

ISMRRM 20th Annual Meeting & Exhibition

MELBOURNE CONVENTION & EXHIBITION CENTRE

MAY 5-11, 2012

SHIPPING INSTRUCTIONS

Danny Mekhuri
Operations Manager
Mendelssohn Event Logistics
40 University Avenue, Suite 400
Toronto, ON
Canada

Tel: 1-416-863-9339 ext. 106

Fax: 1-416-863-5149

E-mail: dmekhuri@mend.com

INTRODUCTION

Dear Exhibitor,

Mendelssohn Event Logistics has been appointed the official Customs & Freight Forwarding Agent for the ISMRM 20th Annual Meeting & Exhibition in Melbourne, Australia. We would like to ensure that your materials arrive “on time” in the most cost efficient manner. We suggest that you read these instructions in conjunction with the exhibitor’s manual provided by the Show Organizer.



Our helpful instructions will assist you in preparing for the correct, and timely, dispatch of your exhibits to Australia for the ISMRM 20th Annual Meeting & Exhibition. We highly recommend that you use the services of Mendelssohn Event Logistics for a complete logistics package. Our complete package will move your exhibit(s) door-to-door, from your country to your exhibition booth.

PLEASE NOTE: Failure to comply with the deadlines, consignee, and document instructions, will cause unnecessary delays in customs clearance and may lead to additional charges. For this reason, if you will be using a freight forwarder, other than Mendelssohn Event Logistics, please be sure to pass these instructions on to them.

Australia has many import restrictions and import permit requirements, especially for exhibitions. Invoices must be faxed or e-mailed to us for approval PRIOR TO shipping.

Mendelssohn Event Logistics will not accept responsibility for late arrivals, or non-deliveries, to the venue if these guidelines and/or recommendations are not followed.

CONSIGNEE INSTRUCTIONS

	<p><u>Consignee:</u></p> <p>Mendelssohn Event Logistics c/o Agility Fairs & Events Pty Ltd 28 – 32 Sky Road Melbourne Airport, VIC, 3045 Australia</p> <p>Attn: Rachel Larsen Tel: +61 3 9330 3303</p> <p><u>Notify:</u></p> <p>Same as Consignee c/o Show Name c/o Exhibitor / Stand Number</p> <p><u>DESTINATION: MELBOURNE AIRPORT</u></p>
	<p><u>Consignee:</u></p> <p>Mendelssohn Event Logistics c/o Agility Fairs & Events Pty Ltd 28 – 32 Sky Road Melbourne Airport, VIC, 3045 Australia</p> <p>Attn: Rachel Larsen Tel: +61 3 9330 3303</p> <p><u>Notify:</u></p> <p>Same as Consignee c/o Show Name c/o Exhibitor / Stand Number</p> <p><u>DESTINATION: MELBOURNE PORT</u></p>

CUSTOMS FORMALITIES/EXAMINATION

There are three (3) means of importing goods into Australia. They are as follows:

- **ATA CARNET**

Entry for goods under ATA Carnet allows for free movement of the goods within Australia after the exhibition for a period of up to twelve (12) months or until the expiry of the Carnet whichever occurs first, after which the goods must be re-exported (Under Customs supervision).

- **TEMPORARY IMPORT BOND (TIB)**

Mendelssohn, along with our Australian agent, is able to arrange for temporary entry of your goods against our security bond (TIB). Goods under Temporary Import must be under Mendelssohn/Australian Agent Control until it has been exported out of Australia, or finalized as a permanent entry.

- **PERMANENT IMPORT**

This is for goods which enter Australia for consumption, give away items, or goods that will remain in Australia, where import duty and Goods & Services Tax (GST) will apply. Please contact a Mendelssohn representative for Duty & GST % rates.

Please note: Give away items / brochures and leaflets for exhibitions purposes aren't exempt from GST and Duty. GST and Duty is payable on all give away items.

QUARANTINE

Australia, being an island, has stringent quarantine regulations. Any goods manufactured from plant materials are subject to quarantine inspection on arrival in Australia. These regulations cover items such as basket ware, cane ware, bark, wooden and bamboo goods, and straw articles. If goods are not absolutely free of rodent or insect infestation, they may be fumigated or destroyed at the discretion of the Quarantine Control Office.

Please note: Wooden packing materials (i.e. crates, pallets, etc.) are also subject to inspection!

AQIS will not accept Methyl Bromide Treatments carried out at less than 10°C.

If you intend to send wooden products or use your own wooden crates, please ensure proper ISPM 15 marking, or provide us with fumigation certificates. The fumigation certificates must show container numbers and bill of lading numbers as a numerical link to your shipment, such as one of the following:

Exhibitors must state on the Commercial documents whether timber or wooden packaging has been used in the shipment.

The freight forwarder or Shipping Line should also indicate packaging on the Bill of Lading i.e.

“4 wooden pallets STC 34 cartons” or “4 plastics pallets STC 34 cartons”

This will assist to determine whether treatment of the packaging is required. In regards to the packaging of your goods, please ensure no straw or plant materials are used in the packing of goods. It is suggested that paper, polystyrene, or man-made fibers be used for this purpose.

