

DSV

Global Transport and Logistics



LABELEXPO
SOUTHEAST ASIA 2025

SHIPPING INSTRUCTIONS



DSV
Official International Freight Handling Contractor





Introduction

Contact Details

Exhibition Timetable

Introduction

The event takes place on 8-10 May 2025 at the Bangkok International Trade & Exhibition Centre (BITEC).

DSV Solutions UK have been appointed as the official international freight forwarder for Labelexpo Southeast Asia 2025, Bangkok. We will be working in conjunction with our local partner for the event, APT Showfreight (Thailand) Ltd.

We have a network of worldwide offices and agents, who can assist with a complete door to stand service to and from the show. Please contact us for details of your local DSV office/agent.

Chinese exhibitors should contact Expotrans World, China who can assist in arranging a full door to stand service to and from the show. Their contact details can be provided on request.

Contact Details

All enquiries should be sent to the show managers: -

Steve Andrews & Ricky Straw
steve.andrews@dsv.com / ricky.straw@dsv.com

Tel: +44 (0) 1376 567567

DSV will be contactable and have an on-site presence during the build-up, show open & break-down periods.

Exhibition Timetable

Move in (build): -

Monday 5th May 2025 / 0800-2200

Tuesday 6th May 2025 / 0800-2200

Wednesday 7th May 2025 / 0800-2200

Show Days: -

Thursday 8th May 2025 / 1000-1800

Friday 9th May 2025 / 1000-1800

Saturday 10th May 2025 / 1000-1800

Move out (breakdown): -

Saturday 10th May from 1800 to 0600 Sunday 11th May 2025



Consignee Instructions



Sea Freight Consignee

Shipments sent by sea freight can be sent to Bangkok Port or Laem Chabang Ports.

Freight should be prepaid and consigned as follows: -

Consignee & Notify Party (MUST BE IN BLOCK LETTERS):

APT SHOWFREIGHT (THAILAND LTD.)
98/7-8 YANNAWA ROAD, CHONGNONSEE
YANNAWA, BANGKOK 10120, THAILAND

The Bill of Lading must be consigned exactly as indicated above to avoid delays.

Shipments sent freight collect will not be delivered until confirmation regarding payment is received.



Air Freight Consignee

Shipments sent by air freight should be sent to Bangkok (BKK) Airport.

Freight should be prepaid and consigned as follows: -

Consignee & Notify Party (MUST BE IN BLOCK LETTERS):

APT SHOWFREIGHT (THAILAND LTD.)
98/7-8 YANNAWA ROAD, CHONGNONSEE
YANNAWA, BANGKOK 10120, THAILAND

The airway bill must be consigned exactly as indicated above to avoid delays.

Shipments sent freight collect will not be delivered until confirmation regarding payment is received.

Deadline Dates & Pre-alerts



Booking Deadline

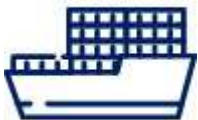
Please complete and return our order form by **6th February 2025** for a door-to-stand sea freight service.

For a door-to-stand service by air, please complete and return our order form by **1st April 2025**.

For shipments from arrival Bangkok or Laem Chabang Ports, please return our order form by **7th April 2025**.

For shipments from arrival Bangkok Airport, please return our order form by **17th April 2025**.

All bookings to be sent to steve.andrews@dsv.com and ricky.straw@dsv.com



Sea Freight Deadlines

a. Document Deadlines:

The shipping documents must be sent to us with a pre-alert no later than the **7th April 2025**, or at least 3 working days prior to the arrival of the vessel at Laem Chabang or Bangkok Port.

2 originals & 3 copies of the Bill of Lading, 3 originals & 2 copies of the commercial invoice, 2 originals & 3 copies of the packing list, 1 copy of insurance policy and 1 copy of the invoice for the premium if insured at origin.

b. Consignment Deadlines:

Shipments should arrive at Bangkok or Laem Chabang Ports no later than the **17th April 2025**

Consignments arriving after the above deadlines will be subject to a 30% late arrival surcharge (based on basic handling rates). However, no guarantees can be given that shipments arriving late will be delivered in time for the opening of the show.



Air Freight Deadlines

a. Document Deadlines:

The shipping documents must be sent to us with a pre-alert no later than the **17th April 2025**, or at least 3 working days prior to the arrival of the aircraft at Bangkok (BKK) Airport.

2 originals & 3 copies of the airway bill, 3 originals & 2 copies of the commercial invoice, 2 originals & 3 copies of the packing list, 1 copy of insurance policy and 1 copy of the invoice for the premium if insured at origin.

b. Consignment Deadlines:

Shipments should arrive at Bangkok (BKK) Airport no later than the **22nd April 2025**

Consignments arriving after the above deadlines will be subject to a 30% late arrival surcharge (based on basic handling rates). However, no guarantees can be given that shipments arriving late will be delivered in time for the opening of the show.



