



SHIPPING INSTRUCTIONS

FOR VIETNAM
DEFENCE
2024



SCAN TO CONTACT US



SHIPPING INSTRUCTIONS

FOR VIETNAM DEFENCE 2024

To ensure the timely delivery of your exhibits to the exhibition site, exhibitors are requested to follow Shipping Instruction given below:

1. SHIPPING REQUIREMENT

▶ 1.1. LATEST ARRIVAL TIME

- **Sea Transportation:** Cargo must be discharged in Hai Phong port at least 15 working days (for general goods) and 20 working days (for goods required special temporary import license) before delivery day to exhibition site.
- **Air Transportation:** Cargo must arrive at Noi Bai airport at least 10 working days (for general goods) and 15 working days (for goods required special temporary import license) before delivery day to exhibition site .
- **Land Transportation:** Cargo must arrive at Huu Nghi border gate (Lang Son) or Lao Cai border gate at least 15 days (for normal goods) and 25 days (for goods required temporary import license) before the opening of the exhibition.
- **Courier:** 21 working days from move in date (with brochure / catalogues)
- **Courier:** 5 working days from move in date (without brochure / catalogues)
- ▶ **Note:**
 - You should contact your Shipping Agent as soon as possible to establish the date by which packed cargo will be required to comply with these dates.
 - A late arrival surcharge 35% of basic handling rate will be applied to all goods arriving after given deadline.

▶ 1.2. CASE PACKING AND MARKING, STORAGE AND FUMIGATION

We strongly recommend for exhibits that bolted returnable type cases are used to prevent damages or scratches during transportation and handling.

- For machinery cargo, please advise your detailed handling instructions and special request (if any). Besides your supervisor is requested to be present at site on moving in and out.

All cases must be clearly marked as follows:

VIETNAM DEFENCE 2024

c/o GAET

Name of Exhibitor:

Stand Number(s):

Case Numbers:

Gross Weight/Net Weight:

Dimensions:

- Wooden cases which would be returned to some European and Asian Countries after the show are required for fumigation as per regulation of destination country. A fumigation fee will be notified and charged to your account (if required).

2. DOCUMENTATION

▶ **2.1. CONSIGNMENT DEADLINES**

- ▶ 2.1.1. Documents for goods classification:
 - Before shipping goods from loading port, please send us a Commercial Invoice and Packing List in Microsoft Word/Excel format (as per template to be sent later), picture and specification of each item (Catalogues). Do not let the goods departed from loading port before receiving our confirmation of importing permission.
 - Surrender B/L need to be sent via email for us immediately after released. Telex release for sea freight is accepted.
- ▶ 2.1.2. Documents for customs clearance

No.	DOCUMENTS	QUANTITY
01	Bill of Lading (B/L) and/or Airway Bill (AWB)	01 original or 01 copy via e-mail for Surrender B/L
02	Combined Invoice/Packing List (Please specify Giveaway/Return/Sold items)	01 original via express 01 copy via e-mail
03	Certificate of original (if any)	01 copy via e-mail
04	Pictures and Catalogues of the cargo	01 copy via e-mail
05	Insurance Policy (if any)	01 original and 01 copy

- ▶ Consignment deadlines for each type of transportation
 - Sea: 15 working days before the arrival date.
 - Air and Courier: 07 working days before the arrival date.
 - Land: 10 working days before the arrival date.

▶ **2.2. CONSIGNING INSTRUCTION**

All consignments by Sea (Hai Phong seaport), Air (Noi Bai airport) or Courier must be shipped **"Freight Prepaid"**. Should any consignment arrive on freight collect basis, an intervention charge of 5% will be levied to the freight cost and customs clearance for such consignment is only processed until payment is successfully made.

- a) Consignee

GAET CORPORATION
102 Kim Ma Thuong Street, Cong Vi Ward
Ba Dinh District, Hanoi, Vietnam

- c) All consignment, on description of AWB or B/L, to declare as **"Exhibition Cargoes"**:
- d) All consolidated shipments: DO NOT require House Bill of Lading or House Airway Bill. A consolidated cargo manifest is required.
- e) All declaration in your Commercial Invoice/Packing List must be in the **English** language, please provide name of goods, HS code, quantity, unit, unit price and total CIF value, country of origin. Each item should be marked return/no return and send in separated shipments.

3. CUSTOMS DECLARATION

- ▶ Please provide us detailed information together with image or catalogue of the goods.

- For machinery and equipment, please indicate serial no., model, brand name, technical specification and image.
- If the goods contain any battery or magnet, exhibitor is required to notify us and provide a copy of Material Safety Data Sheet (MSDS) before re-exporting. Since most of the airlines require the submission of such document before confirming booking and reserve the right to reject shipping any goods containing battery or magnet of any kind without declaration. Any storage fee arising out of the insufficient declaration shall be borne by the exhibitor.

- **All items need to be confirmed and accepted before being exported from the departure country. DO NOT send out cargo until receive our confirmation.**
- **For special items need to be applied for temporary import license, do not send out cargo until the license is granted.**

- Each item should be marked return / no return and send in separated shipments.

