



SHIPPING INSTRUCTIONS

**27th World Congress & World Live Surgery Workshop
Of The International Society Of Hair Restoration
Surgery (ISHRS)**

13 - 17 November 2019

**Shangri-La Hotel, Bangkok
Thailand**

Presented by

Agility Co Ltd

No. 136 Romklao Road, Klongsampravej,
Ladkrabang, Bangkok 10520, Thailand

For : Fairs & Events

Tel. +66 2 326 3456 • Fax +66 2 360 8634

Contact:

Mr Veerachai Pattarapateep VPattarapateep@agility.com

Tel. +66 2 326 3456 ext 1172 • Fax +66 2 360 8634

Mr. Jakrawut Wichitpornchai JWichitpornchai@agility.com

Tel. +66 2 326 3456 ext 2331 • Fax +66 2 360 8634

DEADLINES

Arrival of exhibits by courier	1 November 2019
Copies of Bill of Lading and the Commercial Invoice and Packing List for sea freight consignments	15 September 2019
Arrival of exhibits shipped by sea freight	25 October 2019
Arrival of exhibits shipped by sea freight (Controlled goods)	15 October 2019
Copies of Commercial Invoice and Packing List for airfreight consignments	15 September 2019
Arrival of exhibits shipped by airfreight.	1 November 2019
Arrival of exhibits shipped by air freight (Controlled goods)	15 October 2019
Fax/Email copy of Product Catalogues, Photo & Commercial Invoice/Packing List is required for all controlled goods that requires import license. These includes MEDICAL/TELECOMMUNICATION F&B/AVIATION & DEFENCE EXHIBITS & etc.	1 September 2019

DEADLINE FOR DISPATCH OF DOCUMENTS (PRE-ALERTS)

To ensure no delays or undue inconvenience for customs clearance on arrival, it is imperative that copy of the vessel/flight details with master air waybill / ocean bill of lading detail be forwarded well in advance before the arrival of shipments according to the stipulated deadlines above. Agility will not be responsible for any delays and any port/airport storage charges will be re-charged at cost.

Pre-alerts must be forwarded to us:

Mr Veerachai Pattarapateep VPattarapateep@agility.com
Tel. +66 2 326 3456 ext 1172 • Fax +66 2 360 8634

Mr. Jakrawut Wichitpornchai JWichitpornchai@agility.com
Tel. +66 2 326 3456 ext 2331 • Fax +66 2 360 8634

1. SEAFREIGHT

DOCUMENT DEADLINES

For customs clearance, the following documents must REACH us by:-

- 15 September 2019**- General shipment only
- 1 September 2019**- All controlled goods that requires import license

- Surrender BL or set of original BL (Bill of Landing)
- Commercial Invoice/Packing List
- 1 original ATA Carnet & 1 Original of Power of Attorney (if shipment under ATA Carnet)
- Photo of product for controlled goods
- 1 set of Product catalogues & Price list (optional)
- 1 copy of Insurance Policy (if insured)

Note:- All draft shipping documents must be sent to us for checking one month before the above deadlines to avoid any mistakes/problems or delay.

CONSIGNMENT DEADLINES

Exhibition goods must arrive in Bangkok Port (**PAT only**) not later than below deadlines or upon our confirmation.

- 25 October 2019**- General shipment only
- 15 October 2019**- All controlled goods that requires import license

2. AIRFREIGHT

DOCUMENT DEADLINES

For customs clearance, the following documents must REACH us by:-

- 15 September 2019**- General shipment only
- 1 September 2019**- All controlled goods that requires import license

- Final Airway Bill
- Commercial Invoice/Packing List
- 1 original ATA Carnet & 1 Original of Power of Attorney (if shipment under ATA Carnet)
- Photo of product for controlled goods
- 1 set of Product catalogues & Price list (optional)
- 1 copy of Insurance Policy (if insured)

Note:- All draft shipping documents must be sent to us for checking one month before the above deadlines to avoid any mistakes/problems or delay.

CONSIGNMENT DEADLINES

Exhibition goods must arrive in Bangkok Airport not later than below deadlines or upon our confirmation.

- 1 November 2019** - General shipment only
- 15 September 2019** - All controlled goods that requires import license

DOCUMENTATION

To assist you in the preparation of documents, we have attached a copy of our Combined Commercial Invoice and Packing List form for your use. You may photocopy additional copies if the attached is insufficient.

Explanatory notes on the filling of this Combined Commercial Invoice and Packing List form are as follows:

1. All entries in these forms must be in the English Language.
2. A full description of the item must be given. Do not just indicate the model name or model number. Describe the item - such as "1:3 scale (cutaway) missile model" or "souvenirs – Lapel pins" or "wooden display plinth - floor standing", etc.
3. **Brand name, Model (if any), Serial No. (if any), Country of Origin, Community, Product Name, Net Weight of each items must be declared.**
4. Every individual item, including giveaway items and brochures is to be given a value based on CIF value expressed in U.S. dollars. Do not indicate the phrase "No Commercial Value".
5. The following declaration must be indicated: "The invoiced goods are of country..... origin and are intended for display purposes only at the exhibition site in Bangkok."

For consolidated containerised sea shipments (more than one exhibitor's items in the container), the following additional documents must accompany the Bill of Lading, Commercial Invoice and Packing List:

- 3 copies of House Bill of Lading
- 3 copies of Container Manifest

For consolidated air shipments, a House Airway Bill for each exhibitor and a consolidation manifest must be issued.

For temporary import shipment, Customs authorities require catalogues / brochure for all items which are declared as temporary import. Failure to comply with this instruction may lead to delay in clearance or additional expenses.

Important Notes:

- a) All importation of Electronics Equipment e.g: TV, lights and etc are required to apply for the necessary License from relevant authorities. It is imperative for the exhibitors to ensure that proper documentation are presented.
- b) All models have to be presented by serial numbers. Failure to do so will be required to pay for importation duties + 7% VAT.
- c) The numbers of declared items in the packing list will have to tally with the number of items shipped. Failure to do so may lead to cargo being held by the custom and Agility cannot guarantee to be able to clear on time. Any charges incurred if any will be billed as per outlay + 10% service fees.
- d) Effective from November 13 2017, **Importers & Exporters for all shipments is mandatory to have "shipping marks" on all packages/case/crate.** Failure to comply will result to a penalty fee not over 50,000 Thai Baht for "no shipping marks". All shipping marks on cargo would have to be the same as BL/AWB.

