

SHIPPING INSTRUCTION

GOOD DESIGN AWARD 2020 -SECOND SCREENING-

DATES: 18th/Tue, Aug – 20th/Thu, 2020

VENUE: Aichi Sky Expo



Kintetsu World Express Group

Kintetsu World Express Sales, Inc.

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Kintetsu World Express Sales, Inc.

Introductions

Official Customs Broker and Freight Forwarder

Kintetsu World Express Sales Inc. (KSI) which is representative of **Kintetsu World Express Inc. (KWE)**, will provide its services as a Professional Freight Forwarder and the Customs Broker for the second screening of **GOOD DESIGN AWARD 2020** organized by **Japan Institute of Design Promotion (JDP)**. KSI will offer the following services.

- *Door-to-door movements of exhibition cargo worldwide through its network
- *Customs clearance both of import and re-export
- *Coordinating and supervising for inbound and outbound goods to and from the screening site (special arrangement of loading, unloading, storing)
- *Arrangement for return to your specified destination

Both Japan Customs and government authorities have specific criteria for imports and exports. **KSI** will provide pre-exhibition, on-site and post-exhibition assistance for every exhibitor to meet these specific requirements.

For further details, please contact **KSI** representative listed below;

Kintetsu World Express Sales, Inc.

Exclusive Logistics Sales Dept.
Event Logistics Sales Team.
TDS Mita Bldg, 2-7-13 Mita, Minato-ku, Tokyo 108-0073, Japan
Tel:+81-3-5443-9455, Fax:+81-3-5443-9457
Attn: G-Mark 2020 Team
E-mail: gmark2020@kwe.com

FOR COURIER SERVICE (DHL/FEDEX/UPS/OCN/TNT/EMS/SF...etc) USER

1. Deadlines

For Quotation Request Form	17th(Fri)/Jul,2020 (JST)
For Cargo Arrival	3rd(Mon)/Aug,2020 (JST)

Advance payment only and the payment must be done by 3days after the invoice date.

2. Shipping invoice instruction

Shipper Applicant's(Your company) name and address
Consignee Japan Institute of Design Promotion (Company ID:9010405009619)

Notify party Kintetsu World Express Sales,Inc.
5th Fl.,TDS Mita Bldg.,2-7-13 Mita,
Minato-ku, Tokyo 108-0073, Japan
Tel: +81 3 5443 9455 / Fax:+81 3 5443 9457
Attn G-Mark 2020 Team

Delivery address Kintetsu World Express Sales,Inc. c/o Toyo Logistics
18-16,11go-chi, Handa-shi Aichi. 475-0831 Japan

3. Courier waybill instruction

Shipper Applicant's(Your company) name and address
Shipping to :

Company Name: Japan Institute of Design Promotion.
Address 1: c/o Kintetsu World Express Sales,inc.
Address 2: 18-16, 11go-chi
 cargo service user (Air / Ocean) > Handa-shi,Aichi
Postal Code: 475-0831
country : Japan
Attn: G-Mark 2020 Team
tel: +81 3 5443 9455

Delivery term **DDP (Freehouse) ← IMPORTANT!!!**
(Japan duty/tax must be paid by the shipper)
*We(KSI) will not receive your packages if the terms is not correct.

4. Packing / Marking ((IMPORTANT !!!))

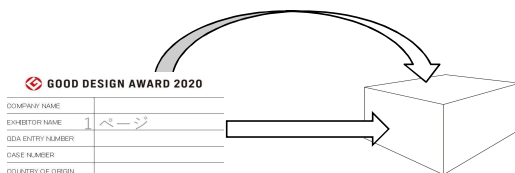
All exhibitors will be requested to prepare packing by individual category respectively mentioned below, depending on types of Japanese Customs entry.

*ATA CARNET

*PERMANENT IMPORT (Imposed Duty & Tax)

<Most Important>

All the Crates and Boxes must be marked on the top and side with our label.(Page 14)



***We do not accept "No Mark" cargo shipment. Marks must be mentioned in a B/L or its attached sheet.**

5. Notice for the installation ((IMPORTANT !!!))

***For the applicants who ordered KSI's installation service for your exhibits.**

Photos of Installation instruction

*** Please prepare your installation sample by photo – image and send it with your exhibits.**

The installation image should be according to the size limit of your booked booth.

