

#### **OFFICIAL SHIPPING INSTRUCTIONS**





Dear Exhibitor,

TWI Group has been appointed the official Customs & Freight Forwarding Agent for the **ISMRM 28**<sup>th</sup> **ANNUAL MEETING & EXHIBITION 2020, Sydney, NSW, 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 **Sydney, NSW, Australia** for the **ISMRM 28<sup>th</sup> ANNUAL MEETING & EXHIBITION**. We highly recommend that you use the services of TWI Group 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 TWI Group, please be sure to pass these instructions on to them and alert us with their pre-alerts.

BE AWARE: 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.

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

Sincerely,

Danny Mekhuri TWI Group Canada Off# 905-812-1124 ext.1982 Cell# 416-704-1956



#### **CONSIGNEE INSTRUCTIONS**



#### **MAWB Consignee:**

Agility Fairs & Events Pty Ltd 28-32 Sky Road, Melbourne Airport VIC, 3045 Australia

Attn: Alex Millward-Tel: +61 3 9330 9035

**Description of Goods on MAWB- "Consolidation** as per Manifest"

#### **HAWB Consignee:**

Exhibitor Name c/o ISMRM 2020, ICC Sydney Booth #

\*\*Exhibition Goods-Rush Cargo\*\* Must be mentioned on the MAWB / HAWB

Airport of Arrival: Sydney (SYD) Airport



#### **Master Bill of Lading:**

Agility Fairs & Events Pty Ltd 28-32 Sky Road, Melbourne Airport VIC, 3045 Australia

Attn: Alex Millward-Tel: +61 3 9330 9035

#### **House Bill of Lading:**

Exhibitor Name c/o ISMRM 2020, ICC Sydney Booth #

\*\*Exhibition Goods-Rush Cargo\*\* Must be mentioned on the MBL / HBL

Port of Arrival: Sydney Sea Port



#### **ARRIVAL DEADLINES AND DOCUMENTATION**



#### <u>Airfreight</u>

**Arrival:** Freight must arrive destination airport no later than 7 days prior to the first day of the scheduled move-in.

**Documentation:** Please make sure to attach 1 original Airway Bill & 2 copies of a Commercial Invoice with the freight.



#### Sea freight

**Arrival:** LCL freight must arrive destination port 7 days prior to the first day of the scheduled move-in.

**Arrival:** FCL freight must arrive destination port 12 days prior to the first day of the scheduled move-in.

**Documentation:** Please make sure to attach 1 original Express Release & 2 copies of a Commercial Invoice with LCL / FCL



#### Road freight

**Arrival:** Freight must arrive advanced warehouse 3 days prior to the first day of the scheduled move-in.

**Documentation:** Please make sure driver has a valid "CMR" (Cargo Movement Record) upon delivery to advanced warehouse.

<sup>\*\*</sup> Please contact your TWI representative in order find out the correct Airport / Seaport\*\*

<sup>\*\*\*</sup>Late arrival surcharges will be applied for shipments arriving after the specified deadlines\*\*\*



#### LOCAL / COURIER SHIPMENTS VIA ADVANCED WAREHOUSE OR SHOW SITE

(a) Local / Courier shipments via the Advanced Warehouse should arrive at the following address between March 23<sup>rd</sup>, 2020 – April 14<sup>th</sup>, 2020 consigned to:

Exhibitor Name / Booth #
ISMRM 2020 c/o TWI
Agility Fairs & Events Pty Ltd
10 Marigold Place
Milperra NSW 2214, Australia

\*\*Please ensure that the driver's documentation clearly indicates that the goods are for ISMRM 2020 and indicate your booth #. Due to the increased security requirements, a full pre-alert of incoming courier / local shipments is required to avoid the possibility of your goods being turned away due to incorrect labelling / notification.

(b) Local / Courier shipments direct to show site should arrive at the following address no earlier than April 16<sup>th</sup>, 2020.

Exhibitor Name / Booth #
ISMRM 2020 c/o TWI
International Convention Centre Sydney
14 Darling Drive, Darling Harbour
NSW 2000, Australia

\*\*\*Please ensure that the driver's documentation clearly indicates that the goods are for ISMRM 2020 and show your exhibiting name and booth #.

<u>IMPORTANT</u> - Due to the height restrictions at the ICC Sydney loading bay, it is NOT possible to accept sea freight containers during the move-in / out period for ISMRM 2020. These will need to be unloaded prior to your scheduled move-in date. It's is critical you speak with a TWI representative if you have Sea Freight containers for the show, so the necessary planning can be made for a smooth unloading process.

\*\* TWI and their appointed Agent will be solely be responsible for all material handling from loading docks to stand and back. No outside carriers will be allowed to do so unless authorized by ISMRM show management.



