

# **Jakarta International Premium Products Fair**

7 (Thu) - 9 (Sat) November, 2019  
Jakarta Convention Center (JCC) Hall A&B

## **Exhibitors' Manual**

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# 1. General Information

## 1.1 Show Details

Jakarta International Premium Products Fair (JIPREMIUM)	
Organizer	Coex, Korea International Trade Association(KITA)
Date	7 – 9 November, 2019
Location	Jakarta Convention Center (JCC) Hall A & B (Jl. Jend. Gatot Subroto, Jakarta 10270, P.O. Box 4916, Jakarta 10049)
Cooperated with	KOTRA, KADIN
Exhibit Items	Sales Promotion & Gift Items / Kitchenware / Home Appliance / Living Home Interior / Beauty & Cosmetics / Fashion & Accessories / Baby & Kids Stationery & Office Supplies / Premium Food and Beverage / Smart IT
Website	<a href="http://www.jipremium.com">www.jipremium.com</a>

## 1.2 Operation Hours

7 November	8 November	9 November
10:00 – 18:00 (Last admission 17:30)	10:00 – 18:00 (Last admission 17:30)	10:00 – 16:00 (Last admission 15:30)

※ During the exhibition, exhibitors can enter from 9:00am

## 1.3 Schedule

Action	Parties Involved	Date & Time	Remarks
Distribution of Exhibitor Badge		6 November 16:00 – 20:00	Please pick up your exhibition badges at the registration desk located in front of the Hall A
Booth Construction	Space Only Booth	5 November 08:00 – 20:00	Construction is processed by company appointed by the exhibitor
	Schell-Scheme Booth	6 November 08:00 – 20:00	Submit [Application Form 7: Space Only Booth Construction]
Installation of Utilities	Electricity	6 November ~ 16:00	Construction is processed by company appointed by the organizer
	Others	6 November ~ 18:00	Plan to supply electricity after completion of electrical work
Exhibits Move-in	Space Only Booth	6 November 10:00 – 20:00	Telephone Lines/Drainage/Compressed Air etc.
	Shell-Scheme Booth	6 November 16:00 – 20:00	
Exhibits Carry Out		9 November 16:00 - 20:00	Submit [Application Form 8: Exhibit Items Move Out]
Dismantle Process		9 November 20:00 - 24:00	

※ Above schedule is subject to change due to the circumstances.

## 1.4 Payment Details

Content	Deadline
Booth Fee (Balance payment)	August 30, 2019
Payment for Additional Utility Services	October 4, 2019
<b>Bank Transfer Information</b>	
▪ Bank	United Overseas Bank – Tanjung Priok Branch
▪ Beneficiary	PT. Aremgo Grafindo
▪ Account No	411 300 6069
▪ Swift Code	BBIJIDJA

## 1.5 Exhibitor Checklist

Period	Item
<b>7 weeks prior to opening (9/16-9/20)</b>	<input type="checkbox"/> Prepare exhibit display items <input type="checkbox"/> Settle promotion and event plan <input type="checkbox"/> Submit business meeting registration form <input type="checkbox"/> Submit Additional Utilities Application Form
<b>6 weeks prior to opening (9/23-9/27)</b>	<b>Booth Installation</b> <input type="checkbox"/> Space Only Booth: Choose own construction company <input type="checkbox"/> Shell Scheme Booth: Internal fittings provided by the organizer  <input type="checkbox"/> Send exhibit items (freight forwarder) <input type="checkbox"/> Prepare Booth Graphics <input type="checkbox"/> Book hotel and airline ticket
<b>4 weeks prior to opening (10/7-10/11)</b>	<input type="checkbox"/> Prepare Promotion Materials (Exhibit Items, Brochures, Souvenirs) <input type="checkbox"/> Send invitation to buyers, distributors, customers, partners <input type="checkbox"/> Promote your participation through website, flyers at stores, SNS, etc. <input type="checkbox"/> Hire and train interpreter (send company & product information)
<b>2 week prior to opening (10/21-10/25)</b>	<input type="checkbox"/> Plan meetings with local retailers and potential buyers
<b>JIPREMIUM 2019 (11/6)</b>	<input type="checkbox"/> Display exhibit items <input type="checkbox"/> Receive Exhibitor Badge

