



展商手册

Exhibitor Manual

APPLIANCE & ELECTRONICS
WORLD EXPO
中国家电及消费电子博览会

8-11 Mar. 2018
Shanghai · China

2018年3月8日-11日 中国·上海

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智慧生活 全球平台

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Dear Exhibitors,

Welcome to AWE2018, the biggest home appliance and electronics exhibition in the Asia-Pacific region!

The Appliance & electronics World Expo (AWE) is hosted annually by the China Household Electrical Appliances Association, an organization with 29 years of history starting from 1988. As Asia is the biggest market for home appliances, the development and expansion of a regional platform to promote trade is undoubtedly beneficial for the global appliance industry. AWE serves this purpose by bringing together global appliance manufacturers and professional buyers to jointly benefit from the exposure to media and consumers available at the Expo.

In order to ensure a smooth AWE2018, and to avoid unnecessary hassles or losses, **please read this “Exhibitor Manual” carefully and pay attention to the schedule and deadlines.** Thank you for your cooperation.

Don't hesitate to contact us with any questions. You can find our contact information on Page 9.

We wish you every success in AWE2018!

China Household Electrical Appliances Association
November 2017

KEY NOTICES

One. Deadlines for Material Submission

Content	Deadline	Appendix
Application for Exhibitor Badges	Dec. 31, 2017	App.01
Catalogue Information	Dec.31, 2017	App.02
Advertisement in Expo Catalogue Advertisement in Expo Journal	Dec. 31, 2017	App.10
Site Advertisement Application & Sponsor Application	Dec. 31, 2017	App. 09
VIP Buyers Invitation	Jan. 20, 2018	App.14
Registration for Construction Contractors (raw space booth only)	Jan. 20, 2018	App.03
Building Approval for Booth Design (raw space booth only)	Jan. 20, 2018	App.04
Application for Electricity, Water, Furniture, Electrical Appliances, and Suspension Point	Jan. 20, 2018	App.05
New Product Label Application	Jan. 20, 2018	App.11
Activity Application	Jan. 20, 2018	App.12
Meeting Room Rentals (limited number)	No less than one week in advance	App.13
Over time Construction Application (for raw space booth over 200sqm)	Mar. 1, 2018	Inform the organizer with written application. Then the organizer will inform SNIEC. Please indicate time period and reason in your application.
Hotel Booking	Mar. 1, 2018	App.08

Two. Exhibition Schedule

Procedure		Date	Time	Note
Cargo Unloading	Raw Space Booths Only	Mar.5-7, 2018	09:00-22:00	Transportation companies can discharge cargo to exhibitors' booths since Mar 6 morning. It is highly recommended to unload on Mar.5. Backup is expected on Mar.6-7 due to number of trucks entering expo.
	Standard Booths	Mar.7, 2018	09:00-22:00	
Contractor Check-in	Raw Space Booth	Mar.5-7, 2018	09:00-22:00	
Exhibitor Check-in & Expo Catalogue Pickup	Raw Space Booth	Mar.5-7, 2018	09:00-18:00	Check in at #1 entrance hall (South entrance hall) or #2 entrance hall (North entrance hall) with "Admission Notice"; Claim exhibitor badge, Expo Catalogue and related materials.
	Standard Booth	Mar.7, 2018	09:00-18:00	
Exhibition Preparation	Raw Space Booth	Mar.5-7, 2018	09:00-22:00	Construction and other preparation.
	Standard Booth	Mar.7, 2018	09:00-22:00	
AWE2017 (Exhibition Period)		Mar.8-10, 2018	09:30-17:30	Please find schedule for activities and forums in Chapter Six.
		Mar.11, 2018	09:30-17:00	
Dismantlement		Mar.11, 2018	17:00-22:00	<p>No exhibits shall be released until 17:00.</p> <ol style="list-style-type: none"> 1. After 15:00, organizer will deliver "Exhibits/Material Release Form" to each stand. 2. After 16:00, person in charge of dismantlement can go to the Service Center with his/her exhibitor badge and ID card to get "Exhibits/Material Release Form" stamped. 3. After 17:00, exhibits and materials can be released with the stamped "Exhibits/Material Release Form". 4. After exhibits being released, dismantlement could start.

Three. Construction and Transportation

Preparation	<p>Contractor Registration Any contractors without registration cannot get badges, and are not allowed to enter into the exhibition hall. Please fill in Appendix03 before Jan.20, 2018.</p> <p style="text-align: right;">Appendix03</p>
	<p>Design Drawing Review (raw space booth only) One-story: Please submit booth design, perspective drawing, circuit diagram and fireproofing document (two copies) to official contractor in each venue. Custom-designed Booth: Raw space booth designs that meet any of the following conditions must undergo additional review:</p> <ol style="list-style-type: none"> 1. One-level booth over 4.5 meters (including 4.5 meters) high; 2. Double-level booth; 3. Top of the booth exceeds 50% of its booth area. <p>These booths are required to submit the drawing examination application (Appendix04) to <i>HAH Consulting & Exhibition Co., Ltd. Shanghai</i> before Jan.20, 2018.</p> <p style="color: red;">Fire-control inspection will not be conduct in this procedure. But all booth design shall abide by fire control regulations, or the construction will be suspended or terminated.</p> <p style="text-align: right;">Appendix04</p>
	<p>Application for Electricity, Water, Furniture and Electrical Appliances Exhibitors (raw space booth only) should apply for items above (Appendix05) from official contractors in each venue before Jan.20, 2018. Applications submitted after the deadline will be charged 50% extra.</p> <p style="text-align: right;">Appendix05</p>
	<p>Construction Suspension Point Application Please submit the application form (appendix 05) to the official contractor of each venue before Jan. 20, 2018. The official contractor will submit the forms to SNIIEC. SNIIEC will start construction according to the sequence of application.</p> <p style="color: red;">Construction is forbidden before SNIIEC checking the application of suspension point. Construction Suspension Point is only for construction, not for advertisement. Advertisement hanging shall be charge separately. Suspension Point shall not be connected to the ground.</p> <p style="text-align: right;">Appendix05</p>
	<p>Raw Space Booth Construction: Mar.5-7, 2018, 9:00-22:00 (3 days) (Raw space booth exhibitors permitted to unload cargo on Mar.5 morning)</p>
Construction & move-in	<p>Venue Entry Application For raw space booths, the person in charge of the contractor should go to the “Accreditation Center” next to W1 venue with his/her ID card for REAL-NAME AUTHENTICATION before 17:00 on Mar.4th, 2018, and go to the “Accreditation Center” to get a MOVE-IN PASS and MOVE-OUT PASS between Mar.3rd-5th, 2018.</p>
	<p>“Transport Vehicle Pass” and “Truck Pass” Application Contractor or exhibitor should go to south entrance hall during Mar.5-7, 2018, 8:00-20:00 with Transport Vehicle License to apply for a “Transport Vehicle Pass” and “Truck Pass”. Each vehicle should pay CNY50 as a handling fee and CNY300 as a deposit. Deposit will be returned after leaving as scheduled and upon showing the “Transport Vehicle Pass” and deposit receipt. Unloading must be done in 1.5 hour, or you will lose the deposit.</p>
	<p>Overtime Working Application If any contractor or transportation company needs to work overtime, please go to South Entrance Hall (#1 entrance hall) before 15:00 of current day to apply for that. Applications</p>



	<p>after 15:00 will be charged 50% extra. Fee: Mar.6-8, 8:00-9:00am, CNY1200/hour; 22:00pm - post 8:00am next day, CNY2400/hour. Overtime working apart from the above period, price will double.</p>
Dismantlement &move-out	<p>Starting Mar.11th, 2018, 17:00, after exhibits are moved out, booth dismantlement may begin. Dismantlement needs to be done before Mar.11th, 22:00. Otherwise, contractor and exhibitor will bear overtime fees. All garbage, construction material, adhesive tape and other residue needs to be removed. The deposit can only be refunded after examination by SNIEC.</p>



CONTACT INFORMATION

One. Organizing Committee

Organizer: China Household Electrical Appliances Association (CHEAA)

Co-organizer: Beijing United Exhibition Service Co., Ltd

Address: 7th Floor, Talent International Building, No.80 Guangqumen Inner Avenue, Beijing, P.R.C.100062

Tel.:8610-67093609, 67153213, 67159042

Fax: 8610-67156913

Website: <http://en.awe.com.cn/>

E-mail: info@cheaa.com

Item	Person in charge	Cellphone
Site Ad./Sponsor Application	Ms. Jessie, LIU	+86-1352 095 2752
Media Services	Mr. WANG Wei	+86-1368 368 9580
Visitor Services	Mr. Thomas WANG	+86-1368 339 9389
Activity Application	Mr. Thomas WANG	+86-1368 339 9389
AWE Award Application	Mr. Thomas WANG	+86-1368 339 9389
Forum/Meeting Application	Mr. Thomas WANG	+86-1368 339 9389
Hotel Booking	Ms. YANG Xin	+86-1366 181 5278
Official Contractor	Ms. SONG Jie	+86-1861 140 5633
	Ms. Quenby QIAO	+86-1591 057 1652
Official Transportation Company	Ms. SONG Jie	+86-1861 140 5633
	Ms. Quenby QIAO	+86-1591 057 1652
SNIEC Related	Ms. Quenby QIAO	+86-1591 057 1652
	Ms. SONG Jie	+86-1861 140 5633
Invitation Letter Application (for Visa)	Mr. Thomas WANG	+86-1368 339 9389
Expo Catalogue Ad. Application	Ms. QU Leiyun	+86-1358 176 6950

FOR ANY QUESTIONS EMAIL : THOMAS@CHEAA.COM



Two. Official Constructors

A. Official Constructor in W1, W2, W3 and E7 Venue:

Shanghai Rong Joy Exhibition Co., Ltd

Telephone: 86-21-68451582 Fax: 86-21-50332760 E-mail: rongji021@163.com

Address: West side of the 3rd floor, 101 Jinxiu Road, Pudong New Area, Shanghai, 200135

Contact Person:

Client service: Mr. Dayou Shi, Cell Phone: +86-15001971390

Payment Information:

Bank : Yulan Road Branch of Bank of Communications Shanghai Branch

Account Name: SHANGHAI RONGJI EXHIBITON CO LTD

Account number: 310066496018010041591

Swifte Code: COMMCNSHSHI

B. Official Constructor in E1, E2 ,E3 and E4 Venue:

Shanghai SYMA-Expo Ltd.

Addr.: 3F, New Long March Business Building, 1263 Zhenbei Road, Putuo District, Shanghai, China, 200333

Tel.: 86-21-6238 8811 Fax: 86-21-6209 5166

Contact Person:

Mr. Terry Yuan, Cell: 0086-13761546100, Tel: 8621-62388811*154, Email: terry.yuan@syma.com.cn

Ms. Vita Zhao, Cell: 0086-13761131814, Tel: 8621-62388811* 111, Email: vita.zhao@syma.com.cn

Payment Information:

PAYABLE TO: SHANGHAI SYMA-EXPO LIMITED

BANK NAME: BANK OF SHANGHAI CHANG NING SUB-BRANCH

BANK ACCOUNT: (USD):3164631402010700011

SWIFT CODE: BOSH CNSH



C. Official Constructor in E5 and E6 Venue:

Oriental Expo Services(Beijing) Limited.

Address: Room 606, 6/F, Richen International Center, No.13 Nongzhanguan South Street, Chaoyang District
Beijing, China 100125

Tel: +86 10 65671880 Fax: +86 10 6567 0361

Contact Person:

Ms. Li Yun Xia/ Tel: +86 10 65671880 Mobile: +86 18600152833 E-mail: liyunxia@orientalexp.net

Ms. Chen Lei/ Tel: +86 10 65671880 Mobile: +86 18601928251 E-mail: chenlei@orientalexp.net

Payment Information:

Company Name: ORIENTAL EXPO SERVICES(BEIJING)LIMITED

Bank Name: BANK OF CHINA BEIJING TUAN JIE HU SUB-BRANCH

Bank Address: 1/F, Richen International Center, No.13,Nong Zhan Guan South Road, Chaoyang District,
Beijing, China

Bank Account : 3311 5706 6975

SWIFT Code: BKCHCNBJ110

D. Recommended Specialized Custom Design Companies

QSL Exhibition Co., Ltd.

Add.: NO.348, Unit 3363, Hunan Road, Pudong New District, Shanghai. China.

Tel.: +8621-61853799 Fax: +8621-38230576

Contact Person: Shang, MA. Cell: 86-15821501986, 13788919139

Shanghai YingZi Exhibition Service Co., Ltd.

Add. Rm.1707, Yashi Plaza, No.369 Kaixuan Road, Jiading District, Shanghai, China

Contact Person: Miao, YAN Cell: 86-13911161287



Shanghai Rong Joy Exhibition Co.,Ltd

Contact Person:

Project manager: Mr. Dongsheng SHI, Cell Phone:0086-13901632522,

Telephone: 86-21-68451582 Fax: 86-21-50332760 E-mail: rongji021@163.com

Address: West side of the 3rd floor, 101 Jinxiu Road, Pudong New Area, Shanghai, 200135

SHANGHAI SYMA - EXPO LTD.

Contact Person:

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Ms. Chen Lei/ Tel: +86 10 65671880 Mobile: +86 18601928251 E-mail: chenlei@orientalexp.net



Three. Official Transportation Company

A. Hall W1, W2, E6 and E7

DHL GLOBAL FORWARDING (CHINA) CO., LTD. / Top-trans Expo Logistics Co., Ltd.

RM 2001, Zhong Dian Building No.1029, North Nanquan Road, 200122, Shanghai, China

Contacts:

Overseas Exhibitors

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Ms. Linda Zhang

Mobile: 173 1712 4079

Mobile : 159 0176 6833

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Domestic Exhibitors

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B. Hall W3、E1、E2、E3、E4、E5

Shanghai Chuang Yuan International Logistics Co., Ltd

Overseas Exhibitors:

Tel: (8621) 6237 1938; Fax: (8621) 6237 8179

Mr. Young Zhou Ext. 808 Mobile: 13482777398 EMAIL: young.zhou@cy-il.com

Mr. Hongxin Luo Ext. 809 Mobile: 13818086929 EMAIL: hongxin.luo@cy-il.com

Domestic Exhibitors:

Mr. LUO Hongxin

Mr. ZHOU Yang

Cell: 13818086929

Cell: 13482777398

Tel.: 021-62371938 Ext. 809

Tel.:021-62371938 Ext. 808

Fax: 021-62378179

Fax: 021-62378179

EMAIL: hongxin.luo@cy-il.com

EMAIL: young.zhou@cy-il.com

Four. Hotel Booking

Shanghai Pengcheng Exhibition & Display Co., Ltd

Tel: +8621-66610306

Mr. Harry Li, Cell: +86-15821760780, Email: sales@shpengcheng.com

Five. AWE Location--SNIEC

Shanghai New International Expo Center

2345 Longyang Road Fudong Shanghai, China, 201204

Tel: (0086)-21-28906666, Fax: (0086)-21-28907777, E-mail: info@sniec.net

CHAPTER ONE. AWE GENERAL INFORMATION

A. Name of expo

Appliance & electronics World Expo-Shanghai2018 (AWE2018)

B. Opening Hours

Opening Time for Visitors:	Exhibitor and Contractor Preparation: Mar. 5 to 7, 9: 00-22: 00
Mar.8 to 11, 2018 Mar. 8 to 10, 2018 9: 30-17: 30 Mar. 11, 2018 9: 30-17: 00	Booth dismantlement and move-out: Mar. 11 th 17: 00-22: 00

C. AWE Venue

1. Location

Venue W1, W2, W3, E1, E2, E3, E4, E5, E6 and E7 of Shanghai New International Expo Centre, China (SNIEC)
Add: 2345# Longyang Road, Pudong New Area, Shanghai, China

2. SNIEC Layout Map



Floor load-bearing	3.3 tons/m ²
HEIGHT FOR BOOTH CONSTRUCTION	6m maximum for one story stand, 7.5m maximum for two-story stand. Following raw space booth designs: 1. One-level booth over 4.5 meters (including 4.5 meters) high; 2. Double-level stand; If top of booth exceeds 50% of its booth area, booth design must be reviewed first. (Design examination results in additional fee.)
EXHIBIT LOADING ACCESS	EACH GATE: 5M(W), 4M(H)
FIRE PROTECTION	AUTOMATIC FIRE SPRINKLER, DETECTION & ALARM SYSTEM WITH RISER & HOSEREEL. PORTABLE FIRE EXTINGUISHERS

D. AWE Organizers and Supporters

Organizers: China Household Electrical Appliances Association (CHEAA)

Supported by:

Association of Home Appliance Manufacturers (AHAM)

The European Committee of Domestic Equipment Manufacturers (CECED)

Taipei Electrical Commercial Association (TECA)

Co-organizer: Beijing United Exhibition Service Co., Ltd

E. Website:

www.awe.com.cn

F. Official Freight Forwarder:

DHL Global Forwarding (China) Co., Ltd. / Top-trans Expo Logistics Co., Ltd.

