# SHIPPING MANUAL

## GENERAL TARIFF FOR CAPE TOWN

**1 Jan - 31 March 2011**
**Various**
**Cape Town**
**South Africa**

GCT11/01/15

Presented by

**AGILITY FAIRS & EVENTS LOGISTICS (PTY) LTD**
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## INTRODUCTION

We are pleased to have this opportunity to service exhibitors participating in GENERAL TARIFF FOR CAPE TOWN.

Our comprehensive range of services include Customs clearance, all logistic requirements from port of arrival to the exhibition booth, and re-export arrangements handled by our fully equipped and experienced team of executives, supervisors and workers.

This Shipping Manual will assist you in the preparation for the correct and timely dispatch of exhibits to South Africa.

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

### GENERAL INFORMATION

The South African Authorities working in line with international conventions permit exhibits to be imported into South Africa on 'Temporary Import' basis. To enable us to clear the exhibits under bond on 'Temporary Import' basis, please adhere to all instructions in this Shipping Manual.

As the South African Authorities subscribe to the ATA Carnet System, you are advised to do so to expedite temporary import Customs clearance.

Certain commodities like foodstuff, medication, electrical goods and certain rubber products are restricted from importation or require special permits for import into South Africa. If you are not sure, please check with our staff prior to shipment to ensure we have the correct documentation as required by the South African Authorities.


Reg. No. 1995/03528/07; www.agilitylogistics.com; infosa@agilitylogistics.com
No. 301 Deodar Street, Pomona, Kempton Park, Gauteng, South Africa, P.O. Box 1168, Kempton Park, 1620
Tel: (27) (0) 11 396 1494/5, 396 1325/6 , Fax: (27) (0) 11 396 3221, 396 2111
All business is transacted only in accordance with our General Trading Conditions, A copy is available upon application
DIRECTORS: NAT WONG* (CHAIRPERSON), PRISCILLA LEONG*, MIKE WEEKS (*SINGAPORE)

## DEADLINES

South African Customs will stop and examine any goods brought into South Africa as a temporary import. Should you have goods for temporary import and permanent import in the same shipment, South African Customs will first stop and examine the temporary goods. Once the temporary goods have cleared Customs formalities, ONLY THEN can the goods for permanent entry be submitted to Customs for clearance.
In light of the above, we suggest that you send temporary import goods separate from permanent import goods. This especially applies to cargo that's required urgently.

### DEADLINE SCHEDULE

| | |
|---|---|
| Commercial invoice to apply for import permit on restricted items | **Three weeks** prior to shipping from origin |
| Original Bill of Lading and Commercial Invoice and Packing List for **SEAFREIGHT** consignments | **14 working days** prior to arrival of vessel in Cape Town |
| Arrival of freight shipped by **SEAFREIGHT** under **TEMPORARY IMPORT** must arrive at Cape Town Port | **14 working days** prior to delivery to the booth |
| Arrival of freight shipped by **SEAFREIGHT** under **ATA CARNET** must arrive at Cape Town Port | **10 working days** prior to delivery to the booth |
| Arrival of freight shipped by **SEAFREIGHT** under **PERMANENT IMPORT** must arrive at Cape Town Port | **10 working days** prior to delivery to the booth |
| Copies of Airwaybill, Commercial Invoice and Packing List for **AIRFREIGHT** consignments | **2 working days** prior to the arrival of the flight in Cape Town |
| Arrival of freight shipped by **AIRFREIGHT** under **TEMPORARY IMPORT** must arrive at Cape Town International Airport | **12 working days** prior to delivery to the booth |
| Arrival of freight shipped by **AIRFREIGHT** under **ATA CARNET** must arrive at Cape Town International Airport | **5 working days** prior to delivery to the booth |
| Arrival of freight shipped by **AIRFREIGHT** under **PERMANENT IMPORT** must arrive at Cape Town International Airport | **8 working days** prior to delivery to the booth |

### LATE ARRIVAL SURCHARGE

Late arrival surcharges (based on the basic handling rate) will be applied as follows:
Any shipment arriving after the deadline stipulated above will incur a **50% Late Arrival Surcharge.**

In any such case, Agility Fairs & Events Logistics (Pty) 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.


