



## SHIPPING MANUAL

### 13th Congress of the Asian Pacific Society of Respirology

18 - 22 November 2008  
Queen Sirikit National Convention Center  
Thailand

Presented by

#### **Trans-Link Express (Bangkok) Co Ltd**

20th Floor, Panjathani Tower  
127/25 Nonsee Road  
Chongnonsee, Yannawa  
Bangkok 10120, Thailand

Tel. +66 2681 2000 • Fax +66 2681 2910 / 2681 2100

Website – [www.agilitylogistics.com](http://www.agilitylogistics.com)

Contact:

**Mr.Kridtanabawon Chanthawet**

Project Coordinator

**Trans-Link Express (Bangkok) Co Ltd**

Tel. +66 +66 (0) 26812000 Ext. 208 • Fax. +66 2681 2910

[KChanthawet@agilitylogistics.com](mailto:KChanthawet@agilitylogistics.com)

## SHIPPING TARIFF

### SEAFREIGHT

#### a) DOCUMENT DEADLINES

We need the following documents not later than **21 October 2008**.

- 2 originals and 3 copies of Bill of Lading
- 5 copies of Commercial Invoice/Packing List
- 1 copy of Health Certificate (for food & dry food products)
- 1 copy of label on each food, dry food, liquor product
- 1 original ATA Carnet (if shipment under ATA Carnet) for shipment ship without ATA Carnet, a Bank Guarantee issued by local bank / Embassy letter of guarantee is required.
- 1 set of Product catalogues & price list
- 1 copy of Insurance Policy (if insured)

#### CONSIGNMENT INSTRUCTIONS

Exhibition goods must arrive in Bangkok Port / Laem Chabang Port not later than **28 October 2008**.

#### LATE ARRIVAL / URGENT RETURN SHIPMENT SURCHARGE

Late arrival surcharge (based on 30% of the basic handling rate) will apply should shipment arrive after the stipulated deadlines. This will also apply for shipments that need to be returned urgently within 2 working days after the show. In any such case, Trans-Link will make all reasonable effort 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.

#### b) INWARD/OUTWARD HANDLING TARIFF

(for individual exhibits not exceeding 2,000 kg)

From arrival at the Port to the exhibition stand inclusive of removal and temporary storage of empty packing cases (where applicable) at site or vice versa.

Basic handling rate from arrival at Bangkok Port	<b>US\$80.00</b> per cbm or 1,000 kg, whichever is the greater.	
Basic handling rate from arrival at Laem Chabang Port	<b>US\$90.00</b> per cbm or 1,000 kg, whichever is the greater.	
Minimum charge	LCL	<b>3 cbm</b> per consignment (HBL) per exhibitor.
Minimum charge for FCL	FCL 20'	<b>23 cbm</b> per 20' container
	FCL 40'	<b>46 cbm</b> per 40' container
	FCL 40' HC	<b>55 cbm</b> per 40' HC container
*LCL charge/fee and Terminal Handling Charge	<b>USD10.00</b> 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	<b>US\$150.00</b> per 20' container (at cost)	
	<b>US\$200.00</b> per 40' container (at cost)	
Consignment Service Charge	<b>US\$100.00 per consignment</b>	

\* **Current and actual cost levied by Container Freight Stations (CFS), all third party's charges incurred will be charged at cost.**

#### NOTE:

1. 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.
2. Port storage charges and removal charges incurred due to late receipt of negotiable shipping documents will be charged as per outlay.

## AIRFREIGHT

### a) DOCUMENT DEADLINES

We need the following documents not later than **28 October 2008**.

- 2 originals and 3 copies of Airway Bill
- 5 copies of Commercial Invoice/Packing List
- 1 copy of Health Certificate (for food & dry food products)
- 1 copy of label on each food, dry food, liquor product
- 1 original ATA Carnet (if shipment is under ATA Carnet) for shipment shipped without ATA Carnet, a Bank Guarantee issued by local bank / Embassy letter of guarantee is required.
- 1 set of Product catalogues & price list
- 1 copy of Insurance Policy (if insured)

### CONSIGNMENT INSTRUCTIONS

Exhibition goods must arrive at Bangkok Airport not later than **4 November 2008**.