#### **TWI GROUP POWER OF ATTORNEY / ORDER FORM**

Power of Attorney / Order From must be sent in advance to TWI and must contain the following information.

- Exhibition Name / Stand builder
- Booth Number
- Contact at Booth / Cell Number
- Shipment Details (Number of pieces, dimensions, weights)
- ETA
- Full on-site inbound / on-site / outbound instructions
- Billing company address / credit card information

#### SHIPPERS LIABILITY PACKING & LABELING

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

ISMRM 28<sup>th</sup> ANNUAL MEETING & EXHIBITION 2020 ICC SYDNEY AUSTRALIA TWI / AGILITY FAIRS & EVENTS PTY LTD

Name of Exhibitor:
Booth Number:
Case Number: e.g. 1 of 5 / 2 of 5
Gross Weight / Net Weight / Dimensions

<sup>\*\*</sup>Any specific instructions / information should be underline (handling of crates and / or machines, ordering of manpower in booth...\*\*\*



#### **CUSTOMS DOCUMENTATION**

The following documents will be required for AIRFREIGHT shipments:

Master Airway Bill, House Airway Bill, Letter of Authority, Commercial Invoice / Packing List, Packing Declaration

The Following documents will be required for SEAFREIGHT shipments:

Master Bill of Lading (Express Release), House Bill of Lading, Commercial Invoice / Packing List, Letter of Authority, Fumigation Certificates, and Packing Declaration for FCL & LCL shipments

Commercial Invoice / Packing List – Explanatory notes on the completion of the CIPL are listed below:

- All entries in these forms must be in English
- Indicate separate FOB and CIF values on the commercial invoice
- A full description of the item must be given. Do not just indicate the model name or model number
- Packing number, to match the shipment details and markings
- Gross weight / net weight and dimensions
- HS Customs codes
- Values for each items, as the term "no commercial value" is NOT accepted by customs and totals
- Mark on the invoice what items are Temporary and Permanent

All forms can be found in the back of the TWI shipping manual.

It is important to send us all draft documentation for checking before you finalize and send your shipment to Australia. Certain goods may be prohibited or require import permits. Failure to comply could result in goods being delivered late, missing the event or being seized by the Australian Government Authorities. Once your Documents have been approved by our local office and comply with Australian rules and regulations you may go ahead and send your shipment.

All shipments being imported into Sydney may be subject to inspection by Customs officials and matched against the customs invoice / packing list provided. Please do not place any items in your shipment that do not appear on your invoice / packing list. Inaccurate or untrue information on these documents will result in penalties and / or seizure. Any applicable fines will be invoiced + a 15% outlay fee.



#### **CONTROLLED / RESTRICTED ITEMS IN AUSTRALIA**

This information about restricted and prohibited goods is provided as a guide only. To ensure you comply with Australian Government legislative requirements, please contact TWI immediately before shipping any of the following goods. Failure to do so can result in prosecution:

- Food Items / Cosmetics
- Vehicles / Boats / Used Machinery
- Military / Defense equipment / Weapons
- Any items containing CFS Gas / Ozone depleting substances Fridges, Air Condition units
- Hoovers / Vacuum Cleaners
- Goods bearing an image of the Australian flag. Any goods bearing the word "ANZAC" or similar words
- Hand held laser pointer devices
- Refillable Lighters with a Customs value of AUD \$5 or less / novelty lighters

#### **WOOD PACKAGING / FUMIGATION RULES AND QUARANTINE**

All wood packaging must be treated and marked with the "ISPM-15 / XX-00-YY" logo. This includes crates, pallets, cases, skids, and dunnage. Shipments packed in non-treated and unmarked wood material will not be permitted entry by Australian Customs and will be re-exported at the shipper's expense.

Fumigation / Treatment must be performed in the exporting Country. Sea freight shipments must be marked and Phytosanitation Certificates provided before the container will be released.

Quarantine – Australia has stringent quarantine regulations, any goods manufactured from plant material are subject to quarantine inspection on arrival. 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 that wooden packing crates are also subject to inspection.



#### **INSURANCE COVERAGE**

While all care is taken by TWI Group, 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 Sydney 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.

#### **TERMS OF PAYMENT**

- For exhibitors who are utilizing TWI Group services, payment information must be providing prior to shipping.
- For exhibitors who are utilizing the services of another freight forwarder payment for drayage services must be arranged in advanced prior to freight arriving at loading dock ICC Sydney. TWI Group has exclusive rights under ISMRM when it comes to drayage and material handling services at ICC Sydney. No other companies will have access to drayage equipment unless authorized by TWI representative.