Shanghai Chuang Yuan International Logistics Co., Ltd

G. Official Construction Contractor:

Shanghai Rong Joy Exhibition Co.,Ltd

SHANGHAI SYMA - EXPO LTD.

Oriental Expo Services(Beijing) Limited.

H. Hotel Booking Service:

Shanghai Pengcheng Exhibition&Display Co., Ltd

CHAPTER TWO. NOTICE FOR EXHIBITORS

One. Exhibitor Registration and Checking-in

A. Exhibitor Badges

Exhibitor badges will be printed according to exhibitors' information. The badges will be the only certificate during move-in, exhibition, and dismantling. Persons without badges cannot enter exhibition center. Exhibitors must register in advance.

1. Please fill out *Appendix01* and return by Dec.31, 2017. Persons who register after deadline will receive temporary badges, which have no name or position on.

2. Number Limitation for Badges Application

Stand Type	Number of Free Badges	Note
Package Stand (shell scheme A 3mx3m)	3 badges / stand	¥ 10/badge for additional badges
Package Stand (shell scheme B 4mx3m)	4 badges / stand	
Self-designed stand (Raw Space)	2 badges / 9sq. m	

3. Invitation Letter for Visa Applications (Overseas Visitors/Exhibitors) :

For overseas visitors/exhibitors requiring Chinese visas, please fill in Appendix15 and send to

Thomas@cheaa.com, Tel. +8610-67093609. We will send an invitation letter in response.

B. Exhibitor Check-in and Expo Catalogue Pick-up

1. Check-in:

Exhibitors of Raw Space Booth 9:00-18:00 Mar.5-7, 2018

Exhibitors of Standard Booth 9:00-18:00 Mar.7, 2018

2. Check-in Location: South Entrance Hall (1# Entrance Hall) or North Entrance Hall (2# Entrance Hall), Shanghai New International Expo Centre

3. Check-in Procedures:

Exhibitors register at South or North Entrance Hall with original "Admission Notice". Proceed to claim exhibitor badge, catalogue, move-in notice, move-out notice and other related documents.

4. Expo Catalogue Pick-up:

1 catalogue for Standard Booths, 3 catalogues for Raw Space Booths.

Two. Setting Up and Dismantling

A. Regulations for Standard Booths

1. Standard booth description

Shell scheme A:

- Carpet:9 sq. m
 - 1 reception table, 2 folding chairs
 - 1 waste bin
 - 3 spot lights.
 - floor space (3mx3m)
 - Logo and company name in both Chinese and English
 - Walls: 3m(L)*3m(W)*2.5m(H)
 - 1 electric socket (5Amp/220V, 500W tops,
- if extra electrical power or lights are needed,
please refer to Appendix05)



Shell scheme B:

- floor space (4mx3m)
 - Logo and company name in both Chinese and English
 - Walls: 3m(L)*4m(W)*2.5m(H)
 - Carpet: 12 sq. m
 - 1 reception table, 1 bar stool,
 - 1 shelf (100cm*30cm*4layers) or 1 high-low cabinet,
 - 1 round table+3 folding chairs
 - 1 waste bin
 - 5 spot lights
 - 1 electric socket (5Amp/220V, 500W tops,
- if extra electrical power or lights are needed,
please refer to Appendix05)



Design sketch of standard stand
shell scheme B

2. Regulations for the Usage of Standard Exhibition Booths

Exhibitors must abide by the Regulations when constructing within standard exhibition booths.

- 1) Logo is not included in the basic configuration; please communicate with the official construction contractor if needed.
- 2) If the basic configuration of the stand package cannot meet all your needs, please fill out Appendix05 for electricity, telephone, internet or other furniture. For two and more package stands for one exhibitor, the inside wall will be removed.
- 3) The exhibitor for the stand package has no right to modify neither structure nor function. All the goods and decoration inside package stand is not allowed to exceed 2.5m. It is forbidden to post or hang any goods on the outside of the booth walls or from the doorframes. Please ask for help from the official construction contractor if necessary. Exhibiting in the passageways is not allowed; upon discovery, all goods will be confiscated.
- 4) No nails, pushpins or drilling can be applied to any parts of the standard exhibition room, due to damage caused.
- 5) If exhibitor modifies any structure of their stand, it will be considered a self-designed stand. In which case, the booth space type is raw space, which does not include electricity, wall and carpet etc. Exhibitor must reapply according to the procedures of self-designed stands.
- 6) No refund given for basic furniture which is not used.

B. Regulations for self-designed stand construction (raw space)

1. The structure of all custom made exhibition stands must be reasonably designed, so as to ensure the security and safety of the constructed structure. The construction materials used shall be non-flammable or fire retardant materials.
2. The designed structural strengths of all exhibition stands shall meet the strength required by the load. During the construction period efforts shall be made to ensure the overall strength, stiffness, stability and local stability of the exhibition stand structure.
3. The area of exhibition stand constructed by each construction institution must comply with the area specified in the submitted application. The area of an exhibition stand constructed by construction

institutions shall not exceed the leased area, and its projected side line must not extend beyond the leasing border line.

4. For exhibition stand structures decorated with glass ornaments, the glass used must be safety glass, so as to ensure safety during construction and installation. Conspicuous warning signs must also be used to prevent glass breakage and possible resulting injuries or death.
5. For exhibition stands using steel structure standing posts, the standing post shall use welding-free material with a diameter of over 100mm; its bottom shall be welded with a secure base, with a flange welded onto its upper structure to increase its load bearing area of the standing post, so as to ensure the soundness of exhibition stand structure.
6. The ground contact width of the main load-bearing wall in all exhibition stand structures shall not be less than 120mm, so as to ensure the contact area between wall body and the ground. For walls with a large span of over 6m and steel column framework structures, connecting beams shall be added on the top, with supports fitted in between the columns at the bottom of columns, so as to ensure the overall stiffness and stability of the exhibition stand.
7. For construction of all exhibition stands in which the structural designs involve stage or platform structures with a height of over 4.5m (inclusive), as well as all indoor two-deck, multiple-deck or complexly structured exhibition stands, exhibition stand structural drawings must be provided, which shall be imprinted with seals of National Grade A Registered Structural Engineer for confirmation, accompanied by structural calculation sheet. All exhibitors and construction institutions shall give full consideration to the safety of exhibition stands from design to construction, so as to ensure the soundness of each connecting joint of the exhibition stand and the overall structure of the exhibition stand.
8. Construction of double-deck or multiple-deck exhibition stand must be equipped with fire extinguishers that have passed annual inspections.
9. All structural back walls of neighboring exhibition stands must be properly decorated.
10. It is strictly prohibited for indoor exhibition stands to adopt totally enclosed ceilings. Exhibition stand ceilings must not obstruct the fire-fighting facilities on the top of the exhibition hall. It must also be ensured that the ceiling shall have an open space of over 50% of its total area, so as to ensure the fire prevention safety of the exhibition stand.

11. All construction institutions must not damage any facilities in the exhibition hall or alter its application nature and position. They are not allowed to drive nails, punch holes, paste adhesives, apply colorful paints or post advertisements within the exhibition hall, on exterior floors, or on wall surfaces.
12. When a construction institution is constructing an exhibition stand, it shall not set up obstructions in front of the fire-fighting facilities, electrical equipment, emergency exits and audience passages, etc. inside the exhibition hall.
13. No inflammable or explosive materials shall be used for the construction of exhibition stands, and no spray painting or paint coating shall be carried out inside the exhibition hall.
14. When personnel of a construction institution are carrying out mid-air operations, they shall use qualified and safe elevators and operation platforms and, construction personnel shall wear safety belts and harnesses. To ensure safety of all persons, a safety zone shall be set up in the surrounding area, which shall be monitored by dedicated personnel with conspicuous warning signs set up around the safety zone.
15. After the exhibition starts, the construction institution must appoint a site safety principal and dedicated personnel to stay on duty at the site, in order to handle any problems that arise.
16. If safety hazards during construction are found, the construction institution must make prompt rectification after receiving “Notice of Rectification”, and report back on the rectification results to the HAH Exhibition Site Construction Management Office.
17. Construction institutions shall complete the construction within the prescribed time and area, and take care of security work such as fire and burglary prevention. Construction institutions must appoint a site principal at the construction site, whose registration and filing shall be done at the time of completing construction formalities.
18. Processing tools such as electric saws and electric planes shall not be used for construction inside the exhibition hall, nor shall open fire operations such as electric welding or pneumatic welding be executed. In case of special requirements, the construction institutions must go to the Security Office of Shanghai New International Expo Center to apply for an exemption to this rule; construction can only start after the application has been approved.
19. The selection of construction materials for exhibition stands must comply with criteria issued by relevant national authoritative departments regarding material usage for temporary buildings, and be

implemented in a rational way by taking into consideration the features of the exhibition; the selected materials must conform to national requirements on environment protection and fire-fighting.

20. Exhibition stand structure shall not use thin load-bearing structural parts with pipe wall thickness $< 0.8\text{mm}$, nor shall heavily rusted load-bearing structural parts be used.

C. Drawings Inspection

In view of the fact that in the present exhibition sector there are large differences in strength and qualification among companies providing services for construction of exhibition stands, and in order to ensure the standardized construction of exhibition stands for various conventions and exhibitions of Shanghai New International Expo Center, as well as the personal safety and property security of both exhibitors and visitors, after consultation with HAH Consulting & Exhibition Co., Ltd. Shanghai (a company appointed by Shanghai New International Expo Center Co., Ltd. for review of drawings and event management, hereinafter referred to as HAH), we have jointly formulated the following detailed management rules, so as to implement uniform review and supervision over the design, structure, construction and disassembly of participating exhibition stands.

D. Flow Chart of Booth Structural Safety Checking

1. For all two-storey, multiple-storey and outdoor stands, or any one storey stands higher than 4.5m (inclusive) or where the top structure of the stand is more than 50% of the booth space, the design drawings for stand construction must be submitted to HAH for review. The drawings subject to review include:

- a. Booth perspective drawing (1 front-side and 2 sides), in quadruplicate
- b. Ground floor plan, in quadruplicate
- c. 2nd floor plan, in quadruplicate
- d. Cutaway view, in quadruplicate
- e. Elevation, in quadruplicate
- f. Section (Side elevation), in quadruplicate
- g. Detailed booth material checklist, in quadruplicate
- h. Structural drawing, in quadruplicate

All drawings must be marked with the axis size of beams and posts, as well as the specifications and sizes of all structural materials.



2. All construction institutions entering the exhibition hall to start stand construction must provide HAH with copies of their business license certificate along with a license certificate for special job types imprinted with the company seal, to be used for filing purposes.

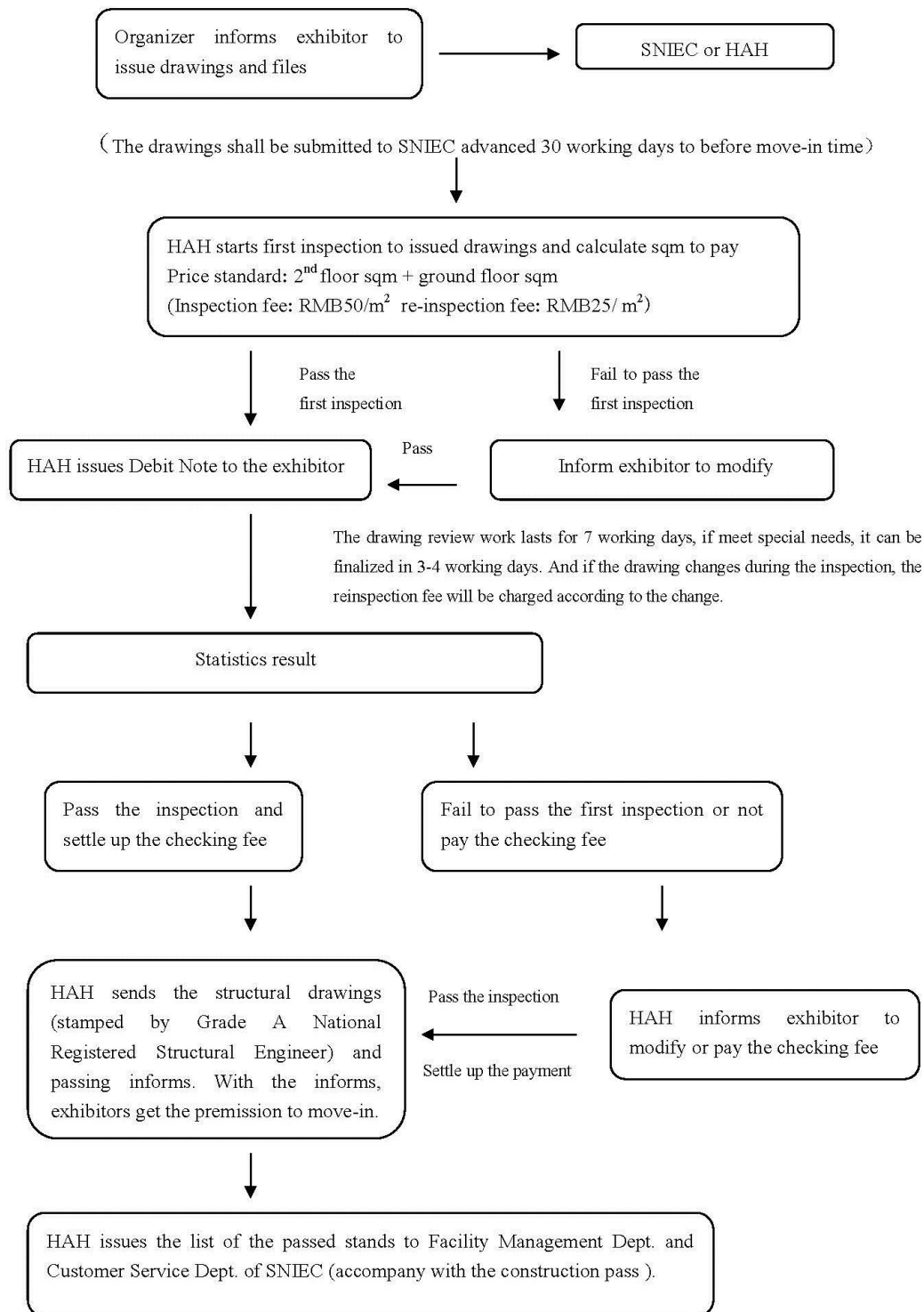
3. All construction employees entering the exhibition hall to start stand construction must pay a risk deposit for exhibition stand (this deposit shall be paid in cash or check); if no safety accidents occur due to the exhibition stand during the exhibition period, the deposit will be returned in view of compliance with the clearing and transport conditions for the exhibition stand at the site after the exhibition is over.

4. HAH Consulting & Exhibition Co., Ltd. Shanghai

Please contact: Kim Gu

Tel: 86-21-28906633 ext809, Fax: 86-21-28906000

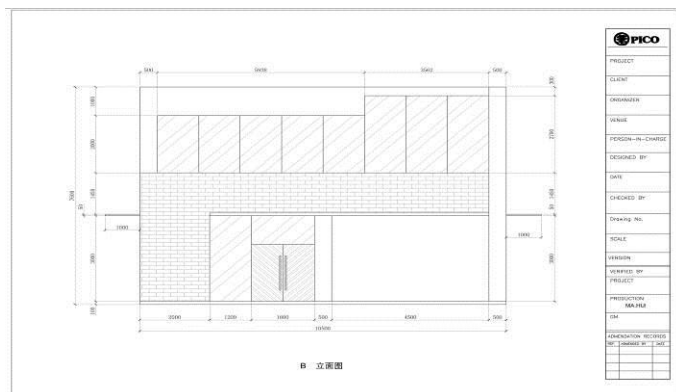
Flow Chart of Booth Structural Safety Checking



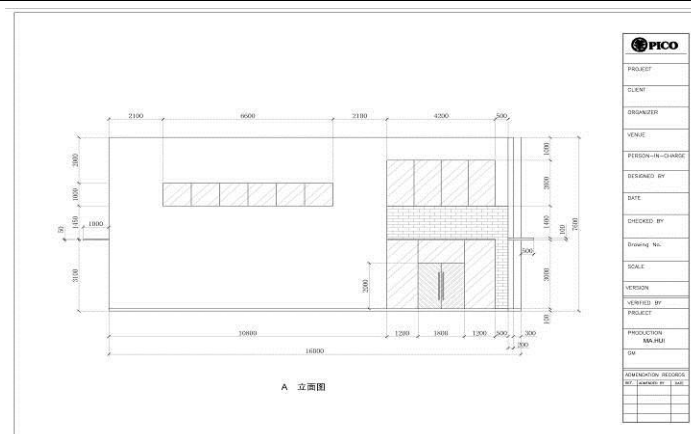
Note: All drawings submitted to the assigned drawing inspector for review shall be dimensioned in Arabic numerals. *DO NOT* only specify by grid.

