

ART BEIJING

29th, April – 2nd May , 2018

Agriculture Exhibition Centre of China

BEIJING

P.R.CHINA

SHIPPING MANUAL

OFFICIAL FREIGHT FORWARDER 展品运输总代理

SINOTRANS Limited Special Logistics Branch
中国外运股份有限公司特种物流分公司
北京市朝阳区安定路5号院10号楼外运大厦B座8层
8th Floor Building 10/Sinotrans Tower B NO.5 Anding Road Chaoyang District
Beijing 100029
P.R China.

Attn: Mr. Jim SU Ms. Anna Fu
Fax:+86 10 52295627 Tel: +86 10 52295766
E-mail: sushenghao@sinotrans.com
fugiaohong@sinotrans.com

CONSIGNEE AND NOTIFY 收货人和通知方

For shipments send to Port of Xingang/Beijing Airport directly, consignee's name on OBL/Master Airway Bill must be:
直达天津新港/北京首都机场的展品，海运提单/空运主单收货人应为：

By sea

Consignee- SINOTRANS Limited Special Logistics Branch
8th Floor Building 10/Sinotrans Tower B NO.5 Anding Road Chaoyang
District Beijing 100029
Attn: Mr. Jim SU

Tel: 86 10 5229 5071 MP: 13401153110

Notify---- **Art Beijing 2018**
C/O Art Beijing 2018 (April 29 –May 2, 2018)
Exhibitor Name:XXX
Booth No:XXX

By air--MAWB

Consignee - SINOTRANS Limited Special Logistics Branch
Add: 8th Floor Building 10/Sinotrans Tower B NO.5 Anding Road
Chaoyang District Beijing 100029

Tel: 86 10 5229 5071 MP: 13401153110

Notify party - SINOTRANS Limited Special Logistics Branch

C/O Art Beijing 2018

(April 29 –May 2 2018)

Exhibitor Name:XXX

Booth No:XXX

By air—HAWB

Please contact Sinotrans in advance for more information.

EXHIBITION DOCUMENTS 清关文件

a. Declaration Form for Temporary Import Exhibits (List of Exhibits-LOE)

暂准进口展览品报关清单（展品清单）

（Please find attached form 随附表格）

b. List of Exhibits is to be completed in English and Chinese. We will help you to arrange Chinese translation if you needed.

请用中英文填写展品清单。如有需要，我们将提供翻译服务。

c. Full description is required by Chinese customs, e.g. Artist Name, Name and Material, Size, Year of each artwork. Model number, serial number of electrical items, size of monitor and H.S.Code etc. must be given on the List of Exhibits.

中国海关要求填报展品的全称，例如：艺术家的姓名，每件艺术品的名称，材质，尺寸，创作年代，电器产品的型号，序列号，显示器的尺寸，海关税号，等等。

d. The exhibitors will fully responsible for the delay and not cleared which occurred by the incorrect information and did not declared in documents.

Sinotrans or our agent in your country can assist you any difficulties you may have with documentation.

参展商需要承担由于资料填报有误或不完整而导致的展品清关和送货时间延误的责任。我们和我们的代理会对您遇到的任何困难提供协助。

e. If you have oversized or dangerous goods and animal or plant, please contact us or our agent in your country to obtain special documentation.

如需运送超大货物，危险品，或者动植物产品，请务必在运送前与我们或者代理商联系，咨询所需提供的相关文件。

DEADLINES FOR DOCUMENT AND SHIPMENT 文件及运输时间表

a	List of Exhibits Form 展品清单:	Final version before 24 th ,Mar,2018
b	Shipment arrival at Xingang port 到达天津新港:	
	-LCL 海运拼箱货物到达天津新港	10 th April,2018
	-FCL 海运整箱货物到达天津新港	15 th April,2018
c	Shipment arrival at Beijing airport 到达首都机场	10 th April, 2018

SHIPMENT PRE-ADVICE 发货通知

For Sea Shipment, please include the following 海运货物请通知:

- Name of Vessel/Voyage 船名/航次
- Ocean B/L NO. 提单号
- Vessel name /Voyage and B/L NO. for 2nd carrier (if any) 二程航名/航次, 提单号

For Air shipment, please include the following 空运货物请通知:

- Master Airway Bill NO. 主运单号
- Flight No. 航班号

CASE MARKINGS 唛头

All packages shall be marked at least both sides as follows:
至少在外包装两面标示一下唛头:

Art Beijing 2018

C/O SINOTRANS Limited Special Logistics Branch

Name of Exhibitor:

Stand Number:

Gross Weight (kg):

Case Number:

Net Weight (kg):

Dimensions (cm):

Country of Origin:

DOCUMENTATION 文件

For sea freight consignments, the following documents are required 海运货物需提供以下文件:

- 1) 2 originals and 1 copy of Bill of Lading 正本提单两份, 及副本提单一份
- 2) 1 copy of List of Exhibits (LOE) 展品清单一份
- 3) 1 copy of Insurance Policy (if insured) 保险单一份 (如有)
- 4) 1 original Phytosanatory Certificate and (Must be marked IPPC on the wooden case)/ or Non Wood Packing Material Declaration. 除害处理证明原件 (外包装上必须有 IPPC 标示) 或非木质包装证明

