



**SCHENKER**



# **Official Shipping Instructions for Road, Air & Sea Shipments in-cosmetics Korea 2019**

DB Schenker are the sole **Official Logistics Provider** for Event Shipping, Customs Clearance and On-Site Handling for in-cosmetics Korea 2019 being held on the 26th - 28th June 2019



# PRE-ALERT & CONTACT INFORMATION

To make a booking, kindly complete the attached order form enclosed with your complete pre-alert instructions.

DB Schenker Fairs and Events  
Mayne House, Juniper Park  
Fenton Way, Basildon  
Essex, SS15 6TD  
United Kingdom  
Telephone: +44 (0) 1268 632200

**Contact:** Luke Wrigley  
**E-mail:** luke.wrigley@dbschenker.com  
or  
**Contact:** Gary Sanderson  
**E-mail:** gary.sanderson@dbschenker.com

**All bookings** must be made on **SchenkerLIFT** by the following deadlines:

Airfreight consignments	10 days prior to arrival
Roadfreight	Available upon request
Seafreight consignments	25 days prior to arrival

NB: Late pre-advise surcharges will be applied for shipments arriving after the specified deadlines. DB Schenker cannot be held liable for late submitted pre-advices.

**If you would like to order services with us, you will need to do so via our online platform:**

[www.schenkerlift.co.uk](http://www.schenkerlift.co.uk)

SchenkerLIFT is a full end-to-end service where you will be able to book, manage, modify the services you have ordered, as well as arrange full payment.

Please also ensure you provide all documentation prior to departure of goods for checking and approval. Failure to do-so may result in delayed on-site services.

If you have any queries regarding the navigation of LIFT, please do not hesitate to contact us.



## ARRIVAL DEADLINES

**Airfreight:** Arrival at Incheon Airport on a pre-paid basis no later than 10 working days before required delivery to stand date.

**Seafreight:** Arrival at Busan Port on a pre-paid basis no later than 15 working days before required delivery to stand date.

**Roadfreight:** Available upon request.

**Any shipments arriving after these deadlines will incur a 30% surcharge on all handling rates.**

**Only DB Schenker operated equipment is permitted to enter the loading bays and halls according to appointment by the event organiser. No other lifting machinery will be permitted inside the exhibition halls.**



## OFFICIAL EVENT TIME

### BUILD-UP

Monday 24th June 2019  
08:00 - 20:00hrs  
\*space only and  
Shell scheme

Tuesday 25th June 2019  
08:00 - 20:00hrs  
\*space only and  
shell scheme

### EXHIBITION

Wednesday 26th June  
10:00 - 17:00hrs

Thursday 27th June  
10:00 - 17:00hrs

Friday 28th June  
10:00 - 17:00hrs

### BREAKDOWN

Friday 28th June 2019  
17:00 - 24:00hrs  
\*space only and  
shell scheme

## ON-SITE REPRESENTATIVE

Experienced representatives from Schenker Ltd, Fairs and Events will be on-site during the exhibition tenancy to supervise customs clearance and freight handling and to liaise with exhibitors during the course of the event.



## ROADFREIGHT INSTRUCTIONS

Available upon request



## SEAFREIGHT INSTRUCTIONS

All shipments must arrive "pre-paid" at Busan Port no later than **15** working days before required delivery to stand date:

### Consignee address

Attn: Ms. Joy Lee  
KEMI-LEE CO. Ltd  
Rm. 201 Arcvally  
37 Seongsui-ro 22-gil  
Seongdong-Gu, Seoul, Korea (04798)  
**Tel: 82 2 561 5269**  
**Fax: 82 2 565 3710**

### Notify Party

Exhibition name:  
Exhibitor name:  
Hall & stand no:  
C/O KEMI-LEE CO. Ltd

**Any shipments arriving after the specified deadline may be subject to a surcharge and may affect the requested delivery date to stand.**



## AIRFREIGHT INSTRUCTIONS

All shipments must arrive "Pre paid" at Incheon Airport no later than **10** working days before required delivery to stand date.

