

第三屆香港國際文化創意博覽會

第四屆一帶一路國家文化藝術交流博覽會

**The 3<sup>rd</sup> Art Hong Kong Expo**

**The 4<sup>th</sup> Belt & Road National Art & Culture Expo**

**30 May – 2 June 2025, Asia World - Expo, Hong Kong**



## **FORWARDING INFORMATION & HANDLING TARIFF**

### Official Freight Forwarder

金怡國際展運有限公司

JES Logistics Limited

香港灣仔譚臣道98號

運盛大廈26樓

26/F, Winsan Tower

98 Thomson Road

Wanchai, Hong Kong

電話 Tel : (852) 2575 0752

傳真 Fax : (852) 2597 5057

電郵 Email : [ricky@jes.com.hk](mailto:ricky@jes.com.hk)

連絡人 Ctc: Ricky Tsui 徐立基

### Guangzhou Office

廣州金怡展覽服務有限公司

Guangzhou JES Exhibition Services Ltd.

中国广州市越秀区先烈中路75号

穗丰大厦A座A509-1房 邮编: 510095

A5901-1, Building A, Suifeng Building,

No. 75 Xianliezhong Road, Yuexiu District.,

Guangzhou 510095, China

電話 Tel : (86-20) 8355 9738

傳真 Fax : (86-20) 8355 3765

電郵 Email : [tingting@jes.com.hk](mailto:tingting@jes.com.hk)

連絡人 Ctc: Lin Yu Ting 林玉婷

第三屆香港國際文化創意博覽會  
第四屆一帶一路國家文化藝術交流博覽會  
The 3<sup>rd</sup> Art Hong Kong Expo  
The 4<sup>th</sup> Belt & Road National Art & Culture Expo  
30 May – 2 June 2025, Asia World - Expo, Hong Kong



**A. 展品運輸指南**

**FORWARDING INFORMATION & HANDLING TARIFF**

香港公司 Hong Kong office  
金怡國際展運有限公司  
JES Logistics Limited  
26<sup>th</sup> Floor, Winsan Road  
98 Thomson Road  
Wanchai, Hong Kong  
Tel : 852 - 2575 0752  
Fax: 852 - 2597 5057  
Email: [ricky@jes.com.hk](mailto:ricky@jes.com.hk)  
Ctc: Ricky Tsui 徐立基

廣州分公司 Guangzhou office  
廣州金怡展覽服務有限公司  
Guangzhou JES Exhibition Services Limited  
A5901-1, Building A, Suifeng Building  
No. 75 Xianliezhong Road, Yuexiu District  
Guangzhou 510095, China  
Tel : 86 - 20 - 8355 9738  
Fax: 86 - 20 - 8355 3765  
Email: [tingting@jes.com.hk](mailto:tingting@jes.com.hk)  
Ctc: Lin Yu Ting 林玉婷

**B. 運輸指示及貨運途徑 SHIPPING SCHEDULE**

按一般畫類與藝術展品 - FOR GENERAL PAINTINGS AND ART WORKS ONLY.

當代藝術與古董藝術展品分別報價 - FOR CONTEMPORARY AND FINE ART OBJECTS TO BE QUOTED UPON REQUEST.

境外及國內展品到達香港 Overseas / Mainland's shipment arriving Hong Kong

展品文件及到貨香港日期 Document & consignment deadline to Hong Kong

1. 香港海關審查文件 (貨運委託書A及展品清單表格B)	
Hong Kong customs documents for pre-clearance (Transport Order FORM A and LOE FORM B)	16 May 2025
2. 境外及國內展品到達香港碼頭或機場至展台	
Overseas & Mainland's shipment arriving Hong Kong (sea / air )	19 – 20 May 2025
3. 快遞到達及香港本地提貨至展台	
Courier & Transportation services in Hong Kong	21 – 22 May 2025

貨運委託書及展品裝箱清單 (表格A & B) 必須在貨到前3個工作天電郵或傳真到我司辦事處。所有展品必須按上述運貨時間表抵達。晚於截止日期會加收30%的晚到附加費, 且不保證按時交付展台。展品早於在收貨期之前抵達將會產生額外倉儲費用。Please email or facsimile us your Transport Order and List of Exhibits (Form A & B attached) at least 3 working days prior to picking up your cargo. Cargo arriving after our deadlines will incur a 30% late arrival surcharge. JES will make all efforts to expedite the delivery schedule but no guarantee can be given. Cargo arriving earlier than the specified dates above will incurred storage fee.