SHIPPING INSTRUCTIONS

CONSIGNMENT INSTRUCTIONS

All exhibition goods by **AIRFREIGHT**, **SEAFREIGHT** and **COURIER** must be sent “Freight Prepaid” to:

Consignee: **AGILITY CO LTD**
136 Romklao Road
Klongsampravej Ladkrabang
Bangkok 10520, Thailand
For: Fairs & Events Department

For: ISHRS 2019

Notify: *As Above*
Mr Veerachai Pattarapateep

All documents such as Bill of Lading and Airway Bill must show Agility as the consignee.
(A 10% outlay commission will be imposed on all “Freight Collect” consignments).

COURIER, FILMS & VIDEO TAPES/DISCS

a) CONSIGNMENT DEADLINES

Exhibition goods arriving via courier must arrive in Bangkok not later than **30 April 2019**

b) CONSIGNMENT INSTRUCTIONS FOR EXHIBITS VIA COURIER (DHL/FEDEX/UPS/TNT & etc.)

Please note that all shipment sent via Courier would be cleared on permanent basis. To ensure no delay on delivery of your courier shipment to your exhibition stand we would **STRONGLY recommend** not sending courier shipments addressed to exhibition venue or yourself.

All courier shipments along with copy of documents must be consigned to the following address:-

Consignee: **AGILITY CO LTD**
136 Romklao Road
Klongsampravej Ladkrabang
Bangkok 10520, Thailand
For: Fairs & Events

For: ISHRS 2019

Notify: **As Above**
Mr Veerachai Pattarapateep

By this method, we will arrange to receive your shipment and deliver to the venue. A charge will be levied for this service.

**** We only accept the consignment under DDP terms only.**

NOTE:

1. Copies of invoices & packing list must be sent to us for checking prior sending your courier shipments.
2. **Please DO NOT send your shipment without our confirmation. Failing which, we will not be held liable if there are problems regarding customs clearance.**
3. If customs formality is required releasing your shipment, our charges will be the same as an airfreight shipment.
4. Duties and taxes for all consignments must be paid by sender in country of origin **PRIOR TO EXPORT**.
5. A fax/email pre-alert will have to be sent to us indicating the Courier Airway Bill numbers, Courier Company, Name of Exhibition/Event, your contact details and confirmation of acceptance form (Annex I) for us to assist further.
6. Please notify us in advance if you will like us to pay import duty/tax on your behalf. Freight and other relevant charges paid by us on behalf of exhibitor will be subject to a 10% service charge. All charges & fees payable will be subjected to 7% VAT.
7. **We do not have any control over courier shipment thus Agility will not be responsible for any delay if shipment is being held by Thai custom.**

CASE MARKINGS

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

ISHRS 2019

c/o Agility Co Ltd

For: Fairs & Events Department

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

PACKING

Exhibitors are advised to provide strong packing cases for the transportation of the exhibits which can withstand unpacking and repackaging operations. For main exhibits, we recommend bolted returnable type of cases to be used. This is to avoid unnecessary repair and reconstruction of cases in the event of damages due to handling whilst in transit.

CUSTOMS REGULATIONS

The Thai 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 & Packing List.

HEAVY FINES will be imposed on the exhibitor in cases of '**UNDERVALUATION**', '**NON-DECLARATION**', and '**ERRONEOUS DECLARATION**'. In such cases, Agility shall not be responsible for any delay in clearance. Customs fines and extra expenses incurred shall have to be borne by the exhibitor. Exhibitors are therefore strongly reminded to declare the **true market value** of their goods and be extremely careful in their preparation of documents.

All shipment must be declared with the exact/true market values otherwise Agility Co., Ltd **WILL NOT** be responsible if shipment is being held in Thai custom for under declaration. Agility Co., Ltd may also require to adjust the value of each item for customs purpose with/without prior notice if each item is below Thai market value.

CONTROLLED ITEMS IN THAILAND

Exhibitors are requested to note and understand that all Foodstuff, Beverage, Communication equipment (such as radio, radar etc.), Defence Equipment (such as weapons, armour etc.), Electric Appliance (such as TV, lighting etc.), Cosmetics, Beauty Products, Medicines & Medical equipment, Glass, Light & Sound Equipment, Toy, Motorbikes, Used Cars, Weighting & Measuring equipment, Construction equipment & all dangerous goods are subject to Import License prior to their importation into Thailand for exhibition purpose.

All communication equipment cannot be operated/tested/utilized and ONLY can be imported for display purposes only.

We can confirm whether your shipment contains any controlled items upon receiving your commercial invoice and packing list.

Importation of Drug

Any items are categorized as drugs, medicines, vitamins and nutritional supplements or related items cannot be consigned to Agility Co., Ltd. because we are a logistics company and we could not register for drug recipe so we could not apply for import license for importation, unless you consign such products to your local agents who have an import license for importation of your products

FOODSTUFF

We do not recommend that you ship foodstuff or beverages to the exhibition if you are not exhibiting food products and would suggest you buy them in Thailand. If it is essential that you bring your own, please ensure they are packed, documented and shipped on a separate HBL or HAWB from the main exhibits to avoid delays in customs clearance. All foodstuff and beverages are subject to an Import License by Food & Drug Administration of Thailand. Shipment must not be effected until such license is obtained/approved, otherwise, high customs penalty will be incurred by exhibitor's account.

Please be guided that imported foodstuff and beverages are subject to import duty & VAT. No exemption will be granted

DO NOT MIX OR SHIP ALCHOLIC DRINKS OR CANNED FOODSTUFFS WITH YOUR EXHIBITS/STAND MATERIALS AS THESE ITEMS ARE SUBJECT TO STRINGENT INSPECTIONS BY THE THAI CUSTOMS/ HEALTH AUTHORITIES.

Application for import license requires the following documents:-

1. Commercial invoice
2. Packing list: exhibitor must declare the details of packing (e.g. quantity per carton, volume per bottle)
3. Health Certificate and Certificate of free sale, issued by government agency recognized by the government. The certificate must be stated clearly that 'These products can be consumed without danger and freely to distribute and sell in the country'
4. Customs authorities may remove some samples for testing and analyzing. So, please ensure that you send in enough stock for your own usage after amounts are removed for sampling and testing.

