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# The 119<sup>th</sup> China Daily-use Articles Trade Fair

2026

7.23<sup>Thu</sup> → 7.25<sup>Sat</sup>

Shanghai New Int'l Expo Center

W1-W5

E1-E7

N1-N3

Organized by

**RX Huabai**

励展华百展览(北京)有限公司

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## Exhibitor Manual





# Huabai

励展华百展览(北京)有限公司

Dear exhibitor,

Welcome to the 119<sup>th</sup> China Daily-use Articles Trade Fair.

This Exhibition Manual covers the notes, guidelines and information related to the exhibition and is beneficial for your preparation for the exhibition.

For your reference, please retain a printout of each form submitted so you can check it against invoices billed for your orders (or leased items). Please carefully read this Manual and pay attention to the deadlines for each form. We will do our best to maintain the price unchanged, but please remember and understand, all prices may change. You are only authorized to exhibit products for which you are a manufacturer, agent, distributor or dealer.

For any inquiry, please contact the Organizing Committee. We wish you a success at the 119<sup>th</sup> China Daily-use Articles Trade Fair.

Organizing Committee  
RX Huabai Exhibition (Beijing) Co., Ltd.



# The 119<sup>th</sup> China Daily-use Articles Trade Fair

Shanghai New Int'l Expo Center / W1-W5 E1-E7 N1-N3

23-25 July 2026

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## SECTION 1 GENERAL INFORMATION

### 1.1 EXHIBITION NAME

119<sup>th</sup> China Daily-use Articles Trade Fair

### 1.2 VENUE ADDRESS

Exhibition Hall: Hall W1-W5 E1-E7 N1- N3 in Shanghai New International Expo Center (SNIEC)

Address of No.1 Entrance Hall: 2345 Longyang Road, Pudong New Area, Shanghai, 201304, P.R.C

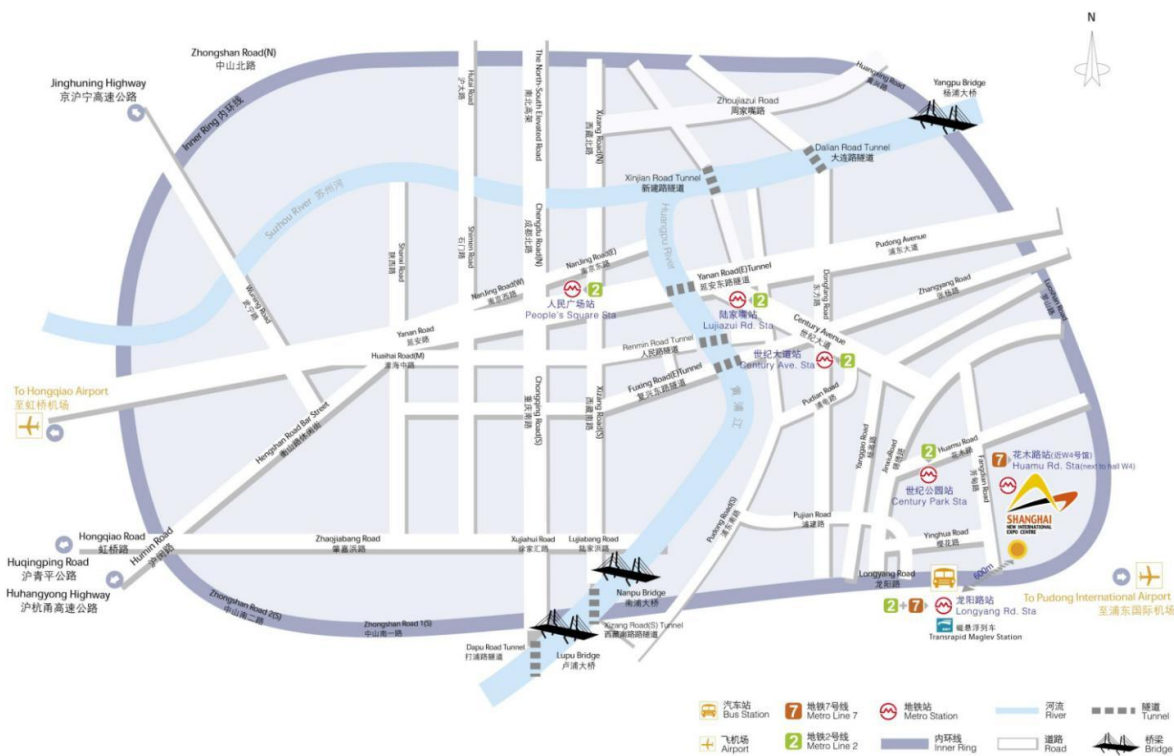
Address of No.2 Entrance Hall: 1201 Fangdian Road, Pudong New Area, Shanghai, 201304, P.R.C

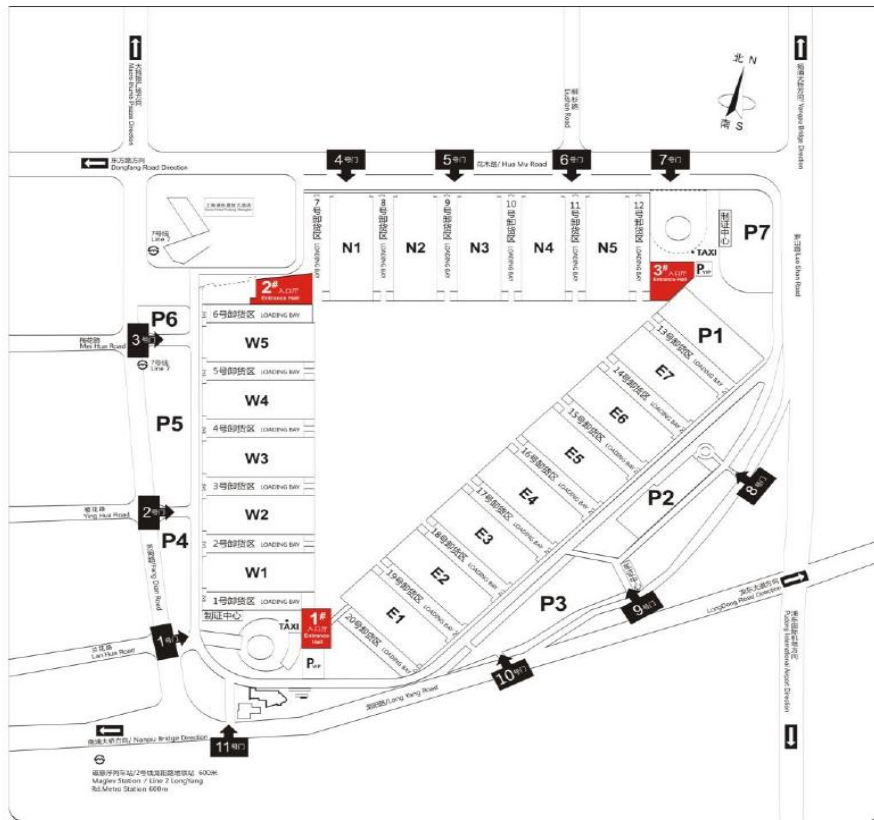
Address of No.3 Entrance Hall: 2345 Huamu Road, Pudong New Area, Shanghai, 201304, P.R.C

\* Note: The above is not the shipping address, please do not send any exhibits to this address.

Taxi	Route	Travel Time	Estimated Cost
	Pudong International Airport – SNIEC	45 mins	¥ 130
	Hongqiao Airport/ Railway Station - SNIEC	40 mins	¥ 90
	Shanghai Railway Station - SNIEC	35 mins	¥ 60
	Shanghai South Railway Station - SNIEC	35 mins	¥ 60
Metro	Line	Exit	
	Line 2	740m by foot from Exit 9 of Longyang Road Station	
	Line 7	450m by foot from Exit 2 of Huamu Road Station	
	Maglev	740m by foot from Exit 9 of Longyang Road Station	

### Location of SINEC





### 1.3 DATES AND SCHEDULE

#### 1.3.1 Onsite Operation Schedule

This timetable is for reference only	Build-up Period		Tear-down Period
	21 <sup>st</sup> July	22 <sup>nd</sup> July	25 <sup>th</sup> July
Hall Opening for Official Contractors	09:00	09:00	
Hall Opening for Space Only Contractors	09:00	09:00	
Completion of Standard booth	N/A	14:00	
Registration of Exhibitors	9:00 - 22:00	9:00 - 22:00	N/A
Completion of exhibits move-in	N/A	12:00	
Stand power connection	N/A	14:00	
Completion of entry, booth decoration and begin aisle carpet layout	N/A	16:00	
Disconnection / Cut-off of all utilities			15:15
Dismantling of booths /Collection of rental items			15:15
Distribution of empty boxes / Exhibits re-packing		N/A	15:15
Tear down			15:30
All exhibits / booth-fitting materials must be cleared from the Exhibition Hall		N/A	Before 22:00

\*The above construction time and procedures are subject to change without notice. Please contact the organiser or inquiry at the on-site "Exhibitor Registration" area for any further confirmation.



### 1.3.2 Opening Hours

23 <sup>rd</sup> July (Thur.)	24 <sup>th</sup> July (Fri.)	25 <sup>th</sup> July (Sat.)
9:00 - 18:00	9:00 - 18:00	9:00 - 15:00

\*Visitors are denied entry 30 minutes before the end of each show day.

## 1.4 USEFUL CONTACT DETAILS

### 1.4.1 Organisers - RX Huabai Exhibitions (Beijing) Co., Ltd.

	Customer Rep.	Tel	Email
<b>Stand Sales</b>	Mr. Guo Xu	(86) 10 5933 9413	xu.guo@rxglobal.com
<b>Exhibition Promotion</b>	Ms. Nicole Ci	(86) 10 5933 9313	nicole.ci1@rxglobal.com
<b>Media Reception</b>	Ms. Luna Hu	(86) 10 5933 9406	luna.hu@rxglobal.com
<b>On-Site Operation</b>	Ms. Lisa Li	(86) 10 5933 9171	lisa.li@rxglobal.com
	Ms. Mable Feng	(86) 755 2383 4531	mable.feng@rxglobal.com
<b>Nomination</b>	Ms. Nicole Ci	(86) 10 5933 9313	nicole.ci1@rxglobal.com
<b>Visit and consultation</b>	Ms. Linda Gao	(86) 400 819 1677	Linda.gao@rxglobal.com
<b>Exhibitor Service</b>	Ms. He Ting	(86) 10 5933 9075	ting.he@rxglobal.com

### 1.4.2 Official Service Contractor

#### 1. Official Contractor – Shell scheme services, facilities, and furniture rental, "Space Only" booth construction / management services

##### Hall W1 – W5、E1 – E3 Beijing Hoto Exhibition Co., Ltd.

##### Space only Stand Procedures

##### Hall W1 – W3

Contact Person: Miss Zhou Biating  
Tel: (86) 10 6556 7205 ext. 806  
Mobile: (86) 132 6921 4508  
Email: zby@51hoto.com

##### For Shell Scheme service

Contact Person: Miss Wang Xiao  
Tel: (86) 10 6556 7205 ext. 803  
Mobile: (86) 182 0164 1908  
Email: wx@51hoto.com

##### Hall W4 – W5

Contact Person: Miss Li Miaoqi  
Tel: (86) 10 6556 7205 ext. 809  
Mobile: (86) 187 1000 8315  
Email: lmq@51hoto.com

##### Hall E1 – E3

Contact Person: Mr. Qin Chao  
Tel: (86) 10 6556 7205 ext. 811  
Mobile: (86) 192 2024 1599  
Email: qc@51hoto.com

##### For Shell Scheme Rental service

Contact Person: Miss Zou Xiaohong  
Tel: (86) 10 6556 7205 ext. 808  
Mobile: (86) 137 1811 7656  
Email: zxh@51hoto.com

##### Hall E4-E7、N1-N3 Shenzhen Kastone Exhibition Co., Ltd.

##### For Space Only exhibitor service(E4-E7)

Contact Person: Ms. Hong Jiayu  
Email: hongjiayu@kastone.com.cn  
Mobile: (86) 135 3409 8006  
Tel: (86) 755 8297 0518-8193

##### For Space Only exhibitor service (N1-N3)

Contact Person: Ms. Peng Zijie  
Email: pengzijie@kastone.com.cn  
Mobile: (86) 166 2550 4006  
Tel: (86) 755 8297 0508-8333



**For Shell Scheme service (E4-E7)**

Contact Person: Ms. Pan Yue  
Email: panyue@kastone.com.cn  
Mobile: (86) 166 2551 6009  
Tel: (86)755 8297 0518-8191

**For Booth design submission service**

Contact person: Mr. Feng Huijun  
Email: fenghuijun@kastone.com.cn  
Mobile: (86) 135 0968 3959  
Tel: (86) 755 8297 0518-8192

**For Shell Scheme service (N1-N3)**

Contact Person: Ms.Chen Jiachun  
Email: chenjiachun@kastone.com.cn  
Mobile: 86) 166 2551 3006  
Tel: (86) 755 8297 0518-8018

**For Booth design submission service**

Contact person: Mr. Cheng Dihai  
Email: chengdihai@kastone.com.cn  
Mobile: (86) 185 2306 3539  
Tel: (86) 755 8297 0518-8899

**2. Official Freight Forwarder – Customs / freight / warehousing services**

**Sinotrans beijing fairs&events logistics co.ltd**

**Hall E1-E7**

Contact person: Mr. Yang  
Email: 1733226785@qq.com  
Mobile: (86) 186 1161 6836

**Hall N1- N3**

Contact person: Mr. wang  
Email: 1223016763@qq.com  
Mobile: (86) 138 1702 3199

**Hall W1-W5**

Contact person: Ms. Li  
Email: 1223016763@qq.com  
Mobile: (86) 134 8257 4690

**3. Third-party Design Review Organization – Drawing Review for Space Only**

Single-story stand under 4.5m

**Beijing Zhanhuibao Information Technology Co., LTD.**

Tel: 400-6699628

(The login link and detail will be sent by the Zhanhuibao. )

Single-storey stand ≥4.5m or double-storey stand

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

Tel: 021-28906633 / 6643 / 6635

Email: [hah@hahchina.com](mailto:hah@hahchina.com)

**4. Official travel agent – Accommodation/car rental/tour booking and other services**

**Times International Conference & Exhibition Co.,Ltd.**

Contacts: Ms. Wang Xue / Ms. Liu Chongyan

Tel: 021-64705313

Mobile: 189 3970 1392 / 189 3071 3670

Email: wangxue@sdlm.cn / liuchongyan@sdlm.cn

**5. The Insurer Designated for the exhibition- exhibition liability insurance and other services**

**21st Century Insurance Brokers Ltd. Shanghai Branch**

Tel: (86) 21 5111 3250

Mobile: (86) 138 1887 2429

Email: yzerm2@163.com

Contact Person: Kaelyn

**1.5 ADMISSION**

The organiser will arrange patrol personnel to maintain order in the hall. If there is any violation, the organiser will send a prompt reminder and stop it considering the specific conditions. Please understand and cooperate.



### 1.5.1 EXHIBITORS

- 1) Complimentary badges will be issued to all exhibitors to enter the exhibition hall throughout the build-up, tear-down and show days. For security reasons, exhibitors must always wear their badges whilst they are in the exhibition hall. Exhibitor badges may not be used for contractors or persons not working on the booth. Please refer to FORM 5 and declare the required information for booth-fitting contracting firms.
- 2) Badges can be collected at the Exhibitor Registration Counter, exhibitors of **Hall W1-W5, E1-E4** collect at **No.1 Entrance Hall**, for exhibitors of **Hall E5-E7** should collect at **No.3 Entrance Hall**, for exhibitors of **Hall N1-N3** collect at **No.2 Entrance Hall**, from 0900 a.m. on 21<sup>st</sup> July 2026. (Note: Each booth 4 badges, 20 caps) Exhibitors may only start move-in after receiving the badges.
- 3) People who under 18 years old will not be admitted to the exhibition hall during the time of build-up & tear-down. To ensure the construction order and personnel safety, people under 18 are not allowed to enter from 14:00 on the last show day, those who are already in the exhibition hall must leave before 14:00 on the day. People who over 70 years old will not be admitted to the exhibition hall at the whole exhibition period (build-up & tear-down included). This regulation is enforced for both security and safety reasons.