**B1. 香港收貨人 CONSIGNEE IN HONG KONG**

境外及國內展品發運至香港 (海運 / 空運 / 快遞)

Overseas / Mainland's shipment to Hong Kong (sea / air / courier)

收貨人 Consignee: JES Logistics Ltd.  
26<sup>th</sup> Floor, Winsan Tower  
98 Thomson Road  
Wanchai, Hong Kong  
Tel : 852 - 2563 6645  
Fax: 852 - 2597 5057

並通知 Notify: JES Logistics Ltd.  
c/o The 3<sup>rd</sup> Art Hong Kong Expo

**B2. 提單上貨物申報 DESCRIPTION OF GOODS**

Please state in the OBL or AWB: Exhibition Goods for (The 3<sup>rd</sup> Art Hong Kong Expo)

第三屆香港國際文化創意博覽會  
第四屆一帶一路國家文化藝術交流博覽會  
The 3rd Art Hong Kong Expo  
The 4th Belt & Road National Art & Culture Expo  
30 May – 2 June 2025, Asia World - Expo, Hong Kong



**B3. 文件 DOCUMENTS** (展品裝箱清單文件的重量必須與海運提單或空運單相同)  
(Sea / Air - total gross weight on List of Exhibits must be the same as on OBL & MAWB)

請把下列清關文件必須在貨到前 3 個工作天電郵或傳真到香港金怡國際展運有限公司。  
Please email or fax us the following documentation to consignee at least 3 working days prior to the arrival of shipment.

1 copy of surrendered Ocean Bill of Lading (Sea)	電放海運提單 (1份)
1 copy of Master Airway Bill (Air)	空運提單 (1份)
1 copy of Transport Order (Form A)	委託書 (1份)
1 copy of List of Exhibits (Form B)	展品清單 (1份)
1 copy of Insurance Policy (if insured)	保險單 (1份已投保)

**B4. 貨運預告 PRE-ALERT**

海運 - 請確保貨物抵達香港碼頭前 3 個工作天, 電郵或傳真 1 份電放海運提單及 2 份展品清單給收貨人。  
Sea shipment - 1 copy of surrendered Ocean Bill of Lading plus 2 copies of List of Exhibits **FORM B** must be email or facsimile to consignee at least 3 working days before shipment arrives.

空運 - 辦理貨物托運時, 請附加 2 份展品清單與空運單正本一起發運。並在貨物抵達香港機場前 48 小時內  
電郵或傳真空運提單及展品清單給收貨人。

Air shipment - Original AWB plus 2 copies of List of Exhibits **FORM B** must be attached to all air shipments and email or a facsimile advice giving AWB no. and details of consignment must be sent to us at least 48 hours prior to the arrival of cargo.

**C. 廣州集貨至香港貨運途徑**

**MAINLAND'S SHIPMENT TO HONG KONG VIA GUANGZHOU**

按一般畫類與藝術展品 - FOR GENERAL PAINTINGS AND ART WORKS ONLY.

當代藝術與古董藝術展品分別報價 - FOR CONTEMPORARY AND FINE ART OBJECTS TO BE QUOTED UPON REQUEST.

國內展品從廣州集貨運送香港 Mainland's shipment arriving Guangzhou for consolidation to Hong Kong

國內展品文件及到貨香港日期 Document & consignment deadline to Hong Kong

1. 申請國家文化部批文 (如需)	
Application for Ministry of Culture and Tourism license for export / import (where applicable)	25 April 2025
2. 國內海關審查文件 (貨運委託書表格A及展品清單表格B)	
Mainland's customs documents for pre-clearance (Transport Order FORM A and LOE FORM B)	29 April 2025
3. 國內展品到達廣州集貨運送至香港展台	
Cargo picking up in Guangzhou for onward shipment to Hong Kong	6 – 7 May 2025

5月1 – 5日為勞動節假期所有國內展品必須按上述運貨時間到達廣州集貨倉庫。貨運委託書及展品裝箱清單 (表格 A & B) 必須在貨到前 3 個工作天電郵或傳真+ 86-20-8355 3765 到廣州金怡展覽服務有限公司。晚於截止日期會加收 30% 的晚到附加費, 且不保證按時交付展台。展品早於在收貨期之前抵達將會產生額外倉儲費用。1 – 5 May for the Labor Day holidays, all shipment must arrive at JES Guangzhou warehouse on the schedule above. Please email or facsimile us + 86-20-8355 3765 your Transport Order and List of Exhibits (Form A & B attached) at least 3 working days prior to picking up your cargo. Cargo arriving after our deadlines will incur a 30% late arrival surcharge. JES will make all efforts to expedite the delivery schedule but no guarantee can be given. Cargo arriving earlier than the specified dates above will incur storage fee.

