



SHIPPING GUIDE FOR EXHIBITORS AT THE ICASSP 2012 CONFERENCE AND EXHIBITION, KYOTO, JAPAN

**1.) INTRODUCTION:**

KSA INTERNATIONAL has been appointed as a recommended freight forwarder for the 37<sup>th</sup> Annual International Conference on Acoustics, Speech, and Signal Processing (ICASSP 2012) in Kyoto, Japan.

In this capacity, we would like to congratulate you on your decision to participate in this exhibition and welcome you all to Japan.

Your company may already have experience in participating in international exhibitions. If so, then you are most likely aware of the various difficulties encountered during the export and import process inevitably associated with international conferences and exhibitions. We at KSA INTERNATIONAL want to eliminate as many of these difficulties as possible, and therefore have set forth on the following pages valuable information on our services and on importing into Japan.

Should you have any questions, please do not hesitate to contact our exhibition representative:

Mr. Yoshinori Ezo

Mr. Wataru Yamazaki

KSA INTERNATIONAL INC.

4-8-4 Kawaramachi, Cyuouku, Osaka-city,

Osaka 541-0048 Japan

Website: <http://www.ksa.co.jp/e/index.html>

Phone: 81-6-6226-0331

Fax: 81-6-6226-0332

E-mail: [ezoe.yoshinori@ksa.co.jp](mailto:ezoe.yoshinori@ksa.co.jp)

E-mail: [yamazaki.wataru@ksa.co.jp](mailto:yamazaki.wataru@ksa.co.jp)

## **2.) FORWARDING SERVICES:**

### **2.1) Basic services provided by KSA International, Inc.:**

- 1.) Pick-up your shipment at the arrival airport or seaport
- 2.) Consumption entry and/or Temporary Import Customs Declaration
- 3.) Delivery of your shipments to your exhibit booth at the Kyoto International Conference Center
- 4.) Storage of empty shipping containers at KSA warehouse, if necessary
- 5.) Delivery of empty shipping containers to your booth after the event
- 6.) Pick-up and removal of the shipments from your booth
- 7.) Reshipping export customs procedures
- 8.) Transportation of your shipments to the departing airport or seaport

### **2.2) Customs Formalities to be handled for exhibitors:**

#### 1.) Consumption import entry (Permanent entry or Dutiable Entry)

Consumption entry will be applied for any items of which you do not intend to reship after your exhibition. Once the shipment is cleared with payments of customs duty and/or Import Consumption Tax, it is your discretion whether you use it up, dispose of it or give it away at the exhibition site after the event.

There are some items which Customs allows to be duty free, including printed material such as company brochures and sales promotion leaflets. However, please note import consumption tax will be levied on those items. Needless to say, duty paid items can be shipped back if you like and we can handle the regular export formalities.

Please note that Consumption Entry will not be applied for those items subject to Japanese Pharmaceutical Affairs Law unless you have a pre-permit on the subject item.

#### 2.) ATA Carnet:

An ATA Carnet is a “merchandise passport” which is an international customs document that simplifies customs procedures for the temporary import of various goods. ATA Carnets ease the temporary importation of commercial supplies, professional equipment and goods for exhibitors. Please note that you cannot use an ATA Carnet for the entry of any items subject to Japanese Pharmaceutical Affairs Law. Only consignments such as booth materials or panels are accepted under an ATA Carnet.

In the case of an air shipment, an ATA Carnet normally travels with the cargo (the shipper lodges it with the carrier and the carrier delivers it to the appointed customs broker at the destination). For ocean shipment, an ATA Carnet is usually couriered to the customs broker at the destination just after the ship has sailed out. For any ATA carnet shipments, please attach your Power of Attorney Letter to enable us to sign the document so that we can proceed with the necessary arrangements without your presence.

### 3.) Temporary Import:

On behalf of each exhibiting company, we set our own surety bond with customs. The bond fee is included in our flat service charge. Those exhibitors who would like to apply for this type of service are requested to ship back to any destination out of Japan after the exhibition.

