

SHIPPING INSTRUCTIONS

Good Design Awards 2009 *Second Screening*

DATE : AUGUST 27 (THU) ~ AUGUST 30(SUN), 2009

VENUE : TOKYO INTERNATIONAL EXHIBITION CENTER
(TOKYO BIG SIGHT)

Nippon Express Co., Ltd.

Fine Arts Air Branch

I. INTRODUCTION

Nippon Express Co., Ltd. Fine Arts Air Branch has been appointed by the organizer of **GOOD DESIGN AWARDS 2009** to be the authorized Forwarding and Customs Clearance coordinator for the exhibition.

Nippon Express Co., Ltd. Fine Arts Air Branch will be acting as coordinator and adviser as follows:

1. Planning and supervising for inward and outward arrangement to and from the exhibition site.
2. Supervising and advising for Import Shipment from outside of Japan.
3. Import Clearance for the products at arrival in Japan.
4. Special arrangement for Loading, Storage and Installation to the venue.
5. Arrangement for Returning to Originated Country.
6. Transport arrangement for Local Delivery upon request and disposing the wastes.
7. Storage of empty crates and boxes during the open period.
(Tokyo Big Sight has no storage facilities)

Please contact us for further details,

Nippon Express Co., Ltd. Fine Arts Air Branch
42-18, 5-Chome, Minami-Magome
Ohta-Ku, Tokyo 143-0025, Japan
Tel: +81-3-5742-3021 Fax: +81-3-5742-4363
Email: fai-tyo@air.nittsu.co.jp

Contact person: Mr.Ryoji Morikawa, Mr.Akihiko Yoshida

II. SHIPPING INSTRUCTION

To avoid incidental delay or inconvenience during the transportation and customs clearance of exhibits and to ensure the safe arrival of the cargo, please follow the instruction.

【Air/Sea Shipment】

1. Deadline for Cargo Arrival in Japan

Shipment	Deadline Arrival Date	Airport / Port
By Air	AUG 16, 2009	Narita Airport
By Sea	AUG 9, 2009	Tokyo Port

2. Consignee and Notify Parts on Air Waybill or Bill of Lading

Consignee : Good Design Awards 2009 Second Screening
c/o TOKYO BIG SIGHT
3-21-1 Ariake, Koto-Ku TOKYO 135-0063

Notify : Nippon Express Co., Ltd.
Fine Arts Air Branch
Tel: +81-3-5742-3021 Fax: +81-3-5742-4363
ATTN : Mr.Ryoji Morikawa, Mr.Akihiko Yoshida

*This consignee and notify name must be used by only air cargo or ocean cargo shipment.
In the case of small courier shipment, please see column 8. Express shipment.

3. Custom Entry

-1) Category of Import Procedure

The exhibition hall is "**Not Bonded Exhibition Area**" for this exhibition.

All exhibition goods should be cleared through customs by the following two types of import procedures.

(1) Permanent Import (2) ATA Carnet

-2) Shipping Documents

The following shipping documents are required by the Japanese Government for Import/Re-Export customs clearance.

All documents are required to be prepared in English language and should be sent in the following quantities accompanied with Air Waybill or Bill of lading.

Item	Permanent Import	ATA Carnet
Invoice	4 sheets	-
ATA Carnet Document	-	Original 1 set
Packing List	4 sheets	4 sheets
Insurance Policy (Debit Note)	1 copy	1 copy
Catalogue	1 copy	1 copy

*Attention : material name, unit price, quantity and total price of each items should be written on commercial invoice necessary.

<Food Sanitation Law>

It is important to understand all kinds of exhibit are being controlled by this law except for booth or decoration materials. In order to distribute a commodity and/or get the guests tasting at the fair ground, it is obliged for an exhibitor to submit "Food Import Notification" to Ministry of Health, Labour and Welfare (MHLW). However, it is not sure that MHLW's local office (quarantine office at airport/port) shall release a permit without actual examination by cargo-sampling. Basically quarantine office can freely release an examination order to any importers. In case of examination order, it takes at least 7-10 days for analyzing the sample even in the shortest case. It depends on kinds of import items in that how many days are to be required of sample-examination.

