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海闻展览
HIVEN EXHIBITION



第十二届中国（北京）国际铸造展览会

The 12th China (Beijing) Int'l Foundry Exhibition

北京·中国国际展览中心

Sep. 9.21-23 | China Int'l Exhibition
9月21日-23日 | Center, Beijing

组织单位 Organizer

北京海闻展览有限公司
Beijing Hiven Exhibition Co., Ltd

参展商手册
Exhibitor's manual

Dear Exhibitors,

In order to more effectively help you complete exhibition preparatory work, we edited this "Exhibitor Manual." Be sure to read this manual carefully to know service information, and in accordance with your own requirements and need to fill out related service form. Contact exhibition service agencies before specified deadline, for implementation of relevant exhibiting matters.

Please be sure to bring the exhibitor manual as reference during exhibiting period.

We sincerely thank you for your strongly support and cooperation, and look forward to meeting you at Beijing!



Beijing Hiven Exhibition Co., Ltd

Tel: +86-10-6865 9227/ 6865 9226

Fax: +86-10-8868 0811

P.C.: 100040

Add: C-1709, Wanda Plaza, No.18 Shijingshan Road, Shijingshan District, Beijing, China

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A:General Rules

I .General Information

1.Exhibition Name

The 12th China (Beijing)International Foundry Expo

Date: September 21-23, 2017

Venue: China International Exhibition Center (Jing An Zhuang Venue)

Address: No. 6, North Third Ring East Road, Chao yang District, Beijing

2.Exhibitor Registration

Exhibitors are kindly required to take Booth Set-up Notice and business card to register at the window of the venue front hall at China International Exhibition Center (Jing An Zhuang Venue) and get the exhibitor badge during September 19 to 20, 2017.

3.Exhibition Schedule

| Date | Time | Work Arrangement (Enter with badge) | Place |
|---------------------|---------------|---|--|
| Sep.19 Tuesday | 8: 30—17: 00 | Exhibitors register & get exhibitor badge | Exhibitors register center at the ticket office of China International Exhibition Center |
| | 8: 30—17: 00 | Booth Construction & Decoration | |
| Sep.20 Wednesday | 8: 30—17: 00 | Exhibitors register & get exhibitor badge | |
| | 8: 30—21: 00 | Booth Construction & Decoration | |
| Sep.21 Thursday | 8: 30 | Exhibition opens, exhibitors enter halls | China International Exhibition Center |
| | 9: 15—9: 45 | Opening ceremony | |
| | 9: 45 | Professional visitors enter halls | |
| | 16: 30 | Exhibition closes, exhibitors and staff leave | |
| Sep.22 Friday | 8: 30 | Exhibitors enter halls | China International Exhibition Center |
| | 9: 00 | Professional visitors enter halls | |
| | 16: 30 | Exhibition closes, exhibitors and staff leave | |
| Sep.23 Saturday | 8: 30 | Exhibitors enter halls | |
| | 9: 00 | Professional visitors enter halls | |
| | 16: 00 | Exhibition closes | |
| | 16: 00—21: 00 | Move-out | |

Note: Technical seminars and industry forums will be held at the same time. For details, please see meeting information released on site!

Important Notes: All the booth construction and move-in work must be finished **before 21:00 pm** on September 20, 2017. If need to work overtime, please hand in written application to official booth contractor that day before 15:30. Apply after 16:00 will charge 30% more fee. Procedures to apply should be no later than September 20. It will not be accepted if apply after 15:30. (**Note:** overtime pay is charged for CNY3000 for less than 100 square meters booth that working overtime before 24:00 and CNY6000 for less than 100 square meters booth for working overtime after 24:00)

4. Exhibition service agencies

◆ Exhibition Organization Committee: **Beijing Hiven Exhibition Co., Ltd.**

Add.: Room 1709, Block C, Wanda Plaza, Shijingshan Road, Shijingshan District, Beijing, 100040, China

Tel: (+8610) 6865 9227 / 6865 9226

Fax: (+8610) 8868 0811

Contact: Miss Cui Ning Miss Chen Wen

Email: haiwen2002@126.com

◆ Exhibition Venue: **China International Exhibition Center (Jing An Zhuang Venue)**

Address: No. 6, North Third Ring East Road, Chao yang District, Beijing

Tel: Customer service center / Construction Office (+8610) 84600234/84600243/84600238/84600248

Contact: Liu Yang (project manager) (+8610) 8460 0895

◆ Official booth contractor & equipment leasing company: **XinShi WanHao Images Design (Beijing) Co., Ltd.**

Add.: Room303, third floor, business building of China International Exhibition Center,

No. 6, North Third Ring East Road, Chao yang District, Beijing

Tel: (+8610) 5842 6391 / (+8610) 5710-9752

Fax: (+8610) 8436 4807

Contact: Tian Yi (+86)186 0130 0859/ 186 1091 2291 Zhang Hongliang (+86)137 1862 4812

Email: xinshiwanhao@163.com

Note: please contact official booth contractor before August 20, 2017 for applying all power & water supply, furniture rental and construction of raw space booths (special decoration booths)

◆ Official raw space booth contractor: **Jindian International Exhibition (Beijing) Co., Ltd.**

Add.: Room 2016, block A, Wanda Plaza, Tongzhou District, Beijing

Tel: (+8610) 5332 2585 (+8610) 6056 8552

Email: jindianexpo@163.com

Contact: Mr. Jiang (+86)186 1165 5559 Miss Gao (+86)186 0093 3952

◆ Official Freight Forwarder: **Bondex Logistics Co., Ltd.**

Add: Room 202 Future Time Plaza, Shilibao East Area, Chaoyang District, Beijing 100024

Contact: Mr. Jack Shi Mobile: +86 15117993194

Tel.: (86 01) 6577 4431-716 (86 01) 6543 5941-716

Fax: (+8610) 8046 8722

Email: bjshiyang@bondex.com.cn

◆ Official Hotel & Reception Service Company: **Beijing Tian Xin International Exhibition Co., Ltd.**

Add.: Room 611, sixth floor of building 3, No.4 of Dong Tu Po Road, Chaoyang District, Beijing

Contact: Betty (+86) 138 1133 0001

Tel: (+8610) 5743 2082

Email: betty@tstexhibition.com

II .Venue Location & Traffic of NCIEC

1.Venue address: No. 6, North Third Ring East Road, Chao yang District, Beijing (see below picture)

2.Traffic route

(1)Capital airport

Walk to terminal 2, take Airport Line 4 Air-conditioned Bus, get off at China International Exhibition Center station.

(2)Beijing Station

Take subway line 2(outside ring), get off at Dongzhimen Station, take bus No.18 or No.132, get off at Jing An Zhuang station.

(3)Beijing West Railway Station

By subway: take subway line 9 (Guo Gong Zhuang direction), transfer to subway line 10 (inside or outside ring) at Liu Li Qiao station, get off at San Yuan Qiao station, D / northwest exit.

By bus: No.694 or 387, get off at Ma

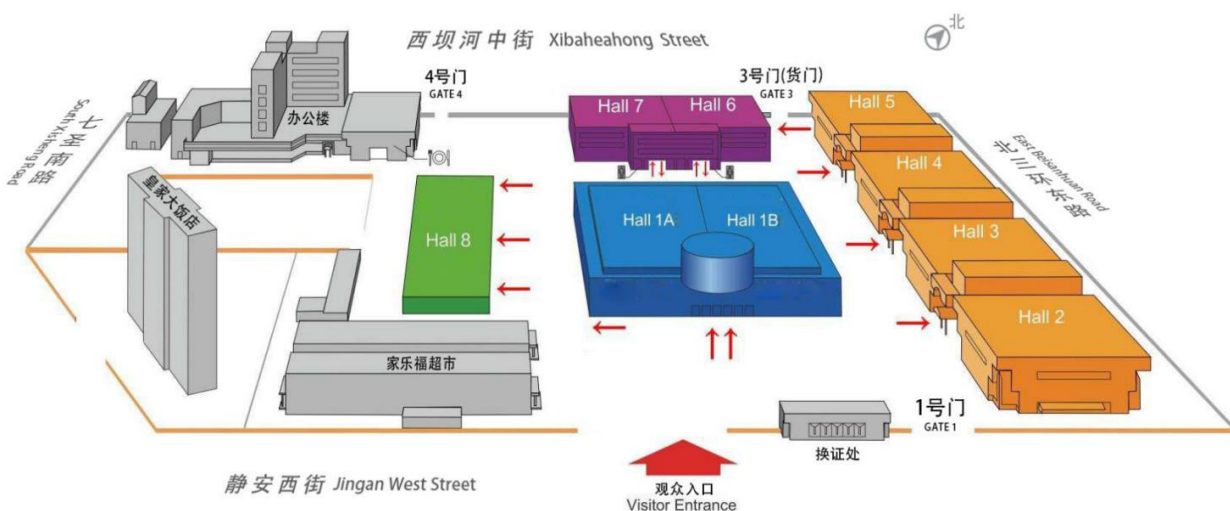
Dian Qiao Dong station, transfer to No.302 (or 300 express line, 693, 847, 300 inside ring, 367, 848, 601), get off at Jing An Zhuang station,

(4)Beijing South Railway Station: take subway line 4 (Tian Gong Yuan direction), get off at Jiao Men Xi station, transfer to subway line 10 (outside ring), get off at San Yuan Qiao station, D / northwest exit.

(5)By car or taxi: Drive along in the third ring road, turn to southwest direction at San Yuan Xi Qiao junction, then arrive at CIEC.



III.Pavilion Distribution

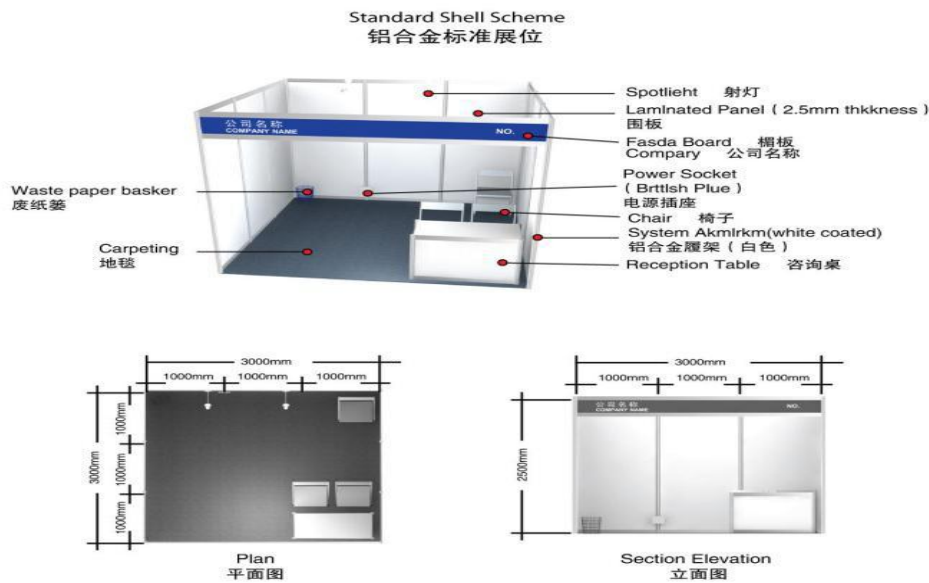


IV. Booth Construction Guide

1. Standard booth construction

(1) Standard booth will be build by the organization committee and be equipped: partitions (height 2.5m), fascia board (with Chinese and English company name, booth number), one information counter, two chairs, trash basket, carpet, one 500W/220v single-phase power socket and two spotlights, security services, public liability insurance. If exhibitors need more furniture and service, please apply for lease. (see Annex 11 at page 37)

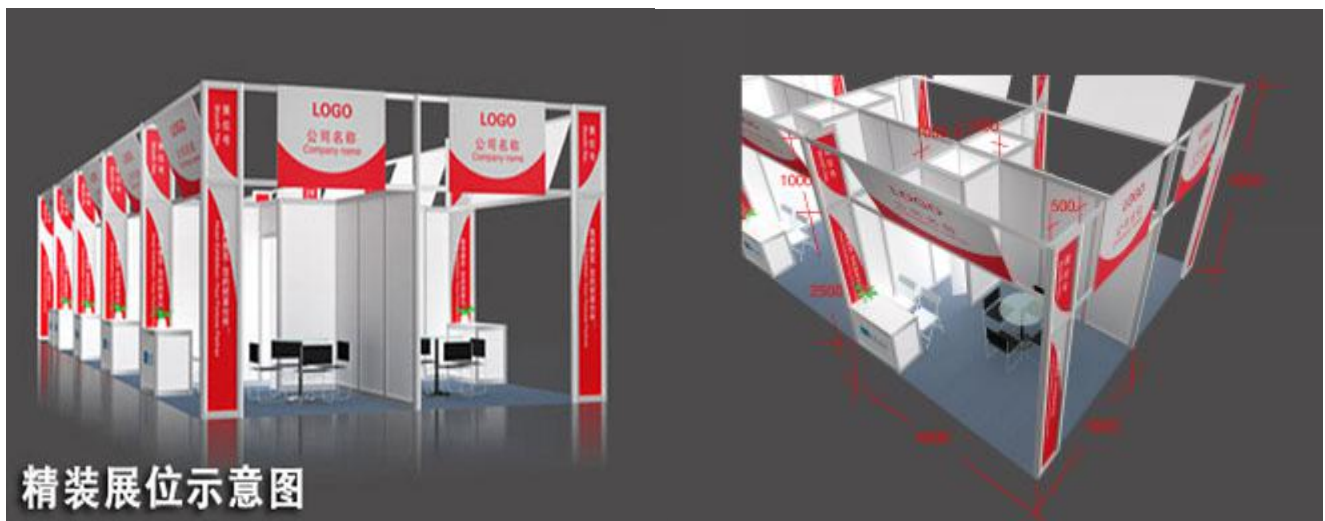
a: Standard Booth



b: Deluxe Booth

Deluxe booth of 12m² and 18m² will be build by the organization committee and be equipped: partitions (height 2.5m), table flower, KT fascia board(height 1m, including Chinese and English company name, booth number), carpet, two spotlights, one information counter, four chairs, one negotiation table, one 500W/220v single-phase power socket, trash basket, one storage room (1m * 1m, no storage room in 9m² booth), security services, public liability insurance.