### Consignee

Attn: Ms. Joy Lee  
KEMI-LEE CO. Ltd  
Rm. 201 Arcvally  
37 Seongsui-ro 22-gil  
Seongdong-Gu, Seoul, Korea (04798)

**Tel: 82 2 561 5269**

**Fax: 82 2 565 3710**

### Notify

Exhibition name:  
Exhibitor name:  
Hall & stand no:  
C/O KEMI-LEE CO. Ltd

**Any shipments arriving after this deadline will incur a 30% surcharge on all handling rates.**

**DB Schenker will make all reasonable efforts to ensure that late shipments arrive prior to show opening but cannot offer any guarantees.**



## COURIER SHIPMENTS

**In accordance with Korean customs regulation, all items under temporary entry are exclusively under control of the Customs Authority. Exhibitors cannot distribute or consume any goods without any permission of Customs Authority.**

A copy of the courier waybill and commercial invoice should be sent to Schenker for checking prior to the consignment's departure. Please note that Schenker will have no control over the customs clearance of courier shipments. Shipments must also be sent on a **DELIVERED DUTY PAID** basis.

Sending courier shipments directly to the show site without notifying DB Schenker/Kemi-Lee is not recommended and will cause severe delays to the shipment. DB Schenker/Kemi-Lee are unable to receive, control and track the shipments directed direct to sire and therefore shipments dispatched in this fashion will likely cause delays until they are found / located.

For that reason, Schenker are not responsible for courier shipments which have not been notified or sent via our advanced warehouse accordingly. DB Schenker will intercept and control ALL courier shipments and therefore ALL courier shipments will incur tariff charges. DB Schenker will endeavour to locate and move all shipments to our advanced warehouse within the quickest possible timeframes but stress delays man incur whilst this process is followed.

Please ensure that the packages are clearly labelled with your exhibiting name, stand and hall number and also the name and mobile telephone number for the person receiving the consignment at the show.

Shipments arriving directly at the show site requiring payment of customs duty or any freight charges will be refused by Schenker unless pre-arranged. Shipments **MUST** therefore be sent on a **DELIVERED DUTY PAID** basis.



## COURIER SHIPMENTS (continued)

Please note that the Convention Centre and the organisers will not accept or take responsibility for any international courier shipments consigned to yourself at the venue or the organisers. Courier shipments must be shipped as noted under “CONSIGNEE ADDRESS (KEMI-LE CO., LTD) direct to Korea”.

ALL courier shipments **MUST** be routed to the advance warehouse on a door-to-door customs cleared basis.



## DOCUMENTATION

Copies of all shipping documentation should be sent to DB Schenker prior to the consignment's departure from origin to check that all details are correct. The following documentation is required for all Non EU shipments:

- **Seafreight - Bill of Lading, 1 surrender copy**
- **Airway Bill (AWB), 1 copy**
- **Commercial Invoice & Packing List, 1 copy**
- **Catalogue of foods in English, 1 copy**
  
- Surrendered / Express / Sea way Bill are also available and are preferable for efficient proceeding.
- A telex/telefax of PRE-ADVICE must be sent to **Schenker Ltd.** indicating the B/L number, vessel name/voyage, number of packing, weight, dimension and name of exhibitor and booth number.
- Full details of the shipment including a copy of AWB along with Commercial Invoice/ Packing List indicating the AWB number, flight number, carrier's name, number of packing, weight (Gross / Chargeable), dimension, name of exhibitor and booth number must be sent via fax arrival to **Schenker Ltd.**
- A detailed description of the goods in English including the name by which each item is known and the documents must have full details such as description of commodity, quantity and unit price in US dollar.
- International Harmonized Code (HS CODE available)
- Include serial and/or model number where applicable
- For manufactured products, please specify the component materials (i.e. wood, plastic, etc.)
- List the weight, dimensions and contents of each package
- Please indicate the country of origin of all goods within your consignment
- Please note that, for customs purposes, a value must be declared for each item regardless of the actual commercial value. This includes literature, giveaways and alike. Do NOT indicate the phrase 'No Commercial Value'.

### IMPORTANT

**Cosmetic samples can not import permanently, For purpose of display.  
Please do not ship without our confirmation. Please send us the info of items before you ship it.**

**Schenker Ltd** cannot make customs entry on shipments where invoices indicate general descriptions such as 'Exhibit Materials', or 'Give Aways'. Nor can we make entry will be delayed until detailed invoices are obtained from the shipper. Please follow the instructions above to avoid delays and additional expenses.





