

## EXHIBITOR ADVISORIES

To all valued exhibitors and your appointed freight forwarders,

As part of APT Showfreight (S) Pte Ltd's ("APT") ongoing efforts to ensure a smooth and successful exhibition, we would like to draw your attention to our Exhibitor Advisories.

These advisories contain important information and guidelines that all exhibitors are required to follow.

Key points include:

- Insurance Disclaimer
- Credit Terms Policy
- Unauthorised Use of APT Showfreight (S) Pte Ltd's Unique Entity Number (UEN)
- Avoidance of using Courier Services for Exhibitions
- Local Collections & Deliveries
- Re-Exportation Timeline & Requirements

We kindly request that you review these advisories carefully and ensure full compliance. Please note that APT reserves the right to add or modify the Exhibitor Advisories at any time as we deem fit. Your adherence is essential for the seamless logistics execution of the exhibition and the safety and convenience of all participants.

For your reference, the full set of exhibitor advisories is attached below. Please ensure that all your appointed personnel and service providers are aware of and follow these guidelines.

Thank you for your cooperation and support. We look forward to a successful and productive exhibition together.

Sincerely,  
**APT SHOWFREIGHT (S) PTE LTD**

## INSURANCE DISCLAIMER

### Basis of Charges

- 1.1 APT Showfreight (S) Pte Ltd's ("APT") charges are based on the volume or weight of exhibits and not on their value.
- 1.2 Insurance coverage is not included in our charges, unless specifically requested.

### Insurance Responsibilities

- 2.1 Exhibitors shall be solely responsible for arranging, at their own expense, Marine (Transport) Insurance covering transport to the exhibition, during the exhibition, and return of the exhibits to their country of origin or next destination, including any period during which the exhibits are handled by APT.
- 2.2 Exhibitors shall also obtain, at their own expense, all necessary insurance coverage for the goods during transit, transportation, and whilst in APT's custody and/or stored in our premises.
- 2.3 Exhibitors shall ensure that their insurers waive all rights of subrogation against APT, its affiliates, and its respective employees, servants, and agents.

### Force Majeure

- 3.1 APT shall not be responsible or liable for any loss, damage, delay, or failure in performance caused by or resulting from:
  - a) Acts of God;
  - b) Action, regulation, order, or request of any governmental or quasi-governmental authority (whether or not valid);
  - c) Equipment failure;
  - d) Threatened or actual terrorist acts;
  - e) Air raid, blackout, act of public enemy;
  - f) Earthquake, war (declared or undeclared), fire, flood, epidemic, explosion, unusually severe weather, hurricane, or embargo;
  - g) Labour dispute or strike (whether legal or illegal), labour or material shortage;
  - h) Transportation interruption of any kind, work slow-down, civil disturbance, insurrection, riot; or
  - i) Any other cause beyond the reasonable control of APT Showfreight (S) Pte Ltd.

### Limitation of Liability

- 4.1 All business transactions by APT are conducted in accordance with the Singapore Logistics Association Standard Trading Conditions (2004). A copy can be found [HERE](#).
- 4.2 Excerpt: Clause 29  
*Except as otherwise provided therein, APT Showfreight (S) Pte Ltd's liability, howsoever arising and whether or not caused by APT Showfreight (S) Pte Ltd's neglect or default, shall not exceed:*
  - a) *for all claims other than those subject to Clause 31, the lesser of:*
    - a. *the value of the goods lost, damaged, misdirected, misdelivered, or otherwise subject to a claim; or*
    - b. *S\$5.00 per gross kilogram of the said goods; and in any event, not exceeding S\$100,000.00 per claim; and*
  - b) *for claims for delay (where not excluded under these Conditions), the amount of APT Showfreight (S) Pte Ltd's charges for the services in respect of the goods delayed.*

### Governing Law & Jurisdiction

- 5.1 These terms shall be governed by and construed in accordance with the laws of the Republic of Singapore.
- 5.2 The parties agree to submit to the exclusive jurisdiction of the courts of Singapore in respect of any dispute, controversy, or claim arising out of or in connection with these terms or the services provided by APT.

## CREDIT TERMS POLICY

### Credit Terms Policy

APT Showfreight (S) Pte Ltd ("APT") maintains a strict credit policy to ensure smooth and secure business operations. **Clients with no prior record or a poor track record with APT will not be granted any credit terms.** All payments must be made in full before services are rendered unless prior written approval has been obtained from APT.