Failure to comply with these instructions will cause unnecessary delays in clearance, and may lead to additional expenses incurred.

Note:

- 1) Exhibitors are advised to send all draft documents to Agility for verification before sending the exhibits out.
- 2) **Do not** send any Communication equipment/any controlled items prior to obtaining Import License for the items and shipped items must be according to the packing list.
- 3) Agility will provide the green light to proceed with the shipment after obtaining an import License. Custom clearance will take at least 5 – 10 working days after shipment arrival.
- 4) Some food/beverage are categorized as drug or cosmetics e.g. Ginseng products, etc. cannot be imported under our company name as we are unable to apply and obtain import license for importation of such items. We strongly urge exhibitors to check with us at the very beginning to check if products can be imported.
- 5) Final items shipped must be approved by the authorities concerned, no additional items can be added as that will be held by customs delaying the release of the entire shipment. A high amount of penalty fee may be imposed by the Thai customs.

PROCESSING OF TEMPORARY IMPORTATION

i. ATA CARNET

Thailand is a subscriber of the ATA Carnet System. Exhibitors participating in International trade fairs / exhibitions in Thailand can use ATA Carnet for temporary admission of their exhibition goods into Thailand – **refer to ATA Carnet & Power of Attorney in Form C & D** for further details.

Please ensure that the ATA Carnet is issued in “ENGLISH” language only. A letter of Power of Attorney to authorize Agility Co Ltd to act as the representative of ATA Carnet holder with the same signature of person who signed the ATA carnet is required by Royal Thai Customs.

Exhibition goods can be temporary imported into Thailand but must be re-exported after the fair / exhibition within 2 (two) months after the arrival date of exhibits. Any no-return items are subject to import duty and tax.

For exhibition goods destined for a later exhibition in Thailand, our covered storage facility in Bangkok can be utilized at a reasonable storage rate – please contact us immediately should you require such service.

Note:

- a) All items declared in the ATA carnet on temporary importation must be shipped under a separate HB/L or HAWB using ONE OB/L or MAWB. **Shipment must not be combined with any items to be imported in on permanent or /and temporary basis under Bank Guarantee Importation / Temporary Import Bond.**
- b) Shipment must not be declared and combine with any non-return items. **For give aways and sold items, they must be shipped under a separate HB/L or HAWB using ONE OB/L or MAWB.** Note that these items are subject to import duty and tax.
- c) Ensure that signature of Power of Attorney is the same as column J on ATA Carnet and send to Agility for checking. Please courier original ATA Carnet and Power of Attorney to us before arrival of shipment.
- d) Agility Co. Ltd shall not be held liable should clients fail to abide the ‘REGULATION FOR IMPORTATION OF ATA CARNET ITEMS’.

ii. **BANK GUARANTEE TEMPORARY IMPORTATION FEE**

We are able to arrange shipment to be imported via this temporary import warehouse facility. Exhibitors, who intend to use this service, need not arrange their own customs bond.

Consignments that are imported into Bangkok on temporary import basis will be subjected to a temporary import fee (non-refundable) based on the CIF value of the consignment.

iii. **BANK GUARANTEE FEE – RAISED BY EXHIBITOR**

Consignments that are imported into Bangkok on temporary import basis will be subjected to a nominal administration and co-ordination fee.

PERMANENT IMPORTATION

BROCHURES AND GIVEAWAY ITEMS

Brochures and giveaway items are permitted entry into Thailand but they are subject to import duties of between 10% and 60% of the CIF value. These dutiable items amongst others are leather wallet, leather key holders, T-shirts, ties, scarves, badges and lapel pins. Such items must be packed and declared separately.

Please note that import duties will be calculated based on the declared value or customs assessed value, whichever is the greater.

*****Duty & tax calculation for printed matter*****

Customs duty & tax will be calculated, based on the weight of the exhibits and mode of transport. The different ways to calculate duty & tax are as follows:-

Airfreight: Thai Customs will assess the FOB value of printed matter at Bht 100/kg (**C**), plus all cost of airfreight charges which are declared in AWB (IATA rate) as the cost of freight charge (**F**), plus insurance premium (**I**), then the duty rate of printed matter is 10% of CIF Value plus Value Added Tax (VAT) 7% of CIF Value plus Duty.

Seafreight: Thai Customs will assess CIF value of printed matter at US\$ 4.252/kg and Customs duty & tax will be applied in the same rate as above at 10% and 7% respectively.

Note: Customs will use your declared value in your invoice & packing list or their assess value, whichever is greater

Notes:-

The value of each item **cannot be lower** than freight cost. If the freight rate on the AWB is higher than the declared value, the IATA rate will be applied as "Freight Cost" for calculation of import duty & tax. We suggest issuing HAWB for each airfreight shipment and declaring the selling airfreight rate on the AWB.

DOCUMENTATION SURCHARGE

All consumable items being packed / shipped together with the exhibition goods in the same consignment will require an extra custom permit for import/export.

HEAVY-LIFT SURCHARGE

Individual exhibit in excess of 2,000 kg per package will incur heavy-lift surcharge (in addition to the basic handling charge).

Exhibits exceeding 5,000 kg per package will be subjected to an individual quotation when the dimensions and weights are provided. Please contact us for further information.

These additional heavy-lift surcharges are applicable severally for inward movements as well as for outward movements.

STORAGE OF EMPTY CASES

No storage is available at the exhibition venue for empty cases and containers. With the exception of small containers that you can store within your official exhibit space, your empty cases and containers will be marked and stored systematically under shelter at the warehouse during the exhibition period in order to facilitate quick and early retrieval for the re-packaging at the end of the exhibition.”

SALE OF EXHIBITS

Goods may be sold during the exhibition but under no circumstances can they be removed from the show venue until duties/taxes have been paid and permanent customs import procedures have been completed.

Exhibitors are allowed to store their goods in the warehouse facility for up to 2 (two) months from the date of entry into Thailand, after which duty must be paid or the goods must be re-exported.

For all sold goods, we will require minimally two weeks after receiving required documents. Please check with us prior arranging shipment from original port/airport.