Schematic diagram of deluxe booth



(2) Standard booths exhibitors want to decorate their booths must comply with the following regulations, which put forward by exhibition official construction contractor:

a. No work should be carried out in the entrance hall without permission. Paste or hang to hall roof or any other position (except hanging point) are forbidden without permission. No nails, adhesives, drawing pins, similar materials or hole-drilling to any place of the building. Any facility, structure or other item are not allowed to be leaned on. Exhibitors shall bear all the responsibility if occur above mentioned disputes.

b. Exhibitors themselves should prepare auxiliary pin or tape.

c. Organizers and CIEC venue shall be entitled to remove any form of construction or structure which is not approved or violates the above-mentioned guidelines. Exhibitors shall be responsible for risks and expenses that may occur.

(3) Exhibitors or other contractors need to install lights and connect power used for booth decoration, should consult to the official contractor.

(4) Exhibitors must keep the booth facilities and rental products are good without damage, should be take full responsibility for all incurred.

2. Raw Space Booth Construction

(1) Official construction contractor

XinShi WangHao Images Design (Beijing) Co., Ltd.

Add.: Room303, third floor, business building of China International Exhibition Center,
No. 6, North Third Ring East Road, Chao yang District, Beijing

Tel: (+8610) 5842 6391

Fax: (+8610) 8436 4807

Contact: Tian Yi (+86)186 0130 0859/ 186 1091 2291 Zhang Hongliang (+86)137 1862 4812

Email: xinshiwanhao@163.com

(2) Booth Construction Notice

- 1) Exhibitors of raw space booth could be build by themselves, or entrust the official contractor specified by the organizer, or entrust other contractor to build the booth.
- 2) For booth construction and interior decoration materials must be flame-resisting materials and equipped with the necessary fire equipment and measures on fire control; booth ceiling area should not exceed half of the booth total area, if the ceiling area reaches full area, sensor fire protection system must be installed inside the ceiling.
- 3) Public territory in the exhibition hall must not be obstructed with packing materials, construction materials, or debris when move-in and move-out, distance between the booth partition and the wall of exhibition hall may not be less than 60 cm.
- 4) A single piece of wallboard (excluding the internal partition walls) is not allowed to be built in the four sides open booth. Any booth structures or exhibits shall not exceed booth boundary, include exhibitor company name, logo of lantern box, posters and so on.
- 5) Booth design and production should strictly refer to the technical parameters of exhibition halls, booth construction may not exceed the prescribed height: **indoor booth's height limitation is 4.5m, booth over 4.5m is**

not allowed, suspension point should be declare in advance, and every hanging point shall be controlled within 50kg. Hanging is allowed only after get consent. Hanging objects are prohibited to be connected with the booth structure, and projection position of hanging items should be in the booth. All kinds of scroll and flags are strictly prohibited to be hung above the channel.

- 6) Exhibitors/contractors are responsible for the removal of all items belonging to them, do not left any garbage in the hall, and keep the booth clean.
- 7) Exhibitors could apply to official contractor for leasing the items that not listed in the rental form.
- 8) Raw space designs, construction, remove and using of water and power must comply with government firefighting laws and regulations. The exhibitors must send the booth design plan, construction program, water power application form to XinShi WanHao Images Design (Beijing) Co., Ltd. **before August 20, 2017**, and pay related fees and security deposit. Dealing with construction approval procedures **after August 20 will charge 50% more fee, and on site will charge 100% more fee**. Booth deposit will be returned with refund confirmation document of booth construction deposit in 30 working days after the exhibition finished.
- 9) Latex paint and paint are not allowed to be used in booth construction, no painting, brushing and sanding on site. Otherwise, booths will be fined by the venue, fine is CNY1000 for 18m²booth, CNY2000 for 18~36m² booth, CNY3000 for 36~54m² booth. (Booth less than 18m² will be done as 18m²)

(3)Approval of raw space booth

1) Contractors should prepare the following documents for construction approval procedures:

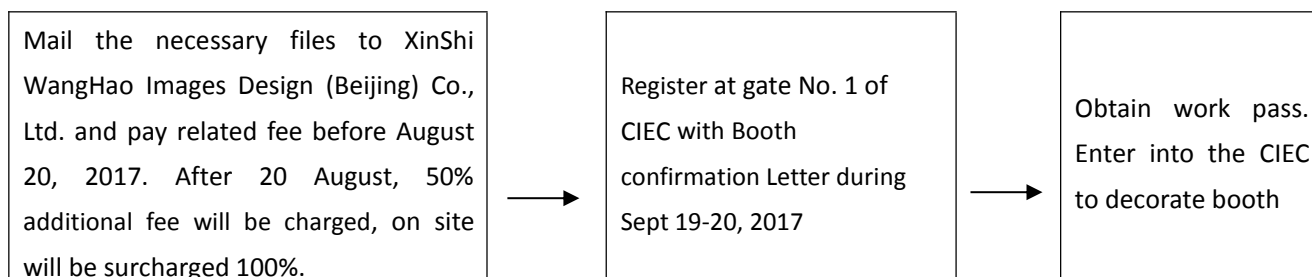
Booth construction time is September 19 to 20, 2017, Exhibition duration is September 21 to 23, 2017.

- Exhibits and construction vehicles with car pass to get in and out, and specify the time and times of access the venue.
- Fill application form of booth construction and booth construction application form of water, power and compressed air.
- Booth construction drawings, include: the electronic version of booth design renderings, floor plans, elevations, diagrams of electric circuit (must be marked with booth number and electrical box location), and structure diagrams of construction details, (each one mentioned before in duplicate) and one electronic edition (note: all drawings shall be marked size and specification of all structural materials).
- Multilayer or complex booth structure and outdoor exhibition booth shall provide transparent and circuit diagram, stamped registered "Certified Structural Engineer, National Class I" and stamped seal where Construction Design Institute examined and verified, together with verified reports of construction safety.
- A copy of Enterprise Business License of booth construction company (to be stamped with company seal, only put on record by the exhibition hall), a copy of the legal person's identity card; if not the legal person, should provide the letter of authorization by the legal person and stamped official seal.
- Electrician certificate, electricians must wear insulated shoes, if need to work high above the ground, certificate of working high above the ground , helmets and seat belts should be submitted. (Helmets and seat belts should be brought to the on site office to check). Each 18 square meter booth should be equipped with two fire extinguishers; more than 54 square meters should to be equipped with four fire extinguishers. Violate any on site rules and safety penalties rules will be fined. In addition, the electricity wire in the booth is required to be covered by tube.
- Booth construction company commissioned by authorized person to sign the "Safety Responsibility Letter of

Exhibition Booth Construction", letter must be stamped with the company's official seal, need original.

- Make the booth clean before exhibitors move-out. Be examined and signed by on site officers, and then the deposit could be returned. Booth deposit will be returned with receipt of deposit (or bank transfer receipt) with signature in 30 working days after the exhibition finished.

2) Registration and booth construction process of raw space booth



3) Approval Procedures for Raw Space Booth Construction

(Booth construction contractor should hand in the following files to the official contractor)

| Exhibitors or contractor should provide the following materials to the official contractor (Deadline is August 20, 2017) | |
|---|--|
| First step: submit qualification certification of construction contractor (The contractor's registered capital should be no less than CNY500,000) | |
| 1,2 Copy of business license | 2, 2 Legal power of attorney |
| Second step: submit related forms and files | |
| Letter of Authorization by the Legal Person (Booth construction contractor must fill) (Annex 1) | Submit original document stamped with company seal |
| Application Form of Booth Construction (Booth construction contractor must fill) (Annex 2) | Submit original document stamped with company seal |
| Exhibitor's and Booth Contractor's Overtime Application Form(Booth construction contractor must fill) (Annex 3) | Submit original document stamped with company seal |
| Authorization Letter of Raw Space Booth Construction (Exhibitors of raw space booths must fill) (Annex4) | Submit original document stamped with company seal |
| Safety Guarantee Letter of Raw Space Booth Construction (Booth construction contractor must fill) (Annex 5) | Submit original document stamped with company seal |
| Safety Responsibility Guarantee of Raw Space Booth Exhibitors (Exhibitors of raw space booths must fill) (Annex6) | Submit original document stamped with company seal |
| Guarantee Letter of Double Deck Booth Construction(Booth construction contractor must fill) (Annex 7) | Submit original document stamped with company seal |
| Management & Penalties Regulations of Exhibition Construction(Booth construction contractor must fill) (Annex 8) | Submit original document stamped with company seal |
| Items Application Form of Construction Management(Booth construction contractor must fill) (Annex 9) | Booth construction contractor must fill |
| Application Form of Booth Used Water, Power and Compressed Air(Booth construction contractor must fill) (Annex 10) | Booth construction contractor must fill |
| Construction Guarantee Letter of On Site Special Operation | Booth construction contractor must fill |

| | |
|---|--|
| Personnel(Booth construction contractor must fill) (Annex 15) | |
| Refund Confirmation Document of Booth Construction Deposit (Annex 13) | Booth construction contractor must bring this confirmation form when move-out. The deposit can be sent back after finish move-out and the form signed by the official construction contractor. |
| <p align="center">Third step: submit the booth design proposal(all drawings/plans must be marked with booth number and exhibitor name)</p> <p>1 Color transparent drawing: paper and electronic document in two copies 2 Booth floor plan: paper document in two copies, mark with its size and neighbor's booth number, 3 Booth vertical plan: paper document in two copies, mark with the height of the booth, 4 Booth implementation drawing: paper and electronic document in two copies, should mark with size and suspension centre location (if there is) 5 Circuit diagram: paper and electronic document in two copies, should clearly mark with electrical boxes location and electrical circuit direction, 6 Please fill in these forms/annexes in duplicate.</p> | |
| <p align="center">Forth step: official construction contractor provides orders</p> <p>The official construction contractor will provide orders by email or fax to exhibitors or construction companies based on the submitted files.</p> | |
| <p align="center">Fifth step: confirmed by exhibitor or construction company</p> <p>After exhibitor or construction company receives the orders, they must sign the orders and email or fax to the related person in charge and arrange the payment according to the money and bank information on the order. If pay through wire transfer, please email xinshiwanhao@163.com or fax the bank slip to the receiver. In order to be convenient to provide invoice and send the deposit back on time, please clearly note the following information in your email or fax: 1 the name in the invoice; 2 deposit return information: company name, bank name, bank account, bank code, contact person's telephone and mobile number; 3 remit party's name (company or individual).</p> | |
| <p align="center">Sixth step: confirm on scene</p> <p>After the money confirmed to be received, the order is confirmed finished, then all items applied in advance will be provided onsite. 50% additional fee will be charged if report after August 20, 2017; and 100% additional fee will be charged if report onsite.</p> | |

4) Forms and files (see Annexes)

V . Exhibits transportation guide

1.Shipping guideling

1.Shipping Deadline

Shipment direct arrival at Port of Xingang / Beijing Airport in China

1.1. Seafreight

Latest arrival at Port of Xingang

●FOR FCL : before Sept 01, 2017 ●FOR LCL : before Aug 25, 2017

1.2. Airfreight

Latest arrival at Beijing Airport: before Sep. 01, 2017

Move-in date: Sept 19, 2017 Move-out date: Sept 23, 2017

Arrival of relevant Documents at BONDEX Office-7 days before cargo arrival destination port.

1.3. For sea-freight shipment direct arrival China at Port of Xingang, only full container (FCL) is recommended. For Less Than Container Load (LCL) shipment, exhibitors have to bear the risk that the Shipping Line/Port operator may not devan your container within short period (sometimes may be more than 4 weeks) which may endanger our on-time pick up/delivery to the Fair. Our deadline set meant for cargoes already drawn out from the container, ready at any time for pick up. In sum LCL shipment is not recommended.

For overseas shipment, exhibitors should consult our agents in your area for the collection deadline of your exhibits. Please contact us for check.

2.Documents

Please Contact Mr.Jack Shi, bjshiyang@bondex.com.cn, Tel (86 01) 6577 4431-716

2.1. List of Exhibits

2.2. Two Original Bill of Lading (B/L) by ocean freight / One copy of Airway Bill (AWB) by Airfreight.

2.3. Insurance policy one copy

2.4. Quarantine and/or fumigation certificate

2.4.1.For wood packing, For shipment consists of wood packaging materials have to be treated and marked in accordance with the requirements of the International Standard on Phytosanitary Measures (ISPM 15) - "Guidelines for Regulating Wood Packaging Material in International Trade" of International Plant Protection Convention (IPPC)。 the IPPC Mark should be put/stuck on both sides of the outside package。

2.4.2.If there's no wood packaging material in the shipment, exhibitor/shipper should issue an original "Letter of Certificate" to certify the kind of packing materials.

