



# **Tokyo 2020 Olympic Sailing**

## **Customs and Freight Forwarding Guide**

### **Appendix – Sailing (version 2)**

**24 December 2020**

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## 1. General Information

This appendix summarises the key principles of the Freight Support Plan for the transport of NOC's boats, support vessels and equipment to and from Tokyo/Yokohama port 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. Two storage locations at the competition venue and a secondary site outside of the competition venue will be prepared.

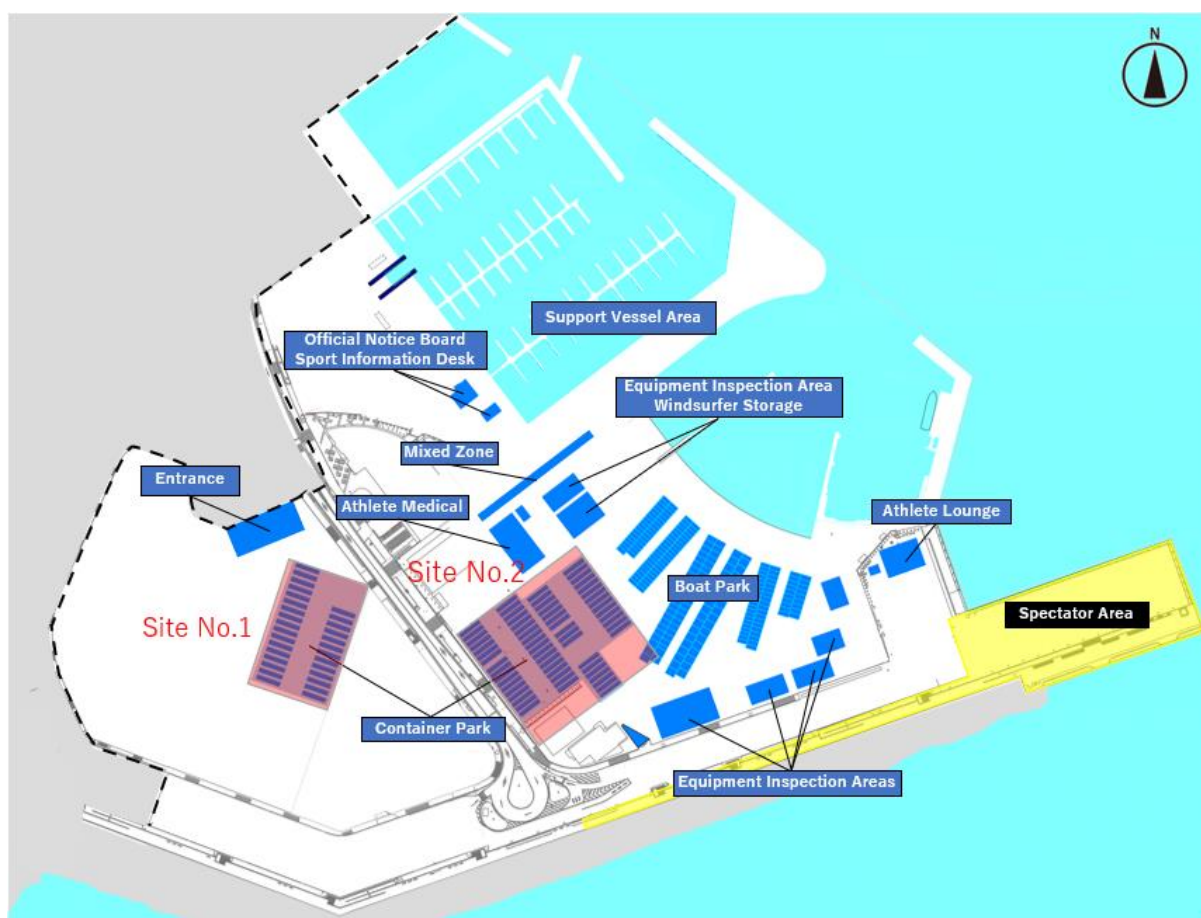
If NOCs are planning to transport containers outside the support period, an official customs broker will consult individually and NOCs have responsibility to pay the inland transportation and crane fee. The official customs broker's contact email address is [[sailing.yamato@y-logi.com](mailto:sailing.yamato@y-logi.com)]. Please note it is not accepted to transport NOC's boats, support vessels and equipment till 17<sup>th</sup> May,