***All controlled items e.g. medical devices, electric devices, etc. are not allowed to be sold and we could import them on temporary basis which means that all controlled items must be re-exported after the exhibition only.**

TRANSPORT OF “SOLD GOODS” TO WAREHOUSE

All ‘Sold Goods’ are requested to be transferred from the exhibition site to our warehouse facility for temporary storage pending for completion of permanent import documentation and payment of duties/taxes.

*All controlled products e.g. medical devices could not be sold and they must be re-exported after the exhibition unless medical devices are consigned to local agents of exhibitors who have import licenses for importation of their products

LASHING CERTIFICATE FEE

According to the shipping line requirements, exportation of all Flat Rack and Open Top containers require lashing certificate.

20ft' Flat Rack or Open top fee	Will be quoted separately.
40ft' Flat Rack or Open top fee	

INSURANCE

We would like to advise that it is the responsibility of each exhibitor to arrange Marine (Transport) Insurance covering transport to the exhibition, during the exhibition, and the return of the exhibits to domicile, including the period the exhibits are handled by Agility, and also ensure that Transport Insurance is arranged for exhibits sold locally.

Our tariff is computed on the basis of volume and weight and has no correlation with the value of exhibits, it follows that the cost of insurance cover is not included in our charges.

Our maximum liability is US\$1.00 per kg, so we highly recommend you to take adequate Marine (Transport) insurance separately.

Upon written instructions, AGILITY CO. LTD can offer the exhibitor insurance coverage at competitive premiums.

CURRENCY FACTOR / CRISIS: 8% if the conversion is required

VAT (VALUE ADDED TAX) ON PERMANENTLY IMPORTED GOODS

The Thai Government will not refund VAT for all goods sold, disposed, given away or not re-exported at the end of the exhibition.

VAT (VALUE ADDED TAX) ON HANDLING CHARGES

Our handling charges indicated in this manual do not include VAT. VAT, if any, will be charged at the rate of 7% (subject to changes).

SPECIAL LICENSES & PERMITS

Endorsement of documents by relevant government departments will be charged accordingly.

ADDITIONAL SERVICE

For additional services not listed above, an individual quotation will be given upon receipt of specific requirements

TERMS OF PAYMENT

Inward : Upon uplift of goods, prior to delivery to the stand.
Outward : Upon presentation of invoice/prior to the return of exhibits

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

The payment could be settled via telegraphic transfer to our both THB and USD accounts but the remittance charges paid to bank must be borne by the payer.

Payment Instructions:

Payment via Telegraphic Transfer to our bank account, Beneficiary: Agility Co., Ltd

Our bank account details are as follows:

TH Account

Bank Details: KASIKORNBANK Public Company Limited.
-Ekamal Branch
1 Thai Farmers Lane , Ratburana Road
Bangkok 10140 , Thailand .
For the Account Of : AGILITY Co., Ltd.
KASIKORNBANK – Ekamai Branch
Account No. # 059 – 1 – 04545 – 8
Swift Code # KASITHBK

USD Account

Bank Details: The Hong Kong and Shanghai Banking Corporation Ltd
HSBC Building, 968 Rama IV Road, Silom, Bangrak,
Bangkok 1015 Thailand
Account No. # 001-727320-080
Swift Code # HSBCTHBK

For additional information or clarification, please contact us at:

THAILAND

AGILITY CO LTD

136 Romklao Road
Klongsampravej Ladkrabang
Bangkok 10520, Thailand
Telephone : (66)(2) 326 3456
Telefax : (66)(2) 360 8634
Contact: **Mr Veerachai Pattarapateep**
E-Mail: VPattarapateep@agility.com

IMPORTANT

All business is transacted only in accordance with the Standard Trading Conditions of the Thai International Freight Forwarders Association, (1990) Edition. Copy is available upon application.

Use of AGILITY's services – be it partly or in full – and any requirement for additional services at any time before, during or after the exhibition express orally and/or in writing and/or by conduct, implies acknowledgement and acceptance of the foregoing.

FORM A

BANK GUARANTEE FORMAT

To : (Name of corresponding Bank in Thailand)

(The following Bank Guarantee is to be sent by telefax from your Issuing Bank to their corresponding Bank in Bangkok, Thailand for submission to Agility Co Ltd).

Quote

Guarantee for total amount of **Baht**.....

Account : _____
(Name and Address of Company)

Accountee : **AGILITY CO LTD**
136 Romklao Road
Klongsampravej Ladkrabang
Bangkok 10520, Thailand
For: Fairs & Events Department

Telephone : +66 2 326 3456
Telefax : +66 2 360 8634
Person-in-charge : Mr Veerachai Pattarapateep

Dear Sirs

Please issue Guarantee under our responsibility (the number of Guarantees will be separated by **AGILITY Co Ltd**) for the total amount of **Baht**..... for a period of (3 months for Sea-cargo, 2 months for Air-cargo) after the said exhibition cargo has arrived Bangkok or until the original Guarantee has been returned to you. This Guarantee shall be issued in favor of the Customs Department, Bangkok, Thailand for temporary importation of exhibition cargo of(list of names of exhibitors).....

Goods are destined to be exhibited at:

**27th World Congress & World Live Surgery Workshop Of The
International Society Of Hair Restoration Surgery (ISHRS)
13 – 17 November 2019 at Shangri-La Hotel Bangkok, Thailand**

In considering your issuing the above-mentioned Guarantee, we (name and address of issuing bank) hold you indemnified and irrevocably undertake to pay you upon receipt of your first written demand stating that you have been called upon to pay under your Guarantee the amount actually claimed by the beneficiaries but not exceeding **Baht**

Our counter guarantee ceases to be valid when your letters of guarantee are returned to you for cancellation, and we await your respective advice in due course.

Unquote

FORM B

LETTER OF INDEMNITY

(Only applicable if exhibitor uses Agility's Bank Guarantee Facility)

Indemnity Agreement made on the day of between (*exhibiting company*)..... having its registered place of business at (hereinafter referred to as 'Party A') and Agility Co Ltd having its registered place of business at 136 Romkiao Road, Klongsampravej Ladkrabang, Bangkok 10520, Thailand.(hereinafter referred to as 'Party B').