2.5. Shipping Documents, B/L And Awb Instruction

For shipments send to Port of Xingang/Beijing Airport directly, consignee's name must be

2.5.1. By Sea

Bondex Logistics Co., Ltd. (Beijing branch)

Room321, Building International Negotiate Garden Shunyi District, Beijing,China

Tel: (86 01) 6543 5941-716

E-mail: bjshiyang@bondex.com.cn

2.5.2. By Air

For exhibits import

BONDEX LOGISTICS CO., LTD

Room 321,Building C, International Negotiate Garden, Shunyi District,Beijing,101399,China

TEL: 86-10-64566927 FAX: 86-10-64583203

Note: Please issue both the MAWB and HAWB for the air shipment.

2.5.3. Notify Party (for both Sea & Air Shipments) :

FOR: CIFE2017

C/O: BONDEX LOGISTICS CO., LTD. (Beijing Branch)

Add: Room 202 Future Time Plaza, Shilibao East Area, ChaoYang District, Beijing 100024

Attn: Jack shi Tel: (86 01) 6543 5941-716 E-mail: bjshiyang@bondex.com.cn

*Original shipping documents please send to BONDEX Beijing directly before shipment arrival destination port.

2.6. Special tips

2.6.1. All exhibitors are requested to complete in full earnestly and accurately the Declaration Form and send it to us according to our Time Schedule (deadline). A detailed and accurate description of exhibits and relevant cargoes, including major components and quantities must be specifically declared on the form. The abbreviations and shorter forms of all the exhibits should not appear on the declaration form. For machines and equipments, relevant model numbers and H.S Numbers must be declared completely and accurately. According to the regulations of the Customs Authority, if there is any fault found in the declaration, relative exhibits shall not be allowed for display in the exhibition, they will be compelled to be directly returned from China, and a fine will be imposed by the customs.

2.6.2. Catalogues, display materials, souvenirs, gifts, give-away items, foodstuffs, beverages, cigarettes. must also be clearly listed on the declaration form in detail.

Duties and Custom Clearance Fee will be levied for foodstuffs, beverages, alcoholic drinks, tobaccos, cigarettes (only to be allowed for self-use or self-consumption during the exhibition) as well as watches, calculators, souvenirs, gifts and give-away items (All the give-away items must bear the symbol of the exhibitor's company and can only be given away after the inspection and approval of the Customs Authority and Quarantine Authority)

2.6.3. Goods, which are to be abandoned, should be inspected by the customs 2 days before the closing of the exhibition. Goods cannot be abandoned without the approval of the customs and they should be handed over to the customs in good conditions after the closing of the exhibition. The customs will evaluate the abandoned goods for auction purposes. If the abandoned goods have an auction value, they will be taken over by the customs; if not, they should be returned from China or destroyed in China. All the expenses arising thereof should be borne by the exhibitor according to our Tariff. Therefore, exhibitors are sincerely advised not to abandon their exhibits at random.

2.6.4. Model numbers of machines or machine tools and H.S Numbers must be filled in the Declaration Form for customs inspection purpose. For machines or machine tools without model numbers, technical manuals should be attached to the Declaration Form. The materials should be declared in details for stand or its fittings with value of over USD100.00.

2.6.5. Hand-carried exhibits brought to the exhibition must also be declared on an additional form. For containerized exhibits, exhibitors are requested to mark on each Declaration Form the container number under which exhibits are contained according to correct and clear serial number of the cases, so as to facilitate customs clearance and on-site handling.

3. Packing And Case Marking

3.1. As all packages of exhibits will be frequently loaded and unloaded during transportation, unpack for the fair and repack for the return movement, storage in open-air or will be placed outdoor, please ensure that your exhibits are packed in strong, water-proof wooden case which is strong enough to protect the exhibits from damage and rain.

For the outside marking of all packages, please clearly mark as least 3 sides as follows

Name of exhibition: CIFE2017

Name of exhibitor:

Hall No.:

Stand No.:

Case No.:

Gross weight: (kgs)

Net weight: (kgs)

Dimensions: (L x W x H cbm)

3.2. Exhibitors who have heavy and/or oversized exhibits(i.e. individual package / pieces weighing more than 3000kgs and/or its volume being over 5 cbm) must be on-site all the time during the move-in and move-out periods in order to direct the operation of unpacking, positioning, and repacking of the exhibits. If any manpower, a crane, a forklift, a truck, or a trailer is required for assembly of an exhibit, including removing its wooden base during move-in period or for disassembly of the exhibit, including padding its wooden base during the move-out period, exhibitors should send their requirements to us in advance. Charges for hiring such facility are covered in our Tariff. A detailed layout of exhibits should also be submitted to us for better on-site operations. If no layout has been submitted or no instruction is given, exhibits will be delivered and placed arbitrarily on the stand. Extra expenses will be levied if exhibitors request any repositioning of the exhibits thereafter.

It is imperative to mount the heavy exhibit firmly on a sturdy base with skid in order to protect the exhibit while being hoisted and positioned. Cases for heavy exhibits should be so constructed that the sides are jointed by bolts rather than by nails or screws. This will prevent the cases from being damaged during up packing and will save considerable time, especially during the exhibition closing. Please mark the "front side" of the cases clearly to ensure correct positioning.

4. Customs Clearance

4.1. Customs clearance and inspection will be affected stringently on the fair ground according to the "List of Exhibits" . To expedite smooth clearance and inspection, exhibitors are requested to complete the list clearly in both English and Chinese and separate pack their shipping items for: 1) Exhibition Product Goods. 2) Decoration, Stand-building Materials, photographs, public relation materials, 3) office materials. 4) Brochures, Catalogues and souvenirs. 5) Foodstuffs and Beverages, alcohol, tobacco. Etc. 6) Movie films, slides records, videotapes and CD, etc.

4.2. Exact name of item, Model of machine, quantity, unit price are exactly required in the "List of Exhibits", and value must be shown in US\$ figure – please do not write NCV or NVD.

4.3. According to China Customs regulation, all advertising literature, brochure, technical catalogue, videocassette tape, slides, record, movie films, souvenirs and other publicity materials shall be allowed for display at the exhibition only after PRIOR CENSORSHIP done by customs officers. 3 samples of each must be handed over to BONDEX' s staff on-site for such purpose.

4.4. Distribution or consumption materials such as: calculators, electronic watches, transistors tape recorders, alarm clocks, electric shavers and cameras for children, foods, beverage, and alcohol, cigarette, etc., are subject to pay duties and taxes before distribution and/or self-consumption.

5. Hand-carried items

If there has any hand-carried exhibits detained by the Airport Customs Office, Bondex may handle the Customs declaration (in temporary basis) and collect back the goods from Beijing airport (may take 2-3 working days). Please contact Bondex's delegate and lodge the instruction, cost please check the official price tariff. According to Customs regulation, such items cannot be hand-carried out of China and should re-export by freight.

6. Delivery Of Exhibits

BONDEX will deliver exhibits to stand, unpack them against the signature of exhibitor or his authorized agent. It is recommended that exhibitor or representative must be present on-site during move-in period. Otherwise, we will not be liable for any damage/claims may effect.

7. Insurance

All exhibitors are requested to have their exhibits fully covered insurance for the whole in/return journey, include exhibition period. A copy of the insurance Policy should bring to the fair in case of any necessary survey.

8. Dangerous, Radioactive, Strategic And Reefer Cargoes

Some of the above items prohibited/limited to be moved into the exhibition hall, and the carriers (Shipping Line and Airline) will only accept those cargoes subject to availability. So before shipping those items to the fair, please submit us all the specification and volume of the cargoes for checking with the relevant parties for confirmation.

9. Animal And Plant Quarantine And Fumigation Requirements

9.1. For cargoes with wooden packing :

Effective from 01 January 2006, Chinese Quarantine Authority strictly request that all cargoes with wooden packing, from all Countries and regions, must undertake fumigation treatment. Please refer to following details:

9.1.1. Observe scope:

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

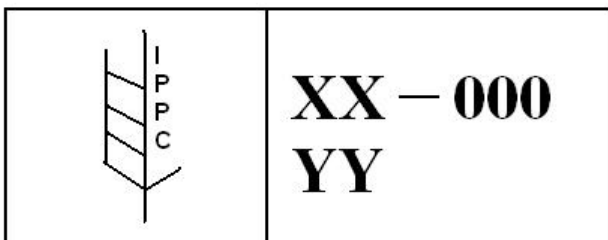
9.1.2. Exempted scope:

Those wood 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.

9.1.3. Observe requirement:

All import wood packaging materials should be treated by Heat Treatment (HT) or Methyl Bromide (MB) fumigation at the origin, and put the Mark of IPPC (as below) on two opposite sides of the wooden packaging 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)



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 counties or territories;

YY - The phytosanitary treatment measures, Methyl Bromide Fumigating - MB, Heat Treatment - HT

9.1.4. If the wood packaging materials without the approved mark or with approved mark being intercepted the alive harmful pest, the packing materials will be fumigated or the cargoes will be returned to the origin.

Sample of Marking::

IPPC—

XX—

000—

YY—

9.2. For Live Animals/Plants, Foodstuff and Beverage:

a) For live animals, plants, foodstuff and beverage shipment, "Declaration Form and Temporary Import Application" should be submitted to the freight forwarder in advance, and shipments can only be made after the permission of Chinese relevant authorities. (Min. 6 weeks to process import permits covering all foodstuff & beverage exhibits samples)

Due to the fumigation handling procedure will take some time, exhibitors are reminded not to expect to receive the above mentioned exhibits in a short period.

9.3. Import application for foodstuff and beverage, including wine, fruits, vegetables, tins, gems, exhibitors/shippers are required to submit the following documents to China Entry & Exit Inspection and Quarantine Department:

- a) Certificate of Origin
- b) Quarantine Certificate provided by the Official Quarantine Department of the export Country or area.
- c) Inspection Certificate for foodstuff provided by the Official Quarantine Department of the export Country or area.
- d) Health and Hygiene Certificate

According to the quarantine inspection authority, any kind of meat and dairy products are not allowed to be import into China. So exhibitors are suggested not to transport or carry any of the said products.

All the charges of quarantine inspection and/or fumigation for the incoming and return shipments will be levied according to the freight forwarder's Tariff.

10. Move-in of exhibition

During the move-in period, we will deliver exhibits to booths on time and assist exhibitors in unpacking and positioning the exhibits according to the request of exhibitors and their agents. Meanwhile, exhibitors will fill out the exhibit delivery note in order to confirm that all the inbound handling charges are paid off before the move-in of the exhibits, and that exhibitors have strictly observed the regulations of the customs and quarantine authorities.

11. Move-Out Of Exhibition

The following documents will be distributed to exhibitors before exhibition closing :

- a) A copy of the Declaration Form previously submitted to us
- b) A form of Instructions for Disposal of Exhibits.
- c) Packing List of Exhibits to be returned

We will start to return empty cases from storage area to stands on the evening of the closing day. Exhibitors, however, shall start repacking on the next day Upon exhibition closing, exhibitors are requested to declare to the customs on the Declaration Form the proper disposal instructions of their exhibits as follows:

- a) Sold
- b) Donated
- c) To be returned
- d) Abandoned
- e) Given away
- f) Consumed
- g) To be transferred
- h) To be disposed

Please fill out and return the Instructions for Disposal of Exhibits to us before the day of exhibition closing. After the closing of the exhibition, all exhibits should be moved to the customs bonded warehouse due to the requirement of the customs. Relevant charges will be levied according to our Tariff.

Exhibitors must pay special attention to the following customs regulations :

- A. Declaration of contents in each package must be correct.
- B. Items (e.g. personal effects, souvenirs bought in China etc.) other than those declared exhibits are absolutely not

allowed to be returned together with exhibits.

C. Everything have been declared to the Customs before the exhibition opening, must not be disposed or taken away by exhibitors without being declared to the Customs after the closing of the exhibition. Otherwise, exhibitors should be responsible for any penalty by the Customs arising thereof.

12. Return of exhibits

All exhibits, which have not been sold, donated, abandoned, given away or transferred, must be returned to overseas after the closing of the exhibition.

According to the regulations of the Chinese Customs Authority, all exhibits must be disposed of within 4 months after the close of the exhibition. That being said, exhibitors are suggested to submit to us the adequate disposal of the exhibits in writing prior to the above-stipulated time.

All return shipments will not be arranged before the exhibitors have gone through all customs clearance requirements. Exhibits are to be handed over with their instructions. Once these instructions have been carried out with customs and relevant transportation parties, any changes will not be accepted.

According to the regulations of customs, the customs broking agent (Bondex Logistics Co., Ltd.) Will arrange the space booking for air and sea shipment returns. Otherwise, we will not be responsible for any consequences arising thereafter.

13. Containerized exhibits

Exhibitors are reminded that container numbers must be correctly and clearly marked on respective Declaration Forms This is important for the facilitation of customs clearance, devanning of containers, and delivery of exhibits to stands.

In order to save from unnecessary detention fee, exhibitors are requested to submit us a written instruction for disposal of empty containers before devanning, specifying empty containers to be returned to container yard (CY) upon devanning or empty containers to be detained for return shipments. Otherwise, empty containers will be automatically detained at on-site storage area until an explicit instruction is submitted to us. The entire detention fee as well as the storage charge arising thereof will be for exhibitors' account.

