com)

### 1.2 Background

Association Freight Services is one the leading tradeshow shipping companies in the USA with over 25 years experience in the business. We specialize in assisting medical associations and companies with dependable worldwide transportation.

The South African Authorities, working in line with International Conventions permits Exhibits to be imported into South Africa on a „Temporary Import,“ basis, provided all the relevant guidelines, as set out by the South African Revenue Service are followed. The South African Chamber of Commerce subscribes to the ATA Carnet System, this expedites temporary Import customs clearance, and reduces import clearance time. Certain commodities require special permits for import to South Africa. Examples are Defence Equipment, Medication, Rubber Products, and Electrical goods. Kindly check with our staff prior to dispatch of such shipment(s), in order to ensure that the correct documentation is available prior to clearance locally.

## 2 Shipping Information

### 2.1 Arrival Deadlines

#### 2.1.1 Document Deadlines

Sea Freight upon sailing of the vessel

For Sea freight consignments, the following documents are required:

- 1 originals and 1 copies of the bill of lading (including House Bills of Lading)
- 2 Original commercial invoices
- 2 original packing lists
- Original ATA Carnet (If required)

Airfreight on date of departure from origin

For airfreight consignments, the following documents are required:

- 1 originals and 1 copies of the Master Air Waybill (including House Air Waybill)
- 2 Original commercial invoices
- 2 original packing lists
- Original ATA Carnet (If required)

All consolidated shipments by airfreight or sea freight must be issued with a House Air Waybill or House Bill of Lading. A consolidation manifest must also be provided.

If the consignment is being shipped on an ATA Carnet the original document must be provided prior to the arrival of the shipment.

#### 2.1.2 Consignment Deadlines

Sea Freight: 14 days prior to requested delivery date

Air Freight: 10 days prior to requested delivery date

### 2.2 Arrival Ports

Sea Freight: Cape Town Port

Air Freight: Cape Town International Airport (CPT)

### 2.3 Documentation:

- Invoices for temporary and permanent goods must be shown on the invoices clearly stating which items are for temporary and permanent import/export. Preferable the invoices should be split into 'temporary' and 'permanent'.
- Each item, including giveaways, should be given a FOB value for customs purposes.
- The following should be declared on the invoices; "The invoices goods are of (country of origin) and are for display/consumption at (name of exhibition) and will/will not be returned to (country of origin).
- DB Schenker cannot be held liable for payment of duties, taxes, bond fees etc. These charges in such an instance will be directly for the account of the exhibitor/agent.
- A letter from supplier stating reason for temporary import and informing that goods have to be returned to supplier after exhibition.

### 2.4 Permits for Import and Export

Should you require any information as to whether your goods will require special permits please contact DB Schenker and request this information.

### 2.5 Consignment Instructions

All exhibition goods either by sea or airfreight must be consigned "**Freight Prepaid To:**"

- Master Bill of Lading/Air Waybill to be consigned to Schenker South Africa.
- HAWB and Bill of Lading should be addressed as follows
  - (Exhibition/Event Name) C/O (Exhibitor Name)
  - CTICC, Lower Long Str.
  - (Stand & Hall number)
  - (Contact Name): (Contact Number)
- Notify: DB Schenker South Africa

Plumbago Logistics Park, 1 Blaauwklippen Ave, Glen Erasmia X17, 1619.

Email: [ina.appelgryn@dbschenker.com](mailto:ina.appelgryn@dbschenker.com) ;

Tel: +27 11 971 8400

All House Bill of Lading and House Air Waybill must show the exhibitor as consignee with DB Schenker as the notify party.

## 2.6 Case Markings

All Crates must be marked with the following:

- Name of exhibitor
- Name of show
- Hall and stand number
- Case/Crate number

## 2.7 Re-Export

Exhibitors are to indicate on the commercial invoice which items are for re-export and should the exhibitor require that the goods be returned urgently after the show communication of this should be made well in advance in order to plan accordingly. Goods lost, stolen, given away, sold or consumed that are under temporary import will be subject to the relevant customs duties and VAT. Please ensure that separate HAWB/HBL's are issued for temp and perm consignments.

## 2.8 Give-aways and Consumables

Do not ship or mix fresh or canned food stuffs and beverages with your exhibits as these will require additional import certificates relevant to the goods shipped.

## 2.9 Insurance

It is the responsibility of each exhibitor to ensure that his cargo is adequately insured, covering the transportation to the exhibition and return of exhibits to domicile, including the period the exhibits are handled by us. DB Schenker SA nor its agents / sub-contractors will be held liable for any loss or damage sustained to the exhibits, if occurred.

DB Schenker can recommend a reputable insurance company to provide a competitive premium quotation for insurance coverage for the transport of the exhibits.

## 2.10 Terms of Payment of non Schenker accounts

Inward: Prior to uplift of the goods

Outbound: Prior to collection of goods from the display stand

All payments must be made without any deduction or deferment on account of any claim, counterclaim or set-off.