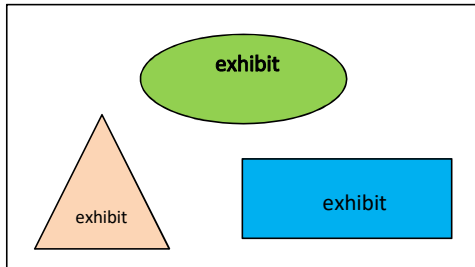
*** KSI's installation works just put the products on display booth without special tools.**

*If you need to use Electricity supply, please contact organizer (JDP) directly.

And please check your socket and voltage for sure .There are possibility, it does not match Japanese standard type.

Photo of the Installation image

*Please take it from above.



Notice

The organizer "JDP" will use glue for display on the panel.

Therefore, there is a possibility that it will be damaged when we remove it.

6. Remarks

■ Courier User REMARKS:

1)The warehouse will be available **from 13th/July,2020 to 3rd/Aug,2020 and must follow this deadlin e.**

*On Saturday, Sunday, or other Japanese public holiday, the warehouse will be closed.

2) **Unaccepted items:**

Live animals or any other animal products. Especially which is relevant to the *CITES (the Washington Convention)*

Alcohol products, tobacco, foodstuff, beverage, plants and seeds, pet medicals, pet cosmetics,

Pharmaceuticals, drugs, cosmetics, chemicals, human remains,

Arms and explosives are subject to Japan import restrictions. These items should not be imported.

3) **We(KSI) will not compensate for any reason other than damage due to the accident during our operation.**

Please send us the INVOICE copy with e-mail prior,

and Courier(DHL/FEDEX/UPS/OCN/EMS/SF...etc) JOB/BL SHEET copy before shipping out.

Issued by Kintetsu World Express Sales, Inc.

7. Handling Tariff for Courier Shipment

*Excl.10%VAT

■As total measurement should be under 1cbm / total gross weight 100kg

The Chargeable Weight will be calculated as the actual weight (Gross Weight) or the Volumetric Weight (5000 cubic centimeters per kilogram) of the shipment, whichever is the greater. (5000 cm³/kg = 200 kg/m³)

$$*ex) L50 \times W50 \times H50(cm) / 5,000 = C/W 25kgs$$

<Move in>

1. From the warehouse to the site on the move-in day

1) Minimum Charge (Min:25kgs/Piece)

JPY 3,000

**ex) 5kgs x 3pcs(boxes) = JPY 9,000*

*Additional charge over 25kgs/piece

JPY 1,000/10kgs

**ex) 70kgs x 1pc(box) = JPY 8,000*

Calculate : JPY3,000(min) + JPY5,000(add 45kgs

as under 50kgs)

2) Installation (unpack, display)

JPY 2,000 per GDA (Good Design Award) entry

2. Handling Fee (administration, correspondence)

JPY 14,000 per consignment

<Move out>

3. From the site to the warehouse after the screening

1) Minimum Charge (Min:25kgs/Piece)

JPY 3,000

*Additional charge over 25kgs/piece

JPY 1,000/10kgs

2) Dismantle and repack

JPY 2,000 per GDA entry

4. Handling Fee (administration, correspondence)

JPY 14,000 per consignment

5. Storage Fee for Exhibits (Incl.Move-in&out charge at the warehouse & empty case storage service during the screening)

1) Minimum Charge (Min:25kgs)

JPY 4,500

**Incl.Agency Fee*

*Additional charge over 25kgs/piece

JPY 500/10kgs

**ex) 70kgs x 1pc(box) = JPY 7,000*

Calculate : JPY4,500(min) + JPY2,500(add 45kgs

as under 50kgs)

<Others>

6. Handling Fee for return (Document preparation fee, etc.)

JPY 3,000 per consignment

7. Disposal Fee (after the screening)

1) Minimum Charge (Min:25kgs)

