



Worldskills Competition Shizuoka 2007

OFFICIAL SHIPPING GUIDELINE FOR FREIGHT FORWARDING & CUSTOMS CLEARANCE SERVICES

SCHENKER-SEINO CO., LTD.

Fairs & Exhibition Dept.

**Tennoz Central Tower 15th Floor
2-2-24 Higashi-Shinagawa, Shinagawa-ku
Tokyo 104-0002**

TEL: +81-3-5769-7380

FAX: +81-3-5769-7381



1

V1.1



TABLE OF CONTENTS

	<u>PAGE</u>
Introduction	3
<u>Freight Handling in Japan</u>	
A. Arrival deadlines	4
B. Consignment details	4
C. Documentation	5
D. Advance notice / document deadlines	6
E. Marks and packing	6
F. Insurance	7
G. Empty cases handling	7
H. Customs regulation	7
I. In closing	8

SHIPPING INSTRUCTIONS

Introduction

Dear Customer,

Schenker-Seino Co., Ltd. has been appointed by Japan Organizing Committee for the International Skills Festival for All, Japan 2007(JOCISF) as the official import Customs broker for delivery of international shipments destined for the Worldskills Competition and the exclusive authorized operator within the venue.

The following pages list important information including shipping deadlines and documentation requirements for the importation of your shipments into Japan. A Schenker-Seino representative will be onsite to assist you.

Our correspondence address is as follows:

**SCHENKER-SEINO CO., LTD.
Fairs & Exhibition Dept.**

**Tennoz Central Tower 15th Floor
2-2-24 Higashi-Shinagawa, Shinagawa-ku
Tokyo, Japan**

**TEL: +81-3-5769-7380
MOBILE: +81-80-3254-8163
FAX: +81-3-5769-7381**

**Main contact : Hisayoshi Umeda – Operation Manager
cc. Isao Numa – General Manager**

**e-mail: hisayoshi.umedaschenker-seino.co.jp
isao.numaschenker-seino.co.jp**

Freight Handling in Japan

A. Arrival Deadlines

Airfreight: Narita Airport - Oct.28, 2007

Seafreight:

LCL: Tokyo Sea Port - Oct.22, 2007

FCL: Tokyo Sea Port - Oct.22, 2007

The arrival deadlines must be observed. Customs clearance and delivery to each venue from proper port/airport mentioned above require time to complete various procedures. Please advise if your cargo is not able to meet the above deadlines when you receive confirmation from your forwarder. For goods that arrive after the set deadline, SCHENKER-SEINO CO., LTD. will impose a late arrival surcharge and will not be responsible if clearance is not granted in time for the Competition.

B. Consignment details

Both air and sea freight must be consigned "FREIGHT PREPAID" as follows:

1. Consignee

SCHENKER-SEINO CO., LTD.
Attn: Hisayoshi Umeda / Fairs & Exhibition dept.
Tennoz Central Tower 15th Floor
2-2-24 Higashi-Shinagawa, Shinagawa-ku
Tokyo, Japan
Tel: +81-3-5769-7380 / Fax: +81-3-5769-7381

2. Notify party

Name of customer
C/O International Skills Festival for All, Japan 2007
Stand No. / Skill No.
Tokyo, Japan

Please always issue house air waybills for air shipments even if only one shipper and declare as **consolidation as per attached manifest** on master air waybill to ensure prompt clearance upon cargo arrival.

C. Documentation

Please adhere to the following documentation requirements to ensure that your cargo does not encounter any problems on arrival.

1. Shipments arriving **by seafreight** :

- Invoice and packing list in 3 copies.
- Way Bill or Express Bill of Lading (No original will be required)
- Written transport order
- ATA-Carnet with "Power of attorney".
(Sample attached herewith)
- ATA Carnet the column B must read represented by Schenker-Seino Co., Ltd.

The above-specified documents must be received 7 days prior to vessel's arrival.

2. Shipments arriving **by airfreight** :

- Invoice and packing list in 3 copies.
- Air waybill copy
- Written transport order
- ATA-Carnet with "Power of Attorney".
(Sample attached herewith)
- ATA Carnet the column B must read represented by Schenker-Seino Co., Ltd.

