



# Tokyo 2020 Olympic Sailing

## Customs and Freight Forwarding Guide

### Appendix – Sailing (version 1)

31 January 2020

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## 1. General Information

This appendix summarises the key principles of the Freight Support Plan for the transport of NOCs' boats and equipment to and from Tokyo for the Olympic games. All NOCs that have qualified athletes in sailing events for the Olympic games can benefit from the Freight Support Plan.

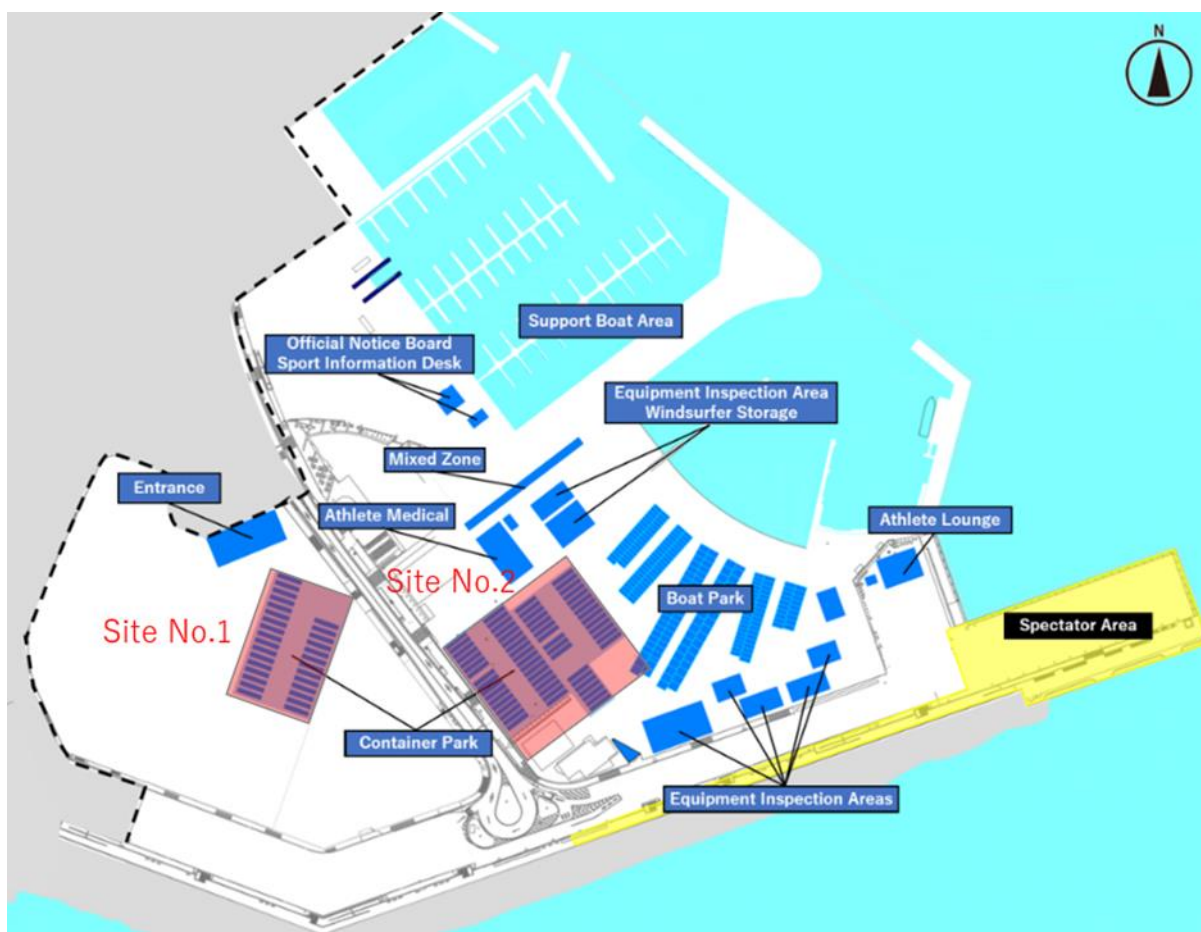
This appendix provides an overview of the procedures for handling containers during the Olympic game. Two storage locations at the competition venue and a secondary site outside of the competition venue will be prepared during the Olympics games.

