



SHIPPING GUIDE-LINE

ICML 2026

Forty-Third International Conference on Machine Learning

COEX, B1 & Swing space

6th-11th JUL. 2026

ROSETTE EXPO INC.

#1001-1, KINTEX Exhibition Centre 2 Office B/D, 217-59

Kintex-ro, Ilsanseo-gu, Goyang-si, Gyeonggi-do, Korea

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I . INTRODUCTION

We are pleased to inform that we ROSETTE EXPO INC. has been appointed by the organizer as the sole official freight forwarder and on-site handler for **ICML 2026**.

WE PROVIDE the Comprehensive logistic 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.

If you have any questions for the show, please feel free to contact us.

ROSETTE EXPO INC.

Mr. Todd Wan Lee

#1001-1, KINTEX Office B/D, 217-59 Kintex-ro,

Ilсанseo-gu, Goyang-si, Gyeonggi-do, Korea

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todd.lee@rstexpo.co.kr

II. CARGO DEADLINE

To ensure the timely delivery of your exhibit to the exhibition site, your shipment must arrive in Korea by the following dates:

Sea-freight (LCL, FCL)	Busan Seaport / Incheon Seaport	5 Working days before the target delivery date
Airfreight	Incheon Airport	3 Working days before the target delivery date



III. DOCUMENTS

Draft invoice & packing list, AWB, B/L must be provided to us before initiation of shipping to Korea for pre-checking and revision in advance.

DOCUMENT REQUIRED FOR CUSTOMS CLEARANCE

- 1 Copy of express BL or original AWB
- 1 set of Combined Invoice & Packing Lists

Combined invoice & packing list must include the following information,

- * A detailed description of the items in English
- * HS CODE (Customs Tariff No.)
- * Model No. & Serial No.
- * Weight, dimensions, unit value, total value, quantity, Country of origin
- * Please indicate "The goods are for exhibition purpose only" and "All the values are for customs formalities only"

Please note that temporary importation (e.g. exhibits, machines, stand building material) and definitive importation (e.g. advertising material, catalogues) must be packed and invoiced separately.

In case of the batteries and any DGD goods, the MSDS must be submitted with docs.

IV. BILL OF LADING for Seaway / AIR WAYBILL for Airway

Consignee: **ROSETTE EXPO INC.**
#1001-1, KINTEX Office B/D, 217-59 Kintex-ro,
Ilsanseo-gu, Goyang-si, Gyeonggi-do, Korea
Tel: +82-31-913-8188 Fax : +82-31-995-6117
Attn: Mr. Todd Wan Lee

Notify: Show name: **ICML 2026**
Exhibitor name:
Hall No. / Stand No. :

Freight term: **MUST BE "PRE-PAID"**



V. MARKING AND PACKING

MARKING

We recommend to stick below marking on two sides of each case.

Show name:

Company/ Exhibitor:

Hall / Stand No.:

Case No. : of i.e. 1/5 of 5/5

Dimensions: CM x CM x CM

Gross Weight / Net Weight : KG / KG

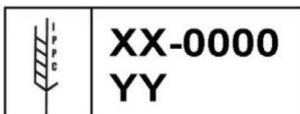
PACKING

Strongly recommend that the temporary items to be returned after the show and the permanent items to be consumed during show period should be packed separately.

The case must be strong enough to avoid damage during transportation and unpacking and in particular be suitable for repacking as well as for sale or return movement after the exhibition.

Packing in carton is not considered suitable for repeated handling, especially, for valuable or delicate equipment. Any damage claim due to unsuitable carton package will not be accepted.

All import wooden packing materials should be treated by Heat Treatment(HT) or Methyl Bromide(MB) fumigation under the supervision of the quarantine authority of the export country or territory according to the International Plant Protection Convention (IPPC), and the mark of IPPC in black color should be put (stuck) on two opposite side of the treated wooden package.



VI. INSURANCE

As our tariff is compiled on the volume or weight basis and has no correlation with the value of exhibits, naturally no insurance has been covered in our tariff and all work is undertaken by us at owner's risk, Thus, Exhibitors should arrange a proper round-trip(**Including exhibition period**) of all risk insurance for their exhibits and such insurance must include **a waiver of subrogation against Rosette Expo Inc. and its agents and/or subcontractors**

Rosette Expo Inc. will not be responsible for any loss of or damage to exhibits, which are not insured by exhibitors



VII. HANDLING OF EMPTY BOX

Empty packages will be stored in open area. Covered area will be used only upon extra order. ROSETTE EXPO INC. is not responsible for any material loss in "empty" boxes.

VIII. IMPORTANT NOTICE about Custom clearance issue

1. TEMPORARY IMPORT (Bonded entry) – In case of exhibition site is allowed as “BONDED AREA” by Customs Authorities.

* **SOLD & Permanent import Item During the show** : All bonded goods MUST be moved to bonded W/H after this show by Rosette Expo Inc. and then, the buyer can receive the goods after paying Duty & Tax (The Korea Customs) and the Local charge (Rosette Expo Inc.).

* **RETURN Item** : To be transported Busan / Incheon sea port or Incheon airport after show.

2. PERMANENT IMPORT (for FREE-Distribution)

* Consumable goods such as leaflet, Give-aways and other promotional items valued less than US\$5.00 (C.I.F value) per piece are Duty Free. However, such items must be reasonable Qty and Price in the option of Customs. Otherwise, such items shall become dutiable, Decision of “Dutiable or Duty Free” will be advised at the time of Customs Inspection at exhibition site regardless of the afore mentioned provision.

3. Conversion of Temporary import (ATA Carnet) to Permanent import

* Apart from consumable items or Permanent goods, in case of goods imported as temporary under ATA Carnet way, If the exhibitor wants to sell or leave it on Korea boundary after the show, it is impossible to conversion of custom type from temp. import to perm. Import. because, when it imports temporary at inward time, it is normally declared under Rosette's Name because, there is not Korea real importer for exhibitors, so, to import with duty and taxes, we must declare it with real importer changing the importer from Rosette, but the Korea customs do not allow to change the importer for imported goods. thus, please be noted, if the exhibits have any possibility to sell the goods or to hand it over any other Korea buyer, please discuss it when it entries first time with us, and please provide us the required information, then we will declare it with real importer's information. otherwise, it must be returned to origin after the show definitely and strongly recommend to re-import it with real importer in Korea. ROSETTE EXPO INC. will give form sheets for further handling of the exhibits during the show. Exhibitors have to be filled in, signed and returned to us before the end of the show for customs declaration and disposal.

4. Further question for import matter.

For smooth and safe handling, we strongly recommend you to discuss us about the import matter in advance, if you have a specific import plan. we will be dedicated agent of you to find efficient and proper way.