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# DOCUMENTATION

## DOCUMENT & DEADLINE

### a. SEAFREIGHT

We need the following documents not later **14 working days** prior to arrival of vessel in Cape Town.

- ❑ 2 originals and 3 copies of Bill of Lading
- ❑ 1 original and 2 copies of **Commercial** Invoice
- ❑ 1 original and 2 copies of Packing List
- ❑ Original ATA Carnet + Letter of Authority from Carnet holder (if applicable)
- ❑ Cargo manifest (where applicable)
- ❑ Product brochures
- ❑ 1 copy of Insurance Policy (if insured)
- ❑ Certificate of Origin for textile and clothing
- ❑ Health Certificates for food products
- ❑ Phytosanitary Certificates for plant products
- ❑ Electrical Test Certificates for electrical goods
- ❑ CITES permit for Endangered Species of Wild Fauna and Flora

### b. AIRFREIGHT

We need the following documents not later than **2 working days** prior to the arrival of the flight in Cape Town.

- ❑ 2 originals and 3 copies of Airway Bill
- ❑ 1 original and 2 copies of **Commercial** Invoice
- ❑ 1 original and 2 copies of Packing List
- ❑ Original ATA Carnet + Letter of Authority from Carnet holder (if applicable)
- ❑ Cargo manifest (where applicable)
- ❑ Product brochures
- ❑ 1 copy of Insurance Policy (if insured)
- ❑ Certificate of Origin for textile and clothing
- ❑ Health Certificates for food products
- ❑ Phytosanitary Certificates for plant products
- ❑ Electrical Test Certificates for electrical goods
- ❑ CITES permit for Endangered Species of Wild Fauna and Flora

The above are guidelines only, as additional documentation may be required depending on the commodity. Please fax copies of the commercial invoices / product list to our offices prior to shipping in order to check if there's any restrictions on the products or if there are any special import permits required.

It can take anything from two weeks to two months for import permits to be issued, depending on the department concerned. Do not ship cargo until the necessary import permit(s) has been issued.

A **pre-alert** with an indication of vessel/flight details, Bill of Lading/MAWB number, number of packages, weights and dimensions must be faxed to our office (fax number +27 11 396-3221) before the arrival of the freight in South Africa.


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## Important Notes Regarding Documentation

1) It is suggested to send goods for temporary and permanent import separate and not mixed, as this will delay Customs clearance.
2) All documentation must be in the English Language.
3) A full description of each product / 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.
4) Please indicate what each item is made of. For example : display cabinet made of wood with glass doors, wooden chair with fabric upholstery, ladder made of aluminium etc.
5) Every individual item, including giveaway items and brochures, is to be given a value based on FOB value expressed in U.S. dollars. Do not indicate the phrase "No Commercial Value".
6) 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 Cape Town, South Africa"
7) For furniture and stand materials, information as to whether floor-standing or wall-mounted must be indicated, and material composition specified.
8) It is recommended to fax copies of the commercial invoices to our offices prior to shipment in order to check if there's any restrictions on the products or if there are any special import permits required.
9) If possible, please provide the Harmonized Customs Tariff for each product on the commercial invoice. If there is no Harmonized Customs Tariff indicated on the commercial invoice, one will be assigned by our entry clerk at his discretion and Customs duties and taxes must be paid accordingly. No queries/disputes regarding Customs Duty and VAT will be accepted if there was no Harmonized Customs Tariff codes indicated on the commercial invoice.
10) The Combined Commercial Invoice and Packing List must be received by us not later than the deadlines shown.
11) The number of packages, weight and volume should tally with the details on Bills of Lading, Air waybills, Invoices and Packing Lists.
12) If there is a serial number available for a product please indicate it on the commercial invoice. This will assist temporary Customs formalities.
13) Exhibitors are requested to declare products correctly on all documents. In case of discrepancies arising from customs examination, Customs may impose penalties as applicable which will be payable by the exhibitor / agent. We do not accept any responsibilities in case of incorrect declarations by the exhibitor.
14) It must be clearly stated on the commercial invoice if the goods are for temporary or permanent importation.

For all consolidated shipments having more than one commercial invoice, a HAWB/HBL must be issued for each commercial invoice.

## Other Documentation

Phytosanitary certificate is required for shipments of living plants, seeds, fresh fruits and vegetables. Importers in S. A., in addition, must obtain an entry permit in advance of shipment for any item covered by the pertinent regulations in S.A. Special regulations are required for the importation of lard, bacon, ham, hides and skins, sausage casings, animal hair and bristles, honey and products containing honey.


