

SHIPPING INSTRUCTION

ALD/ALE 2025

June. 22 - 25, 2025

ICC, Jeju Island,
South Korea

KEMI-LEE CO., LTD.

RM. 502, Hansung Building, 276 Neungdong-ro,
Gwangjin-gu, Seoul, Korea 04989

Tel : +82-2-565-3400 / Fax : +82-2-564-0039

www.kemi-lee.co.kr

Mr. Eric Jo (ericjo@kemi-lee.co.kr)

INSTRUCTION

1. GENERAL INFORMATION

KEMI-LEE CO., LTD. is an official contractor to handle all kinds of exhibition goods since our company was officially registered at ICC Jeju, COEX, BEXCO, KINTEX, CONVENZIA and other show site in Korea.

Our staffs shall be available at anytime to assist you before, after and through the whole exhibition. While providing, our comprehensive range of services include customs clearance, transportation, on-site handling and re-export arrangements handled by our fully equipped and experienced team of executive supervisors and workers.

Please refer to the shipping details on the below for each exhibitor's better understanding and it will guide the individuals.

For more information of ALD/ALE 2025, please feel free to contact us :

2. SHIPPING

ARRIVAL DEADLINES The following dates have been selected to allow you to prepare for meeting arrival deadline of your exhibition goods.

- Shipping documents for sea freight : 3 days prior to vessel arrival
- Shipping documents for air freight : Prior to flight arrival
- LCL in Busan seaport : June. 05th ~ 08th 2025
- Air freight to Incheon airport(ICN) : June. 09th ~ 10th 2025
- Courier shipment(Seoul) : June. 10th ~ 12th 2025

CONSIGNEE INSTRUCTIONS The terms of freight should be "**FREIGHT PREPAID**" and consigned as follows for all exhibits.

Ⓐ **CONSIGNEE**

Kemi-Lee Co., Ltd.
 RM. 502, Hansung Building, 276 Neungdong-ro,
 Gwangjin-gu, Seoul, Korea 04989
 Tel : +82-2-565-3400 / Fax : +82-2-564-0039

Ⓑ **NOTIFY**

Same as consignee
 Attn. : Eric Jo (ericjo@kemi-lee.co.kr)
 Exhibition Name : ALD/ALE 2025
 Exhibitor : _____
 Booth No. : _____

DOCUMENTATION

- Sea freight Bill of Lading -1 Surrendered B/L
- Airway Bill(AWB)
- Commercial Invoice & Packing list - 1 Copy.
- ATA Carnet - 1 Original, 1 Copy, copy of POA

- All original documents for sea freight should be couriered through express service such as DHL, Fedex etc. to KEMI-LEE CO., LTD. no later than 3 days prior to vessel arrival.
- Surrendered / Express / Sea waybill are also available and are preferable for efficient proceeding.
- PRE-ADVICE must be sent to us indicating the B/L number, vessel name/ voyage, number of packing, weight, dimension and name of exhibitor and booth number.
- Full details of the shipment including a copy of AWB along with Commercial Invoice/ Packing List indicating the AWB number, flight number, carrier's name, number of packing, weight (Gross / Chargeable), dimension, name of exhibitor and booth number must be sent via e-mail(ericjo@kemi-lee.co.kr)
- Documents must have full details such as description of commodity, quantity and unit price in US dollar.
- Please note that, for customs purposes, a value must be declared for each item regardless of the actual commercial value. This includes literature, giveaways and alike.

3. CUSTOMS CLEARANCE

PACKING CASES & CASE MARKING We recommend the use of durable crates with screw-down lids to prevent loss or damages. It is imperative that materials are crated or palletized to enable the multiple handling, stacking and handling via forklift or pallet truck.

Please do not mix temporary and permanent goods.

Temporary and Permanent goods (including brochures and give away) must be packed separately to avoid customs issue and exact weight per package must be mentioned on invoice/packing list (CIPL).

If temporary and permanent goods is packed together, customs problem maybe happened, and penalty will be incurred.

All items should be packed separately according to following categories.

Category A : Temporary Import

Category B : Items accompanied with ATA CARNET

Category C : Permanent Import (Consumable items)

- It is recommended that Commercial Invoice / Packing List should be drawn up separately for temporary items and consumable items. We strongly recommend that exhibitor's make use of our Combined Commercial Invoice & Packing List for this purpose a copy of which is enclosed herewith.

All cases should be clearly marked as follows:

Exhibitor's Name / Stand No

Show Name, Location, Date

GW.....KGS / DIMS.....CMS

Category A/ B/ C

"ALD/ALE 2025"

LABELING FOR ORIGIN All items intended for permanent entry must have an origin label, such as "Made in [origin country]." If items are not pre-labeled, in the event of a customs inspection, we will need to handle the labeling on our side, which may result in additional handling costs and delays. Additionally, a 10% penalty based on the CIF value may apply

DUTY FREE GOODS Consumable goods such as give away and other promotional items (except brochure) will be incurred duty & tax as per Korean import customs regulation. All items must be reasonable in quantity and price in the option of customs.

Decision of "Duty free or Dutiable" will be advised at the time of customs inspection at show site regardless of the above mentioned provisions.

In accordance with Korean customs regulation, all items under temporary entry are exclusively under control of the Customs Authority. So exhibitors cannot distribute or consume any goods without any permission of Customs Authority.

4. OTHER INFORMATION

COURIER SHIPMENT Please note that the Convention Centre and the organizers will not accept or take responsibility for any international courier shipments consigned to yourself at the venue or the organizers. Courier shipments must be sent to either under Consignee Address (KEMI-LEE CO., LTD.) as following or your representative office in Korea at least 1 week prior to show open.

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Attn. : Mr. Eric Jo (ericjo@kemi-lee.co.kr)
For : ALD/ALE 2025

INSURANCE All exhibitors should arrange a comprehensive cover for their exhibit's which covers shipment to the exhibition, the period of display and which allows either return to the country of origin or an appropriate disposal period at the conclusion of the exhibition. Please note the carrier, Kemi-Lee Co., Ltd. does not insure the goods during transit from origin up to delivered stand and return.

5. PAYMENT TERM

PAYMENT Inbound charges have to be paid to us prior to delivery to stand in order to avoid any delay. For outbound, we will provide BL or AWB of return shipment after all payment settle.

BANK ACCOUNT Name of Bank : Shinhan Bank
Branch of Bank : Samseong yeok Corporate Business Banking Center
Add. Of Bank : 516 Teheran-ro, Gangnam-gu, Seoul, South of Korea (06180)
Accountee : KEMI-LEE CO.,LTD.
Bank Account(USD) : 180-000-197851
Swift : SHBKKRSEXXX