

## **CESS ASIA 2023**

**20 - 22 SEPTEMBER 2023**

### **JAKARTA CONVENTION CENTRE, INDONESIA**

We are pleased to advise that we have been appointed as the Official Freight Forwarder, handling the customs brokerage and site handling for cargo shipped from overseas, specifically consigned to this exhibition.

To ensure the timely delivery of your exhibits customs cleared to the exhibition site exhibitors are urged to thoroughly read all pages of the shipping instructions and tariff included here in as the information given is intended to help you with the dispatch of your exhibits and displays and the preparation of your documents.

If possible, goods should be sent by sea freight this often involves extra planning but saves costs in the long run.

Exhibitors or their appointed agent should contact as follows if further information is required.

R. E. ROGERS (MALAYSIA) SDN. BHD.  
NO. 7, JALAN WARDEN U1/76,  
TAMAN PERINDUSTRIAN BATU TIGA,  
40000 SHAH ALAM, SELANGOR DARUL EHSAN,  
MALAYSIA  
CTC : MR. RASYID / ROY  
TEL : 03-5510 8611  
FAX : 03-5510 6296  
E.MAIL : [rasyid@rogers-asia.com](mailto:rasyid@rogers-asia.com) / [roy@rogers-asia.com](mailto:roy@rogers-asia.com)

P.T. ROGERS KINERJA GEMILANG  
GUNUNG SAHARI PERMAI BUILDING  
BLOCK E-2 JL GUNUNG SAHARI RAYA  
NO. 60 –63 JAKARTA, INDONESIA  
CTC : MS YUNNI  
TEL : 62 21 420 9204  
FAX : 62 21 420 5453  
E.MAIL : [rkindonesia@yahoo.com](mailto:rkindonesia@yahoo.com)

Please be advised that normal customs clearance of your exhibition goods at the close of the exhibition can take two (2) weeks. This applies to all material, exhibits and products that may be in transit to another event or

a customer. Therefore, please notify us at time of shipment into Indonesia of any exhibits or displays, which must be exported on an urgent basis at the close of the exhibition. Time will be saved if customs are advised in advance, and the outbound paperwork prepared accordingly.

**SEAFREIGHT:**

Ships must discharge cargo in Jakarta Port 14 days (FCL) and 18 days (LCL) before the opening of the exhibition or before you require the cargo on your stand whichever is earlier. Final commercial invoice must be informed to us no later than 14 working days before cargo arrival.

**AIRFREIGHT:**

Aircraft must arrive at Jakarta International Airport (CGK), Jakarta 14 working days before the opening of the exhibition or before you require the goods on your stand, whichever is the earlier. Final commercial invoice must be informed to us no later than 14 working days before cargo arrival.

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.

If you cannot meet these dates, we must be advised in advance so that we can try and make special clearance arrangements to meet the opening date. A 35% surcharge will apply to all goods arriving after the deadline.

**FREIGHT CHARGES**

All consignments must be shipped freight prepaid. Should any consignment arrive on freight collect basis, an intervention charge of 10% will be levied to the freight cost and payment will have to be made prior to delivery of the goods to the exhibition stand.

**CONSIGNING INSTRUCTIONS**

Consignee on all Bill Of Lading and Airway bills must be:

**GRAHA SIDANG PRATAMA  
BALAI SIDANG JAKARTA CONVENTION CENTER,  
JALAN JEND.GATOT SUBROTO, KELURAHAN GELORA,  
KECAMATAN TANAH ABANG, JAKARTA PUSAT.**

Notify Party:

**PT. ROGERS KINERJA GEMILANG  
INT'L FREIGHT FORWARDERS  
GUNUNG SAHARI PERMAI BUILDING BLOCK E.2  
JL. GUNUNG SAHARI RAYA NO. 60 - 63  
JAKARTA. INDONESIA  
PHONE NR : 6221 4209204/ FAX NR : 6221 4205453**

**EXHIBITION GOODS FOR GESS ASIA 2023  
Exhibitor Name :  
Stand Number :  
Port of Discharge  
- Sea Freight : Tg. Priok - Jakarta**

- Air Freight : Soekarno Hatta International Airport (CGK)

Freight: Prepaid

Indonesian Custom Require for both Air and Sea Freight, shipments that the nature and quantity of goods (as per Exhibitor's Invoice) are declared on the Airway Bill (AWB) or Bill of Lading (BL).

### **DOCUMENTATION**

The import documentation required for cargo consigned directly to the exhibition has been considerably simplified. A special invoice form has been approved by the Indonesian Authorities and this, supported by a packing list, is all that is necessary for temporary importation.