### 1.5.2 VISITORS

- 1) The Exhibition is open for Trade visitors by invitation to members of the industry, academics, and those with proof of connection to the industry through business card / letter of introduction. A few admission tickets will be made available to Exhibitors for distribution to their personal contacts before the Exhibition. All visitors will be required to complete a Registration Form before being admitted. The organiser reserves the right to issue certificates.
- 2) People who under 18 years old will not be admitted to the exhibition hall during the time of build-up & tear-down. To ensure the construction order and personnel safety, people under 18 are not allowed to enter from 14:00 on the last show day, those who are already in the exhibition hall must leave before 14:00 on the day. People who over 70 years old will not be admitted to the exhibition hall at the whole exhibition period (build-up & tear-down included). This regulation is enforced for both security and safety reasons.

### 1.5.3 CONTRACTORS

Only contractors approved by SNIEC are permitted to carry out construction in the exhibition hall. Contractors will be required to pay commissions or taxes, as appropriate to the Hall, Association or Government. To register your contractor, please fill in **FORM 2** and submit it. For specific procedures of build-up and tear-down please refer to **3.6** in Section 3 of this manual.

Exhibitor badge: for the business people of the booth to enter / exit the exhibition hall during build-up / tear down and show days;

Work Permit: for the contractors to use during build-up / tear down period, not applicable in show days;

**\* From 2020 onwards, all the above certificates require real-name registration .**

## 1.6 PARKING LOT

### 1.6.1 CAR PARKING

SNIEC offers 7 parking lots with total parking spaces for 4,730 vehicles. Customers, Exhibitors, and visitors who drive to the exhibition hall by themselves should park in accordance with the instructions of the on-site security guards and pay the parking outlay. The outlay standard is 10 yuan per hour, 5 yuan for every 30 minutes after the first hour, and the cap is 80 yuan within 8 to 24 hours.

Parking in the SNIEC Parking area is arranged by arrival sequence. If the parking lot of the exhibition hall is full, you can go to the neighboring parking lot.



Parking Lot Name	Address	Charing Standard
Kerry Parkside Parking Lot	No. 1378 Huamu Road, Pudong New Area	¥ 15 / hour
Expo Plaza Parking Lot	No. 1099 Fangdian Road	¥ 8 / hour

**1.6.2 TRUCK PARKING**

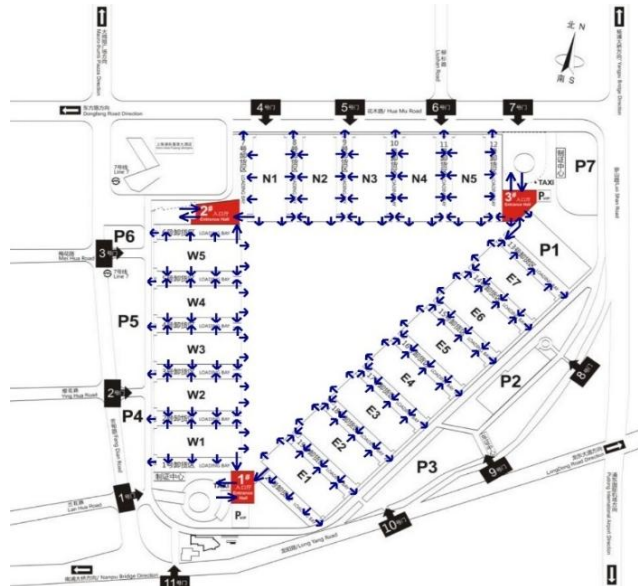
Please refer to 4.4 for truck parking.

**1.7 SECURITY**

We have engaged a security force from SNIIEC who will do their best to ensure the safety of your exhibits , besides the exhibition hall is also equipped with central monitoring. Nevertheless, you still need to take care of their belongings and carry valuables with you. You are suggested to arrange your own insurance to cover all stages of the event and be particularly careful to pack light, portable and attractive exhibits immediately after the close of the Exhibition. Please ensue that your booth is not left unattended until all portable items have been secured. The organiser is not responsible for any lost or damaged exhibits.

**1.7.1 EMERGENCY EXIT**

The emergency exits in the exhibition hall are marked with the blue arrow below. In case of emergency, please evacuate the exhibition hall from the nearby emergency exit in an orderly manner according to the exit arrow of the exhibition hall.



**1.7.2 LOST & FOUND**

For lost and found items, you should check with the security department of the exhibition hall. The exhibition hall and the organiser are not responsible for items not found within the specified time limit.

**1.7.3 SECURITY OF EXHIBITS AND DISPLAYS MOVED OUT OF THE HALL**

On closing night, we strongly recommend that at least one member of your staff should be on your booth at that time to ensure the safety of your displays whilst dismantling is taking place.

On the day of break-down, all Exhibitors must evacuate their exhibits and other items from the venue. If any exhibits or booth materials are left in the venue, they will be regarded as discarded items. The organiser has the right to evacuate the leftover items from the venue, and all cleaning fees happened will be charged to the Exhibitor.



### **1.8 PUBLIC ADDRESS SYSTEM**

The public address system in the exhibition hall is for use by the organiser and the hall authorities for official announcements only. Paging for exhibitors or visitors cannot be carried out.

### **1.9 AIR CONDITION SYSTEM**

The organiser will arrange the air-conditioning in the hall during the show days if need to. It is strictly forbidden for exhibitors to install the air-conditioning system inside the booth. Once found, the organiser reserves the right to cut off the electricity supply immediately.

### **1.10 BUSINESS CENTRE**

Location: At entrance halls

Service: Providing fax, scan, print, copy and other services.

Tel: 021-2890 6222、 021-2890 6388、 021-2892 8289

### **1.11 CATERING**

There are several fast-food outlets ranging from traditional Chinese to western, and from Prandial to fast food selections in the venue. To ensure food safety, outside meals and packed lunches are prohibited. Besides the use of disposable plastic bags is also prohibited for environment protection.



餐饮及便利店类

餐饮及便利店类

餐饮及便利店类

序号	位置	单位名称	供应餐品
1	1号入口大厅	JC咖啡 JC CAFÉ	中\西式快餐 Chinese\Western Fast Food
2		语道面工厂 YuDao Noodle	大型中式快餐 Large Chinese Fast Food
3	W1-B2	全家便利 Family Mart	便利店 Convenient Shop
4	W1-R1	JC小吃吧 JC Snack Bar	中\西式快餐 Chinese\Western Fast Food
5	W2-B4	文旅展示\Manner咖啡 Culture & Tourism Product Display\Manner Coffee	咖啡\面包 Coffee\Bread
6	W2-R1	JC小吃吧 JC Snack Bar	中\西式快餐 Chinese\Western Fast Food
7	W2-W3夹层	绿泉餐饮 Lvquan Catering	茶歇\大型中式快餐 Tea Break\Large Chinese Fast Food
8	3号卸货区	丽华快餐 Lihua Fast Food	中式快餐 Chinese Fast Food
9	W3-B2	全家便利 Family Mart	便利店 Convenient Shop
10	W3-R1	JC小吃吧 JC Snack Bar	中\西式快餐 Chinese\Western Fast Food
11	W4-B1	德之翰 Abendbrot	中\西式快餐\咖啡\酒 Chinese\Western Fast Food\Coffee\Alcohol
12	W4-R1	7ELEVEN便利店 7-ELEVEN	便利店 Convenient Shop
13	5号卸货区	丽华快餐 Lihua Fast Food	中式快餐 Chinese Fast Food
14	W5夹层	麦当劳 Mcdonald's	大型西式快餐 Large Western Fast Food
15	W5-B3	御茶 Yu Cha	休闲饮品 Drink Shop
16	W5-R1	佰诺得寄选 Panold Momonets	中\西式快餐 Chinese\Western Fast Food

序号	位置	单位名称	供应餐品
17	2号入口大厅	新旺茶餐厅 Xinwang	大型中式餐厅 Large Chinese Restaurant
18		德克士 DICOS	西式快餐 Western Fast Food
19	2号入口大厅	贝瑞咖啡 Belray	咖啡\西式快餐 Coffee\Western Fast Food
20		康师傅私房牛肉面 Kangshifu private beef noodle	中式快餐 Chinese Fast Food
21	N1-B1	新冉餐饮 XinRan Catering	中式快餐\商务套餐 Chinese Fast Food\ Business Package
22	N1-R1	喜士多便利 C-Store	便利店 Convenient Shop
23	N1-B2a	赛百味 Subway	西式快餐 Western Fast Food
24	N2-R1	宝莱纳 Paulaner	啤酒\西式快餐 Beer\Western Fast Food
25	N2-B1b	德之翰 Abendbrot	咖啡\西式快餐 Coffee\Western Fast Food
26	N2-B2a/b	绿泉餐饮 Lvquan Catering	中式快餐\商务套餐 Chinese Fast Food\ Business Package
27	N3-B1b	私房小厨 Private Kitchen	中\西式快餐 Chinese\Western Fast Food
28	N3-R1	煮饭仔 Cooking Guy	中式快餐 Chinese Fast Food
29	N3-B2a	名阁餐厅 Milano Restaurant	咖啡\啤酒\茶歇\果汁\西式快餐 Coffee\Beer\Tea break\ Juice\Western Fast Food
30	N3-B2b/c	谷叔食堂 Yeshu Restaurant	中式快餐\品牌面馆 Chinese Fast Food\ Brand Noodle bar
31	N3-N4夹层	老娘舅 Uncle Restaurant	大型中式快餐 Large Chinese Fast Food
32	N4-B1	罗森便利 Lawson	便利店 Convenient Shop
33	N4-R1	麦当劳 Mcdonald's	西式快餐 Western Fast Food
34	N4-B2a	老众兴汤包馆 LaoZhongXing Dumpling house	中式快餐 Chinese Fast Food
35	N4-B2b	汇尊 HuiZun Catering	中式快餐\商务套餐 Chinese Fast Food\ Business Package
36	N5-R1	秦申小馆 Qinshen Restaurant	西安小吃 Xian Snack

序号	位置	单位名称	供应餐品
37	N5-B2	卡德尔大叔 Uncle Kadeer	中式快餐(清真) Chinese Fast Food (Halal)
38	3号入口大厅	博宴荟 Expo Lounge	自助\套餐\酒吧 Buffet/Set meals\lite bar
39	E7-R1	名阁餐厅 Milano Restaurant	咖啡\啤酒\茶歇\果汁\西式快餐 Coffee\Beer\Tea break\ Juice\Western Fast Food
40	E7-B1b	德之翰 Abendbrot	咖啡\西式快餐 Coffee\Western Fast Food
41	E7-B1a	喜士多便利 C-Store	便利店 Convenient Shop
42	E6-R1	恰恰对味 Cha cha's flavor	茶歇\西式快餐\商务套餐 Tea Break\Western Fast Food\Business Package
43	E5-B2	欢乐食客 Huanle Shike	中式快餐 Chinese Fast Food
44	E5-R1	名阁餐厅 Milano Restaurant	咖啡\啤酒\茶歇\果汁\西式快餐 Coffee\Beer\Tea break\ Juice\Western Fast Food
45	E4-B2a	麦当劳 Mcdonald's	西式快餐 Western Fast Food
46	E4-R1	7ELEVEN便利店 7-ELEVEN	便利店 Convenient Shop
47	E4-B1	皮爷咖啡 P coffee	咖啡\啤酒\西式快餐 Coffee\Beer\Western Fast Food
48	E3-E4夹层	汇展中餐厅 Zhong Restaurant	大型中式快餐 Large Chinese Fast Food
49	E3-R1	7ELEVEN便利店 7-ELEVEN	便利店 Convenient Shop
50	E3-B1c	哆哆餐厅 Duoduo Restaurant	中式快餐 Chinese Fast Food
51	E3-B1a/b	全家便利 Family Mart	便利店 Convenient Shop
52	E2-B2	卡德尔大叔 Uncle Kadeer	中式快餐(清真) Chinese Fast Food (Halal)
53	E2-R1	蓝堡餐厅 HB Beer	中\西式快餐 Chinese\Western Fast Food
54	E2-R2	7ELEVEN便利店 7-ELEVEN	便利店 Convenient Shop
55	E1-B4	麦当劳 Mcdonald's	西式快餐 Western Fast Food
56	E1-R1	JC小吃吧 JC Snack Bar	中\西式快餐 Chinese\Western Fast Food

1.12 VISA INVITATION LETTER

For VISA invitation letter related matters, please contact the organiser.



## SECTION 2 INSTRUCTIONS TO EXHIBITORS

All exhibitors and their personnel must observe rules and regulations stated in this exhibitor manual, and those stipulated in the exhibition participation agreement, while working or present in the exhibition hall.

### 2.1 FIRE PRECAUTION

- 1) All exhibitors and their service providers, staff, agents, service personnel, etc. must comply with the fire safety rules and regulations from the exhibition hall and the local fire department.
- 2) For safety reasons, all construction materials used must be flame retardant.
- 3) At any time, including the move-in, show days and tear-down, smoking and the use of naked flame are strictly prohibited in the exhibition hall.
- 4) Keep all electrical facilities and equipment away from flammable materials.
- 5) It is forbidden to carry and use flammable and explosive gases and articles.
- 6) Any person seeing an outbreak of fire, however slight, should first remain calm and then must make immediate use of the fire alarm system and make every endeavor to extinguish the outbreak or to confine it by the use of extinguishers and/or removal of goods in the vicinity. In addition, Exhibitors who because of the nature of their exhibits, are required to have fire extinguishers for safety, must make arrangements at their own cost, for the provision of such equipment. The organiser will assist and advise if required.
- 7) It is forbidden to any behavior which could hinder the normal operation of fire protection system and monitoring facilities, including fire alarm bells, fire hydrants, fire extinguishers and fire escape etc. Access to fire engines, emergency water hydrants, fire service vehicles and emergency evacuation doors, entrances and exits must be always kept clear.
- 8) Exhibitors are responsible to supervise contractors and urged to comply with fire safety and electrical safety provisions.



### 2.2 INSURANCE AND LIABILITY

- 1) The organiser provides the third-party insurance, and the exhibits are not benefited. Considering the liability risk, the organiser recommends that all exhibitors and its contractors should purchase 3rd party public liability insurance to provide safety guarantees for property and personnel injuries suffered in the booths. At the same time, exhibitors are suggested to purchase exhibits transportation insurance and property insurance to protect the exhibits from property and liability risks.
- 2) Any dispute between an exhibitor and its contractors has nothing to do with the organiser; any dispute between an exhibitor and the official contractors has nothing to do with the organiser.
- 3) Exhibitors are responsible for ensuring the safety of booths construction, exhibits and relevant products. The exhibition management party, the official contractors and their senior management personnel / agents /employees are neither liable for any personal damages or damages for properties, nor liable for any compensation on lost material or theft.

### 2.3 MANAGEMENT OF BOOTH OPERATIONS

- 1) It is strictly prohibited to share the booth privately. Once found, the booth reservation will be cancelled forever and the exhibitor will be refused to participate in the exhibition held by the organizer.
- 2) Your booth must be fully staffed and operational throughout the opening hours of the exhibition, including the final day of the event. Exhibits cannot be dismantled or repacked before the show closes. Exhibitors shall not withdraw the exhibition for any reason.
- 3) All activities of the Exhibitor and his staff must be confined to the Booth or site allocated. Exhibitors must not participate in any activity which causes, or is likely to cause, annoyance to visitors or other Exhibitors. No advertising or canvassing for business may take place elsewhere in the Exhibition Hall, nor may staff recruitment be carried out during the Exhibition, other than the search for local agents for the sale of their products.



- 4) No person participating in the Exhibition is to behave or act in a manner which may cause harm, injury or damage to other persons or exhibits, nor to exhibition halls property and fixtures.
- 5) Exhibitors need to take care of their property and articles.