For airfreight consignments, the following documents are required 空运货物需提供以下文件:

- 1) 1 Copy of Airway Bill 空运单一份
- 2) 1 Copy of List of Exhibits(LOE) 展品清单一份
- 3) 1 copy of Insurance Policy (if insured) 保险单一份 (如有)
- 4) 1 original Phytosanatory Certificate and (Must be marked IPPC on the wooden case)/ or Non Wood Packing Material Declaration. 除害处理证明原件 (外包装上必须有 IPPC 标示) 或非木质包装证明

PACKING 包装

Exhibitors are advised to provide strong packing cases for the transportation of the exhibits which can withstand unpacking and repacking operations. For main exhibits, we recommend bolted returnable type of cases to be used. This is to avoid unnecessary repair and reconstruction of cases in the event of damages due to handling whilst in transit.

包装必须坚固耐用, 以避免在运输和拆装过程中发生损坏。我们建议参展商采用螺栓固定的包装箱, 便于货物的再包装和回运。

In addition to the above, markings should be shown on the sides of the crates/cases where applicable 此外, 包装箱侧面必须标注:

- Label fragile items on all sides. “易碎品”需在所有侧面标示
- “THIS SIDE UP” labels on 2 sides “向上”应在两面标示
- Items, which cannot be stored outside, must be marked on 2 sides with the umbrella symbol “防雨”应在两面标示
- Exhibits, that are only allowed to be moved by crane, should be marked clearly with the sign “SLING”可以吊装的展品需在外包装上标示吊索位置
- CENTER OF GRAVITY, FRONT and BACK signs must be marked clearly. 外包装上需标示“重心”“正面”“背面”
- Other given markings in conjunction with International Laws must be marked as well (e.g. Dangerous Goods, etc) 其他标志应符合国际通用的标准（如：“危险品”等）

STORAGE OF EMPTY CASES 空箱存放

We will pick up empty cases and be stored at warehouse within the exhibition. Your cases need be marked, and will be return to your booths stored for the repacking at the end of the exhibition.

空包装箱/包装材料将会提走安排在展览期间临时存储，展览会结束后会尽快送回展位。

Container detention fee will be levied by shipping lines for containers kept in use for an extended period of time. Free days allowed by shipping lines are usually up to 7 to 10 days after the discharge of containers at the port. Should you require the container to be kept within the exhibition site for storage purposes and subsequent re-export, please inform us whether the container detention fee has been negotiated with the shipping line.

集装箱的超期滞箱费将由船公司收取，免费期通常是从到港日开始 7-10 天，如需将集装箱用于展会期间的存储及展会结束后的展品回运，请务必通知我们滞箱费是否已与船公司商定。

CATALOGUES,PUBLICITY MATERIALS 资料及宣传品

There will be very strict inspection for any printed matter/papers. Therefore, we strongly suggest you not to send any such as magazines, books, catalogues, brochures, Leaflets, etc. to the show.

由于对印刷品有十分严格的审查，因此我们强烈建议不要发运任何比如：杂志，书籍，资料，小册子，宣传单页等。

The give-away and gift items must be packed and shipped separately with the exhibits. The give-away party will be cleared as permanent and the tax & duty will arise

现场分发的宣传册及礼品等务必要和展品分开运输。宣传册或礼品将按照永久进口，缴税操作。

Please feel free to contact us prior shipping above mentioned items if there's any special requirements.

如有特殊需要发运上述物品，请您务必提前和我们联系。

For those necessary printed matter/papers during the show, it's better take them by hand-carry into China.

如展会期间必须使用的印刷品，请最好手提带入中国。

When "Taiwan" is mentioned in the promotional materials, exhibitors should avoid using any expression from which one would misinterpret, that "Taiwan" is in a position equivalent to a country.

当宣传资料中提及台湾省时，请务必避免使用容易引起误解的词汇。

SOLD ARTWORKS 艺术品留购

According to Beijing Customs regulation, any on-site sold artwork should be firstly delivered to bonded warehouse after show close. Only after the sold artworks get the permission of Ministry of Culture, Beijing customs can accept the permanent import declaration. And after customs duty & tax are paid, the sold artworks can be taken out from boned warehouse.

根据北京海关的有关规定，所有在现场售出的艺术品展会结束后必须先送回海关监管仓库，经文化部审批同意后才能海关办理永久进口手续，交纳关税和增值税以后才能从海关监管仓库中提走。

The current customs duty & tax rate of most art works, like original paintings, sculptures etc. are around 22% of exhibit's CIF value.

目前大部分艺术品，如：画及雕塑原件的综合参考税率是展品到岸申报价格的22%左右。

If the artworks still have to be shipped out of China Mainland in spite of you've made a deal with the buyer, please kindly hand over the artworks to us-official freight forwarder after show close. We'll send all the artworks back to customs bonded warehouse for doing the return shipping procedures. No need to pay customs duty & tax.

