



SHIPPING GUIDELINE

IROS 2025

**IEEE/RSJ International Conference on Intelligent Robots
and Systems**

**HANGZHOU INTERNATIONAL EXPO CENTER
HANGZHOU, CHINA**

Oct. 19-25th, 2025

GUIDELINES ON FREIGHT FORWARDING ARRANGEMENTS

We take pleasure in informing you that **Oriental K-Trans Int'l Logistics (Beijing) Co., Ltd.** has been appointed by the organizer as the official freight forwarder for **IROS 2025**.

Oriental-K-Trans is the sole on-site transportation contractor entitled to be responsible for all customs formalities and handling exhibits after their arrival in China.

Exhibitors are therefore requested to consult Oriental-K-Trans for any matter concerning forwarding of exhibits to Beijing fairground and on-site co-ordination. To ensure smooth handling of exhibits, please read this set of Guidelines very carefully and send your documents and exhibits to us as per our deadlines and instructions.

1. COMMUNICATIONS

You are kindly requested 2 months in advance to address all your correspondence to:

Oriental K-Trans Int'l logistics (Beijing) Co., Ltd.

Add: No. H2-2, China National Convention Center, No.7 Tianchen East Road, Chaoyang District, Beijing 100101, China

Office Tel: 86-10-65910280

Mobile & weChat: 86-10-18910553607 (Ms. Sophia Meng)

E-mail: sophiameng@okt-logistics.com

Attn: Ms. Sophia Meng

2. CONSIGNMENT INSTRUCTION

All shipments must be consigned "Freight Prepaid" to the following consignee:

For both sea and air shipments, cargo must be landed and free for collection by the stated deadline. Otherwise, we shall not be responsible for late delivery to your booth. If exhibitors do not consign their shipment strictly in accordance with the above **Consignment Instruction**, they must bear all the responsibilities and extra expense arising therefore. Exhibits sent by courier or by post will be treated as airfreight shipment. Once shipment is made (by sea or by air), please advise Oriental-K-Trans by e-mail of shipment details including:

For sea shipment – name of vessel, ocean B/L number; name of shipping lines' agent, address information.

For air shipment – master AWB number, flight number, Declaration Form (List of Exhibits/LOE) and proper Quarantine Certificate documents must be attached with airlines airway bill, as shipments can only be cleared through the customs against these documents.

3. DEADLINES AND COLLECTION PERIOD

To ensure timely delivery of your exhibits, it is of the utmost importance for us to receive your documents and exhibits by the appropriate deadlines. Oriental K-Trans will be providing individual shipping instructions and deadlines direct to confirmed exhibitors which will vary from country to country.

- | | |
|---|--|
| A. Declaration Form for Temporary Import Exhibits
(LOE Form) | Before September 15 th , 2025 |
| B. ORIGINAL B/L (freight prepaid)
vessel arrival | reach consignee 7 days before |
| C. Air way bill copy | Email to us once available |

If you are not contracting Oriental K-Trans to ship your material from the country of origin, your shipment must arrive in Shanghai / Hangzhou by the following deadlines:

D. Exhibits

Due to October 1- 8th, we Chinese have National Day and Mid Autumn festival holidays.

Deadline for shipments to arrive in Hangzhou & Shanghai as below:

- | | |
|-------------------------------|---------------------------------|
| --Arrived at Hangzhou Airport | Sep. 21-22 th , 2025 |
| --Arrived at Shanghai port: | Sep.20-22 th , 2025 |

4. EXHIBITION DOCUMENTS

The Declaration Form for Temporary Import Exhibits (LOE form) is the only legitimate document accepted by Customs for clearance. You must submit this form to Oriental-K-Trans without exception. Please use at least one page for each package of your exhibit. Try to make your declaration as detailed as possible, all items including catalogs, display materials, gifts must have exact quantity and bear a value. You will be fined if you put other things inside your case other than what you have declared.

Please be informed that for all exhibitions in China, exhibitors must provide the MODEL and SERIAL numbers for their temporary imported exhibition equipment with declared value at or over US\$200.00 (per unit).

MODEL and SERIAL numbers of all the equipment on declaration forms (especially of machinery products) which customs officers will record during their inspection for inward and it must be tallied with what is declared on the declaration form. This record will be checked again during the export.