## **2.4 SAFETY OF EXHIBITS DEMONSTRATION**

**An Exhibitor should adhere to the following requirements when intending to demonstrate working machinery or equipment on Booth:**

- 1) Provide the organiser with full details in writing of any working exhibits, involving moving parts, inflammable materials, laser, or other dangers and obtain approval prior to the Exhibition.
- 2) Handling cargo with lifting trucks, flatbed trucks and trolleys to reduce the need for manual operation. In manual operation, attention should be paid to: load size and shape, manual operation posture, lifting distance of heavy objects, nature of manual operation behavior, frequency of manual operation, working environment, personal load capacity and other factors to avoid injury when handling or lifting heavy objects.
- 3) Consider the conditions under which the exhibits will be demonstrated and restrict the demonstration strictly to the actual booth area and keep aisles unobstructed during the entire process. Meanwhile, sufficient space should be reserved for the audience in the booth, and personnel should be arranged to ensure smooth flow to ensure the safety of the audience and the passage.
- 4) No flashing lights are permitted unless they form an integral part of an exhibit.
- 5) Securely install all operating machinery to prevent base slippage and position such machinery so that the operation thereof will not cause intrusion into the gangway or otherwise prove hazardous to visitors.
- 6) "Operational Warning Signs" should be installed around the demonstration equipment, and there should be a certain distance from the audience and staff to ensure onsite safety.
- 7) Make sure stringent control for safety be used during the operation and demonstration. Please take certain protective measures for equipment that may harm the audience or cause fire and other incidents, isolating the exhibits and the audience to make sure devices would not hurt anyone.
- 8) Remember that the use of naked flame is not permitted in the exhibition hall, and the use of industrial gases or naked flame for demonstration purposes will not be permitted within the exhibition hall either. The use of flammable and explosive gases and articles is also prohibited.
- 9) If there is a chance to carry out exhaust gas during equipment operation, Exhibitors should prepare exhaust systems to avoid harm to the people on site.
- 10) Waste oil, waste ink and other waste liquids generated during equipment commissioning and on-site demonstrations may not be poured into the hall trenches. Please take them out of the venue by yourself. For any wastes cannot be taken away, the user should contact a qualified unit for recycling and disposal or entrust a garbage removal company from the venue to provide paid treatment services.
- 11) The exhibits of cutters (such as kitchen knives, fruit knives, craft knives, ceramic knives etc.) must be displayed in closed enclosures with well registered and managed. For security reasons, it is recommended that knife exhibits not be sold onsite. If cutters have been sold, exhibitors must record buyer information. All exhibitors in the tool category are required to sign a safety guarantee commitment before entering the exhibition.
- 12) Live broadcasting behavior shall be organized within the booth and shall not be carried out in the public passageway without permission. In case of any violation, the organizer has the right to confiscate the exhibitor's or visitor's livestream equipment.

## **2.5 RULES OF PROMOTIONAL MATERIALS AND ACTIVITIES**

**Exhibitor should adhere to the following requirements when preparing promotional materials, exhibits presentation and onsite activities:**



- 1) Do not list Taiwan, Hong Kong and Macau as nations; Please note that Taiwan, Hongkong, Macau are regions of the People's Republic of China should not be translated as COUNTRY.
- 2) Name card and any form of your promotional materials should not list R.O.C. This is strictly enforced, and exhibitor will have to bear the liability and consequence should they refuse to adhere to.
- 3) Do not contain any contents that does not conform to the norm of morality on Promotional materials.
- 4) Do not contain any contents which will distort or is offensive to the host nation and other countries on Promotional materials.
- 5) When drawing the map of China, please draw it in accordance with the standard one published currently. For any content related to national maps, border areas, territorial areas, images, and text that appears in product packaging, promotional materials, display models, etc., please use the standard maps and related data approved by the National Bureau of Surveying and Mapping of China, and submit them separately to professional units for review in advance to avoid unnecessary disputes.
- 6) The materials displayed and distributed in the hall must be related to the theme of the exhibition.
- 7) Self-arranged publicity activities can only be carried out within the area of the booth, and the aisles must be kept unobstructed during the whole process. Without the consent of the exhibition management party, brochures and questionnaires are not allowed to be placed outside the booth (such as at the exits/entrances of the exhibition hall).
- 8) If exhibitors use TV curtain walls, TVs or other audio-visual equipment for on-site promotion activities, ensure that sound levels caused no interference with, nor annoyance to other exhibitors or visitors. Speakers and other sound devices should be positioned so as to direct sound into your booth and not the aisles. Where a high level of noise or other objectionable factor is involved, demonstrations may only take place at the times as stipulated by the organiser, who reserve the right to reduce the sound level or switch off audio / visual displays causing problems if the sound level is over 75 decibels within 2 meters of the booth and does not need to return the relevant fees to the exhibitor or make any compensation. The audio-visual equipment installed in the booth is solely the responsibility of the exhibitor, and the behavior of visitors and their employees when operating such equipment must be supervised by the exhibitor.

## 2.6 INTELLECTUAL PROPERTY RIGHTS

- 1) The exhibitors should guarantee that products displayed, or booth designs do not in any way violate or infringe any patent, trademark, copyright and other intellectual property right etc., of any party.
- 2) In the event of an infringement dispute, the organiser reserves the right to request exhibitors to stop displaying the disputed exhibits and related promotional materials. Exhibitors will take the full responsibility for any administrative, judicial, criminal or other action or claims commenced from their infringement without reference to the organiser. exhibitors undertake to indemnify the organiser against any and all costs, claims, demands, losses, indebtedness, accusations, litigation and expenses incurred.
- 3) Without written consent of the organiser, exhibitors, service providers, or suppliers may not use the logo, name and slogan of the exhibition.
- 4) If there is any dispute at the scene, customer service center is for your help.

## 2.7 PRIVACY POLICY

Signing the exhibition participation agreement means that you hereby consent that subject to the relevant data protection laws, the organiser will contact you by phone, fax, email or letter, and may store and use exhibitor data, company and personal information voluntarily submitted by exhibitors or collected by the organiser for the following needs: the organiser internal work needs, including account processing, internal analysis, other exhibition invitations and official contractors communication needs (including but not limited to booth deployment, security assurance, information registration, sanitation cleaning, freight forwarding, catering services and power protection), direct mail



supplier needs, and organiser overseas office related needs, so that we can better assist your overseas business development.

## 2.8 PHOTOGRAPHY

Commercial photographers representing the appropriate Media or individual visitors to the exhibition may wish to photograph your booth or an individual exhibit which you are showing. Please note that you have the right to request any such person not to carry out photography without your specific permission.

A general photograph taken along the length of the aisle would not require specific permission, whilst “head on” photograph or a “close up” of any of your exhibits lies within your jurisdiction. Exhibitors wishing to restrict photography for any reason should place a notice to that effect adjacent to the exhibit and are advised to hire a security guard at their expense to enforce it.

## 2.9 PREVENTION OF EPIDEMIC DISEASES

To provide a safe, healthy and assured exhibition environment, the organiser will take necessary measures to prevent the spread of epidemics in accordance with the prevention and control guidelines of the local health department. To protect your health and the public’s health, we hereby inform you of the specific measures as follows. Please be aware of and strictly abide by the relevant provisions:

- 1) Monitor health status and confirm no disease symptoms have been detected. Please Ensure have no contact with epidemic patients or suspected patients before the exhibition date
- 2) Maintain a safe social distance in the exhibition hall, avoid gathering or crowding, and reduce physical contact.
- 3) Exhibitors need to assign on-site responsible persons to be equipped with disinfection supplies, masks and other materials. Disinfect the booths daily, monitor and record the health of the on-site personnel.
- 4) All exhibitors should stay in hotels with sanitary conditions. Do not go to crowded public places outside the venue during show days. Wear masks, wash hands frequently, maintain social distance, and consciously abide by the epidemic prevention regulations of the venue and local government.
- 5) In case of emergencies, the organiser will manage the exhibition in accordance with the regulations of the local health department.

## 2.10 HALL OWNERSHIP

The organiser shall be responsible for and be entitled to act as the owners of the premises throughout the whole period of the event. Nevertheless, the organiser is subject to the rules and regulations imposed by the hall management, MII, safety & security authorities and the respective government authorities.

## 2.11 FORCE MAJEURE

The exhibition may be postponed, shortened or extended, due to any cause whatsoever beyond the control of the organiser. The organiser shall not be responsible for any loss sustained by exhibitors, directly or indirectly, attributable to the elements of nature, force majeure or orders and directives imposed by any governmental authority. In the event of such circumstances, the money paid by the exhibitors, or any part thereof, is refundable at the sole discretion of the organiser.



## SECTION 3 INSTRUCTIONS ON BOOTH CONSTRUCTION

An exhibitor will not be permitted to commence booth construction or move his exhibits into the hall until with full payment, including the booth rent fees, additional facilities fee, and deposits. In addition, each "Space Only" contractor must bear the construction management fee, construction deposit and other construction related fees collected by the hall. If payment is not made in full, the organiser has the right to refuse any company or person to enter the hall.

### 3.1 DILAPIDATION

The organiser in conjunction with the landlord will inspect the halls before build-up and after breakdown of the exhibition. Exhibitors are responsible for the cost of making good or replacing any damages or dilapidation to the exhibition premises, whether caused by them, their agents, contractors or any person or persons employed or engaged on their behalf by such agents or contractors.

Exhibitors occupying shell scheme booths or upgraded shell scheme booths are also responsible for the cost of making good, restoring, or renewing any damage or dilapidation to their shell scheme structure, floor covering, light fittings, or any part thereof, whether caused by themselves, their agents, contractors or by any person or persons employed or engaged on their behalf by such agents or contractors. The cost of making good any damage will be assessed by the official booth-fitting contractor and charged to the exhibitor concerned.

### 3.2 EXHIBITION HALL SPECIFICATIONS

Hall W1-W5, E1-E7, N1- N3 in Shanghai New International Expo Center (SNIEC)	
<b>Flooring loading:</b>	Concrete floor with hardener, the admissible floor load is 3T/m <sup>2</sup> (excluding the floor duct) At least 50% should be reduced if there are vertical vibrating parts in the operation of the exhibits
<b>Ceiling height:</b>	W1-W4: 11-17m; W5:17-23m; E1-E7/N1- N3: 11-17m
<b>Maximum approved construction height for raw space booth:</b>	Single-storey stand: 5m; double-storey stand: 6m
<b>Freight access:</b>	5 Freight Doors each at South and North at size 5mW x 4mH
<b>Electrical supply:</b>	All in three phases and five wires: 380V/220V, 50HZ
<b>Compressed air:</b>	5HP、 10HP、 15HP, Various outlets at 10mmD, 20mmD & 25mmD
<b>Water supply (for booth) :</b>	4bar, 10m each, inlet 15mmD, outlet 25mmD
<b>Water supply (for machine) :</b>	4bar, 10m each, inlet 20mmD, outlet 25mmD
<b>Exhibition hall hanging:</b>	Statical and light advertisement under 200kg
<b>Lighting:</b>	All halls are equipment with emergency power supply.
<b>Fire protection:</b>	Automatic fire sprinkler system, fire detection& alarm system with riser, hose reel portable fire extinguisher, hydrant

### 3.3 INSTRUCTIONS FOR USE OF EXHIBITION HALL FACILITIES

#### 3.3.1 ELECTRICAL SERVICES

- 1) For safety reasons and for protection of the sophisticated electrical installation system of the Centre, all power main installations from source to outlet (exhibition booths) must only be carried out by the Official Booth-fitting Contractor. Connection of exhibits in booths may be carried out either by the Official Booth-fitting Contractor or by the Exhibitor's



- technician, but connections must be inspected by the Official Booth-fitting Contractor before circuits will be made live. Please refer to **FORM 4** for classification of services.
- 2) Exhibitors must order independent electrical supplies for all exhibits that require power supply for demonstration. Each electrical supply provided is intended for one equipment or machine on display. Multi-point socket outlets may not be fitted. Exhibitors who have ordered additional electrical items are requested to fill in **FORM 4**. Any changes in position of service points on site will be treated as new orders and charged unless the electrician is notified before installation. A separate quotation will be provided on application for any unlisted fittings or installations. Please check that your equipment is able to operate on the electrical specifications stated in Technical Data of EXHIBITION HALL. You may bring with you any transformer, adaptor or regulator. The voltage in China may be unstable, please bring your own current stabilizer.
  - 3) In certain circumstances it may be necessary to locate an electrical Distribution Board (DB) on the wall of an exhibitor's booth. Whenever possible, this will be avoided. However, in some cases it will be unavoidable. All electrical installations (including wires, boxes, etc.) must be fixed installations and should not exceed the scope of the booth.
  - 4) Power supplies to booths will be switched off at source 15 minutes after the exhibition closes each evening, and exhibitors should reset the equipment before such switch-off. The duration of power supply for the exhibition is from 30 minutes before the show opening to 15 minutes after the show closing on each exhibition day. Exhibitors requiring electrical supply at times other than those stated should make prior application to the organiser in writing 2 weeks before the exhibition opening date. Any cost involved must be borne by the exhibitor. It is essential that you submit this information in good time as it may not be possible to meet late orders.
  - 5) The organiser reserves the right to disconnect the electrical supply to any installation, which in the opinion of the electrical engineers, is dangerous or likely to cause annoyance to visitors or other exhibitors.
  - 6) To implement the requirements of fire power management and strengthen on-site fire safety, SNIEC has implemented the use of electrical fire monitoring boxes since 2021. When applying for a lighting power box, an electrical fire monitoring box is mandatory. The secondary electrical box (lighting part) of the booth is replaced by an electrical fire monitoring box, and exhibitors or builders do not need to carry their own secondary electrical box (branch electrical box).

**Note: Please place orders early as electrical plans have to be submitted to the Centre Facility Section for approval.**

### 3.3.2 COMPRESSED AIR

The Official Booth-fitting Contractor will do its best to provide dry compressed air, but you should understand the air supply may not totally "clean" and "dry". If you need dry air, please bring your own filters or other accessories. For safety reasons, it is restricted to bring your own air compressor into the exhibition hall. Please abide by the regulations of the exhibition hall. Rental of compressor must be ordered from the official booth-fitting contractor. Please indicate your requirements on **FORM 4**.

### 3.3.3 INTERNET

SNIEC provides Internet broadband service, please indicate your requirements on **FORM 4** if needed.



### 3.4 SHELL SCHEME BOOTH

#### 3.4.1 STANDARD SHELL SCHEME BOOTH SPECIFICATIONS

Shell Scheme booths will be built from modular extruded Aluminium System to the following specifications for every 9sqm standard shell booth:

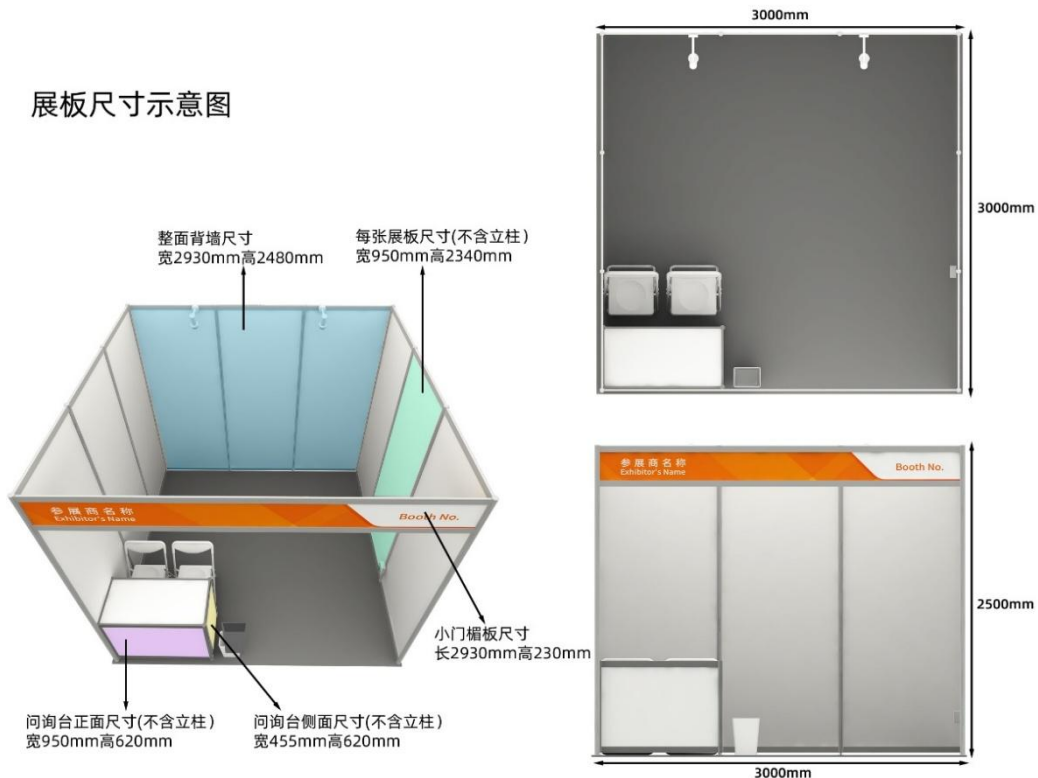
Backwall and side walls; Fascia board with company name (in English and Chinese); Booth number; Floor-to-floor needle-punch carpet; 1 Information Counter; 2 Folding Chair; 2 12W LED Spotlights; 1 220V/5A Power Socket (power consumption limit within 500W); 1 Wastepaper Basket.