WHEREAS, Party A wishes to import (hereinafter referred to as 'Goods') into Thailand in order to participate in **27th World Congress & World Live Surgery Workshop of ISHRS 2019**

WHEREAS, Party A wishes to have the exemption from payment of import duties and taxes on the Goods and requests Party B to issue the Bank Guarantee to the Thai Customs Authority on behalf of Party A guaranteeing the re-export of Goods within 2 months from the date of importation of Goods, and

WHEREAS, Party B agrees to arrange the bank guarantee for import duties and taxes on the Goods to be imported by Party A.

NOW THEREFORE, THE PARTIES AGREE AS FOLLOWS:

1. Party A shall import the said Goods (the details of which are as per the attachment) into Thailand for the purpose of exhibiting the Goods at **27th World Congress & World Live Surgery Workshop of ISHRS 2019** during **13 - 17 November 2019** and shall re-export the said Goods within 2 months from the date of their importation.
2. Party B shall arrange the bank guarantee to the Thai Customs Authority for the purpose of exemption of payment of import duties and taxes on the said Goods upon importing goods into Thailand by Party A.
3. In consideration of Party B arranging the bank guarantee. Party A shall pay Party B a fee based on **2.0 %** of CIF value or the value as assessed by the Thai Customs Authority (**Minimum charges US\$200.00**). Party A shall further indemnify and hold Party B harmless from any and/or all liabilities, losses, damages that Party B may suffer as a result of claims, demands, costs (including attorney's fees) against Party B made by the commercial bank issuing the said bank guarantee to the Thai Customs Authority resulting from Party A's failure to prevent the Goods - in whole or in part - being sold without payment of duties/taxes, missing, disposed off, consumed, given away or donated or for whatsoever reasons, and/or failure to re-export the goods within the period as warranted by Party B to the Thai Customs Authority.
4. In any event Party B shall have a general lien on the Goods.

IN WITNESS HEREOF, Party A and Party B hereto have caused this Agreement to be executed by its representative on the date and year first written above.

PARTY A:
(Name and Company's stamp of Exhibiting Company)

PARTY B:
AGILITY CO LTD

.....
(Name and Signature)

.....
(Name and Signature)

FORM C

ATA CARNET

Thailand has become a subscriber of the ATA Carnet system, effective from 30th December 1994 onwards.

Overseas exhibitors participating in international trade fairs/ exhibitions in Thailand can use ATA Carnet for Temporary admission of their exhibition goods into Thailand.

In order to arrange customs clearance, Exhibitors or holders of ATA Carnet are requested to send a full set of ATA Carnet together with other shipping documents such as commercial invoice, packing list, catalogues of exhibits and letter of power of Attorney. (See attached draft and please have it typed on holder of ATA Carnet letter head.) **Goods on the BL/AWB must be consigned to “AGILITY CO. LTD”, notify same. On the ATA carnet, do not indicate a name in Name of Representative column - leave it blank; otherwise we will require the representative of the ATA carnet to give us another letter of Attorney.**

Exhibition goods shall be re-exported after the fair/exhibition within two months after arrival date of exhibits. Any no-return items are subject to import duty and tax. The ATA Carnet will be returned to the holder after the completion of export customs formalities and duty/tax have been paid to Thai customs.

FORM D

(ATA CARNET HOLDER'S LETTERHEAD)

POWER OF ATTORNEY

Dear Sirs,

This Power of Attorney issued by _____ (Company name) located at

(Address) _____ are participating in **27th World Congress & World Live Surgery Workshop Of The International Society Of Hair Restoration Surgery (ISHRS) 2019** during **13 - 16 November 2019** at **Shangri-La Hotel Bangkok** hereby designates and authorizes "Agility Co Ltd" located at 136 Romklao Road, Klongsampravej Ladkrabang, Bangkok 10520 Thailand to act as our customs broker for import/export customs clearance and redemption of ATA Carnet No. _____ for the purpose of the above mentioned exhibition.

In witness whereof, we has caused these presents to be sealed and signed by _____ (Name of Authorized Person).

(Company's seal and Authorized Signature)

(Name of authorized person in block letters)

Date: _____

FORM E

Importation of Medical Instrument

Please be guided that importation of Medical instrument into Thailand is subject to temporary import license from FDA. The license can be applied upon arrival of the shipment but details of the instrument have to be advised to us in advance.

Application for import/export license requires the following documents:

1. Commercial invoice
2. Packing list
3. Catalogues and photo for all instruments which will be imported into Thailand
4. Technical information/specification for all individual item (e.g. Brand, Model, Serial Number).

Please note that the license is applicable for exhibition purpose only. Permanent imports are not allowed. All items have to be re-exported after show.

Importation of Drug

Any items are categorized as drugs, medicines, vitamins and nutritional supplements or related items cannot be consigned to Agility Co., Ltd. because we are a logistics company and we could not register for drug recipe so we could not apply for import license for importation, unless you consign such products to your local agents who have an import license for importation of your products

For further information, please contact **Mr Veerachai Pattarapateep** at: VPattarapateep@agility.com

**CONFIRMATION OF ACCEPTANCE (CoA)
AGILITY CO. LTD.**

1) **STANDARD TRADING CONDITIONS**

All business is transacted only in accordance with the Standard Trading Conditions of the Thai International Freight Forwarders Association, (1990) Edition. Copy is available upon application.

2) **TERMS OF PAYMENT**

Inward : Upon uplift of goods, prior to delivery to stand.
Outward : Upon presentation of invoice/prior to return of exhibits to sender.

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

Payment Instructions:

Payment via Telegraphic Transfer to our bank account, Beneficiary: Agility Co., Ltd

Our bank account is:

TH Account

Bank Details: KASIKORNBANK Public Company Limited.
- Ekamal Branch
1 Thai Farmers Lane , Ratburana Road
Bangkok 10140 , Thailand .
For the Account Of : AGILITY Co., Ltd.
KASIKORNBANK – Ekamai Branch
Account No. # 059 – 1 – 04545 – 8
Swift Code # KASITHBK

USD Account

Bank Details: The Hong Kong and Shanghai Banking Corporation Ltd
HSBC Building, 968 Rama IV Road, Silom, Bangrak,
Bangkok 1015 Thailand
Account No. # 001-727320-080
Swift Code # HSBCTHBK

(Remitting bank charges are to be borne by the exhibitor).