In this connection, if a product may not be able to get MHLW's approval for importation on safety standard, an exhibitor can still get a provisional import approval from MHLW limitedly on condition that they shall submit to MHLW "Declaration letter" that the product is for display only, not for tasting nor free distribution and shall be disposed or to be re-exported out of Japan after the exhibition.

In case that you have an agent in Japan, it is advised that you should consult with the agent on how to deal with the exhibit for Good Design Awards 2009. Whichever Formal Food Application or declaration for provisional import to governmental sector on the exhibit, a resident party as importer shall be obliged to do it under its name and responsibility. However, in case that an exhibitor has no agent in Japan, we can ask the exhibition secretariat to do it on their behalf. In this case, we will be able to be liaising an exhibitor to the exhibition secretariat.

<Pharmaceutical Affair's Law>

Goods, which is subjected to the Pharmaceutical Affair's Law in Japan, that is medical instruments, perfumery, Cosmetics or toilet preparations, Soap, Oral Dental Preparations and the like, are HEALTH, LABOR AND WELFARE (MHLW).

If you don't know whether your goods is regulated or not, please feel free to contact us at anytime.

4. Packing

The exhibitor will be requested to prepare packing by individual category mentioned below.

- (1) Permanent Import
- (2) ATA Carnet

5. Wooden Packing Material for import to Japan

If wooden packing materials, including with pallets, dunnage, crating, packing, block, drum, cases, load boards, pallet collars and skids, is made from raw wood without processing and treatment, these materials are prohibited to import in Japan by regulation of plant quarantine. If you send it to Japan, these packing materials must be treated necessary in your country as following method.

- 1) Heat treatment : Based on ISPM 15 international regulation, marks of heat treatment should be stamps on the outside of wooden packing materials.
- 2) Methyl bromide fumigation : Certificate of fumigation issued by your country quarantine need necessary.

*In case of packing by plywood or veneer, these materials is not subject to regulation of plant quarantine.

6. Order Forms

Please send the attached Order Form to us by FAX before **AUGUST 5, 2009**.
FAX no.: +81-3-5742-4363

7. Payment Terms and Conditions

-1. For Import into Japan

- 1) Air or Sea Freight Charge **FREE HOUSE**
- 2) Import Customs clearance charge and In-Bound handling charge.
 - a)Advanced Payment

Estimated Amount as per communication should be paid in Japanese Yen to the account of Nippon Express Co., Ltd. before Opening of the event.

*Free house means our all charge including our local charge should be paid at your country.

-2. For Re-Export from Japan

<ALL CHARGE COLLECT paying at the destination>

- a) Air and/or Sea freight charge **COLLECT**
- b) Re-Export customs clearance charge
and out-bound handling charge **COLLECT on AWB or B/L**

【Small courier/Express shipment】

8. EXPRESS SHIPMENT (FEDEX, DHL AND OTHER COURIER COMPANY)

In the case of express shipment, the way of send is as following.

1. Consignee :

Nippon Express Co.,Ltd. Fine Arts Air Service Branch.
5-42-18, Minami-Magome, Ohta-Ku, Tokyo 1430025 JAPAN
Tel : 81-3-5742-3021 Contact : (Mr.)Akihiko Yoshida

2. Deadline arrivaldate : Aug.20, 2009

3. The chaes of Express **must be paid by Free domicile including duty & tax.**

*We do not accept products if the payment was made in conditions other than above.

4. Inland delivery charges from our office to the site.

Minimum JPY7,000
Per kg or 6,000cm³ JPY50/kg

5. Site handling charges is the same as air shipment

*Regarding our local charge, we will send an invoice to your office by fax.

Please remit your payment by wire transfer to our bank account.

6. If you want to send the exhibits back to your country by express or deliver to Japanese clients after the exhibition, please inform us so that we will arrange for it.

