

ARRIVAL DATES - SEAFREIGHT

Shipment should arrive at Mumbai Port three weeks prior to opening of show or your intended work commencement date on site.

De-stuffing of LCL containers Bombay Port is the responsibility of shipping line. It generally takes about 05-10 days for the container to reach the required de-stuffing point. It would be advisable to keep the same in mind when planning for an LCL shipment. Until such time that the container is de-stuffed the cargo cannot be cleared.

ARRIVAL DATES - AIRFREIGHT

All cargo must arrive Mumbai Airport 10 days prior to opening of show or your intended work commencement date on-site.

Separate House Bills of Lading /HAWB will be required per Exhibitor for each of the following categories.

Temporary :

1. Exhibits under ATA Carnet

2. Bank or Embassy Guarantee Categories.

Please SHIP / PACK / INVOICE each category separately under SEPARATE House Bills of Lading / AWB will be required for each category.

Consumable : Printed matter, catalogues, trade notices, price lists, calendars, posters & photographs (unframed), which are demonstrably publicity material need to be packed, Invoiced & Shipped under SEPARATE House Bills of Lading / AWB.

TEMPORARY IMPORT PROCEDURES & REQUIREMENTS

The Bank and Embassy Guarantees must be in place prior to arrival of your shipment in India and the Guarantee amount would normally be 150% of the C.I.F. value unless specified differently.

1) Bank Guarantee For Temporary Import

Bank Guarantee is as a surety against settlement of all duties and taxes which may become payable if all items imported are not accounted for. The Guarantee should be valid for a period of one year.

This should be arranged through your bank and countersigned by a scheduled bank in India.

While arranging for bank guarantee, please indicate Airway Bill number / Bill of Lading number /Invoice number for each guarantee.

2) Embassy / Diplomatic Guarantee

It is quite common for many foreign Embassies in India to issue Guarantees to Indian Customs on behalf of Exhibitors. This must be arranged by the Exhibitor or the National Group Sponsor.

3) ATA Carnet

These are valid for temporary importation of exhibit material as cargo. Do not send exhibits on ATA Carnet if hand carried as baggage.

In addition, a Letter of Authorisation is required from the Exhibitor to intervene on their behalf with the shipment.

Special Notes

- Literature and brochures are not to be included on the ATA Carnet and should be sent under a separate Invoice and should be packed separately.

- You cannot mix more than one type of import on single HAWB or B/L i.e.

Category A : Exhibits under ATA Carnet.

Category B : Exhibits/ Consumable under Bank / Embassy Guarantees.

Category C : Consumable under definite import.

For each of these categories, separate House Bills of Lading per Exhibitor must be issued.

Packing & Documentation Requirements

In order to comply with Indian Custom's regulations it is important that your exhibition material is packed into the following categories separately:

1) **Packing**

- a) Temporary imports (under Bank, Embassy Guarantee or ATA Carnet)
- b) Consumable (literature only)

All invoice / packing list must be explicit and in the English language showing the full description of the goods as listed.

- a) Quantity, type, serial numbers.
- b) Individual values.
- c) Brussels Harmonized tariff number.
- d) Total C.I.F. value.
- e) Country of origin.
- f) Import status.

ALL INVOICES SHOULD STATE THAT " THE VALUE MENTIONED IS THE ACTUAL COMMERCIAL COST OF THE GOODS HOWEVER, THE SAME IS SUPPLIED ON A NO-CHARGE BASIS."

4) **Special Notes On Consumable Items**

Literature: Duty benefits are available for distribution in Exhibition up to a Justifiable quantity only. On excess quantity duty is payable.

Consumable items: Including give-aways are not free of duty and should be invoiced separately.

Restricted imports, calculators, watches, clocks, and other electronic items together with food and beverages wherever possible we suggest you avoid shipping such items. However, in case of shipment made, duty & penalty are payable.

5) **Octroi (Local Municipal Tax)**

The exemption from Municipal Corporation of Greater Mumbai is still in process. The octroi on the sold machine will be 5.5% of total value + Customs duty will be applicable.

6) **Customs Declaration Form**

The attached declaration forms are required by Customs on all imports and should accompany your documents to India.

7) **Insurance**

It is the Exhibitor's responsibility to ensure that his goods are covered by a comprehensive Marine Insurance Policy, which covers the goods at all times i.e. from premises to stand, duration of Exhibition and return to premises.

In the event of loss or damage please provide with your documents a copy of your insurance certificate or policy details together with the name and address of your insurance company's local representative in India.

8) **DOCUMENT DISTRIBUTION**

For Sea Freight Shipments The Documents are to be couriered. In case of Air Shipments The Documents are to be Attached To The AWB.

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| 1) Invoice / Packing list | 6 copies of each. |
| 2) Customs Declaration Form | 5 copies. |
| 3) All original Bill Of Lading and relevant
House Bills & Manifest. | 1 Original & 3 copies. |
| 4) Insurance certificate | 1 copy. |
| 5) ATA Carnet | Original. |
| 6) Authorisation Letter | 2 copies. |
| 7) Organisers Letter of Participation | 1 copy. |
| 8) Literature / Product catalogue
describing your goods | 2 copies. |

Procedures At The End Of The Exhibition.

1) Re-Exportation

All goods under temporary import must be Re-exported exactly in accordance with the import packing specifications and invoices.

2) Selling Of Exhibits

If any of the items are not returning i.e. sold. Exhibitor / the buyer is required to produce documents as per Form -3, of this Shipping instructions, for sale duty clearance. The sale of exhibits is possible on shipments under Bank or Embassy Guarantees. However, it does take time and no goods can be released to the buyer until such time the following has been completed.

- a) Evidence has to be produced for payment of goods to the Exhibitor by the Buyer.
- b) Proof of Payment of Customs duties and taxes.
- c) Evidence of payment of Octroi Tax, if applicable.
- d) All custom formalities have been completed and a Customs “ Out Of Charge Note” obtained.
- e) During the period between the close of Exhibition and the Buyer completing items (a) and (d) the goods are warehoused by Siddhartha Logistics Co. Pvt. Ltd. It is the Exhibitors responsibility to ensure that their goods are adequately covered by insurance during this time. All charges from close of Exhibition to handed over to buyer including warehousing are for Exhibitors account unless agreed otherwise.

3) Destruction Of Material

This is strictly at the discretion of the Customs Authority and can only be ascertained on receipt of information relating to the material.

4) Goods Lost Or Not Accounted For

Exhibits lost, given away or consumed that are under temporary import will be subject to duties and taxes and a full enquiry by the Customs.

5) Goods Left Pending Sale Or Instructions

Due to problem on past Exhibitions Indian Customs now require full details of the buyers name to be registered with them within fourteen days of the close of the show.