



[®] CMEF

China International
Medical Equipment Fair

13-16 Oct. 2021
Shenzhen World Exhibition
& Convention Center

Exhibitor Manual

SHENZHEN



REHABSHOW ELDERLY CARE



Catalogue

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1. GENERAL INFORMATION

Introduction

Dear Exhibitor,

Thank you for exhibiting with us on the CMEF AUTUMN 2021, from October 13th to 16th in Shenzhen, China.

To serve you better, we have prepared this Exhibitor's Manual for your convenience.

We strongly recommend you take a careful review of all the contents. Please kindly respond to all relevant matters promptly so that your requests can be processed and attended to in a timely manner.

Should you have any questions about CMEF AUTUMN 2021 which are not addressed in this manual, please direct all your inquiries to the Reed Exhibitions representatives of your national pavilion (the agent with whom you made your reservation), or to:

Ms. Cindy Zhu (朱心怡)
International Sale
Tel: + 86-10-84556578
Email: xinyi.zhu@reedsinopharm.com

Ms. Leah Li (李野)
International Marketing
Tel: + 86-10-84556527
Email: ye.li@reedsinopharm.com

CMEF Team
Reed Sinopharm Exhibitions Co., Ltd
15F Tower B, Ping An Intl. Finance Center, 1-3 Xinyuan Rd. South
Chaoyang Dist., Beijing 100027

Exhibition Details

Venue Information

Dates: October 13th to 16th, 2021

Venue: Shenzhen World Exhibition and Convention Center

Address: Zhancheng Road No.1, Fuhai Street, Bao'an District, Shenzhen

Organized and Managed by:

Reed Sinopharm Exhibitions Co. Ltd



国药励展
Reed Sinopharm
Exhibitions

Show Schedule

Event	Notes	Date	Time
Stand Build-up (raw space)	Hall 10, 12, 14	Oct 9 th to Oct 12 th	09:00-17:00
	Hall 3, 9, 11, 13, 15, 16	Oct 10 th to Oct 12 th	09:00-17:00
Stand Set-up (all space)	All halls	Oct 11 th to Oct 12 th	08:30-18:00
Exhibitor Registration	South Registration Hall	Oct 11 th	09:00-18:00
		Oct 12 th	08:30-18:00
Show Opening Hours	Exhibitors	Oct 13 th to Oct 15 th	08:30-17:00
		Oct 16 th	08:30-16:00
	Visitors	Oct 13 th to Oct 15 th	09:00-17:00
		Oct 16 th	09:00-16:00
Removal of Exhibits & Dismantling of Stands	All halls	Oct 16 th 17:00-22:00	

- Please note that no exhibit or stand fitting is removed or dismantled before 17:00 on October 16th, 2021. The organizer reserves the right **NOT** to assign any space to Exhibitors for later presentations of CMEF, if the stand is found not in a presentable state to visitors, or dismantled before the scheduled tear-down time.

Reed Sinopharm Contacts

The Company	
Reed Sinopharm Exhibitions Co., Ltd 15F Tower B, Ping An Intl. Finance Center, 1-3 Xinyuan Rd. South Chaoyang Dist., Beijing 100027 Tel: + 86-10-84556606 Fax: +86-10-82022922	
CMEF TEAM	
Cindy Zhu International Sales Xinyi.zhu@reedsinopharm.com Tel: 86 10 8455 6578 Mobile: 86 18518767803	Leah Li International Marketing & Visitor Service ye.li@reedsinopharm.com Tel: 86 10 8455 6527 Mobile: 86 18600751740

STAND CONSTRUCTION	OFFICIAL OVERSEAS FREIGHT FORWARDER
<u>Raw Space Stand Construction Management:</u>	<u>DHL Global Forwarding</u>

<p>Reed Sinopharm Exhibitions. Co., Ltd Operations Department (国药励展公司运营部) Contact: Mr. Xiaopeng WANG (王晓鹏先生) Tel: 86 10 8455 6563 Mobile: 86 13801239506 Fax: 86 10 6203 3210 Email: xiaopeng.wang@reedsinopharm.com</p> <p><u>International Zone Standard Shell Scheme</u> <u>Official Contractor:</u> Beijing SYMA EXPO Co., Ltd. (北京华毅司马展览服务有限公司) Contact: Ms. Queenie Xie (谢钦) Tel: +86 10 65568330 ext. 223 Mobile: +86 188 1177 0367 Fax: +86 10 65568331 Email: cmef@syma.com.cn Website: www.syma.com.cn</p>	<p><u>Top Trans Expo Logistics Co.Ltd.</u> <u>高锐(上海)国际物流有限公司</u></p> <p>Mr. Anthony NIE (聂晶先生) Tel: (+86) 21 5835 0858 Fax: (+86) 21 5835 0929 Mobile: (+86) 138 1872 1467 Email: anthony.nie@top-trans.com.cn</p> <p>Mr. Fion SHEN Tel: (+86) 20 2906 6954 Fax: (+86) 21 5835 0929 Mobile: (+86) 186 2052 8829 Email: fion.shen@top-trans.com.cn</p>
Show catalogue advertisements and onsite advertisements sales	Meeting Rooms Rental
<p>Beijing Oriental Friendship Advertising Co.,Ltd (北京东方情缘广告有限公司) Contact: Ms.Diana ZHAO Tel: +86 10 84662609 Fax: +86 10 84662538 Email: dianazhao0827@hotmail.com Add: 9F,2nd Building,No.8 East HuixinSt, Chaoyang District,Beijing 100029, PRC</p>	<p>Reed Sinopharm Exhibitions. Co., Ltd 国药励展展览有限责任公司 Contact: Mr. Cheng DONG (董成先生) Tel: +86 10 84556630 Mobile: +86 15801328010 E-mail: cheng.dong@reedsinopharm.com</p>
HOTEL, INVITATION LETTER, VISA	INTERPRETATION SERVICES
<p>Burnaby Solutions China Contact: Ms. Amanda ZHOU Tel: +86 10 8460 2478 Fax: +86 10 8460 2480 Email: bj@burnaby.com.cn Website: http://www.burnaby.com.cn/CMEF/</p>	<p>Longwin Information Consultation Co., Ltd (深圳市朗文信息咨询有限公司) Contact: Ms. Ke CHEN (陈可小姐) Tel: +86 755 82908487 Fax: +86 755 82908515 E-mail: longwin2004@aliyun.com</p>

Conferences and Seminars

A series of conferences and seminars will be organized concurrently with the exhibition. These sessions will give participating companies the opportunity to discuss their products and services in technical details and exchange ideas with the end-users on potential application of their products. Exhibitors interested in CMEF conferences and seminars please contact:

Contact: Mr. Cheng DONG (董成先生)
Tel: +86 10 84556630
Fax: +86 10 82022922
Mobile: +86 15801328010
E-mail: cheng.dong@reedsinopharm.com

Exhibitor Onsite Registration

During the set-up days from October 11th to 12th, all Exhibitors are required to register onsite at the Exhibition venue.

Media Center

The Media Center will be open during show days. Please provide the Media Center with any news articles for inclusion in daily press releases.

Exhibitor Badge

Exhibitors participating at CMEF AUTUMN 2021 are always required to wear their badges during the exhibition. We offer **3 exhibitor's badges for per 9sqm booth**. If you need extra badges, please order the visitor badge by clicking <https://reg.reed-sinopharm.com/pc/#/login?id=459b93e0e35845ed8b9244f32af5d47a>

Visitor Tickets

Please note that visitor pre-registration service is available online to facilitate visitors to obtain their badges conveniently and the web link is <https://reg.reed-sinopharm.com/pc/#/login?id=459b93e0e35845ed8b9244f32af5d47a>

Hotel Reservations and Visa Letters Application

Should you require assistance for hotel reservations or visa letter applications please contact our appointed travel agency for the details. As the hotel rooms are limited, we encourage you to reserve your accommodation as soon as possible and the web link is <http://burnaby.com.cn/en/event/details/12>

Order Forms

The Exhibitor Manual contains a complete set of service order forms.

Please remember to submit the order forms before the respective deadline stated on each form. Please retain a copy of each order form for your record. We strongly encourage our exhibitors to complete and return the order forms on time.

Show Directory and Advertisements

Show Directory Entry

Beijing Oriental Friendship Advertising Co., Ltd is the official vendor appointed by Reed Sinopharm Exhibitions to produce the official Show Catalogue for CMEF AUTUMN 2021. The Show Catalogue will contain a complete list of Exhibitors in alphabetical order, a summarized description of exhibits, and Exhibitors' advertisements. Each and every exhibitor is entitled to one entry in the Show Catalogue including company details, stand number, and a description of

exhibits in English and Chinese separately. The catalogue entry is a paid service at RMB350/exhibitor. **Please note that if Show Directory Form is not submitted through our online manual system before the deadline, it will be deemed as the Exhibitor has declined to be listed in the Show Directory even if you paid.**

Exhibits Category

Please refer to the Exhibit Category on the online manual for the purposes of classifying your exhibits.

Advertising in Show Directory and onsite

Exhibitors wishing to advertise in the Show Directory may wish to complete and submit Form 6 by the deadline. If you have any specific question regarding advertising in the show directory or onsite please contact Beijing Oriental Friendship Advertising Co., Ltd.

Exhibits Transportation

Important Notice

All items and exhibits entering the exhibition venue must first be cleared by the General Administration of Customs of the People's Republic of China.

We strongly recommend our exhibitors to engage the service of our Official Freight Forwarder to facilitate your consignments, customs clearance, and other handling needs.

The Organizer has appointed Top Trans Expo Logistics Co.Ltd.as the official overseas freight forwarder for CMEF Autumn 2021 which can provide full on-site management and technical services for all transport needs.

For details of the shipping manual please see the appendix.

Stand Construction and Recommended Stand Contractors

For Raw Space

No contractor will be allowed to enter the exhibition venue except for contractors permitted by the organizer. Through a competitive tender system, **the organizer has appointed official contractors for raw space exhibitors.** The list of official contractors in Chinese can be found at

<https://synairsoft.obs.cn-north-4.myhuaweicloud.com/2021/7/0ec2df55-c815-468a-972f-e8a42f8f34dd.pdf>

Please fill in Form 4A and submit to the organizer for review before the deadline.