Name	Sample
<p>Perspective drawing</p>	
<p>Plan of ground floor</p>	
<p>Plan of upper floor</p>	

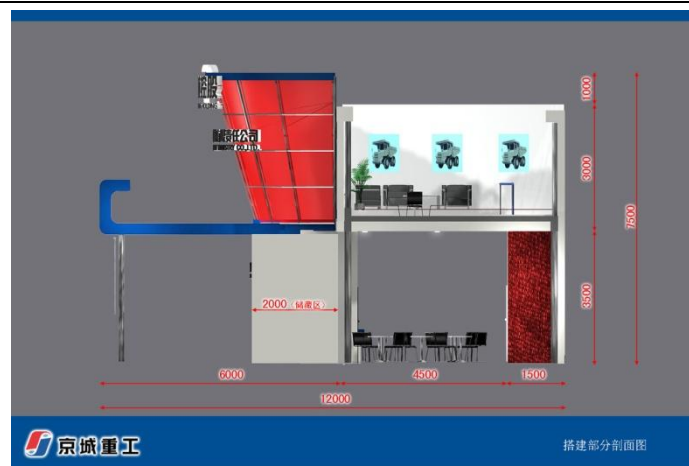
Elevation



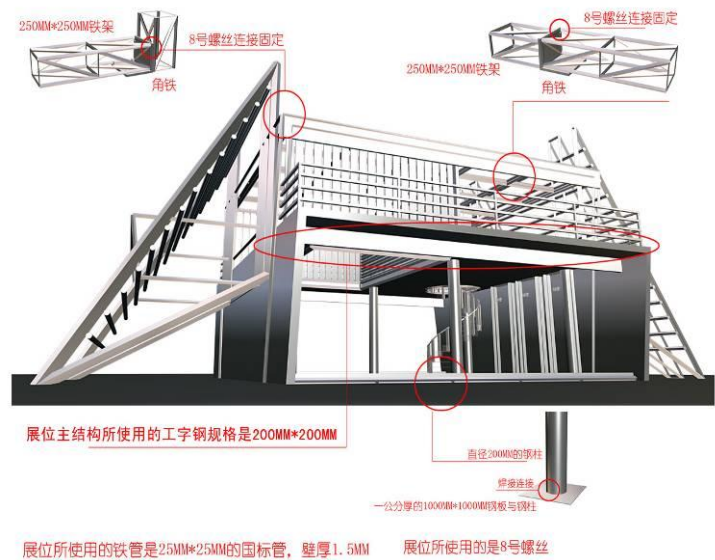
Cross-section



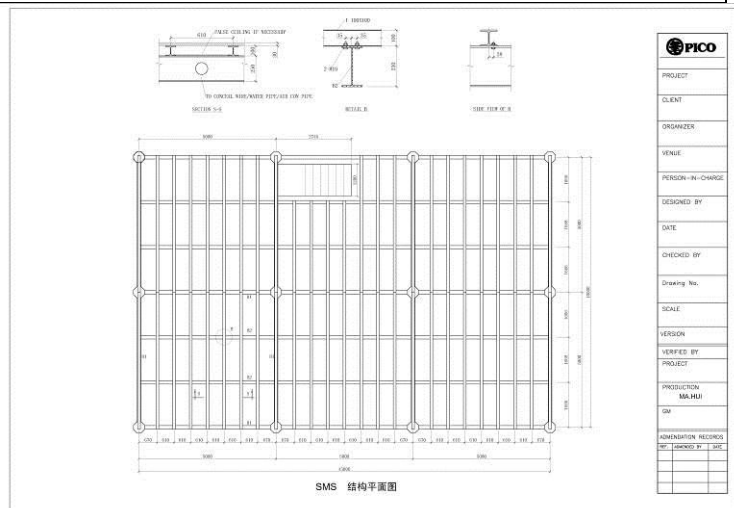
Cutaway view



Detailed booth material checklist

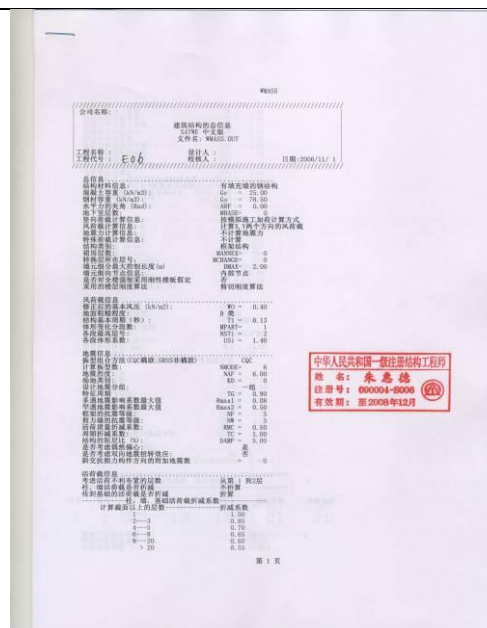


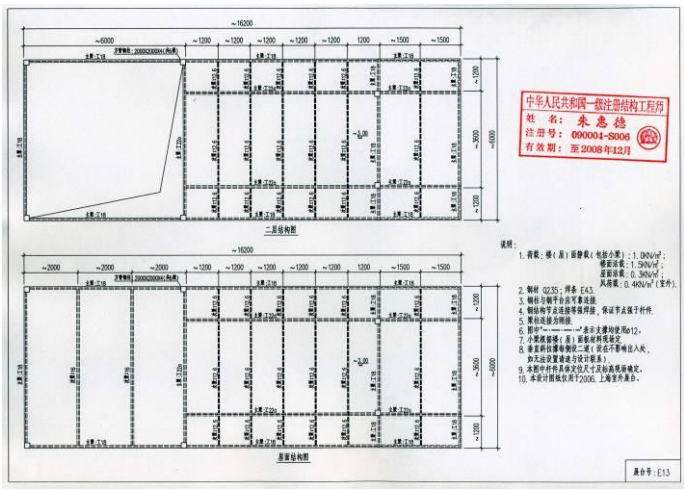

Structural drawing



Only for re-inspection:

Static test report or static load calculation
(Stamped by Grade A registered National
structural engineer)




<p>Only for re-inspection:</p> <p>Structural calculation drawing (Stamped by Grade A National registered structural engineer)</p>	
<p>Only for re-inspection:</p> <p>Certification of Grade A National registered structural engineer</p>	

E. Contractor Registry

One person from each contractor is responsible for the application of Move-in and Move-out Passes for all of his/her team members.

1. Moving-in Pass

<p>Real-name Authentication</p>	<p>Time: before Mar. 4th 2018, 17:00, after REAL-NAME AUTHENTICATION</p>
	<p>Location: W1 venue, SNIEC (under the flagpole)</p>
	<p>Person in charge should bring:</p> <ol style="list-style-type: none"> 1. Original ID card, second generation 2. Two copies of ID card, second generation, front and back 3. Company business license (two copies, under seal) 4. Person in charge fills in Appendix19, with signature and company seal 5. Sign "SAFETY COMMITMENT OF THE ERECTION CONTRACTOR", with signature of person in charge and company seal

	<p>6. For person in charge who can't come himself/herself, he/she needs to provide a letter of authorization with signature and sealed by both companies.</p> <p>REAL-NAME AUTHENTICATION will expire after one year.</p>
Register on line, and print out the application	Log-in to SNIEC website and register with the user name and password provided by SNIEC. Requires all team members' information and photo. Then print out the application with serial number on it. The person in charge should sign and seal it.
Payment	Time: before applying for "Moving-in and Moving-out Pass" for contractors
	<p>Deposit for Garbage Disposal:</p> <p>Exhibitors should wire or pay cash to official contractor to get the deposit certificate.</p> <p>Construction Management Fee:</p> <p>Exhibitors should wire or pay cash to official contractor to get the deposit certificate.</p>
Moving-in and Moving-out Pass	Time: Mar.2-4, 9:00-17:00
	Location: W1 venue, SNIEC.
	<p>Required Materials:</p> <ol style="list-style-type: none"> 1. ID card of all team members, including the person in charge of construction. 2. Printed information of all construction team members, including person in charge (person in charge needs to sign and seal it) 3. Deposit Certificate for Garbage Disposal: 4. Certificate of Construction Management Fee 5. Production cost of the pass card.
<p>Get the pass first before moving-in and moving out, otherwise construction is forbidden.</p> <p>(Example of Moving-in and Moving-out Pass Card)</p> 	

2. Payment Standard

Item	Fee
Construction Management Fee	CNY30/sq. m
Deposit for Garbage Disposal	Raw space booth under 100sqm (100 included), CNY6000. Raw space

	booth over 100sqm, CNY10000. After exhibition, the deposit will be refunded to exhibitors after passing examination by SNIEC.
Construction permits	CNY50 for each badge.

F. Work Overtime

If working overtime is needed, please go to SNIEC service center (South Entrance Hall) before 15:00 on current day. Application after 15:00 will be charged 50% extra in fees.

Working Overtime	8:00am~22:00pm (1 hour minimum)	CNY1200/hour
(2018 Mar.5-11)	22:00pm~8:00am next day (1 hour minimum)	CNY2400/hour

Three. Facility Protection

A. Booth Build-up and Dismantling

- If it intends to setup partition walls, Exhibitors/Contractors shall put up plates or construction paper on the floor under the walls to protect the floor surface, and shall be responsible for the repair of any damage to the floor due to the construction or dismantling of the stand.
- No nails, adhesives, drawing pins, or similar materials or hole-drilling shall be applied to any part of the premises without the prior approval of SNIEC. Exhibitors / Contractors shall be responsible and liable for any damage caused even if such approval is granted. No work should be carried out in the entry lobby without permission. Any structure or other item is not allowed to lean on and fix with the facility or structure of the Centre.
- Only environment-friendly carpet and double-sided cloth adhesive tapes can be laid on the floor. Inferior carpets containing CaCO₃, double-sided blown-sponge or any other materials difficult to clean up are forbidden.
- Exhibitors / Contractors will be responsible for the removal of all adhesive tapes and residual marks within the Leased Area. SNIEC is responsible for restoring any damage to the facilities due to the use of adhesive tapes that are not approved by SNIEC, but there storing cost shall be borne by Exhibitors/Contractors.
- Stick-on decal or similar promotional items are forbidden to be stuck on any part of the building of SNIEC. Any cost incurred by SNIEC for there moval of these items and repair of any damage caused

shall be borne by Exhibitors/Contractors.

- f. Erasable chalk and approved appearance allowed to mark the locations of the booths on the hall floor. Other marking methods on the floor are not allowed. The removal cost of any non-approved floor marking shall be borne by Exhibitors/Contractors.

B. Floor load-bearing

The floor load-bearing capacity of indoor exhibition space is 3.3 tons/m². If there is any vertically vibrating part in the exhibit operation, the above-mentioned floor load-bearing capacity shall be reduced at least by 50%. It is prohibited to setup a booth or pile heavy goods on the two main cable pipe lines in the exhibition hall. The floor load-bearing capacity of outdoor exhibition space is divided into three parts of 15 tons/m² for heavy load-bearing, 5 tons/m² for normal load-bearing and 2 tons/m² for light load-bearing. The above-mentioned floor load-bearing capacity shall be taken into consideration during the goods transportation, placement, demonstration and operation. Should there be any questions, inquiries are to be made with SNIEC before goods are moved into the hall.

C. Garbage Disposal

- a. Exhibitors / Contractors are responsible for the removal of garbage and wastes from the Leased Area, service areas, unloading platforms and transportation passages. All booth structures shall be moved out of the Center (including the exhibition hall, unloading platforms, the square, the parking lot, surrounding roads and etc.).
- b. SNIEC provides general garbage disposal service which will be paid by Exhibitors/Contractors according to the quotation of SNIEC. SNIEC reserves the right to surcharge Exhibitors/Contractors for the removal of excessive or over-sized garbage.
- c. The waste water should be disposed at certain place appointed by SNIEC. Indoor and outdoor ditches, washing basins and water closets in the toilets in the Centre shall not be used for disposal of waste water, food or rubbish. The cleaning of polluted ditches, the cost of cleaning blockages in the drainage system and any other work caused thereby and the relevant legal responsibility shall be borne by Exhibitors/Contractors.
- d. Exhibitors/Contractors shall properly use the ditches for utility services in the hall while setting up and dismantling the booth and ensure that the waste water will be discharged into the designated

areas fitted with proper plumbing instead of into the ditches.

D. Sand, Soil and Similar Material

If sand, soil, garden-use turf, moss, and other similar materials are required for the exhibition and presentation, an anti-leak protective layer shall be put on the floor. Exhibitors/Contractors shall take all necessary precautions to prevent any part of the Centre from being damaged by the above-mentioned material, and ensure no water leakage. Exhibitors/Contractors shall be fully responsible for any damage to SNIEC resulting from violation of the above-mentioned rules.

Four. Rules of Examining Design Drawings of Booth Construction

In order to enhance the management of booth construction and ensure the safety of on-site construction in the Centre, the following rules must be complied with by Exhibitors/Contractors:

- a. All design drawings (including 3D prospective plan, measurement drawing, booth floor plan, elevation structure plan, dead load, list of materials and related data) shall be reviewed or verified by a drawing check company appointed by SNIEC.
- b. Design drawings of booth construction may either be reviewed and stamped by a Chartered Structure Engineer of the People's Republic of China appointed by stand fitters, or verified by a professional design company appointed by SNIEC. If exhibitors or stand fitters appoint a Chartered Structure Engineer to check the drawings, they shall submit the original drawings stamped by a Chartered Structure Engineer and copies of documents supporting the qualifications of such Chartered Structure Engineer to the professional design company appointed by SNIEC. The company appointed by SNIEC to check design drawings shall charge fees in accordance with verification standards.
- c. Exhibitors/Contractors shall submit design drawings of booth construction (including 3D prospective plan, measurement drawing, booth floor plan, elevation structure plan, dead load, list of materials and related data) to the professional design company appointed by SNIEC 4 weeks prior to the move-in.
- d. The unit price of drawing-check offered by the professional design company appointed by SNIEC is CNY50/sqm and the charge is computed according to the drawings (the total area of all stories). A structure plan stamped by a Chartered Structure Engineer shall be produced after the drawing

check. For booths already approved by a Chartered Structure Engineer, the unit price of design drawing verification is CNY25/sqm.

- e. Exhibitors/Contractors shall setup booths in strict observance of the drawings reviewed and approved by the professional design company appointed by SNIEC and relevant national standards on structural design, loading, stability and strength to make sure that all booths are safe. The charge for drawing check of above mentioned booths is computed according to the booth area. In case of failure to submit a design drawing 4 weeks before move-in, a 100% surcharge for on-site drawing check will be charged.
- f. SNIEC has the right of forbid the exhibitor whose design drawings of booth construction have not been approved by a Chartered Structure Engineer to carry out the construction work in the Centre.
- g. In the build - up of a booth already submitted for review, the professional design company appointed by SNIEC shall verify whether the structure plan fully follows the drawings and Exhibitors/Contractors shall cooperate to dress the discrepancy if there is any.

Five. Hanging Points on the Ceiling

- a. No hanging object is allowed in the Centre without permission. Each permitted hanging point may bear an object which weighs no more than 200KG. There are two rows of hanging points on the high beam with the distance between hanging points at 850MM. The professional staff of the Centre shall conduct the hanging work. The hanging point cannot be used to fix the structure connected with the floor.
- b. If the booths its closet on the walls, no hanging point is allowed on parts near the walls and whether hanging points are allowed on parts away from the walls shall be decided on site. Hanging objects that affect the Center's structure or facilities' safety will not be allowed. If a single structure needs hanging, SNIEC takes responsibility for installing hanging points and blocks while Exhibitors/Contractors is responsible for the remainder of construction. Hanging advertisements and structural hanging points shall not be placed above public areas unless the organizer agrees to do so. Hanging points shall not be used for lifting facilities and for bearing any moveable objects.
- c. Structural hanging points: it may bear a single structure which weighs no more than 1000KG. If the object weighs more than 1000KG, it shall be disassembled and its hanging maybe permitted when the weight requirement is met. The hanging height shall not be more than 9 meters. All hanging

objects shall be composed of reliably-connected metal structures. Pure wood structures are not allowed.