### Payment Terms & Agreement

By engaging APT's services, clients acknowledge and agree to:

1. Full payment in accordance with APT's quotation;
2. Adherence to all payment terms and conditions;
3. Compliance with APT's insurance disclaimer and privacy policy; and
4. Engagement of APT Showfreight (S) Pte Ltd for the requested services.

All payments must be made without any deduction or deferment on account of any claim, counterclaim or off-set. Payment can be made by Bank Draft or Telegraphic Transfer to our account as follows:-

Bank Name:	Oversea-Chinese Banking Corporation Limited
Bank Address:	65 Chulia Street #01-00 OCBC Centre Singapore 049513
Bank Code:	7339
SWIFT Code:	OCBCSGSG
Account Name:	APT Showfreight (S) Pte Ltd
<b>USD Account:</b>	<b>503-021248-301 (USD)</b>
<b>SGD Account:</b>	<b>591-008453-001</b>

**All remitting bank charges, intermediary bank fees, and related transfer costs are to be borne by the sender. The sender must ensure that the full invoiced amount is received by APT Showfreight (S) Pte Ltd without any shortfall due to bank deductions. Any shortfall in payment resulting from remitting bank charges will be invoiced separately and must be settled promptly.**

### Overdue Payments

Interest at 2.0% per month will be levied on overdue amounts.

**UNAUTHORISED USE OF APT SHOWFREIGHT (S) PTE LTD'S UEN**

**IT IS CONSIDERED AN OFFENCE IN SINGAPORE TO USE APT SHOWFREIGHT (S) PTE LTD'S UNIQUE ENTITY NUMBER (UEN) WITHOUT PRIOR APPROVAL. UNAUTHORISED USE OF APT SHOWFREIGHT (S) PTE LTD'S UEN COULD CONSTITUTE IDENTITY THEFT, FRAUD, MISREPRESENTATION, ETC, AND WILL BE REPORTED TO THE RELEVANT GOVERNMENT AUTHORITIES.**

APT Showfreight (S) Pte Ltd ("APT") takes regulatory compliance and data security very seriously. We would like to remind all exhibitors and their appointed freight forwarders that our Company Unique Entity Number (UEN) must NOT be used under any circumstances without prior written approval from us. This policy is designed to protect both your organisation and ours from potential legal, financial, and reputational risks.

**Important Notice**

Any unauthorised use of APT's UEN, including but not limited to customs declarations, shipping documents, import/export permits, or any other formal submissions, is strictly prohibited. Such misuse may constitute identity theft, fraud, or misrepresentation, which are considered serious offences under Singapore law and other relevant jurisdictions.

Be aware that any incidents of unauthorised UEN usage will be thoroughly investigated. Where necessary, APT will report such matters to the relevant Singapore Government authorities, including but not limited to Singapore Customs, the Inland Revenue Authority of Singapore (IRAS), and other applicable regulatory bodies. Offenders may face legal prosecution, financial penalties, and other enforcement actions.

To avoid any disruption or potential penalties, please obtain written approval from APT before referencing our UEN on any documents, permits, or declarations. Approval of the use of APT's UEN may be granted at APT's sole discretion. Using the UEN without authorisation not only places your exhibits and shipments at risk but may also result in delays, additional costs, or even seizure by authorities.

APT appreciates your strict compliance with this policy to ensure smooth, secure, and lawful operations during the exhibition. Protecting the integrity of all stakeholders involved is our top priority.

## AVOID USING COURIER SERVICES FOR EXHIBITIONS

APT Showfreight (S) Pte Ltd (“APT”) strongly advises against using courier services to ship your exhibits to overseas exhibitions. While courier companies may seem convenient, there are significant risks and challenges involved that could lead to delays, additional costs, or even loss of your exhibits.

### Reasons:

- **Customs Clearance Complications** – Courier shipments are often treated as commercial imports and exhibitor must pay all duties & taxes, rather than temporary exhibits, leading to lengthy Customs inspections, unexpected duties, and delays.
- **Lack of On-Site Coordination** – Courier companies do not liaise with the appointed Official Freight Forwarder/On-Site Handling Agent, causing extra storage fees and possible delays in booth delivery.
- **Risk of Misrouting or Delays** – Courier services are not tailored for time-sensitive exhibition deliveries, increasing the risk of misplaced or delayed exhibits.
- **Rejection of Courier Packages at venues** – Many exhibition venues do not receive courier packages directly as they are unwilling to pay any possible duties and taxes on behalf of exhibitors. This often results in shipments being held by Customs or redirected, causing further delays and additional costs.