- In such case, it is strongly recommended that the exhibitor should print the model and serial numbers of the exhibition equipment on each packing case in order to shorten the time that is spent on the Customs Inspection for return/re-export/transfer/sold exhibits.
- According to Chinese customs' rules, exhibitors must provide a certificate issued by the Radio Administration Bureau for your exhibits that have radiation function.
- Exhibitors must declare the material of each exhibit items on the Declaration Form (especially for

stand fitting materials. E.g., made from plastic; wood; iron; steel; metal or other material, etc) in order to identify the HS code numbers for input the Customs Data.

5. Clearance time

Normally, Customs formalities take about 14-30 working days, we recommend you go to the show earlier. Otherwise, we can't guarantee to get your exhibits out from the airport before the opening.

6. HEAVY AND OVERSIZE EXHIBITS

If you have heavy and oversize exhibits, you must be on-site early to direct the operation of uncrating and positioning. If a crane or forklift is required for installation of equipment, please send your requirements to us as early as possible so that we can arrange contracting such equipment in advance. A quote will be given after receiving your inquiry.

7. PACKING AND ITS LIMITATION

Please note that the exhibits are repeatedly loaded and unloaded, thus they must be professionally packed to suit long distance transportation. Measures must be taken to protect the exhibits against damage and adverse weather conditions. We suggest that all exhibits should be securely packed in sturdy waterproof crates suitable for return shipments after the exhibition. Cardboard is not recommended, especially for valuable and fragile items. Oriental K-Trans Int'l logistics (Beijing) Co., Ltd. cannot be responsible for the consequences associated with improper packing. Exhibits exceeding the following limitations may cause difficulty in transportation, please consult us before shipping:

Length (meter)	= 6.0	Width (meter)	= 2.0
Height (meter)	= 2.0		
Weight (kg)	= 2,000		
Floor-Loading (kg/sq.m.)	= 3,000		

8. CASE MARKING

Please ensure the following marking to be painted on each case:

IROS 2025

C/O Oriental-K-Trans

Net Wt. _____ kgs

Company _____

Gross Wt. _____ kgs

Stand No. _____

Dimensions L x W x H = _____ CBM Case No. _____

9. CUSTOMS CLEARANCE IN CHINA

The exhibition center is regarded as a Customs-bonded area. As the Official Freight Forwarder for the exhibition, we are responsible to the Customs for clearance of all the materials coming in and going out of the exhibition center. Thus you should not allow your exhibits to be taken away from the show site without prior arrangement with Customs through Oriental K-Trans Int'l logistics (Beijing) Co., Ltd.

10. UNCRATING AND RE-CRATING OF EXHIBITS

Oriental K-Trans Int'l logistics (Beijing) Co., Ltd. will provide labor and equipment to assist you in uncrating and positioning of exhibits. You must be onsite and available during move-in to supervise and be responsible for these operations since they will be performed at your own risk. In some circumstances, however, the Customs at the ports or fair site may inspect cases without you being present.

During the exhibition closing, you should also supervise the dismantling and re-crating of your exhibits. We suggest you prepare some new packing materials for your return exhibits because these materials are not available in China.

11. INSURANCE

Please note that our freight charges do not include insuring your exhibits and all work is undertaken by Oriental K-Trans Int'l logistics (Beijing) Co., Ltd. at owner's risk. Therefore you should make certain that all shipments are covered by a fully comprehensive policy from the time of dispatch up to your booth, the duration of the show and for the return transportation after the show. Please bring a copy of your insurance policy to the show for reference.

12. CLOSING OF EXHIBITION

During the show, our on-site staff will distribute the following documents to you:

- a) letter explaining the closing procedures;
- b) A copy of your Declaration Form for Temporary Import Exhibits (Form H1);
- c) Instructions for Disposal of Exhibits.

Closing operations will commence after visitors leave the hall, Oriental K-Trans will then start to return the empty cases to the booths, assist you in re-crating and undergoing Customs formalities.

13. RETURN OF EXHIBITS

All exhibits which have not been sold, transferred to bonded warehouse, consumed, given away or abandoned must be returned to overseas after closing of the exhibition. Customs formalities for returned exhibits take time, you must not expect your exhibits to be returned immediately after the show finished. All return shipments, will only be arranged when all payments are received by us.