A Mendelsohn representative is only a phone call away and will gladly guide you through this process.

RESTRICTED ITEMS

In addition FOOD ITEMS, VEHICLES / BOATS, MILITARY / DEFENCE EQUIPMENT, WEAPONS, and any items containing CFS GAS (Fridges, Air-conditioning etc.) are subject to import permits. It is mandatory to contact us prior to sending to ensure permits are applied for and that the documentation provided is acceptable to Australian authorities.

DOCUMENTATION

In order to assist you in the preparation of the documents, we have designed a sample Commercial Invoice and Packing List for your reference. Please view the Commercial Invoice, which is located in the forms section of this manual, at your leisure.

Explanatory notes on the completion of the Commercial Invoice and Packing List form are as follows:

- **All information entered in these forms must be in English**
- **Indicate separate FOB and CIF Values on commercial invoice**
- **A full description of the item must be given. Please do not just indicate the model name, or model number. Also, vague descriptions such as “Exhibit Materials” or “Display Goods” will not be accepted.**
- **Describe the item-such as “1:3 scale (cutaway) model”, or “souvenirs-lapel pins”, or “wooden display shelves – floor standing”, etc.**

For specific machinery / tools / special items please note we require the HS no. / Code for classification.

Important

Please note Australian Customs Assesses Import duty and tax rates for every individual item, including give away items and brochures based on the CIF value.

This CIF Value is calculated as follows:

FOB Value + Insurance Value + Freight Value = CIF Value

Failure to indicate separate FOB and CIF Values will result in Australian Customs assessing the CIF value based on “average” freight and insurance amounts, or the freight amount shown on the AWB. This will result in higher Duty & GST amounts, or a higher temporary import bond fee.

This is an Australian Customs requirement and not within our control – therefore please clearly indicate separate FOB and CIF values on your commercial invoice.

- The following declaration must be indicated: “The invoiced goods are of ...(country)... origin and are intended for display purposes only at the exhibition site.”
- Exhibitors are to indicate 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.
- Invoices must show the **full** description of goods, including unit prices, and totals.

Mendelsohn Representatives are available to walk you through these forms. Just give Danny a call at 416-863-9339 ext. 106, or send him an e-mail at dmekhuri@mend.com .

Additional Documentation:

Brochures and/or Illustrative Descriptive Material / website links:

- These should be supplied if you can't provide HS Codes. These documents will assist in the classification of exhibition goods for Customs purposes.

Fumigation Certificates:

- PLEASE NOTE the fumigation certificate is only accepted by Quarantine authorities if it indicates a numerical link such as container number or BL number.



Packing List:

- Must be provided and indicate:
 - Package number (must match the case / markings previously mentioned)
 - Full description of contents
 - Gross weight / Net weight / Dimensions
- A copy should be firmly attached to the case beneath the case mark. Customs may examine the goods on importation, so it is essential that a detailed packing list is provided to avoid delays in clearance.

Additional Requirements:

- Although it is not essential, to facilitate customs clearance, giveaways, brochures, etc, should be invoiced, and packed separately, if possible.
- All Cargo sent by sea freight requires a packing declaration. This document is mandatory and cargo can't be customs / quarantine released without it. Please view the Packing Declaration which is located in the forms section of this manual at your leisure.

ARRIVAL DEADLINES

	<p><u>DOCUMENT SUBMISSION DEADLINE:</u></p> <p>Mendelssohn Event Logistics must receive all completed Customs & Shipping documents by April 10, 2012.</p> <p><u>CARGO ARRIVAL DEADLINE VIA AIRFREIGHT:</u></p> <p>Your cargo Freight needs to arrive at MELBOURNE Airport: 7 working days before goods are due to be delivered to your stand.</p> <p><u>DOCUMENT DEADLINE VIA AIRFREIGHT:</u></p> <p>5 days prior to the arrival of the flight. Please ensure you send us a full pre alert containing the following documents:</p> <ul style="list-style-type: none"> • flight number, weights and dimensions • A copy of the commercial invoice/packing list • AWB Copy <p>Original documents need to be attached to the AWB. Please note these deadlines are subject to General Cargo – For restricted items, Dangerous Goods, and perishable food items you will need to contact our office for confirmation of arrival deadlines.</p>
	<p><u>DOCUMENT SUBMISSION DEADLINE:</u></p> <p>Mendelssohn Event Logistics must receive all completed Customs & Shipping documents by February 29, 2012.</p> <p><u>CARGO ARRIVAL DEADLINE VIA SEA FREIGHT:</u></p> <p>Your cargo Freight needs to arrive at MELBOURNE Port:</p> <p>FCL CARGO: 7 working days prior to requested delivery to your stand.</p> <p>LCL CARGO: 14 working days prior to requested delivery to your stand</p> <p><u>DOCUMENT DEADLINE VIA SEA FREIGHT:</u> 10 days prior to the arrival of the vessel into Melbourne Port Please ensure you send us a full pre alert containing the following documents:</p> <ul style="list-style-type: none"> • One original of Bill of Lading (or copy of express -release sea waybill) • Combined invoice and packing list • Certificate of treatment/fumigation if applicable and Packing Declaration

LATE ARRIVAL CHARGES

Goods, which arrive after these deadlines, will incur a surcharge on our inbound handling charges.

