

# GENERAL SHIPPING INSTRUCTIONS

FOR

**NRF APAC 2026**  
**2 – 4 JUNE 2026**  
**MARINA BAY SANDS**  
**SINGAPORE**

Presented by

**EXPOTRANS PTE. LTD.**

**Singapore Office**

21 Bukit Batok Crescent #21-70

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Singapore 658065

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**CONTACTS**

For more information or clarification, please contact us at:

**EXPOTRANS PTE. LTD.**

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## DEADLINES

<For non-controlled/non-hazardous/non-DG items only>

	<b>SEAFREIGHT</b>	<b>AIRFREIGHT/COURIER</b>
<b>Document Submission</b>	<b>7 working days</b> before vessel arrival	<b>7 working days</b> before flight arrival
<b>Consignment Arrival</b>	<b>LCL – 16 - 18 MAY 2026</b> <b>FCL – 19 – 21 MAY 2026</b>	<b>21 – 22 MAY 2026</b>

- You are encouraged to plan your shipments early to facilitate the shipment via sea-freight vs air-freight to minimise the carbon footprint for your shipment.
- Do check with us for the relevant holidays in Singapore when you are planning the vessel/flight schedule.
- Port & airport storage charges will be applicable for early arrival.
- If shipments are required for inspections by regulatory authorities, please allow additional 2 working days.

## DOCUMENTS REQUIRED

<b>SEAFREIGHT</b>	<b>AIRFREIGHT</b>
<ul style="list-style-type: none"> <li>• 1 original + 1 copy of Bill of Lading *Telex Release is preferred</li> </ul>	<ul style="list-style-type: none"> <li>• 1 copy of Air Waybill</li> </ul>
<ul style="list-style-type: none"> <li>• 1 copy of Commercial Invoice/Packing List</li> </ul>	<ul style="list-style-type: none"> <li>• 1 copy of Commercial Invoice/Packing List</li> </ul>
<ul style="list-style-type: none"> <li>• 1 copy of Insurance Policy (if insured)</li> </ul>	<ul style="list-style-type: none"> <li>• 1 copy of Insurance Policy (if insured)</li> </ul>
<ul style="list-style-type: none"> <li>• Original ATA Carnet (if applicable)</li> </ul>	<ul style="list-style-type: none"> <li>• Original ATA Carnet (if applicable)</li> </ul>

### **Note**

To ensure no delays or undue inconvenience to customs clearance on arrival, please ensure that copies of the vessel/flight details with master air waybill / ocean bill of lading details are forwarded prior to the arrival of shipments according to the stipulated deadlines above. Expotrans will not be responsible for any delays and any 3<sup>rd</sup> parties' /port/airport storage charges incurred.

Please send your pre-alerts with copies of the shipping documents to [Michael.Ng@expotrans.net](mailto:Michael.Ng@expotrans.net) in advance. For consolidated shipments by seafreight or airfreight, please provide a consolidation cargo manifest.

*Please separate the packing & declaration for temporary and permanent import items.*

## CONSIGNMENT INSTRUCTIONS

All shipments by **SEAFREIGHT** and **AIRFREIGHT** must be arranged as "**Freight Prepaid**" under DDP terms. All documents such as Bill of Lading and Air/Courier Waybill must show Expotrans as the consignee. A 10% outlay fee will be imposed on all "Freight Collect" consignments.



Consignee: **EXPOTRANS PTE. LTD.**  
21 Bukit Batok Crescent #21-70  
WCEGA Tower  
Singapore 658065

Notify: Same As Above  
**FOR NRF APAC 2026**

For shipments by **COURIER** must be arranged under DDP terms. Please provide pre-alert and tracking number for any courier shipments or they may be refused by our warehouse.

Consignee: **EXPOTRANS PTE. LTD.**  
c/o **WYN2000 Logistics Pte Ltd**  
21 Tuas Ave 9, WYN2000 Logistics Centre  
Singapore 639196

Notify : **EXPOTRANS PTE. LTD.**  
**Michael Ng + 65 9362 0768**  
**Sally Lim + 65 9726 7546**

### PACKING AND SHIPPING MARKS

Exhibits and cargo should be well packed and designed with internal padding and battens, suitable to the nature of the goods, and the mode of transportation intended. The packaging should be able to withstand the entire journey and in case of temporary import, to be reusable for the return journey.

The cargo should be capable of easy unpacking and re-packing, the use of screws and clips is highly recommended instead of nails which can damage the packaging.

Please mark your packages as follows:

<b>Event</b>	<b>: NRF APAC 2026</b> c/o Expotrans Pte. Ltd.
Name of Client	: _____
Booth Number (if any)	: _____
Package Numbers	: _____ of _____
Gross Weight/Net Weight	: _____
Dimensions	: _____

### TYPES OF IMPORTATION

#### Temporary Importation

1. Expotrans can assist to arrange for temporary importation under our facility (for exhibitions, the normal validity will be up to 21 days after the exhibition ends).
2. Alternatively, goods may be shipped into Singapore with ATA Carnet. Please contact your local Chamber of Commerce for applications of the ATA Carnet.

### **Permanent Import**

Any item intended as giveaways ((including printed matters, samples & souvenirs) or not intended for re-export will be subjected to prevailing Goods & Services Tax (GST).

Any item imported under Temporary import but are subsequently not ex-ported shall require conversion to permanent import and be subject to GST.

Dutiable goods will be subject to the prevailing duties as determine by the Singapore Customs. Currently GST is @ 9% of CIF value.

### **GST/Customs Duties**

All Customs duties/GST applicable to shipments that are sold during the event will be for the account of the respective freight agent or direct exhibitor who engages our services.

## **CONTROLLED & PROHIBITED ITEMS**

### **Controlled Goods**

Controlled goods require proper authorization (advance notification, license or certificate approval) from Competent Authorities (CAs) before they may be imported into Singapore. You may view the list of controlled goods [here](#)

### **Prohibited Goods**

View the list [here](#) for goods which are not allowed for import into Singapore.

## **INSURANCE**

We recommend that you arrange for adequate insurance coverage for your shipment for the whole transportation and event period (from the moment the goods leave your premises till the time they are returned inclusive of the exhibition period).

All work is undertaken at owners' risk. Insurance is not included!

## **TERMS & CONDITIONS**

All business is transacted according to Singapore Logistics Association's Standard Trading Conditions. A copy is available upon request.

Companies using Expotrans or its appointed agents will be invoiced for all services. Use of Expotrans services be it partly or in full and additional services required – at any time before, during or after the event, expressed verbally and/or in writing and/or by conduct, implies acknowledgement and acceptance of the foregoing.

All payment must be made without any deduction or deferment on account of any claim, counterclaim or offset, and remitting bank charges are to be borne by the remitter.

Our bank account details are as follows:



Beneficiary name: **EXPOTRANS PTE. LTD.**

DBS Bank Ltd

Bank Code 7171

Branch Code: 072

Account no. **072-028304-0**

Swiftcode: DBSSGSG



### Payment via PayNow

EXPOTRANS PTE. LTD.



SCAN TO PAY



EXPOTRANS PTE. LTD. accepts payment via major credit cards such as American Express, MasterCard and Visa through HitPay.

Request for payments by HitPay can be made to [Singapore@expotrans.net](mailto:Singapore@expotrans.net)

(Credit card payments via HitPay is subject to administrative charges of 4.5% on the total invoice amount)