

We Find the Way

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SHIPPING MANUAL

CONTENT TOKYO 2020

10th LICENSING JAPAN

9th Creators' Expo

8th Production/Studio Expo

8th Content Distribution & Management Expo

6th Advanced Digital Technology Expo

6th Content Marketing Expo

4th PR Design & Branding Expo

Oct 21st to 23rd

Tokyo Big Sight

These instructions list important information including shipping deadlines and documentation requirements for the transportation of your exhibition materials into/out Japan

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1. DEADLINES

1.1 DEADLINES/SCHEDULE AT A GLANCE

ALL	Shipping Application	Sep.16 2020
	Performa Commercial Invoice & Packing list / ATA Carnet with H.S. Code of Descriptions, Product Catalogues with Photos , Specification sheets for all items	Sep.18 2020
SEA	Copies of Bill of Lading and the Commercial Invoice & Packing List / Original ATA Carnet for SEAFREIGHT consignments and Original Power of Attorney	Sep.18 2020
	Arrival of exhibits shipped by SEAFREIGHT	Sep.29 2020
AIR	Copies of Commercial Invoice & Packing List / Original ATA Carnet for AIRFREIGHT consignments and Original Power of Attorney	Oct.02 2020
	Copy of Airway Bill	Oct.06 2020
	Arrival of exhibits shipped by AIRFREIGHT	Oct.08 2020

For late submission of documents, **an extra fee of JPY50,000- per shipping** will be imposed.

Any port/airport storage charges will be re-charged irrespective of the arrival deadlines.

1.2 DISPATCH OF DOCUMENTS (PRE-ALERTS)

To ensure no delays or undue inconvenience to customs clearance on arrival, it is imperative that copy of the above documents must be forwarded by e-mail well in advance before the arrival of shipments according to the stipulated deadlines above.

1.3 DOCUMENT REQUIRED

The following documents are required not later than the deadline.

- A copy of Way Bill(or surrendered Bill of Lading) / Airway Bill.
- Commercial Invoice & Packing List / ATA Carnet with HS codes
- Catalogues with photos
- Specification sheets of exhibits
- **Original** Power of Attorney
- Necessary import license or Certification (if any)

1.4 LATE ARRIVAL / URGENT RETURN SHIPMENT

Late arrival surcharge (based on 30% of the basic handling charge) will apply if shipment arrives after the stipulated deadlines. This will also apply for shipments that need to be returned urgently after the exhibition.

In any such case, Nippon Express will make all reasonable effort to ensure delivery before the exhibition opens; however, no guarantee can be given. The surcharge will apply regardless of delivery date to the show site.

Nippon Express will not be responsible for any delays.

2. SHIPPING INSTRUCTIONS

2.1 CONSIGNMENT INSTRUCTIONS

(Sea / Air)Bill of Lading must be issued separately by commodity categories.

Category (i) Goods to be cleared through ATA Carnet

Category (ii) Goods to be sold, abandoned, given away, partially or completely consumed.

Different categories **should not be combined** in a same Bill of Lading, so you may have ①Airway Bill for (i), ② Airway Bill for (ii), ③Way Bill for (i) and ④Way bill for (ii).- 4 kinds of bills in total.

Exhibition goods must arrive at **Tokyo Port / Narita Airport** by above deadline.

All goods by Seafreight and Airfreight must be sent “Freight Prepaid” or “Freight DDP-Delivered Duty Paid (from countries where agents of Nippon Express are.)” i.e. all duties and taxes for consignments must be paid by sender.

Consignee on B/L should be followings.

	ATA Carnet	Permanent entry (Other than ATA Carnet)
SEA	Exhibitor c/o Content Tokyo 2020 3-11-1 Ariake Koto-ku Tokyo Japan	We could not handle permanent entry by Ocean
AIR	Exhibitor c/o Content Tokyo 2020 3-11-1 Ariake Koto-ku Tokyo Japan	

All documents such as Way Bill and Airway bill must show Exhibitor's Name/Booth number and Nippon Express Co. Ltd., Gotanda Air Service Branch as **Notify party**.

NOTE 1) Importer in Japan is a company which is registered in Japan.

2.2 COMMERCIAL INVOICE

Commercial Invoice is consigned to the same as above in the list. **Nippon Express never become your consignee either your shipper.**

The signed commercial invoices must be on shipper's (exhibitor's) letter-head and bear the following information: Number of packages, itemized description of goods, itemized harmonized code, itemized value, total CIF value indicating currency code, total number of packages, total net weight, and country of origin.