### STANDARD SHELL SCHEME STAND(3M X 3M) 标准展位规格



透视图  
PERSPECTIVE VIEW

#### 展板尺寸示意图





Note: The above renderings are for reference only, the actual construction will depend on the specific situation.

#### POWER SUPPLY for SHELL SCHEME

- 1) Power supply for booth lighting is provided for Shell Scheme & Upgrade Shell Scheme Booths within the package.
- 2) Each electrical supply provided is intended for one equipment or machine on display. Multi-point socket outlets may not be fitted.
- 3) Each socket is only for one type of instrument, and multi-point socket outlets may not be fitted. Please indicate your requirements on **FORM 4** if you need any additional electrical service.

#### 3.4.2 FURNITURE ENTITLEMENT for SHELL SCHEME

FURNITURE ENTITLEMENT	9sqm	12sqm	18sqm	21sqm	24sqm	27sqm	36sqm	48sqm
Information Counter	1	1	2	2	2	3	4	4
Folding Chair	2	2	4	4	4	6	8	8
Wastepaper Basket	1	1	2	2	2	3	4	4
12W long-arm spotlight	2	2	4	4	4	6	8	8
220V/5A socket	1	1	2	2	2	3	4	4
Carpet	9sqm	12sqm	18sqm	21sqm	24sqm	27sqm	36sqm	48sqm

A shell scheme booth is equipped with basic furniture. A full range of items is available on hire from the official booth-fitting contractor. Please submit your requirements on **FORM 3**. When the show closes on the final day, please check nothing is left inside drawers or cupboards when the contractor collects rental furniture.

#### 3.4.3 BOOTH DECORATION REGULATION

- 1) No additional booth-fitting or display may be attached to the shell scheme & upgrade shell scheme structure, **including a raised fascia board, large prints and lighting fixtures**. Neither nailing nor drilling will be allowed. **Once found, the organiser has the right to ask the exhibitor to dismantle, and the loss cost caused shall be borne by the exhibitor.** If you require assistance in hanging or displaying your exhibits, please consult the Official Booth-fitting Contractor.
- 2) All shell scheme booth panels are white, no painting or wall-papering on the shell scheme booth panels will be allowed. Exhibitors who wish to have the panels painted must inform the official booth-fitting contractor who will provide a quotation for the requirement.
- 3) No free-standing fitment may exceed a height of 2.5 meters from the floor or extend beyond the boundaries of the site allocated. This includes company names, towers, balloons, and logos provided by the Exhibitor.
- 4) An exhibitor occupying a corner booth will have an additional open side with a fascia, complete with name and booth number, at no additional cost.
- 5) A corporate logo may be attached on specific location inside the booth. The cost of reproduction is borne by the exhibitor (dimensions limit: 200mmL x 20mmH, 1mm thick). Please refer to **FORM 1** and send the company logo to the official booth-fitting contractor for quotation.
- 6) No financial credit will be given by the organiser for any shell scheme package item not utilized.



- 7) It is forbidden to change fascia boards and carpet, as all standard booths are determined by the organiser. Shell Scheme booth exhibitors are not allowed to change the fascia boards, which includes the board structure and fonts, adding additional parts, inserting company promotional posters on the outer edge of the booth, or covering the original fascia board etc.
- 8) Exhibitors of shell scheme or upgraded shell scheme are strictly prohibited from changing their standard booths into "Space Only" booths without authorization.
- 9) Exhibitors are not allowed to change the booth format by dismantling the shell scheme structure or removing any integral part of it without prior written approval from the organiser. Such applications should be submitted to the organiser for approval at least one month before the exhibition.
- 10) When using rented items, please ensure that the items are not damaged when returned.
- 11) Exhibitors should pay a deposit of 500 yuan /booth for the specific construction materials (such as KT board, photo, posters, wooden showcase etc.). After the exhibition, the official contractor will confirm if they have been cleaned up and refund the deposit.

#### 3.4.4 "ONE-CLICK ALARM INTERCOM DEVICES"

Calculation and installation of standard booths will be carried out by the main venue builder based on actual conditions. Exhibitors with standard booths are kindly requested to adhere to the installation requirements and cooperate with us for any necessary rectifications.

#### 3.4.5 SCHELL SCHEME BOOTH CLEANING

The organiser will arrange for the general cleaning of the exhibition premises and shell scheme booths (excluding exhibits and displays) prior to the opening of the Exhibition and daily thereafter. It is the responsibility of all Exhibitors to keep their own booths tidy.

### 3.5 SPACE ONLY BOOTH

#### 3.5.1 DESIGN AND CONSTRUCTION PRINCIPLES AND STANDARDS OF GREEN BOOTH

##### 6R principle

- **Respect**

Respect nature. Protect our environment, protect our place and people. Reduce overuse of resources and energy.

- **Remember (strengthen memory and education)**

Strengthen the publicity of sustainable development. Education of sustainable development and environmental awareness should be associated in exhibition process.

- **Reuse and recycle**

Advocate pollution-free production. Use reusable and recycled materials wherever possible.

- **Reduce (reduce waste and pollutants)**

Reduce the negative impact of booth construction on the environment and health. Use harmless and energy-saving materials. Encourage recycling of construction to reduce the generation of waste and pollution.

- **Renew (renewable and new materials)**

Renewable materials shall be used wherever possible and promote using new materials. Encourage effective biodegradation of exhibition items to achieve recycling in nature.

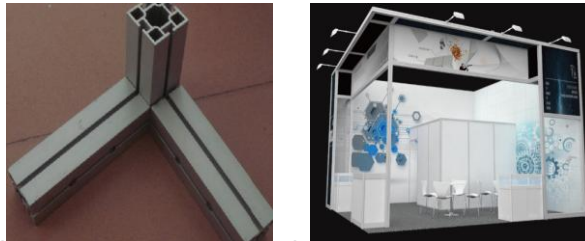
### Design and construction standards



In order to better promote the green booth, we suggest that exhibitors /raw space contractors should take the following measures:

**1) Use simple green booth design, avoid complexity, promote new materials, new products and new technologies, create elegant and fashionable exteriors.**

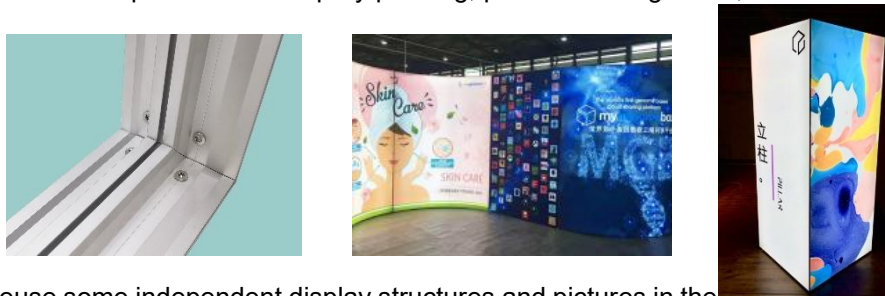
- Use the modular construction of the booth that can be disassembled and assembled to reduce the large-scale abnormally-shaped structure in the booth.



- Abandon the luxurious structure and decoration with complex workmanship, save space as much as possible, and use little manpower to complete the construction of the booth within a short time.
- Replace physical display with high-tech virtual display means, such as digital display, online livestreaming, holographic projection & interactive multimedia technology, virtual water curtain technology, high-tech optoelectronics and other high-tech technologies, so as to create an enriched and colorful booth environment.

**2) Fireproof, renewable, reusable and recyclable materials (meeting fire protection standards) are used to replace traditional materials as picture carrier and structural support.**

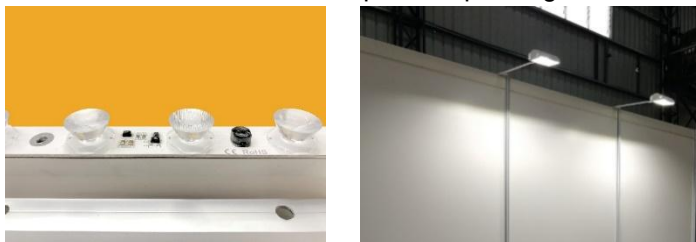
- Abandon the traditional design concept of massive use of wood structure, it is recommended to use reusable and recyclable materials such as aluminum profile + quickly assembled coaming, truss + odorless warp knitted cloth spray painting, profile fabric light box, assembled platform and so on.



- Reuse some independent display structures and pictures in the booth, such as roll-up banner, X display stand, pop-up exhibition stand, quickly assembled shelf, etc.
- Implement the plastic restriction circular, and the booth articles and exhibit packaging can be reused.

**3) Use energy-saving lamps to replace traditional lamps and use electronic channels to publicize products.**

- Use 8W LED lamp instead of 75W incandescent lamp with equal brightness and employ 12W LED lamp instead of 100W incandescent lamp with equal brightness.



- Use electronic channels such as LED, mobile device and QR code to replace on-site posters and publicity materials. When using LED and audio equipment, prevent light pollution and control the volume below 75 dB.

**4) Green and safe construction**

- Large area of dust must be avoided at the construction site, and the dust diffusion should be



controlled inside the booth; grinding, brushing or spraying are strictly prohibited on the construction site, and cutting machines and electric saws are prohibited.



- The booth design, electrical alignment and circuit arrangement should meet the requirements of fire protection, exhibition hall and organizers.

#### 5) Green and healthy construction and display

- Environmental friendly inkjet pigments, coatings without formaldehyde, benzene and other volatile organic compounds, and adhesives meeting environmental protection standards are adopted.
- All kinds of dangerous goods are forbidden to enter the exhibition hall, and the exhibits are forbidden to emit toxic and harmful gases. If the gases emitted by the exhibits causes pollution to the environment and there is no on-site recycling device, the exhibits can only be displayed statically.
- There is no large area of dust on the construction site, and the dust diffusion is controlled inside the booth.

#### 6) Green transportation

- Recommend vehicles to use clean fuels to save energy and reduce emissions.
- Reasonably plan the route and time of trucks entering and exiting the exhibition hall to avoid congestion, empty vehicle service and overloading vehicles.

#### 3.5.2 BOOTH SCHEME OF GO GREEN

To better promote the "Go Green " booth, the organizer recommends the following green booth construction scheme for your reference or choice:

Note:

The quotation below are lease prices. For more configuration or adjustment, please contact the corresponding customer service staff. Additional configuration schemes need to be quoted separately.

The design document should be provided by exhibitors and is excluded in the scheme quotation.



## 18sqm - Green Booth Construction Scheme



L:6m*W3m*H:4m		
<b>Floor</b>	Fire Retardant Carpet	18 m <sup>2</sup>
<b>Main Structure</b>	Maxima 40 System	1
<b>Reception Desk</b>	Aluminum Extrusion	1
<b>Shelf Showcase</b>	Aluminum Extrusion	2
<b>Display Desk</b>	Aluminum Extrusion	2
<b>Meeting Area</b>	1 table 4 Chairs	1
<b>Artwork</b>	HD Painting	1
<b>Spotlight</b>	LED white light	7
<b>Socket</b>	5-hole socket/500W	2
<b>Hall Management Fee</b>	18sqm	1
<b>Lighting Supply</b>	15A/380V	1
<b>Quotation</b>	6% TAX included	¥ 650 /m <sup>2</sup>
<b>Contractor</b>	Beijing Hoto Exhibition Co., Ltd.	
<b>Contact</b>	13718117656	Mr. Zou



L:6m*W3m*H:4m		
<b>Floor</b>	Fire Retardant Carpet	18 m <sup>2</sup>
<b>Main Structure</b>	Maxima 40 System	1
<b>Reception Desk</b>	Aluminum Extrusion	1
<b>Shelf Showcase</b>	Aluminum Extrusion	3
<b>Display Desk</b>	Aluminum Extrusion	1
<b>Meeting Area</b>	1 table 4 Chairs	1
<b>Artwork</b>	HD Painting	1
<b>Spotlight</b>	LED white light	6
<b>Socket</b>	5-hole socket/500W	1
<b>Hall Management Fee</b>	18sqm	1
<b>Lighting Supply</b>	15A/380V	1
<b>Quotation</b>	6% TAX included	¥ 650 /m <sup>2</sup>
<b>Contractor</b>	Shenzhen Kastone Exhibition Co., Ltd.	
<b>Contact</b>	13798439171	Ms. Li



## 24sqm - Green Booth Construction Scheme



L:6m*W4m*H:4m		
Floor	Fire Retardant Carpet	24 m <sup>2</sup>
Main Structure	Maxima 40 System	1
Reception Desk	Aluminum Extrusion	1
Store Room	L:2m*W:1m	2 m <sup>2</sup>
Display Desk	Aluminum Extrusion	1
Meeting Area	1 table 4 Chairs	1
Artwork	HD Painting	1
Spotlight	LED white light	6
Socket	5-hole socket/500W	2
Hall Management Fee	24sqm	1
Lighting Supply	15A/380V	1
Quotation	6% TAX included	¥ 650 /m <sup>2</sup>
Contractor	Beijing Hoto Exhibition Co., Ltd.	
Contact	13718117656	Mr. Zou



L:6m*W4m*H:4m		
Floor	Fire Retardant Carpet	24 m <sup>2</sup>
Main Structure	Maxima 40 System	1
Reception Desk	Aluminum Extrusion	1
Shelf Showcase	Aluminum Extrusion	3
Display Desk	Aluminum Extrusion	3
Meeting Area	1 table 4 Chairs	2
Artwork	HD Painting	1
Spotlight	LED white light	6
Socket	5-hole socket/500W	1
Hall Management Fee	24sqm	1
Lighting Supply	15A/380V	1
Quotation	6% TAX included	¥ 650 /m <sup>2</sup>
Contractor	Shenzhen Kastone Exhibition Co., Ltd.	
Contact	13798439171	Ms. Li



## 36sqm - Green Booth Construction Scheme



L:6m*W6m*H:4m		
Floor	Fire Retardant Carpet	36 m <sup>2</sup>
Main Structure	Maxima 40 System	1
Reception Desk	Aluminum Extrusion	1
Shelf Showcase	Aluminum Extrusion	4
Store Room	L:2m*W1m	2 m <sup>2</sup>
Meeting Area	1 table 4 Chairs	2
Artwork	HD Painting	1
Spotlight	LED white light	16
Socket	5-hole socket/500W	4
Hall Management Fee	36sqm	1
Lighting Supply	15A/380V	1
Quotation	6% TAX included	¥ 600/m <sup>2</sup>
Contractor	Beijing Hoto Exhibition Co., Ltd.	
Contact	13718117656	Mr. Zou



L:6m*W6m*H:4m		
Floor	Fire Retardant Carpet	36 m <sup>2</sup>
Main Structure	Maxima 40 System	1
Reception Desk	Aluminum Extrusion	1
Shelf Showcase	Aluminum Extrusion	3
Showcase	Aluminum Extrusion	1
Meeting Area	1 table 4 Chairs	2
Artwork	HD Painting	1
Spotlight	LED white light	10
Socket	5-hole socket/500W	1
Hall Management Fee	36sqm	1
Lighting Supply	15A/380V	1
Quotation	6% TAX included	¥ 600/m <sup>2</sup>
Contractor	Shenzhen Kastone Exhibition Co., Ltd.	
Contact	13798439171	Ms. Li



## 54sqm - Green Booth Construction Scheme



L:9m*W6m*H:4m		
Floor	Fire Retardant Carpet	54 m <sup>2</sup>
Main Structure	Maxima 40 System	1
Reception Desk	Aluminum Extrusion	1
Shelf Showcase	Aluminum Extrusion	1
Reception Desk	Aluminum Extrusion	5
Store Room	L:2m*W1m	2 m <sup>2</sup>
Meeting Area	1 table 4 Chairs	2
Artwork	HD Painting	1
Spotlight	LED white light	8
Socket	5-hole socket/500W	6
Hall Management Fee	54sqm	1
Lighting Supply	15A/380V	1
Quotation	6% TAX included	¥ 600/m <sup>2</sup>
Contractor	Beijing Hoto Exhibition Co., Ltd.	
Contact	13718117656	Mr. Zou



L:9m*W6m*H:4m		
Floor	Fire Retardant Carpet	54 m <sup>2</sup>
Main Structure	Maxima 40 System	1
Reception Desk	Aluminum Extrusion	1
Shelf Showcase	Aluminum Extrusion	3
Showcase	Aluminum Extrusion	2
Meeting Area	1 table 4 Chairs	2
Artwork	HD Painting	1
Spotlight	LED white light	11
Socket	5-hole socket/500W	1
Hall Management Fee	54sqm	1
Lighting Supply	15A/380V	1
Quotation	6% TAX included	¥ 600/m <sup>2</sup>
Contractor	Shenzhen Kastone Exhibition Co., Ltd.	
Contact	13798439171	Ms. Li