According to the shipping agencies, detention fees will also be applicable to containers with return shipments. These detention fees will be calculated until full load containers are returned to carriers. We are not responsible for the disposal of empty containers coming by rail if they are not accepted at CY. Exhibitors should be prepared to return such empty containers to the original terminal. We can assist with transporting them back by sea at the exhibitors' request. All the expenses arising thereof will be on exhibitors' account.

If containers are self-owned, exhibitors must submit to us a copy of an effective certificate providing evidence that the containers are owned or leased by them in order to avoid the miscalculation of detention fees.

Container detention fees will be calculated and collected according to our Tariff. The Charges for empty container returns to CY, and that of extra empty container pick-ups from CY for return shipments, are all covered in our Tariff.

14. Payment

14.1. Inbound charges

We kindly ask exhibitors to make sure that the payment to the freight forwarder for inbound shipment must be settled on or before Sep. 19, 2017

14.2. Outbound and closing services charges.

Charges for outbound movement and closing services should be paid to the freight forwarder before exhibits leave China.

*We has agents in most places of the world, please consult us for you need.

2.Services and rates for handling of exhibits

1. Common Services And Rates For Inbound Movement

1.1. Basic service charge CNY390.00/exhibitor or consignment

1.2. For exhibits arrival directly at Xingang Port / Beijing Capital Airport ,transportation from terminal to bonded warehouse (Storage charges and loading & unloading fee are excluded.) , sorting and delivery to fair booth , assisting exhibitors in unpacking and positioning of the heavy exhibits (assembling and repositioning are excluded) , customs clearance on a temporary basis , removing empty cases and packing materials to on site storage place .

1) By sea / arrival at Xingang Port CNY950.00/CBM (min.5cbm/shipment)

Remarks: the minimum chargeable volume is:

1. 5 cbm/shipment for LCL shipment;
 2. 23 cbm/20', 25cbm/20' Open Top, 20' Flat Rack;
 3. 46 cbm/40'; 50 cbm/40' HQ, 40' Open Top, 40' Flat Rack
 4. For handling of dangerous, refrigerated or high-valued cargo will be collected.
- 2) By air / arrival at Beijing Capital Airport CNY9.5/kg (min.100kgs/consignment)

3) By air/arrival with hand-carried detention at airport CNY1000.00/consignment

1.3.Documentation Fee CNY350.00/exhibitor or consignment

1.4.Customs declaration service fee

1) Handling charges for customs declaration

a. by sea CNY50.00 / CBM (min.CNY500.00 / shipment / exhibitor)

b. by air CNY500.00 / AWB / consignment

2) Inputting data into computer CNY42.00/page

1.5. Quarantine declaration service fee

1) Handling charges for quarantine declaration

a. by sea CNY50.00 / CBM (min.CNY500.00 / shipment / exhibitor)

b. by air CNY500.00 / AWB / consignment

2) Inputting data into computer CNY42.00/page

1.6. Port handling fees& relevant port/airport charges for FCL, LCL and MAWB, HAWB shipments

1) Sea shipments (FCL) arrival Xingang CNY1838.00/20'container CNY2375.00/40'container

2) Sea shipments (LCL) arrival Xingang CNY280.00/cbm (minimum CNY892.00/shipment)

3) Air shipments arrival Beijing Capital Airport

a) MAWB: CNY2.98/freight kilo (min.CNY1400.00/consignment)

b) HAWB: CNY3.25/freight kilo (min.CNY1400.00/consignment)

Remarks:

1.D/O fees and other extra charges for special release of cargo by ocean shipping companies/airliner at the port /airport will be collected according to actual outlay.

2. For dangerous cargos, overweighted and/or oversized cargos, the extra loading & unloading charges at port will be collected as per outlay.

2. Common Services And Rates For Outbound Movement

2.1. Basic service charge CNY390.00/exhibitor or consignment

2.2. Returning empty cases and packing materials to booth after closing of exhibition, assisting in repacking, moving

exhibits to bonded warehouse for Sold or Return , arranging returning transportation. (Storage charges and loading & unloading fee are excluded.)

1) By sea at Xingang Port CNY950.00/CBM (min.5cbm/shipment)

Remarks: the minimum chargeable volume is:

1. 5 cbm/shipment for LCL shipment;
2. 23 cbm/20', 25cbm/20' Open Top, 20' Flat Rack;
3. 46 cbm/40'; 50 cbm/40' HQ, 40' Open Top, 40' Flat Rack
4. for handling of dangerous, refrigerated or high-valued cargo will be collected.

2) By air at Beijing Capital Airport CNY9.50/kg (min.100kgs/consignment)

3) By hand-carried see off at airport CNY1000.00/consignment

2.3. Documentation Fee CNY350.00/exhibitor or consignment

2.4. Customs declaration service fee

1) Handling charges for customs declaration

a. by sea CNY50.00 / CBM (min. CNY500.00 / shipment / exhibitor)

b. by air CNY500.00 / AWB / consignment

2) Inputting data into computer CNY42.00/page

2.5. Quarantine declaration service fee

1) Handling charges for quarantine declaration

a. by sea CNY50.00 / CBM (min.CNY500.00 / shipment / exhibitor)

b. by air CNY500.00 / AWB / consignment

2) Inputting data into computer CNY50.00/page

2.6. Port handling fees & relevant port/airport charges for FCL, LCL or MAWB, HAWB shipments.

1) Sea shipments (FCL) departing Xingang CNY1838.00/20'container CNY2375.00/40'container

2) Sea shipments (LCL) departing Xingang CNY265.00/cbm (minimum CNY892.00/shipment)

3) Air shipments departing Beijing Capital Airport

a) MAWB: CNY2.98/freight kilo (min.CNY1400.00/consignment)

b) HAWB: CNY3.25/freight kilo (min.CNY1400.00/consignment)

Remarks:

1. D/O fees and other extra charges for special release of cargo by ocean shipping companies/airliners at the port /airport will be collected according to actual outlay.

2. For dangerous cargos, overweighted and/or oversized cargos, the extra loading & unloading charges at port will be collected as per outlay.

3. Common Services And Rates For Move-In And Move-Out At Fair

Taking over of exhibits at fair-site ,loading and unloading on/from truck, unpacking and positioning exhibits, Removing empty cases and packing materials to on-site storage place (assembling and repositioning are excluded), returning empty cases and packing materials from storage place to booth upon closing , repacking and moving exhibits out of hall. Storage charges are excluded.

3.1. Move-in charge CNY550.00 / CBM (min.1cbm)

3.2. Move-out charge CNY550.00 / CBM (min.1cbm)

4. Common Service And Rates For Inbound And Outbound Movement

FOR EXHIBITS TRANSFERRED FROM/TO OTHER EXHIBITIONS

4.1. Customs declaration service fee

Inbound CNY 1000.00/consignment
Outbound CNY 1000.00/consignment

4.2. Move-in/move-out in exhibition hall

Inbound CNY508.00/CBM (min. 1cbm)
Outbound CNY508.00/CBM (min. 1cbm)

Remarks: Charges for assembling, repositioning, loading & unloading and storage fees are excluded.

4.3. Transferring from/to the bonded warehouse

CNY150/CBM/Trip (min. 5cbm)

4.4. Quarantine declaration service fee

Inbound CNY 1000.00/consignment
Outbound CNY 1000.00/consignment

5. Services And Rates For Sold Items

5.1. Repacking , move-out

For exhibits arrival by sea CNY400.00/CBM + CNY130/CBM/Trip (min.1cbm)

For exhibits arrival by air CNY4.60/KG+ CNY1.60/KG (min.100kgs)

5.2. Documentation and Formalities service CNY 650.00/consignment.

5.3. Customs clearance fee for permanent import (optional) CNY 1800.00/consignment

5.4. Quarantine handling (optional) CNY 650.00/consignment

5.5. Customs declaration service fee for the sold tiems According to the goods situation.

5.6. Quarantine declaration service fee for the sold tiems According to the goods situation.

5.7. Documentation Fee for the sold tiems According to the goods situation.

Remarks: The exhibitions which duties will be levied , is treated as sold tiems.

6. Services And Rates For Abandoned Exhibits

6.1. Customs clearance services for abandoned exhibits CNY 900.00/consignment or exhibitor

6.2. Delivery of abandoned exhibits to customs bonded warehouse

CNY400.00/CBM + CNY130/CBM/Trip (min.1cbm) (min.CNY650.00/ consignment or exhibitor)

6.3. Storage charges at Bonded Warehouse: same rates please check the following item NO.8 (will be starts to calculate from the day of entry in Bonded Warehouse until the day of released)

7. Services And Rates For Given-Away Or Consumed Items During the Exhibition

Customs clearance fee for duty free given-away or consumed items CNY 650.00/consignment or exhibitor

8. Storage Services And Rates

8.1. Storage fee at terminal (in Beijing Capital Airport or Xingang port)

1) For FCL CNY 170.00/20'/day CNY 300.00/40'/day

2) For LCL CNY 9.50/cbm/day (min.1cbm)

3) For Air cargo CNY 0.15/freight kilos/day (min 100kgs)

8.2. Storage fee for exhibits and empty cases at bonded warehouse in Beijing.

1) For FCL CNY240.00/20'/ day CNY 480.00/40'/day

2) For LCL CNY 10.00/cbm/day (min.1cbm)

3) For Air cargo CNY 0.15/freight kilos/day (min.100kgs)

8.3. Storage fee for exhibits and empty cases at exhibition site.

1) For FCL CNY240.00/20'/ day CNY 480.00/40'/day

2) For LCL CNY 10.00/cbm/day (min.1cbm)

3) For Air cargo CNY 0.15/freight kilos/day (min.100kgs)

8.4. Loading & unloading fee at bonded warehouse

- 1) For Air cargo CNY 0.31/freight kilo (One time loading & unloading, min.100kgs)
- 2) For LCL CNY 35.00/cbm (One time loading & unloading, min.1cbm)
- 3) For FCL CNY 2085.00/20' CNY 4170.00/40' (One time loading & unloading)

8.5. Loading & unloading fee at exhibition site

- 1) For Air cargo CNY 0.31/freight kilo (One time loading & unloading, min.100kgs)
- 2) For LCL CNY 35.00/cbm (One time loading & unloading, min.1cbm)
- 3) For FCL CNY 2085.00/20' CNY 4170.00/40' (One time loading & unloading)

8.6. Weighing fee for outbound movement oversized exhibits at bonded warehouse

| For individual package | | | | Surcharge |
|------------------------|--------|-------|--------|--------------------------------|
| Weigh (as above) | Length | Width | Height | Attaining or Exceeding any one |
| 3 ton | 2.0m | 2.0m | 2.5m | CNY500 |

Fee for exhibits exceeding 20tons will be through negotiating.

Remarks: No free charge period for storage.

9. Rental Services And Rates For Manpower And Equipments

9.1. Rental charge for manpower (normal working hours: 8:30am-17:00 pm)

| | |
|--|--|
| 1) Local supervisor: CNY348.00/hour (min. 8 hours) | 2) Local labor: CNY 313.00/hour (min. 8 hours) |
|--|--|

Remarks: On Saturday / Sunday / holidays and over normal working hours , charges will be doubled.

9.2. Rental charge for equipment (normal working hours:08:30am-17:00pm)

1) Fork lift

| | |
|-----------------------------------|-----------------------------------|
| 3 tons CNY 1008.00/shift | 5 tons-6 tons CNY 1529.00/shift |
| 8 tons -10 tons CNY 2155.00/shift | 12 tons -15tons CNY 2433.00/shift |

Minimum charge: one shift for 8 hours , and less than 8 hours will be charged as one shift.

2) Mobile crane

| | |
|------------------------------------|------------------------------------|
| 8 tons -10 tons CNY 1840.00/SHIFT | 10 tons -20 tons CNY 3370.00/SHIFT |
| 20 tons -35 tons CNY 5178.00/SHIFT | 36 tons -45 tons CNY 6395.00/SHIFT |

over 45 tons: charge to be advised

Minimum charge: one shift for 8 hours , and less than 8 hours will be charged as one shift.

Remarks: On Saturday / Sunday / holidays and over normal working hours , charges will be doubled.

10. Container Demurrage

| Container Types | Container Freetime & Tariff | | | |
|---|-----------------------------|----------------|-----------------|-----------------|
| | 1 – 7 days | 8 – 15 days | 16 – 20 days | 21 days onwards |
| 20' Dry | Free | CNY56.00/day | CNY153.00 /day | CNY306.00 /day |
| 40' Dry | Free | CNY112.00 /day | CNY306.00 /day | CNY612.00 /day |
| 40' High Cube | Free | CNY125.00 /day | CNY340.00 /day | CNY675.00 /day |
| 45' High Cube | Free | CNY153.00 /day | CNY368.00 /day | CNY736.00 /day |
| | 1 – 7 days | 8 – 15 days | 16 days onwards | |
| 20' Open Top / Flat Rack; Open-Side/Open Top; Tank | Free | CNY180.00 /day | CNY368.00 /day | |

| | | | | |
|---|-------------------|--------------------|---------------------|------------------------|
| 40' Open Top / Flat Rack; Open-Side/Open Top; Tank | Free | CNY257.00 /day | CNY514.00 /day | |
| | 1 – 4 days | 5 – 10 days | 11 – 20 days | 21 days onwards |
| 20' Reefer | Free | CNY174.00 /day | CNY306.00 /day | CNY612.00 /day |
| 40' Reefer | Free | CNY348.00 /day | CNY612.00 /day | CNY1224.00 /day |

Remarks :

1.Container detention & demurrage fee is counted from the date of the vessel arrival Xingang port till the day of empty containers return to Xingang port container yard, or till the day of the full loaded containers with return exhibits return to carriers at Xingang port. Free time and detention exceeding free time period is calculated in calendar days.