### 2.10.1 Banking details:

Please contact Association Freight Services for wiring details and payment options.

## 2.11 Important

All business is only transacted in accordance with our Standard Trading Conditions, copy available on request. Use of our DB Schenker's' services implies acknowledgement and acceptance of the foregoing.

## 2.12 Temporary Consignments

For goods that are entering the country on a temporary basis it is imperative that such items are identifiable for customs either by way of serial numbers or other marks on the actual item. Goods that are not identifiable for customs purposes will be treated by customs as a permanent consignment and duties and taxes will be brought into account. The serial numbers or marks on the actual exhibits must be clearly indicated on the packing list and must correspond accordingly. We cannot be held responsible for goods that are not properly identified and subsequent duties and taxes will be brought into account. Goods must be clearly marked on the commercial invoice that is for temporary/permanent import. If importer is not registered with Customs & if you have a South African representative we will require their full name and Identity number for the Customs documents.



## 3 Handling Tariff

### 3.1 Sea Freight Handling Rate

#### 3.1.1 Inbound

For individual exhibits not exceeding 2000Kgs

From free arrival Cape Town Port to delivered exhibition stand, inclusive of haulage and de-stuffing of container, not grounded. Excl de-Grouping charges for LCL, customs inspections

LCL: USD 189.00 per w/m (min 2 CBM per exhibitor / consignment)

FCL: USD 145.00 per CBM (min 20cbm per 20FT GP & 38cbm per 40FT GP)

#### 3.1.2 Outbound

For individual exhibits not exceeding 2000Kgs

From collected at exhibition stand in Cape Town to FOB local port, inclusive of stuffing of container, transport from site to port, not lifted.

LCL: USD 189.00 per w/m (min 2 cbm per exhibitor / consignment)

FCL: USD 145.00 per cbm (min 20cbm per 20FT GP & 40cbm per 40FT GP)

#### 3.1.3 Additional Charges

- Provisional payment for temp: 100%% of total customs VAT and Duties refundable on export of goods
- Liquidation of PP fee/Bond fee: 2.5% of Provisional Payment value (Min USD 150.00)
- Import Cargo Dues: LCL: USD 35.00 per w/m (MIN 1 cbm)  
FCL: USD 420.00 per TEU.
- Export Cargo Dues: LCL: USD 25.00 per w/m (MIN 1 cbm)  
FCL: USD 210.00 per TEU
- Empty Turn in Fee: FCL ONLY: USD 370.00 per 20' GP container  
USD 730.00 per 40' GP container
- Empty Container Collection: FCL ONLY USD 225.00 per 20' GP container  
USD 365.00 per 40' GP container
- Customs Clearance: USD 140.00 per first 5 line entry (Import/Export)
- Additional Lines: USD 3.00 per line thereafter
- ATA Carnet processing fee: USD 140.00 each way (import/export)

- Customs Examination: USD 115.00 per hour per consignment each Way (Import/Export)
- VGM: USD 100.00 (Export only for FCL)
- Agency Fee: 6.5% of total disbursement (Min USD 125.00 / Consignment / exhibitor)
- Return sea freight charges: Available upon request
- Customs Duties and VAT: Will be charges as per outlay
- Overtime Surcharges: 30% on handling rate will apply to after normal Working hours (08:00 – 17:00, public holidays and weekends)

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### 3.2 Air Freight Handling Tariff

#### 3.2.1 Inbound

For individual exhibits not exceeding 2000Kgs

From free arrival Cape Town airport to exhibition stand.

Handling: USD 1.50 per kg, based on actual or volumetric weight, whichever is greater.

(Min 200 kg / exhibitor / consignment)

#### 3.2.2 Outbound

For individual exhibits not exceeding 2000Kgs

From collected at exhibition stand in Cape Town to FOB CPT Airport.

Handling: USD 1.50 per kg, based on actual or volumetric weight, whichever is greater.

(Min 200 kg / exhibitor / consignment)

#### 3.2.3 Additional Charges

- Provisional payment for temp: 100% of total customs VAT and Duties  
refundable on export of goods
- Liquidation of PP fee/Bond fee: 2.5% of Provisional Payment value  
(Min USD 130.00)
- Customs Clearance: USD 140.00 per first 5 line entry (Import/Export)
- Additional Lines: USD 3.00 per line thereafter
- ATA Carnet processing fee: USD 140.00 each way (import/export)
- Customs Examination: USD 115.00 per hour per consignment each way  
Import / Export)
- Agency Fee: 6.5% of total disbursement (Min USD 125.00 /  
Consignment / exhibitor)
- Customs Duties and VAT: Will be charged as per outlay
- Pre financing fee for duties/Vat 10% from duties /Vat amount, min. ZAR 175.00
- Airline storage: As per outlay
- Agents handover fees: As per outlay
- Return airfreight charges: Available upon request
- Overtime Surcharges: 30% on handling rate will apply to after normal  
Working hours (08:00 – 17:00, public holidays and  
weekends)

### 3.3 Additional Tariffs

#### 3.3.1 Only On site Handling

Unloading/reloading: USD 45.00 per cbm (Min 2 cbm)

The above includes unloading, placing at stand, 1 time/ pick up from stand, direct loading.