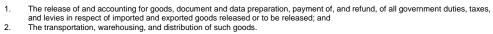
#### TWI GROUP CANADA CONTACT INFORMATION

Danny Mekhuri Operations & Tradeshow Specialist Office# 1-905-812-1124 ext.1982 Cell# 1-416-704-1956

Email: <a href="mailto:dmekhuri@twigroup.com">dmekhuri@twigroup.com</a>

#### **Customs & Transportation Services Order Form**

Please accept this as authority for TWI Exhibition Logistics, Inc. a division of TWI Group, Inc. ("TWI"), located at 3405 American Drive, Unit 11, Mississauga, ON L4V 1T6; business number 129144481RM0001, a Customs Broker licensed under the Customs Act, to act as my true and lawful attorney to transact on my behalf all matters relating to the import and export of goods. Such business may include, but is not limited to:



In signing this form, I grant TWI full power and authority to appoint a sub-agent, where required.

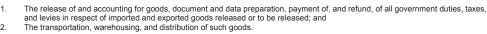
This authority is granted for all shipments in relation to this event and/or shipment(s) detailed below, unless otherwise indicated by marking the "Continuous Authority" box, below.

TWI CANADA
<b>Delivering First Class Service Every Time</b>

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#### **Customs & Transportation Services Order Form**

Please accept this as authority for TWI Exhibition Logistics, Inc. a division of TWI Group, Inc. ("TWI"), located at 3405 American Drive, Unit 11, Mississauga, ON L4V 1T6; business number 129144481RM0001, a Customs Broker licensed under the Customs Act, to act as my true and lawful attorney to transact on my behalf all matters relating to the import and export of goods. Such business may include, but is not limited to:



In signing this form, I grant TWI full power and authority to appoint a sub-agent, where required.

This authority is granted for all shipments in relation to this event and/or shipment(s) detailed below, unless otherwise indicated by marking the "Continuous Authority" box, below.



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## COMMERCIAL INVOICE / PACKING LIST



Shipper	·:			Consignee (Ship	o To):						Shipped Via: Shipped To: Tax #: Pieces: Weight: Currency: Ship Date:		adv. Wh	se 🗌	*A – TE	*REMARKS X" each item) MPORARY IMPORT RMANENT IMPORT /EN AWAY / SOLD
# of	Type of	Qty	Description of Contents	Ori		Weight in		mensio Inches		СВМ	HTS	R	lemar	ks*	Va	alue
Pieces	Pieces	Qty	Please include Brand Name & Model # for all electronic			(lbs/kg)	L	W	H	CDIVI	5	A TEMP	B	C PROMO	Unit Value	Total Value
						(,						EWIF	PERM	PROMO		
**FOB (Fr	ree On Board	I) VALUE:	indicates the cost of goods, including all transportation	and insurance costs u	p to the	port of depa	rture: the	e "Price P	aid"						**FOB VALUE:	
(		,	3, <u>3</u>			,	,		-						INSURANCE:	
															REIGHT CHARGE:	
**CIF (Co:	st, Insurance	, and Frei	ght) VALUE: indicates the value of the goods including f	freight and insurance f	rom the	port of depa	rture; FO	B Value -	+ Insuran	ce + Freight				**T	OTAL CIF VALUE:	
			orizes TWI, and their agents, in his name ar with the TWI conditions of carriage. The va													
TEN 400	D A DV 18 45	ODT 1/4				Si	gnature	e:							Date:	
	RARY IMP NENT IMP															9/18

#### **COMMERCIAL INVOICE / PACKING LIST**



**Delivering First Class Service Every Time** 

Shipper:

ABC COMPANY 123 SOMEPLACE AVENUE, SUITE 3 NEW YORK, NY 10093

JOHN SMITH - 555-555-0000

TEMPORARY IMPORT VALUE: 11,800.00
PERMANENT IMPORT VALUE: 340.00

Consignee (Ship To):

ABC COMPANY, BOOTH# 1001 C/O NAME OF THE SHOW/EVENT VENUE NAME

VENUE ADDRESS

ONSITE CONTACT NAME & CELL PHONE #

Shipped Via:	TRANSPORTATION	COMP	ANY NAME	
Shipped To:	Adv. Whse	× SI	now Site	
IRS #:	12-34	5678	9	
Pieces:	3	3		*
Weight:	512	kg	× lbs	*
Currency:	US	SD		*
Ship Date:	10/5/	2018		

\*REMARKS ("X" each item)