14. PAYMENT

We will fax our invoice to you and the original copy will be followed by mail, please make payment upon receipt. For remittance from overseas, please find our banker's details below:

BANKER : Bank of Communications Beijing Branch SWIFT BIC : COMMCNSHBJG A/C NAME: Oriental K-Trans Int'l Logistics (Beijing) Co., Ltd. A/C No. : 110060834018010004348

For exhibitors who send exhibits through our overseas agents, all opening and closing charges should be settled with that agent directly.

15. QUARANTINE INSPECTION AND FUMIGATION

Effective from 01 January 2006, Chinese Quarantine Authority strictly request that all cargoes with wooden packing, from all countries and regions, must undertake fumigation treatment. Details please refer to as follows

Effective Date:

January 01, 2006

Observe District:

All countries / Cities (Including Hong Kong SAR, Macau SAR and Taiwan)

Observe Scope:

All non-manufactured wood packaging material to be used to carry, pack, pad and support, and reinforce the goods, such as wooden case, crate, pallet, frame, pal, wood pole, wedge, sleeper and pad.

Exempted Scope:

Those wood composite products made after being heat and pressure treated, such as plywood, particleboard and fiberboard. Veneer, core, Sawdust, wood fiber and particle and other wood materials with a thickness equal to or less than 6mm.

Observe Requirement:

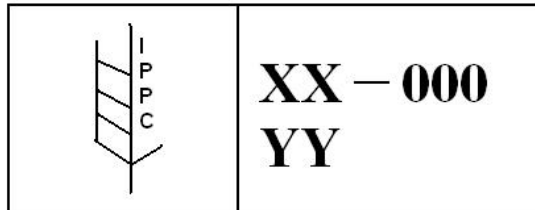
China Entry & Exit Inspection and Quarantine requires all wood packaging goods to be imported to have undergone a Heat Treatment/Fumigation at the country of origin prior to shipping to China (Included Hong Kong SAR, Macau SAR and Taiwan).

All import wood packaging materials should be treated by Heat Treatment (HT) or Methyl Bromide (MB) fumigation at the origin, and the IPPC Mark placed on two opposite sides of the wooden packaging material.

The Mark should contain the valid symbol approved by IPPC, country code, unique number of producer / treatment designated by the National Plant Protection Organization (NPPO) of exporting countries and treatment methods (HT, MB).

If your exhibits are shipped from a country which is different from this country code, exhibitors need to provide an explanation, otherwise cargoes will not be allowed to be delivered to your booth and must return to the origin.

If the wooden packaging material does not display the approved mark or with approved mark but intercepts the live harmful pest, then the cargoes will be disposal or return to the origin.



Where:
 IPPC - Abbreviation of "International Plant Protection Convention";
 XX - International Standardization Organization (ISO) two letter country code;
 000 - Wood packing producing enterprise code approved by official plant quarantine authorizations in export countries or territories;
 YY - The phytosanitary treatment measures, Methyl Bromide Fumigating - MB, Heat Treatment - HT

We suggest you issue 2 Original Certificates, One original certificate must be attached to the original airway bill or ocean bills of lading send to consignee for submitting to China Entry & Exit Inspection and Quarantine. The second Original must be sent by courier service to Oriental K-Trans office.

For goods that are not packed with wood packing materials or are not loaded on a wood pallet, exhibitors are required to complete the form of DECLARATION OF NO WOOD PACKING MATERIALS. Please issue two (2) originals with company stamp and signature, one original must be attached to the original airway bill or ocean bills of lading send to consignee for submitting to China Entry & Exit Inspection and Quarantine. The second original must be sent to Oriental k-Trans office.

Important Notice – In order to avoid possible problems on Wood Quarantine Inspection, such as some wooden bars on wooden pallet are conifer wood, we recommended for all wood packing or wood pallet loading exhibits should arrange Heat Treatment/Fumigation Handling at country of origin. Please issue two (2) originals, one original certificate must be attached to the original airway bill or ocean bills of lading send to consignee for submitting to China Entry & Exit Inspection and Quarantine. The second (2nd) original must be sent to Oriental K-Trans office.

Failure to make the necessary arrangements for the handling of wood packing goods, exhibitors will be responsible for the penalties from Chinese Government Authorities and the delay of exhibits delivery to stand on time.

For goods that are packed with plastic materials, it must be new or marked with a recycle mark if not new, otherwise packing materials will be destroyed or cargoes will not be allowed to be delivered to booth and must return to the origin.

