

**IAAPA EXPO ASIA 2026
10 – 12 JUNE 2026
HONG KONG CONVENTION & EXHIBITION CENTRE
HONG KONG**

Shipping Guideline

INTRODUCTION

It's our pleasure to serve all exhibitors participating in **IAAPA EXPO ASIA 2026**.
All inquiries, please feel free to contact:

APT Showfreight Limited.
31/F, Morrison Plaza,
9 Morrison Hill Road, Wanchai, Hong Kong
Tel: +852 2877 0538 Fax: +852 2877 0505
Contact: Ms Jenny Yau
Email: jenny.yau@aptshowfreight.com

DOCUMENT REQUIREMENT

- 1 copies of Airway Bill / 1 original Bill of Lading or 1 copy of Express Bill of Lading
- 1 copies of Combined Commercial Invoice & Packing List
- 1 copy of Insurance Policy (if insured)
- Original copy of ATA Carnet with + 1 Copy of Power of Attorney with company chop and signature (if applicable)

TIME SCHEDULE

Document Deadlines (for general goods only) :

Seafreight	LCL: 14 MAY 2026
		FCL: 21 MAY 2026
Airfreight	21 MAY 2026
Advanced warehouse / Local collection	26 MAY 2026

Shipment arrival deadlines (for general goods only) :

Arrival of Seafreight exhibits in Hong Kong Seaport	LCL: 21 – 23 MAY 2026
		FCL: 29 – 31 MAY 2026
Arrival of Airfreight exhibits in Hong Kong Airport	28 – 30 MAY 2026
Arrival of exhibits at Advanced warehouse /Collection of local exhibits in Hong Kong	1 – 3 JUNE 2026

SHIPPING GUIDELINES

CONSIGNMENT INSTRUCTIONS

All Master Airway Bill/ Bill of Lading must be consigned "Freight Prepaid" as follows, additional surcharge will be imposed for wrong consignee consignments, and a 5% outlay commission fee will be imposed for all "Freight Collect" consignments.

Consignee:

APT SHOWFREIGHT LIMITED
31/F, Morrison Plaza,
9 Morrison Hill Road, Wanchai, Hong Kong
Tel: +852 2877 0538 Fax: +852 2877 0505
For : IAAPA EXPO ASIA 2026

Notify:

APT SHOWFREIGHT LIMITED
Tel: +852 2877 0538 Fax: +852 2877 0505
For: IAAPA EXPO ASIA 2026

LATE ARRIVAL

In case there is any late shipment arriving Hong Kong after the above specific deadline, a late arrival surcharge at 30% based on basic handling charge will be applied. APT Showfreight Limited will make all efforts to expedite the delivery schedule but no guarantee can be given.

CASE MARKING **ATTENTION SPONSORS:** Please use the below case markings to ship all sponsored giveaway items directly to the sponsor storage area and NOT to your booth.

For easy identification of exhibits, all packages must be marked as follows:

IAAPA EXPO ASIA 2026 - SPONSOR SHIPMENT

c/o APT Showfreight Limited

Name of Sponsor	:	_____
Room Number	:	Sponsor Storage Room G503, Hall 5C (L5)
Case Number	:	_____
Gross/Net Weight	:	_____
Dimensions	:	_____

PACKING

Exhibitors are advised to provide strong packing cases for the transportation of the exhibits which can withstand unpacking and repacking operations. For main exhibits, we recommend bolted returnable type of cases to be used. This is to avoid unnecessary repair and reconstruction of cases in the event of damages due to handling whilst in transit

SPECIAL NOTES FOR MACHINE CARGO

For machines, exhibitor is required to arrange proper packing, having proper mark of weight, dimension, gravity on the case in order to show the position where to lift the machine with forklift / crane / other lifting equipment where required.

Please provide the following details to us:

- Dimensions of individual machines
- Gross weight and Net weight of the individual machine
- Footprint of all machines. Is the machine base flat or on castors/legs? If on castors/legs, please provide footprint of the castors/legs.
- Gravity of the machine with packing case
- Position where to lift the machine
- Provide catalogue/specification/drawings/photos
- Booth design(layout) indicating position of machines on the booth as well as booth number

This is very important and is required to ensure a smooth handling of your machines at the show site. Failure to do so in advance will cause surcharges to mobilize such special equipment at a short notice or failure of handling the machine, which will be on the respective exhibitors' account.

COMBINED COMMERCIAL INVOICE & PACKING LIST

Please find attached a copy of the Combined Commercial Invoice and Packing List for your usage. You may photocopy additional copies if the attached is insufficient.

While filling in the Combined Commercial Invoice and Packing List form, please take special attention to the followings:

- a. All entries must be in English Language.
- b. A full description of the item must be given. Brand name, model number, serial number and country of origin must be given of machine, computer and hi-tech equipments.
- c. All value declared/ indicated on the shipping documents must be reasonable. Problems in customs clearance may occur if the customs officer judges the declared price to be unreasonably low. "No Commercial Value" is not acceptable by the Customs.

RE-EXPORT

During the show period, representative from APT Showfreight Limited will give a 'Return shipping Instruction' form to exhibitors. Exhibitors are required to advise if the goods will be re-exported, sold or disposed for each item declared on the commercial invoice and packing list. During move-out days, we will assist exhibitors with returning of empty cases, repacking, re-export, etc. as applicable.

Approximately, it takes 1-2 week time for handling all Re-export Customs formalities and vessel/ flight bookings in Hong Kong after show closed. If any exhibitor who needs the goods to be re-exported urgently, please advise APT Showfreight Limited in advance.