International Zone Standard Shell Scheme

The Organizer has appointed **Beijing SYMA EXPO Co., Ltd.** as the official contractor for the **CMEF International Zone Standard Shell Scheme** and to provide full on-site management and technical services. If you have chosen your preferred shell scheme design, please complete and return Form 4B to SYMA before the deadline. For extra furniture and supplies, please also contact SYMA. If you are following a national pavilion, don't waste your precious time on this form.

Exhibition Venue Basic Technical Information

Floor Loading

The floor loading limit of all halls is: **1500kg/sqm**

For details please refer to the floor plan.

Please note the loading capacity with respect to exhibit delivery, set-up and processing.

Stand Height Limit

- (1) Exhibitors with raw space booth size smaller than 54sqm (54sqm is not included) is not allowed to build-up 2 floor stands.
- (2) By considering of security reasons, for raw space with the booth size smaller than or equal to 54sqm, the height limitation should be 4.5m. The stand design needs to be submitted to Mr. Wang Xiaopeng from the organizer at xiaopeng.wang@reedsinopharm.com before **September 3rd, 2021**.
- (3) For the design with height higher than 4.5m (4.5m is not included) and double decker stands the design with the confirmation of signature and stamp from a registered level 1 structural engineer in PR China need to be submitted to the main contractor for prior written approval before the contractors started building up the stands.
- (4) All the stand design must be with height not higher than 6m.

Equipment Management

- (1) Without prior written permission from the organizer, contractors are not allowed to use the facilities in the exhibition area.
- (2) Escalators and elevators are not allowed to transport freight, equipment and furniture, unless specified as permissible. Freight lifts are to be used.
- (3) Freight Lift Loading
 - a. Heavy or large exhibits must be transported using the freight lift.
 - b. The loading for the freight lift is 5 tons.
- (4) Hall Structure
 - a. Exhibitors must take good care of and shall not cause, permit or suffer any damage to the exhibition venue or any part of it.
 - b. No nails, screws or drills should be used in/on any part of the exhibition halls.
 - c. The contractors, under any circumstances, shall neither cut into or through any floor covering or wall, nor alter any booth structure except when authorized in writing by the organizer.
- (5) Damage

Exhibitors are liable and must pay for any damage caused during the exhibition.

City Information

Shanghai, literally known as 'the port on the sea', is one of the world largest seaports and China major industrial as well as commercial center. With the deepening reform, the city, formerly crowned as the financial, economic and trade hub of the Far East, is playing a leading role in boosting economic development of China. Meanwhile, the city has attracted more and more tourists from home and abroad for its unique charm.

Venue Information

Shenzhen World Exhibition & Convention Center (Shenzhen World for short) is a major project invested by the Shenzhen Municipal Government and jointly constructed by China Merchants Shekou and Overseas Chinese Town for operation. It marks a mega exhibition and convention complex integrating exhibitions, conferences, events (games and performances, etc), catering and commerce.

Phase I of the project started in September, 2016. It was fully completed in September 2019 and put in operation in November. Upon completion, Shenzhen World will rise as a brand new generation of green and smart venue, which will be operated and managed through the cooperation of Shenzhen Zhaohua International Exhibition Operation Co., Ltd (a joint venture of CMSK and OCT) and US-based ASM Global, one of the top three venue operating giants around the world.

Chinese name: 深圳国际会展中心

English name: Shenzhen World Exhibition & Convention Center

English abbreviation: Shenzhen World

Location: No.1 Zhancheng Road, Fuhai Street, Bao'an District, Shenzhen, Guangdong, China

Foundation-laying time: 2016

Completion time: 2019 (Phase I)

Construction area: 1.6 million square meters (Phase I)

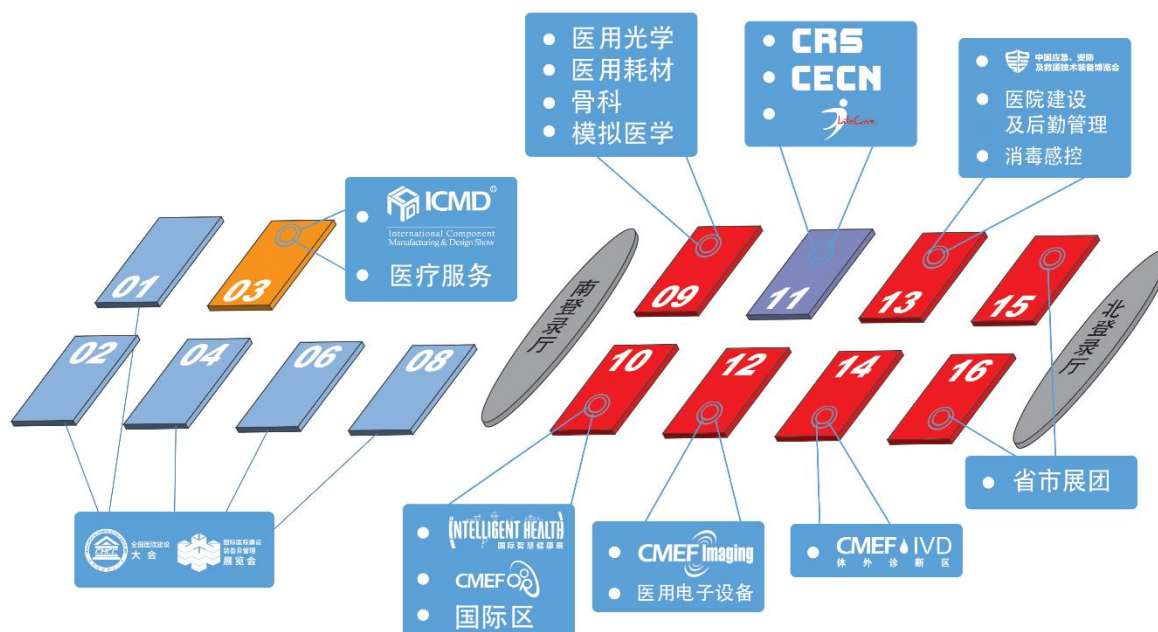
Indoor exhibition space: 400,000 square meters (Phase I), 500,000 square meters (full completion)

Total number of exhibition halls: 19 (Phase I)

Website: www.shenzhen-world.com



Venue Layout



Note:

Please take this overview as a reference, all service areas should go by onsite instructions.

2. RULES AND REGULATIONS

Important Notes

Each Exhibitor, agent or contractor, must observe the Rules and Regulations of the exhibition, including any amendments which may be applicable from the date of the exhibition as introduced by the organizer. The organizer may at any time and from time to time issue further rules and regulations (with immediate effect) in relation to any aspect of the exhibition. Such rules and regulations will be binding on the exhibitor.

Failure to observe these rules and regulations may result in the organizer ordering the closure and removal from the exhibition hall/venue of all or part of the stand or exhibits. Under such circumstances, the organizer will not be liable for any loss or damage thereby suffered by any exhibitor.

Presentation and Demonstration of Exhibits

Only exhibits, posters, documents and materials relevant to the exhibition as determined by the organizer will be allowed. The organizer reserves the right to remove from the exhibition halls any exhibit, poster, and articles, or any item complementary to an exhibit, which in the organizer's opinion, flouts this regulation.

Please keep the sound/volume from your stand at an acceptable level to visitors and other exhibitors. The organizer reserves the right to turn the volume down, or switch off the audio/video equipment. In case of any dispute, the organizer's decision is final.

Each exhibitor should ensure their exhibits do not infringe or are likely to infringe any patent, trademark, copyright and other intellectual property right of any party. In the event of any breach of this regulation, the organizer reserves the right to terminate the exhibiting license granted to the exhibitor, and the exhibitor shall indemnify the organizer against any and all costs, claims, demands, losses, liabilities, charges, actions and expenses including those arising from any third party.

Obstruction of aisles or nearby stands: no part of any stand or exhibit structure including fascia, signs, lighting, wiring, hanging banners, corner posters or other fittings, shall project into or overhang any aisle or obscure any signs, especially exit signs. No objects are to be attached to or suspended from the fire sprinklers or light fixtures on the ceiling.

Distribution of Materials/Canvassing

The display or distribution of any material, in any form, from any area within the exhibition halls/venue, other than within the boundary of your stand, is strictly prohibited. This includes the gangways and aisles surrounding your stand among others.

Stand Management

All stands must be fully staffed and operational throughout the opening hours of the exhibition. Exhibitors must not participate in any activity which causes, or is likely to cause, annoyance to visitors or other exhibitors.

Admission and Identification

Exhibitors

Exhibitors are always required to wear their badges during the exhibition, including build-up, show days, and tear-down as proof of identification. **Entry to the exhibition halls/venue will be denied if the official exhibitor badge is not shown.**

Visitors

Only visitors related to the industry will be permitted to enter the exhibition halls/venue. Professionals, trade and business visitors need to complete a **registration form** before the entry. **Admittance to the exhibition halls/venue will be strictly refused if the official visitor badge is not worn or displayed.**

Pre-registration online will be free, onsite registration will charge CNY 100 per person. Therefore, we strongly encourage visitors to pre-register online. (Please refer to Visitor Tickets on page 6)

Contractors

All contractors are always required to wear their badges during the exhibition, including build-up, the show days, and tear-down as proof of identification.

Please refer to Form 4A.

Build-up Overtime Application

If exhibitors are unable to finish their work within the build-up time, they are required to apply for overtime permit at the Organizer's Office before 15:00 during the day. Order received after 15:00 will be charged with extra 50%, and any order received after 17:00 will not be accepted.

Any overtime which is less than 1 hour will be charged as 1 hour.

Overwork Time	Charge per SQM per Hour
17:00-22:00	RMB 30/m ² /4hours
22:00-09:00(+1 day)	RMB 10/m ² /hour

Stand Construction

For Exhibitors taking up Raw Space

Exhibitors who have chosen raw space must use the official appointed contractors.

Flooring of the stands must be covered in carpet or other suitable materials.

Exhibitors should keep in mind that, in case their stands have part(s) of stand structures, especially the back of customized stands, exposing an undecorated look over, adjacent to the stands of other exhibitors, the back of any dividing walls, panels or exhibits must be masked to present a neat and presentable appearance.

Any stand must never block another exhibitor's stand.

All Exhibitors taking up raw space must submit their stand construction designs to the organizer for approval before the deadline. Please **complete and submit Form 4A**. The organizer reserves the right to reject a design that it deems would affect or diminish the exhibiting effect of surrounding stands.