OFFICIAL HANDLING TARIFF

The following charges are per Shipment and /or Declaration

1.Application Fee for Customs Clearance

ITEM	Import	Re-Export
a)Customs Clearance	JPY 11,800	JPY 5,900
b)Additional Declaration sheet(per sheet)	JPY 4,000	JPY 4,000
c)ATA Carnet	JPY 7,800	JPY 4,200
d)Documentation(per declaration)	JPY 3,000	JPY 3,000
e)Handling Charge(per declaration)	JPY 9,000	JPY 9,000
f)Inspection(If required)(per 30minutes)	JPY 7,300	JPY 7,300

2.In-Bound Handling Charge(From Airport/Port to venue)

	Air of Express	Sea
Minimum Charge	JPY 30,000	JPY 40,000
per kg, or 6,000cm ³	JPY 180	-
per CBM(M3) or 1,000kgs	-	JPY 20,000

The following services are included to the above charges.

- 1.Loading on truck and transportation charge from Airport/Port to the exhibition site.
- 2.Unloading from Truck and delivery to the booth.

3.Un-packing and Display at Site(Site Handling)

Minimum Charge	JPY 15,000	JPY 15,000
per kg, or 6,000cm ³	JPY 100	-
per CBM(M3) or 1,000kgs	-	JPY 10,000

The following services are included to the above charges.

- 1.Un-packing and Display for exhibit on the table or booth site.
- 2.Simple work for displaying the exhibit, Please note that we are not able to accept the work if the exhibit is too difficult to build up for displaying.

4.Re-Packing and dismount(Site Handling)

Minimum Charge	JPY 15,000	JPY 15,000
per kg, or 6,000cm ³	JPY 100	-
per CBM(M3) or 1,000kgs	-	JPY 10,000

The following services are included to the above charges.

- 1.Re-Packing and Dismount for exhibits on the table or booth at site
2. Simple work got removing the exhibit. Please note that we are not able to accept the work if the exhibit is too difficult to demise and remove.

5.Out-Bound Handling Charges(from site to Airport/Port)

Minimum Charge	JPY 30,000	JPY 40,000
per kg, or 6,000cm ³	JPY 180	-
per CBM(M ³) or 1,000kgs	-	JPY 20,000

The following services are included to the above charges.

- 1.Pick up from the booth at the exhibition site.
- 2.Loading on truck and transportation charges to Airport/Port.

6.Other charges

- (1) Urgent Fee JPY 10,000
 This urgent fee is charged in case that the shipment is arrived after Deadline.

(2)Correspondence Fee

In-Bound		JPY 3,000.00
Out-Bound		JPY 3,000.00
Courier Fee of Shipping Documents for Re-Export(Sea Shipment)		JPY 5,000.00

(3)Storage for Expty Box

Carton Box	Per Carton	JPY 300.00
Wooden Box/Crage	per box/carton	JPY 500.00

7.The following services & charges are not included in the above tariff.

- (1)Duty, Import Consumption Tax and Other Tax.
- (2)Airport and Seapoprt Terminal Service Charge.
(Demurrage, CFS,D/O fee,Bonded Transportation for Inspection and others)
- (3)Application Fee for impoprt procedures.
(Food Sanitation Law, Quarantine Law for animal, plant & others)
- (4)Extra Packing Charge.
- (5)Destruction Charge.
- (6)Special Labor and Equipment charge.
- (7)Air Freight, Sea Freiht and Courier Fee.
- (8)Any other special requirement of the exhibitor.

For Good Design Awards 2009

ORDER FORM

Please return to Nippon Express Co.,Ltd. FAX NO. 81-3-5742-4363		Deadline Date 5-Aug-09
Company		Entry No.
Address		
Contact person		Department
Telephone:	Fax:	E-mail

Please check()below

1.Customs Entry ()Permanent Import ()ATA Carnet

Description of Items	Entry No.	Quantity	Value(FOB)

2.Shipping Information

()Air Shipment ()Sea Shipment ()Courier(Express)shipment

Deperture Date	↓	↓	↓
Arrival Date			
No.of Package			
Total Weight			
Total Measurement			

*() We will inform you details of shipment later.

3.Return Shipment ()No. → ()Delivery to Customer in Japan
 ()Give away or Destruction at venue.
 ()Yes → ()Air Shipment Dest : _____
 ()Sea Shipment Dest : _____
 ()Courier Dest : _____

4.Storage of Empty Box ()Yes ()No

5.Insurance () No
 () Yes → amount _____

Any other Special Request? (please specify)