- d. Hanging of banners: the top and bottom edges of the banner shall be fixated by one metal tube without any break or connection points. If the banner has width no more than 5 meters and weight no more than 25KG, it can be hanged by cotton ropes. If not, it shall use a hanging block. Banners wider than 5 meters shall be fixated by lamp holders.

Six. Fire-control and Safety Regulations

- a. Materials used for the construction and installation of the exhibition booths and any other structures must consist entirely of non-combustibles with a burning diffusion rate not lower than Class B1 as required by both the national and local fire-control regulations of Shanghai.
- b. Any behavior which could hamper the normal operation of the fire protection system and central supervising system, including the fire-alarm bell contact, the fire hydrant, fire extinguisher and fire escape is forbidden.
- c. Free movement in and access to the fire control aisles, emergency fire escape routes and emergency exits must be ensured.
- d. A passage of at least 1.2 meters (4ft) wide between any temporary structures and the fire hydrant, equipment room doors and alarm bell contacts must be maintained.
- e. A repair passage of at least 1.0 meters wide between any temporary structures and the wall surface shall be kept.
- f. Each row of the booths must not be longer than 32 meters, and all the passages must be at least 3 meters wide, and strictly complying with the standard booth layout provided by the Centre. The maximum height of construction is 6 meters for one-storey booths and 8.5 meters for two-storey booths or above in halls. If the booth construction height is more than 8.5 meters in HallW5, the design plan shall be submitted to SNIEC for examination and approval in advance.
- g. No objects can be attached to or suspended from the fire sprinklers or lighting fixtures on the ceiling. The spot lights and other heat-generating equipment are not focused on nor be stationed near the fire sprinklers.
- h. SNIEC will assist Exhibitors/ Contractors in the management of the forwarders and stand-fitters. Exhibitors/Contractors shall submit their workers' name lists as well as ID copies one(1)week prior to

the move-in, so that SNIEC can produce standard working permits for them. Workers without permits will not be permitted to work in the Centre. Exhibitors/Contractors shall obtain a construction permit from SNIEC for setting up a special exhibition stand and the construction can only start by posting such a permit on the construction site.

- i. The stand-fitters should carry out their work according to the floor plan approved by fire-control authority. No change is allowed without permission.
- j. SNIEC shall be entitled to remove any form of construction or structure which is not approved or violates the above-mentioned guide lines. Exhibitors / Contractors shall be responsible for risks and expenses that may occur.
- k. All workers entering into the Centre for specific-type work must possess “Shanghai Specific-type Operator Certificate”(electricians, welders or fork lift drivers and others). Operators without certificates are not allowed to work. All relative operation rules and procedure must be strictly obeyed. Non-complying operation and supervision are strictly forbidden.
- l. For other fire control issues, please refer to the Provisions of Shanghai Municipality on the Administration of Fire Control in Exhibition Industry.

CHAPTER THREE. TRANSPORTATION SERVICE

One. Hall W1、 W2、 E6 and E7--- DHL GLOBAL FORWARDING (CHINA) CO., LTD. / Top-trans Expo Logistics Co., Ltd

Contacts:

Overseas Exhibitors

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Ms. Linda Zhang

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Domestic Exhibitors



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Tel : 021-5835 0858

Fax: 021-5835 0929

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Mr. Henry Liu

Mobile: 173 1712 4079

Tel: 021-5835 0858

Fax : 021-5835 0929

E-mail : henry.liu@dhl-toptrans.com

We are pleased to announce that **DHL Global Forwarding** has been appointed by the show organizer as the Official Freight Forwarder of this event to be responsible for the freight service, on-site exhibits handling and customs clearance.

If you have any questions regarding freight forwarding matters, please feel free to contact,

1. Schedule

	AIR SHIPMENT	SEA SHIPMENT
CARGO RECEIVING DEADLINES	21 FEB 2018	21 FEB 2018
DOCUMENTS RECEIVING DEADLINES		
Bill of lading & shipping advice for sea shipment		20 days prior to arrival of vessel
Airway bill for air shipment	3 days prior to arrival of flight	
Other documents	12 FEB 2018	12 FEB 2018
INBOUND PAYMENT	01 MAR 2018	01 MAR 2018

2. Routings

Direct arrival at Shanghai Airport / Shanghai Sea Port

Shipments, whichever by air or by sea, sent under master airwaybill or master ocean bill of lading are always encouraged; exhibitors are, no doubt, to bear unexpectedly high forwarders' handling fee in China if shipments are covered by house airwaybill or house oceanbill.

3. Forms

Freight Instruction Order (Form 1)

Freight Instruction Order (form 1) is a general form for your overall exhibits logistics. Maybe you will make several shipments through different ways, such as local cargo by truck, overseas cargo by sea, etc.

List of Exhibits (Form 3)

List of Exhibits (form 3) is the most important document for Customs clearance on a temporary import & export basis for exhibits from abroad. Exhibitors must submit this form to us without exception. A detailed description (in printed letter) of each exhibits, including major components, specification, values and intended use, must be accurately declared on this form. Catalogs, display materials, gift and other given-away items

must also be specified with exact quantity and value on this document.

4. Declaration documents:

Documents needed for customs clearance and other procedures:

- * List of Exhibits (form 3) --- 3 copies
- * Commercial invoice --- 1 copy
- * Packing list --- 1 copy
- * Ocean bill of lading --- 1 original and 1 copy
- * Master Airway bill & House Airway bill --- 1 copy
- * Insurance policy --- 1 copy
- * Quarantine and/or fumigation certificate:

For wood packing, the IPPC (International Plant Protection Convention) Mark should be put/stuck on both sides of the outside package; for non-wood packing, a letter of Declaration of Non-Wood Packing Material should be submitted (1 original and 1 copy).

5. Catalogs and publicity materials – censoring

Exhibitors should send samples of advertising materials including films, lantern slides, recording tapes, records, photos, maps, illustrations, directions and other publicity materials to us together with List of Exhibits (form 3). All these materials will be handed over to the China Customs for inspection in advance. Books and magazines cannot be imported without the permit issued by State Administration of Press, Publication, Radio, Film, and TV of the Peoples' Republic of China. The number of CDs cannot exceed 200 copies. Please note that Republic of China cannot be appeared in any advertising materials. Please note that, for given-away items, duties may be levied when the quantity is substantial and/or the value is high.

6. Closing of exhibition

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 List of Exhibits (form 3) the proper disposal instructions of their exhibits as follows:

- a) Sold b) To be returned c) Given away d) To be transferred e) 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 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.

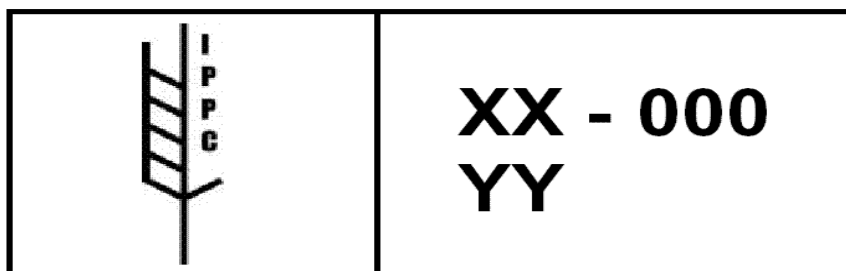
7. Fumigation Requirements

Any shipment to be imported and/or transited from E.U. Countries/Area, Korea, Japan and the USA is requested to arrange the following Handling Procedure:

Packing Material	European Union Countries	Korea, Japan , North America	Issuing Dept.
Wood	Certificate of Heat Treatment Certificate of Fumigation	Certificate of Heat Treatment Certificate of Fumigation	Authorities of a.m. Countries / USDA
Non-wood	Certificate of Non-wooden Packing Material	Certificate of Non-wooden Packing Material Certificate of Non-Conifer Packing Material	Shipper / Exporter

Note: The original certificates must be attached to the original airway bill or ocean bills of lading and send to TOPTRANS for submitting to China Entry & Exit Inspection and Quarantine. The copy of documents must be sent by fax or e-mail to TOPTRANS.

All the wooden packing of the exhibits from overseas must be marked by IPPC (International Plant Protection Convention) officially, as below,



The mark should at minimum include:

IPPC Symbol (as reproduced above);

XX = ISO two letter country code (e.g. Germany = DE)

000 = the unique registration number assigned for the company that manufactured or treated the wood used for the wooden packaging;

YY = IPPC abbreviation disclosing the type of treatment (e.g. HT for “Heat treatment” or MB for “Methyl Bromide”).

DB = abbreviation of the approved measure to confirm the use of debarked round wood.

Note: the shipper should inform DHL in advance the sort of packing material so that we could apply for the permit of import to CIQ accordingly. For failure to make the necessary arrangement for the handling of wood, Exhibitor should be responsible for the penalties from China Government Authorities and the delay of exhibits delivery to stand on time. The same procedure is also applicable to THE DECLARATION FORM FOR NON-WOODEN PACKING GOODS.

8. Hand-carried Exhibits

Exhibitor with small items of exhibits can hand-carry them to the Show, the exhibitor should then declare to the Customs at the airport that their hand-carried items are for exhibition purpose. If the hand-carried items are detained by the Customs at the airport, exhibitors should hand over the detention receipt and List of exhibits (duly filled) to DHL

to arrange the delivery of the goods from the airport. Exhibitors arriving late with hand-carried exhibits should be prepared that the Customs formalities and pick up procedures may take two days. Exhibitors should also be prepared to encounter problems when they intend to hand-carry exhibits out of the exhibition halls and these exhibits should also be returned as a shipment after the show.

9. Exhibits of a Dangerous Nature

Exhibitors need to fill out and send to us a special form for dangerous goods. Such forms will be provided upon request and the completed forms should reach us before shipment is dispatched. There will be surcharge for handling such exhibits.

10. Heavy and Oversized Exhibits

Exhibitors with heavy or oversized exhibits must be on-site early and direct the operation of unpacking and positioning heavy exhibits. If a mobile crane or forklift is required for installation of equipment, exhibitors should send their requirements to us in advance. A detailed layout should also be provided to us for better on-site operations.

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 case from being damaged during unpacking and will save considerable time, especially during exhibition closing. Please mark the front side of the case clearly to ensure correct positioning. As we will not provide any packing materials for exhibits, exhibitors should ensure that they have adequate and appropriate packing materials for repacking during exhibition closing.

11. Packing of Exhibits

Exhibitors shall be responsible for the consequences of improper packing

a) Protection against Damage and Rain

As the exhibits are repeatedly loaded and unloaded during transportation, shocking/bumping will sometimes be inevitable. Moreover, exhibits will be placed outdoors many times, including open-air storage at the exhibition center during show period. Therefore, exhibitors must take necessary precautions against damage and rain, since we cannot assume any responsibility for the damage, especially when the return exhibits are to be packed with used packing materials (the case as well as aluminum foil, plastic covers etc. very often would have been damaged already during unpacking).

b) The Packing Material

The case must be strong enough to avoid damage during transportation as well as unpacking, and in particular, be suitable for repacking after the exhibition. Packing in cartons is not considered suitable for repeat handling, especially for valuable or delicate equipment.

12. Customs Clearance

We will go through Customs formalities for exhibitors. On some occasions, the presence of exhibitors will be required. As the Customs require the official forwarder to be responsible for the control of all exhibits, exhibitors should not allow their exhibits to be taken away from the show ground without prior arrangement with the Customs through us.

13. Unpacking and Repacking of Exhibits

We will assist exhibitor in physical unpacking and installing of exhibits. Exhibitors, however, must supervise and be responsible for these operations. For this purpose, a responsible representative of the company must be available on-site during the move-in period and provide us the written instruction for installation of machines.

Similarly, during exhibition closing, exhibitors must also supervise the dismantling and repacking of exhibits, especially for delicate or heavy equipment, as these operations will be carried out at exhibitors' risk. When exhibits are repacked by used packing materials, the packing is regarded as no longer suitable to protect the equipment against damage/moisture compared with the original. Exhibitors shall therefore bear the responsibility for the consequences arising therefrom.

14. Insurance

Please note that all the charges by our company do not include the insurance premium. To safeguard the rights and interests of the exhibitors, we suggest the exhibitors should arrange a proper round-trip (including exhibition period) all risk insurance for their exhibits. The insurance should cover the responsible accident by our company and our agent. To be used as declaration and inspection when there may occur shortage and damage on site, please prepare the original and copy insurance contract.

Please note that we do not provide the insurance for the exhibits directly. All the risk by our service should be taken by the exhibitors. Each exhibitor should confirm the time and terms of the transportation, delivery and return. Please also note the valid time of the insurance.

15. Marking of the Case

The following marking must be painted on two sides of each case:

Exhibition:	AWE 2018
Exhibitor Name:	
Hall / Stand No.	
Gross Wt. / KGS	
Dimensions (L x W x H) / CBM	
Case No	



16. Payment

A. Deadlines for payment

- a. Balance dues for inbound movement reaching our bank account -----prior to the exhibition opening
- b. Balance dues for outbound movement reaching our bank account ----before exhibits departure

Please abide by the above strictly and settle all account before the deadlines, otherwise, we will not arrange the inbound movement and returning shipment accordingly and not be responsible for any consequences arising therefrom.

17. Conditions of Business

All services provided by TOPTRANS are carried out in accordance with the Conditions of Business of our company.

Two. Hall W3、E1、E2、E3、E4、E5---Shanghai Chuang Yuan International Logistics Co., Ltd

Overseas Exhibitors:

Tel: (8621) 6237 1938; Fax: (8621) 6237 8179

Mr. Young Zhou Ext. 808 Mobile: 13482777398 EMAIL: young.zhou@cy-il.com

Mr. Hongxin Luo Ext. 809 Mobile: 13818086929 EMAIL: hongxin.luo@cy-il.com

Domestic Exhibitors:

Ms. HE Qing

Mr. ZHOU Yang

Cell: 15731136130

Cell: 13482777398

Tel.: 021-62371938 Ext. 805

Tel.:021-62371938 Ext. 808

Fax: 021-62378179

Fax: 021-62378179

EMAIL: qing.he@cy-il.com

EMAIL: young.zhou@cy-il.com

Shanghai Chuang Yuan SHIPPING INSTRUCTION

INTRODUCTION

The organizer has appointed Chuang Yuan International Logistics as the official freight forwarding, site handling, and customs clearance agent for the above-mentioned exhibition. Controlling the flow of all exhibits of the said exhibition is Chuang Yuan International Logistics' responsibility under the Chinese Authorities' requirements.

When making forwarding arrangement of exhibits, please be reminded that only the official freight forwarder is entitled to the exhibits handling after they arrive in China.

Full information and instructions are enclosed herein to help you ensure the correct dispatch of goods and associated documents to this show. Kindly read these carefully and comply with them accordingly. Non-compliance will cause unnecessary delay in customs clearance and additional expenses.

Please address all your correspondence concerning the Exhibition Freight Forwarding matters to:-

Shanghai Chuang Yuan International Logistics Co., Ltd

Block 26D, Strength Plaza, No.4, Lane 600, TianShan Road Shanghai, China, Tel: 0086 21 6237 1938

Contact: Mr. Young Zhou Ext. 808 young.zhou@cy-il.com & Mr. Hongxin Luo Ext. 809 hongxin.luo@cy-il.com

or please contact our branch/agent in your country. For the sake of efficiency and economy, you are encouraged to ship your exhibits through our overseas branches or nominated agents who are specialists in exhibition freight forwarding. Please find the contact details from the attached agent list or send us individual request for those countries not listed.

A) TIME SCHEDULE OF FREIGHT FORWARDING

	ON OR BEFORE
CARGO RECEIVING DEADLINES – OVERSEAS SHIPMENTS	21 FEB 2018
DOCUMENT DEADLINES	12 FEB 2018
BILL OF LADING & SHIPPING ADVICE	7 days prior to arrival of vessel, 48 hours prior to arrival of flight
CENSORSHIP ITEMS (BROCHURES, LEAFLETS, SAMPLES)	2-3 days before the opening of exhibition
INBOUND PAYMENT	2 MAR 2018

REMARKS:

1. It is mandatory to have all exhibits containing wooden materials (internal or external packing or for stuffing or fixing purpose) and materials as minor as wooden chip, beams, etc. fumigated before importing to China by the Chinese authorities. All treated wooden materials must bear the officially recognised mark "International Plant Protection Convention (IPPC)" up to local authorities' required standard. Any violation of these rules and regulations will result in late release or being penalized or being returned to the shipments' originated ports or being confiscated at exhibitors' expenses and risks. This regulation is applicable for all countries / cities (including Hong Kong SAR, Macau SAR and Taiwan).

2. Holiday adjustments during Labour Day, National Day, and Dragon Boat Festival definitely affect the regular arrangement of customs clearance and collection of cargoes; adhering to our documents and cargoes receiving period is IMPORTANT to avoid any delays.
3. Overseas exhibitors can obtain essential information from our nominated agents. (i.e. deadlines & freight charges, etc.)
4. Cargoes sent from Hong Kong SAR, Macau SAR, and Taiwan are treated as overseas shipments..

