

ASIS Asia-Pacific Security Forum and Exhibition 2013

Shipping Instructions

<p>Your ASIS sponsorship and exhibition coordinator contact details</p>	<p>Alexia van Uytvanck Conference Coordinator ASIS EMEA Bureau 287, avenue Louise, 4th Floor 1050 Brussels, Belgium tel +32 2 645 2674 fax +32 2 645 2671 Alexia.vanUytvanck@congrex.com www.asisonline.org – www.asisonline.eu</p>
<p>Your Holiday INN (venue) Contact person</p>	<p>Cintia Wan cintia.wan@venetian.com.mo / cintia.wan@conradhotels.com</p>
<p>Delivery deadline for the materials</p>	<p>All shipped material (brochures, documents, pop-up banners etc.) should be delivered to the Holiday INN not earlier than November 27th and no later than December 1st.</p> <p>For your information, MOP 275.00 net will be charged by the Holiday INN per Cubic Metre per week for storage and handling fee purposes.</p>
<p>Delivery address</p>	<p>All packages need to be labelled with the Holiday INN label (see attachment 5). Shipment address: CINTIA WAN FOR ASIS C/O BUSINESS CENTER HOLIDAY INN MACAO COTAI CENTRAL At Sands® Cotai Central, The Cotai Strip®, Taipa, Macao SAR</p> <p>⇒ See label for all details</p>
<p>Tracking of your shipment</p>	<p>ASIS International EMEA/AP Bureau does not take responsibility for delivery. The sponsor/exhibitor should track the shipment until it has arrived to the Holiday INN and provide ASIS International EMEA/AP Bureau as well as <u>the Holiday Inn Business Center</u> with the following details:</p> <ul style="list-style-type: none"> • Name of courier company • Tracking or waybill number • Quantity of packages • Weight of the consignment • Air Waybill copy • Requested delivery location date and time

<p>IMPORTANT</p>	<p>Exhibitors must mention the <u>company name, the exhibition space number and the contact person</u> on each box of their shipment. Failure to do so may result in the loss of the box(es).</p> <p>- Boxes with bag inserts (as per sponsorship contracts) must be marked "<u>Registration Area – Bag Insert</u>" and the <u>company name</u> of the sponsor on each box. Failure to do so may result in the loss of the box(es).</p> <p>- Please note the specific delivery dates: Shipment received before the above mentioned delivery date may not be accepted by the hotel.</p> <p>Exhibitors should settle all charges that will be related to the shipping process such as shipping charges, customs fees, etc before the shipping. The hotel will not settle any charges upon receiving the shipment.</p> <p>- For consignments exceeding shipment value of US\$ 650.00, an import license is required as per regulations set by Macao Customs Law. The Business Center can assist with license application at MOP 880.00 / MOP 1650.00 per license (subject to the shipments contents).</p> <p>Should you have any enquiries about shipment, please contact the Business Centre directly on macao.businesscentre@conradhotels.com.</p>
<p>Official Partner</p>	<p>The organiser has appointed KRISTAL as an official partner for all transports, freight and logistics for the conference</p> <p>Please feel free to contact Kristal for your shipment. See contact details below:</p> <p>Kristal bvba - International Exhibition & Marketing Logistics (Mr. Geert Frère) Brucargo 829a - 1931 Zaventem - Belgium Tel +32 2 7514680 Fax +32 2 7514720 E-mail : geert.frere@kristal-logistics.com www.kristal-logistics.com</p>