Please liaise with us should you have difficulty meeting the above deadlines, so that we can make arrangements for your freight. We advise you to follow the above deadlines to ensure that your exhibition materials arrive in a timely manner to avoid penalties for late arrival, which may be levied due to the additional customs clearance formalities.

**Shipments arriving prior to the above mentioned deadlines are subject to storage charges.

GUIDELINES AND HANDLING TARIFFS
ADVANCED WAREHOUSE SERVICES

If you ship your goods using a courier service, please ensure you send us a pre alert prior to the arrival of the goods, and ensure that import duties and taxes are prepaid. Mendelsohn Event Logistics, and our Australian partners, cannot be held responsible for any duties and taxes that may be levied.

All small parcel express, or courier shipments, must be consigned to the following address:

Mendelsohn Event Logistics
c/o Agility Fairs & Events Pty Ltd
28-32 Sky Road
Melbourne Airport, VIC 3045
Australia
Attn: Rachel Larsen
Tel: + 61 3 9330 3303
C/- SHOW NAME & BOOTH STAND NO.

Shipments designated for this event must be labeled with the following information:

Exhibitor name:
Stand number:
C/- Exhibition Name / Date:
Hall & Stand No:
Package number 1 of ...

**If you intend to ship your goods directly to show site, deliveries will only be accepted on, or after May 4, 2012.

DEADLINES

Courier shipments must arrive in our depot 2 working days prior to the beginning of the exhibition.

HANDLING

Mendelssohn Event Logistics, and our Australian partners, will receive shipments that are freight prepaid only (to include any duty and tax for the account of shipper) and customs cleared/released. Please note that any shipment valued in excess of AUD 1,000.00 will be subject to a formal customs declaration. To ensure that your shipment is tracked, send a copy of your shipment waybill, or consignment note, prior to shipment arrival in Australia to:

E-mail: dmekhuri@mend.com.com
Tel : 1-416-863-9339 ext. 106 (Danny Mekhuri)
Fax: 1-416-863-5149 (Attention: Danny Mekhuri)

HANDLING CHARGES & PAYMENT

- Receipt of couriers shipments in our warehouse, staging, and subsequent delivery to exhibition stand on the last day of the official move in period

Up to 50 kg	\$270.00 USD Minimum Charge
Over 50 kg	\$270.00 USD + \$2.50 USD per kg

PAYMENT OF HANDLING CHARGE

Exhibitors who intend to use the advance warehouse, need to arrange payment prior to the shipment being delivered to your stand. Mendelssohn Event Logistics accepts payment via major credit cards such as American Express, MasterCard, and Visa.

OUTBOUND – MOVE OUT AFTER THE EXHIBITION

Mendelssohn Event Logistics is able to pick up from your stand, and store goods temporarily for courier pick up, or arrange for the return freight. Contact us for further information on costing, if this service is required.

ADDITIONAL INFORMATION

Courier and/or express parcel companies do not have the capacity to handle temporary import customs clearance. For exhibitors with high value items for display and being re-exported from Australia, please contact us for assistance.

INSURANCE COVERAGE

While all care is taken by Mendelssohn Event Logistics, and our Australian partners, in handling shipments, no liability is accepted for any internal or non-visible irregularities to the contents of your shipment. We strongly recommend that exhibitors insure their shipments for the conveyance from origin to stand, including the transit storage in our advance warehouse. All transactions are undertaken subject to our Standard Trading Conditions.

All exhibitors should arrange a comprehensive coverage for their goods which covers shipment to Australia, the period of display, and which allows either return to the country of origin, or an appropriate disposal period at the conclusion of the exhibition.

PACKING & LABELING

Please remember that your goods will be loaded & offloaded several times en-route to Australia.

We suggest that your goods are well packed, preferably in wooden cases, or on pallets.

To ensure your goods can be quickly located at site or during transit, please mark each case/carton as follows, on at least 2 sides:

<p style="text-align: center;">SHOW NAME: c/o Agility Fairs & Events Pty Ltd Name of Exhibitor: Stand number: Case number: e.g. 1 of 5 / 2 of 5 Gross weight / Net weight / Dimensions</p>
--

TERMS OF PAYMENT

- For exhibitors who are utilizing Mendelssohn Event Logistics services, payment information must be provided prior to shipping.
- For exhibitors who are utilizing the services of another freight forwarder, payment must be arranged, by credit card PRIOR TO DELIVER TO THE STAND. The following rates will apply:

Up to 50 kg \$270.00 USD Minimum Charge
Over 50 kg \$270.00 USD + \$2.50 USD per kg