#### 3.3.2 Handling of courier shipments up to 30 kg

Handling up to stand: USD 120.00

The above includes unloading at warehouse, transport to fairground, delivery to the booth,  
Excl. any courier hand over fees (ZAR 450) and excl. customs clearance

#### 3.3.3 Storage of Empty Cases

Removal of empties: USD 50.00 per cbm (Min 2 cbm)

The above includes removal of empties, storage and redelivery of empties to stand after the exhibition.

#### 3.3.4 Set up of display stand:

Unpacking, stand dressing, assembly of display panels or machinery or decoration of any kind.  
If these special services are required, it will be subject to a mutual agreement with the exhibitor and additional charges will be levied.

#### 3.3.5 Late Arrival Charges

Late arrival surcharges (based on the handling rate) will be applied as follows.

- Sea Freight
  - 25% for goods arriving after: 13 days prior to delivery
  - 50% for goods arriving after: 10 days prior to delivery
- Airfreight
  - 25% for goods arriving after: 9 days prior to delivery
  - 50% for goods arriving after: 7 days prior to delivery

#### 3.3.6 Special Import Licences

Cargo requiring special import licences for exhibition prior to import into South Africa will be subject to an import licence application fee. The application for a special import licence may take up to 3 weeks.

- Application for special import licence: USD 115.00 per licence

### **3.3.7 Sold Goods during Exhibition**

All customs duties and taxes must be brought into account before “release” can be obtained by the local buyer. During this time the goods in question will be stored at a secure warehouse. No sold goods / items will be permitted to leave the warehouse until the necessary customs releases have been obtained.

- Removal of sold exhibits: USD 75.00 / cbm (Min 2 cbm)
- Customs Clearance:
  - Customs Clearance: USD 140.00 per first 5 line entry
  - Additional Lines: USD 3.00 per line thereafter

### **3.3.8 Courier Fee**

Courier Fee charges: USD 125.00 per pouch

## Credit Card Payment Authorization Form

By completing this form, the undersigned acknowledges and authorizes **Association Freight Services** to obtain credit card payment for receivables owed for transportation charges in which services have been requested and are in process.

This Authorization will remain in effect for all future shipments and resulting invoices due **Association Freight Services** and is non revocable for services and resulting charges in progress or previously completed.

The credit card on file will be charged prior to shipment delivery for all services requested by the undersigned. All other shipments and resulting charges will be charged according to this Authorization prior to final delivery.

Credit Cards accepted at this time are **Visa, MasterCard, and American Express only**. This form must be filled out in it's entirety.

Thank you for using Association Freight Services. A 3.5% fee will be added to the invoice.

CREDIT CARD NUMBER:	
AUTHORIZATION/PIN NUMBER:	
EXPIRATION DATE:	
NAME:	
NAME OF COMPANY:	
TITLE:	

I certify that I am authorized to use the above-referenced credit card:

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Please return this form to [john@associationfreight.com](mailto:john@associationfreight.com) or fax to 202-600-2071

**Mail/Fax**

To Schenker South Africa (PTY) Ltd.  
Attn.: Manuela Natze / DB SCHENKERfairs  
Ph No. +27 11 971 8620

**COURIER NOTIFICATION FORM**  
**Name of event : IMAST 2017 at CTICC**

Please complete the following details and email to [Manuela.natzke@dbschenker.com](mailto:Manuela.natzke@dbschenker.com); [in-a.appelgryn@dbschenker.com](mailto:in-a.appelgryn@dbschenker.com)

Fax to: +27 87 233 9873 as soon as possible.

Sender	Company	
	Address	
	City Code + Country	
	Contact	
	Phone number	
	Fax number	
	Email address	
Exhibitor	Exhibitor name	
	Booth number	
	Contact name	
	Cell phone	
Courier company	<input type="checkbox"/> FEDEX <input type="checkbox"/> UPS <input type="checkbox"/> DHL <input type="checkbox"/> TNT <input type="checkbox"/> others _____ (pls specify)	
	Tracking number	
Shipment details	Country of origin	
	Date sent	
	Number of packages	
	Total weight (kg)	
<b>DATE REQUIRED</b>	<b>ON STAND</b>	

→ **Please note** – We will request immediate full payment of inbound handling charges. If Schenker custom cleared your shipment, customs clearance charges and customs duties and taxes apply.

Courier hand over fee (ZAR 450) and any import duties and VAT (plus 5% service fee, min. USD 15) will be charged to the exhibitor