## 2. Exhibition Information

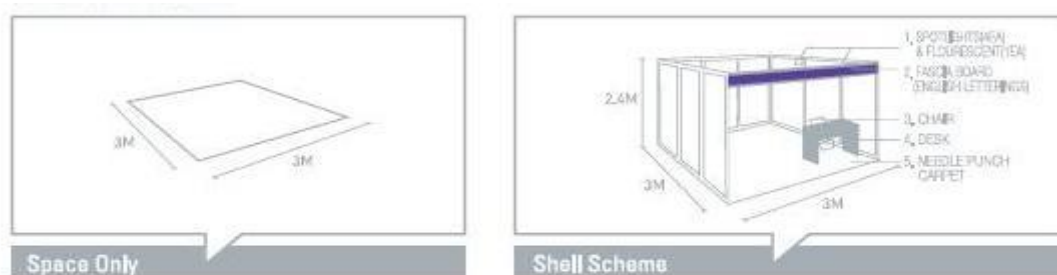
### 2.1 Booth Type

#### Schell Scheme Booth

A Shell Scheme Booth is constructed by the organizer and contains the following: standard lightings, 1 company signboard, 1 information desk, 1 chair, 1 power socket, 1 trash bin and pytex carpeting. The booth is installed by panels, the size of each panel 1m x 2.4m. *If there is damages to the panel (e.g. damages due to nailing, use of glue etc.), repair charges will be applied on Exhibitor's account.*

#### Space Only Booth

A Space Only Booth only provides space. The Exhibitor may choose to either construct their own booths or appoint an installation company to do it for them. In this case, [Application Form 7: Space Only Booth Construction] must be submitted and exhibitor should contact the Secretariat regarding further costs which may apply as per JCC regulations. *Please note that when booth installation is used overtime, charges apply at IDR 18,000,000 / hour*



### 2.2 Booth Construction

Exhibitors may prepare display stands, exhibits, booth interior, catalogue (English/Indonesian), business cards and etc. For furniture and other equipment rental, please refer to the necessary Application Forms attached.

Electricity will be supplied from 6 November, 16:00, the last day of construction, as we can only supply electricity until every 'Space Only Booth' Exhibitors have completed their booth construction. We urge 'Space Only Booth' Exhibitors to set up as swiftly as possible so that the electricity can be installed as soon as possible.

### 2.3 Booth Security

By submitting [Application Form 8: Exhibit Items Move Out], exhibits can only be taken out with the confirmation of the host, thereby preventing loss or theft of exhibits during the dismantling process.

Security service will be provided at all times. Nonetheless, we advise exhibitors to station at least 1 member at the booth during exhibition hours. Please take special care of valuable items such as laptops, cameras etc. The Organizer is not responsible for loss or theft.

### Exhibit Carry-out Process

Receive Exhibit Carry Out Form (Registration Desk) >> Fill out the Form >> Confirm by the organizer >> Exhibits and Forms checked by Security >> Carry Out

## 2.4 Registration Desk

The Registration Desk will be located in front of Hall A and B from 6 November to 9 November.

## 2.5 Promotion Guide

### 2.5.1 Exhibition Official Directory

The Official Directory contains information about the exhibition and exhibit items of the exhibitors. It will be published in English and distributed to visitors, buyers and other associated companies.

Please submit [Application Form 2: Application for Directory] to the Secretariat by **20 September**. Kindly fill out the form in English.

