

## 5. TRANSPORT GUIDELINE



BALtrans International Moving Ltd (BIM) is pleased to announce that we have been appointed as the official freight forwarder & on-site handler for the above exhibition. Our professional & experienced team is more than pleased to offer our quality services to all exhibitors. BIM was established in 1993 as a member of the BALtrans Group and our strength in international household removal, office relocation, fine art packing & moving and storage services have clearly been recognized and earned us trust from numerous clients. Please do not hesitate to contact us if you have any enquiry:

Head Office:

**BALtrans International Moving Limited**

Unit A, 1/F, Sunshine Kowloon Bay Cargo Centre,  
59 Tai Yip Street, Kowloon Bay, Kowloon, Hong Kong  
Tel: (852) 2756 2882 Fax: (852) 2759 9772

Contacts :

黎卓峰先生 Mr. Chester Lai <chester.lai@moving.baltrans.com>

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### SHIPPING INSTRUCTIONS

#### 1. Time Schedule

##### 1.1. Airfreight

Latest arrival at Hong Kong airport: 16 May, 2014

##### 1.2. Seafreight

Latest arrival at Hong Kong Port: 16 May, 2014

**1.3. Move-in date: 23 May 2014 after 15:00 – 21:59**

**1.4. Move-out date: 26 May 2014 after 17:00 – 20:30**

Remark:

- a.) Exact move-in/move-out time schedule is subject to Fair Organizer's final arrangement and subject to change with/without notice.
- b.) We hold no liability for WHEN the cargoes would be back to the desired final destination after the Fair close.

#### 2. Pre-advises and Shipments Consignation

2.1. MAWB / Ocean B/L must be consigned to:

Consignee : BALtrans International Moving Limited Unit A, 1/F, Sunshine Kowloon Bay Cargo Centre, 59 Tai Yip Street, Kowloon Bay, Kowloon, Hong Kong Tel: (852) 2756 2882 Fax: (852) 2759 9772	Notify Party : AIAA 2014 Exhibitor: XXXX Booth No.: XXXX
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2.2. Description declare on AWB / Ocean B/L

"EXHIBITION GOODS OF PAINTINGS / SCULPTURE / ANTIQUES"

2.3. Freight Prepaid

Remark: Shipping documents please mail/fax/email to **BALTRANS** 3 days before shipment arrival.

### 3. Shipping Documents

- Pro-forma invoice
- Packing list
- Import / export licence, if require
- ATA carnet, if require
- CITES, if require

\*\*Remark: CITES import and export permit required for the endangered species and CITES "Licence To Import" must be obtained before shipment arrival Hong Kong.

### 4. Packing and Case Marking

- 4.1. As all packages of exhibits will be frequently loaded and unloaded during transportation, unpack for the fair and repack for the return movement and storage, please ensure that your exhibits are professional packed in strong, water-proof wooden case which is strong enough to protect the exhibits. (We recommend to use wooden bolted and coach – screwed cases and no nails please.)
- 4.2. Case marking, please clearly mark as least 3 sides as follows:

AIAA 2014  
Exhibitor:  
Booth No.:  
Case No.:  
Gross Weight: (kgs)  
Dimension: L x W x H (cm)

For any Fragile and Up-Right Position items, please also label or mark in the outside box. Other handle marking should conform to the International Rules and Regulations Governing packing signs and symbols.

### 5. Insurance

All exhibitors are requested to have their exhibits fully covered insurance for the whole in/return journey, include exhibition period. A copy of the insurance policy should bring to the fair in case of any necessary survey.

**BALTRANS** can arrange the insurance cover as per your request.

### 6. Storage

10 days free storage before the fair opening in **BALtrans's** warehouse for inbound shipment and 7 days after the fair close for outbound shipment.

Remark: **BALtrans** warehouse equipped with climate control and security alarm system for the best protection of artworks.

### 7. Inbound / Outbound And On-site Tariffs

**BALtrans** has great pleasure to offer services including on-site, inbound and outbound customs clearance/formality, delivery and logistics arrangements. You are welcome to contact us for charges or any inquiry regarding the above.