If itemized H.S code is not mentioned in invoice/packing list, JPY1000- per item will be charged additionally.

Giveaways, brochures, catalogues, magazines, printed matters, etc are dutiable on final basis and must be given a value based on CIF basis. **Do not indicate** 'No Commercial Value' or 'Zero' on the invoice.

Failure to comply with documentation and accuracy will result in delay and undue inconvenience, storage and other dues which shall be for account of the exhibitor.

The acceptance of the shipping documents is subject to the sole discretion of the Japan customs as per their defined parameters.

NOTE : Japan Customs are strict and thorough in their examination of goods. All packages can be expected to be opened and contents checked against the Commercial Invoice & Packing List.

Customs fines will be imposed on the exhibitor in cases of Undervaluation, Non-declaration, and Erroneous declaration. In such cases, Nippon Express shall not be responsible for any delay in customs clearance. Customs fines and extra expenses incurred shall be borne by the exhibitor. Exhibitors are therefore strongly reminded to declare the **true market value** of your goods and be extremely careful in your preparation of documents.

2.3 CASE MARKING

For easy identification, all packages shall be marked as follows:

Exhibition name : c/o Nippon Express Co., Ltd.

Name of Exhibitor : _____

BOOTH NO : _____ HALL NO: _____

Case Numbers : X of Y (X being the succession number and Y being the total number of packages,

For example 1 of 5, 2 of 5, 3 of 5, 4 of 5, 5 of 5)

Commodity Category : (i) or (ii)

Gross Weight/Net Weight (kg) : _____

Dimensions (cm) : _____ x _____ x _____

2.4 PACKING

2.4.1 Separate packing

It must be packed separately by commodity categories.

(i) Goods to be cleared through ATA Carnet and;

(ii) Goods to be cleared as permanent importation - sold, given away, partially or completely consumed goods.

Different categories **should not be packed in a same package** and be packed dividedly. In case that return items and consumable items are mixed in a same package, we shall be forced to sort out the cargo in different packages by categories – (i) and (ii).

2.4.2 Strong, Returnable type, and Waterproof

Exhibitors are advised to provide strong packing cases for the transportation of the exhibits. The packing of the exhibits are to withstand external elements as well as movements during full transportation and handling.

For main exhibits, we recommend sturdy returnable type of cases to be used for return or onward transport. Return cargo should be packed in re-usable crates. Easily removable lids or side panels, secured by bolts or clips (removable by hand) are essential.

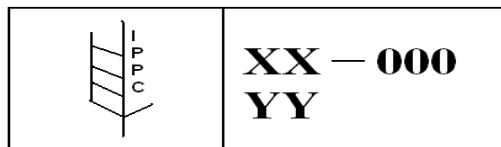
Packages can be placed outdoors several times, before delivery inside exhibition halls, or after closing : exhibitors must take necessary precautions against rain. Cardboard cartons should be avoided if they are intended for return shipping. Nippon Express will not be responsible for damages and claims arising out of improper packing.

Japan Customs shall often require inspection. In this case, any packages have to be opened accordingly. To prevent damage to the contents, be certain to interpose suitable cushioning material between the contents and the carton top so as to prevent the contents from being cut by a razor knife when the box is opened. If you pack a cardboard carton, be certain to interpose a “housing” material of some kind around the contents. This extra step will minimize a possibility of damage at the time of cargo inspection by Customs.

2.5 FUMIGATION

All cargo containing wood into Japan must have been fumigated in the country of origin. This regulation concerns packages such as crates, pallets, frames, drums, etc.

Treated packing materials must clearly display the mark as shown below. Approval to use this mark is issued by the National Plant Protection Organization (NPPO) of an exporting country or by an organization officially recognized by the NPPO.



Where:
IPPC - Abbreviation of "International Plant Protection Convention";
XX - International Standardization Organization (ISO) two letter country code;
000 - Wood packing producing enterprise code approved by official plant quarantine authorizations in export countries or territories;
YY - The phytosanitary treatment measures, Methyl Bromide Fumigating - MB, Heat Treatment - HT

3. CUSTOMS REGULATIONS

3.1 ATA CARNET

For exhibits to be totally re-exported only. Exhibitors are strongly advised to ship exhibition goods using the ATA Carnet System in order to shorten the processing time of documents for temporary importation. Your freight forwarding agent in your country can advise on the benefits and procedures involved in using the ATA Carnet.

"We could handle only Sea shipment by ATA CARNET"

3.2 PERMANENT IMPORTATION

All goods under permanent import, such as brochures and giveaway items are permitted entry into Japan, but duties / taxes will have to be paid by the exhibitor. **"We could not handle permanent entry by Sea"**

Please change shipping method from Sea to Air.