#### [Advertisement in the Official Directory]

Type	Costs (USD)	Color
Outside Back Cover	2,500	Color
Inside Front Cover / Opposite Side	1,000	Color
Inside Back Cover / Opposite Side	1,000	Color
Inside Page	500	Color

### 2.5.2 Preparation

#### ● Pre-trip Checklist

- ✓ Send invitation to high profile buyers
- ✓ Contact buyers via phone to confirm that they received invitation
- ✓ Plan promotion strategy for exhibition (ex. sponsorship program)
- ✓ Book airline tickets and accommodation
- ✓ Prepare promotional material  
(ex. Brochures, marketing materials in English and Indonesian)

- ✓ Contact partner companies for the exhibition
- ✓ Confirm exhibit item with the freight forwarder
- ✓ Prepare insurance documents (ex. travel insurance, exhibit item insurance)
- ✓ Confirm stock of products
- ✓ Send a Booth Installation Manual to the chosen construction company
- ✓ Ensure transportation and shipping are confirmed and that host country's custom regulations are met
- ✓ Prepare employees' passports and visa
- ✓ Ensure that representatives have sufficient business cards for distribution

## ● Goal Setting

Exhibitors often set sales targets based on the type and scale of exhibition, marketing strategy, budget, booth equipment, promotional material, manpower etc. Setting goals helps to maximize the potential and can be used as a metric of success at the end of the exhibition. Targets could include one or more of the following:

- Increase more contracts and exports
- Securing current partners(buyers)
- Seeking new clients/buyers
- Seeking partners and investors

- New product/service promotion
- Market research (competitors)
- Build stronger brand image
- Market research (new tech)

\*Global Exhibition Portal: <http://english.exportal.or.kr/wps/portal/ex>

## 2.5.3 Onsite Management

### ● Business Conduct

- ✓ Business suit and appropriate footwear to be worn at all times except during special demonstration/activity. Try to avoid traditional clothing.
- ✓ Absolute knowledge of the company products
- ✓ No smoking or eating inside the exhibition center
- ✓ Be neat and tidy
- ✓ Do not lean against the wall
- ✓ Be prepared with your own stationery to take down notes
- ✓ Adopt a positive mindset and welcome visitors with smile
- ✓ Be punctual and have sufficient rest between exhibition days
- ✓ Never leave the booth unmanned
- ✓ Introduce your name clearly and slowly before exchanging business cards
- ✓ All equipment to be arranged in a neat and tidy fashion
- ✓ Wear the Exhibitor Badge where it can be seen easily by clients
- ✓ Do not chat with fellow colleagues while visitors are present
- ✓ Conduct a daily evaluation at the end of each day

\*Ref: Global Exhibition Portal : <http://english.exportal.or.kr/wps/portal/ex>

## 2.5.4 Post- Management

- **Enquiry Follow-Ups**

- ✓ Send all inquiries and business cards to the person in charge of inquiry follow up
- ✓ Set up time frame for inquiry follow up
- ✓ Reply inquiries in writing
- ✓ Record the sales result for each inquiry
- ✓ Add details of inquirer on mailing list and contact them
- ✓ Send free exhibition tickets to inquirers for the next exhibition

- **High Profile Clients**

- ✓ Research shows clients are satisfied when products are delivered within 2 weeks after end of exhibition
- ✓ Immediate response to client inquiry will improve their awareness of your product
- ✓ After the exhibition, it is a good idea to have your employee to stay 2-3 more days and be in charge of after service
- ✓ 'High profile customers' should be served first.

- **Thank-You Letter**

It is good practice to send a Thank-you Letter to all visitors/buyers who visited your booth and invite them to your office. This is a great opportunity to represent your company and the product once more. Prepare company profile booklets, reply paid envelopes, telephone number, e-mail, fax, address and etc so they can send you a reply.

\*Ref: Global Exhibition Portal: <http://english.exportal.or.kr/wps/portal/ex>



# 3. Rules and Regulations

## 3.1 Booth Installation

### 3.1.1 Area Limits

Exhibit items must be displayed inside the booth and must not block entrance of other participant's booth. Any structure that obstructs the passageway and is of the same colored as the pytex is not allowed. All exhibit items and equipment must be non-inflammable.

### 3.1.2 Appearance

Any decorations, lighting and sound systems should not disturb neighboring booths.

### 3.1.3 Construction-drawing submission

All Space Only Booths must submit [Application Form 7: Space Only Booth Construction] with a drawing that includes booth height and materials used to the Secretariat before 20 September, 2019. Exhibitors may begin installation upon confirmation from the Secretariat.

