

IFMAC & WOODMAC 2026

SHIPPING INSTRUCTION



IFMAC & WOODMAC 2026

23 – 26 SEPTEMBER 2026

JAKARTA INTERNATIONAL EXPO

INDONESIA

PT. MAXIMOS GLOBAL LOGISTIK

METROPOLITAN TOWER 19th FLOOR #A&F

JL. RA. KARTINI KAV.14 CILANDAK JAKARTA SELATAN

DKI JAKARTA 12430

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Contact Details

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Deadlines

a. DEADLINES/SCHEDULE AT A GLANCE

Copies of Bill of Lading and the Commercial Invoice and Packing List for sea freight consignments	26 August 2026 – LCL 02 September 2026 – FCL
Arrival of exhibits shipped by sea freight	02 September 2026 – LCL 09 September 2026 – FCL
Copies of Commercial Invoice and Packing List for airfreight consignments	02 September 2026
Arrival of exhibits shipped by air freight	09 September 2026

Deadline for Dispatch of Documents (Pre-Alerts)

To ensure no delays or undue inconvenience for customs clearance on arrival, it is imperative that copy of the vessel/flight details with master air waybill / ocean bill of lading detail be forwarded well in advance before the arrival of shipments according to the stipulated deadlines above.

Agility will not be responsible for any delays and any port/airport storage charges will be re-charged at cost. **For late submission of documents, a penalty fee will be charge at cost – as per receipt.**

Pre-alerts must be forwarded to us:

PT MAXIMOS GLOBAL LOGISTIK

(Fairs & Events)

Tel. +62 21 2297 6868

Ms Lorna

lorna.aponno@maximos.co.id

IMPORTANT

Refer to the regulation from Finance Ministry of Indonesia No 158/PMK.04/2017 and the Directorate of Custom and Excise No. Per-38/BC/2017 which requires EDI Manifest to be submitted to Indonesian Custom latest 24 hours prior flight/vessel's departure or arrival date which has to real importer/consignee.

The Advanced Manifest must be submitted to Indonesian Custom Authority 24 hours prior to arrival port (for inbound shipment). Late and incorrect data manifest will lead to progressive Custom Penalty ranging from IdR 10,000,000.00–IdR 100,000,000.00/shipment.

In Addition, there will be a Custom Penalty for incorrect declaration of quantity and weight (Actual VS AWB), penalty ranging from IdR 25,000,000.00 – IdR 500,000,000.00/shipment.

Document & Consignment Instructions

b. DOCUMENTS REQUIRED

1. SEAFREIGHT

- ☐ Copy commercial invoice & Packing List
- ☐ Original / surrendered of Bill of Lading
- ☐ Marine Insurance policy (if insured)
- ☐ Certificate of Fumigation
- ☐ Pictures of items
- ☐ Standard Packing ISPM#15

All sea freight consignments must arrive at Tanjung Priok Jakarta Seaport

2. AIRFREIGHT

- ☐ Copy commercial invoice & Packing List
- ☐ Airway Bill
- ☐ Marine Insurance policy (if insured)
- ☐ Certificate of Fumigation
- ☐ Pictures of items
- ☐ Packing Declaration

All Air freight consignments must arrive at Jakarta/ Soekarno Hatta Airport

3. ATA CARNET Is not required for show in Bonded Area

CASE MARKINGS

For easy identification, all packages shall be marked as follows:

IFMAC & WOODMAC 2026

c/o **PT. MAXIMOS GLOBAL LOGISTICS**

Name of Exhibitor : _____

Stand Number : _____

Case Numbers : _____

Gross Weight/Net Weight : _____

Dimensions : _____

Shipping Instructions

SEAFREIGHT CONSIGNMENT INSTRUCTIONS

All exhibition goods by **SEAFREIGHT** must be sent "Freight Prepaid" to:

Consignee	PT. JAKARTA INTERNATIONAL EXPO GEDUNG PUSAT NIAGA LT.1 ARENA PRJ JL. EX BANDARA KEMAYORAN JAK-PUS 10620 TAX ID : 002.192.163.0-073.000
Notify	PT MAXIMOS GLOBAL LOGISTIK GEDUNG METROPOLITAN TOWER, LT.19, UNIT AF JL. RA KARTINI KAV 14, CILANDAK BARAT, CILANDAK, KOTA ADM. JAKARTA SELATAN, DKI JAKARTA, 12430 TAX ID : 0437 5198 5301 6000 Tel. : (62) (21) 2297 6868(Hunting) Email : lorna.aponno@maximos.co.id ; Attn. : Lorna
IMPORTANT! Please mention the name of event with stand & number in the marks and number column IFMAC & WOODMAC 2026 23 – 26 SEPTEMBER 2026 Name of Exhibitor : _____ Stand Number : _____ Description of Goods: Items Name + HS CODE (Please mention at least 5 items)	

All documents such as Bill of Lading and Airway Bill must show PT. MAXIMOS GLOBAL LOGSITIK (Fairs & Events) as the notify party.(A 5% outlay commission will be imposed on all "Freight Collect" consignments).

AIRFREIGHT CONSIGNMENT INSTRUCTIONS

For Airfreight Shipment, pls arrange to issued MAWB + HAWB on “ Freight Prepaid “ as follows :

MAWB	
Consignee	PT MAXIMOS GLOBAL LOGISTIK GEDUNG METROPOLITAN TOWER, LT.19, UNIT AF JL. RA KARTINI KAV 14, CILANDAK BARAT, CILANDAK, KOTA ADM. JAKARTA SELATAN, DKI JAKARTA, 12430 TAX ID : 0437 5198 5301 6000
Notify	Same as consignee
Description of	CONSOLIDATION SHIPMENT AS PER ATTACHED MANIFEST + HS
HAWB	
Consignee	PT. JAKARTA INTERNATIONAL EXPO GEDUNG PUSAT NIAGA LT.1 ARENA PRJ JL. EX BANDARA KEMAYORAN JAK-PUS 10620 TAX ID : 002.192.163.0-073.000
Notify	PT MAXIMOS GLOBAL LOGISTIK GEDUNG METROPOLITAN TOWER, LT.19, UNIT AF JL. RA KARTINI KAV 14, CILANDAK BARAT, CILANDAK, KOTA ADM. JAKARTA SELATAN, DKI JAKARTA, 12430 TAX ID : 0437 5198 5301 6000 Tel. : (62) (21) 2297 6868(Hunting) Email : lorna.aponno@maximos.co.id ; Attn. : Lorna
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COURIER

COURIER OF PRINTED MATERIALS – BROCHURES, PAMPHLETS, CATALOGUE **With weight below 100 Kgs per shipment.**

Please contact our Maximos Team for further guidance/ assistance, do not send the courier shipment without MAXIMOS Confirmation to avoid any issue during clearance process.
Kindly be noted that Courier shipment beyond MAXIMOS Control.

Customs Regulations

SALE OF EXHIBITS

Goods may be sold during the exhibition but under no circumstances can they be removed from the Fairgrounds until duties/taxes have been paid and permanent customs import procedures have been completed.

Meanwhile, these goods are required to be removed to a bonded warehouse until the necessary documentation is completed. The minimum period needed to process permanent customs import document is 3 weeks. Exhibitors are allowed to store their goods in their facility for up to 1 month from the close of the exhibition, after which duty must be paid or the goods to be re-exported

NOTE:

All computation of duties/taxes will be based on the HS Code indicated on CIPL. The Customs Authorities are empowered to amend the HS Code and uplift the declared CIF value based on the new/uplifted value.

The Indonesian Customs Amendment Rights is valid for ten (10) years from date of import and exhibitors or buyers shall be responsible for all miss declarations. In such cases, heavy penalty and the balance of duty/taxes must be paid accordingly.

ADDITIONAL SERVICE

For additional services not listed above, an individual quotation will be given upon receipt of specific requirements

THE END