Customs Information

Customs Declaration

All declarations on your commercial invoice/packing list must be in English. A full description of the items being sent must be given. Further information on commercial invoice/packing lists can be found on the next page of these instructions, but to assist with the importation approval by Royal Thai Customs, please provide 2 copies of each descriptive/illustrative brochure with your commercial invoice/packing list.

ATA Carnet & Temporary Import into Thailand

Goods being imported for the show on a temporary basis can be imported into Thailand several ways. Please see below the options available: -

Bank Guarantee

For this option our local agent will provide a bank guarantee for the VAT and duty (a non-refundable bond fee applies, please see our show tariff for details), which is discharged once the goods have been re-exported from Thailand. Goods can move around Thailand with this option to other locations, but they cannot be sold and **MUST** be re-exported. A letter of indemnity is required from the exhibitor, a copy of which can be provided on request.

Bonded Warehouse

As BITEC is a Customs bonded area, goods can be cleared on a temporary basis at this location (a non-refundable bond fee applies, see our show tariff for details). Goods must stay in this location but can be sold to a Thai buyer after the show. The goods will then be Customs cleared on a permanent basis, under the Thai buyer's name and they are able to claim the VAT back from the Thai Government.

ATA Carnet

Exhibitors wishing to use an ATA Carnet for their temporary import exhibits, please ensure the following is adhered to: -

On the left-hand side of the ATA Carnet cover page:

Column B "represented by": **APT Showfreight (Thailand) Ltd., and, or any other authorized rep.**

Column C "intended use of goods", please list all the conditions that your Chamber of Commerce has committed under the ATA Carnet. For example, ATA Carnets from France to list "Professional, exhibition goods, commercial samples" in this column.

On the right-hand side of the ATA Carnet cover page:

Column C "Valid Until"; expiry date must have at least 6 months from the date of arrival of the goods into Thailand.

Customs Information (cont.)

At the bottom of the ATA Carnet cover page:

Please ensure the same person who is shown as the signatory on the ATA Carnet is the same person that signs the Power of Attorney.

If there is a company stamp/seal on the ATA Carnet, the same company stamp/seal is also required on the Power of Attorney.

Please use only English on the ATA Carnet.

As per the Royal Thai Customs regulations on ATA Carnet shipments, they must be packed and shipped separately from permanent import items or items for temporary import being sent under a commercial invoice/packing list. A separate HAWB/HBL should be issued for each shipment.

Commercial Invoice / Packing List

Commercial invoices/packing lists must be in English and contain the following information: -

- Full description of each item (in English), with make, model and serial no. for any electrical items
- 10-digit Customs HS (Harmonized System) code
- Quantity, net weight, gross weight, and CIF value (in US Dollars) per line item
- Total no, dimensions & type of packages and total gross weight
- Show name and exhibitor stand no.

The consignee on the invoice should be: -

APT SHOWFREIGHT (THAILAND LTD.)
98/7-8 YANNAWA ROAD, CHONGNONSEE
YANNAWA, BANGKOK 10120, THAILAND

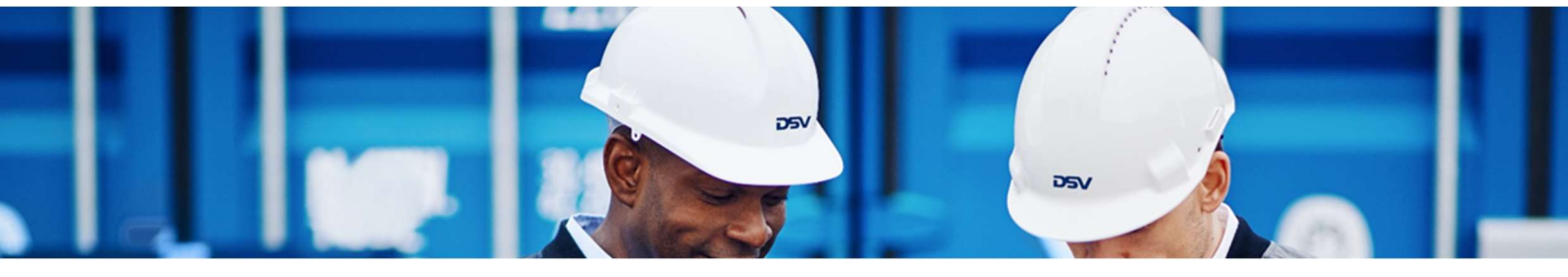
A commercial invoice/packing list template can be provided on request.

