

OFFICIAL SHIPPING INSTRUCTION

ITU PP 2014
BEXCO, BUSAN, KOREA
20.OCT – 07.NOV, 2014

KEMI-LEE CO., LTD.

Rm No.201, Arkvally, 37
Seongsui-ro 22-Gil, Seongdong-Gu,
Seoul, Korea . zip: 133-120
Phone : (82) 2 565 3716
Fax : (82) 2 565 3710
Home : www.kemi-lee.co.kr
Pic : Christine Oh
E-mail : overseas@kemi-lee.co.kr

MIRIM E&F CORP.

3F. Gunho-Bldg. 46
Bongeunsa-ro, 114-gil, Gangnam-gu
Seoul, Korea. 135-881
Phone : +82-(0)2-569-7711
Fax : +82-(0)2-567-8460
Home : www.mirimenf.com
Pic : Louis Kim
E-mail : info@mirimenf.com

We are pleased to advise that Kemi-Lee & MIRIM E&F CORP. has been appointed as official freight forwarders for PP 2014 in Korea.

To ensure the smooth handling of the goods please read our guidelines carefully, as failure to comply with the forwarding regulations is likely to cause delays and additional expenses.

Contact Details

KEMI-LEE CO., LTD.

RM. 201 Arcvally, 37 Seongsui-ro 22-gil
Sungdong-gu Seoul, Korea 133-120

Phone: (82) 2 565 3716

Fax: (82) 2 565 3710

Ctc. Chris Oh (chris_oh@kemi-lee.co.kr)

MIRIM E & F CORP.

3F. Gunho-Bldg.46 Bongeunsa-ro 114-gil
Gangnam-gu, Seoul, Korea 135-881

Phone: (82)2 569 7711

Fax : (82)2 567 8460

Ctc : Louis Kim (louis@mirimenf.com)

Shipping Schedule

CONSIGNMENT ARRIVAL DEADLINES

10days before to delivery to booth for Sea Cargo

7days before to delivery to booth for Air Cargo & Courier Cargo

Sea Cargo at Busan seaport	10. OCT, 2014
Air Cargo at Incheon airport	13. OCT, 2014
Courier Cargo at Official freight forwarder's office	13. OCT, 2014

DOCUMENT DEADLINES

Documents must be received at least 3 days before arrival of the carrier in Korea

- SEAFREIGHT CONSIGNMENT:** 1 express BL,
1 set Invoice / Packing Lists or
1 original ATA Carnet / Packing List
- AIRFREIGHT CONSIGNMENT:** 1 copy AWB
1 set Invoice / Packing Lists or
1 original ATA Carnet / Packing List
- Courier Cargo CONSIGNMENT:** 1 copy BL
1 set Invoice / Packing List

Please do not send courier shipment to Venue(BEXCO) directly

For airfreight consignments, a fax or e-mail pre-alert must be sent to us advising the flight details combined with copy of Airway Bill as well as copy of Invoice or original ATA Carnet / Packing Lists at least 3 days before arrival of goods at Incheon/Jeju airport

- ◆ A detailed description of the goods in English including the name by which each item is known and the documents must have full details such as description of commodity, quantity and unit price in US dollar.
- ◆ International Harmonized Code (HS CODE available)
- ◆ Include serial and/or model number where applicable
- ◆ For manufactured products, please specify the component materials (i.e. wood, plastic, etc.)
- ◆ List the weight, dimensions and contents of each package
- ◆ Please indicate the country of origin of all goods within your consignment
- ◆ Please note that, for customs purposes, a value must be declared for each item regardless of the actual commercial value. This includes literature, giveaways and alike. DO NOT indicate the phrase "No Commercial Value".

◆ Please do not send Prohibited Item like FOOD, DRUGS, ALCOHOL etc.

★★ IMPORTANT : OFFICIAL FREIGHT FORWARDERS cannot make customs entry on shipments where invoices indicate general descriptions such as “Exhibit Materials”, or “Give-Aways”. Nor can we make entry on invoices that indicate lump sum values only. In these instances entry will be delayed until detailed invoices are obtained from the shipper. Please follow the instructions above to avoid delays and additional expenses.

It is recommended that Commercial Invoice/Packing list should be drawn up separately for temporary items and consumable items.

3. Bill of Lading / Air Waybill

Please issue the Bill of Lading as follows:

Consignee: KEMI-LEE CO., LTD.
C/O MIRIM E&F CORP.
FOR ITU PLENIPOTENTAIRY 2014
Tel : (82)-2-565-3400 / Attn : Ms. Chris Oh
Tel : (82)-2-569-7711 / Attn : Mr. Louis Kim

Notify: “ITU PP 2014”
C/O Exhibitor Name
Hall No.
Stand No.

Freight terms : MUST BE “PREPAID”

4. Marking and Packing

Marking

Please mark each case the following way :

ITU PP 2014

20 .OCT – 07.NOV, 2014

BEXCO, BUSAN , KOREA

Company/Exhibitor :

Hall / Stand No.:

Case No. : of i.e. 1/5 of 5/5

Dimensions : CM x CM x CM

Gross Weight : KG

Net Weight : KG

We recommend to mark **each** side of the case with above mentioned text.

Of course, you can use the marking label which can be found at the end of the document. If you need additional label, we will send you more upon request.