第三屆香港國際文化創意博覽會  
第四屆一帶一路國家文化藝術交流博覽會  
The 3rd Art Hong Kong Expo  
The 4th Belt & Road National Art & Culture Expo  
30 May – 2 June 2025, Asia World - Expo, Hong Kong



**C1. 國內集貨收貨人 CONSIGNEE IN GUANGZHOU**

展品從廣州集貨至香港 Mainland's shipment to Hong Kong via Guangzhou

<b>Contact:</b>	<b>Guangzhou JES Exhibition Services Ltd.</b>	<b>聯絡人:</b>	<b>廣州金怡展覽服務有限公司</b>
	A5901-1, Building A, Suifeng Building		廣州市越秀區先烈中路75號
	No. 75 Xianliezhong Road, Yuexiu District		穗豐大廈A座A509-1房
	Guangzhou 510095, China		郵編: 510095
	Tel: (86-20) 8355 9738		電話: (86-20) 8355 9738
	Fax: (86-20) 8355 3765		傳真: (86-20) 8355 3765
	Ctc: Lin Yu Ting		聯絡人: 林玉婷

➤ 送貨前請與金怡辦理入倉單手續。Please contact with JES to apply for the warehouse receipt before delivery of shipment.

**C2. 文件 DOCUMENTS** (展品裝箱清單文件的重量必須與貨運單相同 Total gross weight on List of Exhibits must be the same as on Bill of Lading) 請把有關發貨通知及展品裝箱清單必須在貨到前 3 個工作天電郵或傳真到廣州金怡展覽服務有限公司。Pre-advice your Bill of lading and List of Exhibits at least 3 working days prior to the arrival of shipment to JES Guangzhou by email or facsimile.


1 copy of Transport Order (Form A)	委託書	(1份)
1 copy of List of Exhibits (Form B)	展品清單	(1份)
1 copy of Insurance Policy (if insured)	保險單	(1份已投保)

**C3. 國家文物 CULTURAL HERITAGE ITEMS**

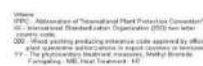
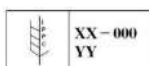
受國家文物保護的文物古董及國家級藝術家作品限制出口者，概不受理承運。所有畫類與藝術展品，參展商須提供高清圖片，作品尺碼，創作年代，作品名稱，作者，作品材質，貼在包裝箱外附展品裝箱清單。字畫類要參展商提供保函，證明沒有色情，不雅或宗教成份等。The cultural heritage items protected at the national level and national-grade artworks, which are considered as controlled exports, are not acceptable for carriage, as an official approval of documents by Ministry of Culture and Tourism of the PRC is required. Exhibitors must provide high resolution picture of the artwork, dimensions, year of creation, artwork title, name of artist, medium/material and the list of all art exhibits to be carried and stick on each of your package. A letter of guarantee to declare an absence of obscenity, indecency or religion theme in painting or calligraphy works if any.

**C4. 國內貨物熏蒸 (MAINLAND'S GOODS) FUMIGATION**

所有木質包裝貨物 (如木箱、木托盤、木架) 必須要熏蒸。箱外要有以下標記 All cargo containing wood packaging materials (e.g. crates, pallets, frames) must be fumigated. Please make sure the following information must be stamped on the outside packing.

- |                                       |   |
|---------------------------------------|---|
| ■ <國際植物保護公約> 英文縮寫 IPPC 印記             | IPPC logo (  ) |
| ■ 國際標準組織 (ISO) 規定的 2 個字母國家編號          | ISO country code (XX)   |
| ■ 輸出國家或地區官方植物檢疫機構<br>批准的木質包裝生產企業編號    | License no. assigned to<br>the company that fumigated   |
| ■ 確應的檢疫除害處理方法，如溴甲烷熏蒸為 MB，<br>而熱處理為 HT | Fumigation method<br>HT or MB treatment used  |

**熏蒸標記 SAMPLE OF MARKING**





第三屆香港國際文化創意博覽會  
第四屆一帶一路國家文化藝術交流博覽會  
The 3rd Art Hong Kong Expo  
The 4th Belt & Road National Art & Culture Expo  
30 May – 2 June 2025, Asia World - Expo, Hong Kong



**D1. 展品運輸指南 - 來程費率**

**FREIGHT HANDLING TARIFF - INWARD MOVEMENT**

按一般畫類與藝術展品 - FOR GENERAL PAINTINGS AND ART WORKS ONLY.