# CASE MARKING & PACKAGING

We recommend the use of durable crates with screw-down lids to prevent loss or damages. It is imperative that materials are palletized to enable the multiple handling, stacking and handling via Forklift or pallet truck.

All items should be separately packed, according to the following categories:

**Category A: Temporary Import**

**Category B: Items accompanied with an ATA Carnet**

**Category C: Permanent Import**

Cases should be clearly marked on at least 2 sides, as follows:

**Name of Exhibitor:** \_\_\_\_\_ **Hall & Stand No:** \_\_\_\_\_  
**Dimensions:** \_\_\_\_\_ **cms** **No. of Pieces:** \_\_\_\_\_  
**Case No (1 of 1 etc):** \_\_\_ of \_\_\_ **Gross Weight:** \_\_\_\_\_ **kg** **Net Weight:** \_\_\_\_\_ **kg**  
**Exhibition: in-cosmetics Korea 2019 / 26th - 28th June 2019 / Hall C, COEX**  
**Category A / B / C**

Cases imported from outside the EU whether made or partially made from 'raw' wood should be fumigated/treated by a registered packing company (registered with their national government plant health authority) prior to export.

All officially treated cases will bear an international 'ISPM15' (International Standard for Phytosanitary Measures) mark. Raw wooden packaging originating from outside the EU that does not bear this mark may be fumigated, destroyed or re-exported from the EU at the exhibitor's expense. Supporting documents to confirm fumigation/treatment is not required.

These regulations apply to both coniferous and non coniferous wood. Manufactured wood packaging (ie hardboard, plywood, MDF and chipboard etc) are not classed as 'raw'. Schenker Ltd, Fairs and Exhibitions will not be held responsible for any delays to your consignment cause by non-compliance of these regulations.

## ON-SITE HANDLING

**Schenker Ltd** will be responsible for safety in using equipments & efficiency in on-site handling. Therefore, **Schenker Ltd** shall perform exclusive on-site handling services for smooth & efficient handling. Any forwarder may deliver to the door of the hall, however **Schenker Ltd** must handle it from freight entry up to exhibition stand. So exhibits requiring mechanical assistance must be handling by OFFICIAL ON-SITE HANDLER. For on-site handling delivery, taking over from the site to installation.

## DUTY FREE GOODS

Consumable goods such as leaflets, brochures, literature (100% duty free).

## SELLING OF GOODS

If any of the goods are sold in Korea and Schenker/KEMI-LEE is to file a consumption entry (duty paid), a copy of new invoice should be provided. (In case, purchase price is changed). Also pacific buyer details must be provided before the exhibition closes.



