



TOP PICK EXPO
Logistics / All about MICE business

SHIPPING MANUAL

IBRO World Congress of
Neuroscience 2019
(IBRO 2019)

(SEP. 21~25, EXCO, KOREA)



TOP PICK EXPO
Logistics / All about MICE business
info@tpexpo.co.kr +82 (0)2 540 2230



1. OFFICIAL LOGISTICS PARTNER

TOP PICK EXPO CORP.

RM. 202 GOOD LIFE B/D, 63 GANGNAM-DAERO 126-GIL, GANGNAM-GU, SEOUL 06113, KOREA
T. +82 (0)2 540 2230 / F. +82 (0)2 540 2232 / E. info@tpexpo.co.kr
PIC : Mr. Jason Bae (Jason@tpexpo.co.kr), Joe (joe@tpexpo.co.kr)

2. CONSIGNMENT ARRIVAL DEADLINES

To ensure the timely delivery of exhibits to the exhibition site, any shipments must arrive in Korea by the following dates.

SEA FREIGHT(LCL, FCL)

- Arrive at **BUSAN** port : 15th, Sep. 2019 (Latest : 5 working days prior to delivery)

AIR FREIGHT

- Arrive at **INCHEON** airport : 17th, Sep. 2019 (Latest : 3 working days prior to delivery)

Freight Terms

- **C.I.F.** BUSAN port or INCHEON airport / **FREIGHT PREPAID**

3. B/L or AWB ISSUING

CONSIGNEE

NAME of EXHIBITORS

FOR "IBRO 2019 at EXCO"

Exhibitor Name : _____

Hall No. / Stand No. : _____

NOTIFY PARTY

TOP PICK EXPO CORP.

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ATTN : MR. JASON BAE, JOE



4. DOCUMENT DEADLINES

In order to check customs matters about your exhibits and prepare customs declaration in advance, documents must be received at least 3 days before arrival of the carrier at Korea.

1 copy of B/L(or AWB) and Invoice & Packing list.

5. PREPARATION of DOCUMENTS and CARGO

Invoice & Packing List

Please describe your exhibits as detailed as possible regarding item, quantity, unit price, total price, weight and volume further if there is any electric items such as TV, PC, Tablet etc, please kindly write model no. and serial no. also.

The Invoice & Packing List must be written in English, consigned to our company and each item must be valued individually and the value are must be reasonable.

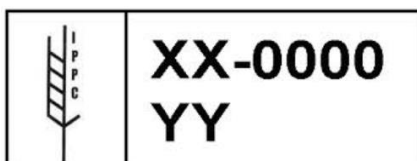
Please issue **separate** Invoice & Packing List for **temporary import items** and another Invoice & Packing List for **permanent import items**(e.g. catalogues, give-aways etc.).

Packing

The case must be strong enough to avoid damage during transportation and services at on-site such as unpacking, empty case handling, re-packing as well as for sale or return movement after the exhibition.

Consumable goods for the exhibition should be packed separately from other goods. If not possible due to any reason, we must know G.W of consumable goods at least to declare customs clearance.

All import wooden packing materials should be treated by Heat Treatment(HT) or Methyl Bromide (MB) fumigation under the supervision of the quarantine authority of the export country or territory according to the International Plant Protection Covention(IPPC), and the mark of IPPC in black color should be put(stuck) on two opposite side of the treated wooden package.





Case Marking

NAME OF EXHIBITION	:	"IBRO 2019"		
NAME OF EXHIBITOR	:			
HALL / BOOTH NO.	:			
PACKAGE NO.	:			
DIMENSIONS	:	L(CM) X	W(CM) X	H(CM)
GROSS / NET WEIGHT	:	KGS /		KGS

Insurance

Please note that all works undertaken by our company is at owner's risk.

Exhibitors should arrange proper insurance for their exhibits.

(All risk / Round-trip including exhibition period)

Closing of exhibition

All exhibitors must give us instructions for return shipment before end of the show. Our staff will visit exhibitor's booth during show period to check above information.

Exhibitors must not leave from the exhibition center before hand-over return exhibits to us.

Please kindly note that any SOLD/CONTRACTED exhibits under temporary import customs, should be moved to bonded W/H after the show to declare permanent import customs clearance with payment of import Duty & Tax.

6. TERMS OF PAYMENT

INWARD : Prior to delivery to Exhibitor's stand.

OUTWARD : Prior to arrival of return shipment at origin(or the 3rd country).

BANK ACCOUNT

Bank Name : KOREA EXCHANGE BANK, HAKDONG STATION BRANCH

Swift Code : KOEXKRSE

Bank Address : 171 Hakdong-ro, Gangnam-Gu, Seoul 06046, Korea.

Beneficiary : TOP PICK EXPO CORP.

Account : 650-010087-078(USD)