當代藝術與古董藝術展品分別報價 - FOR CONTEMPORARY AND FINE ART OBJECTS TO BE QUOTED UPON REQUEST.

**1. 基本費及通訊費 Basic service charge**  
(communication & documentation fee)

USD 65.00 / exhibitor / consignment  
展商 / 運次

**2a. 境外展品自發至香港展台運送費率**

**Overseas shipment arriving Hong Kong**

展品由香港碼頭或機場提貨，海關清查，運送至展台就位。協助開箱及空箱材料移到館外存放處。不包括保險，掛畫或藝術品定位。  
From free arrival HKG seaport or airport delivery up to exhibition stand, customs clearance, assistance with unpacking and removal empty cases to the on site storage place. Excluding insurance coverage, hanging or position of artworks.

海運 Sea cargo

USD 70.00 / cbm 立方米  
min 2 cbm / exhibitor / consignment

空運 Air cargo

USD 0.70 / kg 公斤  
min 200 kgs / exhibitor / AWB  
最低收費 200 公斤 / 展商 / 運次

✧ 只限船 / 空運直達總運提單，貨代分運單費用另計。  
On Direct OBL / MAWB only.

✧ 不包括貨運站處理費，理貨費，倉庫雜費，滯箱費，換單費及車場登記費，需按實際發生額支付相關費用。  
All THC / CFS, consolidators fees, OBL / AWB documents fee, gate charges, demurrage, warehouse registration fee, etc. (if any) incurred in the pick-up location will be passed on as per outlay.

**2b. 自發快遞展品至香港展台運送費率**

**Courier shipment arriving Hong Kong**

快遞展品自送至香港金怡倉庫接貨暫存，運送至展台就位。不包括快遞運費，保險，掛畫或藝術品定位。

Handling of courier shipment from free arrival at JES HK warehouse delivery up to exhibition stand. Excluding courier freight fee, insurance coverage, hanging or position of artworks.

快遞紙板箱 Courier cargo

USD 12.00 / package 件  
min USD 60.00 / exhibitor / consignment  
最低收費 USD 60.00 / 展商 / 運次

✧ 按單件快遞展品不超過 60 x 60 x 60 cm 或 20 公斤計算  
For individual pieces not exceeding size 60 x 60 x 60 cm and weight 20 kgs.

**第三屆香港國際文化創意博覽會**  
**第四屆一帶一路國家文化藝術交流博覽會**  
**The 3rd Art Hong Kong Expo**  
**The 4th Belt & Road National Art & Culture Expo**  
**30 May – 2 June 2025, Asia World - Expo, Hong Kong**



**3a. 展品從廣州集貨至香港展台費率**

**Freight charges Guangzhou to Hong Kong**

展品從廣州金怡倉庫集貨，制單報關，運至香港展台就位，海關清查，協助開箱及空箱材料移到館外存放處。不包括國內海關商檢查驗費及核銷單費，保險，掛畫或藝術品定位。

From JES Guangzhou warehouse delivery up to exhibition stand HKG, customs clearance, assistance with unpacking and removal empty cases to the onsite storage place. Excluding duties, taxes and permanent export license fee, insurance coverage, hanging or position of artworks.

Land / sea cargo 陸 / 海運

RMB 1500.00 / cbm 立方米  
min 2 cbm / exhibitor / consignment  
最低收費 2 立方米 / 展商 / 運次

➤ 代展商申請國家文化部批文 (如需)

On behalf to apply of Ministry of Culture and Tourism license (where applicable)

RMB 1500.00 / license / 證 / 展商

➤ 代展商申請 ATA 單證冊 (如需)

On behalf to apply of ATA Carnet (where applicable)  
不包括保證金費用，展品必須在展覽會閉幕後原數復出。  
Excluding for putting up customs bond, Carnet shipment must be re-exported after closure of the exhibition.