4. SPECIAL ITEMS TO BE IMPORTED UNDER LICENSE

▶ (Please do not ship out exhibits without our approval)

- ▶ The following items are required the special temporary import license in Viet Nam:
 - Weapons, explosive material, ammunition, military technical equipment and other goods to be prohibited from importing and exporting under the administration of Viet Nam Ministry of Defense
 - Telecommunication equipment
 - Medical equipment
 - Food and Beverage, alcohol
 - Used items
 - Cultural products
 - Chemicals
 - Cosmetics

▶ Note:

- Commercial Invoice/Packing List accompanied by item specifications and image should be sent to Shipping Agent four weeks prior to flight/vessel arrival date for import license. Fee for license issuance and application is subject to be changed by the nature and quantity of goods and shall be informed later.
- These instructions are subject to be changed following changes in regulations of competent authorities. To ensure safety of goods, exhibitors should contact us in advance for specific instruction.

5. CULTURAL INSPECTION

- ▶ All tapes, video discs, CD-ROMs, etc. are required to be inspected. Please send these items to us by courier at least 03 weeks before the opening day.

6. MOVE/INSTALL MACHINE

- ▶ Please send us specific instruction for moving/installing machine. The required information includes:
 - The location of the stand and the hall
 - Position of machine in the stand
 - Size and weight of machine
 - Special requirement (if any)

- ▶ Your technical personnel is required to be present at site during the moving in/out and installing machine.

7. RESTRICTED DIMENSIONS

- ▶ All exhibitors should notice Shipping Agent about dimensions of the cargo and should not ship any cargo before receiving confirmation about dimensions of hall entrance and inland transportation arrangement.

8. ATA CARNET

- ▶ ATA Carnet is not accepted by Viet Nam Customs.

9. COURIER/HAND CARRY SHIPMENT

- ▶ We do not recommend you to consign your exhibition materials such as giveaways or brochures via courier services (DHL, FEDEX, UPS, etc.) directly to the Venue or the Organizer or hand carry. Goods may be retained by customs and we would not give any guarantee that they can be released in-time for the exhibition. Please contact our forwarder for details instruction.

10. BROCHURES AND GIVEAWAY ITEMS

- ▶ Brochures and consumed, giveaway items are taxable items. Those items should be declared in details in Commercial Invoice and Packing List. Application for censorship import license will take about 7 working days since the date we receive Arrival Notice.
- ▶ Brochures and giveaway items are taxable items with an import tax rate at 25%-30% + 8% VAT based on the value per regulation of Viet Nam Customs

11. RETURN GOODS

- ▶ We will provide Cargo checklist / Disposal Instruction for you on the 1st day of exhibition and collect by the end of exhibition. Based on this cargo declaration, we will make a plan for re-exporting. Please read carefully the manifest and fill all the information. We are not responsible in case exhibitor declare/guide incorrectly.
- ▶ All the temporarily imported exhibits must be re-exported within 30 days since the closing of the exhibition.
- ▶ For any urgent request to re-export after the exhibition, shipping requirement should be informed to Shipping Agent sufficiently and timely. Normally, re-export procedure could take up to 3 weeks. Full payment of our inward/outward charges must be settled and received before the end of the exhibition.

12. SOLD GOODS

- ▶ All temporary items which were sold during exhibition could not be released at site to buyer, they have to be transferred to bonded warehouse for customs inspection during customs conversion from temporary import to permanent import. It may take at least 2 weeks after show end. The sold items can be released only after all customs procedure is completed and duties / taxes are paid. All handling and transfer fee from normal exhibition warehouse to custom bonded warehouse will be borne by exhibitor / buyer. Customs will evaluate the import taxes for those consumed items and official customs receipt will only be available estimate 1-3 months after the show end.

13. END OF THE EXHIBITION

- ▶ All empty boxes/packages will be delivered to the stand after the end of the exhibition. Every exhibitor must be at the stand to be supported on packing and marking in the packages and sign the Return Shipping Instruction Form before they leave the exhibition. We will not be held responsible for any sort of loss or damage incurred due to an exhibitor not completing or signing the form correctly. If the exhibitor needs to change the number of packages returning and has failed to provide the revised instruction. We will not be held responsible for any such discrepancies in the piece count.
- ▶ If the exhibitor has sold their exhibits to a 3rd party during the event, it is sole responsibility of the exhibitor thereafter and we will not accept responsibility for any loss or damage after this time unless otherwise specified in writing. The exhibitor must be present to oversee the collection of all Exhibits.

14. INSURANCE COVERAGE

- ▶ It is the responsibility of each exhibitor to buy All Risk insurance for the goods from shipping to receiving the goods back.
- ▶ Our tariff is computed on the basis of volume and weight and has no correlation with the value of exhibits, it follows that the cost of insurance cover is not included in our charges.
- ▶ Upon written instructions, we can offer the exhibitor insurance coverage at competitive premiums.

15. TERMS & CONDITIONS

- ▶ Inward Consignment: Upon presentation of invoice/prior to delivery to stand. Outward Consignment: Upon presentation of invoice/prior to return exhibits.
- ▶ All payments must be made without any deduction or deferment on account of any claim or off-set. Remitting bank charges are to be borne by the exhibitor.

▶ **Our bank account is as follows:**
 DEFENSE ECONOMIC TECHNICAL INDUSTRY CORPORATION
 Bank account (USD): 0511100296688
 (VND): 0511100005888
 Bank name: Military Joint Stock Bank
 Address: 102 Kim Ma Thuong St., Cong vi ward, Ba Dinh Dist., Ha Noi city, Viet Nam
 Swift Code: MSCBVNVX

16. CONTACT DETAILS

- ▶ Defense Economic Technical Industry Corporation (GAET)’s staff will be available at the exhibition during the time of move-in/move-out/installation and during the exhibition. The contact point for exhibits supporting is as follows:

Name	Phone number	Email address
Ms. Hang Nguyen	+84 964599689	Vndefence@gaet.com.vn

Thank you very much!