The organizer reserves the right to request the exhibitor to change, modify, lower or shorten any back-wall or sidewall proposed in the stand design, if in the opinion of the organizer, such back-wall or sidewall will obstruct the reasonable exposure of any adjacent stands. The external side of any wall, which faces another exhibitor or a public area, must also be finished to a quality acceptable to the organizer.

Any painting of displays and exhibition materials is not permitted in the exhibition halls.

The name and stand number of the exhibitor must always be prominently displayed along the guidelines as stipulated

by the organizer.

International Zone Shell Scheme Stand

Shell scheme stands will be wholly arranged by the official stand contractor, Beijing SYMA EXPO Co., Ltd. No alternation or attachment to a shell scheme structure shall be made without the prior written approval of SYMA. This includes painting or wall papering of its walls. Nailing or drilling is strictly disallowed.

Any change in color or type of fascia and floor covering must be carried out by the official stand contractor, after approval from the organizer. Any costs involved must be borne by the exhibitor.

Electrical Supplies and Installation

All electrical installation, wiring and dismantling work at the exhibition must be carried out by the official stand contractor only without any exceptions. All electrical supplies must be ordered from the organizer or officially appointed contractors.

Each electrical supply provided is intended for one equipment or machine on display. Multipoint socket outlets are not permitted as an overload may be caused, leading to a trip in the power supply.

Exhibitors who reserved raw space are requested to submit their electricity order form accompanied by a proposed layout plan. **Please refer to Form 4A.**

Exhibitors who wish to bring in special lights, lamps and lighting to be used in their stands must receive prior written approval from the organizer.

The organizer reserves the right to disconnect the electrical supply to any installations, which in the opinion of the electrical consultants, is deemed dangerous or likely to inconvenient other exhibitors or visitors.

Security

The Organizer will engage suitable security services to ensure the security and safety of your exhibits in the exhibition halls. Nevertheless, the organizer is not liable in any way for any loss or damage which may befall any person or property of the exhibition from any cause whatsoever. Hence, you must arrange your own insurance to cover all stages of the event and be particularly careful to pack light, portable and attractive exhibits immediately after the close of the exhibition. **It is at this time that there is the greatest risk of theft.** Please be sure to see that your booth is not left unattended until all portable items have been secured. Please pay attention to the following points:

All Exhibitors are required to wear the exhibitor badge when they enter the halls.

During the exhibition, an official pass is required when all exhibitors/visitors/contractors take portable equipment or property out of the exhibition halls/venue. This pass needs to be applied from the Organizer's Office.

We strongly recommend that any small or attractive items be kept under constant supervision and removed each evening. **Your stand should not be left unattended at any time.**

You must arrange your own suitable insurance to cover all aspects of the event for your exhibits and if need be, personal effects.

Cleaning

The organizer provides general cleaning of the exhibition halls prior to the opening of the exhibition and daily thereafter. It is always the responsibility of the exhibitors to maintain their stands in a presentable condition. During the buildup, exhibitors and their contractors are responsible for making all waste materials identifiable in order to assist the cleaning staff.

Use of dangerous materials

Smoking is strictly prohibited in the halls.

The use of industrial gases of an inflammable or toxic nature for demonstration purposes will not be permitted within the halls. In addition, there shall be no open flames or use of temporary gas (including lamps) within the halls.

No explosives, petrol and highly flammable toxic or corrosive substances are allowed in the halls.

All air compressors must be placed outside the halls.

No radioactive materials are to be used in the halls at any time. No toxic materials or waste materials are allowed in the halls at any time.

On-site inspection by local Security and Fire Safety Bureau will be carried out before the show. The Organizer reserves the right to remove any exhibits/materials which contravenes the regulation.

Removal of Exhibits & Dismantling of Stands

No exhibits or stand fittings are to be removed or dismantled before 17:00 on October 16th, 2021. No stand will be assigned to the exhibitor for future shows if exhibits are removed early or stand tear -down is found to have taken place before the official time.

All exhibitors will receive a Breakdown Notice onsite of the exhibition which is very important to your preparation for your stand tear-down. Exhibitors must abide by the rules and regulations mentioned in the Notice.

Authority on Premise

In the event of any problems or disputes on-site, the decision of the organizer, being lessee of the premises, is final. The organizer also reserves the right to amend any earlier decision made to solve any unforeseen or prevailing circumstance for the benefit of the exhibition and concerned parties.

Unforeseen Circumstances

In the event of any occurrence not foreseen in these “Rules and Regulations,” and the terms of contract stated in the contract, the decision of the organizer is final.

3. SERVICE ORDER FORMS

DEADLINES AND ACTION CHECK LIST

Must be Completed and Submitted	Form	Description of Service	Deadline	Return to	Email
	4A	Stand Construction (For Raw Space)	Sep 3 rd	Reed Sinopharm Exhibitions	xiaopeng.wang@reedsinopharm.com
	4B	Stand Construction (For International Zone Shell Scheme)	Sep 8 th	SYMA Expo	cmef@syma.com.cn
Optional Services	4C	Furniture Rental (For International Zone Shell Scheme)	Sep 8 th	SYMA Expo	cmef@syma.com.cn
	5	Water, Gas and Internet Services	Sep 16 th	Oriental Magic Expo	cmef@bjome.com.cn
	6	Show Directory Advertising	Sep 10 th	Oriental Friendship Advertising	Dianazhao0827@hotmail.com
	7	Interpretation Services	Oct 7 th	Longwin Information Consultation	Longwin2004@aliyun.com

Notes:

- **Please note that respective service forms must be returned to the recipient specified in the header of the respective forms before the stipulated deadlines.**
- **For forms submitted after the deadline, service will not be guaranteed and surcharge is possible.**

Form 4A. STAND CONSTRUCTION

(FOR RAW SPACE)

Return before September 3rd, 2021

Contact: Mr. Xiaopeng WANG (王晓鹏)

Tel: +86-10-8455 6563

Email: xiaopeng.wang@reedsinopharm.com

CONTACT PERSON: _____ **JOB TITLE:** _____

ADDRESS: _____

POST CODE: _____ **COUNTRY:** _____

TEL: _____ **FAX:** _____

EMAIL: _____

WEBSITE: _____ **STAND NO:** _____

Only the contractors approved by the organizer are allowed to enter the exhibition halls to undertake the stand construction.

Stand Information			
Stand Length/m			
Stand Width/m			
Stand Construction Area (m ²)			
Contractor's Information			
Contractor Company Name:			
Contact:		Tel:	

- Please note that raw space stands will NOT be provided with any electricity for machinery (only regular power consumption is included).
- Please indicate below your main supply and any distribution board required:

Electricity					
Item	Power Specifics	Price before Sep 16 (RMB)	Use early or later (RMB)	Qty	Total Price
Electricity for Construction	220V/16A	700/Outlet			
	380V/32A	2000/Outlet			
Electricity for Exhibition	220V/16A	950/Outlet	5/Hour		
	380V/16A	1500/Outlet	20/Hour		
	380V/32A	2500/Outlet	40/Hour		
	380V/63A	4500/Outlet	80/Hour		
	380V/125A	10000/Outlet	150/Hour		
	380V/200A	18000/Outlet	230/Hour		
	380V/250A	20000/Outlet	300/Hour		
	380V/400A	40000/Outlet	470/Hour		

Note:

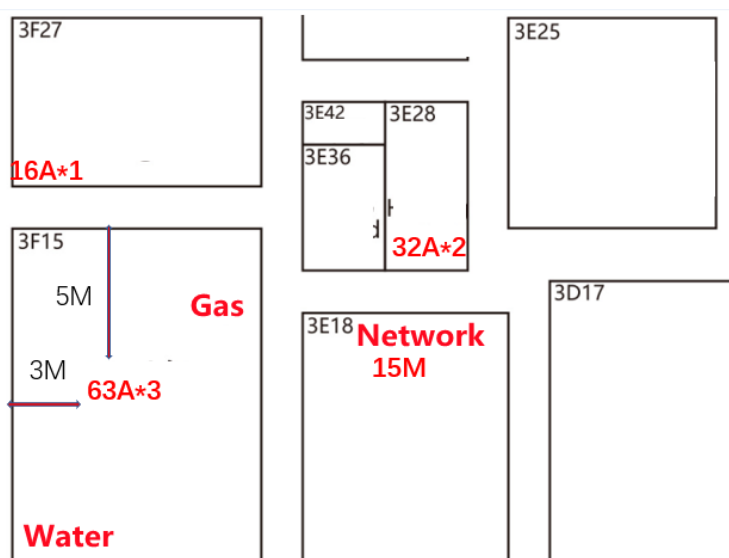
- All electricity price will be charged extra 50% by submission after September 3, 2021.

- A general electricity control box with a normative air circuit breaker and leakage protector (30mA, actuation time under 0.1s) shall be provided and installed within each booth where safety, conspicuousness, operational and examinable convenience are attainable.
- For the sake of unified management, please send all documents in a pack and at one time. Resubmission in cases of omission and supplement is not accepted.
- The order's items shall not be revised upon the receipt of the payment notice.

Monitor Location Plan	
Booth No.:	
Company Name:	
Booth Area: ____ (W) × ____ (L) = ____ SQM	

Note:

- The location of the electric box shall be marked out in the drawing for booths covering over 36sqm, if necessary, distances from the box to each side of the booth shall also be marked. For booths (in the same hall) built by the same contractor, locations of the electric boxes shall be marked in the same booth map.
- For booths less than 36sqm, the electric box could be located at discretion.
- Electric boxes will be installed according to the drawings and the electric wells of the halls, which deviation may occur to a certain extent.
- An expedited re-application shall be made if the reported location of the electric box needs to be changed during the booth building period.
- Electric boxes will be installed randomly should documents be submitted after the deadline.
- The specifications of the electric box are subject to the ones outlined in the template.