JPY 2,500

**Incl.Agency Fee*

*Additional charge over 25kgs/piece

JPY 1,000/10kgs

**ex) 70kgs x 1pc(box) = JPY 7,000*

Calculate : JPY2,500(min) + JPY5,000(add 45kgs

as under 50kgs)

8. Urgent Fee (Applicable for Shipment Arrived after the Deadline.)

JPY 10,000 per entry

9. Insurance Fee (For KSI's domestic handling / Except during the screening.)

*Exhibit's value (JPY) x 0.5% = Insurance Fee (JPY) (Minimum ¥ 3,000)

**If any*

*If you need the domestic transport in Japan after the screening, please consult with us.

Exceptions

This price list excludes any charges or services below

1) Duty, Import Consumption tax and other tax

2) Airport/Seaport terminal charges

(Bonded Transport for Inspection etc.)

3) Extra Packing Charge

4) Special labor and Equipment Charge

5) Air Freight, and Courier fee

6) Any other special handling requirement from the exhibitor

7) Return Cost

8) All the items on this tariff are 10% of consumption taxable items. It will be charged additionally.

<Payment term>

We only accept all charges in Japanese Yen(JPY) with advanced payment.

You can choose **Bank Transfers** or **Credit card with Paypal**.

Payment due date: 3 days after the invoice date.

*Will not handle your shipment if your payment has not been confirmed.

*It is unable to refund after receive your payment.

Transport term: **DDP** condition must be required. (Import Duty and Tax must be paid by the Shipper)

Bank Information

Name of Beneficiary Bank: MUFG Bank Ltd.

Yaesudori Branch / Swift BIC: BOTKJPJT

Name of Beneficiary: Kintetsu World Express, Inc.

Beneficiary's Account (Saving) No.: 0080944

Paypal Information

VISA / Master Card / JCB / AMEX / Union Pay are available.

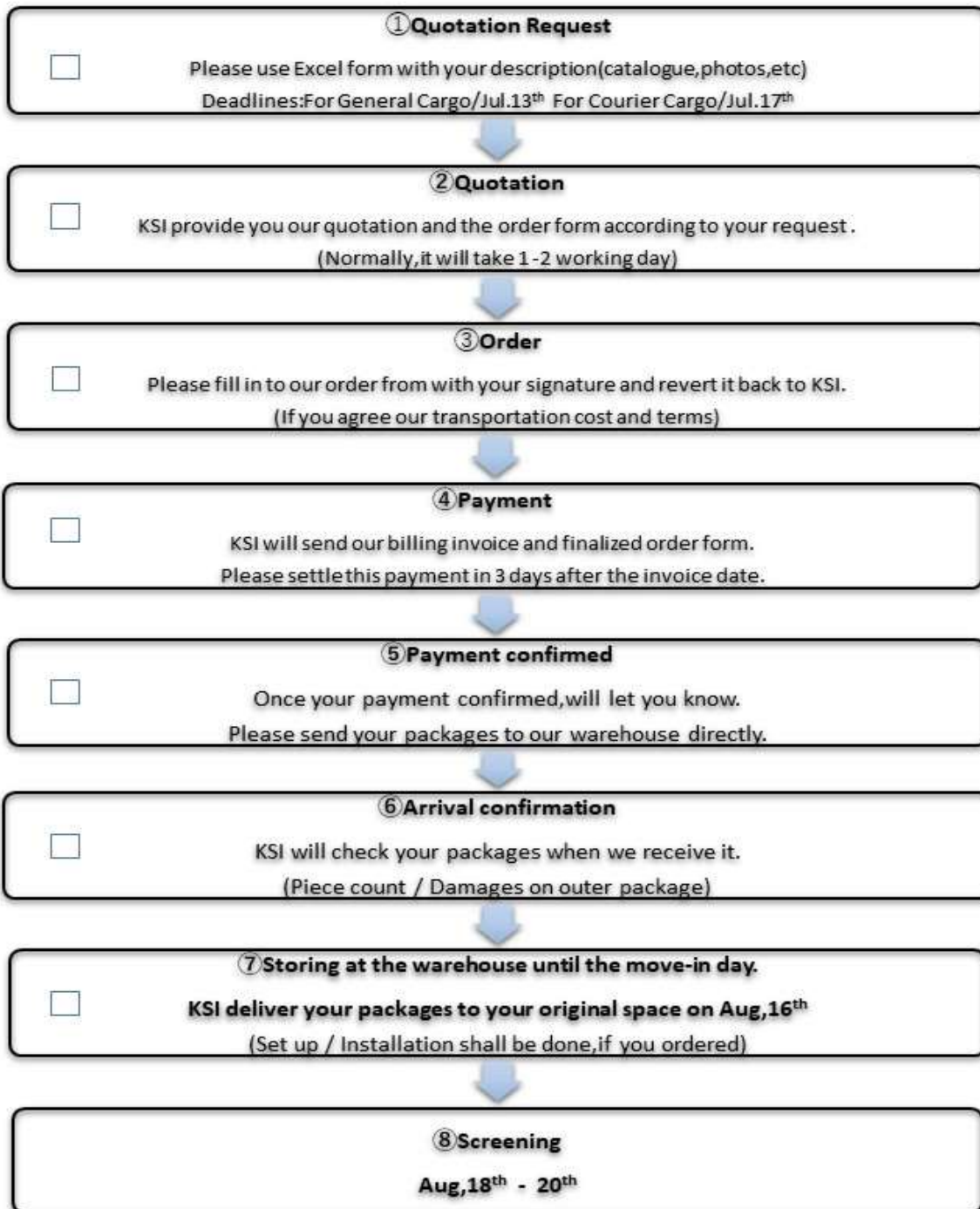
*Paypal handing charge shall be applied.