### 3.1.4 Structure

Height of the booth is limited to 5M. Participants should ensure no exhibit items to be placed to obstruct the passageway or exit. For further information, please contact the Secretariat.

### 3.1.5 Exhibit Display

Exhibit items must not obstruct the passageway and they must be placed 30cm inward of the own booth. The Secretariat may ask to move exhibit item if rules and regulations are not followed. This regulation applies to both participants and visitors.

### 3.1.6 Sound Limits

Exhibitors are allowed to utilize sound equipment but are reminded to be considerate towards other exhibitors. The maximum noise level permitted is 85 dB. The Secretariat reserves the right to disallow the use of sound equipment if the noise level exceeds 85 dB.

### 3.1.7 Lighting

Torch and rotating lights are not permitted in exhibition site and any installed lights must not disturb neighboring booths.

### **3.1.8 Passageway**

Exhibitors are obliged to keep the passageway clean. All exhibit items are to be placed in position before the start of the exhibition and they must not be placed in the passageway.

### **3.1.9 Booth Plans and Modification**

Any type of booth modification must be confirmed by the Secretariat.

### **3.1.10 Exhibit Management**

Exhibit items are managed by respective exhibitor. Nailing is not permitted on the floor and the walls, nor any painting kind of material are permitted on the floor and in the Shell-Scheme Booth. If these regulations are breached, there may be possible penalties to the installation company or the exhibition center.

### **3.1.11 Exhibit Item Management**

Exhibitors hold all responsibilities for their items and equipment. Exhibitors cannot claim any type of losses, damages from the organizer.

### **3.1.12 Dangerous Goods**

All dangerous goods must to be reported before the exhibition by submitting [Application Form 6: Application for Hazardous Materials] to the Secretariat. Exhibitor must also provide safety instructions along with the application form.

### **3.1.13 Lease**

The booth is to be used exclusively by the exhibitor alone. Allocating the booth to a third party is strictly forbidden. The Secretariat reserves the right to revoke the exhibitor's rights to the booth if the above clause is violated.

### **3.1.14 Cleanliness**

The Secretariat will do their best to provide a clean exhibition environment. During the exhibition, the Secretariat will ensure that the passage area, public area and public bins are clean at all times. However, waste generated during construction process and inside the booth must be cleaned by associated company or exhibitor themselves.

## **3.2 Safety Guidelines**

Exhibitor should be aware of any possible harmful items or equipment and check them carefully before placing them on display. All maintenance responsibilities are on the exhibitor (ex. any dangerous instruments, laser or x-ray generating equipment, flammable or explosive material, equipment with high voltage or radioactive, particle accelerator, mercury and etc.)

### **3.2.1 Fire Safety**

Naked flame: heater, oven, boiler, electric stove, dryer, cookers, any flammable equipment (excluding sealed equipment)

In case of a cooking performance, all equipment must be under warranty and the person performing must carry valid cooking license. The participant must contact the Secretariat prior to the performance.

Use of dangerous goods is only allowed after submitting [Application Form 6: Application for Hazardous Materials] and confirmed by the Secretariat.

### **3.2.2 Dangerous Goods**

Petrol, lacquer, thinner, alcohol, diesel, machinery, diesel oil, lubricating oil etc.  
Raw high-pressure gas: hydrogen, oxygen, nitrogen, cobalt and etc.

### **3.2.3 Smoke Free Zone**

Smoking is strictly restricted inside the exhibition center and is only allowed at the designated smoking room or outside the building.

### **3.2.4 Secretariat Mandate**

The Secretariat reserves the right to remove the booth if any of the above-mentioned rules and regulations violated (including preparation/construction period). To ensure safety during exhibition, please abide by the rules and regulations and contact the Secretariat for any further enquiries.

### **3.3 Others**

#### **3.3.1 Disorder**

Exhibitors must not be in any form of act to disorder public and neighboring booths.