Diagram

Form 4B. STAND CONSTRUCTION

(FOR INTERNATIONAL SHELL SCHEME BY SYMA)

Return before Sep 8th, 2021

Return to:	Beijing SYMA EXPO Co., Ltd.	Contact:	Ms. Mary Nie(聂松阳)
Address:	32th Floor, Inspiring Space No.	Email:	CMEF@syma.com.cn
	25 GanluyuanNanli Chaoyang	Tel:	+86 10 65568330 ext.124
	District, Beijing 100025 P.R.C	Mobile:	+86 132 6101 0065
		Fax:	+86 10 65568331

COMPANY NAME: _____

CONTACT PERSON: _____ **JOB TITLE:** _____

ADDRESS: _____

POST CODE: _____ **COUNTRY:** _____

TEL: _____ **FAX:** _____

EMAIL: _____

WEBSITE: _____ **STAND NO:** _____

1. Floor Covering

The Shell Scheme Package includes blue-colored needle punched carpet.

If we do not receive this form before the deadline, we will use the company name submitted in the Exhibition Participation Agreement. USD100 will be surcharged for any changes made on site.

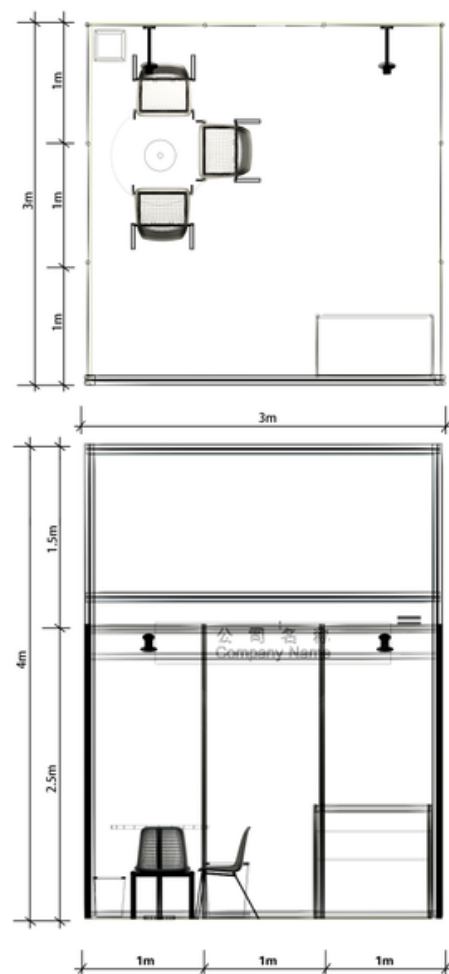
2. Fascia Name Board

- The Shell Scheme Package includes one set of company name in English and Chinese on the fascia name board for each Exhibitor.
- Please type or write the information below in caps. (The Organizer cannot be held responsible for any mistakes due to illegible handwriting in the submission of forms.)

Chinese Characters (以下空白处填写中文楣板字)

English Characters (以下空白处填写英文楣板字)

International Area Standard Shell Scheme Specification



Standard furniture (9 sqm) :

- information counter (1000mmH) × 1
- waste case × 1
- socket × 1
- long arm spotlight × 2
- round table × 1
- white plastic chair × 3

Booth description:

90 cubix do the hightening lintel, metallic frame ceiling with pvc pastlc, wooden fascia panel with foam board.

Form 4C. FURNITURE RENTAL

(FOR INTERNATIONAL SHELL SCHEME BY SYMA)

Return before Sep 8th, 2021

Return to:	Beijing SYMA EXPO Co., Ltd.	Contact:	Ms. Mary Nie(聂松阳)
Address:	32th Floor, Inspiring Space No.	Email:	CMEF@syma.com.cn
	25 GanluyuanNanli Chaoyang	Tel:	+86 10 65568330 ext.124
	District, Beijing 100025 P.R.C	Mobile:	+86 188 1177 0367
		Fax:	+86 10 65568331

COMPANY NAME: _____
CONTACT PERSON: _____ **JOB TITLE:** _____
ADDRESS: _____
POST CODE: _____ **COUNTRY:** _____
TEL: _____ **FAX:** _____
EMAIL: _____
WEBSITE: _____ **STAND NO:** _____

- If you wish to order booth equipment in addition to the items which we have already included in the standard booth package, please fill in the form below and return to BEIJING SYMA EXPO CO., LTD.
- **Any order received from Sep.9th to Sep.13th will be subjected to a 30% surcharge. Any order received from Sep.14th to Sep.21st will be subjected to a 50%surcharge. We will stop the rental service after Sep.22nd. Please give us the order ASAP. You will receive our INVOICE after you send the order within 2 working days. Please pay the order within 7 days after you receive the INVOICE. Otherwise, the order will be canceled automatically.**
- If you Order Electronics (like plasma TV, fax machine, lights, tall glass show case, etc.), please send us their location floor plan before Sep.22nd, or we will install them according to our standard, and any changes onsite will be subjected to 30% surcharge of the price.
- If you want to order a storeroom, you must order the MS01 and MS04 or MS03 together; otherwise, we will cancel this item.

Please see the next page for a complete list which we can order (All prices include supply and set-up).

Form 4C. FURNITURE RENTAL

(FOR INTERNATIONAL SHELL SCHEME BY SYMA)

Return before Sep 8th, 2021

Item		Unit Price (USD)	Qty	Total
Stand lighting				
EL02	Long arm spotlight	\$50		
H01	HQI light	\$75		
EL16	Fluorescent tube, 40 W, 1.2 M	\$40		
EM02	15A220V Socket (Max.500W)	\$70		
Furniture				
WPC	White plastic chair	\$35		
CD04	Black leather chair	\$30		
CD19	Bar stool	\$35		
TB01	Information counter	\$40		
TB02	Square Table	\$45		
TB03	Rectangular table	\$50		
TB04	Glass coffee table	\$40		
TB05-W	Round Table	\$45		
TB19-W	High round table	\$45		
DP01	Lockable cupboard	\$50		
DP02	Low glass showcase	\$120		
DP03	Tall glass showcase	\$250		
DP04	Display cube	\$40		
MS01	Wall panel (use in storeroom)	\$45		
MS02	Curtain	\$40		
MS03	Lockable door (use in storeroom)	\$110		
MS04	Lockable folding door	\$80		
MS06	Movable Clothes Rack	\$80		
MS05	Coat hanger	\$20		
MS07	Shelf rack	\$80		
MS08-W	Flat Shelf	\$25		
MS09-W	Slope shelf	\$25		
MS10	A4 literature rack	\$30		

MS11	Free standing literature rack	\$50		
	Ash-bin	\$3		
	Potted plant(800mmh)	\$30		
	New color carpet (1 Sq.)	\$30		
	Small refrigerator with socket, without 24h(90L)	\$120		
	Large refrigerator with socket, without 24h (160L)	\$200		
	Coffee machine (Incl.100nos.capsule, disposable cups, stirring rods, mate)	\$600		
	Water dispenser (with two barrels of water)	\$55		
	42" Plasma Flat Screen (with the TV rack and USB)	\$300		

Graphic

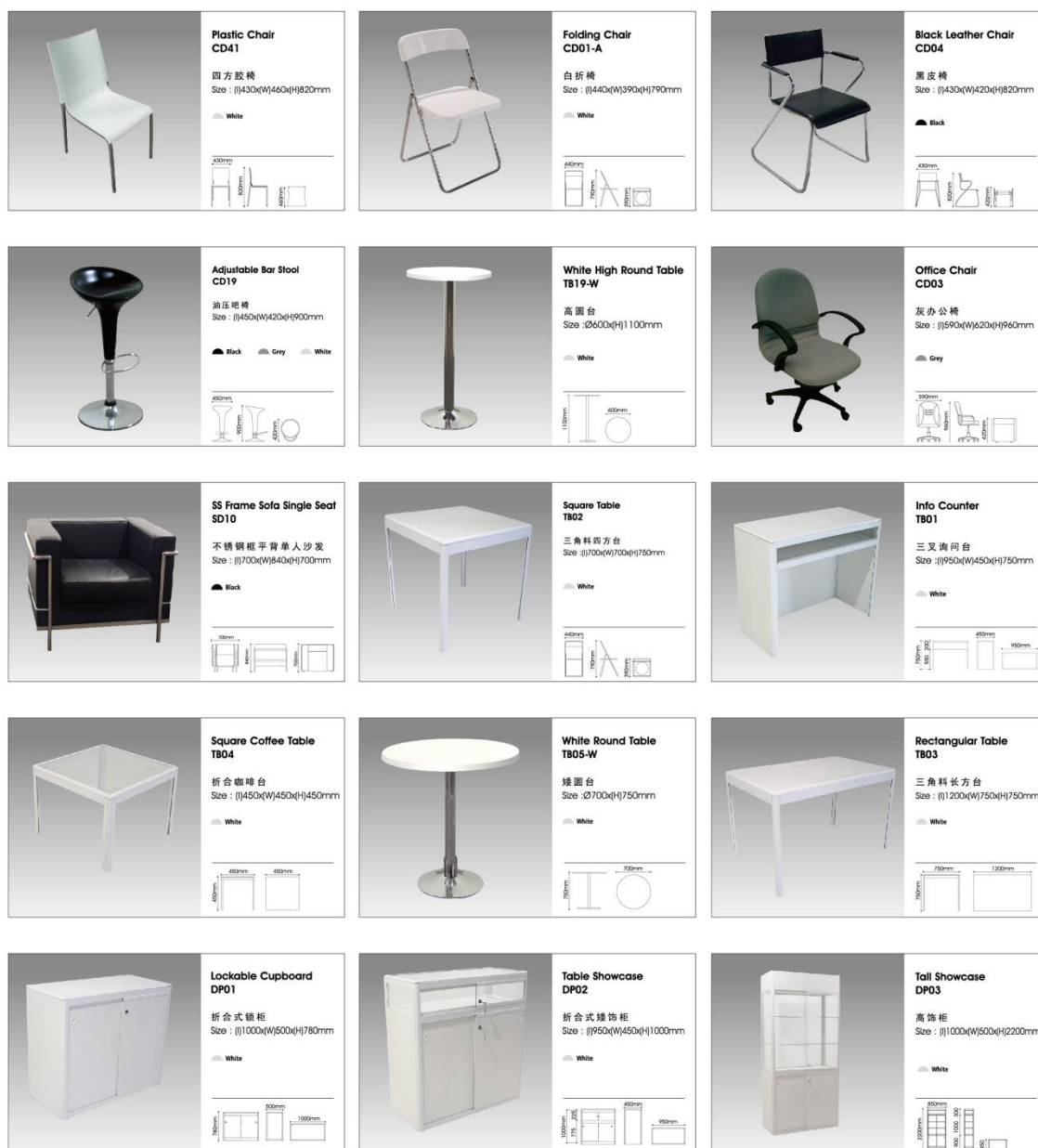
	Sticker logo on fascia board (20cm)	\$30		
	Sticker logo on Information counter or panel (50 cm)	\$45		
	Digital print painting (1 Sq.)	\$35		
	PVC foam board painting (1 Sq.)	\$45		

