

# SHIPPING INSTRUCTIONS

**WORLD SLEEP CONGRESS 2025**  
**8 – 10 SEPTEMBER 2025**  
**SUNTEC CONVENTION AND EXHIBITION CENTRE**  
**SINGAPORE**

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## SHIPPING INSTRUCTIONS

### A) Consignment Deadline

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|----------------------------|-----------------------|
| 1. Sea freight Consignment | : 20 – 22 August 2025 |
| 2. Air freight Consignment | : 27 – 29 August 2025 |
| 3. Courier Consignment     | : 27 – 29 August 2025 |

Shipments arriving after the above deadlines will be levied a “late arrival surcharge”.

Pre-alert including a copy of AWB and CCIPL/ATA Carnet must be forwarded to:

**APT Showfreight (S) Pte Ltd**

Attn: Joe Tan (Mr)

Tel/Fax: (65) 6499 8975 / (65) 6499 8989

Email: [joe.tan@apshowfreight.com](mailto:joe.tan@apshowfreight.com)

**APT SHOWFREIGHT (S) PTE LTD WILL NOT BE LIABLE FOR NON/LATE CLEARANCE DUE TO FAILURE TO SEND PRE-ALERT PRIOR TO SHIPMENT ARRIVAL.**

### B) Document Deadline

The following documents must be sent to us by the deadlines stipulated below. All entries in the Commercial Invoice & Packing List must be in the English Language. A full description of all items must be given indicating individual quantity and value.

- Commercial Invoice & Bill of Lading for sea freight shipment
- Commercial Invoice & Airway Bill for air freight shipment
- Commercial Invoice & Airway Bill for courier service

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|----------------------------|------------------|
| 1. Sea freight Consignment | : 13 August 2025 |
| 2. Air freight Consignment | : 20 August 2025 |
| 3. Courier Consignment     | : 20 August 2025 |

Documents for cosmetics, skin care products and any other controlled items are to be submitted to APT Showfreight (S) Pte Ltd by **4 August 2025** before shipment arrival in Singapore.

**DUTIES & TAXES AND GOODS & SERVICES TAX FOR ALL COURIER CONSIGNMENTS MUST BE PAID BY SENDER IN COUNTRY OR ORIGIN.**

**IT IS CONSIDERED AN OFFENCE IN SINGAPORE TO USE APT SHOWFREIGHT (S) PTE LTD'S UNIQUE ENTITY NUMBER (UEN) WITHOUT 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.**

### **C) Consignment Instructions**

All shipments must be sent on a "freight prepaid" basis. A 10% outlay commission will be charged on all "freight collect" consignments.

#### **AIR FREIGHT**

<b><u>CONSIGNEE</u></b> APT Showfreight (S) Pte Ltd 10 Bukit Batok Crescent, The Spire <b>#08-05</b> , Singapore 658079 For: <b>WORLD SLEEP CONGRESS 2025</b> Attn: Joe Tan (Mr) Tel: (65) 6499 8975	<b><u>NOTIFY PARTY</u></b> ASPAC Aircargo Services Pte Ltd Attention: Import Dept. Tel: +65 65425266
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#### **SEA FREIGHT**

<b><u>CONSIGNEE</u></b> APT Showfreight (S) Pte Ltd 10 Bukit Batok Crescent, The Spire <b>#08-05</b> , Singapore 658079 For: <b>WORLD SLEEP CONGRESS 2025</b> Attn: Joe Tan (Mr) Tel: (65) 6499 8975	<b><u>NOTIFY PARTY</u></b> SAME AS ABOVE
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All consolidated shipments must be issued with a House Bill of Lading or House Airway Bill. A consolidated cargo manifest must also be provided.

#### **COURIER**

<b><u>CONSIGNEE</u></b> APT Showfreight (S) Pte Ltd 10 Bukit Batok Crescent, The Spire <b>#08-05</b> , Singapore 658079 For: <b>WORLD SLEEP CONGRESS 2025</b> Attn: Joe Tan (Mr) Tel: (65) 6499 8975
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All duties and taxes for courier consignments must be paid by sender **PRIOR** export. Pre-alert which includes a copy of the airway bill, commercial invoice, name of the exhibition and your

contact details must be sent to us prior export. Freight and other relevant charges paid by us on behalf of exhibitor will be subject to a 10% outlay fee.

#### **D) Case Markings**

All cases must be marked for easy identification as follows:

**WORLD SLEEP CONGRESS 2025**

c/o APT Showfreight (S) Pte Ltd

Name of Exhibitor:

Hall Number:

Stand Number:

Case Number:

Dimensions:

Gross Weight:

#### **E) Temporary Importation of Exhibition Goods**

##### **a) Banker's Guarantee under the Temporary Import Scheme (TIS)**

All exhibition goods except giveaways, brochures, samples and souvenirs will be imported under a Temporary Import Scheme into the exhibition will be temporarily custom cleared under our "Temporary Import Bond (TIB)" placed by us with Singapore Customs. A TIB fee will be levied as per our handling tariff.

Goods for exhibitions may be imported 3 weeks prior to the exhibition and to be re-exported within 3 weeks after the closure of the exhibition.

Approval for extension of temporary import must be made in writing (with reason stated) and will be granted on a case by case basis.

##### **b) ATA Carnet**

Singapore is a signatory of the ATA Carnet system and exhibitors can arrange your own Temporary Import Bond (TIB) by using the ATA Carnet prior consigning to us for clearance on arrival.

##### **c) Conversion of Temporary Import to Permanent Import**

Under temporary import, all exhibits sold, disposed or not re-exported at the end of the exhibition is required to convert import status to permanent import.