### LATE ARRIVAL SURCHARGE

Late arrival surcharge (based on the basic handling rate) will apply should shipment arrive after the stipulated deadlines. In any such case, Trans-Link will make all reasonable effort 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.

### b) INWARD/OUTWARD HANDLING TARIFF

(for individual exhibits not exceeding 2,000 kg)

From arrival at Bangkok Airport to the exhibition stand inclusive of removal and temporary storage of empty packing cases (where applicable) at site or vice versa.

*Basic handling rate	<b>US\$0.85</b> per kg based on actual or volumetric weight, whichever is the greater.
Minimum charge	<b>300kg</b> per consignment (HAWB) per exhibitor.
Terminal Handling Charge	<b>US\$0.05</b> per kg based on actual or volumetric weight, whichever is the greater (at cost).
Minimum charge	<b>US\$5.00</b> per consignment (HAWB) per exhibitor.
Consignment Service Charge	<b>US\$100.00 per consignment</b>

\* *Current and actual cost levied by Airport, all third party's charges not listed above will be charged at cost.*

### NOTE:

- 1) For airfreight consignments, a fax pre-alert shall be sent to us indicating the flight numbers, Airway Bill numbers, number of packages, weighs and dimensions upon uplift of goods.
- 2) Goods arriving after the above deadline will be subject to a late arrival surcharge (based on the basic handling rate).
- 3) In any such case, TRANS-LINK EXPRESS (BANGKOK) CO LTD 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.
- 4) 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.
- 5) Airport storage charges and removal charges incurred due to late receipt of negotiable shipping documents will be charges as per outlay.

**ALL CONSOLIDATED SHIPMENTS BY AIRFREIGHT OR SEAFREIGHT MUST BE ISSUED WITH HOUSE AIRWAY BILL OR HOUSE BILL OF LADING. A CONSOLIDATION CARGO MANIFEST MUST ALSO BE PROVIDED.**

## COURIER, FILMS & VIDEO TAPES/DISCS

### a) CONSIGNMENT DEADLINES

Exhibition goods, films & video tapes/discs arriving via courier must arrive in Bangkok not later than **4 November 2008**

### b) HANDLING TARIFF FOR FILMS & VIDEO TAPES/DISCS

From arrival at Trans-Link's premises up to delivery to the exhibition stand, excluding the censorship fee levied by the Board of Film Censors.

Any duties/taxes/GST paid in advance on behalf of the exhibitor will be passed back to exhibitor as per outlay.

Handling rate	<b>US\$30.00</b> per piece
Minimum charge	<b>US\$60.00</b> per consignment per exhibitor

Should films & video tapes/discs arrive via airfreight/seafreight, the tariff for airfreight/seafreight shall apply.

### c) HANDLING TARIFF 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 recommend not sending courier shipments addressed to exhibition hall or hotel since advance shipments may not be accepted and delivered on time to the venue. All courier shipments along with copy of documents should be sent to:-

Consignee:

TRANS-LINK EXPRESS (BANGKOK) CO LTD  
20th Floor, Panjathani Tower  
127/25 Nonsee Road  
Chongnonsee, Yannawa  
Bangkok 10120, Thailand

**For: 13th Congress of the Asian Pacific Society of Respirology**

Notify:

*As Above*

By this method, we will arrange to receive your shipment and deliver to the venue. A charge will be levied for this service. Exhibits sent via courier are subject to the following charges:

Handling rate	<b>US\$75.00</b> per consignment per exhibitor
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### NOTE:

- **Duties and taxes for all consignments must be paid by sender in country of origin PRIOR TO EXPORT.**
- **Please notify us in advance if you will like us to pay import duty/tax on your behalf, 2% fee on import duty/tax amount will be charged.) All charges & fee are subject to local VAT.**
- **A fax pre-alert shall 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.**

## DOCUMENTATION

To assist you in the preparation of documents, we have attached, at the end of this Shipping Manual, a specially designed 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:

- a. All entries in these forms must be in the English Language.
- b. 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.
- c. 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".
- d. 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."