(Total amount x 4.1% + JPY40)

Issued by Kintetsu World Express Sales, Inc.

Operation flow chart

For courier shipment



For General cargo service user (Air / Ocean)

***Attention**

As our first notice, **KSI will not be able to handle following items.**

Unaccepted items:

Live animals or any other animal products. Especially which is relevant to the *CITES (the Washington Convention)*
Alcohol products, tobacco, foodstuff, beverage, plants and seeds, pet medicals, pet cosmetics,
pharmaceuticals, drugs, cosmetics, chemicals, human remains,
arms and explosives are subject to Japan import restrictions. These items should not be imported.

*Leather items need to be make sure of their scientific name strictly.
Please make it clear in advance.

Documentation

The following shipping documents in English are required by the Japanese Government for import, re-export customs clearance.

Items	Sea Freight	Air Freight
Direct Surrendered B/L or Air Waybill	One (1) copy	One (1) copy
Invoice (From JDP/ Excel Form)	One (1) copy	One (1) copy
Packing List (From JDP/ Excel Form)	One (1) copy	One (1) copy
Insurance Policy (If any)	One (1) copy	One (1) copy
Catalogue or specifications of exhibits	One (1) copy	One (1) copy

***Please send us the detailed pictures of the exhibits for our smooth custom clearance procedure.**

*Invoice/Packing List: **Please use our Excel form provided from JDP** and mention specified name, its material, quantity and price.
It's important to provide customs with a money value. They will not accept no commercial valued.

***Please do not put any other items not listed on the invoice.**

*Forward all the documents listed above to **KSI** via Email below at least **10days prior to arrival** of the shipment in Japan.

Email: gmark2020@kwe.com

Notice for the Clearance

***If you have a plan to ship your goods back, please try to ship with ATA CARNET. Because on the point of Export Trade Control Order law in Japan, it helps you to ship your goods back smoothly. (Invalid for the courier)**

*The material (quality) on items on the invoice must be written to check at the clearance.

*For Sea Freight: Shipment by **DIRECT Surrender B/L or SEA WAY B/L**.

*The items on invoice must be noted definitely and the applicable catalogues/photos of the items should be forwarded to us before arrival of the shipment.

*In case of the container shipment, the X-Ray for inspection will be done before the clearance.