### **3.) SERVICE CHARGES AND FEES:**

#### **3.1) Inbound Handling Services:**

3.1.1) Shipment via ocean, per shipment, applicable to LCL (less than container load) cargo, services and fees including:

- 1.) Transportation to KSA bonded warehouse, Kyoto from Osaka or Kobe ports
- 2.) Warehouse-in and out service
- 3.) Storage at KSA warehouse
- 4.) Delivery to your booth (use of heavy machinery for delivery and set-up is extra):

**JPY 25,000** per 1 cb-m or 1,000 kg, which ever yields the greater sum (minimum charge is **JPY 30,000**)

#### **3.1.2) Via air, per shipment, services and fees including:**

- 1.) Transportation to KSA bonded warehouse, Kyoto from KIX (Osaka airport)
- 2.) Warehouse-in and out service
- 3.) Storage at KSA warehouse
- 4.) Delivery to your booth (use of heavy machinery for delivery and set-up is extra):

**JPY 200** per kg or 6,000 cb-cm, which ever yields the greater sum (minimum charge is **JPY 30,000**)

In the case of FCL (full container load), shipment by ocean, larger or heavier items, please contact our representative for specific rates.

#### **3.2) Inbound Customs Formalities:**

- |   |                              |
|---|------------------------------|
| 3.2.1.) Temporary Import                          | <b>JPY 25,000</b> per entry  |
| 3.2.2.) Consumption (permanent) entry             | <b>JPY 20,000</b> per entry  |
| 3.2.3.) ATA Carnet (not for pharmaceutical items) | <b>JPY 22,000</b> per carnet |

#### **3.3) Empty Shipping Container Handling:**

- 1.) Pick-up and removal from your booth:

- 2.) Transportation to KSA warehouse
- 3.) Warehouse in and out
- 4.) Storage at KSA warehouse
- 5.) Delivery to your booth after the exhibition = **JPY 4,500** per cb-m  
(minimum charge: **JPY 4,500**)

### **3.4 Outbound Handling Services:**

3.4.1) By ocean, per shipment, applicable to LCL cargo, services and fees including closing of the cover or top of the shipping container, if necessary

- 1.) Pick-up and removal of the exhibit material from your booth space (use of heavy machinery is extra)
- 2.) Transportation to KSA warehouse
- 3.) Warehouse in & out service
- 4.) Transportation to Osaka or Kobe seaport = **JPY 25,000** per 1 cb-m or 1,000 kg,  
which ever yields the greater sum  
(minimum charge: **JPY 30,000**)

3.4.2) By air, per shipment, services and fees including:

- 1.) Pick-up and removal of the exhibit material from your booth space (use of heavy machinery is extra)
- 2.) Transportation to KSA warehouse
- 3.) Warehouse in and out service
- 4.) Transportation to KIX (Kansai-Osaka International Airport) = **JPY200** per kg or 6,000 cb-cm  
which ever yields the greater sum  
(minimum charge: **JPY 30,000**)

### **3.5 Outbound Customs Formalities:**

- 3.5.1) Export on the clearing of temporary import = **JPY 25,000** per entry
- 3.5.2) Export Regular Declaration = **JPY 15,000** per entry
- 3.5.3) ATA Carnet (not for pharmaceutical items) = **JPY 22,000** per carnet

### **3.6 On-site Labor (only when requested in advance):**

- 3.6.1) Labor fee (unpacking, set-up, etc.) at the delivery to your booth or at the pickup from your booth:  
**JPY 4,000** per person/per hour  
or **JPY 10,000** per person/per 3 hours

### **3.7 Local Transportation between KSA Warehouse and booth:**

We also have a service for delivery of the small packages that have been sent to us by courier with customs clearance service. (Please make sure all charges for courier including duty and tax are prepaid.) Please ask for details.

**REMINDERS:**

1.) At-Cost Factors:

Airport terminal fee and/or seaport CFS charges or similar ones.  
Newly prepared packing materials and packages  
Disposal of booth or packing materials if requested  
Special equipment charge such as crane or heavy fork lift  
If unpacking or repacking labor at the site is required, the exhibitor must submit a form to KSA in advance to request this service.

2.) Special documentation for Japanese Pharmaceutical Affairs Laws:

For any items subject to Japanese Pharmaceutical Affairs Laws, we perform special documentation for limited use for the exhibition which usually takes some days to clear with the competent authority.

In this regard, we suggest you do not have any pharmaceutical items in your shipment. If you need to ship any pharmaceutical items, please contact us in advance.

3.) Food Items:

Regardless of the quantity or volume, we suggest your shipments not contain any food items as there will be other procedures involved. If you want to bring in any food items, you may carry them with you as personal belongings up to a certain amount.

4.) Import duty:

They will not be levied on temporary import shipment, but will be levied on the CIF value of the goods under the Consumption (Permanent) Entry.

