



STEPPING UP THE PACE

Information for shipping / customs-
and onsite handling

DB SCHENKER*fairs* **Shipping Instructions**

Schenker Deutschland AG - Berlin Branch Office - has been appointed as the sole official / exclusive logistic partner for this event. To ensure smooth handling of exhibits, please read carefully all points of these guidelines. Failure to comply with any of these points may cause problems and additional expenses. All our services will be invoiced according to our official handling tariff.

Schenker Deutschland AG

DB SCHENKER*fairs*

14055 Berlin

Germany

1 General

1.1 Contacs

Schenker Deutschland AG
DB SCHENKER *fairs*
Berlin

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Contact	Email	Direct Line
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1.2 Deadlines

Please contact us for transport rates and pick up deadlines at your facilities!

Cargo arrival deadlines in Melbourne not later than:

- **Seafreight**

- ➔ Submission of Documents (BL, Proforma Invoice etc.) 8 days prior of departure of vessel
- ➔ latest arrival at Seaport Melbourne LCL 15 days prior to delivery date
- ➔ latest arrival at Seaport Melbourne FCL 12 days prior to delivery date

- **Airfreight & International Courier Shipments**

- ➔ Submission of Documents (AWB, Proforma Invoice etc.) 3 days prior of departure of aircraft
- ➔ latest arrival Airport Melbourne/ incl. Films, Video Tapes 10 days prior to delivery date
- ➔ latest arrival Airport Melbourne 8 days prior to delivery date

- **Roadfreight and Domestic Courier Shipments**

- ➔ Submission of Documents 3 days prior of departure of truck
- ➔ latest arrival our warehouse/ incl. Films, Video Tapes 10 days prior to delivery date
- ➔ latest arrival our warehouse 5 days prior to delivery date

1.3 Documentation

- For oceanfreight consignments

- ➔ 2 x originals/copies bill of lading
- ➔ 3 x copies commercial invoice/packing list
- ➔ (or 1 x Carnet ATA)
- ➔ 1 x packing declaration
- ➔ 1 x fumigation certificate (where applicable)

- For airfreight & international courier consignments

- ➔ 2 x originals/copies of AWB
- ➔ 3 x copies commercial invoice/packing list
- ➔ (or 1 x Carnet ATA)

- For roadfreight & domestic consignments
- ➔ 1 x copy consignment note/docket
- ➔ 2 x copies commercial invoice/packing list
- ➔ (or 1 x Carnet ATA)

Temporary importations 1 x copy of temporary import guarantee*

*Please be aware that exhibitors for whom we cleared consignments on a temporary import basis (excluding ATA or FIA/AIT carnets) will be asked to complete a “temporary import guarantee form” onsite during the show. Temporarily imported goods are under strict Customs control in Australia and it is forbidden to remove any such items from the specified exhibition area. Exhibitors sign their understanding of the same with the “temporary import guarantee form”.

1.4 Commercial Invoice

- ➔ clear description of the items and nature in English language
- ➔ number of items with net weight and value
- ➔ 8 number H.S. Code
- ➔ serial numbers for machines, audio and video, computer equipment....
- ➔ Authorized signature and company stamp

Separate invoices are required for temporary and permanent importation!

Please send us the invoice in advance to avoid delays during customs clearance.

1.5 Consignment Instructions

The Melbourne Convention and Exhibition Center, MCEC is not accepting any deliveries in prior of event!

Port/ airport of destination in Australia:	Melbourne
Ocean-B/L or MAWB consigned to:	Schenker Australia Pty Ltd 43 - 57 South Centre Road, Melbourne Airport Melbourne, VIC 3045 Australia
Ocean-B/L or MAWB must show:	“Consolidation cargo as per attached manifest”
House-B/L or HAWB consigned to:	[] (Exhibitor/ client) c/o AIDS Congress [] (contact person/ phone number)
House-B/L or HAWB must show:	“Exhibition: AIDS Conference”

Domestic and Courier shipments:

Schenker Australia Pty Ltd
Door 1FF / Fairs & Exhibitions
Attn. Sebastian Pfab / +61 3 9344 9657
43-57 South Centre Road
Melbourne Airport, VIC 3045
Australia
[] (Exhibitor/ client)
c/o AIDS Congress
[] (contact person/ phone number)

1.6 Marking

All cases and crates must be clearly marked and numbered. The case and crate markings must correspond exactly with those shown on the commercial invoice/packing list, and need to show:

- Event
- Company
- Venue/Location within venue
- Consignee
- Mode of transport
- Case/Crate number
- Weight in kgs
- Origin
- Destination

1.7 Packing

Proper packing of the cargo is the key to providing a safe transport from origin to destination.

Goods for final import, such as brochures and give-away items, must be packed separately, and, as a minimum, sturdy cardboard boxes should be used.

1.8 Australian Customs Service (ACS)

All goods imported into Australia, whether on final or temporary import basis, must be cleared by Australian Customs.

