



# ATPS 2024

14 – 16 May 2024

KLCC, Kuala Lumpur,  
Malaysia

## Shipping Instructions

**1. INTRODUCTION**

This shipping manual will assist you in the correct and timely dispatch of your exhibits to Malaysia, and should be read in conjunction with the exhibitor-kit issued by the organisers. Please do not hesitate to contact us if you require clarification on any points.

MERITEX INTERNATIONAL FREIGHT SERVICES LTD  
Tel: +44 1392 454 999  
E-mail: Dan Sweet [dan@meritex.co.uk](mailto:dan@meritex.co.uk)  
Rasa Margyte [rasa@meritex.co.uk](mailto:rasa@meritex.co.uk)

We wish you every success at ATPS 2024 and look forward to seeing you in Malaysia.

**2. CONSIGNING INSTRUCTIONS (SEA & AIR)**

All cargo forwarded to Malaysia by either sea or air must be consigned Freight Prepaid to:

R.E.Rogers (Malaysia) Sdn Bhd  
No. 7, Jalan Warden U1/76  
Taman Perindustrian Batu Tiga  
40000 Shah Alam, Selangor, Malaysia

Port Of Discharge:  
Seafreight – Port Klang (North Port)  
Airfreight - Kuala Lumpur International Airport

**3. LATEST ARRIVAL DEADLINES**

To ensure the timely delivery of your exhibit's customs cleared to the exhibition site to coincide with the move-in schedule, all shipments must arrive by the following dates: -

Seafreight Latest: 24<sup>th</sup> April 2024  
Airfreight Latest: 26<sup>th</sup> April 2024

Any cargo arriving after the above dates will be subject to a late arrival surcharge of not less than 40% of the handling charges.

Due to time constraints we may not have sufficient time to process your documents for temporary importation and as such your shipment will be treated as a permanent import incurring duty and taxes which will be passed on.

**4. FREIGHT CHARGES**

Unless agreed otherwise, all cargo forwarded by either sea or air must be shipped freight prepaid. Any consignments arriving in Malaysia on a freight collect basis will be subject to an intervention charge of 15% which will be levied to the freight cost and payment will have to be made prior to delivery of goods to the exhibition stand.

**5. SHIPPING DOCUMENTATION AND PRE-ADVICE**

For all shipments, copies of documents including ocean bills of lading or Air Waybills, invoices & packing list and other required documentation must be sent to Meritex International Freight Services Ltd either by fax: (+44 1392 454 999) or email: [dan@meritex.co.uk](mailto:dan@meritex.co.uk) / [rasa@meritex.co.uk](mailto:rasa@meritex.co.uk) **SEVEN WORKING DAYS** prior to arrival. Please also indicate the name of your showsite representative, their office phone, mobile and fax numbers and their e-mail address.

The shipper is responsible for any delays due to bad weather, war, strike, equipment failure, intensive examination or other Government intervention.

Whichever shipping method you choose, please ensure that you send us a pre-advise as soon as possible.

So as to arrange customs clearance on your behalf, with minimal delay we will require the following documents:

Sea Freight: <ul style="list-style-type: none"><li>• 2 original &amp; 2 copies of Bill of Lading.</li><li>• 1 original &amp; 7 copies of Invoice/Packing list.</li><li>• 1 original &amp; 1 copy of insurance certificate.</li></ul> Air Freight: <ul style="list-style-type: none"><li>• 1 original &amp; 7 copies of Invoice/Packing list.</li><li>• 1 copy of Insurance Certificate</li></ul>
--

It would also greatly assist if you would supply where available a copy of your Descriptive Brochure covering the items as invoiced.

The required documents should be forwarded by air courier to reach us, not later than 7 days prior to the arrival of shipment at either Port Klang or Kuala Lumpur Int'l Airport.

All invoices/Packing List should be made out to:

**R.E. Rogers (Malaysia) Sdn Bhd**  
**No. 7, Jalan Warden U1/76**  
**Taman Perindustrian Batu Tiga**  
**40000 Shah Alam, Selangor, Malaysia**

**6. DOCUMENTATION – INVOICES & PACKING LISTS**

To enable us to clear your exhibits, please complete the enclosed 'Combined Invoice and Packing List' marked Annex A. This document is to be completed in English, with full details such as description of commodity, unit & total value in US dollars and in CIF terms. Exhibitors are requested to indicate in columns A, B or C of the "Combined Invoice & Packing List" whether items are intended for temporary import, sale or for free distribution.

Meritex International Freight Services Ltd and its network of agents in your own country can assist you with any difficulties that you may have with the documentation.

**7. PACKING**

Please ensure your equipment is packed in strong, waterproof packing case, which lends itself to being re-packed after the exhibition. Please bear in mind that your exhibits will be in transit for long periods both to and from the exhibition, and that cartons are not suitable to withstand the constant handling which takes place during transshipment. Exhibitors shall be responsible for the consequences of improper packing.