##### **d) Permanent Importation**

Giveaways, brochures, samples and souvenirs cannot be customs cleared on Temporary Import Scheme. Generally, there is no duty applicable for such items except a GST (Goods & Services Tax) of **9%** of declared value or as appraised by Customs.

A 10% outlay fee of the GST amount will apply as per our handling tariff.

## **F) Container Detention**

Shipping lines will levy a container detention charge for containers kept in use for an extended period of time. Most shipping lines accord between 3-7 days free detention after the container is cleared from the Port. Prior arrangement/negotiations must be made with the shipping lines if containers are to be kept for an extended time.

## **G) Customs Sealed Containers**

Customs seals placed on containers at the time of import should not be broken without supervision or written permission. Unauthorised breakage of Customs red seal affixed on the container may result in heavy fines. Imposition of fines (if any) will be borne by exhibitors.

Additional Customs supervision fee of **S\$300.00/occasion** for Customs Sealed Containers, if required.

## **H) Medical Equipment**

### **Medical Equipment Requiring HSA Approval**

Under HSA guidelines GN-32, exhibitors must seek prior approval from HSA to import unregistered medical devices into Singapore for exhibition purposes by namely, cargo goods or hand-carry routes. They are also reminded that any unregistered medical device which is permitted for display at the exhibition shall not be supplied for use locally, including distribution of free samples or the use of such medical devices on a human for demonstration purpose. These unregistered products shall be destroyed, duly re-exported out of Singapore or returned to the overseas supplier within the timeframe stipulated by HSA upon closing of the exhibition.

**MEDICAL DEVICE:** Means any instrument, apparatus, implement, machine, appliance, implant, in vitro reagent or calibrator, software, material or other similar or related article that is intended by its manufacturer to be used, whether alone or in combination, for humans for one or more of the specific purposes of:

- 1) diagnosis, prevention, monitoring, treatment or alleviation of any disease;
- 2) diagnosis, monitoring, treatment, alleviation of or compensation for an injury;
- 3) investigation, replacement, modification, or support of the anatomy or of a physiological process;

- 4) supporting or sustaining life;
- 5) control of conception;
- 6) disinfection of medical devices;
- 7) providing information for medical or diagnostic purposes by means of in vitro examination of specimens derived from the human body, and which does not achieve its primary intended action in or on the human body by pharmacological, immunological or metabolic means, but which may be assisted in its intended function by such means.

Exhibitors of unregistered medical devices are required to prominently indicate that the medical devices exhibited cannot be legally supplied in Singapore. **The exhibitor's display booth and unregistered medical devices shall be prominently indicated with labels or signage "SOLELY FOR DISPLAY PURPOSES ONLY. NOT INTENDED FOR SUPPLY"**.

Documents pertaining to medical equipment with the abovementioned functions are required to be submitted to APT Showfreight (S) Pte Ltd latest **4 August 2025** prior to start of show for application and approval.

If any of the abovementioned medical devices have the laser, ultrasound, MRI, X-Ray, Radioactive materials, kindly refer below.

#### **Medical Equipment Requiring NEA Approval**

1. Laser
2. Ultrasound
3. MRI
4. X-Ray
5. Radioactive materials

Exhibitors of unregistered medical devices are required to prominently indicate that the medical devices exhibited cannot be legally supplied in Singapore. **The exhibitor's display booth and unregistered medical devices shall be prominently indicated with labels or signage "SOLELY FOR DISPLAY PURPOSES ONLY. NOT INTENDED FOR SUPPLY"**.

Documents pertaining to medical equipment with the abovementioned functions are required to be submitted to APT Showfreight (S) Pte Ltd latest **4 August 2025** prior to start of show for application and approval.

#### **I) Cargo Handover at the Close of Event**

Exhibitors must contact APT Showfreight (S) once repacking is completed and to ensure our representative is present to hand over the shipment to us from the stand. APT will not be responsible for any missing/damage cargo if the above is not complied with.

## **J) Insurance**

Exhibitors are reminded to ensure that there is adequate Marine Insurance for their exhibits. We strongly recommend that an insurance cover is taken from the time the exhibits leave your premises till the time they are returned to origin inclusive the time they are handled by APT Showfreight (S) Pte Ltd and during the show period.

## **K) Floor Loading Capacity**

Based on requirements by the venue owners, all exhibits with individual nett weight of **1,000 kg** and more with the following information are to be forwarded to us by latest **4 August 2025** to obtain approval:

- Dimensions of individual machines
- Nett weight of the machine
- Functional – Whether machine is operating during show. If affirmative, provide dynamic loading when machine is operating. If not to provide the static loading
- Footprint of all machines. Is the machine base flat or on castors/legs? If on castors/legs, please provide footprint of the castors/legs. To check the loading on venue floor slab, the dimensions that are in contact with the floor is of most importance.
- Provide catalogue/specification/drawings
- Booth design(layout) indicating position of machines on the booth as well as booth number

If steel plate is required to be provided at the venue for the exhibits and/or a Professional Engineer Certification is required.

Please note that if the following is not submitted to us for submission to the venue and if any of your exhibits exceeds the floor loading capacity of the venue during the venue's on-site audit, the exhibits will not be allowed to enter the hall and we will not be responsible.

## **L) Terms of Payment**

Inward : Prior delivery to stand  
Outward : Prior re-export or delivery to local premises

**All payments must be made without any deduction or deferment on account of any claim, counterclaim or offset.**

## **Bank Details**

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
USD Account:	503-021248-301
SGD Account:	591-008453-001

## **IMPORTANT**

All business is transacted in accordance with the Standard Trading Condition of the Singapore Logistics Association. A copy is available upon request. Use of APT Showfreight (S) Pte Ltd's services be it partly or in full and any requirement for additional services- at any time before, during or after the exhibition express orally and/or in writing and/or by conduct, implies acknowledgement and acceptance of the foregoing.