*Do not put in the case which is not mentioned in the invoice.

*The documentation (invoice/packing list, etc.) for the customs clearance must be prepared by the exhibitor.

*Even if the cargo is damaged or the transportation is delayed by unexpected disasters or accidents, the organizer(JDP) or the official forwarder(KWE/KSI) assumes no responsibility.

***Aichi Sky Expo is not declared as a Bonded Area.**

*All shipment except ATA Carnet, you have to pay IMPORT DUTY&VAT for Japan customs.

Packing/Marking

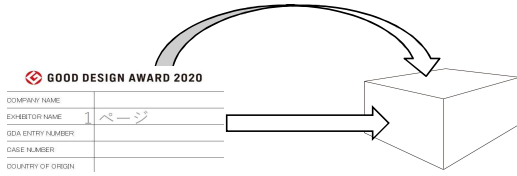
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*PERMANENT IMPORT (Imposed Duty & Tax)

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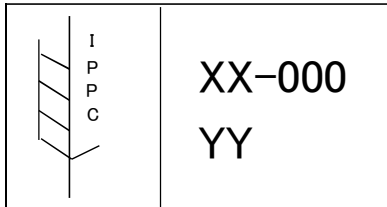


***We do not accept "No Mark" cargo shipment. Marks must be mentioned in a B/L or its attached sheet.**

Fumigation

When using wooden packaging materials for import of freight from abroad, please get heat treatment.

Heat-treated packaging materials must clearly display the mark as shown below. Approval to use this mark is issued by the National Plant Protection Organization (NPPO) of an exporting country or by an organization officially recognized by the NPPO.



IPPC-Abbreviation of "International Plant Protection Convention "

XX-International Standardization Organization (ISO) two letter country code

000-Wood packing producing enterprise code approved by official plant quarantine authorization in exporting countries of territories

YY-Phytosanitary treatment: Methyl Bromide Fumigating=MB, Heat Treatment=HT

Notice for the Installation ((VERY IMPORTANT !!!))

Photos of Installation instruction

*** Please prepare your installation sample by photo – image and send it with your exhibits.**

The installation image should be according to the size limit of your booked booth.

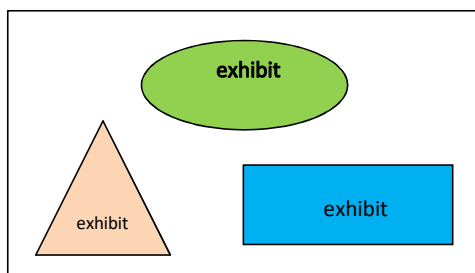
*** KSI's installation works just put the products on display booth without special tools.**

*If you need to use Electricity supply, please contact organizer directly.

And please check your socket and voltage for sure .There are possibility, it does not match Japanese standard type.

Photo of the Installation image

*Please take it from above.



Notice

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Therefore,there is a possibility that it might be damaged when we remove it.

Consignment instructions for Air and Ocean Inbound shipment (For General Cargo)

All documents such as the Bill of Lading, Master Air waybill, Invoice and Packing List must show the consignee and the notify as indicated below.

Consignee:

Japan Institute of Design Promotion
5th Fl, Midtown Tower, 9-7-1 Akasaka, Minato-ku,
Tokyo 107-6205 Japan
TEL: +81-3-6743-3777

Notify Party:

Kintetsu World Express Sales, Inc.
Exclusive Logistics Sales Dept.
Event Logistics Team.
TDS Mita Bldg, 2-7-13 Mita, Minato-ku, Tokyo 108-0073, Japan
Tel: +81-3-5443-9455, Fax: +81-3-5443-9457
Attn: G-Mark 2020 Team
E-mail: gmark2020@kwe.com

Please note:

**In the event of any damage to the package of the Sender (Exhibitor), accountability due to the difference between the notified package and the actual shipment, cancellation of exhibition due to delay of the shipment, and liability for compensation for any other reason, the Organizer shall not be liable in any way for any damage, increase in costs, or any other problems arising as a result thereof.*

Deadlines

For Quotation Request Form by Email	13th(Mon)/Jul, 2020	
	For shipping documents by E-mail	For cargo arrival at the destination port
Sea Freight (LCL)	16th(Thu)/Jul, 2020	27th(Mon)/Jul, 2020 / Nagoya Port
Air Freight	21st(Tue)/Jul, 2020	3th(Mon)/Aug, 2020 / Chubu Centrair Int'l Airport

If your exhibits will be arrived to Nagoya Port or Chubu Centrair Int'l Airport after the cargo arrival deadline, we do not guarantee to clear the import customs clearance and delivery before the screening begins.