Controlled Goods

Exhibitors are advised to contact us as soon as possible with details of the items they are planning on sending to the show. Many items require an import license, which needs to be approved before the goods arrive in Thailand. Failure to have the necessary licenses in place will result in heavy fines / Customs penalties.

Some of the items that require an import & export license include communication equipment, defence goods, electrical appliances (e.g. TVs, lighting, etc.), food & beverages, radio equipment, medical goods, medicines, motorbikes, used cars, toys, weighing & measuring equipment/machines and all types of hazardous goods. These types of goods must be re-exported after the event.

Please let us have full details such as brand, serial no., ingredients, or materials for each item that you intend to import into Thailand at least 45 days prior to the arrival of your shipment.





Case Markings

Courier Shipments

Case Markings

We suggest that your goods are well packed and labelled for easy identification, all packages should be marked as follows:

Labelexpo Southeast Asia 2025

Bangkok, Thailand

c/o APT Showfreight (Thailand) Ltd.

Name of Exhibitor: _____

Stand Number: _____

Case Numbers: _____

Gross Weight/Net Weight: _____

Dimensions: _____

Please label on two sides of your packages.

Courier Shipments

Please be aware that only small, low value shipments such as brochures & giveaways should be sent via courier companies (DHL, FedEx, UPS, etc.).

As Thailand is not a "free port" Country, all shipments sent via courier will be subject to import duty/tax. In most cases, the courier company will hold shipments at Customs until arrival of delegates attending the event, which may result in deliveries arriving after the event has opened.

Courier shipments up to 30 kgs / 0.20m3 may be sent to: -

APT Showfreight (Thailand) Ltd.

98/7-8 Yannawa Road, Chongnonsee

Yannawa, Bangkok 10120, Thailand

Attn. Mr. Hasnai Kongkaew

Tel. +66 (0) 2165 6158

For: Labelexpo Southeast Asia 2025

Exhibitor Name _____

Booth Number _____

For high value shipments or those requiring an import license, courier companies will be unable to clear your shipment. In this instance we will take over the shipment at the airport and all charges in our tariff for air shipments, including the late arrival surcharge will apply.

If sending goods by courier, please let us have a full pre-alert with copies of commercial invoice/packing list and courier's waybill prior to the arrival in Bangkok.

Failure to send us a pre-alert could result in your shipment being refused.

Other Information

Empty Case Storage

We will store your empty cases and other packing materials under shelter within the exhibition site if space is available.

Empty cases will be returned as soon as possible after the close of the event once it is safe to start.

Wooden Packing Materials

Depending on the regulations in the Country of destination, wooden cases returning at the close of the event may be subject to fumigation before they are re-exported. In this instance a fumigation fee will be payable by the exhibitor.

Overweight / Oversized Exhibits

If you are shipping any items that are over 2000 kgs or have ANY dimensions exceeding 200cms, please let us know in advance.

For any oversized or overweight pieces to be placed on your stand, please supply us with the following: -

- Stand layout, showing position of each exhibit / machine
- Confirmation if the exhibit / machine is loose or crated
- Equipment required for the lifting and positioning of each exhibit / machine
- Confirm if the exhibits/ machines are being positioned directly on the floor, on carpet or a stand platform
- Contact details and mobile no. of the person or persons who will supervise the positioning of the exhibits / machines on the stand

Goods are positioned on a first time spotting basis. If the exhibitor or their representative are not present during the delivery of the goods, a surcharge will apply for any re-positioning or re-lifting that may be required.

In the case of oversized exhibits, once they are positioned on the stand it may not be possible to re-position afterwards.

Insurance – Payment Terms



Insurance

All work is covered under our General Trading Conditions. It is recommended that all exhibitors should arrange a comprehensive cover for their goods. This should cover the shipment to the show site, the period of display and the return to the country of origin, or an appropriate disposal period at the conclusion of the exhibition.

Unless specifically insured, DSV is not responsible for any loss, pilferage, or damage whilst goods are left unattended on the stand. Although we will aim to make delivery to and collection from the stand, at the specified time requested, we cannot always guarantee this. Therefore, please ensure that goods are fully insured to cover all risks.



Terms of Payment

Please note that credit will only be offered if you have an active credit account with **DSV Solutions Ltd** or are shipping through an agent with such an account.

Bank details as follows:

Bank name:	Danske Bank Plc, 75 King William Street, London EC4N 7DT
Currency:	US Dollar
Account name	DSV Road Ltd
Sort code	30-12-81
A/C No.	93361014
Swift Code	DABAGB2L
IBAN:	GB11DABA30128193361014

All business is transacted only in accordance with our General Trading Conditions, a copy of these conditions are available via this