**All copy invoices must bare an original signature, not a photocopy.**

**Please do not consign the exhibition goods to the Organizers or other forwarders in Surabaya as it will cause delay and extra expenses for customs clearance.**

### **Completion of The Invoice & Packing List**

The completion of the invoice is largely self-explanatory however if advices or guidance is required then please contact us we will be pleased to assist.

Specimen invoices are enclosed, you may make additional photocopies of the specimen for your shipment.

**Please ensure all copy invoices bear an original signature, not a photocopy.**

On the "Certified Packing List" enter in the '**CONTENTS COLUMN**' only the item numbers (from your invoice) against each case; do not enter descriptions of the contents. We suggest that a dividing line is drawn right across the page underneath each case and contents to avoid confusion.

### **Despatch of Documents**

#### **Sea freight:**

All documents as listed below should be despatched by air courier and be received at least 7 working days prior to vessel arrival at Jakarta Port.

Invoices & Packing Lists, 5 copies all with original signature to be sent as follow :

3 copies to Indonesia:

**P.T. Rogers Kinerja Gemilang  
International Freight Forwarders  
JI Gunung Sahari Raya No. 60-63  
Jakarta Pusat  
Indonesia**

**for GESS ASIA 2023**

2 copies to Malaysia:

**R. E. Rogers (Malaysia) S/B  
No. 7, Jalan Warden U1/76  
Taman Perindustrian Batu Tiga  
40000 Shah Alam  
Selangor, Malaysia**

**for GESS ASIA 2023**

#### **Bill Of Lading:**

2 originals and 3 copies to P.T. Rogers Kinerja Gemilang  
2 copies to R. E. Rogers (Malaysia) S/B  
1 set of Product Catalogues to PT. Rogers Kinerja Gemilang

IMPORTANT NOTE: The full shipping mark should be shown in the body of the Bill of Lading including list of items.

**Airfreight:**

All documents as listed below should be despatched by air courier and be received 7 working days prior to flight arrival at Jakarta Airport.

**Invoice and Packing List:**

5 copies all with original signature to be sent as follows:

- 3 copies to P.T. Rogers
- 1 copy to R. E. Rogers (Malaysia) S/B
- 3 copies to be attached to the AWB

**Airway Bill:**

- 2 originals and 3 copies to P.T. Rogers Kinerja Gemilang
- 1 copy to R. E. Rogers (Malaysia) S/B
- 1 set of Product Catalogues to PT. Rogers Kinerja Gemilang

IMPORTANT NOTE: The full shipping mark should be shown in the body of the Airway Bill including list of items.

**PRE ADVISE OF SHIPMENT:**

It is ESSENTIAL to e-mail to P.T. ROGERS Jakarta and R.E. Rogers Malaysia the following information one day prior to despatch.

**Sea freight**

Estimated date of departure  
Estimated date of arrival Jakarta  
Bill Of Lading number  
Vessel name  
No. of pieces  
Meter cube/kilos  
Copy of the invoice and packing list

**Airfreight**

Estimated date of departure  
Estimated date of arrival Jakarta  
AWB No  
Flight No  
No. of pieces  
Kilos  
Copy of the invoice and packing list

- A. Copy of the invoice packing list
- B. Copy of the AWB or complete AWB details to include the number, flight number into Jakarta the estimated date of arrival, total number of pieces and weight.

Please note any goods sent on House Airway bills under a Master Airway bill which is not consigned to the exhibition will result in a delay of several days in clearance. Therefore, goods should be consigned on a Master Airway bill which covers goods only consigned to the exhibition. Every House Airway bill will attract a consignment service charge. The use of House Airway bills is, therefore, strongly discouraged.

### **CONSOLIDATED SHIPMENTS**

Should your National Group Organizer not have an appointed Freight Agent or you are attending as an independent exhibitor we will be pleased to provide a list of our sister companies/recommended agents around the world.

All of these are experienced in the specialised field of exhibition freight forwarding and are accustomed to working with us on projects in Indonesia. Their knowledge could be a great help to you and if sufficient freight is generated they will be offering group services to this exhibition which will keep your costs as low as possible – please ask for details.

**If you need help with your shipment, please contact us.**

### **STAND LAYOUT PLANS**

If you are exhibiting equipment which requires the use of a forklift truck or crane to place it in position on your stand, then we ask you to supply us with a stand layout drawing so that we can position such items early during the build-up period. Once the stand building is advanced, access for lifting equipment may become restricted.