B) CONSIGNMENT INSTRUCTION

a) Direct arrival Shanghai Airport

Consignee ON MASTER AIR WAY BILL (MAWB):
Shanghai Dazhong Transportation Int'l Logistics Co., Ltd
No. 558 Hai Tian Yi Rd
Pudong Airport Shanghai, China
Tel: +86 (21) 68359308
Fax: +86 (21) 68359520
Attn: Cicy Shi

Notify Party:
Shanghai Chuang Yuan International Logistics Co., Ltd
Block 26D, Strength Plaza, No.4, Lane 600, TianShan Road Shanghai, P.R.China
Tel: + 86 (21) 6237 1938
Fax: +86(21) 6237 8179
E-mail: young.zhou@cy-il.com

b) Direct arrival Shanghai Seaport

Consignee & Notify Party on SEA WAY BILL or BILL OF LADING:
Shanghai Chuang Yuan International Logistics Co., Ltd
Block 26D, Strength Plaza, No.4, Lane 600, TianShan Road Shanghai, P.R.China
Tel: + 86 (21) 6237 1938
Fax: +86(21) 6237 8179
E-mail: young.zhou@cy-il.com

SHIPMENTS, WHICHEVER ARE AIRFREIGHT OR SEAFREIGHT, SENT UNDER MASTER AIRWAYBILL OR MASTER OCEAN BILL OF LADING ARE ALWAYS ENCOURAGED; EXHIBITORS ARE, NO DOUBT, TO BEAR UNEXPECTEDLY HIGH FORWARDERS' HANDLING FEE IN CHINA IF SHIPMENTS ARE COVERED BY HOUSE AIRWAYBILL OR HOUSE OCEANBILL.

Before shipment arrival Shanghai, shipment pre-alert with the following details must be sent to the notify party as the above mentioned:

- Dimensions and weight of each package;
- Estimate Date of Departure and Arrival;
- Flight No. / Name of Vessel & Voyage No.

- Master Air waybill No., Ocean B/Lading.
- List of Exhibits.

For air shipment, the List of Exhibits MUST also be attached to AIRWAYBILL(s), as the shipment can only be cleared through China customs against this document.

For sea shipment, ORIGINAL Bill of Lading together with the "List of Exhibits" MUST be dispatched to the consignee at least 1 week before the goods arrival Shanghai.

Full container loaded sea shipment under through Bill of Lading to PRC, it is essential

i) to specify in B/L service code at destination is CY/CY, and

ii) that exhibitors must rent the container from the shipping lines and send the relevant documents to the consignee showing that the containers is allowed to on forward to exhibition site.

For break-bulk cargo, they must be unloaded at Shanghai AS PER TIME SCHEDULE. When deciding to use this mode of transportation, the exhibitors must be fully aware of the uncertainty of the duration from arrival of vessel to Shanghai till unloading of cargo at the Shanghai terminal.

C) EXHIBITION DOCUMENTS

Customs Clearance will be proceeded according to the "List of Exhibits", both for exhibition opening and closing. All exhibitors are requested to complete it in both English and Chinese in full and return to us according to our TIME SCHEDULE. Description of ALL exhibits, including promotional materials – catalogues, souvenirs, samples, visual aids - must be declared precisely, such as: including the DIMENSION of individual package, MODEL NOS., SERIES NOS., BRAND NAMES, MAJOR COMPONENTS, QUANTITIES, and VALUE, etc. On request, we can also have the "List of Exhibits" translated into Chinese at exhibitor's expenses. However, these documents MUST reach us on time.

Hand-carried exhibits brought to the exhibition must also be declared, but separately.

D) PROMOTIONAL MATERIALS

When Taiwan, Hong Kong, or Macau is mentioned in these promotional materials, the exhibitors should avoid using any expression of interpreting those places in the position equivalent to a country. ALL VISUAL PROMOTIONAL ITEMS (TAPES, VIDEO TAPES, FILMS, CD, VCD, DVD, ETC) ARE NOT RECOMMENDED TO SHIP DUE TO COMPLICATED CLEARANCE PROCEDURE. All requirements of sending these materials to this exhibition could be found in Appendix III – Acknowledgment of Customs Clearance Formalities.

E) QUARANTINE INSPECTION AND FUMIGATION

Please refer to the Appendix IV – Acknowledgment of Quarantine Inspection and Fumigation Formalities, and the notice of Quarantine Inspection and Fumigation in China – for details.

F) DANGEROUS GOODS

Exhibitors need to complete and send to Chuang Yuan International Logistics a special form for dangerous goods. The completed form should reach Chuang Yuan International Logistics before shipment is dispatched. Such form will be provided upon request.

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

For your information, no cargo with dangerous nature will be accepted by the Rail; airlines and ocean carriers only accept those shipments to a limited extent. Exhibitors shall be liable for the consequences of re-exporting such items out of China without consulting Chuang Yuan International Logistics in advance.

G) PACKING OF EXHIBITS

The exhibitor shall be responsible for the consequences of improper packing,

a) Protection against Damage and Rain

Please note that the exhibits are to be repeatedly loaded and unloaded by different parties during the long distance transportation, and shocking/bumping will sometimes be inevitable. Moreover, the exhibits will be placed outdoors many times, including open-air storage at the exhibition centre before and after the exhibition; sometimes even without a tarpaulin. Therefore, we strongly recommend the Exhibitor to take necessary precautions against damage and rain, especially when the return exhibits are to be packed with original packing materials, as the cases as well as aluminium foil, plastic covers etc. may be damaged already during unpacking.

b) The Case

The case must be strong enough to avoid damage during transportation as well as unpacking and in particular be suitable for repacking and for sale or return movement after the exhibition. It is advisable that the gross weight of individual package is between a few hundred kilogram and 2 tons - smaller case will be handled manually and therefore has more chances to get damaged; while too heavy a case will cause heavy-lift surcharge.

H) LAYOUT OF STAND

When the gross weight of a case of exhibit exceeds 1,000 kilos or when the total volume of exhibits is substantial, e.g. over 10 cubic metres, exhibitors should submit a drawn-to-scale layout on FORM (APPENDIX V) or prepare one separately if necessary, to facilitate the transport and positioning of exhibits. Case number and front side of the case must be clearly shown on the layout as well as on the case.

I) HEAVY / OVER-SIZED EXHIBITS

Exhibitor with heavy exhibits must arrive on-site early and direct the actual positioning of heavy exhibits. The surcharges for heavy / over-sized exhibits will be levied as per our tariff. If a mobile crane or forklift is required for installation of equipment, including removing wooden bases, the exhibitor should send their detailed requirements to Chuang Yuan International Logistics. For quotation of hiring such equipment, please refer to our tariff. A detailed layout should also be provided to Chuang Yuan International Logistics for better on-site operation.

If neither layout nor instruction has been given to Chuang Yuan International Logistics in advance, exhibits will be delivered and placed arbitrarily on the stand. Extra charges for re-positioning of the exhibits incurred are at the exhibitor's expenses.

It is imperative to mount the heavy exhibit firmly on a sturdy base with skid in order to protect the machine while being hoisted and positioned. Exhibits should be displayed on the base. Otherwise, surcharge will be incurred for removing the base from heavy exhibits. Case for heavy exhibits should be constructed so that the sides are fixed by bolts rather than by nails or screws. This will prevent the case from being damaged

during unpacking and will save considerable time, especially during the exhibition closing. Please mark the front side of the case clearly to ensure correct positioning.

J) CASE MARKING

All packages must be clearly marked on at least 3 sides:-

NAME OF EXHIBITION :
NAME OF EXHIBITOR :
HALL NO. / STAND NO. :
CASE NO.
GROSS WEIGHT: (KILO)
NET WEIGHT: (KILO)
DIMENSIONS: (L x W x H CMS)

Please also mark "FRONT" or "BACK" & "CENTRE OF GRAVITY" on packages as well.

K) CUSTOMS CLEARANCE, UNPACKING & REPACKING OF EXHIBITS

Clearance and inspection, for both inbound and outbound movement, in Shanghai will be undertaken on behalf of the exhibitors by Chuang Yuan International Logistics. However, exhibitors' representative(s) must be present to supervise the unpacking, assembling, positioning, dismantling, and repacking. Chuang Yuan International Logistics will not be responsible for any delay in these procedures due to the representatives' late arrival or the absence of exhibitors' advance explicit instruction. To remain in close contact, representative's contact details must be provided to us in advance.

No exhibits are allowed to unpack on or take away from the show ground without Authorities' approval through Chuang Yuan International Logistics as they are imported to China on the basis of temporary importation permission.

L) HAND-CARRIED EXHIBITS (FOR GENERAL EXHIBITS ONLY)

No hand-carried exhibits are encouraged at all times. Should it be inevitable, exhibitor must declare their hand-carried goods are for exhibition purpose to the Customs at Shanghai Airport in case they are detained; then, the exhibitor will be issued a detention slip which must be immediately given to Chuang Yuan International Logistics on-site staff. With this detention slip and the completed List of Exhibits, Chuang Yuan International Logistics will apply for the Customs Cover to collect those detained hand-carried exhibits at exhibitor's expenses according to our official tariff. Please allow 1-2 working days to finish this Customs clearance and collection procedures.

All other hand-carried items from local suppliers should also be declared in the "LIST OF EXHIBITS".

M) INSURANCE

Please be reminded Chuang Yuan International Logistics' tariff is worked on the basis of volume or weight and has no correlation with the value of exhibits, therefore no insurance has been covered in Chuang Yuan International Logistics' service rates and all work is undertaken at owner's risk.

It is the responsibility of each exhibitor to cover round trip all risks Marine (Transport) Insurance including the exhibition period and return of the exhibits to domicile, inclusive of the period the exhibits are handled by us, preferably through a company who has an agent in the city of the show site. The exhibitor should also bring a copy of the insurance policy to China. It will be necessary in case the exhibitor intends to claim for damage or loss in China.

N) CUSTOMS PROCEDURE AT CLOSE OF EXHIBITION

According to the Customs Regulation of China, it is imperative that all exhibitors should declare the disposal nature of their exhibits - sold, consumed, returned, given away, or ABANDONED – before the close of the exhibition.

For this purpose, each exhibitor will be returned a copy of its submitted "LIST OF EXHIBITS" and requested to fill in and return the disposal instruction to Chuang Yuan International Logistics on site at least 1 day before the close of the exhibition.

Exhibitors must not leave the show ground before handing over returned exhibits as well as exhibition documents to Chuang Yuan International Logistics. Once these documents have been processed with relevant Chinese parties, any changes will generally not be accepted.

Should the official freight forwarder not receive the signed RETURNED INSTRUCTION on or before the closing day, the exhibits will be kept in Customs Bonded Warehouse until further instructions. Any costs thus incur will be on the exhibitor's account.

O) RETURN OF EXHIBITS

All exhibits planned to be returned or sold will be arranged only when all customs clearance procedures are completed. Please bear in mind under normal circumstances, the completion of customs clearance formalities after the exhibition usually takes 14 working days before the return shipment schedule is effective. Please plan the further use of your exhibits and displays at your desired destination in 2 – 9 weeks, varying with shipping mode and destination, on top of these 14 days. Please advise Chuang Yuan International Logistics in advance if there are any exhibits and displays urgently needed for further use after the exhibition, then Chuang Yuan International Logistics will try to work with at extra surcharge.

P) PAYMENT

a) For Inbound Movement and Closing of Exhibition

Exhibits will be transshipped to exhibition booth only upon full payment is settled before our deadline.

b) For Return Shipment

Return shipment will be effective and / or Bills of Lading will be released upon receipt of payment.

c) The Bank Account of Shanghai Chuang Yuan International Logistics Co., Ltd. is:-

Beneficiary Name: Shanghai Chuang Yuan International Logistics Co., Ltd

Bank: Industrial Bank Co., Ltd.

Bank Code: 309290000480

Swift Code: FIJBCNBA600

USD Account No.: 216491400100002879

Q) CONDITIONS OF BUSINESS

- a) All information is subject to change by organizer information.
- b) All transactions are subject to the standard trading conditions of Shanghai Chuang Yuan International Logistics Co., Ltd
(copies available on request from the company) and which in certain cases, exclude or limit the company's liability.

SERVICES AND HANDLING TARIFF

I) INBOUND MOVEMENT FROM SHANGHAI SEAPORT/AIRPORT TO FAIR BOOTH

For exhibits arriving directly to Shanghai seaport / airport, transportation from terminal to the storage area of fair-site, sorting and delivery to fair-booth, assisting exhibitors in unpacking and positioning of heavy exhibits (assembling & 2nd time positioning excluded), customs clearance on a temporary basis, removing empty cases and packing materials to on-site storage place (outdoor).

By Surface

Basic Handling Rate		RMB580.00 / cbm or 1,000kg (whichever is greater)
Minimum Charge	LCL	RMB1,160.00 / consignment / exhibitor (min. 2cbm)
	FCL 20' Container	RMB14,500.00 / 20' container (min. 25cbm)
	FCL 40' Container	RMB29,000.00 / 40' container (min. 50cbm)

By Air

Basic Handling Rate	RMB5.80 / kg based on actual or volumetric weight (whichever is greater)
Minimum Charge	RMB696.00 / consignment / exhibitor (min. 120kgs)

II) ON-SITE SERVICE FROM LOADING BAY TO FAIR BOOTH OR FROM BOOTH TO LOADING BAY (APPLICABLE TO LOCAL CARGOES)

Unloading exhibits at fair-site storage place / entrance of exhibition hall, delivery of exhibits from storage place to fair-booth, assisting exhibitors in unpacking and positioning of heavy exhibits (assembling & 2nd time positioning excluded), customs clearance on a temporary basic, removal of empty cases and packing materials to on-site storage place (outdoor).

Handling Rate	RMB240.00 / cbm or 1,000kgs
Minimum Charge	RMB240.00 / consignment / exhibitor (min. 1cbm)

III) CLOSING SERVICE CHARGES FOR RETURN OR SOLD EXHIBITS FROM BOOTH TO STORAGE AREA OF FAIR SITE

Returning empty cases and packing materials from storage area to booth after the closing of exhibition, assisting in repacking (dismantling excluded), moving exhibits to storage place for Sold or Return, customs formalities for handing over of sold exhibits to the buyer.

Exhibits arrived by Surface

Exhibits arrived by surface		RMB440.00 / cbm or 1,000kgs (whichever is greater)
Minimum Charge	LCL	RMB880.00 / consignment / exhibitor (min. 2cbm)
	FCL 20' Container	RMB11,000.00 / 20' container (min. 25cbm)
	FCL 40' Container	RMB22,000.00 / 40' container (min. 50cbm)

Exhibits arrived by Air

Exhibits arrived by air	RMB4.40 / kg based on actual or volumetric weight (whichever is greater)
Minimum Charge	RMB528.00 / consignment / exhibitor (min. 120kgs)

IV) RETURN MOVEMENT FROM STORAGE AREA OF FAIR SITE TO SHANGHAI PORT

Delivery from on site storage place to cargo terminal and arrangement of return shipment, and all export formalities.

By Surface

Storage area of fair-site to Shanghai Sea Terminal		RMB360.00 / cbm or 1,000kgs (whichever is greater)
Minimum Charge	LCL	RMB720.00 / consignment / exhibitor (min. 2cbm)
	FCL 20' Container	RMB9,000.00 / 20' container (min. 25cbm)
	FCL 40' Container	RMB18,000.00 / 40' container (min. 50cbm)

By Air

Storage area of fair-site to Shanghai Airport	RMB3.60 / kg or volumetric weight (whichever is greater)
Minimum Charge	RMB432.00 / consignment / exhibitor (min. 120kgs)

V) BASIC SERVICE CHARGE (APPLICABLE TO BOTH INBOUND AND / OR RETURN MOVEMENT)

Service Rate	RMB640.00 / consignment / exhibitor
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VI) EDI CUSTOMS FEE (APPLICABLE TO BOTH INBOUND AND / OR RETURN MOVEMENT)

Sea / Land shipment	Container	RMB40.00 / cbm or 1000kgs
	LCL / Break bulk	RMB400.00 / consignment / exhibitor
Air shipment		RMB240.00 / consignment / exhibitor
Data fee		RMB40.00 / page of LOE

VII) HEAVY-LIFT & OVER-SIZE SURCHARGES Applicable to points I – IV.