2.The other special types of containers and reefer are not included in the above tariff and will be quoted at request.

3.The final amount of detention fees will be subject to our detailed invoices (inbound & outbound) and to any revision of the rate of relevant shipping agencies.

11.Surcharges For Over-Weighted And Oversized Exhibits

Fee for exhibits exceeding 10tons will be through negotiating.

| For individual package | | | | Rate of surcharge | | | |
|------------------------|--------|-------|--------|------------------------------------|-----|-----|-----|
| Weigh (as above) | Length | Width | Height | Attaining or Exceeding (parameter) | | | |
| | | | | 1 | 2 | 3 | 4 |
| 3 ton | 6m | 2.3m | 2.5m | 5% | 10% | 15% | 20% |
| 4 ton | 6m | 2.3m | 2.5m | 10% | 15% | 20% | 25% |
| 6 ton | 6m | 2.3m | 2.5m | 20% | 30% | 40% | 50% |
| 8 ton | 6m | 2.3m | 2.5m | 30% | 40% | 50% | 60% |
| 10ton | 6m | 2.3m | 2.5m | 40% | 50% | 60% | 70% |
| Above 10 ton | 6m | 2.3m | 2.5m | 50% | 60% | 70% | 80% |

Remarks :

Method for calculating : Inbound movement/outbound movement charges(whichever is greater) for individual package add overweight surcharge × percentage

12. Quarantine And Fumigation

Assisting CIQ in handling animal and plant quarantine handling

12.1. exhibits with and/or without carton , wooden case or pallet

CNY50.00/package (min.320/Exhibitor/Consignment)

12.2. Container CNY 325.00/20', CNY 650.00/40'

12.3. Other charges for on-site quarantine treatments will be collected as per outlay

13. Other Services And Charges

13.1. For exhibits which need repositioning (within booth area), a surcharge amounting to 30% of the inbound movement charges will be collected.

13.2. For exhibits which need assembling outside of the booth (within fair site), a surcharge amounting to 50% of the inbound movement charges will be collected.

13.3. A surcharge amounting to 30% of the inbound movement and outbound movement will be collected for

exhibits which need moving to the upstairs booth .

13.4. A surcharge for double amount of the inbound movement and outbound movement charges for handling of dangerous, refrigerated or high-value cargo will be collected.

13.5. Exhibits arrival beyond deadline, an surcharge for 20% of the amount of inbound movement charges will be collected.

13.6. If sea-freight , air-freight and duties are required to be prepaid by BONDEX, a commission of 2.5% of the prepaid amount will be collected.

13.7. If exhibitors or overseas agent don't settle all account before the deadline according to SHIPPING GUIDELINE, late fee of 1.5% of invoice amount per day will be charged.

13.8. Upon requirement, exhibits' bandage, fixing, and pad cushion in container (including dry container, flat rack and open top), the charges will be as per outlay.

13.9. Upon request, returning empty containers from exhibition site to Xingang CY , returning empty container from Xingang warehouse to Xingang CY upon its unstuffing at Xingang warehouse (unstuffing is not allowed inside Xingang CY according to the port authority), transporting empty container from Xingang CY to the exhibition site
CNY 2950.00/20'/ single trip CNY 3500.00/40'/ single trip

13.10. Chinese Translation Fee: CNY 30.00/page

13.11. Fill out the List of Exhibits with "H.S.Code": CNY 35.00/page

13.12. If ATA Carnet is used for temporary import, an ATA Carnet administration fee is applicable to Exhibitor at CNY980.00/Carnet/Entry/Exit. Please ensure the language of ATA Carnet is English or Chinese and applicable to use in China, other country language is not applicable to used by Chinese Customs.

14. Remarks

14.1. In order to take delivery of exhibits smoothly, and avoid any extra unexpected expenses at port, it's better for you to send your exhibits in Full Container Load (not in less container load).

14.2. Minimum chargeable volume

1) Dry container

The minimum chargeable volume for 20' container is 23cbm , and for 40' container is 46cbm

2) Flat rack , open top or high cube container

The minimum chargeable volume for 20' flat rack, open top container is 25cbm, and for 40' flat rack , open top or high cube container is 50 cbm

14.3. Volume/Weight conversion for airfreight shipment: 6cbm is equal to 1000kgs.

14.4. We hold no liability for possible damage for items that are not properly packed.

VI. Hotel and Reception



Beijing Hiven Exhibition Co., Ltd
CIEC, Beijing
21-23 September, 2017

Beijing TST Exhibition International Co., Ltd.
Attn: Ms. Beyyt Ban Tel: (+86 10) 8451 6566
Email: betty@tstexhibition.com

| Official Hotels | Travel Time to Exhibition Site | Cost Per Room Per Night | | Other Benefits |
|---|--------------------------------|-------------------------|------------------|--|
| | | Single Room | Twin/double Room | |
| Grand Metropark Hotel Beijing (5*) Standard room | 10 Minutes By Walk | CNY700 | CNY750 | Breakfast Included & Free internet |
| Metropark Lido Hotel - Beijing (4*) Standard room | 10 Minutes By driving | CNY600 | CNY650 | Breakfast Included & Free internet |
| Ibis Hotels Sanyuanqiao Beijing (3*) Standard room | 10 Minutes By Walk | CNY398 | CNY398 | Breakfast costs CNY35 net per persons |
| Shihua Hotel - Beijing (3*) Standard room | 5 Minutes By Walk | CNY358 | CNY358 | Breakfast costs CNY30 net per persons |
| Beijing Feiyuelou Hotel (2*) Standard room | 15 Minutes By Walk | CNY298 | NY298 | Breakfast Included & Free internet |

Terms and Conditions

- **All payment must be settled by 7 Sept, 2017.**
- **In the event that your travel dates change after submitting this form, please notify Beijing TST Exhibition International Co., Ltd immediately.**

1. Payment Policy

- All hotel accommodation payment must be settled 2 weeks before event commence, i.e., **7 Sept, 2017.**

2. Refund Policy

- Any shortened stay after check in to the hotel will not be refunded.






3. Cancellation Policy

- Any cancellation made **7 Sept, 2017.** is subjected to one night room charge;

4. **Booking deadline:**

Reservations received after **7 Sept, 2017.** is subject to room availability.

Hotel Introduction

| | |
|---|--|
|  | <p>Grand Metropark Hotel Beijing (5*)</p> <p>Grand Metor Park Hotel convenient location on the East 3rd Ring roads puts you 15 minutes by taxi from Beijing International Airport. Hotel totally have 427 rooms, the Business Centre supports your printing, faxing and secretarial needs. Enjoy complimentary breakfast and evening happy hour in our Executive Lounge when you stay in an Executive room or Suite. Take a refreshing dip in our indoor swimming pool and work out in the Fitness Centre. Hotel with 3 restaurants serving Chinese cuisine, Japanese cuisine, and international buffets. You can also relax in the stylish lobby bar with coffee and cocktails. We are looking forward to your arrival for further win-win cooperation</p> <p><i>Address in Chinese::</i> 北京朝阳区北三环东路 2 号</p> |
|  | <p>Metropark Lido Hotel - Beijing (4*)</p> <p>Metropark Lido Hotel is a great choice for accommodation when visiting Beijing. the hotel offers easy access to the neighboring key destinations, like International Exhibition Center. In order to provide the best living experience for you, all rooms are equipped with bathtub, non-smoking room, mini bar, kitchen, free newspaper, etc. Delicately decorated, the hotel also offers many facilities to enrich your stay here, including laundry service, room service, tourism service, car rental service, concierge service, shoe shining and so on.</p> <p><i>Address in Chinese::</i> No.6, Jiangtai Road, Chaoyang District, Beijing</p> |
|  | <p>Ibis Hotels Sanyuanqiao Beijing (3*)</p> <p>The Hotel Ibis Beijing Sanyuan is conveniently located next to Sanyuanqiao subway station by the North Third Ring Road, allowing easy access to Beijing Capital International Airport (a 20-minute drive away), the Central Business District and popular commercial areas such as Sanlitun and the Embassy district. The on-site bar and restaurant is open 24 hours a day and serves an all-you-can-eat breakfast buffet. Business travelers can make use of the business center, offering copy and print services as well as Internet access.</p> <p><i>Address in Chinese::</i> No.17 Building, No.5 Yard, Shuguang Xili Jia, Chaoyang District, Beijing (Close to northeast exit of subway line 10 Sanyuanqiao Station)</p> |
|  | <p>Shihua Hotel - Beijing (3*)</p> <p>The Shihua Hotel (Shihua Fandian) is located near the Sanyuan Bridge over Third Ring Road in the Chaoyang District of Beijing, close to a subway station and International Exhibition Center. It is 20 kilometers from Beijing Capital International Airport. Opened in 1993 and renovated in 2006, the 9-story hotel features 137 guest rooms and suites, a restaurant, ballroom, conference rooms and satellite televisions.。</p> <p><i>Address in Chinese::</i> No. 14, Xibahe Dongli, Chaoyang District, Beijing</p> |
|  | <p>Beijing Feiyuelou Hotel (2*)</p> <p>Fei Yue Lou Hotel has easy access to China International Exhibition Center and airport express. It offers 145 rooms, conference hall holding 150 persons and other small meeting rooms.</p> <p><i>Address in Chinese::</i> No. 11, Zuojiazhuang, Xiangheyuan Road, Xizhimen Wai, Beijing</p> |

B: Exhibition Rules & Regulations

I .General rules

- 1.Exhibitors should comply with state intellectual property rights, regulations and rules. Otherwise, they must accept the consequences by themselves.
2. All booths safety and against theft should be guarded by exhibitors' staff during exhibition time.
- 3.All exhibitors must be responsible for their staff's behavior. Exhibitors or their staff are prohibited from entering other exhibitors' booths unless be invited.
- 4.Without permitted by organizer, any exhibitor is not permitted to distribute any publicity material that not concern about exhibits in exhibition hall. Otherwise, organizer will close the exhibitor's booth at once.
- 5.All business or publicity activities are only permitted to be held in their exhibiting area. Exhibitors are not allowed to distribute any products catalog, booklets, souvenirs, similar items, etc. outside their exhibiting area such as public area in exhibition hall.
- 6.Exhibitors are not permitted to make any nuisances to visitors and other exhibitors in exhibition halls.
- 7.Non-exhibitors are strictly forbidden to sell products or make promotional activities in the exhibition halls. If exhibitors find such activities, please inform organizer at once.
- 8.The volume for broadcasting of audio-visual equipments should be keep below 75 decibel. Exhibits demonstrate should not cause dirt, smell or block the channel.
- 9.If exhibitors cause damage to booth facilities, conference facilities or property of third parties are liable for their own.
- 10.Exhibitors must comply with construction time schedule. If there is need to work overtime, please submit overtime application to the service center of exhibition venue before 16:00 every day, and pay corresponding overtime charge.
- 11.Anyone enter the exhibition center is required to wearing a valid certificate. Certificates are not allowed to be used by others.
- 12.Media reporters invited by exhibitors only after the approval of the organizers could bring video recording equipment into the hall, and can only take their own company's booth video. Other booths are not allowed to shoot. Exhibitors can put a sign of "No Pictures" in booths, or hire security personnel to prohibit taking pictures.
- 13.Smoking is strictly forbidden in exhibition hall. Exhibitors must actively support organizer to make precaution work for fire protection and public safety. Such accident happens, perpetrators must take full responsibility.
- 14.Sewage water is strictly prohibited to be released directly in the exhibition hall, exhibitors should bring water circulation equipment by themselves, or it will not be provided.
- 15.Based on capability of exhibition hall facilities, exhibition hall has right to accept or reject the application of using water, power and air.
- 16.Booth declared and applied 24 hours of electricity can not be used as an uninterruptible power supply (UPS). 24 hours of electricity need to be declared 30 days in advance.

Tips: according to the rule of the exhibition hall, having dinner is only permitted in the dining area, outside the dining area is not permitted.

II .Booths relocation & responsibility

- 1.The organizer reserves the rights to allocate booths. If it is necessary, organizer reserves the rights to alter booths position, size and exhibiting location based on integrated benefit of exhibition.
- 2.Without permission, exhibitors are not allowed to rent booths to others or transfer, and merge booths.
- 3.The organizer has right to arrange the booth to be used by others if did not get any inform and explanation from the exhibitor who not registered 24 hours before exhibition opening ceremony. Participation fees won't be refund to exhibitor
- 4.The exhibition could not be held as scheduled in place cause by force majeure, the host and organizer takes no responsibility to the lose. The fee exhibitors already paid will not be refunded.
- 5.Company brief introduction in the exhibition book will be provided by exhibitors. Host and organizer are not responsible for errors or omissions of company brief introduction.
- 6.Host and organizers are not responsible for cargo lost, damage or delay during freight process (including shipping, handling and customs). Exhibitors should insure adequate transportation insurance.

III.Power & water supply application

There are strict regulations and rules for all electrical installations. If any exhibitor has affairs as followings, please hand in related water and power application materials (please see Annex 10 - Booth Construction Application Form of Water, Power and Compressed Air) three weeks before exhibition time (Deadline is August 20, 2017) to **XinShi WanHao Images Design (Beijing) Co., Ltd.** Any project without approval is not allowed to be operated.