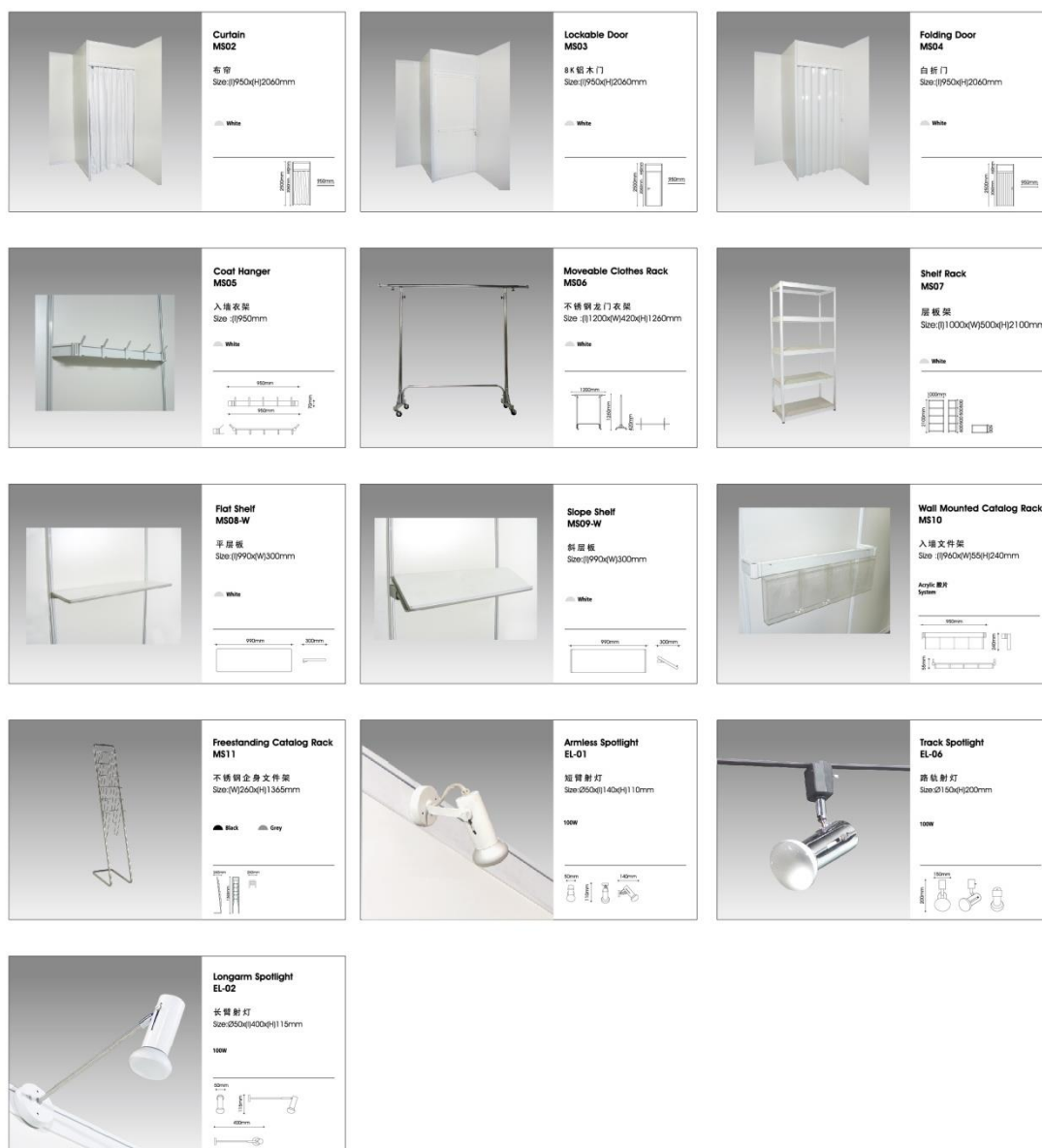
Labor

	Craftsman per hour charge	\$15		
	Distribute of 380V electricity box	\$100		

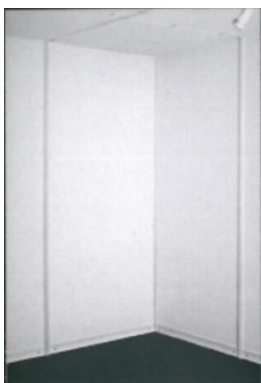
- If you wish to order booth equipment in addition to the items which we have already included in the standard booth package, please fill in the form below and return to BEIJING SYMA EXPO CO., LTD.
- **Any order received from Sep.9th to Sep.13th will be subjected to a 30% surcharge. Any order received from Sep.14th to Sep.21st will be subjected to a 50%surcharge. We will stop the rental service after Sep.22nd. Please give us the order ASAP.** You will receive our INVOICE after you send the order within 2 working days. Please pay the order within 7 days after you receive the INVOICE. Otherwise, the order will be canceled automatically.
-
- If you Order Electronics (like plasma TV, fax machine, lights, tall glass show case, etc.), please send us their location floor plan before Sep.22nd, or we will install them according to our standard, and any changes onsite will be subjected to 50% surcharge of the price.
- If you want to order a storeroom, you must order the MS01 and MS04 or MS03 together; otherwise, we will cancel this item.

Please see the next page for a complete list which you can rent (All prices include supply and set-up).

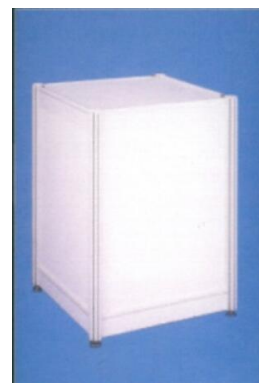




WPC
White plastic chair



MS01
System wall panel 1000*2500mmH



DP04
Display cube 500*500*800mmH

Form 5. Water, Gas and Internet Services

(FOR ALL EXHIBITORS)

Return before September 3rd, 2021

Return to:	Beijing Oriental Magic Expo Co., Ltd	Contact:	Mr. Jianyong Ji (冀建勇)
	9th Floor, Building No. 2 (Design Building),	Tel:	+86 10 84662797
Address:	No. 8 East Huixin Street, Chaoyang District, Beijing	Email:	cmef@bjome.com.cn

Water			
Item	Rate before Sep 3	QTY	Total
Water supply pipe DN 16mm Drain pipe DN 50mm	RMB 2500/Outlet		
Water supply pipe DN 19mm Drain pipe DN 50mm	RMB 3800/Outlet		
Water supply pipe DN 25mm Drain pipe DN 50mm	RMB 4200/Outlet		

Water price will be charged extra 50% by submission after September 3, 2021.

Gas			
Item	Rate before Sep 3	QTY	Total
1/2HP-2HP Rate of Flow≤0.17sqm/min	RMB 1950/Outlet		
3HP-5HP Rate of Flow≤0.48sqm/min	RMB 3900/Outlet		
6HP-7HP Rate of Flow≤0.71sqm/min	RMB 4200/Outlet		
10HP Rate of Flow≤0.85sqm/min	RMB 4600/Outlet		
15HP Rate of Flow≥1.0sqm/min	RMB 5200/Outlet		

Gas price will be charged extra 50% by submission after September 3, 2021.

Internet			
Item	Rate before Sep 3	QTY	Total
ADSL Downstream 500M/Upstream 50M	RMB 6500/Outlet		
ADSL Downstream 1000M/Upstream 100M	RMB 7800/Outlet		
20 Mbps Dedicated Network (Including 5 Normal Public IP)	RMB 18200/Outlet		
50 Mbps Dedicated Network (Including 5 Normal Public IP)	RMB 28600/Outlet		
100 Mbps Dedicated Network (Including 5 Normal Public IP)	RMB 52000/Outlet		

Internet price will be charged extra 50% by submission after September 3, 2021.

Invoice Title: _____

Exhibitor Name: _____ Booth Number: _____

Invoice Mailing Address: _____

Contact: _____ Mobile: _____ Tel: _____ Fax: _____

Email: _____

Exhibitor Stamp: _____ Authorized Signature: _____

Date: _____

Form 6. SHOW DIRECTORY ADVERTISING

Return before September 10th, 2021

Return to:	Beijing Oriental Friendship Advertising Co., Ltd	Contact:	Diana Zhao
Address:	9th Floor, Building No. 2 (Design Building), No. 8 East Huixin Street, Chaoyang District, Beijing.	Tel:	+86 10 84662609 +86 10 84629966(operator)
Zip Code:	100029	Fax:	+86 10 84662538 +86 10 84662568
		Email:	dianazhao0827@hotmail.com

Company Name		Stand No.	
Address		Zip Code	
Tel		Email	
Beneficiary	Beijing Oriental Friendship Advertising Co., Ltd	Beneficiary's Bank	Bank of Communications Beijing Branch, East Yuhui Road Sub- branch
Account No.	110060971018010010447		
Items	Price (RMB)	Quantity	
Front Cover	60000		
Inside Front Cover	40000		
Inside Back Cover	30000		
Back Cover	50000		
Colored Head Page	10000		
Colored Insert Page	8000		
B/W Manuscript (with pictures)	3000		
B/W Manuscript	2000		
Company Logo	500		
Special Position	Negotiable		

*** Payment Deadline: September 10th, 2021**

Form 7. INTERPRETER SERVICES

Return before October 7th, 2021

Return to:	Shenzhen Longwin Information Consultation Co., Ltd.	Contact:	Grina Chen
	Room 204, 2F, SZCEC, Shenzhen, China	Tel:	+86 13714658483
		Fax:	+86-755-82908515
		Email:	longwin2004@aliyun.com
		Web:	www.longwinsz.com

Company Name: _____

Contact Person: _____ **Job Title:** _____

Address: _____ **Post Code:** _____

_____ **Tel:** _____

_____ **Fax:** _____

Country: _____ **Email:** _____

Website: _____ **Booth No.:** _____

Please fill out the form according to your requirements and email to longwin2004@aliyun.com

Staff (minimum 1-day charge)	Daily Rate (RMB)	Booth Set-up		Show Time				Amount	Remark
		Oct 11	Oct 12	Oct 13	Oct 14	Oct 15	Oct 16		
General Interpreter: Chinese/ English	600								
Experience Interpreter: Chinese/English	1000								For special need, please email us
General Interpreter: Chinese/Japanese	1000								
General Interpreter: Chinese/Korean	900								
General Interpreter: Chinese/Russian	1400								
General Interpreter: Chinese/French	1400								
General Interpreter:	1400								

Chinese/German									
General Interpreter: Chinese/Spanish	1400								
General Interpreter: Chinese/Italian	1400								
Receptionist/ hostess	350								Speak Simple English+ Uniform
Total Amount:									

N.B. All the language services provided by Longwin will be charged in RMB.