在此提醒参展商注意，如果作品在现场交易后仍需运出中国大陆，则请在展览会结束后将作品交给我们-运输总代理统一送回海关监管仓库办理退运手续，而无需交纳海关税金。

INSURANCE 保险

Insurance is not included in our tariff. It is the responsibility of each exhibitor to arrange Marine (Transport) Insurance, covering transport to the exhibition, during the exhibition, and including the period the exhibits are handled by us. If require us-sinotrans to arrange insurance, please kindly inform us. The relevant charges will be quoted separately.

我们的费率不含保险费，参展商需自行安排全程运输险及展览期间的财产险。如委托我公司安排保险请提前通知我们，有关费用另报。

ANIMAL AND PLANT QUARANTINE, AND FUMIGATION REQUIREMENTS 动植物检

疫及熏蒸

For cargoes with wooden packing 对于木质包装:

Effective from 01 January 2006, Chinese Quarantine Authority strictly request that all cargoes with wooden packing, from all Countries and regions, must undertake fumigation treatment. Please refer to following details:

中国检验检疫机构将严格要求从所有国家和地区进境的木质包装货物必须进行除害处理，该办法自 2006 年 1 月 1 日起施行。详情参加以下内容:

Observe scope 适用范围:

All non-manufactured wood packing material to be used to carry, pack, pad and support, and reinforce the goods, such as wood case, crate, pallet, frame, pal, wood pole, wedge, sleeper and pad.

本办法所称木质包装是指用于承载，包装，铺垫，支撑，加固货物的木质材料，如木板箱，木条箱，木托盘，木轴，木楔，垫木，枕木，衬木，等。

Exempted scope 可免除范围:

Those wood composite products after being heated and pressed treatment, such as plywood, particleboard, veneer core, saw dust, wood fibre and particle and other wood materials with its thickness equal or less than 6mm.

本办法所称木质包装不包括经人工合成或经加热，加压等深度加工的包装用木质材料（如胶合板，刨花板，纤维板芯，锯屑，木丝，刨花等以及厚度等于或者小于 6mm 的木质材料）。

Observe requirement 适用要求:

All import wood packaging materials should be treated by Heat Treatment (HT) or Methyl Bromide(MB) fumigation at the origin, and put the Mark of IPPC(as below) on two opposite sides of the wooden packaging material.

进境货物适用木质包装的，应当在输出国家或者地区政府检疫主管部门监督下按照国际植物保护公约进行热处理(HT)或者溴甲烷熏蒸（MB），并在木质包装的两侧加施 IPPC 专用标识。

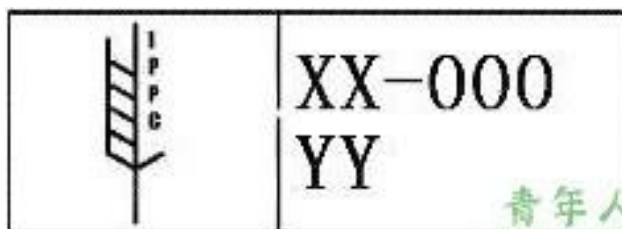
The Mark should contain the valid symbol approved by IPPC, country code, unique number of producer/treatment designated by the National Plant Protection Organization(NPPO) of exporting countries and treatment methods(HT,MB).

该标记应包括由《国际植物保护公约》的英文缩写，国家编号，出国官方植物检疫机构批准的木质包装生产企业的独特数字编号以及除害处理方法(如溴甲烷熏蒸----MB 热处理----HT).

If the wood packaging materials without the approved mark being intercepted the alive-harmful pest, the packing materials will be fumigated or the cargoes will be returned to the origin.

如果木质包装未加施 IPPC 专用标志或者已施加专用标志但在抽查检疫时发现活的有害生物的，将对木质包装进行除害处理或运回输出国家。

Sample of Marking 标记参照如下:



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

IPPC ----- 《国际植物保护公约》的英文缩写
XX----国际标准化组织（ISO）规定的 2 个字母国家编号
000----输出国官方植物检疫机构批准的木质包装生产企业的独特数字编号
YY-----除害处理方法，如溴甲烷熏蒸---MB 热处理--HT

TERMS OF PAYMENT 付款方式:

Payment of the freight charge for inward should be paid before move-in date; the freight charge for outward should be paid before the exhibits return from China.
来程费用请在展品布展前结清，回程费用请在展品离开中国前结清。

We will issue the invoice and clearly indicate the Banking details.我们将出具正式账单并提供银行信息。

Company Name: SINOTRANS Limited Special Logistics Branch
中国外运股份有限公司特种物流分公司

Bank Name: Bank of China Beijing Branch
中国银行股份有限公司北京市分行

Bank Address: 4F, NO.2 CHAOYANGMENNEI STREET, DONGCHENG
DISTRICT,BEIJING CHINA. 100010

北京市东城区朝阳门内大街 2 号凯恒大厦 中行北京市分行
Account No:

USD 337656006154

SWIFT CODE: BKCH CN BJ 110

RMB 110060239018170012516（交通银行北京分行阜外支行）

-END-