### 3.5.3 BOOTH-FITTING REGULATIONS

<p>Facilities Service</p>	<ol style="list-style-type: none"> <li>1. The Official Booth-fitting Contractor is responsible for all the shell scheme booth construction matters, including the electricity, water and gas supply for the entire exhibition, and may also provide space only design services. If an Exhibitor or National Group employs another such contractor, they are personally responsible for negotiating the rates of commission and paying the taxes levied by the HALL MANAGEMENT. Please submit their details to the Official Booth-fitting Contractor on <b>FORM 2</b> on or <b>before 22<sup>nd</sup> June 2026</b>.</li> <li>2. Power for "Space-Only" booths must be ordered to include booth lighting. All Exhibitors must order electrical supply for exhibits. For safety and insurance reasons, <b>ONLY THE OFFICIAL BOOTH-FITTING CONTRACTOR</b> can carry out electrical wiring, connections and charged at the price listed. Submission of the booth layout plan, design with clear dimensions, and the electrical installation design drafts to the Official Booth-fitting Contractor for approval should be <b>NO LATER THAN 22<sup>nd</sup> June 2026</b> together with <b>FORM 4</b>. The power supply at the hall is 220 volts single-phase 50 Hz or 380 volts three-phase 50 Hz, and a fluctuation of approximately <math>\pm 20\%</math> is possible.</li> </ol>
<p>Fire Safety</p>	<ol style="list-style-type: none"> <li>1. All carpet must be B1 level flame retardant, and the flame-retardant report should be taken along as the venue security would inspect each before entering the hall. Those who fail to bring the standard -compliant report will not be allowed to enter the hall. Painting on the floor is also not allowed.</li> <li>2. All construction materials (including display racks, boards, panels, specially decorated booth and performance stages) must be non-combustible or flame retardant, and the flame-retardant inspection reports must be provided and stamped with the official seal of the exhibitor or constructor. It is necessary to provide material samples and product inspection reports at the time of construction declaration to prove its combustion performance reaches the level. Combustible materials can only be used after going through fire prevention treatment to reach the requisite level of flame retardation. The use of flammable foam board, elastic cloth, or wood-based paneling, without pre-treatment to prevent fire, is forbidden, so as the use of petro-chemical plastic sheets for booth construction and decoration. Sprinklers should be installed in booths, suspended from the ceiling.</li> <li>3. It is forbidden to install electrical equipment such as lamps and lanterns on flammable objects that have not been fireproofed or isolated.</li> <li>4. No Flashing / Blinking lights/floodlights or Neon-signs will be permitted.</li> <li>5. Electric boxes and wires shall not be placed in enclosed spaces such as storage rooms.</li> <li>6. The fire-fighting equipment and facilities shall not be covered, occupied or blocked in the hall.</li> <li>7. Each 50 square meters must be equipped with one set of fire extinguishers (two 4kg ABC type dry powder fire extinguishers);</li> </ol>
<p>Operation Reminder</p>	<ol style="list-style-type: none"> <li>1. In consideration of halls and health measures, all works in the Exhibition, should be confined to installation and minor alteration works only. Fabrication works like painting, sawing, welding or spraying etc. should not be carried out inside the exhibition hall. Severe penalties will be imposed on anyone who infringes this regulation.</li> <li>2. It is prohibited to use paint on site or paint on a large area. "Patching" paint in the small area may be applied to the structure during the installation period, and necessary safety precautions must be taken. These measures include: (1) Paint work is carried out in a ventilated area. (2) Use non-toxic paint. (3) All floor coverings within the exhibition hall are lined with dry paper or plastic film.</li> </ol>



- (4) Paint work should not carry out at the vertical structure of the exhibition center (namely the wall). (5) Do not wash paint in or around the exhibition hall. (6) When construction is finished, the paint bucket must be taken away from the exhibition hall. The contractor shall be responsible for any damage caused to the exhibition Centre by the paint work and shall bear the repairing cost of the damaged and contaminated parts.
3. Exhibitors and contractors are responsible for preparing appropriate personal protective equipment for work activities. Such items include masks, safety boots, gloves, reflective vest and eye protections etc.
  4. During high operations, the construction personnel are strictly prohibited from manually lifting the heavy structure of the booth, and should use safe lifting equipment and climbing tools, designating special personnel to command, care and set up warning areas.
  5. During high operations, construction personnel must be equipped with safety protection tools, including but not limited to protective ropes, safety fences, etc., and assign special personnel to assist or supervise, in order to avoid personnel or items accidentally falling. In addition, it is strictly forbidden to throw tools or objects when passing them, and should be passed by hand, bagging or hanging rope.
  6. When operating on the edge of high altitude (including double-storey stands), construction personnel should install guardrail and tie safety ropes or wear anti-fall equipment at the edge of the upper area.
  7. When working above 2 meters, scaffold or elevated working platform should be used instead of ladders. To ensure scaffolds / platforms are securely constructed, which can be reinforced by outboard supports. The height of scaffolds / platforms and the aspect ratio of outboard supports should be kept within 3.5. At the same time, scaffolding / work platform should be equipped with guardrail and bottom fence to prevent from falling off. The crew must wear safety belts/ropes that are fastened to the suspension points of the scaffolding/work platform. Scaffolding / work platform is not allowed to move during work, mobile scaffolding / work platform must be locked wheels. All personnel who do not conform to height operation shall be prohibited from working at height. It is forbidden to work after drinking. Operators working at night must wear reflective clothing.
  8. Installation of electric lines and appliances must only be performed by qualified electricians with valid electrical engineering / operation certificates. If installation needed during the exhibition, permission from the venue should be granted. All operations must conform to national electrical codes. Should any problems arise, the contractor shall bear all liabilities for all consequences thereof.
  9. Working with naked flames and/or electric welding equipment is forbidden within the exhibition hall. No paint spraying or other forms of paint application are permitted in the exhibition hall. All hazardous electrical, mechanical and chemical products are banned from the exhibition hall.
  10. On-site operations must comply with the g-Guide safety manual issued by the organiser.
  11. No fitting or display may be attached, nailed, screwed or drilled onto any other part of the building. In case of damages, exhibitor / contractor concerned will be charged for the damage done.
  12. Exhibitors are reminded that it is the responsibility of their appointed booth-fitting contractor to carry out daily cleaning and an initial rough clean, before handing over to the exhibitor. Any leftover construction materials (including bubble wrap, carpet, paint bucket, etc.) will be the responsibility of the exhibitor's appointed booth-fitting contractor.

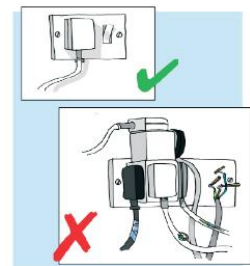


13. Contractors are advised to choose reusable designs and use recyclable materials when printing. General waste generated by the exhibition (including but not limited to: carpet, KT board, foam plastic paper, etc.) should be taken away from exhibition hall when the exhibition is ended. The cost of cleaning up the rubbish left behind will be deducted from the deposit.



Water,  
Electricity and  
Gas  
Requirements

1. All electric lines should be well balanced and laid overhead. The load equipment along the electric lines should have effective grounding devices.
2. All electric wires should be sheathed and use dedicated connectors. Flexible cords can only be used as fixture wire.
3. Branch switches must be installed along electric lines and cable gland plates are to be equipped through the aisle for safety protection.
4. Surface-mounted iodine tungsten lamps, halogen lamps and neon lamps may not be used in the exhibition hall. Electrical equipment that produces heat, as well as high temperature and high-pressure lamps, can be used only after application to, and approval by, the exhibition organisers. No flammable or combustible objects shall be place within 1m of high temperature lamps.
5. Lighting fixtures should be kept 0.5m or more away from flammable objects. Ballasts for fluorescent lamps, high-pressure mercury lamps and other lighting fixtures must not be installed on in the 1m range of flammable or combustible objects.
6. No electrical installation and fitting may be suspended from the ceiling of the Exhibition Hall or fixed to any part of the building structure.
7. The distribution boxes may not be placed in aisles, passages and conspicuous parts of the stand. The electrical lines laid in hidden places should be protected by metal pipes or flame-retardant PVC pipes.
8. Closed light boxes should be fitted with vents to facilitate heat dissipation.
9. Construction work must give due allowance for electrical and telephone wiring to be done. Similarly, these wires, if laid, must not be removed, cut or diverted without the permission of the organiser, and if covered or pressed by the construction materials, the local contractor shall be responsible for it
10. It is forbidden to connect water and gas equipment directly to the pipeline of the exhibition hall. Valves must be installed before water or gas connections.
11. Exhibitors who wish to cover a portion of their booth for video presentation must submit duplicate drawings to the Official Booth-fitting Contractor for approval.



1. **Maximum height of single-storey stand is 5m, and maximum height of double-storey stand is 6m.**



Structure  
Requirements

2. Exhibitors must obtain approval from the organiser if they plan to design multi-level booths. As per the new regulations set by the exhibition venue operator, all exhibitors with custom-designed booths need to submit their booth designs and related materials to a third-party organization recognized by the venue operator for review and pay the corresponding review fee. Before submitting their designs to the third-party organization, exhibitors with custom-designed booths must first contact the designated official contractor of the exhibition for review.
3. Design drawings and related materials of **single-storey booth height below 4.5 meters (excluding 4.5 meters)**, shall be submitted to the official contractor for review first. Once approved and payment is finished, the documents need to be reviewed by the third-party organization - Beijing Zhanhui Bao Information Technology Co., LTD.  
**Exhibitors intending to design single-level custom booths with a height of 4.5 meters to 6 meters, or those constructing double-level booths**, should submit the booth design documents to official contractor for approval and payment, and then contact the third-party organization -HAH Consulting & Exhibition Co., Ltd. Shanghai (021-28906633, hah@hahchina.com) for design approval.
4. A back wall (with anti-combustibility coating painted) must be provided for a "Space Only" booth, except in the case of an island booth. The maximum height of the back wall is limited height (depending on booth location). An exhibitor may not use the enclosure of its adjacent booth, including the wall of the standard booth. If any structure or back wall of the booth is higher than that of the adjacent booth, the exhibitor must decorate the higher structure or panels to the level acceptable to the organiser (minimum requirement: PVC white cloth), but may not display its company name or logo or product name or related information.  
**"Space Only" booths' interior structures exposed to the aisle must be decorated properly.**
5. No part of any structure may extend beyond the boundaries of the site allocated. This includes decoration, exhibits, exhibitor's name, logo or light fittings.
6. The single-span of the wooden structure is limited to 4 meters of the steel structure or the steel-wood mixed structure (including the inner steel square tube or the iron frame) is limited to 6 meters of the formed steel grid can, depending on its section, be relaxed appropriately to the extent of no more than 8 meters (except for the professional stage construction grid). Any booth exceeds the above standards, a seamless steel support column with a base should be used, and the diameter of the support column should be no less than 100mm, the top should be flanged, the bottom should be reinforced with chassis, furthermore, the structural stability calculations report should be carried which is subject to check by the venue staffs. For a transverse bearing structure, cross supports should be adopted according to the support requirements. Any support point in the booth structure must be support properly. Ensure that the load bearing requirements are met when fastening screws.
7. The thickness of the structure should be no less than 120 mm, and it is recommended to reinforce steel structure with chassis for stability and safety; the truss structure of the booth should be no less than 0.2m\*0.2m, and must contain counterweight reinforcement.
8. All the booths cannot have a closed ceiling. The ceiling area of the booth shall not exceed 30% of the area of the booth, and the ceiling area of the room shall not exceed 30% of the total area of the room. When the booth has two floors, the Exhibitor or contractor must entrust a unit with fire-fighting construction qualification to install a wireless smoke alarm with temporary sprinklers linked with the fire control of the exhibition centre according to the fire protection requirements.
9. If you need to use the ceiling of the exhibition hall for any structural support, or to hang banner decoration, please apply to the organiser.



### 3.5.4 BOOTH DESIGN SUBMISSION

- 1) Submission of space only booths' layout plan, design with clear dimensions and other information (refer to the 2) below) , to the Official Booth-fitting Contractor approval, **NO LATER THAN 22<sup>nd</sup> June 2026**.
- 2) The following information must be submitted for space only stands: (all drawings must indicate the specifications and dimensions of all structural materials)
  - Booth information stating booth number, exhibitor name/contractor name, contact detail
  - Contractor's business license, the copy of corporate and responsible personnel ID card, copy of electrician license;
  - Form 2 Application for Raw Space/Special Design Stand
  - Form 5 Letter of Commitment for Construction Safety
  - Copy of construction materials flame-retardant proof (above B1) with official seal
  - Liability Insurance Policy
  - Booth management punishment regulations
  - Booth design drawing, including rendering / floor plan / elevation plan/ structural drawing / materials plan / dimensional drawing / wiring diagram / equipment location plan
  - Screenshot of order detail for ONE-CLICK ALARM INTERCOM DEVICES
  - Materials issued by the Official Booth-fitting Contractor.
  - Some exhibitors may wish to erect double-storey stands for their presentation, their booths' drawings need to be approved by the relevant professional construction institutions and stamped by official booth-fitting contractor.
- 3) Please refer to 3.5.3 and the requirements from the official booth-fitting contractor for the drawing approval standards.
- 4) The organiser and the Official Booth-fitting Contractor have the right to refuse to issue design, or request to make amendments. If booth designs have not been submitted or as designs could not meet the relevant safety requirements for potential safety hazards are found during the actual construction, rectifications are required on the site, all responsibilities and costs are borne by the Exhibitor. The contractor shall construct according to the approved drawings, and any changes shall be approved by the organiser and the Official Booth-fitting Contractor in writing.

### 3.5.5 REVIEW REQUIREMENT OF THE THIRD-PARTY

To strengthen the safety production work of the exhibition, fully implement the exhibition safety supervision requirements of relevant departments, fundamentally eliminate the hidden dangers of safety accidents, and ensure the life safety of exhibition participants, the special design booth of this exhibition built with a height below 4.5 meters (excluding 4.5 meters), will be reviewed by Beijing Zhanhuibao Information Technology Co., LTD; the special booth is built at a height of 4.5 meters (including 4.5 meters) and less than 6 meters (including 6 meters) or double-level booth, which will be reviewed by HAH Consulting & Exhibition Co., Ltd Shanghai.

Charging as below:



**Single-storey stand < 4.5m**

Contact	Charging Standard
<b>Beijing Zhanhuibao Information Technology Co., LTD.</b> Tel: 400-6699628 The login link and detail will be sent by the Zhanhuibao.	RMB 9.5 /sqm (Including drawing review, safety supervision, and booth insurance)

**6m ≥ Single-storey stand ≥ 4.5m or double-storey stand**

Contact	Charging Standard
<b>HAH Consulting &amp; Exhibition Co., Ltd Shanghai</b> Tel: 021-28906633 / 6643 / 6635 Email: <a href="mailto:hah@hahchina.com">hah@hahchina.com</a>	<b>One Storey Stand</b> 1 <sup>st</sup> check cost: RMB 25/sqm Re check cost: RMB 18/sqm Calculation standard: the booth area <b>Double Storey Stand(upstairs area ≥ ¼ ground floor)</b> 1 <sup>st</sup> check cost: RMB 50/sqm Re check cost: RMB 25/sqm Calculation standard: The upstairs area + The ground floor constructed

### 3.5.6 ONE-CLICK ALARM INTERCOM DEVICES

To effectively manage on-site safety during large-scale events, we are committed to implementing a comprehensive "safety-first, prevention-as-priority" policy. This ensures the safety of exhibitors and exhibits, minimizes the risk of disputes and emergencies, and establishes a clear and legally sound framework to mitigate safety hazards. As per the latest directives from the local public security department, this exhibition will adhere to facilitate the rental and installation of one-click alarm visual intercom systems for booths. This initiative aims to ensure the seamless execution of the exhibition.