FOR INDIVIDUAL PACKAGE				RATES OF THE SURCHARGES	
PARAMETER					
LENGTH (METRE)	WIDTH (METRE)	HEIGHT (METRE)	WEIGHT (TON)	ATTAINING OR EXCEEDING 1 PARAMETER	ATTAINING OR EXCEEDING 3 PARAMETER
≥ 5 M	≥ 2.1 M	≥ 2.1 M	≥ 3 TON	20 %	30 %
≥ 7 M	≥ 2.3 M	≥ 2.5 M	≥ 5 TON	30 %	50 %
≥ 10 M	≥ 2.4 M	≥ 2.8 M	≥ 10 TON	TO BE ADVISED	

VIII) MISCELLANEOUS CHARGES

1. TRANSLATION OF “LIST OF EXHIBITS” FROM ENGLISH TO CHINESE

Service Rate	RMB80.00/ shipping case / page (whichever is greater)
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2. SURCHARGE FOR ATA CARNET

Service Rate	RMB800.00 / carnet / declaration
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3. “CUSTOM SEAL” FOR TRANSFERRING EXHIBITS FROM OTHER EXHIBITIONS TO THE FAIR OR VICE VERSA

Service Rate	RMB800.00 / consignment / exhibitor
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4. DECLARATION FEE FOR SOLD EXHIBIT

Service Rate	RMB500.00 / consignment / exhibitor (Exclude tax, importation formalities)
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5. STORAGE CHARGES

a) Stored at Shanghai airport terminal, 3 days free		RMB6.00 / 10 kgs / day
b) Stored at Shanghai sea terminal, 3 days free	FCL shipment	RMB80.00 / teu / day
	LCL / Break-bulk shipment	RMB80.00 / cbm / week or part thereof
c) During exhibition period, container stored at fair-site		RMB400.00 / teu / day
d) Storage counting from the close of exhibition, 3 days free		RMB80.00 / cbm / week or part thereof

6. TERMINAL CHARGES IN SHANGHAI SEAPORT/AIRPORT (APPLICABLE TO OVERSEAS SHIPMENTS)

LCL shipment	Terminal charges	RMB400.00 / cbm Min. RMB800.00 / consignment / exhibitor
	Deliver Order fee	RMB1,200.00 / consignment

FCL shipment	Terminal charges	20' container	RMB2,726.00 / unit
		40' container	RMB3,420.00 / unit
	Deliver Order fee		RMB380.00 / consignment
Air shipment	Terminal Charges		RMB1.80 / freight kilo Min.RMB180.00 / consignment / exhibitor
	Agent handling fee		RMB380.00 / AWB

7. HANDLING CHARGES FOR HAND-CARRIED EXHIBITS AT SHANGHAI AIRPORT TERMINAL

Delivery and customs clearance from airport to fair-booth or vice versa.	RMB2,400.00 / consignment / exhibitor
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* If the weight of the detained item over 100 kgs, a surcharge RMB20.00/kg will be added.

8. GROUNDING OF CONTAINERS

All full load containers will be grounded on-site at the exhibition venue for stuffing/un-stuffing.

Surcharge for Mobile Crane handling	RMB680.00 / 20' container	RMB1,230.00 / 40' container
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9. SECOND-TIME POSITIONING UPON REQUEST

10. EMPTY CONTAINER HAULAGE.

Container haulage charges	RMB2,400.00 / 20' container	RMB3,200.00 / 40' container
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11. DETENTION FEE FOR FCL SHIPMENT

Detention Fee, if any, at cost payable on behalf of exhibitor to the related shipping carrier. Below rate for reference only.

a) For dry containers	from the 11th day to 20th day	RMB65.00 / 20' / day RMB95.00 / 40' / day
	from the 21st day till 40th day	RMB120.00 / 20' / day RMB200.00 / 40' / day
	from the 41st day onwards	RMB200.00 / 20' / day RMB360.00 / 40' / day
b) For open top or flat rack containers	from the 8th day to 15th day	RMB80.00 / 20' / day RMB160.00 / 40' / day
	from the 16th day till 40th day	RMB160.00 / 20' / day RMB320.00 / 40' / day
	from the 41st day onwards	RMB255.00 / 20' / day RMB510.00 / 40' / day

12. QUARANTINE CHARGE

a) Wooden case or skid or pallet	RMB105.00 / each
b) Carton packing	RMB30.00 / each
c) Other packing	RMB80.00 / each
d) Per 20' Container	RMB320.00 / 20' container
e) Per 40' Container	RMB640.00 / 40' container

13. QUARANTINE INSPECTION AND CUSTOMS INSPECTION AT COST

14. SURCHARGE FOR LATE ARRIVAL

For cargo arrived beyond deadline, additional handling surcharges will be added to cover the additional cost, but there is no guarantee for on time delivery.

Handling from port to booth	Handling charge	+30% (min. RMB800.00 / consignment / exhibitor)
	EDI Customs fee	+30%
	Quarantine charge	+30%
Late document submission		RMB500.00 / consignment

15. FUMIGATION CHARGES AT SHANGHAI

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

16. DISPOSAL HANDLING FOR STAND STRUCTURES, STAND ELEMENTS, FLOOR COVERINGS, MACHINERY & PARTS OF MACHINERY (Excluding removal of waste materials and products, and toxic materials)

On-site handling	RMB280.00 / cbm / exhibitor (Min. RMB280.00 / exhibitor / order)
Disposal Charge	RMB160.00 / cbm / exhibitor (Min. RMB160.00 / exhibitor / order)
Disposal Charge for abandoned exhibits at the bonded warehouse	RMB1,600.00 / ton / exhibitor or RMB300.00 / cbm / exhibitor (whichever is greater, Min. RMB1,600.00 / exhibitor / disposal)

17. FOR TAX/DUTY PAYABLE ITEMS

Customs formality fee for given-away or consumed items on <u>which tax/duty are levied</u> during the exhibition.	RMB800.00 / consignment / exhibitor
	Tax/duty at cost
	5% commission of paying tax/duty in advance

IX) REMARKS

1. Above rates exclude freights, lashing, purchasing of tarpaulin, and any materials required for

- lashing, or special container loading, tax/duties, or any items not covered in this tariff. Exhibitors should reimburse Chuang Yuan International Logistics for the cost if they incur.
2. Volume and weight conversion in airfreight rate is 6 cbm = 1,000 kilo.
 3. Return exhibits can only be shipped out after the completion of customs clearance, which normally takes 14 working days, counting from the first working day after the move-out operation is done, to finish. Should exhibitor ask for priority or express service to accommodate its needs, **30% additional charge** on top of the official tariff will be requested to cover the extra effort spent; and the final decision is subject to the Customs' approval.
 4. No unpacked cargoes without container are accepted.
 5. All inbound shipments (sea freight, air freight, or land / rail freight) must be consigned as per our consignment instruction and on **"FREIGHT PREPAID"** basis; otherwise we shall levy **10% commission** on the freight, which we pay on your behalf to the local carriers. The willingness of paying 10% commission, by exhibitors, is not the only criterion factored in Chuang Yuan International Logistics' discretion of accepting this request, all subject to Chuang Yuan International Logistics' final decision
 6. The surcharge for handling of dangerous cargo will be given upon request and this charge will be charged at exhibitors' account. The definition of dangerous cargoes is subject to the declaration on the freight bills issued by carriers in accordance to the International Maritime Dangerous Goods (IMDG Code) for surface shipments, and Dangerous Goods Regulations (DGR) of International Air Transport Association (IATA) for airfreight shipments.
 7. Exhibitors must bear all necessary penalties imposed by the Customs if the Clearance is not finished within the time allowed. Consequently, it is very imperative for exhibitors to send Chuang Yuan International Logistics all related shipping documents according to the **Time Schedule and Consignment Instruction**.
 8. Costs will incur for the disposal handling of stand structures, stand elements, floor coverings, machinery & parts of machinery (Excluding removal of waste materials and products, and toxic materials). Please consult Chuang Yuan International Logistics staff for the rate.
 9. There will be overtime surcharge for working on non-official working hours, i.e. beyond normal working / opening hours of official move-in, move-out, as well as show period. Rates are subject to separate quotation.
 10. Chuang Yuan International Logistics does not take any responsibility for:
 - a) If any exhibits is not allowed by the organizer or Chinese Customs to be sold or displayed in fair site.
 - b) any tax / duty for sold exhibits.
 11. This tariff is compiled on volume or weight basis and has no correlation with the value of exhibits, thus no insurance coverage is included. Insurance coverage is subject to separate quotation.
 12. Any service required from exhibitors not covered by this tariff will be quoted separately upon request.
 13. All transactions are subject to the standard trading conditions of Shanghai Chuang Yuan International Logistics Ltd (copies available on request from the company) and which, in certain cases, exclude or limit the company's liability.

CHAPTER FOUR. HOTEL AND TRAFFIC

One. Hotel Booking (need to update)

You may consult Shanghai Pengcheng Exhibition & Display Co., Ltd for more hotels:

Tel: +8621-66610306

Mr. Harry Li, Cell: +86-15821760780, Email: sales@shpengcheng.com

Name	Rate	Price (CNY)	Room Type	Distance to AWE
Wyndham Grand Plaza Royale Oriental	-Star5	880	Single/Twin	10mins by Shuttle Bus
Royal Century Hotel Shanghai	-Star5	658	Single/Twin	16mins by Shuttle Bus
Ramada Plaza South Pudong Shanghai	-Star5	558	Single/Twin	8 mins by Shuttle Bus
Ramada Shanghai East	-Star5	528	Single/Twin	15mins by Shuttle Bus
Regal Jinfeng Hotel	-Star5	498	Single/Twin	15mins by Shuttle Bus
Peace Hojo Hotel Shanghai	-Star5	558	Single/Twin	12mins by Shuttle Bus
Benjoy Hotel Jin Qiao	-Star4	488	Single/Twin	8mins by Shuttle Bus
Atour hotel	-Star4	488	Single/Twin	10mins by Shuttle Bus
San He Yuan Hotel	-Star4	498	Single/Twin	5 mins by Shuttle Bus
Ji Hotel (Xiupu Road)	-Star3	358	Single/Twin	15mins by Shuttle Bus
Vienna Hotel (Shangnan Road)	-Star3	358	Single/Twin	20mins by Shuttle Bus
James Joyce Coffete(Gutang Road)	-Star3	388	Single/Twin	18mins by Shuttle Bus
Shanghai Wu Zhou International Hotel	-Star3	358	Single/Twin	16mins by Shuttle Bus
Yitel (Chuan Sha)	-Star3	338	Single/Twin	12mins by Shuttle Bus
Borrman Hotel	-Star3	318	Single/Twin	12mins by Shuttle Bus

Two. Traffic Guidance

A. By Flight:

SNIEC is located half way between Pudong International Airport and Hongqiao Airport, 33 km away from Pudong International Airport to the east, and 32 km away from Hongqiao Airport to the west.

Pudong International Airport --- SNIEC

By taxi: about 35 minutes; around RMB 95

By maglev line: only 8 minutes; RMB50 for single ticket: (RMB 40 with air ticket); RMB80 for round- trip ticket

By airport bus line: take lines No. 3 and No. 6; about 40 minutes, RMB16

By Metro: Take Line 2 to get off at Longyang Road Station where you can walk or continually interchange Line 7 to SNIEC directly; about 40 minutes; RMB 6

Hongqiao Airport --- SNIEC

By taxi: about 35 minutes; around RMB 95

By Metro: Take Line 2 to get off at Longyang Road Station where you can walk or interchange Line 7 to SNIEC directly; about 40 minutes; RMB 6

B. By Train:

Take a train to one of the following three stations:

Shanghai Railway Station --- SNIEC

By taxi: Distance to SNIEC is 16km; around RMB 45.

By Metro: Take Line 1 to People's Square, then interchange Line 2 to get off at Longyang Road Station where you can walk or interchange Line 7 to SNIEC directly; about 35 minutes; around RMB 4

Shanghai South Railway Station --- SNIEC



By taxi: Distance to SNIEC is 20km, about 25 minutes, around RMB 55.

By Metro: Take Line 1 to People's Square, then interchange Line 2 to get off at Longyang Road Station where you can walk or interchange Line 7 to SNIEC directly; about 45 minutes, around RMB 5

Shanghai Hongqiao Railway Station --- SNIEC

By taxi: Distance to SNIEC is 35km, about 35 minutes, around RMB 70.

By Metro: Take Line 2 to get off at Longyang Road Station where you can walk or interchange Line 7 to SNIEC directly about 50 minutes; around RMB 6.

C. By Car:

SNIEC is located at the intersection of Long Yang and Luo Shang roads, which lead from the city center over the Nan Pu Bridge and Yang Pu Bridge through Pudong, and is easy to access by car.

Parking lots: There are 4603 parking lots dedicated to visitors at the centre.

Car park charges: RMB 5 = one hour; maximum daily charge = RMB 40; rates apply to cars and all other light vehicles.

D. By Bus:

A number of public bus lines run through SNIEC, stations nearby SNIEC: 989, 975, 976, Da Qiao No.5, Da Qiao No.6, Huamu No.1, Fang Chuang Line, Dong Chuang Line, Airport Line No.3, Airport Line No.6.

E. By Taxi:

Central booking offices:

Da Zhong taxi:	96822
Ba Shi taxi :	96840
Jing Jiang taxi:	96961
Qiang Sheng taxi :	62580000
NongGongshang taxi :	96965



F. By Metro:

Take Line 1 to Chan Shu Road Station; take Line 2 to Jing An Temple Station; take Line 3 to Zhen Ping Road Station; take Line 4 to Zhen Ping Road Station or Dong An Road Station, then interchange Line 7 to SNIEC directly.

Take Line 3 or Line 4 to Zhongshan Park Station; take Line 1 or Line 8 to People Square Station; take Line 4 or Line 6 to Century Avenue Station, then interchange Line 2 to get off at Longyang Road Station where you can walk or interchange Line 7 to SNIEC directly.

CHAPTER FIVE. EXHIBITION PUBLICITY AND ADVERTISEMENT SERVICE

One. Published prints

(I) Introduction of Expo Catalogue

Expo Catalogues are authoritative data of the exhibition, professional procurement guidance of domestic and overseas buyers and also the unique synthetic document assembly retained after the closing of the exhibition. Except for distributing to professional visitors on site, the organizer will also presented them to the industry association, the commercial section of the consulate and the chamber of commerce of each country, transnational business groups and significant distributors, etc.

(II) Catalogue

AWE will offer all the exhibitors to the service of listing in the Exhibition Catalogue. Please fill the Registration Form of Catalogue (Attachment 02), and email it to us (at thomas@cheaa.com) before December 31, 2017, or log in AWE official website for online filling after obtaining User Name and Password. Hotline: 010-67093609.

(III) Advertisement on Expo Catalogue

Expo Catalogue provide advertisement service on color pages with 210mm×135mm vertical color fine print. See details of alternative types and prices of advertisement in the Application Form of Published Print Advertisement (Attachment 10). The exhibitors who want the advertisement service on Expo Catalogue need to submit the form to us (at thomas@cheaa.com) before December 31, 2017. Hotline: +8610-67093609.

(IV) Visitor guide

The visitor guide is an important reference for visitors and provides exclusive advertisement. The exhibitors who want to buy this advertisement service need to fill the Application Form of Published Print Advertisement (Attachment 11) and submit the form to us (at thomas@cheaa.com) before December 31, 2017. Hotline: +8610-67093609.

(V) Advertisement on exhibition journal

The exhibition journal is an important publicity carrier during the exhibition period and provides all personnel on site with exhibition information, enterprise news and new products description, with massive audiences. The exhibition journal has both the paper edition and the electronic edition and is a good platform for domestic and overseas exhibitors to publicize themselves to visitors. The exhibitors who want to buy this advertisement service need to fill the Application Form of Published Print Advertisement (Attachment 11) and submit the form to Electric Appliance magazine by fax or email (at 010-65224919 or chiapp@sina.com) before

January 20, 2018. Hotline: 010-65252384 or 65231814.

Two. Exhibition sponsorship

Sponsorship is also a good form of publicity. The organizer will give enterprises which participate in the exhibition sponsorship a series of and all-round value and support including naming right, on-site advertisement, tablet stands and speeches of high-level persons to ensure enterprises and their products widely publicized and improve their brand influence.

(I) High-level welcome dinner

In the day of the exhibition opening, a high-level welcome dinner will be organized and attended by heads of government, principals of industry associations and appliance enterprises, specialists and scholars, VIP clients and other important persons. It is conducive to the development and reinforcement of client relations and deepening cooperation. Sponsors of the dinner will be provided excess publicity value by the organizer.

(II) Drink serving and network support of news center and VIP client rest area

News center and VIP client rest area are respectively used to serve media partners and VIP clients. Application for sponsoring the project will help enterprises winning the active publicity of the media and the favor of VIP clients.

(III) Sponsorship of message armchairs in VIP client rest area

Provide message armchairs to VIP clients so that high-end clients gain the most intuitive consumption experience. It will bring good reputation to sponsors.

