

**THE AFFORDABLE ART FAIR SINGAPORE  
17-20 NOVEMBER 2011  
F1 PITS, NO. 1 REPUBLIC BOULEVARD, SINGAPORE**

**SHIPPING INSTRUCTIONS**

Please adhere to the following shipping instructions:

**DEADLINES**

<b>SEAFREIGHT (LCL/FCL)</b>	
Documents	<b>04 working days</b> before vessel arrival
Consignments	Between <b>05-08 NOVEMBER 2011</b>
<b>AIRFREIGHT</b>	
Documents	<b>03 working days</b> before flight arrival
Consignments	Between <b>08-10 NOVEMBER 2011</b>

**IMPORTANT:**

- (1) A late arrival surcharge at 20% of the basic handling rate will be imposed for shipments arriving after the deadlines.
- (2) Port/Airport storage and/or warehouse storage incurred due to the early arrival of shipment or late receipt of documents will be charged to agents/exhibitors as per outlay.

**DOCUMENTS**

The following documents and/or information are required for declaration and clearance:

- AirwayBill (for Air consignments) / Bill of Lading (for Sea consignments)
- Commercial Invoice & Packing List, with the following artwork details:
  - Name of Artist
  - Title, Year
  - Quantity
  - Medium
  - Value
  - Image
- ATA Carnet
- Insurance Policy (if insured)
- Certificates (where required)
- Photo of Artwork

**Rhema Events & Arts Services Pte Ltd**

No. 10 Changi South 3, #05-01 Tang Logistics Centre, Singapore 486147. Tel.: (65) 6545 0111 Fax: (65) 6785 1541  
Email: [enquiries@rhemaevents.com](mailto:enquiries@rhemaevents.com) Website: [www.rhemaevents.com](http://www.rhemaevents.com)

*All our services rendered are subjected to our standard trading terms & conditions. A copy can be obtained upon request.*

**CONSIGNING INSTRUCTIONS**

Please consign shipments FREIGHT PREPAID as follows:

Consignee: Rhema Events & Arts Services Pte Ltd  
No. 10 Changi South Street 3, #05-01,  
Tang Logistics Centre, Singapore 486147  
Tel: + (65) 6545 0111  
For: **THE AFFORDABLE ART FAIR SINGAPORE 2011**

Notify Party: SAME AS CONSIGNEE

All documents such as Bill of Lading and AirwayBill MUST show **Rhema Events & Arts Services Pte Ltd** as the consignee, unless otherwise specified. Please send pre-alert with documents to the following email: [ghazali@rhemaevents.com](mailto:ghazali@rhemaevents.com)

*(A 5% outlay commission on the freight amount will be levied on all "FREIGHT COLLECT" consignments).*

**CASE MARKINGS**

All packages should be marked as follows:

**THE AFFORDABLE ART FAIR SINGAPORE 2011**

**c/o Rhema Events & Arts Services Pte Ltd**

Name of Exhibitor : \_\_\_\_\_  
Stand No. : \_\_\_\_\_  
Case No. : \_\_\_\_\_  
Gross Wt / Net Wt. : \_\_\_\_\_  
Dimensions : \_\_\_\_\_

**PACKING OF ARTWORKS**

All packing cases MUST be built to international shipping standards with screws (not nails) for all opening sides, as well as to withstand multiple handling and natural elements. We strongly advise against packing into cartons as any damage claims will not be accepted due to unsuitable packing. Note that **fumigation** is not required for wooden cases coming into Singapore

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**INSURANCE**

Exhibitors are requested to have their artworks fully covered during transit and exhibition period.

**SALE OF ARTWORKS UNDER TEMPORARY IMPORT STATUS**

Sold artworks for local consumption, which are initially imported temporarily under our temporary import bond for the show, will be levied with 7% GST on the selling price. If the selling price of the artwork is lower than the declared import price, a letter addressed to Singapore Customs is required to explain the discrepancy.

Sold artworks for re-export to a foreign buyer will not attract GST so long as the temporary import permit will be crossed out upon reexport by Rhema. Rhema will not release any sold artworks meant for reexport (that are initially imported temporarily by us), to be handed over to any third party in Singapore for reexport, due to liability issues should the permits are not crossed out.

**TERMS OF PAYMENT**

<b>INBOUND HANDLING</b>	Prior to delivery to exhibition stand OR opening of the exhibition.
<b>OUTBOUND HANDLING</b>	Prior to departure of shipment or delivery to premises.

All payment must be made in full without any deduction or deferment on account of any claim, counterclaim or offset.

Our bank details are as follows:

Name of Bank	DBS Bank Ltd
Branch	Raffles Place
Address	22 Malacca Street, #01-00, DBS Securities Building, Singapore 048980
Account No.	048-011333-8 (for Singapore Dollars) 0048-000394-01-2-022 (for US Dollars)
Swift Code	DBSSSGSG
Beneficiary	Rhema Events & Arts Services Pte Ltd

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Use of RHEMA EVENTS & ARTS SERVICES PTE LTD's service – be it partly or in full – and any requirement for additional services at any time before, during or after the exhibition, expressed orally and/or in writing, and/or by conduct, implies acknowledgement and acceptance of the foregoing.

**CONTACT**

For all logistics enquiries related to this exhibition, please contact:

Mr Ghazali Saad

*Marketing Director*

**Rhema Events & Arts Services Pte Ltd**

No. 10 Changi South Street 3, #05-01,

Tang Logistics Centre, Singapore 486147

[www.rhemaevents.com](http://www.rhemaevents.com)

Email: [ghazali@rhemaevents.com](mailto:ghazali@rhemaevents.com)

DID: + (65) 6546 4397      Mobile: + (65) 9693 4759

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