1. **Following discussions, Shanghai Jisheng Information Technology Co., Ltd. will be tasked with the following responsibilities regarding this exhibition:**
  - Communication, distribution, verification, charging, and invoicing for the one-click alarm visual system for custom-designed booths.
2. **Each custom-designed booth builder must cooperate to complete the following tasks:**
  - 1) Communicate with the exhibitor on the custom-designed booth installation.
  - 2) Pickup, install (as required), rectify (if necessary), and pay for the one-click alarm visual system of the custom-designed booth.
3. **Beijing Hoto Exhibition Co., Ltd., Shenzhen Kastone Exhibition Co., Ltd., as the main venue builder, will be responsible for the following matters:**
  - 3) Communication, pickup, installation, and rectification (if necessary) of the one-click alarm visual system for standard booths.
  - 4) Compliance supervision and clarification regarding temporary monitors and one-click alarm visual system for custom-designed booths.
4. **Each standard booth exhibitor must cooperate to complete the following tasks:**
  - 5) Cooperate with the main venue builder to complete the installation and rectification (if necessary) of the one-click alarm visual system for standard booths.

5. **Contact List**

Shanghai Jisheng Information Technology Co., Ltd.  
 Contact person: Customer Services  
 Tel: 15000663737(Wechat) / 021-5076 1829



## 6. Configuration Plan of One-click Alarm Visual Intercom System for Exhibition Booths

### I. Installation requirements and guidelines:

- a, 1-200 square meters of special booths need to be equipped with a set of one-button alarm video intercom device.
- b, 201-400 square meters of special booths need to be equipped with two sets of one-button alarm video intercom devices.
- c. By analogy, for every 200 square meters increase in the area of the special booth (less than 200 square meters, calculated by 200 square meters), it is necessary to add a set of one-button alarm visual intercom device. The installation and rectification of the one-click alarm visual system of the special booth shall be independently installed by the workers of the builder according to the configuration plan during the construction period. The builder shall contact the contractor appointed by the conference to rent the system, and shall be supervised and managed by the official contractors on site.

### II. Activation time: Exhibition period of 3 days

### III. Equipment rental expenses:

- 1) One-click alarm visual intercom system: rental expenses RMB 300 per set during the exhibition period, with a deposit of RMB 300 per set during the exhibition period.
- 2) The above rental expenses are tax-inclusive and encompass equipment and accessory rental fees, network debugging fees, network traffic fees, on-site equipment binding service costs, on-site equipment distribution and collection service costs, on-site inspection service costs, surveillance retrieval service costs, and all other associated expenses.

### IV. Distribution and installation plan:

#### 1. Procedure for obtaining one-click alarm visual intercom system:

- 1) Scan the QR code Via Wechat below to access the exhibition equipment rental mini program.



Scanning the QR code will provide access to the exhibition equipment rental mini-program

- 2) After entering the WeChat mini-program, select the [Exhibition] you are participating in, choose the [Manual Alarm] option in the navigation bar. Find the [Booth Number] requiring equipment rental, select it, and click the [Confirm] button (multiple selections are supported). Afterward, add it to the [Shopping Cart] and submit the order on the [Shopping Cart Interface];
- 3) Once you have verified the purchase quantity, click on [Confirm Order], fill in the contact person's name and phone number, then select your preferred payment method. Both [WeChat Pay] and [Bank Transfer] are supported. If you choose [WeChat Pay], the [Payment Is Successful] interface will pop up upon successful payment. If you choose [Bank Transfer], you need to upload the transfer voucher to the rental system for review. Upon successful review, the order status will be updated to "Paid".
- 4) During the booth construction period, the applicant/lessee is required to visit the equipment service point within the venue, showing the QR code in paid order details, to pick up the equipment and submit a request to Jisheng's staff for on-site equipment binding.
- 5) After receiving the equipment (including chargers and charging cables), the construction personnel of the builder will install it in place according to the configuration and requirements, connect the power supply, and turn on the equipment.

#### 2. Installation plan for one-click alarm visual intercom system:

- The installation height for the one-click alarm visual intercom system is between 1.2 meter and 1.5 meters.



- The area surrounding the equipment must be unobstructed, and the installation position should be installed in a prominent location of the booth, at entrances/exits, or areas with high foot traffic..
- No power supply is required.



### 3. On-site rectification items:

- Jisheng's staff will inspect the installation results, and any issues found will be reported to the equipment applicant/lessee through the mini-program. Notifications regarding the issues will be sent to the applicant/lessee via SMS. Specific details can be viewed through the mini-program, under [My] - [Booth Issues].
- Applicants/lessees must promptly inform the construction personnel of the builder to address the issues according to the requirements. After rectification, in the mini-program under [My] - [Booth Issues] - [View Details] - [Feedback in Progress], provide feedback with photos and details of the rectification. Jisheng's staff will verify the feedback, and if the issue persists, they will notify the equipment applicant/lessee again until the problem is resolved.

### V. Equipment Return, Deposit Refund:

- **On the day of dismantling the exhibition, the applicant/lessee is responsible for removing the equipment and returning it to the equipment service point within the venue. When returning the equipment, please present the order details to Jisheng's staff at the equipment return location. Once the staff confirms the return of the equipment, the deposit will be refunded. Refunds can be found in My Order - Refunded.**
- **For any lost or damaged equipment and parts, Jisheng's staff will deduct the deposit for the lost or damaged parts directly upon the applicant/lessee's signature confirmation.**

The standards for deducting deposit fees are as follows:

Price list of parts for one-click alarm visual intercom system					
	Attribute			Unit price	Remarks
	Product name	Category	Unit	(yuan)	
1	Rear built-in handle	Accessory	Pcs	15.00	
2	Shell	Accessory	Pcs	25.00	
3	Built-in motherboard chip	Accessory	Pcs	60.00	
4	Intercom video lenses	Accessory	Pcs	200.00	
5	One-click alarm visual intercom device	Equipment	Set	300.00	



VI. Invoicing:

**In the rental mini-program, go to [My] - [Billing Information] to complete the billing details. When submitting an order and requesting an invoice, select the pre-filled billing information. Upon review of the billing information, the electronic invoice will be sent to the provided email address.**

### 3.5.7 SPACE ONLY BOOTH CLEANING

The organiser will arrange for the general cleaning of the exhibition premises and Shell Scheme booths (excluding exhibits and displays) prior to the opening of the Exhibition and daily thereafter. It is the responsibility of all exhibitors to keep their own booths tidy. "Space Only" contractors are expected to carry out daily cleaning and an initial rough, clean of the booths they constructed and remove all construction debris.

"Space Only" contractor shall pay the construction deposit before move-in. After the exhibition is closed, if the waste of the booth is cleaned up and there is no damage to the exhibition hall installation, the deposit will be refunded in full. Exhibitors who, because of working exhibits, are likely to have substantial quantities of waste materials for removal, either during or at the end of each day, must inform the organiser in advance so that necessary arrangements may be made, for which a charge will be imposed.

## 3.6 MOVE-IN / MOVE-OUT PROCEDURE

### 3.6.1 MOVE-IN PROCEDURE

#### 1. Procedures for freight vehicle to enter the exhibition hall

- 1) During the build-up and tear-down periods, all freight vehicles are required to have "Vehicle Permit for Loading Bay", which are registered, reviewed, produced, issued and managed by venue in a unified manner.
- 2) According to the requirements of the regulations of SNIEC, a "Waiting Permit" is required for any freight vehicle that need to enter the exhibition hall. The freight vehicle must enter the surrounding area of the venue with showing the "Waiting Permit" processed online in advance. And then is admitted in the loading bay with the "Vehicle Permit to Loading Bay".
- 3) To apply for the "Waiting Permit" and "Vehicle Permit to Loading Bay" , please refer to 4.4 in Section 4 of this manual for specific handling process and cost description.

#### 2. Procedures for "Space Only" contractors to enter the exhibition hall

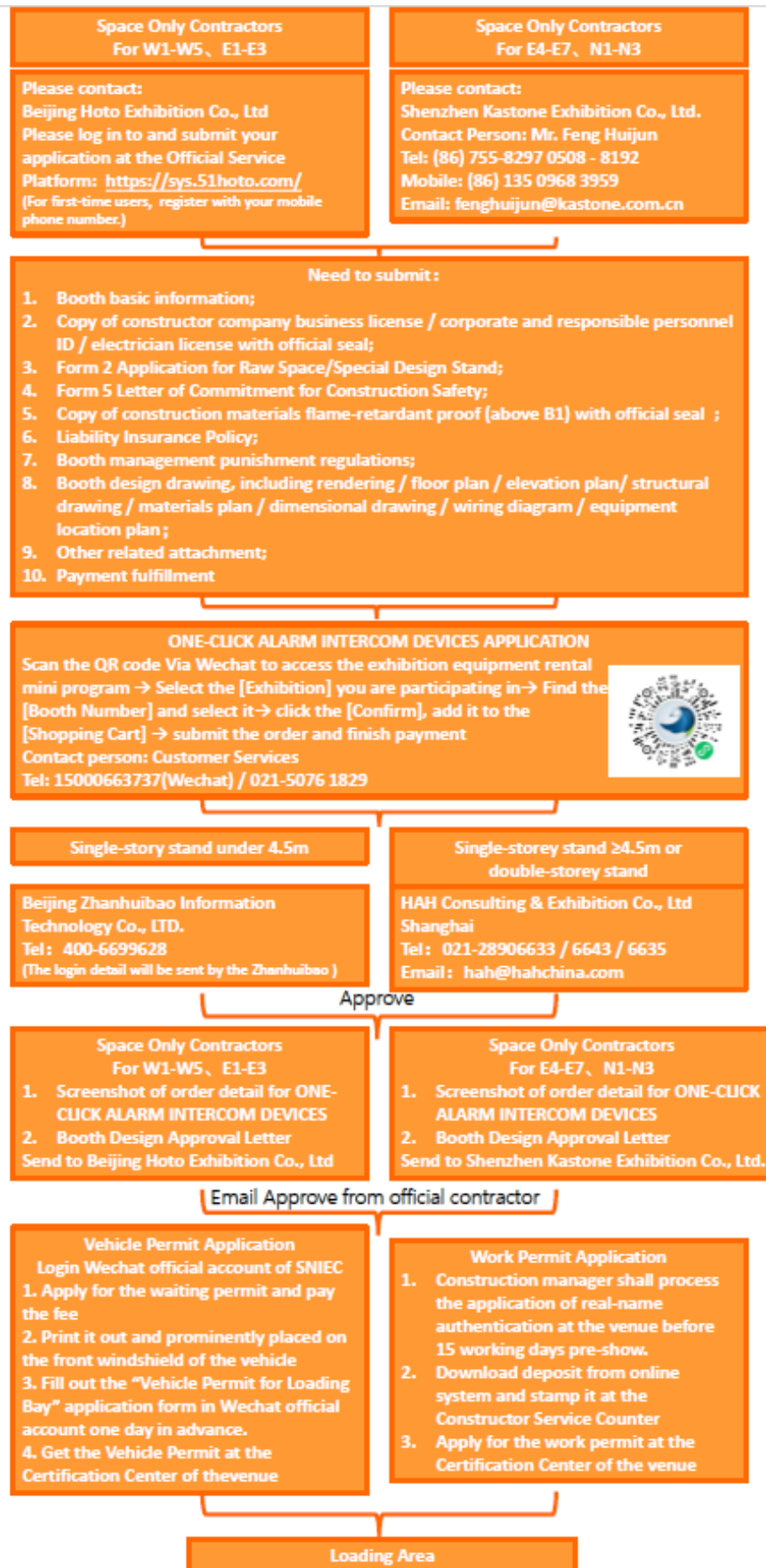
For the safety management in SNIEC and unloading area, all setup and dismantling staff must apply for gate pass for move-in and move-out period. The pass will be uniformly registered, reviewed, produced and managed by SNIEC. The construction directors of all builders and transportation companies must go through real-name certification formalities prior to the exhibition setup. After successful real name authentication review by the Exhibition Center, the construction director can apply for gate pass. For the specific application process of the gate pass and costs description, please refer to the chart of [applying for gate pass](#).

Special note:

It is prohibited to recruit or use men under 18 years old, over 60 years old, and women over 50 years old to work on construction operations or special type operations on-site; Men over the age of 55 and women over the age of 45 are prohibited from entering the construction site to engage in high altitude, high temperature, particularly heavy physical labor or other special work that affects physical health, high risk.



### 3. Flow Chart of "Space Only" Contractor Entry Procedures



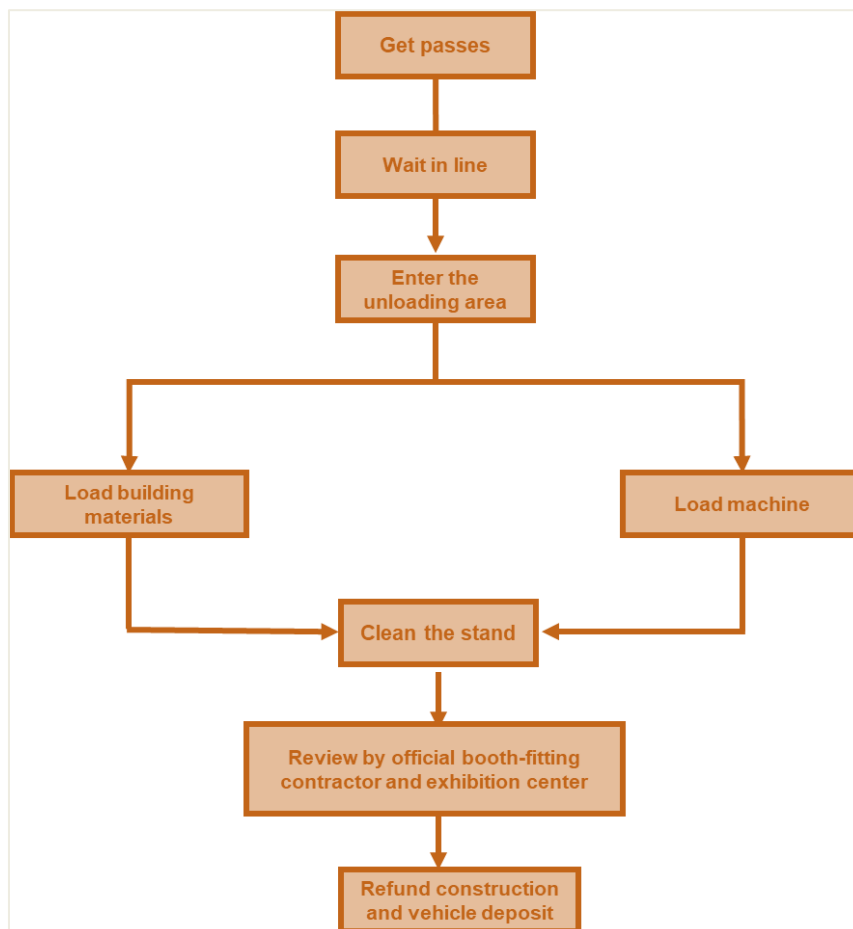


#### 4. Fittings, Furniture and Plants Access Permission

Without the exhibition center's permission, all fittings, furniture and plants that can be provided by the center are prohibited. Furniture includes the carpet, decoration fabrics and air compressors used at your booth. To ensure all those fittings, furniture and plants are from your contractors, please apply to the designated official contractor in advance to fill in the entry form and seal, then submit it to the on-site security personnel for review and seal. The double-stamped entry form will be the permit to enter and unload.

#### 3.6.2 MOVE-OUT PROCEDURE

- 1) The exhibition will close at 15:00 on 25<sup>th</sup> July. The power supply will be cut off at 15:15. Exhibitors are requested to switch off the electrical equipment in advance. Once the exhibition power is cut off, it will not be restored.
- 2) The hall will remain open for tear-down during 15:30-22:00 on 25<sup>th</sup> July.
- 3) Exhibitors or contractors who need Domestic Goods Release List Form, please register and pick it up at the Exhibitor Service Centre after 13:00 on 25<sup>th</sup> July. Only the form is stamped and confirmed, it is allowed to take goods out of the hall. Due to the hectic tear-down period, please ensure keep exhibits and personal belongings safe to avoid mishandling or loss.
- 4) Please keep all the rented items in place where they were for recovery by the organiser. Exhibitors should take care of all items and may not damage exhibition equipment or bring them out the exhibition hall.
- 5) The procedures and routes of freight vehicles entering the unloading area of exhibition hall in the tear-down period are the same as those during the move-in period.
- 6) Please refer to the flow chart below for the tear-down process.





## SECTION 4 INSTRUCTIONS ON EXHIBIT TRANSPORTATION

### 4.1 FREIGHT INSTRUCTIONS

Click [here](#) to get the Shipping Information Instructions & Tariff

### 4.2 CUSTOMS CLEARANCE

All items and exhibits entering the exhibition hall must first be cleared by Customs. Only the Official Freight Forwarder can arrange for the entry and customs clearance on behalf of the Exhibitors. Exhibitors shall check with your appointed Official Freight Forwarder regarding this procedure in all instances.