- 1.Using of electrical/power and water of all raw space booths must apply in advance;
- 2.Standard booths will be provided with one single-phase source socket of 220v/500-watt. Three phase power supply of 380 volts must apply in advance;
- 3.Exhibitors must apply in advance for 24 hours power and delaying the time of cutting off water & compressed air supply.

XinShi WanHao Images Design (Beijing) Co., Ltd.

Tel: +86-10-5842 6391 Contact: Tian Yi +86-186 0130 0859/ 186 1091 2291

C: Annexes & Forms

Annex 1: Letter of Authorization by the Legal Person
(Booth construction contractor must fill)

Letter of Authorization by the Legal Person

法人委托书

各施工单位务必于截止 2017 年 8 月 20 日前持“表格”中要求的报馆文件及公司营业执照复印件（盖章）、电工证复印件各两份，向新世万豪企业形象策划（北京）有限公司报批施工方案。

| | | | |
|--|--|--------|--|
| 展会名称（全称）： | | | |
| 展会时间 | | 展会地点 | |
| 展商名称 | | | |
| 展馆号 | | 展位号 | |
| 搭建商名称 | | | |
| 法人代表 | | 职务 | |
| 受委托人信息（1） | | | |
| 姓名 | | 身份证号 | |
| 职务 | | 现场联系方式 | |
| 受委托人信息（2） | | | |
| 姓名 | | 身份证号 | |
| 职务 | | 现场联系方式 | |
| 现委托以上“受委托人”在我单位在_____展台的布展、展会开幕、撤展期间为现场负责人。负责展台的施工安全，及与主场、主办单位、展馆方的协调工作。 | | | |
| 负责人：（签字） | | | |
| 委托单位法人代表：（签字） | | | |
| 委托单位：（盖章） | | | |
| 日期： 年 月 日 | | | |

Annex 2: Application Form of Booth Construction

(Booth construction contractor must fill)

Application Form of Booth Construction / 展览会展台施工申请表

| | | | | | | | | | |
|---------|--|-----|--|-----|--|-------------|-----|---|--|
| 展览会名称 | | | | | | | | | |
| 施工单位名称 | | | | | | | | | |
| 参展单位名称 | | | | | | | | | |
| 施工内容 | <input type="checkbox"/> 标准展台 <input type="checkbox"/> 特装修展台 <input type="checkbox"/> 主场公共设施 | | | | | | | | |
| 施工地点 | ① | 馆号 | | 展台号 | | 面积 | 平方米 | <input type="checkbox"/> 国内 <input type="checkbox"/> 国际 | |
| | ② | 馆号 | | 展台号 | | 面积 | 平方米 | <input type="checkbox"/> 国内 <input type="checkbox"/> 国际 | |
| | ③ | 馆号 | | 展台号 | | 面积 | 平方米 | <input type="checkbox"/> 国内 <input type="checkbox"/> 国际 | |
| | ④ | 馆号 | | 展台号 | | 面积 | 平方米 | <input type="checkbox"/> 国内 <input type="checkbox"/> 国际 | |
| | ⑤ | 馆号 | | 展台号 | | 面积 | 平方米 | <input type="checkbox"/> 国内 <input type="checkbox"/> 国际 | |
| 施工总面积 | 国内 | 平方米 | | | | 国际 | 平方米 | | |
| 施工总人数 | 国内 | 人 | | | | 国际 | 人 | | |
| 施工货车数量 | () 车次 | | | | | | | | |
| 吊点使用数量 | () 点 | | | | | | | | |
| 施工时间 | 年 月 日 ----- 年 月 日 | | | | | | | | |
| 撤馆时间 | 年 月 日 ----- 年 月 日 | | | | | | | | |
| 现场安全负责人 | 姓名 | | 展台图纸 设计人 | 姓名 | | 展台结构 设计人 | 姓名 | | |
| | 手机 | | | 手机 | | | 手机 | | |
| 搭建材料 | 展台① | | <input type="checkbox"/> 钢结构 <input type="checkbox"/> 木结构 <input type="checkbox"/> 玻璃 <input type="checkbox"/> 其他材料_____ | | | | | | |
| | 展台② | | <input type="checkbox"/> 钢结构 <input type="checkbox"/> 木结构 <input type="checkbox"/> 玻璃 <input type="checkbox"/> 其他材料_____ | | | | | | |
| | 展台③ | | <input type="checkbox"/> 钢结构 <input type="checkbox"/> 木结构 <input type="checkbox"/> 玻璃 <input type="checkbox"/> 其他材料_____ | | | | | | |
| 审核意见 | <p style="text-align: right;">经办人: _____ 日期: 年 月 日</p> | | | | | | | | |
| 施工方确认 | <p>是否同意以上审核意见: _____</p> <p>申报人签字: _____ 手机: _____ 日期: 年 月 日</p> | | | | | | | | |
| 备注 | | | | | | | | | |

Annex 3: Booth Contractor's Overtime Application Form
(Booth construction contractor must fill)

Booth Contractor's Overtime Application Form

展商、搭建商加班申请表

中国国际展览中心集团公司

运营部:

本公司需于____月____日____时至____月____日____时在____号馆____号展台加班, 并将按贵公司关于加班的规定支付加班费_____。

展览会名称: _____

公司名称: _____

授权人签字: _____

电话: _____

运营部项目经理:

加班费价目表

| 时间 | 面积 | 收费 |
|---------------|-----------------------|-------|
| 17: 30—24: 00 | 2 小时/展台 (100 平米以内) | 3,000 |
| | 整馆 | 待定 |
| 24: 00—8: 30 | 2 小时/展台 (100 平米以内) | 6,000 |
| | 整馆 | 待定 |

注:

1. 展台加班以每百平方米为单位计收加班费。即 24: 00 以前每展台 100 平方米以内每 2 小时收 3000.00 元, 101-200 平方米每 2 小时收费 4000.00 元, 201-300 平方米每 2 小时收费 5000.00 元, 以此类推。
2. 加班单位需在加班当日 15:30--16:30 到客服中心统一申报, 过时将不再受理加班申请。
3. 除布展最后一天外, 加班只接受一次性申请, 其余时间不受理续报加班。
4. 布展最后一天和闭馆当天, 免费加班到 21 点。

Annex 4: Authorization Letter of Raw Space Booth Construction
(Raw space booth exhibitors must fill)

Authorization Letter for Raw Space Booth Construction

特装展位搭建委托书

Deadline: August 20, 2017

We are the exhibitor of _____ (exhibition name). Our booth square meters is _____ m², width is _____ m and length is _____ m, we hereby entrust _____ (company name) to build booth for our company and certify:

- 1, after the inspection and examination, the company is confirmed as the only designated booth construction contractor of our booth, and has qualifications for booth construction.
- 2, the company has signed relevant booth construction contract with our company, to ensure the safety construction and normal operation of the booth.
- 3, we are clear to the related safety rules of construction management, and inform our only designated booth construction company to ensure on site construction safety.
- 4, we coordinate with the official contractor to supervise the safety of the booth. The organization committee has right to punish the booth if it breaks related rules on safety construction.
- 5, we supervise our booth construction contractor, if violate relevant regulation of construction management, our company and our only designated booth construction contractor shall be held all responsible.

Exhibitor (stamp the company seal):
Signature of the authorized represent:
Date:

Annex 5: Safety Guarantee Letter of Raw Space Booth Construction
(Raw space booth construction contractor must fill)

Safety Guarantee Letter of Raw Space Booth Construction
(Deadline: August 20, 2017)

根据北京市和中国国际展览中心的有关规定,为作好此次展会的安全保卫工作,所有展商委托的搭建商都必须签订展期内的安全责任保证书。请各展商认真阅读并在以下保证书上签字盖章。

中国国际展览中心 展台施工安全责任书

本公司受_____公司委托,负责 2017 年_____展会
_____展位的搭建管理工作,并全面负责展位搭建安全工作。

1、严格遵守《北京市大型社会活动安全管理条例》、《北京市展览、展销活动消防安全管理暂行规定》、《中国国际展览中心(新馆)展览施工管理规定》、以及其它相关规章制度,服从中国国际展览中心集团公司主管部门的施工管理和监督检查,保证展台和人身安全。

2、施工前应按照中国国际展览中心集团公司有关规定办理施工资质登记备案、施工图纸报审等手续,并交纳相关费用。

3、施工现场的安全和防火由施工单位负责,施工单位须确定一名施工现场安全负责人,全面负责施工现场的安全、防火工作。

4、展台结构必须牢固、安全,搭建材料应使用难燃或阻燃的材料,禁止使用弹力布和针棉织品做装饰材料。

5、展台结构严禁在展馆顶部、柱子、二楼围栏及各种专用管线上吊挂、捆绑,所有结构应和展台自身主体结构连接。严禁利用展馆顶部网架作为吊装展台结构的工具。

6、馆内搭建二层或结构复杂的展台以及搭建馆外展台时须提供展台细部结构图并加盖有相关资质设计院审核章和国家一级注册结构工程师印章及审核报告。从设计到施工应充分考虑展台的安全性,确保搭建展台各连接点及展台整体结构的牢固性。

7、搭建二层展台必须设置年检合格的灭火器。

8、展台结构不准遮挡展馆内的消防设施、电气设备、紧急出口和观众通道。搭建地台必须于展位范围内部地台边缘处设置缓坡通向公共通道,防止地台与地面的落差造成人身伤害。展馆防火卷帘门下不得搭建任何展架、展台、整体地台及堆放各种货物,防火卷帘门所处的展馆立柱严禁采取任何形式的包裹及遮挡,保证防火卷帘门升降畅通。

9、特装展台不得超过限定高度:室内展台限高 4.5 米;超过限高的一律不让施工搭建。

10、吊挂作业属于一般高空作业三级(15-30m),有吊挂需求的展台须自备专业高空作业设备,并配备专业高空作业人员,吊挂作业由施工单位自行完成,责任自负。

11、室外搭建的展台要做好防风措施,确保展台结构的强度、刚度、稳定性以及局部稳定性。

12、使用玻璃材料装饰展台,必须采用钢化玻璃,要保证玻璃的强度、厚度(幕墙玻璃厚度不小于 8mm),玻璃的安装方式应合理、可靠,必须制作金属框架或采用专业五金件进行玻璃安装,框架及五金件与玻璃材料之间要使用弹性材料做垫层,确保玻璃使用安全。大面积玻璃材料应粘贴明显标识,以防破碎伤人。若使用玻璃地台,则结构支撑立柱、墙体必须固定于地台下方,不得直接在光滑玻璃面上方搭设展台结构。

13、展台搭建材料的选用要符合国家有关部门关于临时性建筑的材料用法标准并结合展览会的特点合理选材，选材时应符合国家环保要求。有搭建不可用乳胶漆、油漆，现场不可喷漆、刷漆、打磨。

14、馆内严禁吸烟。展台施工不得使用易燃、易爆物品，禁止明火作业。

15、展台严禁采用全封闭式顶棚，展台顶棚不得阻挡展馆顶部消防设施，要保证展台顶棚至少有 50%以上的平面开放面积，以确保展台的消防安全性。

16、展台施工人员应佩戴证件进场施工，严禁证件不符和倒证现象的发生，专业技术人员须持上岗证施工。

17、施工单位在施工时，应随时清理施工垃圾等各类废弃物品，搭建展台的材料应在本展位内码放整齐，严禁占用消防通道，保持馆内通道畅通。不得在馆内私自设置存放物品的仓库，或在公共区域存放展台材料、施工工具，否则，施工办有权采取没收处理，并保留扣除施工押金的权利。

18、严禁使用霓虹灯作为展台装饰照明。照明灯具等各种用电设施及材料应具有国家专业安全认证，应按照北京市电气规程标准施工、安装、使用。电器连接安装应使用双层绝缘护套线，连接端子必须完全封闭并加盖绝缘盒，不得裸露。

19、中国国际展览中心提供的 24 小时供电，不能作为不间断电源使用。

20、施工单位不得动用展馆配电箱、水源、气源等固定设施。室外安装灯具、插座、配电盘等应选用防雨型，室外用电设备应有可靠防雨措施。

21、展览会开幕后，施工单位须留现场安全负责人及专职人员现场值班，发现问题及时处理。

22、撤馆时，施工单位须将所有搭建材料全部撤出展馆并清运干净，严禁堆放在展位或展览中心院内。

23、施工办公室保留对特殊情况实行特别限制的权利，施工办管理人员有权进入展台进行检查。所有特装展台搭建公司必须于 2017 年 09 月 23 日撤馆结束前将展台撤馆垃圾清除展馆，并不得恶意丢弃于展馆周围，否则主场运营服务商有权扣除其全部施工押金。

24、展台搭建商在布/撤展期间应文明施工，严禁野蛮操作，由此引发的安全责任事故，搭建商将负全部责任。

施工单位在进馆施工、撤馆以及运输过程中因违反上述规定，所造成的人员伤亡、火灾及场馆建筑物设施损坏等一切安全责任事故，由施工单位负全部责任，并承担由此给中国国际展览中心造成的所有的名誉及经济损失。

本展台施工单位的法人委托授权人已仔细阅读此施工安全责任书及上述提及的相关规章制度，并保证严格遵守相关安全管理规定，否则，一旦出现安全问题本公司愿承担全部责任。

搭建公司名称（盖章）：

主要负责人签字：

手机：

填写日期： 年 月 日

Annex 6: Safety Responsibility Guarantee of Raw Space Booth Exhibitors
(Raw space booth construction contractor must fill in)