When packing, exhibitors should take into consideration the weight and height restrictions of the show venue. Exhibitors shall be responsible for all consequences if they send to the show any exhibits with dimensions and weight that exceed the limits of the show venue. If in doubt, exhibitors should check with the organiser.

**8. CASE MARKING**

All cases, cartons etc being sent to the exhibition must be marked as follow:-

Name of Exhibition:
Hall no/Stand No:
Exhibitors/Co's Name:
Stand Number:
Case Number:
Measurement:
Gross & Nett Weight:

**9. ATA CARNET**

ATA Carnets are accepted in Malaysia and exhibitors are urged to use these documents as an alternative to the use of your Invoice and our Bank Guarantee, and as such, reduce your costs if high value items are to be exhibited. Please ensure however the exhibits listed in the Carnet will be re-exported at the close of the exhibition, as Malaysian Customs do not allow items to be imported into Malaysia on a permanent basis originally cleared on a Carnet. In addition to the Carnet we should also receive a packing list covering the items as listed in the Carnet. This will greatly assist customs at the time of examination.

**10. PERMANENT IMPORTATION**

This will apply to all items that will remain in Malaysia whether consumed, destroyed, given away or donated, display material, stand fittings, posters etc.

There is no customs exemption for exhibitions and as such all goods in this category will be imported duty and taxes paid, which will be debited to you by official receipt. When invoicing goods in this category give **A REALISTIC CIF VALUE IN MALAYSIAN RINGGIT.**

We recommended that you do not ship foodstuffs or any form of beverage and suggest that you purchase your requirements locally.

**11. TEMPORARY IMPORTATION**

This covers all items that will be exported after exhibition and these must be covered by a Bank Guarantee.

Items imported under this method cannot be disposed of, i.e., sold, donated, destroyed, without prior permission of Customs. When invoicing goods in this category give **A TRUE CIF VALUE IN MALAYSIAN RINGGIT.**

Your goods must be invoiced separately in either of the above categories. DO NOT mix both categories together on the same invoice.

All invoices must bare an ORIGINAL SIGNATURE and show country of origin together with method of import i.e., "The goods on this invoice are of (country of origin) and are for (temporary) / (permanent) import for the purposes of this exhibition.

To assist, we have included a copy of our own combined Invoice/Packing List which may be reproduced as necessary but please ensure that every copy has an original signature and endorsed with your company stamp.

**12. PROHIBITED / RESTRICTED / CONTROLLED GOODS**  
**PLEASE DO NOT SHIP WITHOUT OUR PRIOR APPROVAL**

The following categories of materials are prohibited, restricted or controlled and require special documentation and/or clearances prior to importation. Please supply us with details of your goods so we can advise you of the import paperwork required for the different types of products. On no account are the following products to be shipped without checking with us beforehand.

- |                       |   |
|-----------------------|---|
| Prohibited            | - Crossbow, chewing gums and pornographic materials.                |
| Restricted/Controlled | - Arms and explosives, fireworks, military equipment, toy guns/arms |
|                       | - Telecommunication / Transmission equipment                        |
|                       | - Radiographic equipments   |
|                       | - Vehicles  |
|                       | - Foodstuff & Beverage products                                     |
|                       | - Alcohol, Cigarettes & Tobacco products                            |
|                       | - Medical / Pharmaceutical / Chemical products                      |
|                       | - Live Animals and any products made from animal parts              |

There are strict laws in Malaysia governing the temporary importation of military equipment.

When arranging shipment we would please ask that the following is observed:

1. Only dummy or inert weapons ammunition or explosive are to be forwarded.
2. Full details of your exhibits including the invoice/packing list and a sales brochures covering the items are to be forwarded to us by air courier to reach us no later than: 2 ½ months before exhibition.
3. All items of a military nature are to be packed, invoiced and shipped separately.
4. Extra charges will be incurred upon arrival Port Kelang/Kuala Lumpur International Airport to cover for the armed storage, escort to the exhibition site and armed storage on site including supervision. All such charges as incurred will be passed back at cost.
5. In addition to the handling charges as detailed in our tariff there will be a service fee of USD130.00 per bl/awb.

**IMPORTANT NOTE:**

It is the exhibitor's responsibility to ensure that their materials conform to all existing regulations regarding the import of any items regulated by the various government agencies in Malaysia. The list above is not exhaustive and subject to change at any time by operation of law. Therefore, in the interest of safety, we would urge all participants to contact us for specific instructions regarding these and any other category of materials. Additional cost may be associated with these clearances, permits or licenses.

In all instances, the approval of import permits/licenses is solely at the discretion of the relevant government authorities and we cannot be held responsible for their refusal to grant such permits, even if the product has already arrived in Malaysia.

**13. TELECOMMUNICATION EQUIPMENT**

A license is required for the importation of any telecommunication equipment either for display or demonstration purposes. Should you be exhibiting any products, which fall into this category please be advised that we must have full detail including an invoice/packing list and sales brochures by the: 2 ½ months before exhibition.