#### **3.3.2 Promotional Activities**

Any performance or public activity is to be performed within the assigned area only. Demonstrations and all other performances should not cause any disorder. Participants are responsible of keeping passageway clean at all times. Promoting sales items outside assigned area is not permitted.

#### **3.3.3 Promotional Products**

Samples and souvenirs are only to be distributed at assigned booth. With confirmation from the Secretariat, participants may distribute them in other areas.

#### **3.3.4 Special Exhibits**

Exhibitors cannot exhibit their items individually without Secretariat approval.

#### **3.3.5 Exhibition Hours**

The Secretariat will organize schedules for exhibit hours, installation hours, and dismantling hours. Please refer to Section 1.1 'Operation Hours' and Section 1.2 'Schedule'.

#### **3.3.6 Breach of Occupancy**

Even if the participant has not fully used the booth/s, fees for the full area must be paid. Exhibitors who do not inform the cancellation of the booth will lose their priority.

#### **3.3.7 Sales**

Only products confirmed by the Secretariat are allowed to be on display for sale. All exhibitors must abide by safety, tax, public hygiene and all other rules and regulations such promotion certification. The Secretariat restricts any unauthorized forms of sales and marketing.

# 4. Utility Service

## 4.1 Venue Information

- Address: Jl. Jend. Gatot Subroto, Jakarta 10270, P.O. Box 4916, Jakarta 10049, Indonesia
- Surface load: 1,000 Kg / Sqm
- Dock entrance: 6M (width) × 9M (height)
- Height of the ceiling: 7M

### The Hall A is equipped with:

- Public pay phone
- Intermediate distribution frame (IDF) capable of handling 450 pairs of telephone lines
- Thirty five (35) floor boxes, each is equipped with:
  - 100-Ampere/3-phase electricity power source (for every 3 boxes)
  - Four (4) 16-Ampere/1-phase electricity power sources
  - Four (4) telephone lines
- One (1) 20 liters/minute water supply connection (0.5" diameter)
- One (1) 5 kg/cm<sup>2</sup> compressed air connection (0.5" diameter)
- One (1) drainage connection (2" diameter)
- Two (2) 200-Ampere/3-phase electricity power source
- Two (2) 63-Ampere/3-phase electricity power source at the Pre-Function Hall

### The Hall B is equipped with:

- Public pay phone
- Intermediate distribution frame (IDF) 500 pair
- Fifty (55) floor boxes, each is equipped with:
  - Telephone lines
  - Drainage connection (3" diameter)
  - 100-Ampere/3-phase electricity power source (for every 4 boxes)
  - 16-Ampere/1-phase electricity power sources, or :
    - 20 liters/minute water supply connection (0.5" diameter)
    - 5 kg/cm<sup>2</sup> compressed air connection (0.5" diameter)
- The boxes with electricity and the boxes with water supply are at the same quantity
- 1000-Ampere electricity power sources

## 4.2 Electricity Installation and Usage

### 4.2.1 Installation Details

Shell Scheme Booth: the Secretariat will install display lights, switches and main power line. **(For excess usage of power supply, application must be submitted to the Secretariat)**

Space Only Booth: main power line will be installed by the Secretariat; however, the exhibitor will need to install internal power lines of the booth. **(All electric usage equipment details are to be notified to the Secretariat)**

### **4.2.2 Precaution**

Shell Scheme Booth will be provided with internal power lines installation, but for space only booth, the construction company appointed by exhibitor must install internal power lines.

Sensitive items/equipment must be installed with safety device attached to it. Electricity supply begins and ends 15 minutes before/after daily exhibition periods. For booths requiring full-time electricity supply, please notify the Secretariat by submitting [Application Form 4: Application for Utility Service and Furniture].

The usage of multiplex power sockets are not allowed as it may cause fire. Any electric installation must be done by the installation company.

All exhibitors must include required capacity of all types of power usage on their application. If there is any shortage of electricity, exhibitors must apply for more capacity. This is to maintain safety of all people involved in exhibition. In the case of usage overload such as fire or stoppage of power supply, the exhibitor must compensate the damages caused by the incidents.