If NOCs are planning to transport containers outside the support period, the official customs broker will consult individually and NOCs have responsibility to pay the inland transportation and crane fee. The official customs broker's contact email address is [sailing.yamato@y-logi.com](mailto:sailing.yamato@y-logi.com) Please note it is not accepted to transport NOC's boats and equipment till the end of March,

SUPPORT PERIOD : 18 May 2020 ~ 10 August 2020

Up to two containers can be stored at the competition venue while it is open. Subsequent containers will be transferred from the competition venue to the secondary site from 18 May 2020 to 10 August 2020. Please be aware that NOCs will not be allowed to access inside their containers at the secondary site due to the Japanese Building Standards Law.

To maintain fairness, container locations and the number of containers qualified for Freight Support Plan for all NOCs will be determined by World Sailing in conjunction with the Tokyo Olympic and Paralympic Games Organizing Committee (Tokyo2020). Please contact Tokyo 2020 for more details. Contact email address is [sailing\\_log@tokyo2020.jp](mailto:sailing_log@tokyo2020.jp).



## 1.1 Freight Support Plan

Freight Support Plan is intended to ease the NOCs' financial burden of participating in the Tokyo 2020 Olympic Sailing Competition. Tokyo 2020 has decided for this Olympiad to focus the support plan within the host country and where Tokyo 2020 can provide the most assistance. If NOCs choose to use Freight Support Plan, Tokyo 2020 will cover the crange and ground transport costs between competition venue and Tokyo/Yokohama port in the designated operation day during the delivery window. Please note that crange is free regardless of the number of containers and handling company. Please see page 6 and 8 for the designated operation dates.

Container loaded with boats and equipment will be transported on delivery windows determined by Tokyo 2020. No reimbursements will be made for shipments undertaken outside the Freight Support Plan.

The following three options are available to NOCs using the Freight Support Plan.

- Inland transportation between the competition venue and Tokyo/Yokohama port from 18 May to 10 August.
- Crange to unload and load containers at the competition venue and secondary site during delivery window.
- Inland transportation between the competition venue and the secondary site for up to three round trips.

The conditions for applying the Freight Support Plan are as follows.

### 1) Freight Support Plan Application Conditions

- Athletes boats and Equipment belonging to NOC whom have qualified for Tokyo 2020 Olympic Sailing Competition.
- No more than 5 containers, according to the container allocation policy.
- Use the Tokyo 2020 designated logistics contractor for all parts of the Japanese domestic shipping movement of the supported containers
- Meet all reasonable processes and timelines set out by Tokyo 2020 and its contractor.

### 2) Not Eligible for Freight Support Plan

- 6<sup>th</sup> and subsequent containers
- Containers owned by organizations other than entered NOCs or NFs.
- Containers transported outside of delivery windows
- Containers transported to any locations besides competition venue and secondary site

## 1.2 NOC/Tokyo2020 Responsibility

ACTION	RESPONSIBILITY	
	NOC	Tokyo 2020
Prior to shipping:		
1. Issuing draft shipping documents (invoice and packing list) and sending them to Tokyo 2020.	✓	
2. Checking and approving draft shipping documents.		✓
3. Issuing the original shipping documents.	✓	
Shipping boats and equipment to Tokyo/Yokohama port		
4. All operations at origin	✓	
5. Customs clearance to export from port of origin	✓	
6. International freight and insurance to cover transport from port of origin to Tokyo/Yokohama port.	✓	
7. Import customs clearance in Tokyo/Yokohama port	✓	
8. Inland transport from Tokyo/Yokohama port to the competition venue.		✓
9. Cranage to unload containers at the competition venue.		✓
10. Inland transport from competition venue to secondary site.		✓
11. Cranage to unload containers at secondary site.		✓
Exportation of boats and equipment after the Games		
12. Cranage to load container at secondary site.		✓
13. Inland transport from secondary site to competition venue.		✓
14. Packing and container loading for return.	✓	
15. Cranage to load containers at the competition venue		✓
16. Inland transport from competition venue to Tokyo/Yokohama port.		✓
17. Export customs clearance in Tokyo/Yokohama port.	✓	
18. Shipment of equipment back to port of origin.	✓	

## 1.3 Packing Items and Stuffing of Container

It is the NOC's responsibility to pack the goods (wrap in protective material for international transport) and load (place into the container) all items for international transport at the point of origin, as well as at the competition venue after competition. Packing items and loading of containers can be done by NOC approved persons, and will be at the NOC's expense.