Notice:

- 1) Please email this application to us via the mailbox above.
- 2) All the language services provided by Longwin will be charged in RMB.
- 3) If you request a specific language pair which is not on the list above, please email us for quotation.

CMEF AUTUMN 2021

Shenzhen World Exhibition & Convention Center, China
October 13-16, 2021

Dear Exhibitor,

It is with honor and pleasure to inform you that TOP-TRANS is the Official Freight Forwarder appointed by the organizer for the subject exhibition. In order to ensure the smooth customs clearance and handling of your exhibits at the above event, we wish to bring the following important points, which are reiterated in the latest Customs Notice, to your attention.

1) **ACCURACY OF THE CUSTOMS DOCUMENTS**

Your cargo will probably be opened for inspection by customs, so please make sure there is no any discrepancy between 'List of Exhibits' and actual content of the cargo.

2) **CUSTOMS REJECT TO CLEAR ANY ITEMS UNRELATED**

And any items unrelated with the exhibition are not allowed to be packed into the shipment.

Thank you for your attention to this matter. Should you have any queries or difficulties providing the 'List of Exhibits' before 10 SEP 2021, please feel free to contact:

Mr. Anthony NIE

Tel: (+86) 21 5835 0858

Fax: (+86) 21 5835 0929

Mobile: (+86) 138 1872 1467

Email: anthony.nie@top-trans.com.cn

Ms. Fion SHEN

Tel: (+86) 20 2906 6954

Fax: (+86) 21 5835 0929

Mobile: (+86) 186 2052 8829

Email: fion.shen@top-trans.com.cn

Yours Sincerely,

Top-Trans Expo Logistics Co. Ltd.

SHIPPING MANUAL

FOR DIRECT SHIPMENTS TO AIRPORT/SEAPORT

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A. SCHEDULE

	For air shipments	For sea shipments
CARGO (ATA CARNET) DEADLINE	27 Sep 2021	21 Sep 2021
DOCUMENTS REACHING TOP-TRANS		
Airway bills for air shipments	48 hours prior to arrival of flight	
Ocean bills of lading for sea shipments		7 days prior to arrival of vessel
Other Documents on or before (Final packing list)	13 Sep 2021	6 Sep 2021
ATA Carnet (Original)	13 Sep 2021	6 Sep 2021
INBOUND PAYMENT ON OR BEFORE	30 Sep 2021	

*****WE STRONGLY RECOMMENDED YOU TO ISSUE THE ATA CARNET!!!*****

**Pls strictly follow our shipping schedule. If any cargo arrives before/beyond the cargo receiving period, or any documents are submitted later than the above schedule, the Customs may deny the declaration for the relevant shipment.

- Above schedule is subject to the final decision of move-in dates from the organizer.
- Holiday Adjustments during Chinese New Year, Labour Day, Dragon Boat Festival, and National Day definitely affect the regular arrangement of customs clearance and collection of cargoes; adhering to the above documents and cargoes receiving period is **IMPORTANT** as there is no room for any delay.

B. DOCUMENTS CHECKLIST

DOCUMENTS INCLUDING	REMARKS	DETAILS IN SECTION
Airway bills for air shipments	- 1 original with 3 copies to consignee	C-2
Ocean bills of lading for sea shipments	- 1 original with 3 copies to consignee	C-2
List of Exhibits (LOE)	- 1 original with 3 copies attached to the airway bill or ocean bill of lading	C-3
Censorship items (literature / films / slides / videotapes / advertising gifts, etc)	- 3 samples to TOP-TRANS	D
Corresponding IMCO certificate for dangerous goods / hazardous goods, if any	- 1 original attached to the original airway bill or ocean bill of lading; - 1 copy by fax or by email in advance.	E
Original "Fumigation Certificate" for wooden packing /products or "Declaration of non-wooden packing materials"	- 1 original attached to the original airway bill or ocean bill of lading; - 1 original to TOP-TRANS ; - 1 copy by fax or by email in advance.	I
Insurance Policy (if insured)	- 1 copy brought to fair site	N

C. DOCUMENTATION

1. CONSIGNMENT INSTRUCTION

*****SHIPMENTS SENT BY COURIER WILL NOT BE ACCEPTED!*****

For air shipments - to Guangzhou Airport :	For sea shipments - to Huangpu Wu Chong, Kou Seaport:
CONSIGNEE: WENZHO SUORUI TRADE AGENCY CO., LTD ROOM 615, 6 TH FLOOR, NO.8, ZHIXIN ROAD, SHANFU TOWN, LUCHENG DISTRICT, WENZHO CITY, ZHEJIANG PROVINCE, CHINA ATTN: MS. FION SHEN TEL: (+86) 18620528829 E-MAIL: FION.SHEN@TOP-TRANS.COM.CN FOR: CMEF AUTUMN 2021 NOTIFY PARTY: TOP-TRANS EXPO LOGISTICS CO., LTD.	CONSIGNEE: TOP-TRANS EXPO LOGISTICS CO., LTD. ROOM 1507, GLOBAL PLAZA, NO. 829 NORTH RENMIN ROAD, YUEXIU DISTRICT, GUANGZHOU, CHINA ATTN: MS. FION SHEN TEL: (+86) 020 2906 6954 E-MAIL: FION.SHEN@TOP-TRANS.COM.CN FOR: CMEF AUTUMN 2021 USCI+91310115MA1H82265B NOTIFY PARTY GUANGZHOU SHENGMING TRANSPORT AGENCY CO.,LTD TEL:(+86) 020-8438 7506 MOB: (+86) 13719337543 ATTN: Mr. LI JIAN HONG

The description on bill of lading or waybill should be complete and accurate. Vague descriptions: such as: 'EXHIBITION GOOS', 'CLOTHES' will not be accepted. Pls send us the draft bill of lading or waybill to check in advance.

All shipments must be consigned "Freight prepaid" to the above consignee.

2. PRE-ALERT OF SHIPPING INFORMATION AND DISPATCH OF DOCUMENTS

****According to the New Customs Regulation, the customs declaration must commence immediately after the cargo arrives. Therefore, the pre-alert must reach us as soon as possible according to the schedule.**

- **For air shipments – to Guangzhou Airport:**

The following information must be sent to **TOP-TRANS** as pre-alert:

- Flight number of aircraft.
- Date of departure from foreign airport and date of arrival Shenzhen
- Master airway bill and house airway bill
- Number of pieces, weight and measurement of each package
- List of Exhibits (LOE)
- Declaration of non-wooden packing materials (original)
- Heat treatment and / or MB fumigation certificate for wooden packing materials (original)
- Special handling instruction

- **For sea shipments - to Huangpu Wu Chong Kou Seaport:**

The following information must be sent to **TOP-TRANS** as pre-alert:

- a. Name of vessel and voy. no.
- b. Date of departure from foreign seaport and date of arrival Huangpu Wu Chong Kou Seaport
- c. Ocean bill of lading no.
- d. Number of pieces, weight and measurement of each package
- e. List of Exhibits (LOE)
- f. Declaration of non-wooden packing materials (original)
- g. Heat treatment and / or MB fumigation certificate for wooden packing materials (original)
- h. Special handling instruction

3. LIST OF EXHIBITS (LOE)

Please complete one "LIST OF EXHIBITS" (Appendix III) for each package (except literature) and return to TOP-TRANS according to the schedule herein.

IMPORTANT - This is the most important document to arrange the customs clearance for temporary importation of exhibits into China. Please ensure all the items listed on each column of the form have been completed precisely, including the Brand value, net weight, HS code number to identify the tax rate for Customs data entry.

MODEL and SERIAL Numbers of Equipment

Please be informed that, for all exhibitions in China, exhibitor must provide the **MODEL and SERIAL numbers** of their exhibiting equipment with declared value at or over US\$500.00 (per unit).

Customs officers will record the **MODEL and SERIAL numbers** of all the equipment (especially of machinery products) during their inspection when import. 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.

- **Material of the Exhibits**

Exhibitors must declare the material of each exhibit on the LOE (especially for stand fitting materials. E.g. made by plastic; wooden; iron; steel; metal or other material, etc) in order to identify the HS code numbers for input of Customs data.

D. CENSORSHIP ITEMS

It is stipulated by the General Administration of Press and Publication of the People's Republic of China (hereafter as GAPP) and the Chinese Customs that : Advertising materials and technical information materials including but not limited to literature, films, slides, audiotapes, videotapes, photos, advertising gifts, map illustrations, directions and other publicity materials shall not be allowed for display or use or distribution at the exhibition before approved by GAPP in Beijing. **The Chinese Customs has the right to reject import if prior approval is not granted.** Therefore, it is **NOT** recommended to ship these items to the exhibition directly.

Please submit 3 samples each to **TOP-TRANS** for censorship at least 6 weeks before the show. **TOP-TRANS** will then on forward them to the Chinese Authorities for inspection. GAPP will decide whether to approve or not the display or use or distribution of the materials. If approved, an import approval permit will be issued; if not, GAPP will advise the reasons.

Please be aware that the Chinese Customs may charge tax/duties for these items and the cost is for account

of the exhibitors. **Distribution of periodicals in the exhibition is strictly prohibited.**

E. DANGEROUS GOODS/HAZARDOUS GOODS

Corresponding IMCO certificate is a must for any dangerous goods / hazardous goods dispatched. The original certificate must be attached to the original airway bill or ocean bill of lading sending to the consignee. Please send a copy of this document to **TOP-TRANS** by fax or by email before the original is sent out.

Surcharge for handling of dangerous cargo will incur. Please refer to the attached tariff for the rate.