We recommend the use of durable crates with screw-down lids to prevent loss or damages. It is imperative that materials are crated or palletized to enable the multiple handling, stacking and handling via forklift or pallet truck.

5. Insurance

All participants should arrange a comprehensive cover for their goods which covers shipment to the Conference, the period of display and which allows either return to the country of origin or an appropriate

disposal period at the conclusion of the exhibition. Please note the carrier, OFFICIAL FREIGHT FORWARDERS do not insure the goods during transit from origin up to location of delivery and return.

6.The Quarantine Requirements on Wood Packaging Materials(WPM) of Imported Consignments

Please take note that from 1 June, 2005 the South Korea of Agriculture in conjunction with the planet health inspectors will implement the requirements of NPQS, National Plant Quarantine Service, "Guidelines for Regulating Wood Packaging Materials (WPM) of Imported Consignments."

★ **Enforcement Date : June 1, 2005 (Shipping date)**

★ **Regulated Articles**

All non-manufactured wood packaging materials(WPM) such as pallets, crating, dunnage, packing blocks, etc.

★ **Exempted Articles**

plywood, veneer panel, particleboard, oriented strand board, wafer board, fiber board, densified wood, glued laminated wood, agglomerated cork, pulp, wood wool, wood flour, ground cork

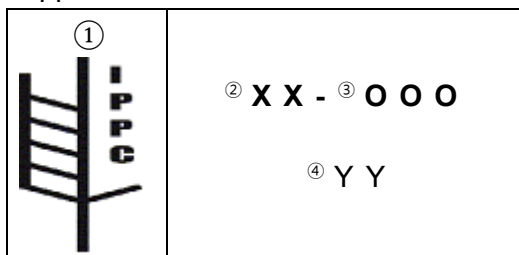
★ **Regulated Areas**

All countries

★ **Requirements**

All imported wood packaging materials should be treated by one of the following methods, and present the mark which certifies the approved treatment on two opposite sides of the WPM.

★ **Marking for Approved Measures**



symbol

ISO two letter country code followed by a unique number assigned by the NPPO to the producer of the wood producer of the wood packaging material, who is responsible for ensuring appropriate wood is used and properly marked

IPPC(International Plant Protection Convention) abbreviation for the approved measure used (e.g. HT, MB)



 T. : (82)-2-565-3716	EXHIBITION ITU PP 2014 BEXCO , BUSAN , KOREA	 T. : (82)-2-569-7711
--------------------------	--	--------------------------

EXHIBITION CARGO!!	CASE NO./	TOTAL PIECES
	of	

EXHIBITOR / SHIPPER

HALL No. / STAND No.	PORT OF DISCHARGE
----------------------	-------------------

GROSS WEIGHT (KGS)	COUNTRY OF ORIGIN
--------------------	-------------------

DIMENSIONS (L x W x H cm)							
	X		X				Cm

CONSIGNEE TO
MIRIM E&F CORP. & KEMI-LEE CO.,LTD

PP 2014 - SHOW CONTACT INFORMATION(Form A)

Please have this information filled out to further assist in case any unforeseen questions arise.

Exhibition Name : ITU PP 2014

Shipment Details (AWB, BL, COURIER #) :

Mode of Customs Clearance Requested : Temporary Definitive

Requested Delivery Date / Time to the Booth :

Exhibitor/ Company Name :

Contact Person at Showsite :

Mobile Phone No :

Hall & Booth No. :

" IMPORTANT INFORMATION !!! "

Would you allow delivery of goods to your booth without a company representative on site, in case of early arrival at the fairground?

YES NO

Additional on-site service requirements:

Storage of empties Storage of goods during the exhibition

Forklift Crane Labour Other

Return or further shipping to other destination after the exhibition



INVOICE & PACKING LIST



Invoice no. / Date

SHIPPER		CONSIGNEE	KEMI-LEE CO., LTD. c/o MIRIM E&F CORP. For ITU PP 2014 Tel : 82-2-565-3716 / Attn : Ms. Chris Oh Tel : 82-2-569-7711 / Attn : Mr. Louis Kim	EXHIBITION NAME	ITU PP 2014 OCT.20 - NOV.7 , 2014 BUSAN , KOREA
		NOTIFY	ITU PP 2014 c/o Exhibitor Name Hall No. : Stand No. :		
★ CONTACT PERSON & NO. OF YOUR REPRESENTATIVE AT SITE :					

SEA	PORT OF LOADING		DELIVERY DATE		DELIVERY PLACE	A. RETURN	B. GIVEAWAY
	PORT OF DISCHARGE					C. CONSUMED	

CASE No. /	DESCRIPTION OF GOODS (Model No. & Serial No.)	HS-CODE	QTY'	FOB VALUE(USD)		WEIGHT(kg)		DIMENSION(cm)			VOLUME	DISPOSAL		
			SET	UNIT	AMOUNT	NET	GROSS	L	X	W	X	H	(CBM)	A
1											0.000	V		
											0.000	V		
											0.000	V		
											0.000	V		
TOTAL	CASE(S)		0		\$0.00	0.0	0.0				0.000			

★ REMARKS

- VALUE FOR CUSTOMS PURPOSE ONLY

AUTHORIZED SIGNATURE X