## **CARGO INSURANCE**

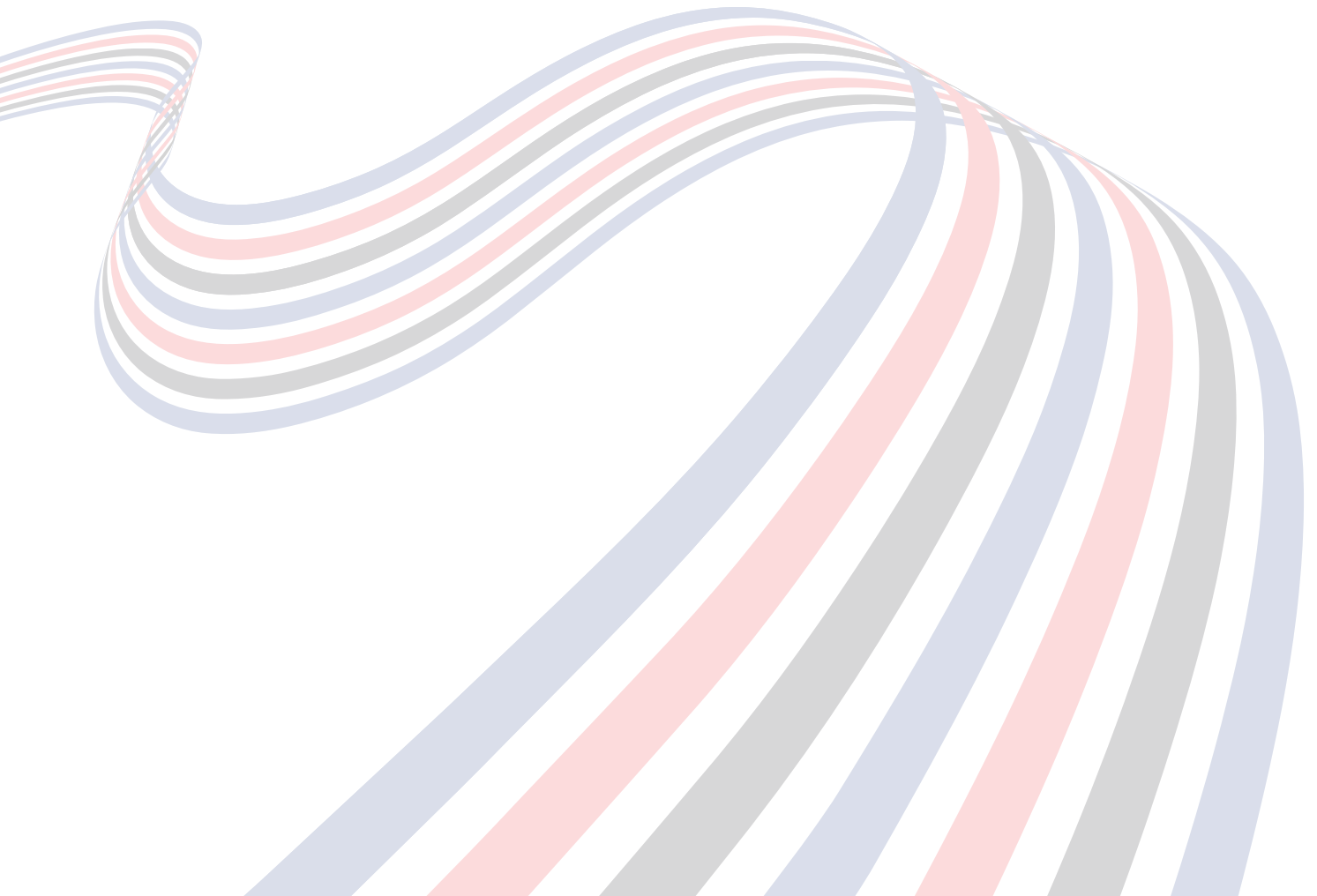
It is the responsibility of the exhibitor to ensure that they have adequate insurance for their goods whilst in transit to and from the exhibition, whilst there and / or in storage and also in transit to other destinations.

Schenker Ltd can provide competitive cargo insurance upon written request.



## **TRADING CONDITIONS**

All work and services provided by Schenker Ltd will be undertaken in accordance with our standard trading conditions (BIFA2017), a copy of which can be found on BIFA's website.





# PAYMENT OF SERVICES

In most cases, where agents are used within our organization or who are well known to us we will deal directly with those agents. It is therefore strongly recommended to employ an agent in your own country with whom we can make these arrangements.

Exhibitors or stand contractors with whom we invoice directly, we have two methods of payment available:

## BANK TRANSFER

### GBP STERLING

Deutsche Bank AG London  
Global Transaction Banking  
Winchester House  
1 Great Winchester Street  
London  
EC2N 2DB

Account name:  
Schenker Limited

Account number:  
13757700

Sort code:  
40-50-81

IBAN number:  
GB82DEUT40508113757700

Swift Code:  
DEUTGB2L

### EURO

Deutsche Bank AG London  
Global Transaction Banking  
Winchester House  
1 Great Winchester Street  
London  
EC2N 2DB

Account name:  
Schenker Limited

Account number:  
13757701

Sort code:  
40-50-81

IBAN number:  
GB55DEUT40508113757701

Swift Code:  
DEUTGB2L

### US DOLLAR

Deutsche Bank AG London  
Global Transaction Banking  
Winchester House  
1 Great Winchester Street  
London  
EC2N 2DB

Account name:  
Schenker Limited

Account number:  
13757702

Sort code:  
40-50-81

IBAN number:  
GB28DEUT40508113757702

Swift Code:  
DEUTGB2L

## CREDIT CARD

If credit facilities are not agreed, then pre-payment of all services will be required.

If a bank transfer is not possible, note DB Schenker accept payments via credit card.

We accept VISA, MasterCard, or AMEX. Please note that a credit card surcharge is applicable subject to the card being used at the time. Please refer to our tariff of charges.