Insurance for international forwarding.

As the official tariff is compiled on volume of weight basis and has no correlation with the value of exhibits, naturally no insurance has been covered in our charges and work is undertaken by us is owner's risk. Therefore exhibitors must arrange a proper round-trip all risk insurance policy for their exhibits.

*Please ask us if you need the insurance for domestic transportation in Japan.

Payment Terms

1. For import to Japan by **KWE OVERSEAS NETWORK**

- ① Sea Freight Charge/Air Freight Charge: **PREPAID**
- ② Import Customs Clearance (including Duty and Tax) and In-Bound Handling Charges
DDP (only for KWE HAWB)

2. For re-export from Japan by **KWE OVERSEAS NETWORK**

- ① Sea Freight Charge/Air Freight Charge: COLLECT
- ② Re-export Customs Clearance and Out-Bound Handling Charges: COLLECT on B/L or Air Waybill

3. If you use **YOUR OWN FORWARDER**(not-KWE overseas network & Express Service), we only accept all charges in advance payment by bank remittance. And Sea Freight Charge/Air Freight Charge must be **PREPAID**

Name of Beneficiary Bank: MUFG Bank Ltd.
Yaesudori Branch / Swift BIC: BOTKJPJT
Name of Beneficiary: Kintetsu World Express, Inc.
Beneficiary's Account (Saving) No.: 0080944

Acceptable currency: Japanes Yen(JPY) only.

Please note: We(KSI) will not handle your shipment if your payment has NOT been confirmed.

It is unable to refund after receive your payment.

Freight Handling Tariff For General Cargo

The tariffs listed below are charged per exhibitor and/or per declaration.

1. Customs Entry

Non-Taxable	Import to Japan	Export from Japan
Value JPY 200,000 or over 2HS code	JPY 11,800 per entry	JPY 5,900 per entry
Value JPY 200,000 under 2HS code	JPY 8,600 per entry	JPY 4,200 per entry
Additional sheet per 4HS code per import	JPY 11,800 per sheet	-
Additional sheet per 5HS code per export	-	JPY 5,900 per sheet
ATA CARNET	JPY 7,800 per carnet	JPY 4,200 per carnet
Airport Terminal Charge	JPY 45 per kg	JPY 45 per kg
Taxable **	Import to Japan	Export from Japan
Customs operation charges	JPY 9,000 per declaration	JPY 9,000 per declaration
Documentation	JPY 3,000 per declaration	JPY 3,000 per declaration
Handling Charge	JPY 15,000 per shipment	JPY 15,000 per shipment
Screening Fee for Airfreight	-	JPY 500 per ctn / Min. JPY5,000

Do not ship out ATA carnet and Consumable items under 1 BL or 1 AWB.

Combined ATA carnet (ATA carnet with consumable list) shipment will be required cargo sorting before declaration and 2 entry and 2 declaration (ATA carnet item and permanent item) must be done. This cargo sorting fee shall be at cost.

2. Delivery Charge **

<Move-in>

In-Bound (from port/airport to site)	Sea Freight (LCL)	Sea Freight (FCL 20GP or 40GP)
Delivery Charge	Minimum: JPY 38,000	*** Please ask to KSI ***
	JPY 18,000/CBM or 1,000kgs	
	Air Freight ※Chargeable weight bases	
	Minimum: JPY 38,000	
	JPY 180/kg for ~300kgs	
	JPY 150/kg for + 300kgs over	

The Chargeable Weight will be calculated as the actual weight (Gross Weight) or the Volumetric Weight (6000 cubic centimeters per kg) of the shipment, whichever is the greater. (6000 cm³/kg = 166.667 kg/n *ex) L50 x W50 x H50(cm) / 6,000 = C/W 20.83kgs

*Above services include following charges:

- 1) loading on truck and transportation charges from the warehouse to the site on **16-17th/Aug,2020**.
- 2) unloading from the truck and delivery to the booth.