Safety Responsibility Guarantee of Raw Space Booth Exhibitors

特装展位参展商安全责任保证书

1. Our company have carefully reads this Safety Responsibility Letter of the Booth Construction, we assure organizers, official service agencies and NCIEC that we will strictly comply with the regulations.
2. Our company promises that we will entrust qualified construction company to do our booth construction, strictly comply with the construction management regulations and safely construction operation.
3. Our company will submit our booth implementation plan and transparent drawing to **Xinshi Wanhao Identity Design (Beijing) Co., Ltd** before August 20, 2017. The transparent drawing will be marked with length, width, height, booth number, and company name. If the booth design does not meet the requirement, the official service agency has the right to ask us to change design.
4. Our company will submit our report materials to **Xinshi Wanhao Identity Design (Beijing) Co., Ltd.** before **August 20, 2016**. The report materials include effect drawing, floor plan, vertical plan, circuit diagram, electronic boxes location map, construction detail structure drawing (all the pictures/drawings must mark the size, standard and size of all structure materials, booth number, company name), multilayer and complicated booths and outdoor booths must provide booth detail structure drawing (stamp the seal of “Certified Structural Engineer, State Class I ” and the seal of the architecture design institute he belongs to) and structure audit report, copy of the construction company’s business license(with official seal), construction company’s legal power of attorney (with official seal), Confirmed Return Receipt of the Safety Responsibility Letter of the Booth Construction with the exhibitor’s signature and seal, copy of special work/crafts, etc.
5. The construction company will be responsible for all accidents caused by violating the Construction Management Regulation, and compensate all economic losses made by the accidents to the organizers, official service agencies and exhibition hall

Confirmed Return Receipt of the Safety Responsibility Letter of the Booth Construction

The information of the construction company our company entrusted is in the followings:

Booth Contractor:

Address:

Contact:

Tel:

Mobile:

Email:

Exhibitor name (With company seal):

Booth number:

Date:

Note: Original

Annex 7: Guarantee Letter of Double Deck Booth Construction
(Booth construction contractor to fill)

Guarantee Letter of Double Deck Booth Construction

双层展台施工安全保证书

(截止日期: 2017 年 8 月 20 日)

根据北京市和中国国际展览中心的有关规定, 为做好本届的安全保卫工作, 所有参展商委托的搭建商都必须签订展期内的二层搭建安全责任保证书。请各参展商及搭建商认真阅读并在以下保证书上签字盖章。

中国国际展览中心 双层展台施工安全责任书

本公司受_____公司委托, 负责_____展览会
展位的搭建管理工作, 并全面负责展位搭建安全工作。

一、严格遵守《北京市大型社会活动安全管理条例》、《北京市展览、展销活动消防安全管理暂行规定》、《中国国际展览中心展览施工管理规定》、《中国国际展览中心展览施工管理规定实施细则》、《中国国际展览中心展览会用水、电及压缩空气管理规定》、《中国国际展览中心展览施工管理处罚规定》、《中国国际展览中心展览施工环保规定》以及其它相关规章制度, 服从中国国际展览中心集团公司主管部门的施工管理和监督检查, 保证展台和人身安全。

二、馆内搭建二层的展台须提供展台细部结构图并加盖有相关资质设计院审核章和国家一级注册结构工程师印章及审核报告。从设计到施工应充分考虑展台的安全性, 确保搭建展台各连接点及展台整体结构的牢固性。

三、二层地面不能使用展览地毯, 应使用防火金属甲板等达到 B1 级防火要求的材料。

四、搭建二层展台必须设置年检合格的灭火器, 每 50 平米配备一个。

五、二层面积应不超过 30 平米, 并且楼梯是直梯不能是旋转楼梯。

六、二层结构部分应避免使用大功率灯光, 不能封顶。

七、整个展期保证用电安全, 如主场运营服务商发现其用电有安全隐患或超过实际申请用电量, 搭建商应立即采取措施并补订电箱, 否则主场运营服务商有权对其展台断电。

八、进馆、展期及撤馆期间, 参展商及施工单位须留现场安全负责人及专职人员每天现场值班, 保证二层展台结构安全, 发现问题及时处理。

九、撤馆时, 施工单位须将所有搭建材料全部撤出展馆并清运干净, 严禁堆放在展位或展览中心院内。

十、展台搭建商在布/撤展期间应文明施工, 严禁野蛮操作, 由此引发的安全责任事故, 搭建商将负全部责任。

十一、施工单位在进馆施工、撤馆以及运输过程中因违反上述规定, 所造成的人员伤亡、火灾及场馆建筑物设施损坏等一切安全责任事故, 由施工单位负全部责任, 并承担由此给主办单位、主场运营服务商和中国国际展览中心(新馆)造成的所有的名誉及经济损失。

本人已仔细阅读此双层展台施工安全责任书, 并保证严格遵守此规定。

搭建公司名称(盖章):

主要负责人签字: 手机:

填写日期: 年 月 日

Annex 8: Management & Penalties Regulations of Exhibition Construction
(Booth construction contractor must fill)

Management & Penalties Regulations of Exhibition Construction

展览施工管理处罚规定

(截止日期: 2017 年 8 月 20 日)

施工单位及施工人员违反管理规定, 致使施工的项目、展台在施工中、展出中、撤展中以及运输过程中, 发生倒塌、人员伤亡、火灾等一切安全责任事故, 施工单位负全部责任, 并承担法律责任以及由此给展览馆、主办单位以及主场运营商造成的一切经济损失及名誉损失。主场运营商(新世万豪企业形象策划(北京)有限公司)视情节轻重将对施工单位给予警告、扣除全部施工押金并在行业内给予公示等处罚。

为确保展览会施工安全有序的顺利进行, 加强和规范展览会施工秩序, 保障人民生命和财产安全, 凡进入展览馆进行展览施工的单位和企业自觉遵守展览会各项规章制度, 签定《展台施工安全责任书》并严格执行, 同时接受如下处罚规定:

| 序号 | 内容 | 罚款额度 (人民币) |
|----|--|---------------|
| 1 | 未经书面许可, 私自接电, 一经发现, 除补交电源接驳费外, 并处罚款 2000 元。 | 2000 |
| 2 | 未经书面允许, 在展览馆内动用明火作业, 没收其作业设备, 并处罚款 5000 元以上。 | 5000 |
| 3 | 施工单位连接水源的设备设施造成任何泄漏的行为和结果, 除赔偿由此给场馆带来的损失外, 并处罚款 2000 元以上。 | 2000—5000 |
| 4 | 展台搭建出现结构失稳等重大安全隐患, 要求立即设置隔离区域, 进行整改, 并处罚款 2000-5000 元。 | 2000—5000 |
| 5 | 阻塞消防通道、消防卷帘门、紧急出口、消防设施、公共通道、配电柜以及摄像头等, 要求进行拆除整改, 并处罚款 2000-5000 元。 | 2000—5000 |
| 6 | 违反电气安装施工规范、无有效证件从事电气施工操作等, 要求立即停止施工操作, 并处罚款 2000-5000 元。 | 2000—5000 |
| 7 | 展台搭建使用各种可燃纺织物品、木质结构未刷防火涂料, 要求立即整改, 并处罚款 2000-5000 元。 | 2000—5000 |
| 8 | 使用禁用电料(霓虹灯、高温碘钨灯、高温石英灯、平行线、麻花线等), 违反电工操作规定, 制止其施工行为, 并处罚款 2000-5000 元。 | 2000—5000 |
| 9 | 展厅内调漆、喷漆、刷漆等违反北京市展览展销消防安全管理规定的行为, 要求其立即停止, 并处罚款 2000-5000 元。 | 2000—5000 |

| | | |
|----|--|-----------|
| 10 | 展台施工使用易燃、易爆物品（稀料、酒精等），要求停止其施工行为，并处罚款 2000-5000 元。 | 2000—5000 |
| 11 | 使用电锯、电刨、电切割等工具作业时，出现火花现象的行为，要求其立即停止作业，并处罚款 2000-5000 元。 | 2000—5000 |
| 12 | 向馆内地沟倾倒废油等废弃物者。 | 2000—5000 |
| 13 | 背靠背展台与相邻展位间的结构高于对方展位，但背部未做遮盖者。 | 2000—5000 |
| 14 | 展台搭建超过规定高度，要求立即整改，拒不整改者。 | 1000—5000 |
| 15 | 搭建展台及各种活动布置利用展馆顶部、墙面、柱子、栏杆、门窗及各种专用管线吊挂、捆绑、钉钉、粘贴等，要求立即进行整改，并处罚款 1000 元以上。 | 1000 以上 |
| 16 | 施工时阻塞展厅通道，妨碍他人通行，劝阻无效，对施工单位处以罚款 1000-5000 元。 | 1000—5000 |
| 17 | 撤展时，野蛮拆卸展台、推倒展台及搬运物品时造成地面损伤等，要求其立即纠正，并处罚款 1000 元以上。 | 1000 以上 |
| 18 | 撤展时，私自将展台结构卖于收购的个人及单位进行拆除的行为，对施工单位处以罚款 1000-2000 元。 | 1000—2000 |
| 19 | 撤展时，施工垃圾为清理或未清理干净或未验收，将在施工押金中扣除 500-5000 元的违约金。 | 500—5000 |
| 20 | 对展馆和主场运营商工作不予配合的施工单位，视情节严重处罚款 2000 元以上。 | 2000 以上 |
| 21 | 施工期间未按规定佩戴安全帽，对施工单位处以每人 500 元罚款。 | 500 元/人 |

备注：

1. 如违反并不缴纳罚款款项以上罚款将在施工押金中扣除。
2. 违反规定接到通知后拒不进行整改的单位，主场搭建单位有权采取措施停止其展台施工，并扣除全部施工押金。
3. 施工单位年累计受到 3 次处罚，新世万豪企业形象策划（北京）有限公司将取消其在新世万豪承揽主场的展览会的施工资格，并在行业内公示及通知各展览会主办单位及展览馆。

搭建公司名称（盖章）：

主要负责人签字：

手机：

填写日期： 年 月 日

Annex 9: Items Application Form of Construction Management

(Booth construction contractor must fill)

Items Application Form of Construction Management/施工管理项目申请表

(截止日期: 2017 年 08 月 20 日)

| 名称及描述 | 单位 | 单价(人民币) | | 数量 | 合计 (人民币) |
|-----------|----------|-------------|-------|----|----------|
| 施工管理费 | 平方米 | 40.00 | | | |
| 施工证 | 人 | 50.00 | | | |
| 布展车证 | 辆/限 2 小时 | 100.00 | | | |
| 撤展车证 | 辆/限 2 小时 | 100.00 | | | |
| 垃圾清运费 | 平方米 | 6.00 | | | |
| 吊点位置租赁费 | 点/5KG | 1500.00 | | | |
| 施工押金 | 每百平米 | ≤100 平方米 | 2 万元 | | |
| | | 101—200 平方米 | 4 万元 | | |
| | | 依此递增 | | | |
| | | ≥1000 平方米 | 20 万元 | | |
| 总计 (人民币): | | | | | |

备注:施工人员信息 (姓名、照片、身份证号), 请各搭建商接到通知后到我公司来扫描施工证及值班人员身份证件, 本公司将收取每个施工证 50 元押金 (现金); 展会撤展当天必须将施工证退回, 如延期后果自负。

- 1、“吊点位置租赁费”仅为租赁该吊点的费用, 不含安装, 请参展商及搭建商自行安排安装事宜。
- 2、仅能悬挂吊旗, 不能吊挂展台结构, 且吊挂物不得与地面支撑物连接。所有吊挂方案必须提交主场运营服务商审批, 通过后方可在现场实施。
- 3、吊点的实际数量以展馆最终计算为准。

| 展馆号 | | 展台号 | |
|-------|--|-----|--|
| 参展商名称 | | 手机 | |
| 电 话 | | 传真 | |
| 搭建商名称 | | 手机 | |
| 电 话 | | 传真 | |

请到以下地址办理相关手续: 北京市朝阳区北三环东路 6 号国展商务楼 3 层 303 室

联系人: 田一 186 0130 0859/ 186 1091 2291 邮箱: xinshiwanhao@163.com

8 月 20 日以后办理施工报批手续及电量的加收 50% 费用, 现场加收 100%。

指定收款账户信息如下 (只接受汇款和现金支付, 不接受支票支付):

账户名称: 新世万豪企业形象策划 (北京) 有限公司

开户银行: 中国建设银行北京朝内大街支行

账 号: 1100 1070 3000 5900 2124

汇款回执单务必写清: 展商名称、展会名称、时间、地点、展馆号、展位号、联系人、手机、所交费用名称, 扫描发至邮箱: xinshiwanhao@163.com, 否则视为无效汇款。

Annex 10: Application Form of Water, Electricity & Compressed Air

(Deadline: August 20, 2017)

Exhibitor: _____

Contact: _____ Mobile: _____

Exhibition hall: _____ Booth number: _____

| Electricity for lighting | | | Electricity for Power , Water and Air | | |
|--|-------------|----------|---------------------------------------|-------------|----------|
| Item No | Price (CNY) | Quantity | Item No | Price (CNY) | Quantity |
| 15A/220V | 1240 | | 15A/220V(single phase) | 1600 | |
| 20A/220V | 1940 | | 30A/380V (three phase) | 3120 | |
| 30A/220V | 2470 | | 60A/380V (three phase) | 5620 | |
| 40A/220V | 3870 | | 100A/380V (three phase) | 9570 | |
| 50A/220V | 4230 | | 150A/380V (three phase) | 14000 | |
| 60A/220V | 5280 | | 200A/380V (three phase) | 20800 | |
| 80A/220V | 7400 | | | | |
| 100A/220V | 9680 | | | | |
| Temporary power 15A/220V(single phase) | 400 | | 300L/Min | 3200 | |
| Temporary power 30A/380V(three phase) | 1600 | | 600L/Min | 4600 | |
| 15A/220V/24hr(Single phase) | 2880 | | 1000L/Min | 6000 | |
| 30A/380V/24hr(three phase) | 8000 | | Water | 3500 | |
| Total Fees (CNY) | | | | | |
| Contact person | | | Cell: | | |

Notice

1. Electricity for lighting and machine power must apply separately and strictly prohibit to be mixed. If break this regulation, the exhibition hall will give a severe punishment. 24 hours power supply can not be used as uninterrupted power supply (UPS). When report for using electricity/power, please take the booth circuit diagram and the electrician operation certificate. Documents should be onsite for future reference.
2. The compressed air source the exhibition hall centrally provided is general compressed air that the pressure of compression machine outlet is 6-8 kg. Exhibitors should additional install drying machine, filter, etc. based on the condition of their own equipment.
3. Water is strictly prohibited to be released directly in the exhibition hall, such as machine water. Exhibitors should bring water circulation equipment by themselves, or we do not provide.
4. All the application should be finished before August 20, 2017, after that, 50% additional cost will be charged; 100% additional cost will be charged if apply onsite the exhibition hall.