Tokyo 2020 and Tokyo 2020's designated logistics contractor will not take part in the loading process and will not be responsible for any damage caused during the transit due to inadequate packing.

## 2. Official Customs Broker and Contact Information

The Tokyo 2020 appointed designated official customs broker will support the operations under Freight Support Plan for the Olympic games during the period stated below. Tokyo 2020 recommends the use of the official customs broker for customs clearance.

Delivery Window		
1	1st Period	18 May. - 12 Jul. 2020
2	2st Period	31 Jul. - 10 Aug. 2020

To ensure safety, please coordinate with the official customs broker for all of container grounding operations or related works from the time of opening venues until the removal of the containers after the competitions.

Please feel free to contact the email below in case of any questions arise regards to the logistics/transport matter. The contact email address is [sailing.yamato@y-logi.com](mailto:sailing.yamato@y-logi.com).

### 3. Timeframe (Import)

NOTE

- 1) There are no operational works during the following periods.
  - Until 18 May 2020
- 2) Consult operation individually after the Security Sweep Day 14 July

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 : Delivery windows

### 4. Import Customs Clearance

For import customs clearance please check the Customs and Freight Forwarding Guide. Please feel free to contact the official customs broker with any questions about the customs clearance. NOCs are free to choose customs broker than designated official customs broker.

## 5. Bump-in and Transportation

### 5.1 Operation at Competition Venue and Secondary Site

The Official customs broker makes the arrangement for crane operation at the competition venue and secondary site based on the delivery windows set up by Tokyo 2020. Operation hours are between 9 a.m. and 5 p.m. on weekdays.

### 5.2 Unloading Conditions

NOCs are required to unload their items out of the containers under the following condition.

- COC container  
Unloading process has to be completed by NOCs.
- SOC container  
Containers will be stored to designated container locations. Please confirm with Tokyo 2020 about the container locations. NOCs can store up to two containers in the competition venue depending on their number of entries. Subsequent containers will be transferred to the secondary site after the seventh day from unloading date. Please note that SOC containers is necessary to unload during the day on 10 July which will transfer to secondary site.
- Storage in the competition venue after bump-in  
Please be sure to store equipment in containers and keep them locked.

### 5.3 Materials Handling Equipment

A forklift and hand trucks will be prepared by Tokyo2020 while the venue is open. The way of the usage will be announced at the "Guidance for using Enoshima Yacht Harbour" which will be issued by the end of April.

### 5.4 Transportation from Competition Venue to Secondary Site

Please complete unloading of items from containers within six days from the date of grounding. Regardless of unloading conditions containers will be transferred from the competition venue to secondary site after seventh day from unloading date.

- For containers up to 3  
Tokyo 2020 will cover transfer costs
- For containers 4 or more  
NOCs will cover transfer costs

Please be aware that NOCs will not be allowed to access inside their containers at the secondary site due to the Japanese Building Standards Law. Therefore NOCs will be required to unload all needed items (including spares) at the competition venue before the transport of the containers to the secondary site. NOCs must unload container and lock empty containers to ensure security. Up to three round trips between competition venue and secondary site will be arranged under Freight Support Plan.





## 8. Bump-out and Transportation

### 8.1 Bump-out Operation at Competition Venue and Secondary Site

The official customs broker makes the arrangement for crane operations at the competition venue and secondary site based on the delivery windows set up by Tokyo 2020. Operation hours are between 9 a.m. and 5 p.m. on weekdays.

#### Packing Conditions

NOCs are required to load their items into the containers under the following conditions.

- COC container

Loading process has to be completed by NOCs.

Loading process should be completed at least 1 day prior to the container pick-up date.

- SOC container

Loading process has to be completed by NOCs.

Loading process has to be completed at least 1 day prior to the container pick-up date.

### 8.2 Material Handling Equipment

A forklift and hand trucks will be prepared by Tokyo2020 while the venue is open. The way of the usage will be announced at the "Guidance for using Enoshima Yacht Harbour" which will be issued by the end of April.

### 8.3 Transportation from Secondary Site to Competition Venue

Containers stored at the secondary site will be transferred to competition venue for loading and bump-out.