**OVERALL SUPPORT PERIOD FOR FREIGHT SUPPORT PLAN : from 17<sup>th</sup> May 2021 to 9<sup>th</sup> August 2021**

(Note: Specific delivery windows have been set during the support period)

Up to two (2) 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 during the support period. 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 ensure 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 Organising Committee of the Olympic and Paralympic Games (Tokyo 2020). 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

The Freight Support Plan provides a minimum level of support for NOCs to ensure fairness between teams and maintain manageable financial impacts for Tokyo 2020. Tokyo 2020 has decided for the Games to focus the support plan inside the host country and where Tokyo 2020 can provide the most assistance. The period under the Freight Support Plan, Tokyo 2020 will cover the cranaage and ground transport costs between and Tokyo/Yokohama port in the designated operation day (i.e.= delivery window) during the overall support period. Please note that cranaage is free regardless of the number of containers and handling companies. Please see page 6 and 8 for the designated operation dates.

Containers loaded with boats, support vessels 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.

This Freight Support Plan offers two levels of support. Teams can access one or both support levels to suit their need.

### Level 1 (Storage at the competition venue)

Support for one (1) or up to two (2) containers that will be stored at the competition venue, envisaged primarily as containers for workshop and office.

### Level 2 (Storage at the secondary site or returned to the carrier)

Support for up to three (3) containers in addition to the containers at the competition venue.

Additionally, the following 3 services are available to NOCs using the Freight Support Plan.

- Inland transportation between the competition venue and Tokyo/Yokohama port during support period.
- Cranaage to unload and load containers at the competition venue and the secondary site during delivery window.
- Inland transportation between the competition venue and the secondary site for up to two (2) round trips.

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

#### 1) Freight Support Plan Application Conditions

- NOC's boats, support vessels and Equipment belonging to NOC whom have qualified for Tokyo 2020 Olympic Sailing Competition.
- No more than five (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 the contractor.

#### 2) Not Eligible for Freight Support Plan

- Sixth (6<sup>th</sup>) and subsequent containers
- Containers owned by organisations other than entered NOCs or NFs.
- Containers transported outside of delivery windows
- Containers transported to any locations other than Tokyo/Yokohama port, the competition venue and the secondary site.

## 1.2 NOCs/Tokyo2020's Responsibilities

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 of the shipping documents.		✓
3. Issuing the original shipping documents.	✓	
Shipping boats, vessels 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 transportation from port of origin to Tokyo/Yokohama port.	✓	
7. Import customs clearance in Tokyo/Yokohama port	✓	
8. Inland transportation from Tokyo/Yokohama port to the competition venue.		✓
9. Cranage to unload containers at the competition venue.		✓
10. Inland transportation from the competition venue to the secondary site.		✓
11. Cranage to unload containers at the secondary site.		✓
Exportation of boats, vessels and equipment during and after the Games		
12. Cranage to load container at the secondary site.		✓
13. Inland transportations from the secondary site to the competition venue.		✓
14. Packing and container loading for return.	✓	
15. Cranage to load containers at the competition venue		✓
16. Inland transportation from the 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 Unloading Items of Containers / Packing Items and Stuffing of Containers

Teams must do the unloading / loading all of the items at the competition venue by themselves before / after transporting the containers to / from the secondary site. Tokyo 2020 and the logistics contractor does not provide any support.

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 port of origin, as well as at the competition venue after competition. Packing items and loading of containers can be done by NOCs 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 designated official customs broker of Tokyo 2020 will support operations under the 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	
1st Period	<b>17 May. - 12 Jul. 2021</b>
2nd Period	<b>30 Jul. - 9 Aug. 2021</b>

To ensure safety, please coordinate with the official customs broker for all of container grounding operations or related works from the time of the venue opening 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) & Container Delivery Windows

Delivery Windows are shown in the table below.

Basically, deliveries to the competition venue under the Freight Support Plan will be limited to weekdays (once or twice a week) between 9 a.m. and 5 p.m.