F. HAND-CARRIED EXHIBITS (FOR GENERAL CARGO ONLY)

Exhibitors are strongly advised **NOT** to hand carry goods to exhibition. Should it be inevitable, exhibitor must declare to the Customs that their hand-carried goods are for exhibition purpose in case they are detained. Please immediately hand over the detention slip and the duly-filled "**LIST OF EXHIBITS**" (**Appendix III**) to **TOP-TRANS**' staff at fair-site.

Only with these documents, can **TOP-TRANS** apply for the Customs Cover to collect those detained exhibits at exhibitor's expenses according to the attached tariff. Please allow 1-2 working days to finish this Customs clearance and collection procedures.

G. PACKING INSTRUCTIONS

It is recommended that whenever possible, freight must be packed in cases and/or crates suitable for use for return shipments, if necessary. To protect goods against multiple handling during transit, it is recommended that contents should be securely choked, blocked and braced. Any damage and claims will not be accepted caused by unsuitable packing. Please ensure the followings:

- All cases should be bolted rather than screwed or nailed.
- Stapled or Stitched-nailed crates or cartons should not be used except for disposable goods.
- If cases cannot be slung, they should be mounted on skids to facilitate the handling with forklift trucks.
- Exhibitor, at their discretion, may plan to exhibit equipment on skid, as the floor may not always be completely level. These skids must however be suitably covered to preserve the overall presentation of the exhibition.
- To minimize risk of loss, damage or delay, please avoid shipping your cargoes in small packages (individual package for over 1 cbm is recommended, e.g. 1m x 1m x 1m). We recommend you use big strong cases with small cartons collected together inside.
- It is advisable to include a quantity of spare packing materials (e.g. wrapping paper, plastic foil, etc.) in your original shipment to replace any that may be inadvertently destroyed during unpacking.
- **Protection against Damage and Rain**

Please be advised that cargoes will be placed outdoors many times including open-air storage at the exhibition site. It is recommended that the packing of case must be strong enough to protect the cargoes from damage and rain. Packing in cartons is not recommended, as it is not suitable for repeated handling and repacking.

When cargoes are repacked with used packing materials, these packing are regarded as no longer suitable to protect cargoes against damage/moisture compared with the originals. Exhibitors shall therefore bear the responsibility for the consequences arising therefrom.

- **Heavy and Oversized Cargoes**

Exhibitors with heavy or oversized cargoes must be on-site early and direct the operation of unpacking and positioning heavy cargoes. If a mobile crane or forklift is required for installation of equipment, exhibitors should send their requirements to **TOP-TRANS** in advance. For quotation of hiring such equipment, please

refer to the attached tariff. A detailed layout should also be provided to **TOP-TRANS** for better on-site operations.

Cases for heavy cargoes should be so constructed that the sides are joined by bolts rather than by nails or screws. This will prevent the case from being damaged during unpacking and will save considerable time, especially during exhibition closing. Please mark the front side of the case clearly to ensure correct positioning.

H. MARKING INSTRUCTIONS

Shipping labels are provided (Appendix II). Please apply a minimum of two shipping labels per package.

• SPECIAL MARKINGS

Please indicate below markings on the sides of the crates/cases if applicable:

- Label **FRAGILE** items on all sides.
- Items, which must be kept in upright position, on 2 sides, label **THIS SIDE UP**.
- Items which cannot be stored outdoors must be marked on 2 sides with **THE UMBRELLA SYMBOL**.
- Stripes should be painted on vessels, tanks and similar equipment to indicate where slings must be placed for hoisting, also label **SLING** in the proper location.
- Cases containing spare parts must be marked **SPARE PARTS** and contain only spare parts.
- **CENTER OF GRAVITY, FRONT, BACK** and **LIFTING POINT** signs must be clearly marked externally for uneven loads and bulky items.
- Other markings should conform to the International Rules and Regulations governing packing signs and symbols.

I. DECLARATION OF WOODEN OR NON-WOODEN PACKING

• Observe District

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

• Observe Scope

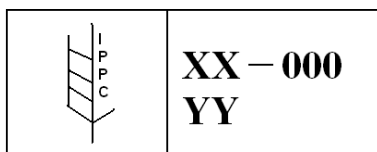
All non-manufactured wooden packing materials to be used to carry, pack, pad and support, and reinforce the goods, such as wooden case, crate, pallet, frame, pal, wooden pole, wedge, sleeper and pad.

• Exempted Scope

- Those wooden composite products after being heated and pressed treatment, such as plywood, particleboard and fiberboard.
- Veneer core, saw dust, wood fiber and particle and other wood materials with its thickness equal or less than 6mm.

• Observe Requirement

All import wooden packing materials must be treated by Heat Treatment (HT) or Methyl Bromide (MB) fumigation at the origin, and put the Mark of IPPC (sample shown as below) on two opposite sides of the wooden packing 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). For wooden packing materials without the approved mark or with approved mark but intercepts the live harmful pest, the cargoes will be disposed or returned 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

Please issue 2 original certificates. One original certificate must be attached to the original airway bill or ocean bills of lading sending to consignee for submitting to China Entry & Exit Inspection and Quarantine. The

second original must be sent to **TOP-TRANS**. Please send a copy of this document to **TOP-TRANS** by fax or by email before the originals are sent out.

- **Non-Wooden Packing Materials**

For goods that are not packed with wooden packing materials or are not loaded on a wooden pallet, exhibitors are required to issue a "Declaration of non-wooden packing materials". Please issue 2 originals with company stamp and signature. One original must be attached to the original airwaybill or ocean bills of lading sending to consignee for submitting to China Entry & Exit Inspection and Quarantine. The second original must be sent to **TOP-TRANS**. Please send a copy of this document to **TOP-TRANS** by fax or by email before the originals are sent out.

If failed to make the necessary arrangement for the handling of wooden packing goods, exhibitor should be responsible for the penalties from Chinese Authorities and the delay of exhibits delivery to stand.

J. UNPACKING, REPACKING AND DELIVERY OF EXHIBITS

TOP-TRANS will deliver cargoes to stands, assist unpacking and repacking and customs clearance against signature of exhibitors or their authorized agents. Exhibitors are highly recommended that their representatives be present on-site during move-in and move-out period to supervise positioning, unpacking and repacking of exhibits, as the on-site operations will be carried out at exhibitor's risk. **TOP-TRANS** will not be responsible for delay of customs clearance and positioning / displaying of exhibits due to late arrival of exhibitors' representatives or without receiving explicit instruction from exhibitors beforehand.

No exhibits are allowed to unpack on or take away from the show ground without Authorities' approval through **TOP-TRANS** as they are imported to China on the basis of temporary importation permission. **TOP-TRANS** will not be responsible for any confiscation and / or fines arising therefrom.

During the move-in and move-out, all exhibitors or their authorized agents should defer to the on-site arrangement of **TOP-TRANS**' staff on site strictly. If exhibitors or their authorized agents take action without the permission of **TOP-TRANS**' staff on site, **TOP-TRANS** will not be responsible for any result and / or damage therefrom.

K. STORAGE OF CARGOES DURING THE EXHIBITION

Exhibitors requiring their cargoes (as opposed to empty cases) stored during the exhibition are requested to notify **TOP-TRANS** as soon as possible, allowing the staff to make special arrangements. Access to cargoes once stored may be possible at certain times during the exhibition. These times, if available, will be published at a later date.

L. MOVE-OUT

During the exhibition, **TOP-TRANS** staff will give the exhibitor forms for return/disposal instructions, i.e. return; sold; consumed or abandoned; etc., of your goods. Please complete and return the form to **TOP-TRANS** on or before the closing day for further arrangements.

Return exhibits can only be shipped out upon the completion of customs clearance, which normally takes 14 working days to finish, counting from the first working day after the move-out operation is done. Should exhibitor ask for priority or express service to accommodate its needs, please inform **TOP-TRANS** earlier for earlier arrangement; while the final decision is subject to the Customs' approval. Surcharge for priority or express service applies. Please refer to the attached tariff for the rate.

M. EXHIBITS TO BE RETAINED IN CHINA FOR SALE OR DONATION

Per the new regulation of Chinese Customs, exhibits are not allowed to be kept in the fair site after the show.

All exhibits will therefore be transferred to a Bonded Warehouse under the custody of Chinese Customs.

The warehouse handling and storage charges occurred would be settled directly between the exhibitor/ buyer and the warehouse. **TOP-TRANS** will not be involved in this handling unless **TOP-TRANS** receive any written instruction from exhibitor to handle on their behalf in China.

According to the current regulation, exhibits are allowed to be kept in Bonded Warehouse for no longer than six months from the date of import. After that, the exhibits will be at the disposal of the Chinese Customs.

N. PAYMENT

- **Payment terms**

Inward: Cargoes will be delivered to fair booth upon full payment is settled according to the schedule.

Outward: Return shipment will be effective and / or Airway Bills or Ocean Bills of Lading will be released upon receipt of full payment.

All payment must be made without any deduction or deferment on account of any claim, counter claim or offset.

Please kindly pay off all the charges timely and send the bank slip by email. **TOP-TRANS** is entitled to cancel the services without any liability if the charges fail to reach **TOP-TRANS** in time.

O. INSURANCE & CONDITIONS OF BUSINESS

All cargoes are requested for fully covered insurance during the whole journey, including the exhibition period. A copy of the insurance policy should be brought to the fair in case of any necessary survey.

If any loss or damages occur, please inform **TOP-TRANS** timely and **TOP-TRANS** will inform the Customs for handling. As the procedure is complicated, please take care of your goods during the fair to avoid such case happen. Please be kindly noted that even the exhibits are insured, there levant tax and duty are still inevitable.

All services and work undertaken by **TOP-TRANS** are carried out exclusively according to the terms and conditions outlined in the Company Terms and Conditions of Trading, which, in certain cases, exclude or limit the company's liability. Copies available upon request.

Use of services from **TOP-TRANS**, be it partial or complete, and any requirement for additional services at any time before, during or after the exhibition, expressed orally and/or in writing and/or by conduct, implies acknowledgement and acceptance to the foregoing.