### 8.4 Transportation from Competition Venue to Port

The official customs broker makes the arrangement for transportation between competition venue and Tokyo/Yokohama port based on the delivery windows set up by Tokyo 2020.

Container loading must be completed at least 1 day prior to the day of transportation. The official customs broker arranges mobile cranes and trucks for transportation. Please note transport to container yard takes several hours after loading. Once the booking arrangement is completed, containers will be transported to the container yard. During Games periods, it is extremely difficult to arrange booking with shipping line. Tokyo 2020 recommend for NOCs to arrange booking as soon as possible.

## 9. Note-Operation

Every NOC is required to pay attention to trucks and cranes in operation within the container sites. Please check the following caution notes carefully. Restricted areas will be set up while cranes are operating. Every person needs to follow the operators' instructions to maintain safety and avoid the interruption of the operation.

### 9.1 Crane Vehicle

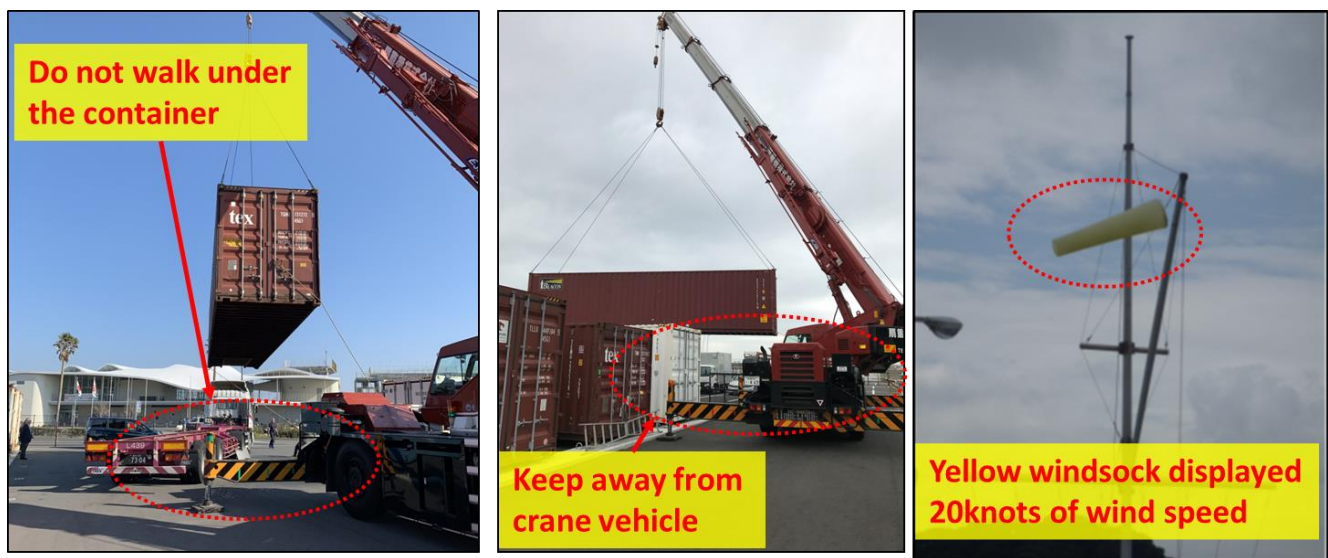
- 1) Keep away from crane vehicle.
- 2) Do not walk inside the outriggers of cranes.
- 3) Do not walk under the container.
- 4) Do not disturb the operator`s work.

### 9.2 Truck

- 1) Do not run in front of trucks.
- 2) Do not leave yachts, equipment or RIBs in access ways to avoid the obstructions.

### 9.3 Other Notes

- 1) Only authorized vehicles are able to access into the competition venue.
- 2) Please dispose of garbage in the trash cans provided.
- 3) In case the maximum wind speed exceed 20 knots (10 meters), Tokyo2020 might decide to suspend or postpone the operations.



## 10. Request for Cooperation for Fire Ant Habitats

To prevent the infestation of fire ants in Japan, Tokyo 2020 request your maximum support and cooperation, to implement the control measures on containers and cargo originating in or transiting through fire ant habitants (e.g., China, Taiwan, and the United States).

Please visit the Ministry of the Environment's website for more information on the IAS (Invasive Alien Species) ACT.

The Invasive Alien Species Act : <http://www.env.go.jp/en/nature/as.html>