All the charges of quarantine inspection and / or fumigation for the incoming and return shipments will be levied according to our Tariff.

For full details, please visit the official website of China Entry & Exit Inspection and Quarantine.

16. CONDITIONS OF BUSINESS

All services provided by Oriental-k-Trans is carried out in accordance with our Standard Trading Conditions.

SERVICES AND RATES FOR HANDLING OF EXHIBITS

1. BASIC SERVICE CHARGE USD60.00/exhibitor/consignment

2. INWARD MOVEMENT

A. Direct shipment to Hangzhou

From free arrival port delivery up to booth plus
uncrating, positioning & removal of empties

- By Sea to Shanghai USD110.00/cbm or 1,000kgs
(Min. 5cbm/exhibitor/consignment)

- By Air to Hangzhou USD1.00/kg
(Min. 200kgs/exhibitor/consignment)

B. Customs handling fee

- By Sea USD150.00/consignment

- By Air USD150.00/consignment

C. Storage in Bonded Warehouse Before move-in Storage

- By sea USD1.50/cbm/day
USD30.00/20'/day & USD50.00/40'/day
- By air USD0.05/kg/day (Min.200kg)

Unloading (Warehouse in)

- By sea USD5.00/cbm (Min.4cbm)
USD170.00 /20'

USD310.00/40'

- By air USD0.10/kg(Min.200kg)

Loading (Warehouse out)

- By sea USD5.00/cbm (Min.4cbm)
USD170.00/20'

USD310.00/40'

- By air USD0.10/kg(Min.200kg)

D. Quarantine Inspection

- By sea USD150.00/shipment/exhibitor)

- By air USD150.00/AWB/consignment

3. SITE HANDLING OF LOCAL EXHIBITS DURING OPENING

From arrival exhibition site delivery up to booth
plus uncrating, positioning & removal of empties USD55.00/cbm
(Min. 1cbm/exhibitor/consignment)

4. OUTWARD MOVEMENT

A. Return shipment to oversea direct Charges same as 2A
Storage & re-delivery of empties to booth for
re-crating & transport to Shanghai port

B. Exhibits to bonded warehouse USD110.00/cbm (Min. 2cbm)
Storage & re-delivery of empties to booth for
Re-crating & transport to Customs bonded
warehouse

C. Customs handling fee Charges same as 2B

D. Storage in Bonded Warehouse After Exhibition Charges same as 2C

5. HEAVY LIFT OR OVERSIZE SURCHARGE IN CHINA (INWARD OR OUTWARD)

A. Heavy lift surcharge
2,000 - 3,999kgs/package USD7.00/100kgs
4,000 - 5,999kgs/package USD15.00/100kgs
6,000 - 9,999kgs/package USD30.00/100kgs
over 10,000kgs/package to be advised

B. Oversize surcharge
Individual piece must not exceed: to be advised
L = 6.0 M, W = 2.0 M, H = 2.0 M

6. LABOR AND EQUIPMENT

A. Local Manpower (Min. 4 hours) USD55.00/person (Min.4 hours)

B. Equipment (Min. 4 hours) USD70.00/3-ton forklift/half day
USD250.00/5-ton forklift/half day

C. Mobile Crane Quoted upon request

REMARKS:

1. Port handling charges for sea shipment is USD45.00/cbm (Min. 5 cbm/shpt) and air terminal charge for air shipment is USD0.40/kg (Min. 100kgs), for any oversize & overweight exhibits, THC charges in

airport or seaport will be charged as per the actual outlay. For any H-awbs (It means that the consignee of Mawb hasn't been shown according to our guideline), agent handling fee will be charged USD70.00/shipment.

2. Minimum chargeable volume for container:

20' Dry container = 24 cbm, 20' Flat rack or open top = 25 cbm

40' Dry container = 48 cbm, 40' Flat rack, open top or high-cube = 50 cbm

3. Cargo arriving beyond deadlines, a surcharge amounting to 30% of the inbound movement charges and on-site service charges will be levied; if cargo arrives after exhibition opening, 50% surcharges will be added to respective handling charges.