NOTE:

- 1) Due to Tokyo 2020's operational reasons to put the container in the competition venue, no operational works for container deliveries will be permitted prior to the 17th May 2021.
- 2) Consult operation individually after the Security Sweep Day.

April		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
		Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri
Master Schedule	Tournament	<b>BAN PERIOD</b>																													
	Site Open																														
Delivery Window	Port → EYH																														
	EYH → Secondary Site																														

May		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
		Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon
Master Schedule	Tournament	<b>BAN PERIOD</b>																														
	Site Open																															
Delivery Window	Port → EYH																															<b>BAN PERIOD</b>
	EYH → Secondary Site	Secondary Site																														

June		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
		Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed
Master Schedule	Tournament	<b>BAN PERIOD</b>																													
	Site Open																														
Delivery Window	Port → EYH																														
	EYH → Secondary Site																														

July		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
		Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Master Schedule	Tournament	<b>BAN PERIOD</b>																														
	Site Open																															
Delivery Window	Port → EYH																															
	EYH → Secondary Site																															

 : 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 Operations at the Competition Venue and the Secondary Site

The Official customs broker will make arrangements for crane operation at the competition venue and the 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. The container bay assignment will be published prior to the soft venue opening. NOCs can store up to two (2) containers in the competition venue depending on their number of entries. Subsequent containers will be transferred to the secondary site after one (1) week from grounding date, so please make sure to empty (unload) the container within one (1) week. (E.g.: If container arrives at the competition venue on 18<sup>th</sup> May (Tue), it will be grounded on that day and moved to the secondary site on 25<sup>th</sup> May (Tue).

Please note, 12<sup>th</sup> July will be the last designated operation day (i.e.= delivery window) for the bump-in period, therefore containers arriving on 6<sup>th</sup> and 8<sup>th</sup> July will be transferred to the secondary site on 12<sup>th</sup> July.

- Storage in the competition venue after the bump-in period  
Please be sure to store equipment in containers and keep them locked.

### 5.3 Transportation from the Competition Venue to the Secondary Site

As explained in section 5.2, please complete unloading of items from containers within one (1) week from the date of grounding. Regardless of unloading conditions, containers will be transferred from the competition venue to the secondary site after one (1) week from unloading (grounding) date.

- For containers up to three (3)  
Tokyo 2020 will cover transfer costs
- For containers four (4) or more  
NOCs will be required to 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 containers and lock empty containers to ensure security.



## 6. Timeframe (Export) & Container Delivery Window

NOTE:

Operation Schedule might be changed due to the competition schedule.

Please prepare for loading containers after the completion of each team's specific competition, and all loading process have to be completed by 9<sup>th</sup> August.

July		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
		Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat		
Master Schedule	Tournament																									Competition Period								
	Site Open	EYH												SECURITY SWEET	EYH											Competition Period								
		Secondary Site													Secondary Site											Secondary Site								
		Security Lockdown Period													Security Lockdown Period											Security Lockdown Period								
Delivery Window	Port → EYH	●					●		●																									
	EYH → Secondary Site	●					●		●				●																					
	Secondary Site → EYH																																	
	EYH → Port																																	●

August		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
		Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue		
Master Schedule	Tournament	Competition Period																																
	Site Open	EYH										EYH										EYH												
		Secondary Site										Secondary Site										Secondary Site												
		Security Lockdown																																
Delivery Window	Port → EYH																																	
	EYH → Secondary Site																																	
	Secondary Site → EYH	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	
	EYH → Port	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●

● : Delivery windows

## 7. Export Customs Clearance

For export 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.

## 8. Bump-out and Transportation

### 8.1 Bump-out Operations at the Competition Venue and the Secondary Site

All loading process of containers have to be completed by 9<sup>th</sup> August.

The official customs broker will make the arrangement for crane operations at the competition venue and the secondary site based on the delivery windows set up by Tokyo 2020. The official customs broker will coordinate the operation hour to avoid competition time during 30<sup>th</sup> July – 5<sup>th</sup> August. From 6<sup>th</sup> – 9<sup>th</sup> August, operation hours are between 9 a.m. and 5 p.m.

#### 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 one (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 one (1) day prior to the container pick-up date.

After loading the container, NOCs can lock the container using its own seal. We strongly recommend not to use padlocks. Otherwise, there is a risk that the container cannot be carried into the port.