Layout drawings should be sent to R. E. Rogers (Malaysia) Sdn. Bhd.

### **CASE MARKING**

All cases and packages must be clearly marked as follows:

#### **CESS ASIA 2023**

Jakarta Convention Centre

Jakarta, Indonesia

Name of Exhibitor .....

Stand Numbers .....

Hall Numbers .....

Case Numbers .....

Dimension (WxLxH) ..... in cms

Gross & Nett Weight ..... in kgs

**Exhibitors with large heavy items to be brought into the hall should contact us as early as possible to ensure that adequate lifting services can be made available.**

### **PACKING**

We cannot put too much emphasis on the importance of packing being of a high standard.

We strongly recommend for main displays and exhibits that bolted returnable type cases are used. Whilst initially they may be expensive, we know from experience that short cuts can prove to be false economy. We would advise against the use of cardboard cartons.

### **CUSTOMS EXAMINATION**

Indonesian Customs are thorough in their examination. On previous exhibitions every case has been opened, and the contents have been carefully checked against the invoice/packing list.

To help Indonesian Customs with their examination, for each case containing hardware please attach 2 copies of a descriptive/illustrated brochure to the underside of the case lid. If possible, please indicate on the brochure where the model number and serial number are shown.

### **PHARMACEUTICAL AND CHEMICAL PRODUCTS**

There are strict laws in Indonesia re the importation of the above.

Should you wish to exhibit such items we would please ask that you contact us immediately and no later than the 1 month before event date.

Please do not ship such item to Jakarta without obtaining approval from us.

It should be noted that if approval is granted these items must be packed and shipped separately to your other exhibition and display material and must arrive by airfreight.

### **FOOD PRODUCTS, BEVERAGES/ALCOHOLIC BEVERAGES**

There restrict laws in Indonesia re the importation of the above. An Import License will be required which is not usually forthcoming. If it is imperative to ship such items to Jakarta for this event then we must be advised the nature of the shipment enabling us to obtain guide lines from relevant government departments.

Please do not ship such items to Jakarta without obtaining prior approval from us. Whenever possible we suggest that you purchase such items locally and we will be pleased to assist with this.

### **PUBLICATIONS, BROCHURES, GRAPHICS, ETC.**

**PLEASE NOTE** that publications and brochures printed in Indonesian, Chinese, Japanese, Korean and Arabic languages may **NOT** be imported into Indonesia, similarly displays with captions or scripts in these languages are prohibited.

### **FILMS & VIDEOS**

Films, videos and projected slides are subject to censorship and arrangements for this must be made in advance. Items requiring censorship should be sent by courier to P.T. Rogers Kinerja Gemilang in Jakarta to arrive at least 21 days before opening of the exhibition.

The charge for receiving at P.T. Rogers Jakarta office by courier, handling through to censorship board and re delivery will be US\$30.00 per video tape/set of slides. Courier charges as received will be passed back at costs.

### **COURIER SHIPMENTS**

Do not use courier services for the despatch of literature, exhibits or displays to Jakarta. From past experience local agents are slow in clearance and high destination charges are involved.

Should you have small shipments of literature that you wish to send by courier service then please contact us immediately with details, we will advise if clearance will be possible.

R.E. Rogers Malaysia and P.T. Rogers Jakarta accepts no liability or responsibility for shipments sent by courier service and have no involvement in or influence with customs clearance.

### **RE-EXPORT**

Re-export after the show may take a considerable time whilst the export documentation is being completed. Please bare this in mind when planning further use of your exhibits and displays.

The minimum period needed to process export Customs documents is two weeks. Qualified Staff from P.T. Rogers Karya Gelar will be available in the Show Management Office throughout the exhibition tenancy to advise on all matters concerning payment of duty and re-shipment abroad.

We will be happy to answer any questions related to the Freight Forwarding or clearance of exhibits. If you think we could be of assistance please do not hesitate to contact us.

### **INSURANCE**

All work undertaken by us is at owner's risk and no insurance is provided by us. Every exhibitor should make certain that all shipments are covered by a fully comprehensive insurance policy from the time of despatch from their works until returned to their works after the exhibition or until delivery to buyers or other destinations.

For food products including frozen and chilled items we must make it clear that we our associates and subcontractors cannot be held responsible for the spoiling or deterioration of any foodstuffs or perishables during transit, handling or storage whether they be in or out of our control nor for any damage caused by third parties. No insurance cover is provided by us against loss or damage or consequential loss and it is the responsibility of every exhibitor to establish their own business.