### **4.3 General Note**

- Equipment can only be assembled inside the exhibition center.
- Electromotive tools are not permitted to be used inside exhibition center such as compressor, power saw, electric grinder and etc. Only special glues (e.g latex) that are easily removable are allowed to be applied on pytex. Permanent glues are not permitted.
- Repair charges apply if there are any damages on the floor and walls.
- Electric facilities are installed below trench cover, exhibitors must take special care of water spillage and must not clean floor with water.

# 5. Auxiliary Service

## 5.1 Travel Information

### 5.1.1 Jakarta City Facts



#### Population

261,115,456 people (2016 est.)

\*The world's 4th most populous country!



#### Size

1,904,569 sq km

\*The world's 14th largest country!



#### Temperature

25~28°C (Humidity:73~87%)



#### Time Zone

GMT+7, KST-2



#### Country Code

+62



#### Electricity

230 Volts at 50 Hertz



#### Language

Indonesian

### 5.1.2 Business, Money & Banking



#### GDP

\$3.481 trillion (2018 est.)



#### Currency

Rupiah (IDR)



#### General Business Hours

[Public Organizations]

Mon~Thu: 08:00~16:00 , Fri: 08:00~11:30, 13:00~16:30

\*Note: A break on Friday's from 11:30-13:00 for prayer

[Private Companies]

Mon~Thu: 08:00~16:00 , Fri: 08:00~11:30, 13:00~16:30

\*Note: Friday afternoon, many companies do not work regular hours

[Banks]

Mon~Fri: 09:30~15:00

\*Banks do not open on Saturday

### 5.1.3 Visa Information

People visiting Indonesia for normal business activities (including attending a conference or seminar) should apply for business visa. Detailed status may differ from country to country so please contact to the Indonesian embassy and check the details.

#### Required documents

1. Passport with a minimum validity of 6 months from the proposed date of entry into Indonesia.
2. Fully completed visa application form.
3. One colored passport size photograph.
4. Evidence that the applicant has sufficient funds to cover the cost of applicant's intended stay in Indonesia (eg. a Bank Statement).
5. Round flight ticket

#### **5.1.4 Transportation**

- Ensure that your taxi is a licensed vehicle
- You may ask for hotel recommendations from credible taxi drivers
- Only engage the service of a metered taxi
- If your destination is somewhere other than a major hotel, it might be helpful to write the name and/or address on paper in Indonesian beforehand.



## 6. Air Freight & Sea Freight

*All content in Section 6 is based on our official contractors. If you have separate contractors, please contact them for further details.*

*Please read the instructions carefully to avoid misunderstanding and unnecessary delays in clearance and additional expenses.*

*Exhibitors may use JCC-designated service companies for international freight customs clearance and construction work inside the exhibition hall (Refer to Customs Clearance and Freight).*

### JCC Official freight forwarder

Company Name	PIC	Tel/Email
SRI LANGKA	Mr. Mochtar Sharief	+62-812-2450-5138 sharief@sri-langka.com
	Ms. Sylvia Soraya	+62-812-9355-5371 sylvia@sri-langka.com

### 6.1 Documentation

- ✓ SEAFREIGHT - 3 copies of Bill of Lading, 3 copies of Combined Commercial Invoices/Packing List, 1 copy of Insurance Policy, 1 set of Brochures, Pictures and Catalogues of the exhibits
- ✓ AIRFREIGHT - 3 copies of Airway Bill, 3 copies of Combined Commercial Invoices/Packing List, 1 copy of Insurance Policy, 1 set of Brochures, Pictures and Catalogues of the exhibits
- ✓ All consolidated shipments by AIRFREIGHT or SEAFREIGHT must be issued with House Airway Bill or House Bill of Lading. A consolidation cargo manifest must also be accompanied
- ✓ For machines and technical equipment, please send us a copy of their catalogues for customs clearance purpose

### 6.2 Case Markings

Please mark your boxes to avoid any kind of disorder. It is necessary to separate and keep the exhibit items inside the boxes in order. Please mark below information:

**JAKARTA INT'L PREMIUM PRODUCTS FAIR 2019**  
**Name of Exhibitor:**  
**Stand No:**  
**Case No:**  
**Gross Weight/Net Weight:**  
**Dimension:**

We recommend the use of durable cases/crates with screw-down lids to prevent loss or damage. It is imperative that materials are packed, crated or palletized to enable the multiple handling, stacking and handling via forklift or pallet truck.