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# SHIPPING TARIFF

## SEAFREIGHT

### a. INWARD HANDLING TARIFF

*(for individual exhibits not exceeding 2,000 kg)*

From arrival Cape Town Port to exhibition stand inclusive of terminal handling, transport to site, FCL container de-stuffing from trailer back at venue, handling and delivery to stand.

| | | |
|---|---|---|
| Basic handling rate* | **LCL** | **ZAR 1,540.00** per cbm or 1,000 kg, whichever is the greater. |
| | **FCL** | **ZAR 750.00** per cbm |
| Minimum charge | **LCL** | **2** cbm per consignment (HBL) per exhibitor. |
| | **6m** | **28** cbm per 20' GP container |
| | **12m** | **42** cbm per 40' GP container |
| | | **46** cbm per 40'HC container |
| Import Cargo Dues | **LCL** | **ZAR 130.00** per cbm or 1,000 kg whichever is the greater (minimum 1 cbm) |
| | **FCL** | **ZAR 2,312.00** PER TEU |

**ADDITIONAL INWARD CHARGES**

| | |
|---|---|
| Temporary import bond fee – non-refundable and valid for 60 days<br><br>Minimum charge | **2%** of CIF value or Customs appraised value, whichever is the greater<br><br>**ZAR 600.00** per consignment per exhibitor |
| ATA Carnet processing fee | **ZAR 500.00** per Carnet |
| Prime Bill of Entry | **ZAR 500.00** per entry (first tariff heading / classification) |
| Additional lines thereafter | **ZAR 15.00** per line (each additional classification thereafter) |
| Customs Examination<br>Minimum charge | **ZAR 500.00** per hour or part thereof<br>**ZAR 1,000.00** per consignment per exhibitor |
| Empty case removal, storage at venue and re-delivery to stand after exhibition*<br>Minimum charge | **ZAR 120.00** per cbm per consignment per exhibitor<br><br>2 cbm per consignment per exhibitor |
| Late arrival surcharge (if applicable) | **50%** of Basic handling rate |
| Agency Fee<br>Minimum charge | **7.5%** of total invoice<br>**ZAR 650.00** per consignment per exhibitor |

* Subject to overtime surcharge


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## SEAFREIGHT

### b. OUTWARD HANDLING TARIFF

*(for individual exhibits not exceeding 2,000 kg)*

From exhibition stand to FOB vessel at Cape Town Port, including handling, stuffing of containers on trailer back at venue, transport from site to port and terminal handling charges.

| | | |
|---|---|---|
| Basic handling rate* | **LCL** | **ZAR 1,730.00** per cbm or 1,000 kg, whichever is the greater. |
| | **FCL** | **ZAR 750.00** per cbm |
| Minimum charge | **LCL** | **2** cbm per consignment (HBL) per exhibitor. |
| | **6m** | **28** cbm per 20' GP container |
| | **12m** | **42** cbm per 40' GP container |
| | | **46** cbm per 40'HC container |
| Export Cargo Dues | **LCL** | **ZAR 70.00** per cbm or 1,000 kg whichever is the greater (minimum 1 cbm) |
| | **FCL** | **ZAR 1,148.00** PER TEU |
| Collection of empty container from shipping line* | **6m** | **ZAR 2,317.00** per container |
| | **12m** | **ZAR 3,327.00** per container |

**ADDITIONAL OUTWARD CHARGES**

| | |
|---|---|
| Cancellation of Temporary Import Bond Fee | **ZAR 625.00** per cancellation |
| ATA Carnet processing fee | **ZAR 500.00** per Carnet |
| Prime Bill of Entry | **ZAR 500.00** per entry (first tariff heading / classification) |
| Additional lines thereafter | **ZAR 15.00** per line (each additional classification thereafter) |
| Customs Examination<br>Minimum charge | **ZAR 500.00** per hour or part thereof<br>**ZAR 1,000.00** per consignment per exhibitor |
| Agency Fee<br>Minimum charge | **7.5%** of total invoice<br>**ZAR 650.00** per consignment per exhibitor |

* Subject to overtime surcharge


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**Note:** The above sea freight rates exclude charges for the following:

- Additional charges to be incurred if Customs Embargo is not granted
- Depot unpack charges for Customs Examination
- Application fees for Import Licenses
- Port Health / Plant Examination
- Unpacking, stand dressing, assembly of display panels or machinery or decoration of any kind. If these special services are required, it will be subject to a mutual agreement with the exhibitor and additional charges will be levied.
- Port / depot storage charges
- Container Detention
- Container Import Storage Charges
- Container Overstay Charges
- For LCL cargo, break-bulk, agents / de-consolidation charges will be passed on at cost.
- Any Customs Duties and Taxes or Customs VAT on Permanent Imports
- Cranage / Rigging
- Grounding / Re-Loading of containers
- Additional forklift hire
- Heavy-lift surcharges
- Labour for unpacking
- Waste removal
- Removal of empty cases to off-site storage facility
- Early stack arrival fees
- Fumigation / wood treatment charges
- Warehouse storage
- Re-positioning of exhibits
- Removal of sold goods from the exhibition
- Overtime surcharges


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## AIRFREIGHT

*(for individual exhibits not exceeding 2,000 kg)*

From arrival at Cape Town International Airport to exhibition stand inclusive of transport to site, unloading of truck, handling and delivery to stand and vice versa.

### INWARD/OUTWARD HANDLING TARIFF

| | |
|---|---|
| Basic handling rate* | **ZAR 7.00** per kg based on actual or volumetric weight, whichever is the greater.. |
| Minimum charge | **150 kg** per consignment (HAWB) per exhibitor. |

### ADDITIONAL INWARD CHARGES

| | |
|---|---|
| Airline Handling<br>Minimum Charge | **ZAR 0.85** per kg<br>**ZAR 220.00** per HAWB per shipment |
| Temporary Import Bond Fee (non-refundable) and valid for 60 days<br>Minimum charge | **2%** of CIF value or Customs appraised value, whichever is the greater<br>**ZAR 625.00** per consignment per exhibitor |
| ATA Carnet processing fee | **ZAR 500.00** per Carnet |
| Prime Bill of Entry | **ZAR 500.00** per entry<br>(first tariff heading / classification) |
| Additional lines thereafter | **ZAR 15.00** per line<br>(each additional classification thereafter) |
| Customs Examination | **ZAR 350.00** per hour or part thereof |
| Empty case removal, storage at venue and re-delivery to stand after show*<br>Minimum charge | **ZAR 120.00** per cbm per consignment per exhibitor<br>2 cbm per consignment per exhibitor |
| Late arrival surcharge (if applicable) | **50%** of Basic handling rate |
| Airport Storage<br>Minimum charge | **ZAR 40.00** per 100 kg or part thereof per day<br>**ZAR 185.00** per consignment per exhibitor |
| Agency Fee<br>Minimum charge | **7.5%** of total invoice<br>**ZAR 450.00** per consignment per exhibitor |

* Subject to overtime surcharge

Above rates are based on direct MAWB consigned to Agility Fairs & Events Logistics. If shipment is made through a consolidator, any additional fees imposed by the consolidator will be billed as additional, at cost to exhibitors/agents.

Freight must be **PRE-PAID** up to Cape Town International Airport


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## ADDITIONAL AIRFREIGHT OUTWARD CHARGES

| | |
|---|---|
| Cancellation of Temporary Import Bond Fee | **ZAR 625.00** per cancellation |
| ATA Carnet processing fee | **ZAR 500.00** per Carnet |
| Prime Bill of Entry | **ZAR 500.00** per entry (first tariff heading / classification) |
| Additional lines thereafter | **ZAR 15.00** per line (each additional classification thereafter) |
| Customs Examination | **ZAR 350.00** per hour or part thereof |
| Part 108 Screening Fee<br>Minimum charge | **ZAR 0.65** per chargeable kg<br>**ZAR 105.00 per consignment** |
| Agency Fee<br>Minimum charge | **7.5%** of total invoice<br>**ZAR 450.00** per consignment per exhibitor |

Note: The above rates exclude:

- Unpacking, stand dressing, assembly of display panels or machinery or decoration of any kind. If these special services are required, it will be subject to a mutual agreement with the exhibitor and additional charges will be levied.
- Airport storage charges if incurred will be charged accordingly at cost.
- All charges on per kilo are based on chargeable weight of each shipment as specified in Master Airwaybill or House Airwaybill.
- Any Customs Duties and Taxes or Customs VAT on Permanent Imports
- Cranage
- Additional forklift hire
- Labour for unpacking
- Removal of empty cases to off-site storage facility
- Waste removal
- Fumigation / wood treatment charges
- Warehouse storage
- Charges for re-positioning of exhibits on the stand
- Heavy-lift surcharges
- Application fees for import licenses
- Port Health / Plant Examination
- Removal of sold goods after the exhibition
- Overtime surcharges


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## OTHER SHIPPING CHARGES

**a. ADDITIONAL DEPOT HANDLING CHARGES TO BE INCURRED FOR TEMPORARY IMPORTS AND CUSTOMS STOPPED CONTAINERS WHERE UNPACKING OF CONTAINERS IS REQUIRED FOR CUSTOMS EXAM TO TAKE PLACE AT CUSTOMS DEPOT**

* *Depot Handling Fee for Full Unpack Examination:*
  20' GP : R3,100.00 per container
  40' GP : R6,200.00 per container

* *Depot Lifts:*
  20' GP : R 270.00 per lift
  40' GP : R 505.00 per lift

* *Depot Handling Fee for Tailboard Examination:*
  20' GP : R 550.00 per container
  40' GP : R 800.00 per container

These rates are for estimate purposes only and will be billed as per outlay.

**b. OVERSTAY CHARGES**

Overstay charges will be incurred and vary per shipping line. Estimated overstay charges as follows:

20' GP : R1500.00 per container
40' GP : R1915.00 per container

These charges are an estimate only and will be billed as per outlay.

**c. CONTAINER DETENTION**

Estimated detention charges to be incurred:

20' GP : R390.00 per container per day
40' GP : R630.00 per container per day

These charges are an estimate only as they vary per shipping line. Detention charges will be billed as per outlay.

Container detention fee will also be levied by shipping lines for containers kept in use. Should you require us to keep the container for subsequent re-export, you are to inform us of the container detention fee that has been negotiated with the shipping line.

**d. IMPORT STORAGE**

Storage charges vary per shipping line. Estimated storage charges to be incurred, as follows:
20' GP : R90.00 per container per day
40' GP : R180.00 per container per day
These charges are an estimate only and will be billed as per outlay.


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## e. APPLICATION FOR IMPORT LICENSES

All applications for import licences shall be subject to the following fee:-

| | |
|---|---|
| Application Fee | **ZAR 450.00** per application per exhibitor |

- All Electrical appliances, whether on temporary or permanent import, require electrical test certificates from their country of origin before they can be imported into S.A. Copies of these certificates must be faxed to our office two weeks prior to the departure of the shipment from country of origin.
- Rubber products, such as tyres, are subject to import licence prior to entry into South Africa
- Import permits are also required for certain foodstuffs, medicines, weapons, flowers and plant products.
- All goods specified in the Import Control Regulations require an import permit. Imports which contravene import control requirements are subject to seizure, therefore, before shipping goods to SA exporters must make certain that the importer has obtained the correct import permit. Import permits are only issued to registered importers.
- A Phytosanitary certificate is required for shipments of living plants, seeds, fresh fruits and vegetables. Importers in S.A., in addition, must obtain an entry permit in advance of shipment for any item covered by the pertinent regulations in S.A.
- Special regulations are required for the importation of lard, bacon, ham, hides and skins, sausage casings, animal hair and bristles, and honey and products containing honey.

It is recommended to fax copies of the commercial invoices to our offices in advance in order to check if there's any restrictions on the products or if there is any special import permits required.

## f. PORT HEALTH / PLANT EXAMINATION

Some imports may require permission from the Department of Agriculture, Health or Environment Affairs. Should any foodstuff, beverages, herbal medicines or plant matter be contained in the shipment and it is stopped by either Port Health or Plant Inspector for examination, the following examination fee will be applicable:-

| | |
|---|---|
| Examination Fee | **ZAR 450.00** per examination per exhibitor |

## g. WAREHOUSE STORAGE

For LCL or airfreight consignments arriving more than **one week before** the stipulated consignment deadline dates, our storage charge of **ZAR 35.00** per cubic meter (cbm) per week or part thereof with a minimum charge of **ZAR 140.00** per week or part thereof shall apply for goods stored at our warehouse prior to delivery to the show site.