RMB 2300.00 / carnet / 單證冊 / 展商

**3b. 出口中國關口費用**

**Cargo for Export China Handling Fee**

➤ 中國海關計算器錄入費 / 商品編碼

China customs computer re-entry / H.S. code

RMB 50.00 / page 頁

➤ 商檢費

Merchandise inspection fee

RMB 150.00 / cbm 立方米  
min 1 cbm / exhibitor / consignment  
最低收費 1 立方米 / 展商 / 運次

➤ 檢疫費 (紙板箱 / 木箱 / 托盤包裝)

Quarantine inspection handling service  
(Carton & wooden packing materials)

RMB 150.00 / package 件

➤ ATA 單證冊出口報關費 (如需)

ATA Carnet export handling fee (if required)

RMB 1800.00 / carnet 單證冊

➤ 商品核銷單費用不包括國內關稅 (展品不回運)

Permanent export handling fee (where applicable)  
(duties / taxes will be paid at the export station)

另作報價  
to be quoted upon request

第三屆香港國際文化創意博覽會  
第四屆一帶一路國家文化藝術交流博覽會  
The 3rd Art Hong Kong Expo  
The 4th Belt & Road National Art & Culture Expo  
30 May – 2 June 2025, Asia World - Expo, Hong Kong



4. 展品從香港展商倉庫至展台費率

**Local transportation (pick up in HKG)**

展品從香港展商倉庫提貨至展台就位,  
協助開箱及空箱材料移到館外存放處。  
不包括保險, 掛畫或藝術品定位。

From exhibitor's storage place in HKG delivery up  
to exhibition stand, assistance with unpacking and  
removal empty cases to the onsite storage place.  
Excluding insurance coverage, hanging or position  
of artworks.

本地提貨 Local cargo

USD 55.00 / cbm 立方米  
min 2 cbm / exhibitor / consignment  
最低收費 2 立方米 / 展商 / 運次

✧ 不包括倉庫雜費及車場登記費, 需按實際發生額支付相關費用。

All gate charges, warehouse registration fee, etc. (if any) incurred in the pickup location will be passed on as per outlay.

5. 展品從館外接貨至展台費率

**Freight from local sources**

展品從館外接貨至展台就位,協助  
開箱及空箱材料移到館外存放處。  
不包括保險, 掛畫或藝術品定位。

From arrival fairground delivery up to exhibition  
stand, assistance with unpacking and removal  
empty cases to the onsite storage place.  
Excluding insurance coverage, hanging or  
position of artworks.

館外接貨 On-site service

USD 45.00 / cbm 立方米  
min 2 cbm / exhibitor / consignment  
最低收費 2 立方米 / 展商 / 運次

6. 超重或超限度附加費

**Overweight / oversized cargo handling surcharge**

a. 每件貨物重量如超過

Heavy-lifting (for each package over 500 kgs)

501 – 1000 kgs 公斤

1001 – 2000 Kgs 公斤

Over 2001 kgs 公斤

USD 6.50 / 100 kgs 公斤  
USD 7.50 / 100 kgs 公斤  
to be quoted upon request 另作報價

b. 每件貨體積超過 Oversized (for each package over 2 m (L) x 2 m (W) x 2 m (Ht))

單一展品限度數值超過上述所列的體積, 均視為超限. 則需加收超限附加費 USD15.00 立方米。

If one dimension exceeds the above, surcharge of USD15.00 / cbm will be imposed.

c. 租用鏟車, 吊機費用 (如需)

Crane charge (where applicable)

另作報價  
to be quoted upon request

第三屆香港國際文化創意博覽會  
第四屆一帶一路國家文化藝術交流博覽會  
The 3<sup>rd</sup> Art Hong Kong Expo  
The 4<sup>th</sup> Belt & Road National Art & Culture Expo  
30 May – 2 June 2025, Asia World - Expo, Hong Kong



7. 可供選擇額外服務 (如需)

**Optional services (where applicable)**

- |    |   |  |
|----|---|--|
| a. | 空箱保管展會期間之倉存費<br>Storage of empty cases  | USD 26.00 / cbm 立方米<br>min 1 cbm / exhibitor / consignment<br>最低收費 1 立方米 / 展商 / 運次 |
| b. | 申請香港進出許可證<br>Application for Hong Kong import /<br>export license or permit   | USD 128.00 / license / permit / exhibitor<br>許可證 / 運次 / 展商                         |
| c. | 租用掛畫工, 掛畫或藝術品定位<br>Artwork handler, hanging or position of artworks   | 另作報價<br>to be quoted upon request  |
| d. | 展品包裝箱材料<br>Packing materials  | 另作報價<br>to be quoted upon request  |
| e. | 香港進出口報關費, 按貨值 0.05% 到岸價收取. 最低收費 USD25.00 展商 / 票貨.<br>Hong Kong Government import / export declaration fee 0.05% of CIF value declared. Minimum charge USD25.00 per exhibitor per consignment. |  |

D2. 回程費率

**FREIGHT HANDLING TARIFF - RETURN MOVEMENT**

回程與來程收費相同

Same as inward movement above with reversed services.