SERVICES AND RATES

For General Cargoes

I. INWARD MOVEMENT

1) From Guangzhou airport/ Huangpu Wu Chong Kou seaport to booth

For freight arriving at Guangzhou: customs clearance on a temporary basis, transport from terminal to the storage area of fair-site, sorting and delivery to fair-booth, assisting exhibitors in unpacking and positioning of exhibits (assembling & 2nd time positioning excluded), removing empty cases and packing materials to on-site storage place (outdoor).

Air Freight at Guangzhou airport

Basic handling rate	RMB8.00 per chargeable weight kilo
Min. charge	RMB1,200.00 per consignment per exhibitor

Land / Sea Freight at Huangpu Wu Chong Kou seaport

Basic handling rate	RMB620.00 per cbm or 1,000kgs, whichever is greater
Min. charge LCL	RMB1,860.00 per consignment per exhibitor
Min. charge FCL 20' GP	RMB13,000.00 per 20' GP container
Min. charge FCL 40' GP	RMB26,000.00 per 40' GP container
Min. charge FCL 40' HQ	RMB28,250.00 per 40' HQ container

II. OUTWARD MOVEMENT

Services and rates same as Inward movement (item I).

III. HEAVY-LIFT / OVER-SIZE SURCHARGES

For individual package				Rates	
Parameter					
Length (metre)	Width (metre)	Height (metre)	Weight (ton)	Attaining or exceeding 1-2 parameter(s)	Attaining orexceeding 3-4 parameters
≥ 5 m	≥ 2.1 m	≥2.1 m	≥ 3 ton	20 %	30 %
≥ 5 m	≥ 2.1 m	≥ 2.1 m	≥ 5 ton	30 %	50 %
≥ 5 m	≥ 2.1 m	≥ 2.1 m	≥ 10 ton	To beadviced	

** Applicable toall the items I-II.

IV. DOCUMENTATION FEE

Service rate	RMB560.00 per consignment per exhibitor
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V. MISCELLANEOUS CHARGES

1) EDI customs fee

(Applicable to both inward and / or outward movement)

Handling	RMB350.00 per consignment per exhibitor
Input data on "List of Exhibits" into Customs computer	RMB60.00 per page

2) Quarantine declaration fee

(Applicable to both inward and / or outward movement)

Handling	RMB350.00 per consignment per exhibitor
Input data on "List of Exhibits" into Customs computer	RMB60.00 per page

3) Translation of "List of Exhibits" form

Service rate	RMB70.00 per page
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4) Fill-in the H.S.No. on "List of Exhibits" form

Service rate	RMB40.00 per page
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5) Re-completion of "List of Exhibits" form

(Applicable only to any submission in the format other than EXCEL, in computer typing, or by e-mail)
(Applicable to inward movement only)

Service rate	RMB40.00 per page
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6) Customs clearance fee for exhibits against undertaking licence for ATA CARNET

Service rate	RMB1,000.00 per licence or carnet per entry per city
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7) Quarantine service and handling charge

(Applicable to both air and / or sea freight)

a) Wooden case or skid or pallet	RMB90.00 per case
b) Non-wooden packing	RMB50.00 per case
c) Per 20' Container	RMB300.00 per 20' container
d) Per 40' Container	RMB600.00 per 40' container

**Items (a - b) are applicable to LCL shipments.

** Items (a - d) are applicable to FCL shipments.

8) Quarantine and / or customs inspection at cost

9) Fumigation charges

(Applicable to both air and / or seafreight)

a) Under 2 cbm	RMB800.00 per consignment per exhibitor
b) 2 cbm or over	RMB1,280.00 per consignment per exhibitor
c) 20' container or 40' container	RMB1,280.00 per container per consignment

**Items (a - b) are applicable to LCL shipment.

** Items (a - c) are applicable to FCL shipment.

10) Terminal charges at Guangzhou seaport/airport

Air freight at Guangzhou airport

Terminal Charges	RMB2.80 per chargeable weight kilo
Min. charge	150 kiloper consignment per exhibitor

Sea freight (LCL) at Huangpu Wu Chong Kou seaport

Terminal charges	RMB400.00 per cbm
Delivery order fee	RMB300.00 per cbm
Min. charge	3 cbm per consignment per exhibitor

Sea freight (FCL) at Huangpu Wu Chong Kou seaport

Terminal charges	20' GP container	RMB2,400.00 per unit
	40' GP container	RMB4,600.00 per unit
	20' special cntr	RMB2,600.00 per unit
	40' special cntr	RMB5,000.00 per unit
Delivery order fee		RMB1,000.00per unit

*if above rates can not cover actual costs,all third party's charges incurred will be charged as per outlay.

11) Warehousing services in China

Storage charges are counted from the date of exhibits arrival, exhibition period, and till departure of the site / bonded warehouse / China Port.if below rates can not cover actual costs,all third party's charges incurred will be charged as per outlay.

Air freight at Guangzhou airport

Storage Charges	RMB0.90 per kg per day
Warehouse handling	RMB0.18 per kg per single entry
Min. charge	150 kiloper consignment per exhibitor

Sea freight (LCL) at Huangpu Wu Chong Kou seaport

Storage Charges	RMB9.00 per cbm per day
Warehouse handling	RMB18.00per cbm per single entry
Min. charge	3 cbmper consignment per exhibitor

Sea freight (FCL) at Huangpu Wu Chong Kou seaport

Storage Charges	RMB175.00 per teu per day
Warehouse handling	RMB18.00per cbm per single entry
Min. charge	23cbm per 20' GP, 46cbm per 40' GP, 50cbm per 40' HQ

12) Container haulage

Return of empty container from exhibition-site to Huangpu Wu Chong Kou terminal for FCL shipments or vice versa.

Container haulage	Per 20' Container	Per 40' Container
	RMB2,100.00 pertrip	RMB3,200.00 pertrip

13) Cash deposit for temporary importation

a. Deposit fee for inbound shipment without ATA Carnet, which must be paid before the goods arrival China port. The deposit fee will be returned after the goods departed China port without any argument by Chinese Customs	35% x Cargo Value (CIF Value)
b. Agent handling fee	5% on item a.

REMARKS

- Above charges exclude freights, lashing, purchasing of tarpaulin, and any materials required for lashing, or special container loading, tax/duties, or any items not covered in this tariff. Exhibitors should reimburse **TOP-TRANS** for the cost if they incur, plus 5% commission.
- Volume/Weight Conversion for airfreight is 6 cbm equal to 1,000 kgs. Volume/Weight Conversion for rail-freight is 3 cbm equal to 1,000 kgs.
- All inbound shipments (sea freight, air freight, or land / rail freight) must be consigned as per our consignment instruction and on "**FREIGHT PREPAID**" basis; otherwise we shall levy **10% commission** on the freight, which we pay on your behalf to the local carriers. The willingness of payment on behalf of the client is solely at the discretion of TOP-TRANS.
- To ensure safe and orderly quality on-site operation, all shipments consigned to the subject exhibition are

requested to be communicated with TOP-TRANS in advance. Failure in doing that or the inconsistency in cargo details that is considered to interrupt normal operation may lead to delay in operation, plus 30% surcharge. TOP-TRANS does not take any responsibility for anything thus caused.

5. Additional charges incurred for wrong consignee details will be **RMB1,200.00 per consignment per exhibitor**.
6. All shipments arriving in Shenzhen by HAWB will incur additional agency handling fee at **RMB380.00 per HAWB** and vice versa.
7. For cargoes and / or documents arrive after deadline, a surcharge at **30% of inward movement charge, EDI customs fee and quarantine declaration fee (Min. RMB1,000.00 per consignment per exhibitor)** and RMB650.00 per consignment for late document submission will be levied to cover the additional cost, but this is not a guarantee of the late-come cargoes' arrival at the site in time.
8. Above rates are based on general cargoes only, for specialized cargoes, e.g. dangerous cargo, temperature-controlled cargo, valued goods, additional charges will be levied. The definition of dangerous cargoes is subject to the declaration on the freight bills issued by carriers in accordance to the International Maritime Dangerous Goods (IMDG Code) for surface shipments, and Dangerous Goods Regulations (DGR) of International Air Transport Association (IATA) for air shipments.
9. Return exhibits can only be shipped out upon the completion of customs clearance, which normally takes 14 working days to finish, counting from the first working day after the move-out operation is done. Should exhibitor ask for priority or express service to accommodate its needs, please inform us earlier. A **30% surcharge on top of the official tariff** will be requested to cover the extra effort spent; while the final decision is subject to the Customs' approval.
10. Costs will incur for the disposal handling of stand structures, stand elements, floor coverings, machinery & parts of machinery (Excluding removal of waste materials and products, and toxic materials). Please consult TOP-TRANS for the rate.
11. For safety reasons, all containers are required to be grounded onsite at the fair ground to facilitate loading and unloading. Grounding cost based on the actual condition of the container to be advised.
12. Unless otherwise specified, the Min chargeable weight for Air is 150kgs, the chargeable volume for LCL is 2cbm, the Min chargeable volume for 20GP is 23cbm, for 40GP is 46cbm, for other 40' container is 50cbm.
13. No unpacked cargoes without container are accepted.
14. According to "Tax Policy Concerning Nationwide Implementation of VAT Pilot Program for Transport and Modern Services Sectors" (referred to Cai Shui [2013] No. 37), jointly issued by the Ministry of Finance (MOF) and the State Administration of Taxation (SAT) of PRC on 24th May 2013, Value Added Tax (VAT) will be expanded national wide for logistics and other selective modern service industries and the relevant tax policies for initial pilots will be repealed simultaneously. Effective from 1st Aug'2013, all the services provided by **TOP-TRANS** will be subject to 6% VAT.
15. Any service required from exhibitors not covered by this tariff will be quoted separately upon request.
16. **TOP-TRANS** does not take any responsibility for:
 - a) any exhibits not allowed by the organizer or Chinese Customs to be sold or displayed in fair site.
 - b) any tax / duty for sold exhibits.
17. This tariff is compiled on volume or weight basis and has no correlation with the value of cargoes, thus no insurance coverage is included. All cargoes are requested for fully covered insurance
18. All services and work undertaken by **TOP-TRANS** are carried out exclusively according to the terms and conditions outlined in the Company Terms and Conditions of Trading, which, in certain cases, exclude or limit the company's liability. Copies available upon request.
19. Use of services from **TOP-TRANS**, be it partial or complete, and any requirement for additional services at any time before, during or after the exhibition, expressed orally and / or in writing and / or by conduct, implies acknowledgement and acceptance to the foregoing.

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