## h. GROUNDING / RE-LOADING OF CONTAINERS

Rates available upon application.


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## i. HEAVY-LIFT SURCHARGES

Our tariffs for sea freight and airfreight consignments are applicable for exhibits not exceeding 2,000kg per package. Heavy Lift charges for exhibits in excess of 2,000kg per package will be additionally quoted as and when weights and dimensions are made available.

Please provide us with the individual weight and dimensions of each single exhibit exceeding 2,000kg to enable us to quote on heavy lift charges as applicable.

## j. REPOSITIONING OF EXHIBITS

Rates available upon application.

## k. SOLD GOODS DURING THE EXHIBITION

All customs duties and taxes must be brought to account before the local buyer can obtain release. During this time the goods in question will be stored at our warehouse in Kempton Park. No sold goods/items will be permitted to leave the exhibition hall during or after the exhibition until the necessary customs releases have been obtained.
If items originally imported temporary must be converted to permanent import the Customs formalities can take from 1 month to 2 months, pending Customs.

Specific excise taxes are levied on alcoholic and non-alcoholic beverages, tobacco and tobacco products, mineral waters, some petroleum products and motor vehicles. South Africa is an adherent to the Customs Valuation Agreement negotiated under GATT/WTO. The dutiable value of goods imported into South Africa is calculated on the F.O.B. price in the country of export. In conformance with its WTO commitments, South Africa has lifted import surcharges.

| SOLD EXHIBITS | |
|---|---|
| Removal of sold exhibits to warehouse pending completion of permanent importation (duty paid bill of entry)<br>Minimum Charge | **ZAR 400.00** per cbm or 1,000 kg whichever is the greater<br><br>**2** cbm per consignment per exhibitor |

| | |
|---|---|
| Customs documentation to convert temporary importation to permanent importation | **ZAR 450.00** per Prime Bill of Entry<br>**ZAR 15.00** per line thereafter |

## l. SAMPLES FOR FREE DISTRIBUTION AT THE EXHIBITION

Samples are dutiable unless they are cut samples of cloth, leather, linoleum and wallpaper in book form and not for distribution as advertising matter. Samples that have no commercial value because of mutilation in some way are also allowed duty-free access.

Any samples not conforming to the above will attract the applicable Customs Duty and Customs VAT whether for free distribution or not.


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## m. ADDITIONAL CHARGES TO BE INCURRED IF EXPORT FCL CONTAINERS CAN NOT BE PACKED AT THE EXHIBITION VENUE

Charges for transport to our warehouse, warehouse handling and packing of container for export:

**R4,500.00 per TEU**

This rate includes storage up to 10 days. Storage in excess of 10 days will be charged as additional.

## n. OVERTIME SURCHARGE

Our normal working hours are Monday to Friday from 08:00am to 16:30pm. Overtime surcharges apply for work performed outside of normal hours. Our overtime surcharges are as follows:

- Monday to Friday before 08:00am or after 17:00pm : 25%
- Saturday : 25%
- Sunday : 50%

## o. ADDITIONAL SERVICES

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


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# SHIPPING INSTRUCTIONS

## CONSIGNMENT INSTRUCTIONS

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

Consignee: AGILITY FAIRS & EVENTS LOGISTICS (PTY) LTD
No. 4 Foregate Square, Harbour Road,
Cape Town, 8001
South Africa
**For: GENERAL TARIFF FOR CAPE TOWN**

Notify Party: AGILITY FAIRS & EVENTS LOGISTICS (PTY) LTD
Tel : + 27 21 425-3889
Fax: + 27 21 425-4997

All documents such as Bill of Lading / Airwaybill and Commercial Invoice & Packing List must show the consignee as indicated above.

## FINAL DESTINATION

Seafreight : Cape Town Port
Airfreight : Cape Town International Airport

## CASE MARKINGS

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

**GENERAL TARIFF FOR CAPE TOWN**
c/o Agility Fairs & Events Logistics (Pty) Ltd

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

- All goods shipped to S.A. must conform to the metric International System of Limits (S.I.).
- Packages should bear the consignee's mark, including port mark, and they should be numbered unless the shipment is such that the contents of the packages can be readily identified without numbers.
- Special marking regulations are also required for potentially harmful drugs and for food.
- Labels should be in English.
- Packaging made from natural materials and fibres must be accompanied by an official certificate stating that the material has been fumigated.