4. Return of empty container to depot or collection of empty container from depot

For 20' is USD350.00

For 40' is USD490.00

5. Storage for empty cases during the show period will be USD3.00/cbm/day.

6. Documents fee: USD70.00/Shipment.

7. Demurrage of container will be incurred 7 days after vessel arrived at Shanghai.

8. For air shipment, volume/weight conversion = 6cbm / 1,000kgs

9. Customs clearance fee for duty free given-away or consumed items USD210.00/consignment or exhibitor (Import taxes and duties as per outlay)

10. Special exhibits such as refrigerated food, dangerous goods, artworks, animal and plant specimens, live animal transportation, etc. require 2-3 months in advance contact and one vote one discussion.

11. Charges for Quarantine inspection(including charges for Quarantine occurred by taking samples and the charges occurred by abandoned cargoes for official final disposal, and fumigation for exhibits if any, will be charged according to outlay.

12. All wooden cases, pallets and containers with wooden base will have to be fumigated before returning to USA, Canada, Australia, Japan and some European Community Countries. All charges incurred will be charged as per outlay.

13. The Change D/O fee will be charged as per outlay for LCL/FCL sea shipment.

14. No free charge period for storage.

15. If any, customs bounded fee as per outlay

CONDITIONS OF BUSINESS

1. All business undertaken, including any advice, information or service provided whether gratuitously or not by ORIENTAL K-TRANS INT'L LOGISTICS (BEIJING) CO., LTD. (hereinafter called "the Company") is transacted to the Conditions hereinafter set out and each condition shall be deemed to be incorporated in and to be a Condition of any agreement between the Company and its Customers. No agent or employee of the Company has the Company's authority to alter or vary these Conditions.
2. Customers entering into transactions of any kind with the Company warrant that they are the owners or the authorized agents of the owners of any goods to which the transaction relates and further warrant that they are authorized to accept these conditions not only themselves but also as agents for and on behalf of all other persons who are or may thereafter become interested in the goods.
3. Subject to express instructions in writing given by the Customer, the Company reserves itself absolute discretion as to the means, route and procedure to be followed in the handling, storage, and transportation of goods. Further, if in the opinion of the Company it is at any stage necessary or desirable in the Customer's interests to depart from those instructions, the Company shall be at liberty to do so.
4. Pending forwarding or delivery, goods may be warehoused or otherwise held at any places at the sole discretion of the Company and the costs thereof shall be for the account of the Customer.
5. No insurance will be effected except instructions given by the Customer and all insurances effected by the Company are subject to the usual exceptions and conditions of the policies of insurance company or underwriters taking the risk.
 - (i) The Company shall only be responsible for any loss of or damage to goods or for any non delivery or miss-delivery if it is proved that the loss, damage, non delivery or miss-delivery occurred whilst the goods were in the actual custody of the Company and under its actual control and that such loss damage non-delivery or miss-delivery was due to the willful neglect or default of the Company or its own employees.
 - (ii) The Company shall only be liable for any non-compliance or miss-compliance with instructions given to it if it is proved that the same was caused by the willful neglect or default of the Company or its own employee.
 - (iii) Due to force majeure, the Company shall not in any event be liable for any direct or indirect consequential loss howsoever, whenever and wherever arising and whether or not attributable to these negligent act or default of the Company.
6. In no case whatsoever shall any liability of the Company howsoever arising and notwithstanding any lack of explanation exceed the value of the relevant goods or a sum at the rate of USD\$500 per 1000 kilos on the gross weight of the goods whichever is the less.

7. In any event the Company shall be discharged from all liability for loss, damage or miss-delivery unless notice be received in writing within 7 days after the end of the transit.

8. All agreement between the Company and its Customers shall be governed by the laws of the People' s Republic of China.

9. All disputes in connection with all agreement between the Company and its Customers or the execution thereof shall be settled through friendly negotiation. In case no settlement can be reached through negotiation, the case should be submitted for arbitration to the Foreign Trade Arbitration Commission of the China Council for the Promotion of International Trade, In accordance with the "Provisional Rules of Procedure of the Foreign Trade Arbitration Commission of the Council for the promotion of International Trade" . The arbitration shall take place in Beijing and the decision rendered by the said Commission shall be final and binding upon both parties; neither party shall seek recourse to a law court or authorities for revising the decision. The arbitration fee shall be borne by the losing part.

10. Final power of interpretation to these conditions shall belong to ORIENTAL K-TRANS INT' L LOGISTICS (BEIJING) CO., LTD.

The use of client' s own documents is no derogation of these conditions.