**Please note that any item that is not declared to the Customs office will not be allowed to leave the exhibition hall once brought in. Exhibitors should abide by this regulation to avoid delaying on-site operations.**

### 4.3 CENSORSHIP

All promotional materials, give-aways and audio-visual presentations (films, video-tapes and slides) must be approved by the Customs Authorities before being used on site. All Exhibitors must comply with this rule and should contact our Official Freight forwarder immediately to make all arrangements necessary.

**Important:**

**All exhibitors are advised to comply with the above-mentioned requirements. Spot checks are likely to be conducted by Government Officials during the Exhibition period.**

### 4.4 EXHIBIT ENTRY PROCESS

- 1) During the build-up and tear-down periods, all freight vehicles are required to have "Vehicle Permit for Loading Bay", which are registered, reviewed, produced, issued and managed by venue in a unified manner.
- 2) According to the requirements of the regulations of SNIEC, a "Waiting Permit" is required for any freight vehicle that need to enter the exhibition hall. The freight vehicle must enter the surrounding area of the venue with showing the "Waiting Permit" processed online in advance.
- 3) Freight vehicle is admitted in the loading bay with the "Vehicle Permit to Loading Bay".

#### 4.4.1 Description of Waiting Permit

- 1) A "Waiting Permit" is required for each freight vehicle/ exhibit vehicle that needs to enter the venue, which must be applied in advance through online system with the completion of vehicle registration and payment.
- 2) Each mobile phone number/ each license plate number can only be used to register one "Waiting Permit" per day. For the user who registers through license plate number cannot modify the license plate number after getting the "Waiting Permit", only reregister can change it.
- 3) The system-generated "Waiting Permit" shall be printed on A4 paper and placed on the front windshield of the vehicle, so that it enters the designated parking lot for a specified period of time.

#### 4.4.2 The process of obtaining Waiting Permit and charging standards

- 1) Complete online application submission and payment on SNIEC's mini program. For the detail process, please refer to the official instruction on SNIEC's official account homepage.
- 2) Declare the cargo quantity to the official forwarder and apply for the invitation code.
- 3) The registration fee for each vehicle is RMB 20 and should be paid online.



#### 4.4.3 Procedures for Vehicle Permit for Loading Bay application and charging standards

- 1) Fill out the "Vehicle Permit for Loading Bay" application form in SNIEC's Wechat official account one day in advance. Then generate a QR code and present it with the required deposit receipt to the venue, pay the fee.



- 2) Fee standard:  
Pass Production Fee: RMB 50 /vehicle (limit of 90 minutes per entry)  
Refundable Deposit: RMB 300 /vehicle
- 3) Swipe the pass when enter and exit from the loading bay.
- 4) For more details, please click [here](#).

#### **4.4.4 Instructions for the refund of Vehicle Permit for Loading Bay**

- 1) The pass deposit refund procedure must be handled with the "Vehicle Permit for Loading Bay". Any damage or loss of the permit shall be compensated RMB 50 piece.
- 2) If every entry's duration is less than 1.5 hours, all the deposit can be refunded with the "Vehicle Permit" for Loading Bay" and deposit receipt. If the duration exceeds 1.5 hours, RMB100 will be deducted from the deposit for every half hour exceeded (if less than half an hour, counted as half an hour), until all deposits are deducted.
- 3) If any deductions occur, please refer to the " Vehicle Permit of Loading Bay" for details.

### **4.5 IN-HALL FREIGHT HANDLING**

For insurance reasons and to ensure proper control and co-ordination of on-site freight movement, only the Official Freight forwarder is permitted to work in the hall and operate lifting equipment unless, the consignment can be hand-carried (without mechanical equipment, such as sack-barrows, hard-wheel trolleys, pallet trucks or cranes). This regulation will be strictly enforced by the venue owner and organiser.

If the exhibit is particularly sensitive, in order to ensure smooth operation, your appointed Official Freight Forwarder may request that a representative of the Exhibitor accompany and advise them on handling of their products. Details of exhibits must be submitted to your appointed Official Freight Forwarder by deadline stipulated. The Exhibitor will then be informed of the date and time his exhibits are to be delivered to the Hall.

**No other lifting or handling contractor will be permitted to work in the Exhibition Hall.**

### **4.6 USE OF SPREADER PLATES**

Spreader plates will only be necessary if exhibits exceed the floor loading. All such requirements must be arranged in advance with the Official Freight Forwarder.

### **4.7 STORAGE**

The organiser is unable to provide storage facilities on site for packing cases, surplus materials, and other property of the exhibitor. Prior arrangements for the safe keeping of such items must be made with the official freight forwarder. Exhibitors are responsible for all costs. According to fire protection regulations, goods must not be stored in service spaces behind or between booths and/or walls, nor in adjacent areas, aisle or storage room. Once found violation, the venue security will remove goods without notice. Any fire caused by irregular storage, the exhibitor shall be responsible for all consequences.

### **4.8 VEHICLE DISPLAY**

Vehicles for display require at least 90 days' notice. Permission will only be granted where there is sufficient documentation to show how essential fire safety precautions will be met and is subject to final approval on site. Any vehicle used as an exhibit should ensure that the pointer of its fuel gauge is not higher than the red line when it enters the hall. The vehicle fuel tank should be sealed and locked at all times.



## SECTION 5 SERVICE ORDER FORMS

### 5.1 LIST OF FORMS TO BE SUBMITTED BY “SPACE ONLY” BOOTH

FORM	FORM	DEADLINE	RETURN TO
2	Application for Raw Space/Special Design Stand	22 <sup>nd</sup> June 2026	W1-W5, E1-E3 HOTO
4	Extra Electricity for Rent	22 <sup>nd</sup> June 2026	
5	Procedures and regulations of Raw Space/Special Design Stand Rules on Building Liability Insurance for Raw Space Stands Letter of Commitment for Construction Safety	22 <sup>nd</sup> June 2026	E4-E7, N1- N3 Kastone
6	Intellectual Property Protection Commitment	18 <sup>th</sup> June 2026	RX Huabai
P1	Advertisement Promotion in & out of Exhibition Halls	18 <sup>th</sup> June 2026	RX Huabai
P3	Safety Responsibility Letter for Exhibitors of Cutter Category	18 <sup>th</sup> June 2026	RX Huabai

### 5.2 LIST OF FORMS TO BE SUBMITTED BY “SHELL SCHEME” BOOTH

FORM	FORM	DEADLINE	RETURN TO
1	Fascia Board Data of Shell Scheme Stand	22 <sup>nd</sup> June 2026	W1-W5, E1-E3 HOTO E4-E7, N1- N3 Kastone
P1	Advertisement Promotion in & out of Exhibition Halls	18 <sup>th</sup> June 2026	RX Huabai
P3	Safety Responsibility Letter for Exhibitors of Cutter Category	18 <sup>th</sup> June 2026	RX Huabai
P4	Shell Scheme Booth Upgrade	28 <sup>th</sup> June 2026	RX Huabai

### 5.3 LIST OF OTHER OPTIONAL FORMS

FORM	FORM	DEADLINE	RETURN TO
3	Extra Furniture for Rent	22 <sup>nd</sup> June 2026	W1-W5, E1-E3 HOTO E4-E7, N1- N3 Kastone
8	Hotel Reservation Information	10 <sup>th</sup> July 2026	Times
P2	New Product Promotion Area	8 <sup>th</sup> June 2026	RX Huabai
7	SHIPPING MANUAL	See Content	Sinotrans

**Note:**

- To expedite matters, please also enclose all necessary payments, samples, plans and other relevant materials to the appropriate party.
- Exhibitors who sign up after the stipulated deadline are requested to submit all forms immediately.

\*The organiser reserves the right of final interpretation of this manual





## Form 2 Application for Raw Space/Special Design Stand

To the Organizer of the 119<sup>th</sup> China Daily-use Articles Trade Fair:

We confirm to participate in the 119<sup>th</sup> CDATF held in Shanghai New International Expo Center on 23<sup>rd</sup> - 25<sup>th</sup> July 2026 and entrust qualified builders to design and build the stand.

* Exhibitor		* Tel.	
* Builder		* Tel.	
Site	Pavilion No.	Stand No.	
Time of construction	July 21-22, 2026		
Exit time	July 25, 2026		
* Person in charge of security	Name :	* Mobile:	
Building materials:	<input type="checkbox"/> Steel structure <input type="checkbox"/> Wooden structure <input type="checkbox"/> Glass <input type="checkbox"/> Others		

1. We undertake to entrust a qualified builder for this exhibition and strictly observe the construction rules and regulations under safety construction.
2. We will submit the insurance policies and design drawings, including sketches, plans, elevations, circuits, electric box location, detailed structures (length, width, height, stand No and exhibitor name) to official contractor for filing before June 22<sup>nd</sup>, 2026. If the stand design runs counter to relevant requirements, the official contractor shall have the right to require modifying the design.
3. The construction unit shall bear the safety incidents and liabilities arising from the violation to construction rules and regulations and all economic losses to the Organizer, official contractor and Center arising therefrom.
4. The special design stands shall not be decorated without approval; while the approved stands shall be decorated as per approved drawings. Any modification to the design shall be subject to the written consent of the Organizing Committee.

<p><b>Submitted to</b>  <b>Hall W1-W5, E1-E3:</b>  <b>Beijing Hoto Exhibition Co., Ltd</b>  <b>W1-W3:</b>                  Contact Person: Miss Zhou Biying                  Mobile: 132 6921 4508                  Email: <a href="mailto:zby@51hoto.com">zby@51hoto.com</a>  <b>W4-W5:</b>                  Contact Person: Miss Li Miaoqi                  Mobile: 187 1000 8315                  Email: <a href="mailto:Lmq@51hoto.com">Lmq@51hoto.com</a>  <b>E1-E3:</b>                  Contact Person: Mr Qin Chao                  Mobile: 192 2024 1599                  Email: <a href="mailto:qc@51hoto.com">qc@51hoto.com</a></p> <p>Tel: 010-6556 7205 ext. 806 / 809 / 811                  Please log in to and submit your application at the  <b>Official Service Platform:</b>  <a href="https://sys.51hoto.com/">https://sys.51hoto.com/</a> (For first-time users, register with your mobile phone number.)</p>	<p><b>(Please apply handwriting or attach a business card)</b>                  Authorized representative: _____                  Stand No: _____                  Name: _____                  Title: _____                  Address: _____                  _____                  Tel.: _____                  Fax: _____                  E-mail: _____                  Signature: _____                  Date: _____                  (Seal)</p>
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**Hall E4-E7, N1-N3:**

**Shenzhen Kastone Exhibition Co., Ltd.**

Contact Person: Mr. Feng Huijun

Tel: (86) 755-8297 0508 - 8192

Mobile: (86) 135 0968 3959

Email: [fenghuijun@kastone.com.cn](mailto:fenghuijun@kastone.com.cn)

**Please save the copy.**



### Form 3 Extra Furniture for Rent

Please fill in the following form to rent extra furniture. The configuration for standard stands is specified in the 3.4.

Item	Name	Unit price (RMB)	Quantity	Total price (RMB)
A01	Chair 460W×400D×450H mm	30		
A02	Conference chair 460W×400D×450H mm	70		
A03	Bar chair 320Φ×750H mm	70		
A04	Black arm chair 460W×400D×450H mm	70		
A05	Reception table 1,000L×500W×750H mm	100		
A06	Square table 700L×700W×800H mm	100		
A07	Round table 700Φ×800H mm	150		
A08	Tall round table 540Φ×1,100H mm	180		
A09	Coffee table 550L×550W×500H mm	100		
A10	Long table 1,400L×600W×750H mm	150		
A11	Low glass showcase 1,000L×500W×1,000H mm	350		
A12	Tall glass showcase 1,000L×500W×2,500H mm	500		
A13	Low showcase 1,000L×500W×2,000H mm	200		
A14	High showcase 1,000L×500W×2,500H mm	300		
A15	Lockable cabinet 1,000L×500W×750H mm	180		
A16	Low cabinet 1,000L×500W×750H mm	100		
A17	Arc reception table 1,360L×500W×1,000H mm	400		
A18	Tall display cube 500L×500W×1,000H mm	180		
A19	Corner showcase 500L×660W×2,500H mm	300		
A20	Triangle showcase 500L×660W×2,500H mm	300		
A21	Erect plate 300L×1,000H mm	150		
A22	Direction sign 660L×1,000H mm	200		
A23	Magazine rack	150		
A24	Coat hanger	100		



A25	Flat shelf 1,000L×300W mm	50		
A26	Sloped shelf 1,000L×300W mm	50		
A27	Folding door 950W×2,000H mm	200		
A28	Highlight 75W	200		
A29	Long-arm spotlight 12W	100		
A30	Fluorescent 40W	100		
A31	Power socket	250		
A32	Water dispenser (including drinking water )	250		
A33	Wastepaper basket	20		
A34	PDP TV 42"+DVD/exhibition period	800		
A35	Trough Plate 950W×2400H mm	400		
A36	Pegboard 950L×1,500H mm	350		
A37	Mesh 900L×1200H mm	350		
A38	Hanging hook	10		
A39	Poster per sqm	120		
A40	Digital printing on foam board per sqm	150		

- Notes:**
- Hall W1-W5, E1-E3 exhibitors, please send your orders to Beijing Hoto Exhibition Co., Ltd and the orders shall take effect upon full payment. Hall E4-E7, N1-N3 exhibitors, please send your orders to Shenzhen Kastone Exhibition Co., Ltd. and the orders shall take effect upon full payment.**
  - Please be informed that the official contractor shall have the right to refuse any delayed application.
  - Considering the inventory, the delayed application may not be satisfied. Please make application before the deadline June 22<sup>nd</sup>. In addition, a surcharge will be collected for the delayed application:  
From June 23 to July 12, a 30% surcharge will be added;  
From July 13 to July 22, a 50% surcharge will be added.  
Once the facility order is confirmed by the venue, it cannot be canceled; if a relocation is required, a 50% service fee will be charged.
  - The lessee shall correctly use and properly keep relevant facilities for the specified purpose without adding any other device. **Otherwise, compensations shall be made for the damages to such facilities.**

<p><b>Submitted to</b>  <b>Hall W1-W5, E1-E3:</b>  <b>Beijing Hoto Exhibition Co., Ltd</b>                  Contact Person: Zou Xiaohong                  Tel: 010-6556 7205 ext. 808                  Mobile: 137 1811 7656                  Email: <a href="mailto:zxh@51hoto.com">zxh@51hoto.com</a></p>	<p><b>(Please apply handwriting or attach a business card)</b>                  Authorized representative: _____                  Stand No: _____                  Name: _____                  Title: _____                  Address: _____</p>
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Please log into **Official Service System**  
at: <https://sys.51hoto.com/>  
Submit your application via Facility/Exhibit Rental in  
Official Service Platform.