3.3 TEMPORARY IMPORT BOND SYSTEM

We don't have Temporary Import Bond system in Japan. Exhibits have to be cleared by either ATA Carnet or Permanent Importation.

3.4 SPECIAL LICENSES & PERMITS

Foodstuff, Beverage, Cosmetics, Medicines & Medical equipment are parts of controlled items. To be clear import customs, it requires certain time to have licenses or permits. The applicant must be an importer in Japan. **Nippon Express never become the applicant.** Please prepare copy of contract if shipment includes design of use license.

Administrative fees will apply for application and endorsement of licenses/permits from relevant Japanese Government departments (Ministry of Health, Labor and Welfare (MHLW), and etc.).

There are some cases that we can't get an import approval of MHLW and etc. In such case, exhibitor must **accept to give up the import.** (Exhibitor may choose abandonment or return, and have to pay the cost.)

Chemical products to be used in the booth, we highly recommend to purchase them in Japan. (washing gel, silicon spray etc.) Material safety data sheet (MSDS) is required to make customs clearance.

3.5 POWER OF ATTORNEY

All exhibitors have to sign and submit The Power of Attorney to Nippon Express.

The Power of Attorney allows Nippon Express to create or alter documents that relate to your shipment on your company's behalf. In order for Nippon Express to be Japan Customs compliant it is mandatory that this form be completed.

4. AT BOOTH

4.1 DELIVERY / COLLECTION

The responsibility and liability of Nippon Express ends once the goods have been delivered to the stand, irrespective of exhibitor's or his representative's presence on the stand.

When written instructions fail, goods may be delivered/collected to/at the stand commencing on the last day and the day before the last day of the official delivery/ on the last day of official collection period between 9:00 and 17:00. The onsite unloading/loading schedules are coordinated by Nippon Express. If you wish to appoint specific delivery/collection day/time, additional fee will be required.

4.2 DAMAGE CLAIM

Externally recognisable damages must be stated on the work order/delivery order sheet on delivery of the goods. Any claim can only be treated when made in writing and presented to Nippon Express on the delivery day. Verbal claims only will not be accepted.

4.3 STORAGE OF EMPTY CASES

Empty cases will be stored within the exhibition site if space is available. Please contact Exhibition Organizer. If the organizer can't provide storage service and you will re-ship exhibits in your cases, empty cases can be stored by Nippon Express with your expense.

4.4 DISPOSAL OF PACKING MATERIALS

When you do not need to keep your packing materials (cases, pallets, box and etc.), please contact Exhibition Organizer. Nippon Express can't provide you of disposal services.

5. RETURN SHIPPING

5.1 RETURN INSTRUCTION

It is imperative that all exhibitors complete and sign the Return Shipping Instruction. Exhibitor should contact Nippon Express at the earliest opportunity to complete the return instructions. If there is any amendment to the return instruction, the exhibitor will have to provide Nippon Express with the revised instruction immediately.

If the exhibitor has sold their exhibits to a 3rd party during the event, it is the **SOLE** responsibility of the exhibitor to oversee the collection of their exhibits.

5.2 UNATTENDED CARGO AT CLOSE OF EVENT

The responsibility and liability for return freight at the close of the exhibition starts only with the collection from the stand during the official dismantling period **with attendance of exhibitor**. The acceptance of return shipping does not constitute any admission of responsibility or liability for freight which has not yet been collected from the stand. If the exhibition booth has been left, without the shipment being collected, shipment remains on the booth at exhibitor's risk.

5.3 RE-EXPORT TIMEFRAME

After the close of the exhibition, re-export formalities may take at least 2 weeks from the close of the show depending on the region and space availability in airlines or shipping lines. In this case, it will be required storage charges. For urgent

re-export, surcharges will apply.

6. PAYMENT

6.1 TERMS OF PAYMENT

Inbound : Prior to Import customs entry

Outbound : Prior to Export customs entry

All payments must be made without any deduction or deferment on account of any claim, counterclaim or offset.

6.2 BANK ACCOUNT

Bank account (Japanese Yen Account only) details are as follows:

Bank Name: MUFG BANK,Ltd. Shimbashi Branch

Address: 2-12-11 Shimbashi Minato-ku Tokyo Japan

Tel: +81-3-3502-4324

A/C Name : Nippon Tsuun(Ka)

A/C No: 0013005 (Current Account)

Swift code : BOTKJPJT

Bank & Branch Code : 0005 433

7. TERMS OF CONDITIONS

All business is only transacted in accordance with Nippon Express's General Trading Conditions. A copy is available upon request. Use of Nippon Express's services – be it partly or in full – and any requirement for additional services at any time before, during or after the exhibition express orally and/or in writing and/or by conduct, implies acknowledgement and acceptance of the foregoing.