3. Invoices and Packing lists must include the following information.

- A precise description of the goods in English including model name and serial number where applicable.
- List the quantity of each item in the appropriate column.
- List the weight (kg), dimensions(cm), and contents of each package
- Please indicate the country of origin of all goods.
- If the goods have been pre-sold in Japan and will enter on a duty paid entry. Please provide the name and address of the ultimate consignee on AWB, invoice and packing list.
- Invoice must reflect fair prices otherwise problems may occur during customs clearance if customs judge the declared value to be unreasonably low.

D. Advance Notice / Document deadlines

*Ocean shipments: Documents must be received 7 days prior to the vessel's arrival.

*Air shipments: Prior to the aircraft's arrival, the pre-advice must be sent to Schenker-Seino Co., Ltd. along with copies of MAWB/HAWB, ATA Carnet and the Power of Attorney or invoice/packing list and below information.

Seafreight

1. Name of vessel.
2. Time of departure from loading port.
3. Estimated time of arrival at Japan Port.
4. Bill of lading number.
5. Total number of packages and dimensions of each packages.
6. Contact person, number & address of the venue, stadium, hotel or any other places.

Airfreight

1. Master air waybill number.
2. House air waybill number.
3. Flight details
4. Total number of packages and dimensions of each packages.
5. Contact person, number & address of the venue, stadium, hotel or any other places.

E. Marks and Packing

All the shipment must be packed securely.

Sensitive Cargo requires special packing. Consider individual wrapping of the items.

Please make sure to fumigate all wooden packing materials such as crates, pallets, and also wooden blocking material in a container.

This applies to both sea and air shipment but not to plywood.

For quick identification and safe handling of cargo, all cases, crates, or cartons must be clearly marked on two sides as shown below.

Reusable crates are essential if the goods will be re-exported at the close of the Competition.

Worldskills Competition 2007 Shizuoka
Client's Name
Skill No. / Skill Category (Hall No.)
Case No....1 . of
Country of origin
Gross Weight / Net Weight
Dimensions: Length X Width X Height (cm)

F. Insurance

It is the responsibility of each customer to secure insurance coverage for their goods throughout the entire shipping process, beginning at the point of departure, during the Competition, until return to the ultimate consignee.

G. Empty Cases Handling

Once the shipment has been delivered to your Workshop Area and you have unpacked all of your shipping containers, we will pick the empty containers up and store in Schenker warehouse.

All empty containers must be tagged with an "Empty" label that clearly states your Hall No. and Skill Category. These labels will be provided to you on-site. At the close of the Competition, all empty cases will be re-delivered to your Workshop Area.

H. Customs regulation

1. General information

Temporary Customs clearance cannot be arranged with invoice / packing list. All shipments without ATA Carnet are subject to import duty/tax. For more details, please contact us or your local Schenker office.

2. Restricted items

SCHENKER-SEINO CO., LTD. will not accept any shipments including food, beverage, animals/fish/plant, dangerous goods, valuables, chemicals, medicine, medical equipment and appliances, etc... except with our acceptance in advance. Many goods require proper certificates or import licenses.

Please contact your local Schenker office or Schenker-Seino Co., Ltd. for additional instructions if you intend to include any of the above-mentioned items in your consignment.

I. In Closing

We wish you a successful event and are happy to assist you in any way possible. If you have any questions that are not answered here, or special arrangements where you need assistance, or if you require further information, please contact us at your convenience.

Schenker-Seino Co., Ltd.
Tennoz Central Tower 15th Floor
2-2-24 Higashi-Shinagawa, Shinagawa-ku
Tokyo, Japan

Fairs & Exhibition Dept.
Main contact : Hisayoshi Umeda – Operation Manager
cc. : Isao Numa – General Manager

Phone : +81-3-5769-7380
Mobile : +81-80-3254-8163
Fax : +81-3-5769-7381
E-mail : hisayoshi.umedaschenker-seino.co.jp
E-mail : isao.numaschenker-seino.co.jp