### 8.2 Transportation from the Secondary Site to the Competition Venue

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

### 8.3 Transportation from the Competition Venue to Ports

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

Container loading must be completed at least one (1) day prior to the day of transportation. The official customs broker arranges mobile cranes and trucks for transportation. Please note transportation to container yards at the ports takes several hours after loading. Once the booking arrangement is completed, containers will be transported to the container yards. 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. Application Processes for the Freight Support Plan

To apply for one or multiple container movements under the Freight Support Plan, NOCs must:

- Comply with the terms of Tokyo 2020 Customs and Freight Forwarding Guide Appendix – Sailing (version 2).
- Return the completed Container Booking Request Form and any accompanying documents to Tokyo 2020.
- Upon approval from Tokyo 2020, complete the relevant forms and supply supporting information as required by the Tokyo 2020 logistics contractor in a timely manner.

## 10. Booking Request Form

Booking Request Form will be available via Tokyo 2020 Connect in early 2021.

## 11. Rescheduling and Cancellation Policy

NOCs must give cancellation notice 14 days prior to the scheduled date to be eligible to apply for rescheduling of the container movement. Any scheduled movement cancelled less than 14 days prior to the scheduled date or not used as schedule may be forfeited or rescheduled as the sole discretion of Tokyo 2020.

## 12. Caution Notes during Operations

NOCs are required to pay attention to trucks and cranes in operation inside the container park. 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.

### 12.1 Crane Vehicle

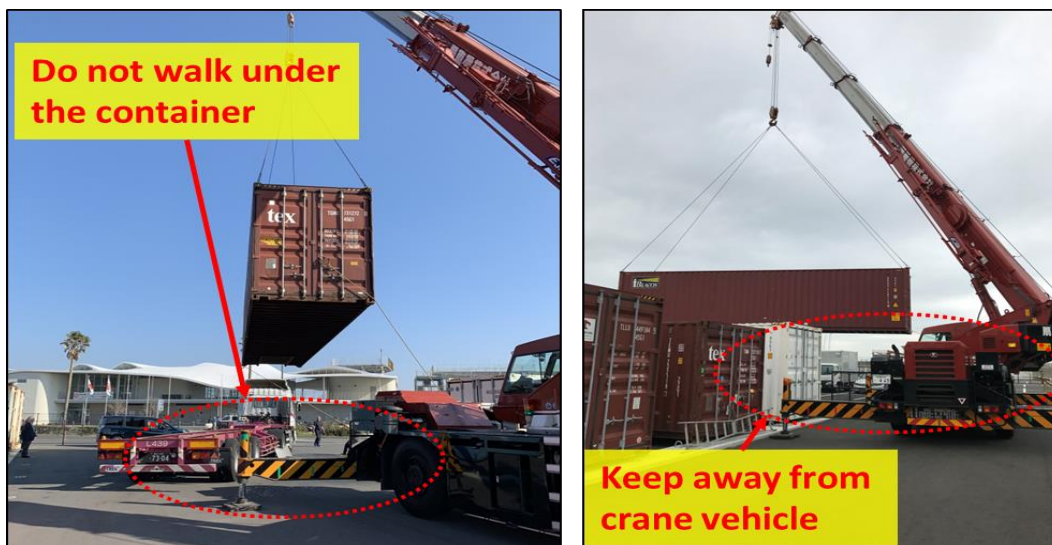
- 1) Keep away from crane vehicle.
- 2) Do not walk inside the outriggers of cranes.
- 3) Do not walk under the container.
- 4) Do not disturb operator's work.

### 12.2 Truck

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

### 12.3 Other Notes

- 1) Only authorized vehicles are able to access into the competition venue after 13<sup>th</sup> July.
- 2) Please to separate your garbage in the designated area trash cans where the designated area.
- 3) In case the maximum wind speed exceeds 20 knots (10 meters), Tokyo2020 might decide to suspend or postpone the operations.



### 13. Request for Cooperation for Fire Ant Habitats

To prevent the infestation of fire ants in Japan, Tokyo 2020 requests your maximum support and cooperation, to implement the control measures on containers and cargo originating in or transiting through fire ant habitats (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>