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# SHIPPING INFORMATION

## PROHIBITED GOODS

The importation of, inter alia, the following goods into the Republic are prohibited:

- Narcotic and habit-forming drugs in any form.
- Fully automatic, military and unnumbered weapons, explosives and fireworks.
- Poison and other toxic substances.
- Cigarettes with a mass of more than 2 kg per 1 000.
- Goods to which a trade description or trade mark is applied in contravention of any Act, (for example counterfeit goods).
- Unlawful reproductions of any works subject to copyright.
- Prison-made and penitentiary-made goods.
- Retreaded tyres
- Textiles and clothing made in the People's Republic of China

## RESTRICTED GOODS

Certain goods may only be imported provided you are in possession of the necessary authority/permit. If you are in any doubt whether the importation of other goods is restricted, please contact your nearest South African Embassy abroad or our office. A few examples of the goods in question are listed here for your information:-

- South African bank notes in excess of R5,000.00, gold coins, coin and stamp collections and unprocessed gold are subject to currency control.
- Endangered species of plants or wild life, whether live or dead, including any parts of and articles made from them.
- Plants and plant products, such as seeds, flowers, fruit, honey, margarine & vegetable oils.
- Animals, birds, poultry and products thereof, for example dairy products, butter and eggs.
- Medicine (excluding sufficient quantities for one month for own personal treatment) accompanied by a letter or certified prescription from a registered physician, except on production of a permit/licence issued by the Director-General: National Health and Population Development.
- Cosmetics and toiletries (soaps, shampoo etc.)
- Any product with a medical claim. Examples of such claims: antibacterial, promotes circulation, detoxifying etc.
- Rubber products such as tyres
- Electrical appliances
- Import permits are also required for certain foodstuffs (e.g lard, bacon, ham, sausage casings, honey and honey products), medicines, weapons, flowers and plant products.
- All goods specified in the Import Control Regulations require an import permit. Imports which contravene import control requirements are subject to seizure, therefore, before shipping goods to SA exporters must make certain that the importer has obtained the correct import permit. Import permits are only issued to registered importers.

The above are basic guidelines only. There are many items prohibited and restricted from import into South Africa. It is therefore imperative to check with our office on the exact requirements for your products prior to shipping.

**NOTE**: Additional information on Prohibited and Restricted goods is available from our offices on request.


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## TEMPORARY IMPORTATION

Temporary import is allowed either with an ATA Carnet or a Temporary Import Bond (TIB) lodged with S.A. Customs.

**a. ATA Carnet**

Exhibitors are strongly advised to ship their exhibition goods using the ATA Carnet System in order to shorten the processing time of documents for temporary importation.

Carnets should be used for goods NOT intended for sale or give-away.

The splitting of Carnets on re-export is not suggested. Should our company receive an instruction to split a Carnet, we can not be held liable if the Carnet is signed off incorrectly by Customs.

**b. Temporary Import Bond (TIB)**

Agility Fairs & Events Logistics (Pty) Ltd can facilitate a TIB subject to a TIB Fee (non-refundable) at 2% of CIF value or Customs appraised value, whichever is the greater. Validity of TIB is 2 months from date of entry. Extension can be arranged subject to Customs' approval and additional TIB fee at 2% of filed value with Customs per month. Note that the number of packages, weight and volume of items imported on a temporary basis must be the same on export.

## REGULATION OF WOOD PACKAGING MATERIALS

South Africa will implement the requirements of the International Standard on Phytosanitary Measures (ISPM15), "Guidelines for Regulating Wood Packaging Material in International Trade", effective 1 January 2005. This implies that all raw wood packaging material entering and leaving South Africa will have to be treated and marked in accordance with the requirements of ISPM 15. The "Guidelines for Regulating Wood Packaging Material in International Trade" (ISPM15) are available at the web site of the International Plant Protection Convention http://www.ippc.int or from the undersigned.

Wood packaging material that must be treated : Pallets, dunnage, crating, packing blocks, drums, cases, load boards, pallet collars, skids etc.

