



SHIPPING MANUAL
For

IASGO 2016

(26th World Congress of the International Association
of Surgeons, Gastroenterologists and Oncologists)

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Sep. 8-10, 2016

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Sheraton Grande Walkerhill Hotel

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Seoul, Republic of Korea

MIRIM E & F CORP.
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CONTACT DETAILS

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SHIPPING / DOCUMENT DEADLINE

DOCUMENT DEADLINE

Enabling us to prepare customs declaration prior to the arrival of consignments, documents must be received at least **5 working days before departure** of the carrier to Korea.

SEAFREIGHT CONSIGNMENT: 1 express BL,
 1 set Invoice / Packing Lists

AIRFREIGHT & COURIER CONSIGNMENT: 1 original M(H)AWB
 1 set Invoice / Packing Lists

CONSIGNMENT ARRIVAL DEADLINE

To ensure the timely delivery of your exhibits to the exhibition site, your shipments must arrive in Korea by the following dates:

Seafreight (LCL,FCL)

- **Deadline Busan seaport** **7 working days** before booth delivery

Airfreight & Courier shipment

- **Deadline Incheon airport** **5 working days** before booth delivery

Should you be unable to meet the above deadlines, please advise us full shipping details when known to enable us to make the necessary arrangements for urgent customs clearance and handling through to site.



BILL OF LADING / AIR WAYBILL / COURIER SHIPMENT

Courier shipment have to be all-charge prepaid include Duty & Tax.

Please issue Waybill as follows:

Consignee: MIRIM E & F CORP.
14F, YOUNGCHANG-BLDG, CHEONHODAE-RO 561,
GWANGJIN-GU, SEOUL, 143-898 KOREA
Tel : 82-2-569-7711, Fax : 82-2-567-8460
Attn : Mr. Sungwoo OH

Notify: "Exhibition Name"
C/O Exhibitor Name
Hall & Booth No.

Freight terms: **MUST BE "PREPAID"**

DESCRIPTION OF GOODS ON THE B/L & AWB : Please don't mention "EXHIBITION GOODS" or "EXHIBITION MATERIAL" as description of goods on the B/L & AWB.

MARKING AND PACKING

Marking

Please mark each case the following way :

Exhibition Name : : _____
Company/Exhibitor : _____
Hall / Stand No.: _____
Case No. : _____ of _____ i.e. 1/5 of 5/5
Dimensions : _____ CM x _____ CM x _____ CM
Gross Weight : _____ KG
Net Weight : _____ KG

We recommend to mark **each** side of the case with above mentioned text.

Packing

The case must be strong enough to avoid damage during transportation and unpacking and in particular be suitable for repacking as well as for sale or return movement after the exhibition.
Packing in carton is not considered suitable for repeated handling, especially for valuable or delicate equipment.
Any damage claim due to unsuitable carton package will not be accepted.



DOCUMENTATION / CUSTOMS CLEARANCE

The customs clearance will be done either on Combined Invoice / Packing List or on Carnet A.T.A. MIRIM E & F CORP. or our agent / branch in your country will assist you if there are any difficulties with the documentation.

Combined Invoice / Packing List

For your convenience we have included 1 copy of our Combined Invoice / Packing List which may be reproduced as necessary but please ensure that every copy bears an original signature and is endorsed with your company's stamp. Please describe your exhibits as detailed as possible. The Invoice / Packing List must be written in English, consigned to our company and each item must be valued individually.

The following statement must also be included: "The Invoiced Goods are of (Country) Origin & Are Intended for Exhibition Purposes Only"

* Please note that **temporary importation** (e.g. exhibits, machines, stand building material) and **definitive importation** (e.g. advertising material, catalogues) **must be packed and invoiced separately.**

INSURANCE

Insurance

All exhibitors are strongly recommended to arrange Marine (Transport) Insurance on all the exhibits against any possible loss and Damage for the whole of round-trip including the section the exhibits are handled by us under each exhibitor's responsibility.

HANDLING OF EMPTY BOX

Handling of empty box

MIRIM E & F CORP. is not responsible for any material loss in "empty" boxes.

IMPORTANT NOTICE

Closing of exhibition

All exhibitors will be given form sheets by us for further handling of the exhibits before end of fair and have to be filled in, signed and returned to us at the end of the show for respective customs declaration and disposal.

Exhibitors must not leave the exhibition before going through customs clearance procedure and before handing over return exhibits as well as exhibition documents to us. Once these documents have been processed with the Customs and relevant transportation departments, no changes will be accepted.