如需開具體的人民幣發票, 將加收總費用 6%.

All above service charge will be plus 6% for RMB invoice. (where applicable)



第三屆香港國際文化創意博覽會  
第四屆一帶一路國家文化藝術交流博覽會  
The 3rd Art Hong Kong Expo  
The 4th Belt & Road National Art & Culture Expo  
30 May – 2 June 2025, Asia World - Expo, Hong Kong



## E. 服務概況與程式

### GENERAL INFORMATION & PROCEDURES

#### 1e. 危險物品，含放射性材料及戰略性物品

##### DANGEROUS, RADIOACTIVE AND STRATEGIC ITEMS

上述物品禁止或限制進入展覽會場，因此發運這些物品前請與我司聯繫，提供有關物品的規格、成份、容量和體積，以便向有關部門申請進口許可文件和安排合適的倉庫與運輸工具。

The above items are prohibited / limited to move-in to the exhibition hall, special import permits are required and the carriers will only accept those cargoes subject to availability. Thus, before shipping those items to the exhibition, please submit us all the specification and volume of the cargoes for checking with the relevant parties regarding confirmation and application of import permit.

#### 2e. 展品包裝

##### PACKING

由於在運輸途中所有展品將經過多次裝卸，開箱查驗和展覽會後重新包裝，館外或貨場暫存。因此包裝箱必須要結實以便保護展品不會破損以及雨淋。展品可使用結實木箱或鋁箱包裝並適合反覆裝卸，紙板箱不適宜長途運輸。所有包裝箱內須有防水，防潮或真空包裝並在箱外注明易碎展品包及注明向上防壓標誌。

Please ensure your equipment is packed in a strong, waterproof packing case which lends itself to being re-packed after the exhibition. Please bear in mind that your exhibits will be in transit for long periods both to and from the exhibition and that cartons are not suitable to withstand the constant handling which takes place during transshipment. Shocking and bumping will sometimes be inevitable and cases may be placed in open air storage without cover, therefore exhibitors must take the necessary precautions against damage and rain.

#### 3e. 現場開箱或裝箱

##### UNPACKING OR REPACKING ON -SITE

在進出館期間，我司會協助參展商開箱就位及會後裝箱等服務。請參展商安排有關人員現場督導回運裝箱，對於包裝箱已經破損，殘舊或無包裝材料的回運展品，如貨物發生破損，短缺，丟失等情況，參展商並應對該操作負有全責。無包裝的回運展品如非由整體裝集裝箱載運，我司不予處理配載。

We will assist in physical unpacking and installation of exhibits, however exhibitors must supervise and be responsible for those operations. Similarly, during exhibition closing, exhibitors must also supervise the dismantling and repacking of exhibits, especially for delicate or heavy equipment. When exhibits are repacked with used packing materials, the packing is regarded as no longer suitable to protect the contents against damage and or moisture compared with the original. Exhibitors should therefore bear the responsibility for any consequences arising therefrom.

#### 4e. 超重或超大件展品

##### HEAVY AND OVERSIZES EXHIBITS

有重型展品及單一體積超過 1000 公斤或 3 立方米及其需用汽車吊和鏟車在展場組裝的展品之展商須及早到達展場，以便指導重型展品的拆箱和就位。如需用汽車吊和鏟車來對這些超重或超大件展品的拆箱就位和安放，展商必須提前與我們聯繫及提供詳細的超重或超大件展品示意圖以便我司展場操作。展商如有需要，可向我司索取有關服務的報價。

This applies to any single exhibit in excess of 1000 kgs and 3 cbm, that requires the use of a forklift or mobile crane for installation. Exhibitors with heavy and oversized exhibits must be on-site early to direct the operation of unpacking and positioning. If a mobile crane or forklift is required for installation of equipment, exhibitors should send your requirement to us as early as possible so that we could arrange contracting such equipment in advance. A quote will be given after receiving your enquiry.