Depending on the nature of the commodity, some goods may be prohibited or restricted from entering the country, and may require permits, for example:

- certain animal, marine and plant life and their products
- goods that might be hazardous to health including chemicals, radioactive material and therapeutic substances
- certain goods relating to cultural heritage
- goods subject to censorship controls
- certain goods imported from certain countries that are subject to UN trade restrictions
- consumer safety controls on a range of commodities on behalf of the Consumer Affairs Division of the Department of the Treasury

This is not a complete list of goods subject to import prohibitions and restrictions. Please contact Schenker Australia Pty Ltd prior to the shipment of your cargo to establish the specific requirements for your goods.

Goods may be brought into Australia on a final or temporary import basis.

1.8.1 Final import

- a Customs import entry will be lodged.
- depending on a number of factors, such as commodity and country of origin, Customs duty and/or GST and other taxes and charges may be applicable.
- rates are determined by the classification of goods with the Customs Tariff Act (based on the international document called the Harmonized Commodity Description and Coding System, commonly referred to as the Harmonized System).
- the tariff contains more than five thousand headings and sub-headings, therefore it is not possible to list specific rates here. Please contact us to find out more about your specific cargo.

1.8.2 Temporary import

The 2 common options are

- Temporary import under Section 162 / 162A

Section 162 / 162A of the Customs Act 1901 allows for goods to be temporarily imported into Australia provided a security or undertaking is established. The goods must be eligible for admission under the provisions of certain international agreements that Australia has agreed. The duties and taxes are payable if the goods are not exported within the approved period.

- Temporary import under “Carnet”

The “Carnet” is an international Customs document that allows goods to be brought into Australia without the payment of Customs duties and taxes (an international “passport for goods”). The use of a Carnet to cover the temporary admission of goods considerably simplifies and expedites the formalities for temporary importation for both the importer and Customs.

When the goods arrive in Australia, Schenker Australia Pty Ltd on behalf of the Carnet holder will present the Carnet to Customs for processing. The Carnet must also be produced to Customs on export for processing. The goods will need to be identified. The Carnet itself will be the proof of export.

Australia accepts two types of Carnets, ATA Carnets and CPD Carnets (more commonly known as FIA/AIT Carnets).

1.9 Australian Quarantine and Inspection Service (AQIS)

Goods imported into Australia, whether on final or temporary import basis, must be cleared by Quarantine.

Australia’s remoteness created an environment unlike any other on Earth. Quarantine helps protect it. Food, plant material and animal products from overseas - including many common souvenirs - could introduce some of the world’s most serious pests and diseases into Australia, devastating our valuable agriculture and tourism industries and unique environment.

Basic information on quarantine items

- Shipper/owner of the goods must declare for inspection all food, plant material, animal products
- Some products may require treatment to make them safe
- Items prohibited due to pest and disease risks will be seized and destroyed by AQIS.
- Failure to declare any quarantine items or false declarations will result in fines and possible prosecution with risk of 10 years imprisonment

Possibilities for quarantine items are as follows

- Prohibited items can be seized and destroyed by AQIS
- Goods declared may be returned to the owner after inspection
- Items that present disease risks or are found to contain insects/ larvae will be withheld

Depending on the quarantine risk, a range of options (subject to fees) will be given, for example

- treating the item to make it safe (e.g. fumigation, irradiation)
- re-exporting the item
- destroying the item

AQIS makes every effort to minimise the risk of damage but does not accept liability for damage that may occur as a result of treatment.

Goods that are prohibited (will be seized and destroyed by AQIS) - for example

- Eggs/ egg products: whole/ dried/ powdered egg, certain egg products, etc.
- Dairy products: all dairy products [unless from a country listed as foot and mouth free] certain whole and dried products, etc.
- Uncanned meat products: all animal species - fresh, dried, frozen, cooked, smoked, salted or preserved meat, including salami/sausages, etc.
- Live animals: all mammals, birds, birds' eggs, nests, fish, reptiles, amphibians, insects, etc.
- Live plants: all potted/bare rooted plants, cuttings, roots, bulbs, corms, rhizomes, stems, tc.
- Seeds/ nuts: cereal grains, popping corn, raw nuts, chestnuts, pine cones, birdseed, etc.
- Fresh fruit/ vegetables: all fresh and frozen fruit and vegetables

Goods declared that are of Quarantine concern will be inspected for signs of insects or disease, some may require treatment for example:

→ Food

Cooked/ raw food, dried fruit/ vegetables, fish/ other seafood products, noodles/ rice, packaged meals including airline food, herbs/ spices, herbal/ traditional medicines/ remedies/ tonics/herbal teas, snack foods, biscuits/ cakes/ confectionery, tea/ coffee and other milk-based beverages

→ Animal products

Feathers/ bones/ horns/ tusks, skins/ hides/ furs, wool/ animal hair (includes fleece, yarn, craft items), stuffed animals/ birds, shells/ coral (including jewellery and souvenirs), bee products including pollen, beeswax and honeycomb, used animal equipment including veterinary equipment and medicines, shearing or meat trade tools, saddlery and tack and animal or bird cages

→ Plant material

Wooden article/ carvings including painted or lacquered items (bark is prohibited and will be removed or require treatment), artefacts/ handicrafts/ curios made from plant material, mats/ bags/ other items made from plant material, palm fronds or leaves, straw products/ packaging, bamboo/ cane/ rattan basket ware and furnishings, pot pourri and coconut shells, goods containing cereal grain/ corn husks or filled with seeds, Christmas decoration/ wreaths/ ornaments, dried flowers, fresh flowers

➔ Other goods

Craft and hobby lines made from animal or plant material, sporting and camping equipment including tents, footwear, hiking boots, golf equipment, bicycles and fishing equipment, footwear, clothing and any items used in rural areas or carrying contamination from soil, faeces or plant material

Please always check with Schenker Australia Pty Ltd first prior to shipping!