5.) Insurance:

Round trip type cargo insurance including the exhibition period should be carried by each exhibitor.

**NECESSARY CONDITIONS:**

1.) Shipment Arrival Deadlines:

Air shipment to KIX (Kansai-Osaka International Airport)	3/9/2012
Ocean shipment to Osaka or Kobe Seaport	3/7/2012
Small packages regarding services shown in 3.7	3/13/2012

All shipments must be sent with the freight charges "prepaid"

Shipments arriving after the deadlines may incur extra charges due to special handling required.

2.) Shipping Marks:

In order to expedite clearance through Japanese Customs, please label all shipping containers or packages as shown below:

ICASSP 2012

Booth # \_\_\_\_ (mark your booth number)

Exhibitors Name: \_\_\_\_\_ (mark exhibitors name)

Container # (mark each number 1 to...on each shipping container)

MADE IN: (mark country of origin)

3.) Shipping Documents:

Please consign all shipping documents (air waybills and ocean bills of lading) and an invoice with packing list as follows:

Consignee:

KSA International, Inc.

13 Mibu Takahi-cho, Nakagyo-ku, Kyoto, 604-8824 Japan

ATTN: Mr. Yoshinori Ezo

Phone: +81-75-802-1371

FAX: +81-75-811-6906

Delivery to:

KSA International, Inc.

No. 1 Bonded Warehouse

63 Tobarikyu-cho, Nakajima, Fushimi-ku, Kyoto 612-8459 Japan

Phone: +81-75-622-8831

FAX: +81-75-603-8030

And "Notify Party" on these documents:

KSA International, Inc.

13 Mibu Takahi-cho, Nakagyo-ku, Kyoto, 604-8824 Japan

ATTN: Mr. Yoshinori Ezo

Phone: + 81-75-802-1371

FAX: + 81-75-811-6906

Necessary Documents:

The following documents will be required for KSA to handle customs formalities:

- 1.) Air waybill and/or Ocean bill of lading for each shipment
- 2.) Invoice prepared in English, showing specific commodity name(s), not a brand name, known in general name and values in US dollars or Euros for customs purposes only
- 3.) Packing list when there are plural numbers of packages
- 4.) Pictures, drawings, and any supporting materials to explain the goods, what they will be used for, and the function in English, if available.

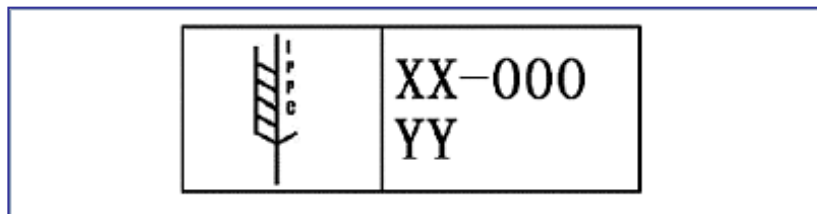
Fumigation requirements:

New wood packing material regulations in affect from April 1, 2007:

Fumigation must be arranged in the country of origin before shipment to Japan for all wood packing materials (WPM). This includes wooden block cases or crates, wooden pallets, wooden frames, wooden drums, chocks and stow-wood, cross-ties and so on.

To ensure the SPM are properly treated either by Heat Treatment (H-T) or Methly Bromide (MB), the following information must be marked or stamped on the outside packaging:

1. IPPC Logo
2. ISO country code (xx)
3. Unique number assigned to the company which does the fumigation procedure by the national plant protection organization (000)
4. Fumigation method either HT-Heat Treatment or MB-Methyl Bromide (YY)



Shipping Notification:

Once shipments have been made, please advise KSA by fax or email the following details:

Number of packages, volume & weight, date of departure and arrival as well as:

Sea freight: Name of vessel, ocean bill of lading number

Air freight: Flight number, air waybill number

E-mail or fax to: KSA INTERNATIONAL, INC.

FAX Number: +81-6-6226-0332

E-mail to: [ezoe.yoshinori@ksa.co.jp](mailto:ezoe.yoshinori@ksa.co.jp)

Yamazaki.wataru@ksa.co.jp

**Terms of Payment:**

Estimated service fees and charges must be paid in advance to the following account before the opening of the exhibition. The remaining balance should be paid before the close of the exhibition.

Account Name: KSA INTERNATIONAL, INC., Bank of Mitsubishi-Tokyo UFJ, SAIIN Branch

Account No. 9000777      Swift Code: BOTKJPJT