



## INTERNATIONAL SHIPPING INSTRUCTIONS

### VIV ASIA 2025 12 – 14 MARCH 2025 IMPACT – BANGKOK, THAILAND

The organizers VNU Exhibitions Europe have appointed GKL Showfreight B.V. as officially recommended international freight forwarders for VIV Asia 2025 Bangkok.

Traditionally, we will be offering our professional all-in exhibition logistics services for VIV Asia 2025 in partnership and cooperation with our local partners and official on-site forwarders APT Showfreight Thailand.

The following shipping & customs instructions have been prepared carefully to assist the exhibitors in the preparation of shipping, customs clearance and on-site handling of their exhibits. If you need additional information or clarifications on this logistics process, you are most welcome to contact us at any time.

#### OUR CONTACT DETAILS:

GKL Showfreight BV  
Vogt 21 (WTC Heerlen-Aachen)  
6422 RK Heerlen, NETHERLANDS  
General E-Mail: [expo@gklshowfreight.com](mailto:expo@gklshowfreight.com)

Mr. Ger Kluter:  
Direct phone +31-85-0187689  
Mobile +31-6-51190741  
E-Mail [ger.kluter@gklshowfreight.com](mailto:ger.kluter@gklshowfreight.com)

## 1. DEADLINES

### a. DOCUMENT DEADLINES:

After our approval of your draft shipping documents\*\* the original/final documents must be sent to us no later than the deadlines given below or at least 3 (three) days prior to the arrival of vessel and/or aircraft in Bangkok.

- Sea freight: **10 February 2025**
- Air freight: **17 February 2025**

***! In addition, please also revert to point 5 on page 4 about "controlled goods". !***

\*\*2 originals and 3 copies of Bill of Lading/ Airway Bill, 3 originals and 2 copies of Commercial Invoice, 2 originals and 3 copies of Packing List, 1 copy of Insurance Policy and 1 copy of invoice for the premium if insured at origin\*\*

A pre-alert message via e-mail, indicating consignment details such as the flight numbers, Airway Bill numbers, number of packages, weights and dimensions and full shipment handling information (in case of heavy and/or large size exhibits accompanied by clear lifting and installation information ) is required to be provided to us upon uplift of the consignment.

### b. CONSIGNMENT/SHIPMENT ARRIVAL AT SEAPORT/AIRPORT BANGKOK DEADLINES

- Sea freight: **19 February 2025**
- Air freight: **26 February 2025**

Consignments that arrive after the above deadlines will be subjected to 30% Late arrival surcharges (based on the basic handling rate) to cover our extraordinary efforts to speed up clearance of your consignment before the show opens. But we will not guarantee delivery date for your late arrival consignment.

## 2. CONSIGNEE INSTRUCTIONS:

All shipments, dispatched either by sea freight or airfreight, are to be consigned and send "Freight Prepaid" as follows only:

Consignee & Notify Party in Ocean BL or Master AWB (in Block letters):

**APT SHOWFREIGHT (THAILAND) LIMITED**  
98/7-8 YANNAWA ROAD, CHONGNONSEE  
YANNAWA, BANGKOK 10120, THAILAND

All documents such as the Ocean Bill of Lading and Master Airway Bill must show the consignee as indicated above. Shipments sent under 'Freight collect' term may not be proceeded until we receive confirmation for the payment,

**ARRIVAL PORTS:** Please choose from **arrival ports SAHATHAI, UNITHAI, TPT, BMT, PAT.** Please do not choose Laem Chabang as arrival port, as customs clearance in this terminal is restricted and thus risky for exhibition goods. Also additional surcharges would be applicable for shipments arriving at Laem Chabang port.

### 3. CUSTOMS DECLARATION/CLEARANCE

All declarations in your Commercial Invoice/ Packing List / Carnet ATA goods manifest, must be in the **English** Language. A full and correct customs description of the items must be given.