If you still choose to use a courier service:

1. Reach out to the appointed Official Freight Forwarder/On-Site Handling Agent (APT) to pre-alert and to check on importation regulations.
2. Consign your shipment to the appointed Official Freight Forwarder/On-Site Handling Agent (APT) and not directly to the venue.
3. Exhibitors must ensure all duties & taxes are paid beforehand. As the Official Freight Forwarder/On-Site Handling Agent (APT), we can ONLY assist by delivering your exhibits smoothly to your booth for a handling fee.

**IT IS CONSIDERED AN OFFENCE IN SINGAPORE TO USE APT SHOWFREIGHT (S) PTE LTD'S UNIQUE ENTITY NUMBER (UEN) WITHOUT PRIOR APPROVAL. UNAUTHORISED USE OF APT SHOWFREIGHT (S) PTE LTD'S UEN COULD CONSTITUTE IDENTITY THEFT, FRAUD, MISREPRESENTATION, ETC, AND WILL BE REPORTED TO THE RELEVANT GOVERNMENT AUTHORITIES.**

Using the appointed Official Freight Forwarder/On-Site Handling Agent (APT) from the start remains the safest, most reliable, and cost-effective option to ensure your exhibits arrive on time and in perfect condition. APT is fully aligned with the Organiser, understands the venue's requirements, and ensures your exhibits clear Customs smoothly, arrive on time, and are delivered directly to your booth.

## LOCAL COLLECTIONS & DELIVERIES

For exhibitors arranging **local collection of exhibits by APT**, please take note of the following important guidelines to ensure a smooth and safe collection process:

### 1. Collection Schedule & Confirmation

- All local collections must be pre-arranged and confirmed in advance with APT.
- APT Staff will contact you to arrange the schedule/timing to maximise efficiency.

### 2. Packing & Labelling

- All exhibits must be properly packed, sealed, and clearly labelled with:
  - Exhibitor name
  - Booth number or destination
  - Contact person and mobile number
- Fragile items (e.g. televisions, glass displays, monitors, etc.) must be packed in suitable protective packaging before collection.
- **Items not properly packed or protected will be collected on an “as-is” basis, and APT will not be held liable for any damages.**

### 3. Accessibility for Collection

- Ensure that the collection site is accessible for truck entry, loading, and parking.
- Waiting time beyond the scheduled period and/or rerouting of collection may be subject to additional charges.

### 4. Readiness of Goods

- Goods must be ready for immediate collection upon APT’s arrival.
- Any delay caused by incomplete packing or waiting may result in rescheduling or additional handling charges.

### 5. Condition of Goods & Liability

- APT staff will collect items in their existing condition.
- APT will not be responsible for damages or losses due to improper packing, unsecured loose items, or pre-existing defects.

### 6. Insurance

- Insurance coverage is not included in our charges, unless specifically requested.
- Exhibitors are strongly encouraged to insure their goods against loss or damage during handling and transport.

## RE-EXPORTATION TIMELINE & REQUIREMENTS

To ensure a smooth and well-coordinated logistics process for all exhibitors, please take note of the following important information regarding post-event re-exportation:

### 1. Standard Re-Exportation Timeline

Due to the overall size of the show, the high volume of inbound and outbound freight, and the limited access windows for cargo movement, standard re-export operations will take a minimum of two (2) weeks after the close of the event. During this period, our team will be managing:

- Collection and consolidation of all outbound cargo
- Preparation of export documentation
- Customs formalities and inspections
- Coordination of transport and airline/sea freight bookings

This timeline is necessary to ensure accuracy, compliance, and safe handling of all shipments.

### 2. Urgent / Rush Re-Export Requests

We understand that some exhibitors may have time-sensitive cargo that requires faster turnaround. To support this, we can arrange urgent or rush re-exportation, subject to advance notice and feasibility. Deadline for submitting rush requests:

- At least two (2) weeks before the start of the show

This advance lead time allows us to pre-plan the required handling, confirm flight or vessel schedules, process documents earlier, and allocate resources accordingly. Please note that:

- Rush processing is subject to airline/sea freight space availability
- Additional fees may apply
- Last-minute requests may not be possible due to customs or operational constraints

### 3. Recommendations

To help us serve you better, we recommend:

- Reviewing your cargo schedule early
- Informing your logistics team of these timelines
- Submitting any special requirements as soon as possible

### 4. Assistance

Our team is committed to supporting you throughout the event. Should you need guidance, clarification, or assistance with planning your re-export, please contact us anytime.