3) **INSURANCE**

As our tariff is computed on the basis of volume or weight and has no correlation with the value of exhibits, it follows that the cost of insurance cover is not included in our charges. It is the responsibility of each exhibitor to arrange Marine (Transport) Insurance covering transport to the exhibition, during the exhibition, and the return of the exhibits to domicile, including the period the exhibits are handled by us, and also ensure that Transport Insurance is arranged for exhibits sold locally.

4) **REQUEST FOR INSURANCE**

Upon written instructions, **AGILITY** can offer you insurance coverage at competitive premiums.

5) **EXHIBITOR'S ACCEPTANCE**

Use of **AGILITY's** services - be it partly or in full - and any requirement for additional services at any time before, during or after the exhibition express orally and/or in writing and/or by conduct, implies acknowledgement and acceptance of the Standard Trading Conditions and the foregoing terms numbered 1, 2, 3 and 4 above.

For 27th World Congress & World Live Surgery Workshop of ISHRS

Quotation dated _____

Signature and stamp of Company
(Please print name of signatory)

Date

Name of Exhibitor :	
Contact Person :	Designation :
Telephone :	Fax :

COMBINED COMMERCIAL INVOICE & PACKING LIST

Invoice no :		SHIPPER :		Show:	
Date :		CONSIGNEE :	Agility Co., Ltd.	Date:	
			136 Romkiao Road	Venue:	
			Klongsampravej Ladkrabang	Remarks A :	Return after the show
			Bangkok 10520 Thailand	B :	Given away / consumed

Package No.	Dimensions (LxWxH in cm)	Volume cbm	Weight (kg)		Item No.	DESCRIPTION OF GOODS (In English) *Model & serial nos. are mandatory for machineries	H.S. Code	Brand	Quantity	FOB Value (in USD)		REMARK
			Gross	Nett						Unit Value	Total Value	
TOTAL		0.000	0.00	0.00					0	pcs	-	

The invoiced goods are of _____ origin and are intended for display only at the exhibition site. We declare that the information given above is **true and correct** and represent **fair market value** for the items described herein.

Show Name : 27th World Congress & World Live Surgery Workshop Of The International Society Of Hair Restoration Surgery (ISHRS)
Show Dates : 13 - 17 November 2019
Show Venue : Shangri-La Hotel, Bangkok, Thailand
City, Country : Bangkok, Thailand

FREIGHT INSTRUCTIONS

THIS FORM MUST BE COMPLETED AND RETURNED BY EVERY EXHIBITOR

We advise Agility the Official Forwarding Agent and On-Site Installation Contractor that we shall be shipping the following for the event, and we instruct Agility to customs clear and deliver the goods to our stand:

No. of pieces	Description of contents	Dimensions (metres)	Weight (kg)

We also note and understand the following:

1. DEADLINE FOR SHIPMENT

Arrival of exhibits by courier	1 November 2019
Copies of Bill of Lading and the Commercial Invoice and Packing List for sea freight consignments	15 September 2019
Arrival of exhibits shipped by sea freight	25 October 2019
Arrival of exhibits shipped by sea freight (Controlled goods)	15 October 2019
Copies of Commercial Invoice and Packing List for airfreight consignments	15 September 2019
Arrival of exhibits shipped by airfreight.	1 November 2019
Arrival of exhibits shipped by air freight (Controlled goods)	15 October 2019
Fax/Email copy of Product Catalogues, Photo & Commercial Invoice/Packing List is required for all controlled goods that requires import license. These includes MEDICAL/TELECOMMUNICATION F&B/AVIATION & DEFENCE EXHIBITS & etc.	1 September 2019

2. CONSIGNMENT INSTRUCTIONS

All exhibition goods either by sea freight, airfreight or courier, must be consigned "Freight Prepaid" as follows:

Consignee: AGILITY CO LTD
 136 Romklao Road
 Klongsampravej Ladkrabang
 Bangkok 10520, Thailand
 Tel. + (662) 326 3456 • Fax + (662) 360 8634
 For: **Fairs & Events Department**
 For the show: ISHRS 2019

All documents such as the Bill of Lading and Airway Bill must show the consignee as above.

3. INSURANCE

It is the responsibility of each exhibitor to arrange Marine (Transport) Insurance covering transport to the exhibition, during the exhibition, and the return of the exhibits to domicile, including the period the exhibits are handled by Agility, and also ensure that Transport Insurance is arranged for exhibits sold locally.

We also inform Agility that we will be using the services of the company below to freight our exhibits from _____
(country). Name of Freight Forwarder from origin: _____
Contact Person: _____ Tel: _____
Fax: _____ E-mail: _____

Authorised by: Booth No: _____

Send this form to:

Name _____
Title _____
Company _____
Address _____
Tel _____ Fax _____
Signature & Date _____

AGILITY CO LTD
136 Romklao Road, Klongsampravej Ladkrabang,
Bangkok 10520 Thailand
For: Fairs & Events Department
Tel. +66 2 326 3456 Fax +66 2 360 8634
Contact : **Mr Veerachai Pattarapateep**
E-mail : VPattarapateep@agility.com



SHIPPING TARIFF

**27th World Congress & World Live Surgery Workshop
Of The International Society Of Hair Restoration
Surgery (ISHRS)**

13 - 17 November 2019

**Shangri-La Hotel, Bangkok
Thailand**

Presented by

Agility Co Ltd

No. 136 Romklao Road, Klongsampravej,
Ladkrabang, Bangkok 10520, Thailand
For : Fairs & Events
Tel. +66 2 326 3456 • Fax +66 2 360 8634

Contact:

Mr Veerachai Pattarapateep VPattarapateep@agility.com
Tel. +66 2 326 3456 ext 1172 • Fax +66 2 360 8634

Mr. Jakrawut Wichitpornchai JWichitpornchai@agility.com
Tel. +66 2 326 3456 ext 2331 • Fax +66 2 360 8634

SHIPPING TARIFF

SEAFREIGHT

a) **INWARD/OUTWARD HANDLING TARIFF**
(for individual exhibits not exceeding 2,000 kg)

From arrival at the Bangkok Port to the exhibition stand or vice versa.

