



More than just forwarding...

KRISTAL BV
Brucargo Building 734
1830 Machelen - Belgium
+32 (0)2 751 46 80
info@kristal-logistics.com
www.kristal-logistics.com

BTW BE 0453.812.916
RPR Brussel
Verg. Vervoerscomm. 226.001
KBC 444-8624521-45
BIC KREDBEBB
IBAN BE 44 4448 6245 2145

Shipping Instructions

ESTRO Meets Asia 2024



Joint FARO-ESTRO Congress
@ ESTRO meets Asia 2024

23-25 August 2024
Kuala Lumpur, Malaysia



23 – 25 August 2024
Kuala Lumpur Convention Centre



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INTRODUCTION

KRISTAL, have been appointed by organizers as the sole official freight forwarder, customs clearance agent and official drayage contractor for ESTRO Meets Asia in co-operation with Rogers Asia Malaysia.

It is our commitment to ensure exhibits arrive on time and in good condition for the opening of the exhibition.

This shipping manual will assist you in your preparation for the correct and timely dispatch of exhibits to Malaysia. Please follow these instructions closely.

The range of service provided by our company include :

Transportation, national and international

Temporary and permanent customs clearance

On-site handling, labour, forklift and craneage

Labelling, removal and storage of empty boxes and crates, return to stand upon closure of the exhibition.

Accessible storage for brochures and give-away items during the event

On-site assistance & supervision

General

Build-up :	Wednesday	21 August 2024	08.00-20.00
	Thursday	22 August 2024	08.00-22.00

Empty crates need to be moved out before Thursday 22 August at 22.00.

Dismantling :	Sunday	25 August 2024	14.00-20.00
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If you use your own transport company to pick-up your goods directly from the stand at the exhibition, please note that all goods not removed from the hall on 25 August at 20.00 will be moved to the advanced warehouse. All costs incurred will be charged to the exhibitor.

International Coordinators

Kristal BV
Brucargo 734,
B-1830 Machelen - Belgium

Tel +32 (0)2 7530736
Contact : Wim Poels
e-mail: wim.poels@kristal-logistics.com



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Consigning instructions

All exhibits forwarded by air or sea freight should be consigned freight prepaid to :

R. E. Rogers (Malaysia) Sdn Bhd
No. 7, Jalan Warden U1/76
Taman Perindustrian Batu Tiga
40150 Shah Alam, Selangor, Malaysia

Deadline arrival :	Air freight	9 August 2024 to Kuala Lumpur Int'l Airport
	Ocean freight	8 August 2024 to Port Klang (North Port)
	Courier	9 August 2024 to above address, maximum 30 kg

Note :

Failure to comply with the arrival deadlines may result in delays in customs and non-delivery. Cargo arriving after the deadlines will be subject to late arrival surcharges. In such cases we will make all efforts to ensure delivery before the opening of the exhibition but we cannot give any guarantees.

Courier Shipments :

We discourage the use of Courier Service for the dispatch of your material to the exhibition. We can only accept consumables (brochures, pens) that do not require import licenses. We only will accept courier shipments up to 30 kg. All other items will be refused as we will not be able to clear customs. Please send DDP all duties & taxes paid at origin. Shipments directly to the congress center will be refused.

Customs requirements

It is the sole responsibility of the exhibitor to ensure the products and materials they will be exhibiting are lawfully brought into Malaysia and used and displayed only in accordance with the terms and conditions governing the entry and the use of these products.

Do not ship foodstuff, beverages, alcohol or plants to the exhibition. We suggest that you purchase these products locally. A wide range of quality food and beverages are available locally.

Pharmaceutical Products

A license is required for the importation of any pharmaceutical products either for display 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 5 June 2024.



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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 latest by 5 June 2024.

Documentation :

Bill of Lading (2 original & 2 copies) for ocean freight
Commercial Invoice / Packing list (1 originals & 7 copies)
Insurance certificate (1 original & 1 copie)

Invoices must show following information:

Full description of all items with brand name, model and serial numbers.

Unit price per item in USD and total value CIF.

HS tariff code.

The term 'no commercial value' is not accepted by the customs.

For your convenience we have included a copy of a commercial invoice.

ATA carnet is accepted in Malaysia. However goods indicated in the Carnet must be re-exported after the show. You are therefore reminded not to include goods which are not to be re-exported.

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

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
40150 Shah Alam, Selangor, Malaysia

There will be two (2) methods of importation, details as follows:

1. PERMANENT IMPORT

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.**



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2. TEMPORARY IMPORT

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, ie.: 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 ie., "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.

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.

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.

Customs examination

Malaysian Customs are through in their examination on previous exhibitions every case has been opened and the contents have been carefully checked against the invoice/packing list.

We would strongly recommend that at the time of preparing documentation that you ensure that the invoice/packing list tie up with the contents of your packed cases.

Please note that Malaysian Customs will impose fines should undeclared or under declared items be found. All such charges will be passed back to the exhibitor.

Shipping pre-advice

Full details of dispatch together with copies of invoices, AWB, CMR, Bill of Lading have to be send upon departure to Kristal by e-mail to : wim.poels@kristal-logistics.com.



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Cargo Packing

Exhibitors will be responsible for the consequences of improper packing. Exhibits are repeatedly loaded and unloaded during transportation. Cases must be strong enough to avoid damage during transportation as well as unpacking, and in particular be suitable for repacking for return movement after the exhibition. Packing in cartons is not considered suitable for repeated handling, especially for valuable or delicate equipment.

Temporary and permanent items need to be packed separately.

All cases must be clearly marked with the following information :

Your Company Name _____

--ESTRO Meets Asia _____

Stand number _____

Case Number (ex. 1/3 – 2/3) _____

Gross Weight _____

Dimensions in cm _____

Close of the exhibition

We will return empty cases and packing material back to your stand as soon as possible after the close of the exhibition. Where repacking is required, please ensure that a representative is present to supervise this operation and that prior to this complete return freight instructions have been given.

Re-Export

Re-export after the show may take a considerable time whilst the customs documentation is being completed. Please bare this in mind when planning further, use of your exhibits and displays. The minimum period needed to process export customs documentation is two (2) weeks.

There will be an addition of two (2) weeks for the application of the Strategic Trade Act (STA) for goods falls under this act. For further information, kindly go to the following website <http://www.miti.gov.my/> to check and confirm if your shipment falls under this act.

We will be happy to answer any questions related to the Freight Forwarding and clearance of exhibits. If you think we could be of assistance, please do not hesitate to contact us.

Insurance :

It is the responsibility of each exhibitor to arrange Marine (Transport) Insurance covering transport to the exhibition, on-site handling, during the exhibition, and the return.

Our tariff is computed on the basis of volume and weight and has no correlation with the value of exhibits, cost of insurance cover is not included in our charges.

Upon written instructions, we can assist to arrange insurance coverage at competitive premiums.



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Terms of Payment :

Payment is due on presentation of invoice unless otherwise agreed in writing with Kristal bv or their agents. In all other cases on-site charges billed at the exhibition will require immediate payment by cash or credit card.

Any disputes or queries relating to invoices originating from this office should be notified to Kristal bv within seven days of invoice date.

Payment via credit card will be subject to a service fee of 5% on the total invoice amount..

Terms and Conditions_:

All business is undertaken by owner's risk. Tariffs are calculated using current freight and exchange rates. Any major fluctuation in either between now and work-date will be reflected in our final invoice. Contracting Kristal bv or their agents implies acknowledgement and acceptance of Kristal bv conditions of trading, copy is available upon request.