**14. IMPORTATION OF VEHICLE EXHIBITS**

An import license from the Malaysia International Trade and Industry Ministry (MITI) is required for the importation of any motorized vehicles either for display or demonstration purposes. Should you be exhibiting any products, which fall into this category please be advised that we must have full details including an invoice/packing list and sales brochures by the: 2 ½ months before exhibition.

**15. FOOD AND BEVERAGES**

Please supply us with full details of your shipments at least 2 months before the show starts. We will then confirm to you the import documentation required and any special conditions, which may be imposed at this time.

On no account are the following products to be shipped without checking with us before hand:

- i. Wine, Spirit Beer & Liquor
- ii. Dairy Products
- iii. Fresh & Frozen Meat
- iv. Fresh & Frozen Fish and Seafood

***IMPORTANT!!***

The granting of import permission is solely at the discretion of the relevant government authorities and we cannot be held responsible for their refusal to grant such permission even after the goods have arrived in Malaysia

**16. FCL CONTAINER STORAGE /DEMURRAGE**

Container storage and demurrage/detention charges will be levied by the shipping lines for any containers that are held in use longer than the free period specified by them (usually 3 days from arrival of vessel). If the containers are required to be retained till a later period due to exhibitors' request to be present for unloading; for onsite storage; for subsequent re-export or any other purposes, we suggest that the exhibitors negotiate a pre-agreed demurrage rate with the shipping line at the country of origin, as any negotiation with the shipping lines in Malaysia will be difficult. All such charges incurred will be billed at cost.

**17. STAND LAYOUT PLANS**

If you are exhibiting heavy equipment, which requires the use of a forklift truck or crane to place it in position on your stand, we ask you to supply us with scale layout drawings so we can position such items early during the buildup period. Drawings should accompany your Combined Invoice & Packing List.

**18. UNPACKING / REPACKING ON-SITE**

We will assist you in physical unpacking and installation of the exhibits; however, exhibitors must supervise and be responsible for these operations. For this purpose, a representative of the company must be available on-site during the move-in period. If exhibitors arrive on-site late or instruct us to arrange unpacking or repacking unsupervised on their behalf, we shall handle these operations only at the exhibitors' risk.

Similarly, during exhibition closing, exhibitors must also supervise the dismantling and repacking of exhibits, especially for delicate or heavy equipment. When exhibits are repacked with used packing materials, the packing is regarded as no longer suitable to protect the equipment against damage/moisture compared with the original. Exhibitors shall therefore bear the responsibility for any consequences arising there from.

**19. EXHIBITION CLOSING PROCEDURES & RETURN MOVEMENT**

The following documents will be distributed to exhibitors before closing.

- a copy of the List of Exhibits previously submitted to customs
- a form of Instructions for Disposal of Exhibits

We will start to return empty cases to stands on the closing day after all visitors have left and will assist exhibitors in re-packing and undergoing Customs formalities. In order to ensure the closing of the exhibition can proceed smoothly, those exhibitors with heavy and oversized equipment may be required to repack their exhibits on the next day. Our on-site representative will inform exhibitors of the exact arrangements during the exhibition.

Exhibitors are requested to declare on their disposal form the number of packages, value, and weight/volume of each product within the following categories:-

- sold
- to be returned (port of destination/mode of transport)
- consumed/given away

Return consignments will be dispatched on a freight 'prepaid' basis upon full payment of our handling charges in Malaysia or on 'collect' terms via a shipper's disbursement. **(Please note that we are not in a position to handover any return freight to other third-party agents** as temporary import guarantees are lodged in our name and customs formalities must be cancelled at the time of exportation). We will be pleased to provide you with a quotation upon request.

**20. INSURANCE**

As the official tariff is computed on the basis of volume or weight and has no correlation with the value of exhibits, it follows that the cost of insurance cover is not included in our charges. It is the responsibility of each exhibitor to arrange a full transit Insurance Policy covering transport to the exhibition, during the exhibition, and the return of exhibits to domicile, including the period the exhibits are handled by us, and also ensure that Transport Insurance is arranged for exhibits sold locally. Insurance shall include a waiver of subrogation against ROGERS ASIA SERVICES (MALAYSIA) PTE LTD and its agents and/or subcontractors.

Exhibitors should also bring a copy of the insurance policy to Malaysia, as it will be required in case, we need to file a claim for damage or loss on your behalf.

**21. TERMS OF PAYMENT**

Under our standard trading conditions, unless credit terms have been agreed in advance, invoices are payable immediately upon uplift of goods. Return consignments will only be released upon full settlement of account. Our terms and conditions require that all transportation, customs clearance and delivery charges be paid in advance unless other arrangements have been made by our international agents.

***All business transacted by Meritex International Freight Services Ltd is subject to the current standard trading conditions of the British International Freight Association.***