Basic handling rate from arrival at Bangkok Port (PAT only)		US\$90.00 per cbm or 1,000 kg, whichever is the greater.
Basic handling rate from arrival at Laem Chabang Port or other ports		US\$110.00 per cbm or 1,000 kg, whichever is the greater.
Minimum charge	LCL	2.5cbm per consignment (HBL) per exhibitor.
Minimum charge for FCL	FCL 20'	23 cbm per 20' container
	FCL 40'	46 cbm per 40' container
	FCL 40' HC	55 cbm per 40' HC container
*LCL charge/fee and Terminal Handling Charge		US\$40.00 per cbm or 1,000 kg, whichever is the greater (at cost)
Minimum charge		1 cbm per consignment (HBL) per exhibitor.
*FCL Terminal Handling Charge		US\$200.00 per 20' container (at cost) US\$250.00 per 40' container (at cost)
Safety of Life at Sea (SOLAS) administrative fee (Outward only)	LCL	Minimum US\$50.00 per shipment/exhibitor (at cost)
	FCL	Minimum US\$60.00 per shipment/exhibitor (at cost)
Consignment Service Charge		US\$50.00 per consignment (HBL) per exhibitor
Translation fees for documents (English – Thai)		US\$50.00 per application per exhibitor
Empty case storage during the show (if require)		US\$40.00 per cbm / consignment (HBL) / exhibitor (Min. 2 cbm)

* **Current and actual cost levied by Container Freight Stations (CFS), all third party's charges incurred will be charged at cost + 10% outlay fees**

Note for freight forwarders:

Container detention fee will be levied by shipping lines for containers kept in use for an extended period of time. Free days allowed by shipping lines are usually up to 3 days after the discharge of containers at the port. Should you require us to keep the container within the exhibition site for storage purposes and subsequent re-export; you are to inform us of the container detention fee that has been negotiated with the shipping line.

NOTE:

1. Cargo arriving before our stipulated deadlines shall be subject to storage charges **US\$10.00** per cbm per week or part thereof. (Minimum charge at **US\$20.00** per exhibitor per consignment per week).
2. For sea freight consignments, pre-alert will have to be sent to us indicating the vessel schedule/ Bill of landing number, number of packages, weighs and dimensions upon uplift of goods.
3. Goods arriving after the above deadline will be subjected to a late arrival surcharge (based on the basic handling rate).
4. In any such case, AGILITY will make all reasonable efforts to ensure delivery before the show opens. However, no guarantees can be given. Surcharge applies regardless of delivery date to the show site.
5. The above rates exclude stand dressing, assembly of display panels or machinery or decoration of any kind. If these special services are required, it will be subjected to a mutual agreement with the exhibitor and additional charges will be levied.
6. The port of entry should be Bangkok Port (PAT) to avoid any delay.
7. Port storage charge, detention/demurrage charge will be billed at cost plus 10% outlay.
8. Custom clearance for sea freight takes an estimation of 5 – 10 working days should all proper documents are in order. Shipments which contain controlled items will take longer duration for custom clearance.
9. All FCL shipment will be released and delivered directly from arrival port to the venue and from the venue to the departure port (for re-exportation). If needed to be via our warehouse, additional charges will be applicable.
10. All LCL shipments exceeding 2,000kg will be released and directly deliver from arrival port to the venue and from the venue to the departure port (for re-exportation). If needed to be via our warehouse, additional charges will be applicable.
11. For point 7 and 8, all port storage charges, demurrage/detention charges and consequences will be billed at cost + 10 % outlay fee.
12. Lashing Certificate is required for export of flat rack and/or open top container and is subjected to additional charges.
13. All seafreight shipments cannot be exported from the country of origin before getting confirmation from Agility's representative.
14. Regarding SOLAS, please indicate New Weight and Gross Weight into packing list. Exhibits exceeding 2,000kg will be subjected to additional charges.
15. For consolidated shipments where consumable goods are packed with exhibition cargo, a documentation surcharge of **US\$50.00** per consignment per exhibitor is applicable.
16. For collection/delivery of cargo from/to multiple booths there will be an additional charge of **US\$60.00** per consignment per exhibitor per way.

AIRFREIGHT

b) INWARD/OUTWARD HANDLING TARIFF (for individual exhibits not exceeding 2,000 kg)

From arrival at Bangkok Airport to the exhibition stand or vice versa.

*Basic handling rate	US\$0.90 per kg based on actual or volumetric weight, whichever is the greater.
Minimum charge	250kg per consignment (HAWB) per exhibitor.
Terminal Handling Charge	US\$0.20 per kg based on actual or volumetric weight, whichever is the greater (at cost).
Minimum charge	US\$15.00 per consignment (HAWB) per exhibitor.
Consignment Service Charge	US\$50.00 per consignment (HBL) per exhibitor
Translation fees for documents (English – Thai)	US\$50.00 per application per exhibitor
Empty case storage during the show (if require)	US\$40.00 per cbm / consignment (HBL) / exhibitor (Min. 2 cbm)

* *Current and actual cost levied by Airport, all third party's charges not listed above will be charged at cost + 10% outlay fees.*

NOTE:

1. *Cargo arriving before our stipulated deadlines shall be subject to storage charges US\$10.00 per cbm per week or part thereof. (Minimum charge at US\$20.00 per exhibitor per consignment per week).*
2. *For airfreight consignments, a shipment pre-alert will have to be sent to us indicating the flight numbers, Airway Bill numbers, number of packages, weighs and dimensions upon uplift of goods.*
3. *Goods arriving after the above deadline will be subjected to a late arrival surcharge (based on the basic handling rate).*
4. *In any such case, AGILITY will make all reasonable efforts to ensure delivery before the show opens. However, no guarantees can be given. The surcharge will apply regardless of delivery date to the show site.*
5. *The above rates exclude 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.*
6. *Airport storage charges and removal charges incurred will be charged as per outlay.*
7. *Custom clearance for air freight takes an estimation of 5 – 10 working days should all proper documents are in order. Shipments which contain controlled items will take longer duration for custom clearance.*
8. *All airfreight shipments exceeding 2,000kg will be released and directly deliver from arrival airport to the venue and from the venue to the departure airport (for re-exportation). If needed to be sent to our warehouse, additional charges will be applicable.*
9. *All airfreight shipments cannot be exported from the country of origin before getting confirmation from Agility's representative.*
10. *For consolidated shipments where consumable goods are packed with exhibition cargo, a documentation surcharge of **US\$50.00** per consignment per exhibitor is applicable.*
11. *For collection/delivery of cargo from/to multiple booths there will be an additional charge of **US\$60.00** per consignment per exhibitor per way.*

ALL CONSOLIDATED SHIPMENTS BY AIRFREIGHT OR SEAFREIGHT ARE NOT ADVISABLE. IF CONSOLIDATED SHIPMENT ARE REQUIRED, PLEASE CHECK WITH AGILITY REPRESENTATIVE ON A CASE BY CASE BASIS.