For forklift operations: JPY 10,000 per hour (Min.1hour)

The request for using the crane, labors are negotiable. Please contact us.

Unpacking and Installation on site (on site handling)		
Minimum Charge	per kg or 6,000cm ³ (Air cargo)	Per CBM(m ³) or 1,000kgs (Ocean cargo)
JPY 15,000	JPY 100 (Over minimum)	JPY 10,000 (Over minimum)

***Special & complicated operations are unacceptable.**

<Move-out>

Repacking and dismantle on site (on site handling)		
Minimum Charge	per kg or 6,000cm ³ (Air cargo)	Per CBM(m ³) or 1,000kgs (Ocean cargo)
JPY 15,000	JPY 100 (Over minimum)	JPY 10,000 (Over minimum)

***Special & complicated operations are unacceptable.**

Out-Bound (from site to port/airport)	Sea Freight (LCL)	Sea Freight (FCL 20GP or 40GP)
Pick up Charge	Minimum: JPY 38,000	*** Please ask to KSI ***
	JPY 18,000/CBM or 1,000kgs	
	Air Freight ※Chargeable weight bases	
	Minimum: JPY 38,000	
	JPY 180/kg for ~300kgs	
	JPY 150/kg for + 300kgs over	

*Above services include following charges:

- 1) pick up charge at exhibition site on **21st/Aug,2020**
- 2) loading on the truck and transportation charges to the warehouse

***For forklift operations: JPY 10,000 per hour (Min.1hour)**

The request for using the crane, labors are negotiable. Please contact us.

3. Storage charges for empty cases **

Empty Carton, crate, pallet storage service available.

JPY 6,000/CBM minimum 1cbm (Incl. Agency Fee) (17/Aug,2020 - 21/Aug,2020)
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- 1) collection at the booth on move-in day
- 2) transportation to and from warehouse
- 3) storing at KWE warehouse
- 4) delivery to the booth on move-out day

4. Late Arrival Urgent Fee **

This fee and surcharges are charged in case that the shipment is received after the deadline.

Late Arrival Urgent Fee (After 1-3 days)	JPY 15,000 per shipment
Late Arrival Urgent Fee (After 4-6 days)	JPY 20,000 per shipment

7 days after the cargo arrival deadline, we will not be able to handle your shipment.

5. Bank Charge **

JPY3,000 shall be levied for the payment by bank remittance. (Except:KWE World wide network user.)

6. Following Services are NOT included in the above tariff

- 1) Duty, Import Consumption Tax and Other tax
+ All shipment except ATA CARNET, you must pay IMPORT DUTY&VAT of Japanese customs.
- 2) Seaport Terminal Service Charge
(CFS, D/O, drayage in harbor, storage, demurrage, CHC (THC), devanning, vanning & other)
- 3) Application Fee for Import Procedures: **Not Available. Do not put the items against the laws below.**
(Food Sanitation Law, Quarantine Law for animal, plant & Pharmaceutical Law)
- 4) Extra Packing Charge
- 5) Any other special requirement of the exhibitor
- 6) Inspection for the container's X-ray
- 7) Assortment (classification) from the container or the case for inspection
- 8) Analysis Handling
- 9) Customs overtime, Application of overtime & Overtime operation
- 10) Air Freight & Sea Freight for return (Incl. related surcharges)
- 11) Marked "****" on this tariff are 10% of consumption taxable items. **And it will be charged additionally.**



GOOD DESIGN AWARD 2020

COMPANY NAME

EXHIBITOR NAME

GDA ENTRY NUMBER

CASE NUMBER

COUNTRY OF ORIGIN