To assist the approval of importation by Royal Thai Customs, please provide a copy of descriptive/illustrative brochures and photo's digitally together with your Commercial Invoice/ Packing List / Carnet ATA goods list BEFORE shipping your goods.

To enable us to perform the customs clearance formalities on your behalf, we will require you to provide a set of documents to cover your shipment. As a minimum requirement, we will require a Combined Invoice & Packing List (CIPL) and will require additional documentation depending on the commodities that you are shipping.

For your convenience, we attach a digital CIPL template form that we can advise you to use for this purpose. This template is known by Royal Thai Exhibition Customs Authorities and will generally be of advantage for a speedy customs clearance process.

#### SEPERATION OF TEMPORARY IMPORTS FROM FINAL IMPORTS:

Please note, that the temporary import of exhibition goods can be done in 2 different ways: **ATA Carnet and Bonded clearance via CIPL.**

Please note, that there are restrictions for shipping Carnet ATA shipments together with goods that are covered by a CIPL for Bonded clearance ( either for temporary or final import ).

However, if you use the Bonded clearance option via CIPL, then you can ship temporary and final import goods together.

### 4. **ATA Carnet**

Exhibitors who wish to import their exhibition goods temporary into Thailand by using ATA Carnet document must please make sure that the ATA Carnet is issued accordingly as below:

#### ***On the LEFT hand side of ATA Carnet Cover Page:***

Column B "Represented by": **APT Showfreight (Thailand) LTD, and/or any other Authorized Rep.**

Column C "Intended use of goods", please list as per all conditions that your Chamber of Commerce has committed under ATA Carnet: For example, ATA Carnet from France to list: "Professional, Exhibition Goods, Commercial Samples" in this column.

#### ***On the RIGHT hand side of ATA Carnet Cover Page:***

Column C "Valid Until": expiry date must be at least 6 months from date of arrival of goods in Thailand.

#### ***At the bottom of ATA Carnet Cover Page***

Signature: Please make sure that the same person who signs on ATA Carnet, is the same person to sign on Power of Attorney\*. If there is any company seal/stamp on ATA carnet, the same company seal/stamp is also required on the Power of Attorney is required by Royal Thai Customs.

\* Power of Attorney template form will be provided by us upon your request.

**LANGUAGE:** Please use only "ENGLISH" language in ATA Carnet.

As per customs regulation on ATA Carnet shipment, the shipment **MUST** be packed and shipped separately from permanent import items or different type of temporary import items. Please issue Commercial Invoice for permanent import items. Separate HAWB/ HBL need to be issued for each shipment.

## 5. CONTROLLED GOODS

Exhibitors are advised to contact us as soon as you have signed to participate for the exhibition as there are many items that require an import license, to be approved before the departure of consignment in Bangkok. Failure to have import license available, a high customs fine/ penalty will be imposed on exhibitors.

Here are some items that require Import & Export license prior to their importation into Thailand for exhibition purpose:

Communication Equipment, Defense Equipment (such as weapons, etc.), Electric Appliance (such as TV, lighting, etc.), Feed/Food & Beverage, Radio Equipment, Medical Equipment, Medicine, Motorbikes, Toys, Used Cars, Weighting & Measuring equipment, & all dangerous goods. All these goods must be re-exported at the end of exhibition.

Please note that products made of or containing wood, even if they have been processed such as furniture, might need an fumigation certificate or declaration form the producer. If you have any goods of that nature in you shipment, then please contact us as a.s.a.p.

Exhibitors are to provide to us the details of the items such as brand, serial number, ingredients or materials made of for each item that you intend to import into Thailand at least **45 days** prior to the arrival of shipment. If import license of any kind is required, shipment departure date must not be before import license issue date.

Please note, that even if you send your shipment by ATA Carnet, import licenses as above described might be required.