第三屆香港國際文化創意博覽會  
第四屆一帶一路國家文化藝術交流博覽會  
The 3rd Art Hong Kong Expo  
The 4th Belt & Road National Art & Culture Expo  
30 May – 2 June 2025, Asia World - Expo, Hong Kong



**5e. 回運展品**

**RE-EXPORT**

在展覽會閉幕前，我司會派發展品回運委託書給各參展商填寫展品回運方式。復出口的海關手續至少需要 3 個工作天的時間。如有任何急需回運或轉展的展品，請參展商務必事先向我司提供相應運輸時間和特別的安排。若不按照此程式，我們只能於展覽會結束後辦理。

Disposal and forwarding instructions will be discussed with you during the course of exhibition. Re-export formalities will require at least 3 working days. Therefore, please do not make any plan on receiving the exhibits soon after the exhibition. We hold no liability for when the exhibits would be back to the desired final destination after the exhibition closes. If you need the exhibits to be re-exported urgently or transfer to other exhibitions, please contact our on-site representative of your request as applicable.

**6e. ATA 單證冊**

**ATA CARNET**

ATA 單證冊登記報關的展品，必須在展覽會閉幕後原數復出。ATA 進出口單證報關費 USD280.00 每運次。

To co-ordinate the complete process of temporary import by ATA Carnet is USD280.00 per transaction. Please note that ATA Carnet shipment must be re-exported after closure of the exhibition, it cannot be sold.

**7e. 保險**

**INSURANCE**

我司的貨運收費是以展品的體積或重量收取，而不是按展品的價值來計算。因此，所收取的費用不含保險費在內。為維護參展商權益，展商應自行購買展品的全程保險，包括展期內保險及責任事故的保險。展商請備妥保險合同正本或其副本，以備可能在展覽會現場發現短少，殘損時申報檢驗之用。

Exhibitors are suggested to arrange a proper round-trip all risks insurance coverage for the exhibits (including exhibition period). For routing of shipments, it is advised to cover the insurance policy by both air and surface (sea / road), as it is possible that the cargo will be re-exported in either way. Exhibitors should also bring a copy of the insurance policy to Hong Kong.

**8e. 付款條款**

**PAYMENT TERMS**

使用金怡公司或其指定代理的展商，將會收到金怡公司或其指定代理的付款通知發票；沒有通過金怡公司或其指定代理的展商，必須在展覽結束前，付清全額費用。

Companies using JES Logistics or its appointed agents will be invoiced by them for all services. Companies shipping other than by our offices or agents are advised that full payment must be received by us either on-site at the exhibition or in Hong Kong before the close of the exhibition.

**9e. 標準營業貿易條款**

**STANDARD TRADING AND CONDITIONS**

請各展商必須仔細閱讀本運輸指南並嚴格遵守上述各項條款。我司所提供的一切服務和經營活動皆遵照金怡公司標準營業貿易條款進行。若要查閱我司標準營業貿易條款，請登入 [www.jes.com.hk](http://www.jes.com.hk) 或備索。

All business is transacted only in accordance with our standard trading conditions. Please visit our web-site [www.jes.com.hk](http://www.jes.com.hk) or contact us for the details.

第三屆香港國際文化創意博覽會  
第四屆一帶一路國家文化藝術交流博覽會  
The 3<sup>rd</sup> Art Hong Kong Expo  
The 4<sup>th</sup> Belt & Road National Art & Culture Expo  
30 May – 2 June 2025, Asia World - Expo, Hong Kong