The following wood packaging is exempted : Plywood, particle board, oriented strand board, veneer, veneer peeler cores, sawdust, wood wool, wood shavings

Approved treatment measures:
- Heat Treatment – indicated by HT
- Methyl Bromide Fumigation – indicated by MB

**International certification mark:**

XX represents country code, OOO the certification number and YY the treatment (HT for Heat treatment and MB for Methyl Bromide fumigation)

International certification mark must be: legible, permanent and not transferable, placed in a visible position on two opposite sides of packaging material and avoid using red or orange.


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## PACKING

Exhibitors are advised to provide strong packing cases for the transportation of the exhibits which can withstand unpacking and repacking 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.
Please provide the keys of any locks / padlocks that the cases might be locked with. If the keys are not on hand for Customs examination, Customs require that the locks are cut to allow for examination of the case content.

## 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 repacking at the end of the exhibition.

## EXHIBITION LAYOUT PLAN

For large or heavy exhibits, an exhibit layout plan is required by us in advance in order to position such exhibits during the early stage of the build-up period.

## RE-EXPORT

Exhibitors are to indicate to us on the Commercial Invoice and Packing List, the items that will be re-exported as well as the items that will be disposed of, consumed or given away at the end of the exhibition. Disposal instructions will be taken from the exhibitors during the exhibition.
Re-export formalities for airfreight shipments will require about 5 to 10 working days and for sea freight shipments 7 to 14 working days to process before they can be booked for re-export.
For goods destined for later exhibitions, our covered storage facility in South Africa can be utilised at a reasonable storage rate.

## STORAGE

Agility Fairs & Events Logistics (Pty) Ltd will not be responsible for the condition or the contents of any goods received for storage, nor for any loss of weight and damage to the said goods before or whilst being stored or remaining in storage caused by dampness, termites, burglary, theft, Acts of God, Enemies, hostilities, strikes, lockouts, riots, civil commotions, effects of climate, monsoon, tempest, lighting , earthquake, explosion, vermin, white ants, unprotected or insufficiently packing or packages, obliteration of marks, book holes, tearing of covers, bursting of bands of hoops, leakage, rust, decay, sweat, mildew, dry rot, evaporation, fumigation, accidents and /or the latent defect of the storage containers.
The Company may refuse to deliver to any person the goods deposited unless the storage charges accrued are paid.

## DELIVERY TERMS

Agility Fairs & Events Logistics is only responsible for delivery of freight up to the Various load bay. The Various appointed drayage contractor is responsible for handling all freight on-site from the load bay to the exhibition stand.
Agility Fairs & Events Logistics will not accept any liability or responsibility for loss or damage to freight however caused whilst on show site.


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## INSURANCE

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.

**Request for insurance**
Upon written instructions, Agility Fairs & Events Logistics (Pty) Ltd can offer you insurance coverage at competitive premiums.

## TERMS OF PAYMENT

**Inward:** Basic inward charges must be paid **before arrival of the goods.** Balance of charges to be paid upon receipt of final inward invoice (after arrival of goods)

**Outward:** Upon presentation of invoice, prior to export/delivery

All payments must be made without any deduction or deferment on account of any claim, counterclaim or off-set. Personal or foreign cheques are not acceptable. Payment may be made by cash, bank draft or telegraphic transfer to our bank account.

Remitting bank charges are to be borne by the exhibitor / agent.

Agility Fairs & Events Logistics (Pty) Ltd retains the right to withhold delivery of any freight until all invoices/charges are settled in full.

## BANKING DETAILS

Our **South African Rand (ZAR) bank account** details are as follows:
ABSA Bank, Wolff Street, Kempton Park

| | | |
|---|---|---|
| Account no | : | 4044879677 |
| Branch and clearing code | : | 632005 |
| Swift code | : | ABSAZAJJ |

Our **US Dollar (USD) bank account** details are as follows:
ABSA Bank, Wolff Street, Kempton Park

| | | |
|---|---|---|
| Account no | : | 976548-USD-104401 |
| Branch and clearing code | : | 632005 |
| Swift code | : | ABSAZAJJ |

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

## IMPORTANT NOTE

All business is only transacted in accordance with our Standard Trading Conditions. Copy is available upon application.
Use of Agility Fairs & Events Logistics (Pty) Ltd 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 acknowledgment and acceptance of the foregoing.


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