## 6.3 Customs Regulation/ Tax & Duty

All the exhibits are under “temporary import” basis and must be re-exported within 1 month from the closing date of the show.

INWARD MOVEMENT	OUTWARD MOVEMENT
<p><b>1. Forbidden goods</b> Compact Disc (CD), Alcohol, Drugs, and Counterfeit Goods.</p> <p><b>2. Limited for display only and must be re-exported</b> The importation of some exhibits is not easy/simple and requires some permits before doing the shipment and below are the details: fertilizer, textile, toy, some electronic products (refrigerator, printing machine, fan)</p> <p>Thus to make sure all the exhibits can be customs clearance in Indonesia, please send us the Combine Invoice and Packing List of the shipment at least one month before the vessel arrive.</p>	<p>1. All exhibits, except consumable items, must be returned to the bonded warehouse after the show end</p> <p>2. Returned shipment can be departed once the customs approval is received, around 1-2 weeks after the show end</p> <p>3. Maximum period for all exhibits stored in bonded warehouse is 30 days, otherwise will be confiscated by the government</p>

### The ATA Carnet is not acceptable in Indonesia

Consumable goods such as leaflet, brochure, catalogue, poster, magazine, literature, giveaways and other promotional items are subject to tax/duty and VAT based on CIF value assessed by Customs Authority. In those cases that cargo is detained by authorities due to “suspected undervaluation or misdeclaration” we may have to make facilitation payments to obtain release of your cargo – these charges being for exhibitor’s account.

All films, video tapes, CD/VCD/DVD/laser discs including software, audio cassettes, brochures, catalogues, magazines, periodicals, books, graphics are subject to censorship import license by the Media Department. Censorship fees will be imposed by the Customs. Such materials must be sent to us by COURIER at least 3 weeks before the show date for censorship clearance.

Special import license will require by relevant Ministries to some specific exhibits such as telecommunication equipment, automobiles, industrial machinery, chemicals, cosmetics, medical equipment, pharmaceutical items, healthcare products, foodstuff, beverages, livestock and plants. Application for special import license is subject to approval and application fees on case by case basis. Please check with us before shipping.

Exhibits can be sold during the exhibition, but under no circumstances can they be removed from the exhibition site until taxes / duties and VAT has been paid and permanent customs import procedures have been completed.

Exhibitor can extend the temporary import license permit 2 times, 30 days each time. A separate set of license extension permit must be applied and subject to approval and application fee from the authority.

## **Insurance**

All exhibitors should cover their goods with a fully comprehensive all risks Marine Insurance Policy from the time of dispatch until the return of exhibits to country of origin, or other destination, inclusive of the whole period while in Indonesia

## **On-Site Information**

If your exhibits require the use of heavy lifting equipment, we ask you to supply us with scale layout plan of your stand so that we may position such items early during the build-up period. Drawings should accompany your Combined Commercial Invoice/Packing List. Please advise your handling instructions of machine in your booth and any special request, besides your technical representative must be present at the exhibition site on moving in and out days.

Storage space for empty cases and empty containers will be made available within exhibition site at a certain fee charged by the exhibition center. We suggest the exhibitor negotiate a pre-agreed demurrage/detention charges with relevant shipping line at the country of origin. We will return empty cases and containers on the closing date for move-out.

Exhibitors are requested to declare on the disposal form the number of packages, value and weight/volume of each product before closing for re-export/return shipment procedures.

***IT IS IMPORTANT THAT THESE INSTRUCTIONS ARE READ VERY CAREFULLY AND COMPLIED WITH TO ENSURE SMOOTH CLEARANCE AND DELIVERY OF SHIPMENT***