## 6. CASE MARKING/ STORAGE OF EMPTIES & FUMIGATION

All packages are to be marked as follows:

**VIV Asia 2025**  
c/o **APT SHOWFREIGHT (THAILAND) LIMITED**  
Name of Exhibitor :  
Stand Number :  
Case Numbers :  
Gross Weight/Net Weight :  
Dimensions :

For your convenience, we attach our GKL Showfreight shipping label template, that we advise you to use for marking your pieces with and in which you can fill in all required information.

We will store your empty cases within the exhibition site under shelter during the exhibition if space is available.

For wooden cases returning to some European, Asian or other countries at the end of exhibition, fumigation as per ISPM regulations will be mandatory before they can be exported as per import regulation of destination country. If applicable a fumigation fee will be charged to your account. Taking the above into consideration, we advise you to use heat treated/fumigated wooden packing material starting from origin in your company.

## 7. CORRECT WEIGHTS & DIMENSIONS / DESCRIPTIONS:

Please make sure, that all shipments are weighed and measured correctly as it is of high importance, that the actual weight matches exactly with the declared weight on all export, shipping and customs documents.

Royal Thai Customs inspect all shipments according to your produced invoices and packing lists. Any discrepancies, not only in weight and/or quantities but also in description and harmonized customs codes, can potentially lead to heavy fines, delays and possibly even seizure of the shipment.

## 8. **COURIER SHIPMENT**

Exhibitors who intend to send their small value of exhibition materials such as giveaways or brochures via courier services (DHL, FEDEX, UPS, etc.):

As Thailand is not a "Free Port" country, all shipment imports via Courier is subject to import duty/tax. In most of the cases, the courier company will hold shipment at customs till arrival of delegates which may be too late for timely delivery for the exhibition.

We strongly advice courier shipments to be send basis DDP only and to be consigned to:

**APT Showfreight (Thailand) Limited,**  
98/7-8 Yannawa Road, Chongnonsee,  
Yannawa, Bangkok 10120, Thailand  
Attention: Mr. Hasnai Kongkaew  
For : VIV Asia 2025 / Booth no :

Please contact us as early as possible for full advice on using courier service:

Rules & regulations and handling fee for the co-ordination with the courier company for your courier shipment, to be delivered to our premises and arrange delivery to your exhibition stand : will be applicable and will be quoted to you on request.

For High value shipments and/or shipments that require an import license or for customs clearance as air cargo, the courier company will not be able to arrange customs clearance of your shipment. Our handling charge for airfreight shipment and late arrival surcharge will be applied in such cases where we must perform the customs clearance for courier shipment.

## 9. **INSURANCE COVERAGE**

Please be aware that your goods are carried and handled entirely at owner's risk. Please do not assume that your cargo is automatically covered. We strongly recommend that you arrange for your goods to be covered for all risk insurance from the moment your goods leave your works until they reach the final destination after the show has closed.

It is the responsibility of the owner of the goods to ensure that cargo is adequately covered.

## 10. **TRADING TERMS & PAYMENT CONDITIONS**

Unless otherwise provided, the latest version of the "Dutch Forwarding Conditions" as lodged at the office of the District Court in Amsterdam, Rotterdam, Arnhem and Breda are applicable to all our activities and services. In such cases where the "Dutch Forwarding Conditions" do not cover every aspect of the entire and full service package of GKL Showfreight B.V., additional " Conditions of GKL Showfreight B.V. " shall apply. Our aforementioned GKL Showfreight B.V. "General Terms and Conditions" will be sent to you upon your first request and free of charge. Dutch Law applies.

**Unless agreed upon by separate and mutual written agreement, the payment terms of our invoices are as follows:**

Inward Consignment: Upon presentation of invoice/prior to delivery to stand.

Outward Consignment: Upon presentation of invoice/prior to return exhibits.

### **OUR ACCOUNT DETAILS ARE AS FOLLOWS:**

Account name: GKL Showfreight B.V.  
Bank Name: ING Bank NV  
Account/IBAN Number: NL41 INGB 0006 1042 68  
BIC/SWIFT code: INGBNL2A