\*A – TEMPORARY IMPORT \*B – PERMANENT IMPORT

\*C – GIVEN AWAY / SOLD

# of Pieces	Type of Pieces	Qty	Description of Contents	S Origin	110.8		Dimensions (Inches)		СВМ	HTS	Remarks*		ks*	Value	
Fieces	Fieces		Please include Brand Name & Model # for all elect	ronic equipment.	(lbs/kg)	L	W	Н			A TEMP	B PERM	C PROMO	Unit Value	Total Value
1	SKID	1	DISPLAY BOOTH	USA	200	48	48	48	1.81	9403.20	X			10,000.00	10,000.00
		2	55" LED TV'S - LG MODEL# 55EG	9100 CHINA	50					8528.72	X			700.00	1,400.00
		2	METAL TV STANDS ^	JAPAN	75					9403.20	X			200.00	400.00
1	вох	1000	ADVERTISING LITERATURE	USA	75	23	23	48	1.81	4911.10			X	0.05	50.00
		400	BALL POINT PENS	CHINA	10					9608.10			X	0.15	60.00
1	вох	200	CATALOGS FLOATION FOR	USA	100	10	14	20	0.05	4911.10			X	1.00	200.00
		2	POSTERS Electronic Edition MUST included		2					4911.91		X		15.00	30.00
			Name & Mo												
			<u>NUST</u> be listed ease DO NOT												
group i	tems.	Also	, please note							(nric				eflect the co	st of goods ice of goods
that vague descriptions, such as "Give Aways" or "Trade Show Samples" will <u>NOT</u> be accepted.				+	Ma	nufa		e / w	ntry o	the pric	e pa	yab	le);	whichever is be accepted.	greater. \$0

<sup>\*\*</sup>FOB (Free On Board) VALUE: indicates the cost of goods, including all transportation and insurance costs up to the port of departure; the "Price Paid"

**FOB VALUE:	12,140.00
INSURANCE:	80.00
FREIGHT CHARGE:	700.00
**TOTAL CIF VALUE:	12.920.00

The shipper hereby authorizes TWI, and their agents, in his name and behalf, to prepare any export documentation, to sign and accept any documents relating to said shipment and forward this shipment in accordance with the TWI conditions of carriage. The values listed on this document represent fair-market value, and proof of valuation can and will be provided upon request.

Signature: _	John Smith	Date:	10/5/2018	
_	Anestro trouterwaners : A - Anestro and trouter and another			0/10

9/18

<sup>\*\*</sup>CIF (Cost, Insurance, and Freight) VALUE: indicates the value of the goods including freight and insurance from the port of departure; FOB Value + Insurance + Freight

## Needs to be issued on your Company Letterhead -including full address & contact details

### **Customs Clearance & Cargo Handling Authority**

We hereby authorize TWI Canada c/o Agility Fairs & Events Pty Ltd and/or their nominated agent to act as our Customs Broker and Cargo Handling Agent for below consignments arriving into Australia for exhibition purposes.

In consideration we hereby agree to indemnify TWI / Agility against any claims arising from Customs or GST declarations that TWI / Agility makes on our behalf.

Cargo Details Airway Bill / Bill of Lading:

Exhibition Details:

Name:

Position:

Date:

Signature:

# Company letterhead (MUST be issued by the packer or supplier of the goods and MUST include the company's name AND address)

#### **PACKING DECLARATION**

Vessel na	me:Voyage number:
Consignn	nent identifier or numerical link
_	PTABLE PACKAGING MATERIAL STATEMENT g material such as straw, peat, hay, chaff, used fruit & vegetable cartons are not permitted)
Q1	Have unacceptable packaging materials been used as packaging or dunnage in the consignments covered by this document?
A1	YES X NO
(Timber/ba	AMBOO PACKAGING/DUNNAGE STATEMENT imboo packaging/dunnage includes: crates, cases, pallets, skids, and any other timber or bamboo shipping aid)
Q2	Has timber/bamboo packaging/dunnage been used in consignments covered by this document?
A2	YES Timber YES Bamboo NO x
	ENT CERTIFICATION (ONLY IF TIMBER/BAMBOO PACKAGING/DUNNAGE IS ED IN QUESTION 2)
Q3	All timber/bamboo packaging/dunnage used in the consignment has been (Please Indicate below)
	Treated and marked in compliance with ISPM 15 (Note: ISPM 15 is only applicable to timber packaging)
	Or
	Treated in compliance with Department of Agriculture
	and Water Resources treatment requirements
	(With accompanying treatment certificate)
	Or
	Not treated
	ER CLEANLINESS STATEMENT (for FCL/X consignments only - statement to be removed ment when not relevant)
	iner(s) covered by this document has/have been cleaned and is/are free from material of animal nt origin and soil.
Signed:	Printed name:(Company representative)
Date of is	ssue:(DD/MM/YYYY)