8. TARIFF

If any special services are required, it will be subject to a mutual agreement with the exhibitor and additional charges will be levied. All rates in the tariff are in Japanese yen. Some items with mark * are to be charged Japan consumption tax at the rate of 10% (subject to changes).

8.1 INBOUND HANDLING TARIFF

	Item	Unit	Minimum	per Unit	Note
SEA	Basic Handling Charge*	M3 or RT	80000	20000	
	CFS charge	M3 or RT	3980	3980	
	D/O Fee+THC		Actual		
	X-ray Inspection fee	B/L	20000	5100	If applicable
	X-ray Trucking fee	Trucking time	Actual		If applicable
AIR	Basic Handling Charge*	Chargeable kg	30000	(+100kg) 220 (+300kg) 200 (+500kg) 180	
	Terminal charge		Actual		
	Customs Clearance	Declaration	1)8600 2) 11800	8600 11800	1)Carnet 2)Other than Carnet Base 2HS additional every 4HS
	Inspection fee	30 minutes	6500	6500	If applicable
General	Empty case storage *	M3	6000	4000	
	Food sanitation fee *	Item	8600	8600	
	Import Duty & Tax		Actual		

8.2 OUTBOUND HANDLING TARIFF

	Item	Unit	Minimum	per Unit	Note
SEA	Basic Handling Charge *	M3 or RT	80000	20000	
	CFS charge	M3 or RT	3980	3980	
	FOB charge *	M3 or RT	15000	2500	
AIR	Basic Handling Charge *	Chargeable kg	30000	(+100kg) 220 (+300kg) 200 (+500kg) 180	
	AWB fee	B/L	200	200	
	Customs Clearance	Declaration	5900	5900	Base 3HS additional every 5HS
	FOB charge *	Chargeable kg	5000	50	
	Airline fuel surcharge		Actual		
	RASC charge	B/L	300	300	Amount as of today
	AMS fee	B/L	500	500	To USA only, Amount as of today

Note

- 1) Inbound Handling Charge excludes normal Transportation to site, Off loading at site, Delivery to booth.
- 2) Outbound Handling Charge excludes normal Collection from stand, Loading onto truck at site, excludes Transportation to airport.
- 3) Above service excludes unpacking, special labor, special equipment, heavy-lift charge, packing charge, packing materials fee, disposal fee, fumigation charge, overtime working fee, holiday working fee, holiday trucking fee, return air freight and sea freight.
- 4) Shipments arriving prior / after the mentioned deadline are subject to storage charges.
- 5) Irrespective of the arrival deadlines, carrier storage charges will be applicable at cost + 10% outlay fee.
- 6) For **late submission of documents**, an extra fee of **JPY50,000- per shipping** will be imposed.
- 7) **Late arrival consignment surcharge (based on 30% of the Basic handling charge)** will be levied for shipments arriving after the stipulated deadlines.
- 8) **Urgent re-ship consignment surcharge (based on 30% of the Basic handling charge)** will be levied for urgent export shipments after the exhibition.

- 9) Container demurrage, Airport/Port Storage, Warehouse Storage, Trailer detention and any unforeseen charges if incurred will be charged accordingly at cost + 10% outlay fee, irrespective of the arrival deadlines.
- 10) If **itemized H.S code is not mentioned** in invoice/packing list, **JPY1000- per item** will be charged additionally.
- 11) Definition of one customs declaration is as follows.

Inbound : up to 2 HS codes is the first 1 declaration.

Beyond to 2 HS codes is to be counted as additional 1 declaration by 4 HS codes.

Countable HS code is to differ subject to country of origin.

Outbound : up to 3 HS codes if the first 1 declaration.

Beyond to 3 HS codes is to be counted as additional 1 declaration by 5 HS codes.

Countable HS code is to differ subject to country of origin.

For Example) Case of 10HS Export customs entry

10HS=3+5+2HS, 5900+5900+5900=JPY17,700

9. FORMS

Appendix A Shipping Requirement

Appendix B Power of Attorney

Appendix C Return shipping instruction

10. CONTACT

If you have any questions, or require further information, please do not hesitate to contact us directly. When sending your correspondence, please be sure to indicate **Exhibition's name** and your company name, so as to ensure smooth communication.

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