Annex 11: Rental Form of Furniture & Luminaires

Rental Form of Furniture & Luminaires/ 家具、灯具租赁申请表

(Deadline: August 20, 2017)

Exhibitor name: _____

Contact: _____

Tel: _____

Fax: _____

Booth number: _____

Signature: _____

Date: _____

| No. | Item name | Standards | Unit price(CNY) | Qty | Total price |
|-------------------------|-----------------------|------------------|-----------------|-----|-------------|
| Furniture | | | | | |
| 1 | Carpet | m ² | 20.00 | | |
| 2 | Wall panel | 1000×2500mm | 240.00 | | |
| 3 | Folding door | 1000×1850mm | 360.00 | | |
| 4 | Aluminum-plastic Door | 1000×1850mm | 400.00 | | |
| 5 | Flat shelf | 1000×300 mm | 40.00 | | |
| 6 | Sloping shelf | 1000×300 mm | 50.00 | | |
| 7 | Showcase | 1000×500×1000 mm | 310.00 | | |
| 8 | Tall showcase | 1000×500×2000 mm | 540.00 | | |
| 9 | Cabinet with lock | 1000×500×800 mm | 150.00 | | |
| 10 | Enquiry desk | 1000×500×800 mm | 100.00 | | |
| 11 | Square table | 800×800×800 mm | 150.00 | | |
| 12 | Round table | 800×800 mm | 100.00 | | |
| 13 | Folding chair | | 30.00 | | |
| 14 | Leather chair | | 100.00 | | |
| 15 | Bar stool | | 120.00 | | |
| 16 | Clothes hanger | | 140.00 | | |
| Electrical Items | | | | | |
| 18 | Fluorescent spotlight | 40W | 20.00 | | |
| 19 | Long arm spotlight | 100W | 80.00 | | |
| 20 | Short arm spotlight | 100W | 70.00 | | |
| 21 | Sun lamp | 300W | 180.00 | | |
| 22 | Sun lamp | 500W | 350.00 | | |
| 23 | Metal halide lamp | 150W | 220.00 | | |
| 24 | Socket | 5A/220V | 70.00 | | |

Note:

- 1, the above quoted price is the leasing price, and the leasing time is 7 days;
- 2, the above quoted price includes transportation, installation, dismantlement and clean;
- 3, the above quoted price is valid only before the deadline, 30% additional fee will be charged exceed the time limit, and 50% additional fee will be charged to add items onsite.

Please fill out the above form and fax to the person you contacted before or xinshiwanhao@163.com.

The Organizing Committee:+86-10-6865 9227 or email to haiwen2002@126.com

Annex 12: Electrical Equipment Rental

(Deadline: August 20, 2017)

| | | |
|-----------------|------------|-------|
| Exhibitor Name: | | |
| Contact: | Tel: | Fax: |
| Booth number: | Signature: | Date: |

| No. | Code | Items | Size | Unit price(CNY) | Qty | Total price(CNY) |
|-----|------|---|-----------|-------------------|-----|------------------|
| 1 | 4101 | Projection equipment | 21 inch | 480.00 | | |
| 2 | 4102 | Projection equipment | 25 inch | 720.00 | | |
| 3 | 4103 | Projection equipment | 29 inch | 960.00 | | |
| 4 | 4104 | Projection equipment | 34 inch | 1,200.00 | | |
| 5 | 4105 | Back projection | 61 inch | 3,000.00 | | |
| 6 | 4106 | Plasma | 42 inch | 1,600.00 | | |
| 7 | 4107 | Refrigerator | 240 liter | 1600.00 | | |
| 8 | 4108 | Refrigerator | 160 liter | 1200.00 | | |
| 9 | 4109 | Refrigerator | 980 liter | 800.00 | | |
| 10 | 4110 | Refrigerator | 50 liter | 500.00 | | |
| 11 | 4111 | Fax machine | - | 420.00 | | |
| 12 | 4112 | DVD | - | 300.00 | | |
| 14 | 4114 | duplicating machine (include a pack of A4 paper) | | 1,800.00 | | |
| 15 | 4115 | sound equipment | big | 3,000.00/ session | | |
| 16 | 4116 | sound equipment | small | 1,200.00/ session | | |
| 17 | 4117 | National flag | - | 420.00 | | |
| 18 | 4118 | Colored flag | - | 300.00 | | |
| 19 | 4119 | Flag pole | - | 300.00 | | |
| 20 | 4120 | Projector | - | 1,200.00/day | | |
| 21 | 4122 | Water Dispenser (include 3 bucket of water) | - | 300.00/day | | |

Total (CNY):

Note

1. the above quoted price refers to lease three days, includes transportation, installation, dismantlement and clean;
2. under normal situation, the booked things will be sent to your booth in the afternoon before exhibition opening and the fee can be paid onsite.
3. the things above must be applied at least three days before exhibition opening. Exhibitors should keep their leasing things intact and return back to the leasing company after the leasing time finished.

Please fill out the above form and fax to +86-10-5293 9516 or email to xinshiwanhao@163.com

Annex 13: Refund Confirmation Document of Booth Construction Deposit

(Construction unit retained, be showed for confirmation when dismantling)

Refund Confirmation Document of Booth Construction Deposit / 展台施工押金退还确认单

(搭建单位留存，撤展时需出示确认)

| | | |
|--------------|-------|--|
| 参展商名称/施工单位名称 | | |
| 展位号 | | |
| 展位面积 | | |
| 施工单位名称 | | |
| 施工负责人姓名 | | |
| 施工负责人手机 | | |
| 施工单位电话 | | |
| 展位拆除情况 | 已清理干净 | |
| | 未清理干净 | |
| 押金退还说明 | 全部退还 | |
| | 扣除金额 | |
| 施工单位负责人签字 | | |
| 展馆验收负责人签字 | | |

备注：此押金单作为押金退还重要单据，以上内容请各搭建商认真填写，以免造成纠纷。撤展结束 30 个工作日内，将本确认单交至主场搭建商办公室并确认无处罚项后退还全部押金。本确认单如若丢失或搭建商以各种理由未签字，在展会结束 60 个工作日后待本公司调查清楚才能退回押金。

账户名：_____

账 号：_____

开户行：_____

负责人：_____ 电话：_____

(此账号作为唯一退回押金账号，请各搭建公司认真填写)

Annex 14: Booth Construction Vehicle Registration Form

(Booth construction contractor must fill in)

Booth Construction Vehicle Registration Form / 展览会施工车辆登记表

| | | | | |
|-------|-----|-----------|-----|-------------|
| 展览会名称 | | | | |
| 施工单位 | | 电话 | | |
| 委托单位 | | 电话 | | |
| 申请人 | | 手机 | | |
| 施工地点 | | 馆号 | 展台号 | 施工面积 平方米 |
| 车型 | 车牌号 | 车辆进入时间及次数 | 物品 | 数量 |
| | | 年 月 日 次 | | |
| | | 年 月 日 次 | | |
| | | 年 月 日 次 | | |
| | | 年 月 日 次 | | |

施工车证使用说明：

- 1、此车证仅限本次展览会使用。
- 2、施工人员凭有效证件进入场馆。
- 3、车辆停放在指定区域，服从管理人员调度指挥。
- 4、本车证一次性有效进入场馆不得超过 2 小时，过时按每小时 20 元收费。
- 5、实行一车一证，车证禁止转让，售出车证概不退换的。
- 6、此车证只限于卡车运送展台结构、材料、家具其它车辆不得使用。

本人已仔细阅读此施工车证使用说明并保证
严格履行此规定

申请人签字：

日 期： 年 月 日

| | | |
|--------|-----------|----|
| 车辆进入次数 | 单位 CNY | 合计 |
| | 100 元/次 | |

施工管理办公室经办人：

Annex 15: Construction Guarantee Letter of On Site Special Operation Personnel

(Booth construction contractor must fill in)

Construction Guarantee Letter of On Site Special Operation Personnel

现场特种作业人员施工保证书

_____ (搭 建 公 司 全 称) 为
展会_____ 展台(展
位号 _____) 搭建商, 在此保证, _____ 公司在本次展
会期间, 所有特种作业操作人员(含电工、焊工、高空作业等)均有国家指定颁发就业证书, 交与主场
单位所需特种就业证书(复印件)均为国家指定机构所颁发的在有效期内的合法证书, 并保证持证上岗。
现场所搭建展台搭建、使用、拆除过程中若因特种就业人员持假证上岗、无证上岗、违规操作所造成一
切后果, 均由_____ 公司承担。特此保证!

电工本复印件粘贴处

(注: 只粘贴 A4 规格纸张打印复印件)

承诺人:

盖章:

Annex 16: Hotel Reception & Booking Form

Beijing TST Exhibition International Co., Ltd. Attn: Ms. Beyyt Ban Tel: **(+86 10) 8451 6566**

Hospitality BOOKING FORM

(Please use block letters or attach business card.)

Contact Person: _____ Organization: _____

Tel: _____ Email: _____

Guest Name: _____

Hotel Preferred: 1st choice _____ 2nd choice _____

Room type and notes: _____ No of room(s): _____

Check in date and time (China local time) _____ check out date _____

Airport Limousine service

Airport transfer service by Car: (CNY400 per way for 1-2 persons, CNY480 for max. 3-5 persons)

I need for Arrival Departure Number of person(s): _____ Mobile number _____

Arrival flight no. _____ Arrival local date _____ Estimated arrival time _____

Departure flight no. _____ Departure time _____

Interpretation and Hostess service

Basic English Hostess – CNY600 net per day within 8 hours from **Sep** _____ to _____

Ordinary English interpreter – CNY900 net per day within 8 hours from **Sep** _____ to _____

Advanced English interpreter – CNY1200 net per day within 8 hours from **Sep** _____ to _____

***PAYMENT BY CREDIT CARD (Note: Payment via credit card is subject to a 3.5% administrative fee.)**

I hereby authorize **Beijing TST Exhibition International Co., Ltd.** to debit my card (details as follows) for all above bookings arranged:

Visa Card Amex Card Master Card

Name of Credit Cardholder: _____ Expiry Date (mm/yy): _____ CVV Code: _____

Credit Card Number: _____ Credit Cardholder's Signature: _____

***PAYMENT BY TELEGRAPHIC TRANSFER**

- Please contact us to get Proforma Invoice and settle payment according to the request on the notice
- Pls. indicate guest name/event name/hotel booked on transfer slip.

Special notes if any: _____

Please fill up the above form and email to betty@tstexhibition.com before September 9, 2017.

Annex 17: Return Receipt of Fascia Board Information

(Standard booth exhibitors must fill in)

Return Receipt of Fascia Board Information

| | | | | | | | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| Please fill your company name in Chinese and English in the following blanks (Chinese characters are no more than 20; English words are no more than 48.) | | | | | | | | | | | | | | | | | |
| CHN | | | | | | | | | | | | | | | | | |
| ENG | | | | | | | | | | | | | | | | | |

Please be sure that this information must be email to the person you contact with before August 31, 2017.

1. Please email the brief company introduction to the person you contacted before. Deadline of receiving company information is August 20, 2017.
2. Brief company introduction: word format, include company name, address, post code, telephone number, fax number, email, website, contact name, brief company introduction (Both in Chinese and English will be great). The character number should be between 200 and 300. If the format is not correct, we could not make sure that your information will be accurately published in the exhibition catalogue book.
3. If exhibitors booked advertisement in the exhibition catalogue book, please email the advertisement picture to the person you contacted before also. Size of the advertisement is w210mm*h140mm, additional 3mm for each bleed edge, 300 dpi, *jpg format.

● **Please strictly register according to the working capacity of decorating the booth. Try to register as earlier as possible. If there will be any delay, exhibitors should apply for working overtime on your own and take overtime expense. After exhibitors receive “Exhibition Manual”, please pay the rest of the booth fee to specified account of Organizing Committee in three days. Otherwise, exhibitors will not get through the procedure of move in the exhibition hall. Any financial affairs will not be accepted on site. Wish every exhibitor have a nice exhibition!**