The Combined Commercial Invoice and Packing List must be received by us not later than the deadlines shown below or at least 7 (seven) days prior to the arrival of vessel and/or aircraft in Bangkok:

<b>21 October 2008</b>	- Seafreight Consignments
<b>28 October 2008</b>	- Airfreight Consignments

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.**

## SHIPPING INSTRUCTIONS

### CONSIGNMENT INSTRUCTIONS

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

Consignee: TRANS-LINK EXPRESS (BANGKOK) CO LTD  
20th Floor, Panjathani Tower  
127/25 Nonsee Road  
Chongnonsee, Yannawa  
Bangkok 10120, Thailand

**For: 13th Congress of the Asian Pacific Society of Respirology**

Notify: *As Above*

All documents such as Bill of Lading and Airway Bill must show Trans-Link as the consignee.

(A 5% outlay commission will be imposed on all "Freight Collect" consignments).

### CASE MARKINGS

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

**13th Congress of the Asian Pacific Society of Respirology**  
c/o Trans-Link Express (Bangkok) Co Ltd

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.

### STORAGE OF EMPTY CASES

Empty cases will be stored within the exhibition site if space is available. Your cases will be marked and stored systematically under shelter during the exhibition period in order to facilitate quick and early retrieval for the re-packaging at the end of the exhibition.

#### **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.

## 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, Trans-Link 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.

To assist the Thai Customs in their examination, please attach 2 (two) copies of descriptive/illustrative brochures on the underside of the case lid. If possible, please indicate on these brochures, the model number and serial number of the exhibits.

### CONTROLLED ITEMS

Exhibitors are requested to note that all Foodstuff, Beverage, Communication equipment (such as radio, radar, etc), Cosmetics, Medicines & Medical equipment, Glass, Light & sound equipment, toy, are subject to Import License prior to their importation into Thailand for exhibition purpose.

For a list of controlled items, please visit the Thai Industrial Standards Institute at: [http://www.tisi.go.th/standard/cat\\_eng.html](http://www.tisi.go.th/standard/cat_eng.html)

For Food & Drinks items, we do not recommend that you ship foodstuff or beverages to the exhibition if you are not exhibiting the food products. We 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 the 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 the exhibitor’s account.

All controlled items shall be packed and shipped separately from non-controlled items, to avoid delay on customs clearance. Exhibitors are required to furnish us the full specification/details of such controlled items that you intend to import into Thailand, at least **30 days** prior to the arrival of shipment in Thailand.

## TEMPORARY IMPORTATION

### **IMPORT LICENCE APPLICATION FEE (For Controlled Items)**

Application fee	<b>US\$200.00</b> per application
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### **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 appendix I & II for further details.

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 utilised at a reasonable storage rate – please contact us immediately should you require such service.



## PROCESSING OF TEMPORARY IMPORTATION

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

### a) Bank Guarantee Fee – raised by Exhibitor

Administration and co-ordination fee	<b>US\$150.00</b> per Bank Guarantee per consignment (HBL/HAWB)
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### b) ATA Carnet – raised by Exhibitor

Administration and co-ordination fee	<b>US\$75.00</b> per application
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### c) Bank Guarantee Fee – raised by Agility - Translink

Temporary import bond fee (non-refundable)	<b>2% on CIF value (minimum US\$200.00)</b> per Bank Guarantee per consignment (HBL/HAWB)
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Exhibitors are required to sign and endorse in the Letter of Indemnity (**refer to Appendix III**) and send back to us so that we can arrange shipment.

## PERMANENT IMPORTATION

### BROCHURES AND GIVEAWAY ITEMS

Brochures and giveaway items are permitted entry into Thailand but some 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.