**** All shipping documents must be sent to us for checking within the above deadlines to prevent any mistakes or delay****

LATE ARRIVAL SURCHARGE / URGENT RETURN SHIPMENT SURCHARGE

Late arrival surcharge (**based on 30% of the basic handling rate**) will be applicable if shipment arrives after the stipulated deadlines. This would apply for shipments that need to be returned urgently within 2 working days after the show.

In the event of late arrivals, Agility will make all reasonable efforts to ensure delivery before the show opens; however, no guarantee can be given. The surcharge will apply regardless of delivery date to the show site.

COURIER

HANDLING TARIFF FOR EXHIBITS VIA COURIER (DHL/FEDEX/UPS/TNT & etc.)

From arrival at Agility's premises up to delivery to the exhibition stand.

Handling rate	US\$100.00 per consignment per exhibitor
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**** We only accept the consignment under DDP terms only.**

**** In case of shipment exceed 50kgs, we will charge US\$10 per additional 20kg.**

DOCUMENTATION CHARGES

Courier of documents		Min. US\$60.00 per consignment per exhibitor (at cost)
B/L fees		US\$60.00 per B/L per consignment per exhibitor
Telex release / Surrender fee for sea freight shipment		US\$60.00 per B/L per consignment per exhibitor
AWB fees		US\$25.00 per AWB per consignment per exhibitor
Handover fee of freight (nominated shipment)	LCL Shipment	US\$10.00 per consignment per exhibitor Minimum US\$100.00 per consignment per HBL per exhibitor
	20GP Container	US\$200.00 per container
	40GP/HC Container	US\$300.00 per container
	Air Freight Shipment	US\$0.25 per kg Minimum US\$100.00 per consignment per HAWB per exhibitor

CUSTOMS REGULATIONS

IMPORT LICENCE APPLICATION FEE (For Controlled Items)

Application fee	US\$250.00 per application
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TEMPORARY IMPORTATION

Consignments that are imported into Bangkok on temporary import basis is required by the Thai Customs to cover the potential duties and taxes.

a) ATA CARNET HANDLING FEE – CONSIGNED TO AGILITY

If ATA Carnet is used for temporary import, an ATA Carnet administration fee is applicable to exhibitor at **US\$ 150.00** per entry or per exit.

b) ATA CARNET – CONSIGNED TO THAILAND COMPANY/EXHIBITOR

Administration and co-ordination fee	US\$200.00 per application
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c) BANKER'S GUARANTEE FEE - RAISED BY EXHIBITOR

Administration and co-ordination fee	US\$200.00 per Bank Guarantee per consignment (HBL/HAWB)
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d) BANK GUARANTEE TEMPORARY IMPORTATION FEE

We are able to arrange shipment to be imported under our bonded warehouse facility. Exhibitors, who will like to use this service, do not need to arrange for their own customs bond.

Consignments that are imported into Bangkok on temporary import basis will be subjected to a temporary import fee (non-refundable) based on the CIF value of the consignment.

CIF Value	Chargeable Fee (Non-Refundable)
Above US\$400,000	0.80%
Between US\$130,000 to US\$400,000	1.00%
Below US\$130,000	1.20%
Minimum charge	US\$150.00 per consignment (HAWB or HBL) per exhibitor

HEAVY-LIFT SURCHARGE

Individual exhibit in excess of 2,000 kg per package will incur heavy-lift surcharge (in addition to the basic handling charge).

From 2001 kg - 4,000 kg	US\$80.00 per 1,000 kg
From 4,001 kg – 5,000 kg	US\$90.00 per 1,000 kg
From 5,001 kg – 7,000 kg	US\$100.00 per 1,000 kg

Exhibits exceeding 7,000 kg per package will be subjected to an individual quotation when the dimensions and weights are provided. Please contact us for further information.

These additional heavy-lift surcharges are applicable for inward movements as well as for outward movements.

CRANAGE

For safety reasons, all containers must be grounded to facilitate stuffing or un-stuffing of containers. Our charges for grounding loaded containers and reloading of empty containers are:

25 ton's capacity	US\$100.00 per hour (Min. 4 hours)
50 ton's capacity	US\$150.00 per hour (Min. 4 hours)
100 ton's capacity	US\$350.00 per hour (Min. 4 hours)

Note:-

- Above heavy lift & crane surcharge is applicable to the exhibition site in Bangkok area only
- For any exhibits exceeding 2,000kg operated in Agility warehouse, it will be subjected to an individual quotation.

TRANSPORT OF “SOLD GOODS” TO WAREHOUSE

All 'Sold Goods' are requested to be transferred from the exhibition site to our warehouse for temporary storage pending for completion of permanent import documentation and payment of duties/taxes.

Handling rate	US\$65.00 per cbm or 1,000 kg whichever is the greater
Minimum charge	2.5 cbm per consignment (HBL/HAWB) per exhibitor
Customs re-processing fee	US\$300.00 per consignment (HBL/HAWB) per buyer/agent.

*Heavy lift surcharge will be added for exhibit exceeding 2,000 kg

FUMIGATION FEE

According to the quarantine requirements for exportation of Wood Packaging, shipment to restricted countries will be automatically fumigated. Fumigation fee will be for the account of the exhibitor/buyer/their appointed forwarder.

Fumigation fee	To be advised
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Note:

According to the quarantine requirement for re-exportation of wooden packages, re-fumigation may be requested by the shipping line and / or the airline before loading and our fumigation fee will be imposed accordingly. Kindly contact us for more information.

VACUUM PACKING

Vacuum packing fee	US\$90.00 per cubic meter
Minimum charge	US\$200.00 per exhibitor per consignment

TRANSFER OF CONTAINERS

Return of empty containers to shipping line depot or collection of empty containers from depot (cranage charge is applicable)	US\$200.00 per 20'
	US\$250.00 per 40'

* Above charge is applicable in Bangkok area only, other provinces will be quoted separately.