Three. Network service

The organizer will publish brief information about exhibitors on the official website of AWE 2018 for viewers. During the exhibition, the News Center will provide network service to meet the network requirements of the staff of exhibitors.

Four. Promotion of innovative home appliances

To promote the innovation of China's home appliance industry, this exhibition encourages exhibitors to carry out multiform new product promotion activities.

(I) New products release conference and similar activities

The organizer will provide exhibitors with multiform new products release conference or other similar

activities during the exhibition as well as necessary support and coordination, including inviting honored guests and the media, organizing audiences and providing space. The exhibitors which intend to hold new products release conference or similar activities need to fill the Application Form of Enterprise On-site Activities (Attachment 12) and submit it to AWE Organizing Committee before January 20, 2018.

(II) Declaration of new products exhibition identification

The organizer has specially made a group of new products exhibition identification for the release and exhibition of new products on this exhibition only and will provide them to exhibitors freely on March 7, 2018, which aims to guide audiences to pay close attention to and acquaint new products and strengthen the promotion of new products. The exhibitors which intend to apply for new products exhibition identification can fill the Application Form of New Products Exhibition Identification (Attachment 11), the number of identification applied shall be subject to demands, and submit it to AWE Organizing Committee before January 20, 2018.

Five. Invitation to key clients of enterprises

(I) Invitation of the organizer on behalf of enterprises

The organizer will invite key clients on behalf of exhibitors. The exhibitors which are willing to entrust the organizer to invite clients need to fill the Registration Form of Invitation to Key Clients of Enterprises (Attachment 15) and submit it to AWE Organizing Committee by fax before January 20, 2018.

(II) Free invitation letter to audiences

The organizer will make and send VIP audience invitation letter, visiting card and ticket to the key clients invited independently by exhibitors for free of charge, so that core clients can use them during the exhibition and enter pavilions through VIP access. The exhibitors which is in demand need to fill the Registration Form of Invitation to Key Clients of Enterprises, the number of invitation letter, visiting card and ticket applied shall be subject to demands, and submit it to AWE Organizing Committee before January 20, 2018.

Six. Press publicity service

(I) Press liaison:

1. Press liaison of the organizer: the organizer will appoint a press liaison to take charge of publicizing and reporting before and during the exhibition and effectively contact with exhibitors about their publicity demands during the exhibition. As necessary, exhibitors can contact Mr. Thomas Wang, Tel: +8610-67093609, Fax: +8610-67156913, Email: thomas@cheaa.com

2. Press liaisons of exhibitors: to better use the exhibition platform to publicize and report, each exhibitor



needs to appoint a press liaison to take charge of the public relations and media matters during the exhibition and effectively contact with the press liaison of the organizer. Each exhibitor shall, before January 20, 2018, fill the Registration Form of Press Liaisons of Exhibitors (Attachment 16), print and send it to +8610-67156913 by fax, and can also directly download the form in the download center at www.awe.com.cn, the official website of AWE and email to thomas@cheaa.com

(II) News Center:

To better provide convenience for the media publicizing the exhibition, the organizer will set up the news center for media report, internal live video studio, field interviewing room and data frame.

The live video studio can be used for exclusive video interview of honored guests of exhibitors by live media, and the field interviewing room can be used as the place where honored guests of exhibitors accept the interview of multiple media of the News Center. The exhibitors which is in demand need to fill the Application Form of Interview Appointment of Exhibitors in the News Center (Attachment 17), print and send it to +8610-67156913 by fax, and can also directly download the form in the download center at www.awe.com.cn, the official website of AWE and email to thomas@cheaa.com after filling it before January 20, 2018.

CHAPTER SIX. Q&A ABOUT EXHIBITION SERVICES

Parking of trucks during the building period

- ◆ Parking place: P3 and P7. Expenses of vehicle certificate and entering pavilions for unloading and procedures handling shall be subject to the Exhibitor Manual.
- ◆ Enterprises which will enter site for unloading or building up on March 5 shall complete the vehicle certificate at the accreditation center of south entrance hall.

About handling truck certificate

- ◆ The truck certificate handled shall be valid for 24 hours only. It can be used to enter site for unloading for only once within 24 hours. Beyond the limited time, a new vehicle certificate shall be obtained, excluding the queuing time. Enterprises shall read the detailed description at the site of certificate handling.

Work overtime

- ◆ In case of work overtime on March 5-7, enterprises shall handle procedures in the south entrance hall for current work overtime before 3:00 pm in the same day, and those overdue will be charged additionally.
- ◆ Application of work overtime beyond the contract period is applicable to public relations corporations or building corporations.



APPENDIX-01 APPLICATION FORM FOR EXHIBITOR BADGES

Deadline: Dec.31, 2017

You may also fill in the information on our website using your ID and password in the contract.

Exhibitor: _____ Stand No: _____.

Stand Area: ☐ Raw space _____ sq. m

☐ Number of Standard Booth _____ (shell scheme A, 3mx3m)

☐ Number of Standard Booth _____ (shell scheme B, 3mx4m)

Tel: _____ Fax: _____ Email: _____ Contact Person: _____.

Your information will be on the exhibitor badges. The badges will be the only identification used during move-in, exhibition and dismantlement. Persons without badges cannot enter the exhibition center. Please fill out the Appendix01 and send it back to us before the deadline.

Badge number limitation:

Booth Type	Badge Number	Note
Standard booth (3mx3m)	3 badges per booth	If the badge number exceeds the prescribed limit, please pay an additional CNY10 for each extra badge.
Standard booth (3mx4m)	4 badges per booth	
Raw Space	2 badges per 9 sq. m	

Name:	Mobile:	Tel:	Fax:
Company Name:		Dept./Title:	
Add:		Post Code:	
Website:		Email:	

Name:	Mobile:	Tel:	Fax:
Company Name:		Dept./Title:	
Add:		Post Code:	
Website:		Email:	

Name:	Mobile:	Tel:	Fax:
Company Name:		Dept./Title:	
Add:		Post Code:	
Website:		Email:	

APPENDIX-02 EXHIBITION CATALOGUE INFORMATION

Deadline: Dec.31, 2017

You may also fill in the information on our website using your ID and password in the contract.

Each exhibitor is entitled to one free listing of their company's profile on the catalogue. Listing content will be based on information below.

Stand No.

Company Name	(Chinese)				
	(English)				
Address	(Chinese)				
	(English)				
Post Code		Tel		Fax	
Http://					
E-mail:				Contact Person	
Company Profile	(both in English and Chinese, 200 word limit for each language version)				
Main Products	(both in English and Chinese, 50 word limit for each language version)				
LOGO	(jpg file, 200Kb minimum)				
Need Advertisement besides regular company profile?	<input type="checkbox"/> Need catalogue ad. <input type="checkbox"/> Need logo display (display logo repeatedly) <input type="checkbox"/> Not interested (detailed information of catalogue ad. and logo display in APPENDIX10)				



APPENDIX-03 REGISTRATION FOR CONSTRUCTION CONTRACTOR

Deadline: Deadline: Jan.20, 2018

Exhibitor: _____ Stand No: _____.

Tel: _____ Fax: _____ Email: _____ Contact Person: _____.

In order to prevent any company or person without a construction certificate from entering the exhibition hall, all the construction contractors must register. Unregistered contractors cannot get badges, and shall not enter into exhibition hall. Please fill in the following Appendix and attach a copy of the contractor's business license.

Please indicate the height of stand: _____.

Contractor Company Name	
Address	
Contact person	
Mobile	
Telephone	
Fax	
Legal Person	
E-mail	
Website	

Raw Space Booth designs containing any of the following:

3. One-level stand over 4.5 meters (including 4.5 meters) high;
4. Double-level stand;
5. Top of the stand exceeds 50% of its booth area.

are required to email this Appendix, copy of contractor business license and the examined booth perspective drawing (Material and Dimension, two copies) to:

APPENDIX-04 BUILDING APPROVAL FOR RAW SPACE BOOTH DESIGN

Deadline: Jan. 20, 2018

Please return Appendix to: HAH Consulting & Exhibition Co., Ltd. Shanghai 2345 Longyang Road, Pudong New Area, Shanghai P.R.C Tel.: 86-21-28906633 Fax: 86-21-28906000	Exhibitor Name:	
	Company Address:	
	Tel:	
	Fax:	
	Email:	
	Authorised by:	
	Signature:	
	Date:	
	Exhibition Name:	
Hall / Booth No.:		

According to the listed conditions enclosed in the Appendix, we hereby apply for building the following facility during the exhibition (brief description on construction materials).

Total Booth Area:	Primary Material:	Material Model:
2 nd Floor Area:	Primary Material:	Material Model:
Ground Floor Area:	Primary Material:	Material Model:

Other Material Details:

Applicable Area:						
Name/Model:						
Applicable Area:						
Name/Model:						

Accessible 2nd floor area: SQM Estimated maximum load capacity of 2nd floor: _____ persons

Booth Builder:

Company:					
Address:					
Tel:			Fax:		
Contact:					
Name of Grade A Registered National Structural Engineer:		No.:			
Tel:		Mailing Add.:			
Remark:	If the exhibitor/builder submit the drawings to re-inspection, please clearly fill in the field of "Name of Grade A National Registered Structural Engineer". The above step can be ignored if the drawings are submitted to the organizer for inspection.				

Declaration by the Project Manager, Foreman or Site Manager responsible for implement of the special stand design

I, the responsible ☐ Project Manager ☐ Site Manager (tick as application)

Name:

Tel:

Address:

Hereby declare that the above exhibition stand complies with the statutory regulation and the terms of participation.



APPENDIX-05 APPLICATION FOR ELECTRICITY, WATER, FURNITURE AND ELECTRICAL APPLIANCES

Deadline: Jan. 20, 2018

Note: Applications received after the deadline will be charged 50% extra.

- ◆ Main contractors:
W1, W2, W3 and E7 Venue: Shanghai Rong Joy Exhibition Co.,Ltd
W5, E1, E2, E3 and E4 Venue: SHANGHAI SYMA - EXPO LTD.
E5 and E6 Venue: Oriental Expo Services(Beijing) Limited.
Please fill in the Appendix below and send to respective constructor above to apply for facilities if needed.
- ◆ Prices below are just for reference. Please consult the constructor for actual price.

Exhibitor: _____ Stand No: _____

Tel: _____ Fax: _____ Email: _____ Contact Person: _____

Address: _____

Item	Number	Name and Description	Price(CNY)	Amount	Subtotal
Power supply	1	Power supply,380 V / 15 Amp, three phases	1600		
	2	Power supply,380 V / 30 Amp, three phases	2500		
	3	Power supply,380 V / 60 Amp, three phases	3600		
Water supply	1	Water supply for booth	3600		
	2	Water supply for machine	5400		
Net supply	1	Net supply, 10M Special Line	13000		
	2	Net supply, 100M Special Line	120000		
Air supply	1	Compressed air source ≤ output volume 0.4 m ³ /min	4500		
Telephone	1	Local telephone installation	1050		
	2	Domestic long distance telephone installation, with CNY3,000 deposit	1400		
	3	International direct dial telephone installation, with CNY5,000 deposit	3900		
	1	5 A 220V Socket (Max 500W)	300		
	2	White folding Chair	45		
	3	Arm chair (for one person)	280		
	4	Information Counter (950Lmm×450Wmm×1000Hmm)	130		
	5	Square Table (750Lmm×750Wmm×750Hmm)	130		
	6	Coffee table(450Lmm×450Wmm×450Hmm)	130		
	7	Round Table (750Lmm×750Hmm)	120		
	8	Tall Glass Cabinet	360		
	9	Hoarding sheet (1000Wmm×2500Hmm)	100		
	10	Lockable door (1000Wmm×2000Hmm)	250		
	11	Folding door (1000Wmm×2000Hmm)	150		
	12	Document holder	110		
	13	Trash can	10		

Total Cost:

Please fill in the Appendix and fax or mail to:

W1, W2, W3 and E7 Venue: Shanghai Rong Joy Exhibition Co.,Ltd
Project manager: Mr. Dongsheng Shi Cell: 0086-13901632522,
Telephone: 86-21-68451582 Fax: 86-21-50332760 E-mail: rongji021@163.com

W5, E1, E2, E3 and E4 Venue: SHANGHAI SYMA - EXPO LTD.

Mr.Terry Yuan Cell: 0086-13761546100, Tel: 8621-62388811*154, Email: terry.yuan@syma.com.cn;

E5 and E6 Venue: Oriental Expo Services(Beijing) Limited.

Ms. Li Yun Xia/ Tel: +86 10 65671880 Mobile: +86 18600152833 E-mail: liyunxia@orientalexpo.net

Remark:

1. All orders should be paid in full in cash or by wire transfer.
2. Orders after 20th Jan 2018 will be charged a 50% surcharge.
3. Ordering electricity should be executed by SYMA or Rong Joy. All exhibitors need to order three phase power supply.
4. All items are for rental purposes, non-convertible and refund orders. Cancelled orders will not be refunded.
5. According to exhibitor regulations, sockets at standard booths may only be used for computers, mobile phone charging and water machines. Exhibitors are not permitted to install additional lamps. You may consult your contractor for details.
6. Do not insert iron wire or nails in standard booths. Otherwise, there will be a charge for damaged boards and aluminum brackets. Don't hang items over 5kg on the booth walls. Otherwise, the exhibitors shall be responsible for the damage due to overweight suspension.
7. After exhibition, SYMA , Rong Joy or Oriental Expo will deduct telephone fees from the deposit and return the rest of the money to exhibitors within two weeks.
8. All exhibitors should mark location of items ordered and then fax or e-mail diagrams to SYMA , Rong Joy or Oriental Expo. If contractors do not receive any diagrams, they will install items according to their own judgment. Relocation of water, electricity, gas, telephone and internet cables onsite costs an additional 50% of the standard price. Relocation of lamps costs 20% of the standard price.
9. After contractors receive orders, they will bill payment to exhibitors as confirmation. Exhibitors shall issue the payment to contractor according to the schedule. Please contact your contractor if you haven't received payment notice 3 days after order submission. Orders without payment notice are invalid.
10. Exhibitors are strongly recommended to bring their own voltage regulator to protect sensitive appliances. If exhibitors have special requirement towards water temperature, water pressure, or air pressure, please bring your own related equipment.

Appendix-06 and Appendix-07 Please contact with the official Transportation Company!

APPENDIX-08 HOTEL BOOKING

Deadline: Mar. 1, 2018

Please fill in Appendix08 for hotel booking.

You may consult Shanghai Pengcheng Exhibition & Display Co., Ltd for more hotels:

Tel: +8621-66610306

Mr. Harry Li, Cell: +86-15821760780, Email: sales@shpengcheng.com

Name	Rate	Price (CNY)	Room Type	Distance to AWE
Wyndham Grand Plaza Royale Oriental	-Star5	880	Single/Twin	10mins by Shuttle Bus
Royal Century Hotel Shanghai	-Star5	658	Single/Twin	16mins by Shuttle Bus
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Ramada Shanghai East	-Star5	528	Single/Twin	15mins by Shuttle Bus
Regal Jinfeng Hotel	-Star5	498	Single/Twin	15mins by Shuttle Bus
Peace Hojo Hotel Shanghai	-Star5	558	Single/Twin	12mins by Shuttle Bus
Benjoy Hotel Jin Qiao	-Star4	488	Single/Twin	8mins by Shuttle Bus
Atour hotel	-Star4	488	Single/Twin	10mins by Shuttle Bus
San He Yuan Hotel	-Star4	498	Single/Twin	5 mins by Shuttle Bus
Ji Hotel (Xiupu Road)	-Star3	358	Single/Twin	15mins by Shuttle Bus
Vienna Hotel (Shangnan Road)	-Star3	358	Single/Twin	20mins by Shuttle Bus
James Joyce Coffete(Gutang Road)	-Star3	388	Single/Twin	18mins by Shuttle Bus
Shanghai Wu Zhou International Hotel	-Star3	358	Single/Twin	16mins by Shuttle Bus
Yitel (Chuan Sha)	-Star3	338	Single/Twin	12mins by Shuttle Bus
Borrman Hotel	-Star3	318	Single/Twin	12mins by Shuttle Bus



APPENDIX-09 SPONSOR APPLICATION

Deadline: Jan. 20, 2018

Exhibitor: _____ Stand No: _____.

Tel: _____ Fax: _____ Email: _____ Contact Person: _____.

No.	Items	Amount (CNY)	Description
B01	Ads in the VIP rest area, visitor rest area, and internet access center.	20,000	Cards on the rest area desks, background ad in the internet access center, Special thanks in the catalogue. (company name and logo)
B02	Media center sponsorship of beverages and internet	10,000	Ad in media center, special thanks in the catalogue (company name and logo)
B03	bottled water sponsorship	30,000	Ad on bottles
B04	activities	contact for details	Sponsor name included in activity title

Please fill it in and send the electronic version to Thomas@cheaa.com;

And then fax the sealed copy to 86-10-67156913. Please consult Mr. Thomas (86-10-67153213) for any questions.