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



## **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 the 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.

## **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.

Seafreight	<b>US\$50.00</b> per consignment (HBL) per exhibitor
Airfreight	<b>US\$50.00</b> per consignment (HAWB) per exhibitor

## **COMMUNICATION/DOCUMENTATION CHARGES (where required)**

Courier of documents	<b>US\$50.00</b>
Telex release for seafreight shipment	<b>US\$50.00</b>
OB/L, agency fees	<b>US\$50.00</b>

### **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 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.

### **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	<b>US\$40.00</b> per cbm or 1,000 kg whichever is the greater
Minimum charge	<b>US\$40.00</b> per consignment (HBL/HAWB) per exhibitor
Customs re-processing fee	<b>US\$150.00</b> per consignment (HBL/HAWB) per buyer/agent.

### **FUMIGATION FEE**

According to the quarantine requirements for export of Wood Packaging, shipment to restricted countries will be automatically fumigated. Fumigation fee will be charged to agent or consignee accordingly.

Fumigation fee	<b>US\$100.00</b> per consignment (HBL/HAWB) per exhibitor.
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### **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).

Up to 3,000 kg	<b>US\$30.00</b> per 1,000 kg
Up to 4,000 kg	<b>US\$40.00</b> per 1,000 kg
Up to 5,000 kg	<b>US\$50.00</b> per 1,000 kg

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 CHARGE**

The goods that need to be stored in our warehouse over 7 days after the exhibition is subject to storage charge @ US\$ 10.00 per cbm. per week or part thereof. (Minimum US\$ 10.00 per consignment)

## **CRANAGE**

For sake of safety, 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:

Loaded/Empty container	20'	<b>US\$150.00</b> per operation
	40'	<b>US\$300.00</b> per operation

## **TRANSFER OF CONTAINERS**

Return of empty containers to shipping line depot or collection of empty containers from depot (cranage charge is applicable)	<b>US\$100.00</b> per 20'
	<b>US\$150.00</b> per 40'

## **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).

## **ADDITIONAL CHARGES**

Endorsement of documents by relevant government departments will be charged as per outlay.

## **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.**

Our bank account details are as follows:

### **Thailand**

KASIKORN BANK  
Bangkapi Branch  
591 Sukhumvit Road, Klongtoey  
Bangkok 10110, Thailand

**US\$ account : 003-92-0014-7**  
**Thai Baht account : 003-1-139007**

For payment exceeding US\$500.00 per remittance, please arrange to send via telegraphic transfer to our USD account. Payment that is less than US\$500.00 per remittance is to be transferred to our Thai Baht account. Remittance charges are to be borne by exhibitor.

## DEADLINES

Arrival of films and video tapes/discs by courier.	<b>4 November 2008</b>
Copies of Bill of Lading and the Commercial Invoice and Packing List for seafreight consignments	<b>21 October 2008</b>
Arrival of exhibits shipped by seafreight	<b>28 October 2008</b>
Copies of Commercial Invoice and Packing List for airfreight consignments	<b>28 October 2008</b>
Arrival of exhibits shipped by airfreight.	<b>4 November 2008</b>

**For additional information or clarification, please contact us at:**

### **THAILAND**

TRANS-LINK EXPRESS (BANGKOK) CO LTD  
20th Floor, Panjathani Tower  
127/25 Nonsee Road  
Chongnonsee, Yannawa  
Bangkok 10120, Thailand  
Telephone : (66)(2) 2681 2000  
Telefax : (66)(2) 2681 2910  
Contact : **Mr.Kridtanabawon Chanthawet**  
E-Mail : KChanthawet@agilitylogistics.com

### **IMPORTANT**

All business is only transacted in accordance with the General Trading. A copy is available upon request.

Use of TRANS-LINK EXPRESS (BANGKOK) CO LTD'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 Trans-Link Express (Bangkok) Co Ltd).