FUMIGATION RULES IN HONG KONG

Fumigation is not required for shipment to Hong Kong. Shipment that will be re-exported from Hong Kong contains wooden packaging materials, which are required to be fumigated or treated with preservatives prior to departure, all related charges will be for the exhibitor's account and will be quoted upon request.

DANGEROUS GOODS

Exhibitors need to send us a special form for dangerous goods (the form will be provided upon request), and the completed forms should reach us at least 7 working days before shipment is dispatched. A separated quotation will be provided upon receiving the request.

Exhibitors/ agents shall be liable for the consequences of shipping such items to Hong Kong without consulting APT Showfreight Limited.

CONTROLLED ITEMS IN HONG KONG

In case the shipment contains any controlled items by Hong Kong Government, we strongly recommend that the Combined Commercial Invoice & Packing List should be sent to APT Showfreight Limited for checking prior to the shipment departure from the country of origin.

If required, APT Showfreight Limited will apply necessary license/ permit on behalf of the exhibitors, but under no circumstances that APT Showfreight Limited can guarantee such license will be granted.

According to the Customs Regulations in Hong Kong, import/ re-export license from the Hong Kong Government is required for transshipping the followings items in Hong Kong:

- Animals, Birds & Reptiles and their parts, Endangered Animals & Plants Species
- Controlled Chemicals
- Controlled Medicines
- Dutiable Commodities: alcoholic liquors, tobacco, hydrocarbon oil & methyl alcohol (*duties & taxes in Hong Kong will be billed to exhibitors' account as per outlay*)
- Fresh/ Frozen Meat
- Optical Disc Mastering & Replication Equipment
- Radio Transmitting Equipment
- Strategic/ Hi-Tech/ Communication Commodities
- Vehicle, etc.

Special Note on Pharmaceutical Products, Western Medicine and Traditional Chinese Medicine:

Please note that we do NOT have the authority to apply for an import/export license, or act as importer/exporter for any pharmaceutical products on behalf of any exhibitors, even only for exhibition purpose. Exhibitors who are planning to ship such products must have a registered pharmacy or importer/exporter holding valid license for making Customs clearance of such products in Hong Kong.

Alternatively, exhibitors may consider to hand carry very small quantity of their products for exhibition display purpose only. This is arranged at exhibitor's own risk and neither we nor the organizers would accept any responsibility in case such product is confiscated by Customs Authorities upon your arriving in Hong Kong.

Cannabidiol (CBD) Products

Cannabidiol (CBD) has been listed as a dangerous drug under the control of the Dangerous Drugs Ordinance (Chapter 134, Laws of Hong Kong) ("DDO*") in Hong Kong commencing from 1 February 2023. For further details on the control of CBD, please visit the webpage of the Narcotics Division of Security Bureau at <https://www.nd.gov.hk/en/CBD.html>

Examples of CBD products can be found on the webpage at https://www.nd.gov.hk/pdf/examples_CBD_products.pdf

In general, if import / re-export license or import permit is required, exhibitors are required to submit to APT Showfreight Ltd the following documents / information for application of licenses in Hong Kong **at least 14 (fourteen) working days** prior to the shipment departure from the country of origin.

- a. Catalogue/ Brochure of commodities
- b. Export Permit Issued by the Products' Originating Country/ Place
- c. Certificate of origin
- d. Commercial Invoice and Packing List

For further details, please refer to the below web-site: <http://www.tid.gov.hk>

VOC (VOLATILE ORGANIC COMPOUND) CONTENT OF REGULATED CONSUMER PRODUCTS

We are unable to import any VOC content of regulated consumer products (which has over the maximum limit of VOC content) stipulated by the Hong Kong Environmental Department.

In order to avoid any problem, we strongly suggest that you visit the following website for VOC content limits of your products prior to shipping.

https://www.epd.gov.hk/epd/english/environmentinhk/air/prob_solutions/MaxVOC_consumerproducts.html

HIRE OF LABOUR

Our rates include outside packing material unpacking and repacking on-site during normal work hours. If exhibitor requires additional labour for stand dressing, assembly of display panels or machinery or decoration of any kind, please contact us for quotation.

ADDITIONAL SERVICES

For additional services not covered by this tariff, an individual quotation will be given upon request.

INSURANCE

It is the responsibility of each exhibitor to arrange Marine (Transport) Insurance covering transport to the exhibition, during the exhibition, till the return of the exhibits to domicile/ exhibits sold locally, including the period the exhibits are handled by APT Showfreight Limited.

This tariff is computed on the basis of volume and weight and has no correlation with the value of exhibits, no insurance coverage is included, and subject to separate quotation.

PAYMENT TERMS

Inward : Upon presentation of invoice, prior to delivery to stand

Outward : Upon presentation of invoice, prior to delivery to premises or cargo release to consignee.

All payments must be made without any deduction or deferment on account of any claim, counterclaim or offset, and all remittance bank charges are to be borne by exhibitor.

Details of our bank account:

Beneficiary Bank Name:	HSBC Hong Kong
Beneficiary Bank Code:	004
SWIFT Code:	HSBCHKHHHKH
Account Number:	813- 221 496- 838 (USD / HKD / EUR / RMB)
Account Name:	APT SHOWFREIGHT LTD

TERMS AND CONDITIONS

APT Showfreight Limited does not take any responsibility for: -

- Exhibits which are not allowed by the organizer or Hong Kong Customs to be sold or displayed in fair site
- Any tax/duty for sold exhibits

All business is only transacted in accordance with our Standard Trading Conditions. A copy is available upon request.

Use of APT Showfreight Limited'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.