APPENDIX-10 ADVERTISEMENT IN CATALOGUE

Deadline: Dec. 31, 2017 for catalogue and visitor's guide,
Jan.20, 2018 for Exhibition Newspaper

Exhibitor: _____ Stand No: _____.

Tel: _____ Fax: _____ Email: _____ Contact Person: _____.

Type	Location	size (mm)	Price(CNY)	Number
AWE2017 Exhibition Catalogue	back cover	135*210	30000	
	inside front cover	135*210	18000	
	title page	135*210	18000	
	Inside Front Spread	270*210	32000	
	inside back cover	135*210	15000	
	two-page spread	270*210	20000	
	color insert before index	135*210	8000	
	color two-page spread before index	270*210	13000	
	inside page color insert	135*210	6000	
	inside spread, color page	270*210	13000	

Type	Location	size (mm)	Price(CNY)	Number
AWE2017 Exhibition Newspaper	front cover(design jointly produced by organizer and exhibitor)	210×285	40000	
	back cover	210×285	25000	
	inside front cover or title page (whole page)	210×285	20000	
	inside back cover	210×285	12000	
	page before index	210×285	15000	
	inside page	210×285	10000	
	center spread (2P)	420×285	30000	
	inside page (horizontal half page)	130×185	7000	
	inside page (vertical 1/3 page)	260×60	4000	
	inside page (horizontal 1/3 page)	85×185	4000	

Please send this Appendix to: thomas@cheaa.com,

APPENDIX-11 NEW PRODUCT LABEL

Deadline: Jan.20, 2018

Company Information				
Exhibitor		Brand Logo		
Stand No.				
Contact Person				
Name		Title		
Cellphone		Email		
Tel.		Fax		
New Product Information				
New Product Name (Model)	Product Type	Launch Date	Label Number	
			Large label	Small label
Total				
We will produce labels for free to highlight new products, especially ones being debuted at AWE. The printed labels will be distributed to exhibitors on Mar.7 th 2018.				

Please send this Appendix to lixx@cheaa.com. Contact person: Summer, LI. Cellphone: 86-18611137304
For other questions, please contact: 8610-67158612.

APPENDIX-12 ACTIVITY APPLICATION

Deadline: Jan.20, 2018

Company Information			
Exhibitor		Brand LOGO	
Stand No.			
Contact Person			
Name		Title	
Cellphone		Email	
Tel.		Fax	
Activity			
Name		Time	
Location		Participant Number	
Activity Content			
Plan			
Note			
If you are interested in holding more than one activity, please fill out a separate form for each.			

Please send this Appendix to thomas@cheaa.com.

APPENDIX-13 MEETING ROOM RENTALS

Room No.	SQM	Type	Capacity (person)	Facilities	Unit	Price for exhibitors
W1-M1	110	Theater	64	Prodium 1, White Board 1, Chairs 64, Microphone 2, Drinking Water	4 hours/time/room	5000
W2-M2	110	Theater	64	Prodium 1, White Board 1, Chairs 64, Microphone 2, Drinking Water	4 hours/time/room	5000
W2-M3	110	Theater	64	Prodium 1, White Board 1, Chairs 64, Microphone 4, Drinking Water	4 hours/time/room	5000
W3-M4	110	Classroom	40	Prodium 1, White Board 1, Chairs 40, Microphone 4, Drinking Water	4 hours/time/room	5000
W3-M5	110	Theater	64	Prodium 1, White Board 1, Chairs 64, Microphone 2, Drinking Water	4 hours/time/room	5000
W2-M9	220	Theater	160	Prodium 1, White Board 1, Chairs 160, Microphone 4, Drinking Water	4 hours/time/room	8000
W3-M10	220	Theater	120	Prodium 1, White Board 1, Chairs 120, Microphone 2, Drinking Water	4 hours/time/room	8000
E1-M11	75	Theater	60	Prodium 1, White Board 1, Chairs 60, Microphone 2, Drinking Water	4 hours/time/room	4500
E1-M12	75	Theater	60	Prodium 1, White Board 1, Chairs 60, Microphone 2, Drinking Water	4 hours/time/room	4500
E1-M13	101	Theater	64	Prodium 1, White Board 1, Chairs 64, Microphone 2, Drinking Water	4 hours/time/room	5000
E2-M14	101	Classroom	40	Prodium 1, White Board 1, Chairs 40, Microphone 2, Drinking Water	4 hours/time/room	5000
E1-M15	232	Theater	160	Prodium 1, White Board 1, Chairs 160, Microphone 4, Drinking Water	4 hours/time/room	8000
E1-M16	232	Theater	160	Prodium 1, White Board 1, Chairs 160, Microphone 4, Drinking Water	4 hours/time/room	8000
E2-M17	232	Classroom	120	Prodium 1, White Board 1, Chairs 120, Microphone 4, Drinking Water	4 hours/time/room	8000
E2-M18	232	Theater	160	Prodium 1, White Board 1, Chairs 160, Microphone 4, Drinking Water	4 hours/time/room	8000
E2-M17+M18	464				4 hours/time/room	16000



E2-M19	292	Theater	220	Prodium 1, White Board 1, Chairs 220, Microphone 4, Drinking Water	4 hours/time/room	10000
E2-M20	90	Theater	64	Prodium 1, White Board 1, Chairs 64, Microphone 2, Drinking Water	4 hours/time/room	5000
E2-M21	105	Theater	40	Prodium 1, White Board 1, Chairs 40, Microphone 2, Drinking Water	4 hours/time/room	5000
E2-M22	105	Theater	64	Prodium 1, White Board 1, Chairs 64, Microphone 2, Drinking Water	4 hours/time/room	5000
E2-M23	240	Theater	120	Prodium 1, White Board 1, Chairs 120, Microphone 4, Drinking Water	4 hours/time/room	8000
E2-M24	220	Theater	160	Prodium 1, White Board 1, Chairs 160, Microphone 4, Drinking Water	4 hours/time/room	8000

For other available Meeting Rooms Please Email: Thomas@cheaa.com

No.	Facilities	Price (CNY)
1	Multimedia Projector 2500Lumini (includes projector screen)	5000/seminar, 1500/show time
2	Multimedia Projector 5000Lumini (includes projector screen)	7000/seminar, 1500/show time
3	Projector Screen 100' (1.6M*2.2M)	300/seminar
5	Wireless Microphone	400/set/seminar

Remark:

1. SNIEC does not allow rental of meeting rooms and offices order for other uses, and does not allow any posting, hanging of documents or removing furniture/facilities from the room.
2. Orders for above services must be delivered to Customer Service Dept. of SNIEC at least 7 days before move-in date. Late orders will be subjected to a 50% surcharge.
3. Order for overtime service must be delivered to Customer Service Dept. of SNIEC 3 days in advance. Late orders will be subjected to a 50% surcharge.



APPENDIX-14 VIP BUYERS INVITATION

Deadline: Jan. 20, 2018

If you need to invite buyers and clients, please fill in this Appendix below. We will mail the visitor badges to them (mainland China only) in advance. For those buyers who are not located in China, we will register for them, and they can get their visitor badges on site by showing you visitor code.

Exhibitor: _____ Stand No: _____.

Tel: _____ Fax: _____ E-mail: _____ Contact person: _____.

Please fill in the Appendix:

Name:	Mobile Number	Tel:	Fax:
Company:		Department:	
Address:		Zip Code:	
Web:		Email:	

Name:	Mobile Number	Tel:	Fax:
Company:		Department:	
Address:		Zip Code:	
Web:		Email:	

Name:	Mobile Number	Tel:	Fax:
Company:		Department:	
Address:		Zip Code:	
Web:		Email:	

Name:	Mobile Number	Tel:	Fax:
Company:		Department:	
Address:		Zip Code:	
Web:		Email:	

Please fill out the Appendix and send back to thomas@cheaa.com;



APPENDIX-15 INVITATION LETTER APPLICATION FOR OVERSEAS BUYERS

Deadline: Jan.20th 2018

For overseas buyers who need to apply for a VISA to come to China, exhibitors can fill in this Appendix for them and send it to us. We will send an invitation to them.

Exhibitor: _____ Stand No: _____.

Tel: _____ Fax: _____ E-mail: _____ Contact person: _____.

Name		Gender	
Passport No.		Nationality	
Company Name		Title	
Telephone		Fax	
Address		Country	

Name		Gender	
Passport No.		Nationality	
Company Name		Title	
Telephone		Fax	
Address		Country	

Name		Gender	
Passport No.		Nationality	
Company Name		Title	
Telephone		Fax	
Address		Country	

Please fill in this Appendix and email the electronic version to

Tel: 8610-67093609 Email: thomas@cheaa.com Fax: 86-10-67156913

APPENDIX-16 PRESS CONTACTS INFORMATION

Deadline: Jan.20, 2018

There will be many mainstream media outlets present at AWE2017. They will select some exhibitors for interviews. Please fill in this Appendix to allow them to contact you if they are interested in you. An interpreter is highly recommended if you don't speak mandarin.

Company Name*			
Stand No.			
Contact Person*		Gender	
Department*		Title*	
Telephone		Fax	
Cell Phone*			
E-mail			

Note: Boxes with * are mandatory.

Please fill in this Appendix and email the electronic version to: Ms. Cara WANG.

Tel: 8610-67093609 Email: thomas@cheaa.com Fax: 86-10-67156913



APPENDIX-17 PRESS INTERVIEW APPLICATION

Deadline: Feb.20, 2018

If you submit this Appendix, we will try to arrange an interview for you at the news center in venue or at your booth. An interpreter is highly recommended if you don't speak mandarin.

Exhibitor*		Stand No.*	
Type of Interview*	Video Interview <input type="checkbox"/> Interview without Video <input type="checkbox"/>		
Preferred Time*			
Interviewer Name*		Interviewer Title*	
Interview Content*			
Contact Person*			
Cellphone*			

Note: Boxes with * are mandatory.



**APPENDIX-18 REAL-NAME AUTHENTICATION FORM FOR ERECTION CONTRACTOR AND TRANSPORT
CONTRACTOR**

This Appendix needs to be filled in by exhibitor's contractor. It will be used for contractor registry to enter venue.

(Please fill in the Appendix in block letters)

Company Name:			
Company Address			
Zip Code		Tel(Including Area Code):	
Person in Charge of the Work:		His\Her Mobile Number (Their Unique Number)	
His/Her Identity Card No. (Second-generation Card, 18-digits)			
Email Address (The Unique Address)			
Person in Charge of the Site		His/her Mobile Number	
Person in Charge of Safety		His/her Mobile Number	
<p>Please transcribe the following words in block letters:</p> <p>I have fully understood the contents of the Safety Commitment. I am committed to strictly obeying the rules set out in the Safety Commitment. Should there be any quality, fire, or safety problems due to workers on behalf of whom I have applied for relevant permits and passes, I and my company shall bear all resulting economic and legal liabilities.</p>			
Company Seal:		Signature of Person in Charge of the Work:	
Date: ____ / ____ / ____ (DD/MM/YY)			

Return Receipt

Company Name: Person in Charge of the Work: Mobile:

(The following is to be filled in by SNIEC)



SNIEC Seal: _____ SNIEC Executive: _____
Date: ____ / ____ / ____ (DD/MM/YY)

SAFETY COMMITMENT OF THE ERECTION CONTRACTOR

We, the erection contractor (hereinafter referred to as “the Contractor”), are committed to strictly obeying the following rules during exhibition hall improvements, booth erection, and dismantling operations within the confines of the Shanghai New International Expo Centre Co., Ltd. (hereinafter referred to as the “SNIEC”), so as to ensure the common facilities within the SNIEC are well protected, the construction work is carried out in a safe manner, and the SNIEC is kept quiet, safe, and clean.

1. The Contractor shall strictly abide by the laws, rules and regulations on work safety, fire safety, and labor protection promulgated by the state and Shanghai municipal governments and relevant administrative departments.
2. The Contractor shall take charge to educate its on-site workers on work safety, ensuring that the workers carry all relevant work permits, and ensuring that all its workers work with their helmets on and, when working at heights above 2 meters, wear safety harnesses. The Contractor shall urge its transport staff to work according to all relevant safety regulations, and take protective measures to ensure work safety and fire safety according to regulations. The Contractor shall designate a person, who shall be readily recognizable at the site, to take charge of on-site day-to-day safety supervision.
3. The workers of the Contractor shall closely follow the rules on the operation and use of the facilities and equipment in and out of the exhibition hall, and facilitate the checking and supervision of the SNIEC’s staff on the improvement work.
4. During work execution, the Contractor shall strictly follow the SNIEC’s rules on work safety and fire safety; and shall bear all responsibilities and consequences in result of the failure the stipulated rules.
5. For work at height, the worker shall be a holder of a work-at-height permit or other relevant qualifications, and take all appropriate safety measures. Should there be any accident; the Contractor shall bear all responsibilities, liabilities and consequences.
6. During work execution, the Contractor shall keep the constructions, structures, facilities, equipment, and fittings in the exhibition hall clean and well protected. Should there be any damage or pollution; compensation shall be made according to the SNIEC’s “Damage Price List of Constructions and Structures” and “Damage Price List of Facilities, Equipment, and Fittings”.
7. Fire and explosion prevention rules shall be strictly observed. Smoking is prohibited in the exhibition hall. No explosives and inflammables (such as paint, banana oil, dimethyl benzene, etc.) may be taken into the exhibition hall. No fire, electric furnace and welding equipment may be used within the exhibition hall.
8. Materials must not be stored at the fire exits. All fire exits, safety passages, and common walkways must be kept free of any obstructions.
9. During work execution, no action shall be carried out that may affect the structures and safety of the building.
10. Workers must not undertake other transport tasks that are irrelevant to the designated exhibition, or solicit work from other concurring exhibitions.
11. The Contractor must not subcontract the work of exhibition booth erection or dismantling to individual persons, other private entities or entities that do not carry legal person status and relevant certifications.
12. The Contractor must not use the materials and facilities for improvement that have been expressly banned by national laws and regulations.

Should there be any consequences due to the Contractor’s failure to follow the aforementioned rules, the Contractor will be liable for punishment from the SNIEC, the sponsors of the exhibition, and the security staff of the exhibition hall, and bear all possible resulting economic and legal liabilities.

No. & Name of the Booth:

Seal of the Contractor:

Signature of the Person in Charge:

Date: //(DD/MM/YY)



2345 Longyang Road Fudong Shanghai, China

Tel: (0086)-21-28906666, Fax: (0086)-21-28907777, E-mail: info@sniec.net

NOTICE ON STRENGTHENING THE MANAGEMENT OF TOOLS FOR ALOFT WORKING

To relevant departments:

In recent years, high altitude falling accidents occurred several times in our center, and most of them are ladder rollover accidents. To reduce the safety risks, the management of tools for aloft working will be strengthened in our center starting from today as follows:

1. Completely prohibit any ladder more than 2 m high used in the pavilion, unless movable scaffold which meet national safety standards.
2. The safety barrier must be equipped on the top of movable scaffold, and must reach 1.2 m high. For any staff with illegal operations, the work safety supervisor of our center will have the right to stop its construction and eliminate it out.

The management abovementioned will be put into practice from now on. Each department shall immediately notify relevant personnel and contractors to adjust corresponding construction schemes, so as to ensure the construction safety.

Shanghai New International Expo Center Co., Ltd.

June 26, 2015

SPECIAL TIPS

To exhibitors:

The following tips are made specially to reduce problems easily encountered in the on-site building construction according to the operation experience for many years:

All construction technologies and materials must meet fire safety requirements. For any unqualified person discovered, the on-site supervisor will have the right to require it stopping construction and rectifying.

- (1) All timber structures must be processed with fire protection and coated with fireproof materials;
- (2) Concealed electrical lines must be protected through tube for insulation and fire retarding;
- (3) Eliminate the use of fiber elastic fabric;
- (4) Enclosed structure (including any material) shall not be used in the pavilion. More than 50% of the building top or more than 80% of the door shall be opened in the ground floor.
- (5) In case of second-layer building specially equipped, the top of the upper layer shall not be sealed; the lower layer must be opened (more than 80% of the door opened) and cannot be enclosed. The lower layer must be equipped with spraying facilities and warning devices.

The principal of any booth which requires to be 24 h powered must notify the organizer before March 1, 2018 since temporarily adding may cause expenses.

All lights and electric appliances for booths must be turned off after closing the pavilion every day. The organizer will have the right to conduct forced outage to any booth with electric appliances not turned off after closing the pavilion.

Welcome to AWE2018, Home For Next !