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

Account : \_\_\_\_\_  
(Name and Address of Company)

Accountee : **TRANS-LINK EXPRESS (BANGKOK) CO LTD**  
**20th Floor, Panjathani Tower**  
**127/25 Nonsee Road**  
**Chongnonsee, Yannawa**  
**Bangkok 10120, Thailand**

**Telephone : 02-681-2000,**  
**Telefax : 02-681-2910**  
**Person-in-charge : Mr.Kridtanabawon Chanthawet**

Dear Sirs

Please issue Guarantee under our responsibility (the number of Guarantees will be separated by **Trans-Link Express (Bangkok) 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:  
**13th Congress of the Asian Pacific Society of Respirology**  
**18 - 22 November 2008**  
**Queen Sirikit National Convention Center, 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 Trans-Link's Bank Guarantee Facility)*

Indemnity Agreement made on the ..... day of ..... between ..... (exhibiting company)..... having its registered place of ..... of ..... business ..... at ..... (hereinafter referred to as 'Party A') and Trans-Link Express (Bangkok) Co Ltd having its registered place of business at 28<sup>th</sup> Floor, Panjathani Tower, 127/33 Nonsee Road, Kwaeng Chongnonsee, Yannawa, Bangkok 10120, 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 **13th Congress of the Asian Pacific Society of Respirology**.

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 **13th Congress of the Asian Pacific Society of Respirology** during **18 - 22 November 2008** 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:**  
 TRANS-LINK EXPRESS (BANGKOK) 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 "Trans-Link Express (Bangkok) 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.

Countries who are subscribers of the ATA Carnet System under the customs convention concerning facilities for the importation of goods for display or use at exhibitions, fairs, meeting, or seminar Events 1961 are as follows:

**Algeria, Australia, Austria, Belgium, Bulgaria, Canada, Cote d' Ivoire, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Gibraltar, Greece, Hongkong, Hungary, Iceland, India, Ireland, Israel, Italy, Japan, Korea, Luxembourg, Lebanon, Malaysia, Malta, Mauritius, Netherlands, New Zealand, Norway, Poland, Portugal, Romania, Senegal, Singapore, Slovakia, Slovenia, South Africa, Spain, Sri Lanka, Sweden, Switzerland, Thailand, Turkey, United Kingdom, United State of America, Yugoslavia**

**For further information, please contact Mrs Nuanchan Kumsaeng at**

*FAX : 662 – 681-2910*

*E-mail : bangkok@translink.co.th*



(ATA CARNET HOLDER'S LETTERHEAD)

FORM D

## POWER OF ATTORNEY

Dear Sirs,

This Power of Attorney issued by \_\_\_\_\_ (Company name) located at \_\_\_\_\_ (Address) \_\_\_\_\_ are participating in \_\_\_\_\_ (Exhibition Show) during \_\_\_\_\_ (Exhibition Date) at \_\_\_\_\_ (Name of Venue) hereby designates and authorizes "Trans-Link Express (Bangkok) Co Ltd" located at 28<sup>th</sup> Floor, Panjathani Tower, 127/33 Nonsee Road, Kwaeng Chongnonsee, Yannawa, Bangkok 10120 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**

Drug, medicine, or related items cannot be temporarily imported into Thailand. Permanent importation can be arranged but the importer must have a drug manufacturing permit guarantee.

For further information, please contact **Mr.Kridtanabawon Chanthawet** at: [bangkok@translink.co.th](mailto:bangkok@translink.co.th)

## CONFIRMATION OF ACCEPTANCE (CoA) TRANS-LINK EXPRESS (BANGKOK) 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.

Our bank account is: The Hong Kong & Shanghai Banking Corporation  
64 Silom Road  
Bangkok 10500  
Thailand  
**Account No. 001-210103-001**

(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, **Trans-Link Express (Bangkok) Co Ltd** can offer you insurance coverage at competitive premiums.

