



UN-HABITAT



World Urban Forum 4
3-7 November 2008, Nanjing China

Nanjing International Expo
Center, Nanjing, China
3-7 November 2008

GUIDELINES ON FREIGHT FORWARDING ARRANGEMENTS

We take pleasure in informing you that Sinotrans Jiangsu Co. has been appointed by the organizer as the official freight forwarder for WUF4. As the Official Freight Forwarder, we shall provide you with our comprehensive shipping and handling services for any exhibition materials you intend to ship to the exhibition.

To avoid problems and additional expenses, you are requested to read this set of Guidelines very carefully and send your documents and exhibits to us as per our deadlines and collection period.

1. COMMUNICATIONS

You are kindly requested to address all your correspondence to:

Add: 13f, Sinotrans Jiangsu Mansion, 129zhonghua Road, Nanjing China. 210001

E-mail: zhangchl@sinotrans-js.com zhoumx@sinotrans-js.com lilingling@sinotrans-js.com

Tel: 0086-25-52377543; 52377538

Fax: 0086-25-52300724

Homepage: <http://www.sinotrans-js.com>

Contact Person: Mr. Zhang Chunlei, Mr. Zhou Miaoxiang, Ms. Li Lingling

2. DEADLINES AND COLLECTION PERIOD

To ensure timely delivery of your exhibits, it is the most important for us to receive your documents and exhibits by our following deadlines. In case of any late arrival of documents and exhibits, though we will do our best to speed up the delivery, no guarantee can be given.

- A. Declaration Form for WUF4 Exhibits reach Nanjing, China.
- B. ORIGINAL bill of lading (freight prepaid) reach consignee 7 days before vessel arrival
- C. Air way bill copy fax to us once available
- D. Exhibits Collection Period
 - Arriving in Nanjing port before the 18th of Oct. "by sea"
 - Arriving in Nanjing Lukou International airport before the 25th of Oct. "by air"

3. EXHIBITION DOCUMENTS

The Declaration Form for Temporary Import Exhibits (Form H1) is the only legitimate document accepted by Customs for clearance. You must submit this form to us without exception. When completing this form, please use at least one page for each package of your exhibit. Try to make your declaration as detailed as possible, all items must have exact quantity and bear a value. You will be fined if you put other things inside your case other than what you have declared.

4. HAND-CARRIED EXHIBITS

If you decide to hand-carry your exhibits to the show, and your exhibits are detained by the airport (Nanjing Lukou International airport) Customs, please bring the detention receipt to our on-site staff immediately. We will assist you in Customs clearance and pick up your exhibits from the airport. Normally, these procedures will take at least one to two working days. So if you decide to hand-carry, you should go to the show earlier. According to Customs' regulation, detained goods should be returned overseas as a shipment, please contact our on-site representative for arrangement.

5. HEAVY AND OVERSIZE EXHIBIT

If you have heavy and oversize exhibits, you must be on-site early to direct the operation of uncrating and positioning. If crane or forklift is required for installation of equipment, please send your requirement to us as early as possible so that we could arrange contracting such equipment in advance. A quote will be given after receiving your inquiry.

6. PACKING AND ITS LIMITATION

Please note that the exhibits are repeatedly loaded and unloaded, thus they must be professionally packed to suit long distance transportation. Measures must be taken to protect the exhibits against damage and adverse weather conditions. We suggest that all exhibits should be securely packed in sturdy waterproof wooden crates suitable for return shipments after the exhibition. Carton is not recommended, especially for valuable and fragile items. Sinotrans Jiangsu Co. cannot be responsible for the consequences associated with improper packing.

Exhibits exceeding the following limitations may cause difficulty in transportation, please consult us before shipping:

Length (meter) = 6.0

Width (meter) = 2.2

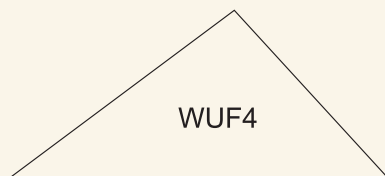
Height (meter) = 2.2

Weight (kg) = 4,000

Floor-Loading (kg/sq.m.) = 1,000

7. MARKING OF THE CASE

Please ensure the following marking to be painted on each case:



Net Wt. Kg.

Gross Wt. Kg.

Dimensions L x W x H = CBM

Company: _____

Stand No. _____

Case No. _____



8. CUSTOMS CLEARANCE IN CHINA

The exhibition center is regarded as a Customs-bonded area. As the Official Freight Forwarder for the exhibition, we are responsible to the Customs for clearance of all the materials coming in and going out of the exhibition center. Thus you should not allow your exhibits to be taken away from the show site without prior arrangement with Customs through Sinotrans Jiangsu Co...

9. UNCRATING AND RECRATING OF EXHIBIT

Sinotrans Jiangsu Co. will provide labor and equipment to assist you in uncrating and positioning of exhibits. You must be onsite and available during move-in to supervise and be responsible for these operations since they will be performed at your own risk. In some circumstances, however, the Customs at the ports or fair site may inspect the case without your presence.

During the exhibition closing, you should also supervise the dismantling and recreating of your exhibits. We suggest you to prepare some new packing materials for your return exhibits because these materials are not available in China.

10. INSURANCE

Please note that our freight charges do not include insuring your exhibits and all work is undertaken by Sinotrans Jiangsu Co. at owner's risk. Therefore you should make certain that all shipments are covered by a full comprehensive policy from the time of dispatch up to your booth, the duration of the show and for the return transportation after the show. Please bring a copy of your insurance policy to the show for reference.

11. CLOSING OF EXHIBITION

During the show, our on-site staff will distribute the following documents to you:

- a) A letter from Sinotrans Jiangsu Co. explaining the closing procedures ;
- b) A copy of your Declaration Form For Temporary Import Exhibits (Form H1);

Closing operations will commence after visitors leave the hall, Sinotrans Jiangsu Co. will then start to return the empty cases to the booths, assist you in recreating and undergoing Customs formalities.

12. RETURN OF EXHIBITS

All of exhibits which to be returned and intending to be sold after the exhibition should be transferred to bonded warehouse, and all of exhibits which have been consumed, given away or abandoned must be declared. Customs formalities for returned exhibits take time, please wait with patient.

All return shipments will only be arranged when all payments are received by Sinotrans Jiangsu Co...



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13. PAYMENT

We will fax our invoice to you and the original copy will be followed by mail, please make payment upon receipt.
For remittance from overseas, please find our banker's details below:

Company Name: Sinotrans Jiangsu Co., Ltd.Logistic Br.

Banker: Bank of Communications Nanjing Br.

Address: 124 North Zhongshan Road Nanjing China

Swift No. : Commcshnjg

Account No. : 320006641146310001151

14. CONDITIONS OF BUSINESS

All services provided by SINO JIANGSU CO., are carried out in accordance with the Conditions of Business of the company and China Customs.

15. NOTIFICATION FOR THE ABROAD EXHIBITORS:

All of exhibits and brochures are not allowed to transfer by express delivery, for it is very difficult to pass customs clearance.

16. Please see the attached customs clearance documents (Form H1*packing list ;invoice ;exhibit list)