## F. IMPORTANT NOTES

1. The exact move-in / move-out schedule is subject to the organizer's final arrangement and is subject to change with or without prior notice.
2. The exact routing is subject to availability of transportation services.
3. The volume / weight ratio for air cargo is 6:1 (i.e. 1 cbm = 166.7 kgs). The chargeable weight is based on the volume weight or actual weight whichever yields the greater.
4. The charges for sea / road cargo are based on 1 cbm or 1000 kgs whichever yields the greater.
5. All cargo must be sent with "Freight Prepaid" for inward movement. A 10% surcharge will be imposed for any shipment sent with "Freight Collect". For the return movement if freight charge is required to be prepaid at the port of loading, a 10% advance fee will be levied.
6. Minimum charge for full container loads is: - a. 20 feet GP = 21 cbm      b. 40 feet GP= 42 cbm      c. 40 feet HC= 45 cbm
7. Companies require assembling or lifting equipment for erection of exhibits are asked to contact us as soon as possible with details of their requirements. Prices for hiring equipment will then be quoted subject to availability.
8. Prices include free storage in our Hong Kong godown as 3 days prior to our last receiving date for inbound goods, and 3 days after arrival back in our Hong Kong godown for outbound goods. Additional storage will be charged at USD25.00 per cbm per week or part of minimum USD 50.00 / transaction.
9. Application for Hong Kong import / export license for overseas exhibitors is at USD128.00 per application and license fee as per outlay.
10. Charges for inbound movement must be settled in full before the opening of the exhibition. Charges for outbound movement must be settled before cargo released.
11. Unpacked cargo - there will be a 20% surcharge for handling unpacked cargo. JES Logistics or its appointed agents will not be liable for any loss or damage.
12. Relative to inbound shipments, there may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of the Exhibitor's representative at the booth. Similarly, relative to out-going shipment(s), it is possible that there will be a lapse of time between the completion of packing and the actual pick up of freight from the booth for loading onto a carrier. It is understood that during such times the shipment(s) will be left in the booth unattended. Therefore, it is agreed that the Company and its sub-contractors are not liable for the loss of disappearance of, or damage to Exhibitor's freight after the same has been delivered to Exhibitor's booth, nor are the Company and its sub-contractors liable for Exhibitor's freight before it is picked up from the Exhibitor's booth for loading after the show. Consequently, all bills of lading covering outgoing shipment(s) submitted to the Company or its sub-contractors by Exhibitor will be checked at the time of pick up from the booth and corrected where discrepancies exist.
13. Dangerous goods - there is a 100% surcharge for handling dangerous cargo.
14. Please note that our freight charges do not include insurance coverage and all works is undertaken by JES at owner's risk. Exhibitors are suggested to arrange a proper round-trip all-risks insurance for their exhibits (including exhibition period). For routing of shipments, it is advisable to cover insurance both by air and sea, as there is a possibility of returning exhibits back to the country of origin by either way. Exhibitors should also bring a copy of the insurance policy to Hong Kong. It will be useful in case exhibitors require to file a claim for damage or loss in Hong Kong.
15. Our fees and charges are based on presently in force tariff. It is subject to change as to reflect any increase in our cost caused by exchange rate variations, freight rate increase, fuel charges adjustments, insurance premiums or increase of any other charges beyond the control of this company which come into effect after acceptance of your order and prior to delivery.
16. All business is transacted only in accordance with our standard trading conditions. Please visit our web-site [www.jes.com.hk](http://www.jes.com.hk) or contact us for the details.

第三屆香港國際文化創意博覽會  
第四屆一帶一路國家文化藝術交流博覽會  
The 3rd Art Hong Kong Expo  
The 4th Belt & Road National Art & Culture Expo  
30 May – 2 June 2025, Asia World - Expo, Hong Kong



**TRANSPORT ORDER / SHIPMENT PRE-ADVICE / INSURANCE COVERAGE (FORM A)**

To : JES Logistics Ltd. (email or fax no. + 852 2597 5057)

We hereby authorize JES Logistics Ltd. to deliver our exhibits as per the attached List of Exhibits to the exhibition and to unpack our cargo for customs inspection. All the charges are on our accounts and insurance coverage is not included.

1. Our exhibits are to be transported to destination country as follows: ☒ please tick where applicable

- ☐ From Guangzhou to Hong Kong      ☐ ATA Carnet      ☐ Culture and Tourism license      ☐ Permanent export
- ☐ From aboard to Hong Kong      ☐ by sea      ☐ by air      ☐ by courier
- ☐ Local Transportation (Pick up in Hong Kong)      ☐ From arrival fairground AWE

2. We confirm our art objects:

- ☐ are general painting and exhibits items      ☐ are contemporary and fine art objects items

JES Logistics Ltd. is pleased to provide all risks insurance coverage (for general exhibits only) including exhibition risks. JES and their agents can offer you insurance coverage for contemporary and fine art objects upon receipt written instructions. Please simply choose the coverage below :-

1. ☐ Round trip insurance coverage (insured value : \_\_\_\_\_) 0.6% on total sum insured
2. ☐ Single trip insurance coverage (insured value : \_\_\_\_\_) 0.35% on total sum insured
- ✧ Min. charge US\$100.00 policy (Deductible US\$630.00 or 10% on adjusted value on every claim / loss)
3. ☐ We will arrange the insurance coverage by ourselves.

We certify that our List of Exhibits attached is true and correct. We will be fully liable if the customs find any discrepancy or any cargo not declared. Any additional costs or penalty incurred will be on our account.

Exhibitor : \_\_\_\_\_ Booth No : \_\_\_\_\_

Address : \_\_\_\_\_

Contact No Tel : \_\_\_\_\_ Fax : \_\_\_\_\_ E-mail: \_\_\_\_\_

Authorized Signature with Company stamp

\_\_\_\_\_

Date: \_\_\_\_\_

Name in full and Business title