5) **EXHIBITOR'S ACCEPTANCE**

Use of **TRANS-LINK EXPRESS (BANGKOK) CO LTD'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 13th Congress of the Asian Pacific Society of Respiriology

Quotation dated \_\_\_\_\_

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

\_\_\_\_\_  
Date

<b>Name of Exhibitor :</b>	
<b>Contact Person :</b>	<b>Designation :</b>
<b>Telephone :</b>	<b>Fax :</b>

Return/Fax to: Trans-Link / Bangkok

Fax no. : 681-2910

**COMBINED COMMERCIAL INVOICE & PACKING LIST**

**13th Congress of the Asian Pacific Society of Respirology**  
 18 - 22 November 2008  
 Queen Sirikit National Convention Center

NAME OF EXHIBITOR : \_\_\_\_\_

STAND NO. : \_\_\_\_\_

ADDRESS : \_\_\_\_\_

HALL NO. : \_\_\_\_\_

CONSIGNEE : Trans-Link Express (Bangkok) Co Ltd  
 20th Floor, Panjathani Tower  
 127/25 Nonsee Road  
 Chongnonsee, Yannawa  
 Bangkok 10120, Thailand

TELEPHONE NO. : \_\_\_\_\_ FAX : \_\_\_\_\_

**REMARKS**

NOTIFY: 13th Congress of the Asian Pacific Society of Respirology  
**EXHIBITOR NAME:**  
**HALL & BOOTH NUMBER:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

A : RE-EXPORT

B : DISPOSED OF/CONSUMED

C : GIVEN AWAY/SOLD

\* PLEASE TICK WHERE APPLICABLE

CASE NO.	DIMENSIONS L x B x H (cm)	VOLUME (M <sup>3</sup> )	WEIGHT (KG)		DESCRIPTION OF GOODS (IN ENGLISH)  <b>*Model &amp; serial nos. are mandatory for machineries</b>	INTERNATIONAL HARMONIZED CODE	QUANTITY	CIF VALUE (US\$)		REMARKS		
			GROSS	NETT				UNIT VALUE	TOTAL VALUE	A	B	C

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.

**(To be completed by exhibitor)**

Signed for and on behalf of \_\_\_\_\_

Date \_\_\_\_\_ Country \_\_\_\_\_

Page \_\_\_\_\_ of \_\_\_\_\_

\_\_\_\_\_  
 Name in Block Letters

\_\_\_\_\_  
 Authorised Signatory



**DEADLINE:**  
**3 weeks before show**

**Show Name** : 13th Congress of the Asian Pacific Society of Respirology  
**Show Dates** : 18 - 22 November 2008  
**Show Venue** : Queen Sirikit National Convention Center  
**City, Country** : Bangkok, Thailand

## FREIGHT INSTRUCTIONS

**THIS FORM MUST BE COMPLETED AND RETURNED BY EVERY EXHIBITOR**

We advise Trans-Link Express (Bangkok) Co. Ltd, the Official Forwarding Agent and On-Site Installation Contractor that we shall be shipping the following for the event, and we instruct Trans-Link 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 films and video tapes by courier service : 4 November 2008  
 Receipt of documents for seafreight consignments : 21 October 2008  
 Receipt of documents for airfreight consignments : 28 October 2008  
 Arrival of seafreight consignments : 28 October 2008  
 Arrival of airfreight consignments : 4 November 2008

**2. CONSIGNMENT INSTRUCTIONS**

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

Consignee: Trans-Link Express (Bangkok) Co Ltd  
 20th Floor, Panjathani Tower  
 127/25 Nonsee Road  
 Chongnonsee, Yannawa  
 Bangkok 10120, Thailand  
 Tel. +66 2681 2000 • Fax +66 2681 2910 / 2681 2100  
 For: **13th Congress of the Asian Pacific Society of Respirology**

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 Trans-Link, and also ensure that Transport Insurance is arranged for exhibits sold locally.

We also inform Trans-Link Express (Bangkok) Co. Ltd 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: \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

Tel \_\_\_\_\_ Fax \_\_\_\_\_

Signature & Date \_\_\_\_\_

Send this form to:

**TRANS-LINK EXPRESS (BANGKOK) CO LTD**  
 20th Floor, Panjathani Tower, 127/25 Nonsee Road,  
 Chongnonsee, Yannawa, Bangkok 10120 Thailand  
 Tel. +66 2681 2000 Fax +66 2681 2910 / 2681 2100  
 Contact : **Mr.Kridtanabawon Chanthawet**  
 E-mail : KChanthawet@agilitylogistics.com