Another important quarantine issue is the material containers are constructed from as well as other packing material, as any such material represents a potential means of introducing serious pests and diseases to Australia. Timber pests pose a significant quarantine risk to Australia. Accordingly, all exposed timber components and timber packing in Full Container Load (FCL) containers must, and the same in LCL or airfreight shipments may, be treated and appropriate verification of treatment supplied before the cargo can be considered for AQIS release.

Packing is used to support, protect or carry a commodity. Packing includes dunnage, pallets, crating, packing blocks, drums, cases, load boards, pallet collars and skids. Packing can be constructed of any number of materials including timber (wood). Dunnage is used to secure or support a commodity but does not remain associated with the commodity.

In essence, AQIS requires one of two forms for any shipment that includes potential risk packing material.

➔ Packing Declaration

The packing declaration should provide details of container cleanliness and whether straw and timber have been used as packing materials.

Please find attached FCL and LCL Packing Declaration as a separate PDF.

“OR”

➔ ISPM 15 form

Apart from the Packing Declaration, AQIS offers importers another option for timber packing – the ISPM 15 form.

Australia, along with many other member countries of the Interim Commission on Phytosanitary Measures (ICPM), adopted ISPM 15 in 2002.

ISPM 15 is the “International Standards for Phytosanitary Measures Publication No. 15: Guidelines for Regulating Wood Packaging Material in International Trade”.

ISPM 15 was developed to address the global spread of timber pests by regulating the movement of timber packing and dunnage in international trade. ISPM 15 describes phytosanitary measures to reduce the risk of introduction and/or spread of quarantine pests associated with solid timber packing material (includes dunnage).

If timber packing (including dunnage) has been subjected to an ISPM 15 approved treatment, AQIS requires the timber packing to be marked with ISPM 15 compliant stamps.

ISPM 15 compliant stamps should be clearly visible and appear on at least two opposite sides of the article being certified. The stamps must be permanent and not transferable. Ink and paint stamps have proven to be non-permanent as many stamps entering Australia have become illegible during transport.

An ISPM 15 compliant stamp must include

- The International Plant Protection Convention (IPPC) symbol
- The ISO two letter country code 'XX' (e.g. AU for Australia, US for United States, NZ for New Zealand, GB for United Kingdom) followed by a unique number '000' assigned by the National Plant Protection Organisation (NPPO) to the producer of the timber packing. This component of the mark enables the producer of the timber packing or dunnage to be identified
- A two letter code 'YY' that indicates the ISPM 15 approved treatment applied to the timber packing material or dunnage, where
- HT represents heat treatment.
- MB represents methyl bromide fumigation.
- The letters 'DB' represent debarking. DB may be added to the abbreviation of the ISPM 15 approved treatment. For example, 'HT DB' represents heat treatment and debarking and 'MB DB' represents methyl bromide fumigation and debarking.

The ISPM 15 compliant stamp may include further information as NPPOs, producers and suppliers may choose to include additional information for identification purposes.

1.10 Insurance

We strongly recommend to contract Insurance cover which include Transit to and from the exhibition, whilst on display and in storage. Please ask our branch office in your country or our Berlin office for assistance.

1.11 Terms & Conditions

We operate exclusively in accordance with the latest version of the Allgemeinen Deutschen Spediteurbedingungen - (ADSp) - (German Freight Forwarders' General Terms and Conditions) and to the extent these do not apply to logistics services, in accordance with the Logistik-AGB (General Terms and Conditions for Logistics) most recent edition. These limit in clause 23 ADSp the legal liability for damage/loss to goods in case of damage/loss to goods whilst in the care of a forwarder to EUR 5/kg, in accordance with Art. 431 of the German Commercial Code (HGB); in case of multimodal transports including sea transport to 2 SDR/kg. In addition the liability is limited to EUR 1 Million per damage respectively to EUR 2 Million per event or 2 SDR/kg whichever is the greater. The parties agree subsidiary, that (1) clause 27 ADSp does neither extend the liability nor the responsibility of the forwarder for agents, servants, employees or crewmembers beyond legal regulations as Art. 507 HGB, Art. 25 MC, Art. 36 CIM, Art. 20, 21 CMNI for the benefit of the principal, (2) the freight forwarder as a sea carrier is only liable for fault of his own part in case of risks provided in Art. 512 paragraph 2 no. 1 HGB such as default in navigation of the ship or fire on board and (3) the freight forwarder as a carrier defined in CMNI is relieved of liability in compliance with the requirements provided in Art. 25 paragraph 2 CMNI such as default in navigation of the ship, fire on board or defects of vessel.