**Hall E4-E7, N1-N3:**  
**Shenzhen Kastone Exhibition Co., Ltd.**  
**E4-E7**

Contact Person: Ms. Pan Yue  
Tel: (86) 755-8297 0508 - 8191  
Mobile: (86) 166 2551 6009

Email: [panyue@kastone.com.cn](mailto:panyue@kastone.com.cn)

**N1-N3**



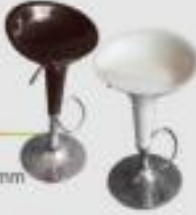


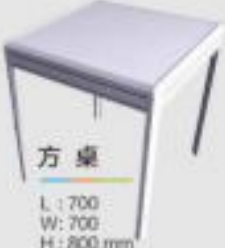








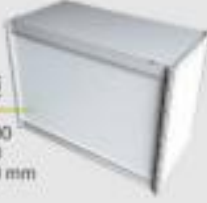





Contact Person: Ms.Chen Jiachun  
Tel: (86)755 8297 0518-8018  
Mobile:(86)166 2551 3006

Email: [chenjiachun@kastone.com.cn](mailto:chenjiachun@kastone.com.cn)

















**Please save the copy.**

Tel.: \_\_\_\_\_  
Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_  
(Seal)



<p><b>白折椅</b></p> <p>W: 460 D: 400 H: 450 mm</p> 	<p><b>会议椅</b></p> <p>W: 460 D: 400 H: 450 mm</p> 	<p><b>吧椅</b></p> <p>φ: 320 H: 750 mm</p> 	<p><b>黑色皮扶手椅</b></p> <p>W: 460 D: 400 H: 450 mm</p> 
<p><b>咨询桌</b></p> <p>L: 1000 W: 500 H: 750 mm</p> 	<p><b>方桌</b></p> <p>L: 700 W: 700 H: 800 mm</p> 	<p><b>圆桌</b></p> <p>φ: 700 H: 800 mm</p> 	<p><b>高圆桌</b></p> <p>φ: 540 H: 1100 mm</p> 
<p><b>咖啡桌</b></p> <p>L: 550 W: 550 H: 500 mm</p> 	<p><b>长方桌</b></p> <p>L: 1400 W: 600 H: 750 mm</p> 	<p><b>玻璃低柜</b></p> <p>L: 1000 W: 500 H: 1000 mm</p> 	<p><b>玻璃高柜</b></p> <p>L: 1000 W: 500 H: 2000 mm</p> 
<p><b>陈列柜</b></p> <p>L: 1000 W: 500 H: 2000 mm ○ 高度可调节</p> 	<p><b>锁柜</b></p> <p>L: 1000 W: 500 H: 750 mm</p> 	<p><b>低柜</b></p> <p>L: 1000 W: 500 H: 750 mm</p> 	<p><b>弧形咨询台</b></p> <p>L: 1360 W: 500 H: 1000 mm</p> 
<p><b>展示柜</b></p> <p>L: 500 W: 500 H: 1000 mm</p> 	<p><b>转角柜</b></p> <p>L: 500 W: 660 H: 2500 mm</p> 	<p><b>三角柜</b></p> <p>L: 500 W: 660 H: 2500 mm</p> 	<p><b>立牌</b></p> <p>L: 300 H: 1000 mm</p> 



<p><b>指路牌</b></p> <p>L: 660 H: 1000 mm</p> 	<p><b>资料架</b></p> 	<p><b>平层板</b></p> <p>L: 1000 W: 300 mm</p> 	<p><b>斜层板</b></p> <p>L: 1000 W: 300 mm</p> 
<p><b>折门</b></p> <p>W: 950 H: 2000 mm</p> 	<p><b>强光灯</b></p> <p>75 W</p> 	<p><b>长臂射灯</b></p> <p>100 W</p> 	<p><b>日光灯</b></p> <p>40 W</p> 
<p><b>插座</b></p> <p>500 W</p> 	<p><b>饮水机</b></p> 	<p><b>纸篓</b></p> 	<p><b>42 寸液晶电视 + DVD</b></p> 
<p><b>槽板</b></p> <p>W: 950 H: 2400 mm</p> 	<p><b>洞洞板</b></p> <p>W: 950 H: 1500 mm</p> 	<p><b>网片</b></p> <p>L: 900 H: 1200 mm</p> 	<p><b>挂钩</b></p> 



### Form 4 Extra Electricity for Rent

Cases	Unit price (RMB)	Onsite price	Quantity	Amount
15Amp/380V electric box (including electric charges)	1730	2595		
30Amp/380V electric box (including electric charges)	2550	3825		
40Amp/380V electric box (including electric charges)	3050	4575		
60Amp/380V electric box (including electric charges)	3780	5670		
100Amp/380V electric box (including electric charges)	7100	10650		
15Amp/380V Distribution box(With monitoring function)	350	525		
30Amp/380V Distribution box(With monitoring function)	400	600		
40Amp/380V Distribution box(With monitoring function)	420	630		
60Amp/380V Distribution box(With monitoring function)	450	675		
100Amp/380V Distribution box(With monitoring function)	550	825		
Lighting connection (up to 100W max, with wiring)	500	750		
20M shared broadband	4500	6750		
10M exclusive broadband (one IP)	7150	10725		
Water for stand (10m pipeline with 15mm diameter and 4KGF/C m <sup>2</sup> pressure)	3500	5250		
Water for machines (10m pipeline with 20mm diameter and 4KGF/C m <sup>2</sup> pressure)	4500	6750		
Air compressor 5HP with displacement ≤ 0.4m <sup>3</sup> /min, pressure 9.5-10KGF/C m <sup>2</sup> , 10mm pipe diameter	4500	6750		
Air compressor 10HP with displacement 0.41~1.0 m <sup>3</sup> /min, pressure 9.5-10KGF/C m <sup>2</sup> , 20mm pipe diameter	5500	8250		
Air compressor 15HP with displacement 1.1~1.8m <sup>3</sup> /min, pressure 9.5-10KGF/C m <sup>2</sup> , 25mm pipe diameter	6500	9750		
Ceiling Hanging Point	2500	3750		
Total				

**Notes:**

1. The contractors entrusted by the exhibitors shall hold valid electrician certificate and strictly observe the regulations of halls and Organizing Committee on power installation.  
(For more details, please refer to the General Information.)
2. For Shell Scheme Booth Exhibitors, please see para. 3.4
3. Since the domestic voltage may be unstable with a range of ±20%, exhibitors should prepare current regulators for a stable voltage.
4. Orders are valid only when accompanied with full remittance.
5. Please be informed that the official contractor shall have the right to refuse any delayed application.



6. Considering the inventory, the delayed application may not be satisfied. Please make application before the deadline. In addition, a surcharge will be collected for the delayed application:  
30% surcharge after June 22<sup>nd</sup>. In addition, a surcharge will be collected for the delayed application:  
From June 23 to July 12, a 30% surcharge will be added;  
From July 13 to July 22, a 50% surcharge will be added.  
Once the facility order is confirmed by the venue, it cannot be canceled; if a relocation is required, a 50% service fee will be charged.
7. The lessee shall carefully and correctly use for the specified purpose without adding any other device. Otherwise, compensations shall be made for the damages to such facilities.
8. The first-level distribution box and the distribution box with monitoring function should be applied separately. Exhibitors requiring power supply for lightings also should use Distribution Box With Monitoring Function as it will replace the second level distribution box for lighting power. Then Exhibitors or contractors do not need to carry their own second-level distribution box, and the connection between the first-level distribution box and the distribution box with monitoring function will be provided. While Exhibitors or contractors will be responsible for the outlet end of the distribution box with monitoring function.
9. Lighting Connection: Exhibitors should bring their own light fittings or light boxes, while the wiring and power supply of the lighting fixtures will be provided by the official contractor.
10. Remarks for Compressed Air
  - a) Exhibitors are responsible for providing adapters and /or connectors suitable for connection of air supplies to their own exhibits and for supervising connections. The official contractor will assist but only under the supervision of the exhibitor's technical staff.
  - b) Electrical air compressors of up to 1HP will be located in your booth. All large capacity compressors will be located outside the booth to avoid noise pollution, with a tube and stop valve provided at the booth itself.
  - c) Supply of air is not totally "clean" and "dry".
  - d) If the standard supply is not suitable for your purpose, please contact the official contractor directly for a quotation.
11. Remarks for Water Supply and Drainage
  - a) Exhibitors are responsible for providing adapters and/or connectors suitable for connection of water / drainage supplies to their own exhibits and for supervising connections. The official contractor will assist but only under the supervision of the exhibitor's technical staff.
  - b) Exhibitors must provide their own special regulating units if they require very specific water temperature on water pressure.
12. The exhibitor/contractor should apply for the ceiling hanging point before deadline and submit the detail drawing to the official contractor. **The bearing capacity of each point is less than 200kg, and the weight of the single unit is not more than 1 ton**, except for the steel frame structure, the items are unacceptable. The ceiling hanging point fee is charged based on the actual using quantity, according to the location and the weight of the hanging structure.

<p><b>Submitted to</b>  <b>Hall W1-W5, E1-E3:</b>  <b>Beijing Hoto Exhibition Co., Ltd</b>  <b>W1-W3:</b>                  Contact Person: Miss Zhou Biying                  Mobile: 132 6921 4508                  Email: <a href="mailto:zby@51hoto.com">zby@51hoto.com</a>  <b>W4-W5:</b>                  Contact Person: Miss Li Miaoqi                  Mobile: 187 1000 8315                  Email: <a href="mailto:Lmq@51hoto.com">Lmq@51hoto.com</a>  <b>E1-E3:</b>                  Contact Person: Mr Qin Chao                  Mobile: 192 2024 1599                  Email: <a href="mailto:qc@51hoto.com">qc@51hoto.com</a></p> <p>Tel: 010-6556 7205 ext. 806 / 809 / 811                  Please log in to and submit your application at the  <b>Official Service Platform:</b> <a href="https://sys.51hoto.com/">https://sys.51hoto.com/</a>(For</p>	<p><b>(Please apply handwriting or attach a business card)</b></p> Authorized representative: _____ Stand No: _____ Name: _____ Title: _____ Address: _____ _____ Tel.: _____ Fax: _____ E-mail: _____ Signature: _____ Date: _____ (Seal)
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first-time users, simply register with your mobile phone number.)

**Hall E4-E7, N1-N3:  
Shenzhen Kastone Exhibition Co., Ltd.  
E4-E7**

Contact Person: Ms. Hong Jiayu  
Tel: (86) 755 8297 0518 - 8193  
Mobile: (86) 135 3409 8006  
Email: [hongjiayu@kastone.com.cn](mailto:hongjiayu@kastone.com.cn)

**N1-N3**

Contact Person: Ms. Peng Zijie  
Tel: (86)755 8297 0508-8333  
Mobile:(86)166 2550 4006  
Email: [pengzijie@kastone.com.cn](mailto:pengzijie@kastone.com.cn)

**Please save the copy.**



## Form 5 Procedures and regulations of Raw Space/Special Design Stand

“Space Only” Exhibitors have the right to entrust qualified contractor to design and build booths. Maximum height of single-storey stand is 5m, and maximum height of double-storey stand is 6m.

Please submit the booth insurance document / scenography, design sketch, texture map, circuit diagram, plan, electric box location (with specified dimension), Letter of Commitment for Construction Safety and this form to the official contractor for review before June 22, 2026.

The drawings and diagrams can be submitted by e-mail.

Raw space contractors please send to

### Hall W1-W5, E1-E3:

**Beijing Hoto Exhibition Co., Ltd**

#### W1-W3:

Contact Person: Miss Zhou Biying

Mobile: 132 6921 4508

Email: [zby@51hoto.com](mailto:zby@51hoto.com)

#### W4-W5:

Contact Person: Miss Li Miaoqi

Mobile: 187 1000 8315

Email: [Lmq@51hoto.com](mailto:Lmq@51hoto.com)

#### E1-E3:

Contact Person: Mr Qin Chao

Mobile: 192 2024 1599

Email: [qc@51hoto.com](mailto:qc@51hoto.com)

### Hall E4-E7, N1-N3:

**Shenzhen Kastone Exhibition Co., Ltd.**

Contact Person: Feng Huijun / Cheng Dihai

Tel: (86) 755-8297 0508-8192

(86) 755 8297 0518-8899

Mobile: (86) 135 0968 3959 / 185 2306 3539

Email: [fenghuijun@kastone.com.cn](mailto:fenghuijun@kastone.com.cn)

[chengdihai@kastone.com.cn](mailto:chengdihai@kastone.com.cn)

Tel: 010-6556 7205 ext. 806 / 809 / 811

Please log in to and submit your application at the **Official Service Platform**: <https://sys.51hoto.com/> (For first-time users, simply register with your mobile phone number.)

For first-time users: Please register with your mobile number. On the homepage, click the icons for **Facility Application** and **Drawing Review Document Upload** to access the application system. Required drawing submission documents can be downloaded from the **Downloads** section on the homepage of the Hoto system. Please double-click to open and carefully read the **User Guide of Official Service Platform**.



Reminder:

1. The raw space contractors shall pay the construction management fee and the construction deposit on construction certificate and garbage clearance to the Center and official contractor. **The deposit is only accepted if paid by the registered applicant, third-party payments are not allowed.**

a) Non-refundable Hall Management Fee is charged at RMB 31.00 per sqm / event.

b) Refundable construction deposit to organiser is charged at RMB 10,000.00 per booth under 36sqm (included), and RMB 20,000.00 per booth above 36sqm. Payment will be refunded to the contractor should no delay of construction works, damage and all the rubbish generated from construction is cleared after the exhibition.

c) Working badge fee is charged at RMB 30.00 per badge per person respectively. According to the new regulation of the hall owner, each worker is requested to buy the supplemental accident insurance from the hall, which is charged at RMB 20.00 per person. For details, please enquiry the hall owner at south lobby.

d) All contractors must provide insurance document adequately coverage against any and all eventuality throughout the entire exhibition for personnel, third party liability claims and movement of equipment in and out of exhibition hall.

- **For single-story stand under 4.5m**, insurance services will be provided by the third-party drawing review company (Beijing Zhanhuibao Information Technology Co., LTD.). The insurance cost is included in the third-party drawing review fee and no additional payment is required. Regarding the exhibition liability insurance included, the insurance content is as follows:

I. The cumulative compensation limit for each booth is RMB 8 million, the compensation limit for each accident is RMB 8 million, and the compensation limit for each accident per person is RMB 10 million, which includes:

1) For the loss of buildings, various fixed equipment, and the ground and foundation of the rented exhibition venue: The compensation limit for each accident is RMB 2 million.

2) For the personal injury of Chinese staff members hired, the resulting pensions, medical expenses and other related costs: The compensation limit for each accident is RMB 3 million. The compensation limit for each person per accident is RMB 1 million.

3) For the personal injury of a third party, the resulting pensions, medical expenses and other related costs: The compensation limit for each accident is 3 million RMB. The compensation limit for each person per accident is RMB 1 million.

II. Deductible: The deductible for each accident is 0 yuan.

III. Insurance period: From 0:00 on the date of entry to 24:00 on the date of dismantling the exhibition

IV. Accident reporting hotline: 95511 or Miss Feng's phone number: 18500646969

V. Requirements for insurance claim documents:

i. Photography: Take photos of the accident scene, record videos, or retrieve surveillance footage (to reflect the on-site situation as comprehensively as possible).

ii. Claim reporting: Report by phone within 24 hours. Please keep all the procedures, invoices and documents related to the accident safe.

iii. After submitting the claim materials as required, the insurance company will verify and make the payment.

- **For single-storey stand  $\geq 4.5\text{m}$  or double-storey stand**, insurance must be purchased separately. Please refer to the Rules on Building Liability Insurance for Raw Space Stands for details.

e) Vehicles permit fee is charged at RMB 50.00/entry (limit of 90 minutes per entry) on loading area, meanwhile the refundable deposit RMB 300.00 is required for each vehicles permit. Please make sure complete the loading and unloading within 90 minutes, leave the loading area with the vehicles permit and deposit receipt to get the full



refunded deposit. Time-out period will be charged at RMB 100.00/half hour. Less than half hour will be charged as half hour.

2. Design drawings and related materials of single-storey booth height below 4.5 meters (excluding 4.5 meters), shall be submitted to the official contractor for review first. Once approved and payment is finished, the documents need to be reviewed by the third-party organization - **Beijing Zhanhuibao Information Technology Co., LTD.**

Exhibitors intending to design single-level custom booths with a height of 4.5 meters to 6 meters, or those constructing double-level booths, should submit the booth design documents to official contractor for approval and payment, and then contact the third-party organization - **HAH Consulting & Exhibition Co., Ltd. Shanghai** (021-28906633, hah@hahchina.com) for design approval.

3. According to the requirements of the exhibition hall, during the move-in/out period, all construction personnel entering the exhibition hall must wear safety helmets. The security personnel of the exhibition hall have the right to refuse entry to the exhibition staff who do not wear safety helmets. All special design booth structures, business must be made via the exhibition hall real-name certification and sign safety responsibility pledges shall be within the scope of the pavilion construction, please refer to: [http://www.sniec.net/cn/organize\\_contractor.php](http://www.sniec.net/cn/organize_contractor.php)

4. All electrical requirements must be ordered from the Official Booth-fitting Contractor. Please see **FORM 4**.

5. Please read again the Booth-fitting Regulations.



## Rules on Building Liability Insurance for Raw Space Stands

In order to transfer the liability risks of exhibitors and related builders and guarantee the safety of on-site construction staff, all the exhibitors of special design stand shall purchase the liability insurance before building in line with the rules of the Center before handling the formalities on power supply application, drawing examination and deposit payment for entry.

1. The insured should include both exhibitors and booth contractors
2. The scale of insurance should include:
  - (1) Loss of the infrastructure, various fixed equipment, exhibition area foundation; with a total limit of RMB 1,000,000.00
  - (2) Pensions, medical expenses and other related charges resulting from personal injury of employees. With a total limit of RMB3,000,000.00 and a sub-limit for each personnel member of RMB1,000,000.00.
  - (3) Pensions, medical expenses and other related charges resulting from personal injury of third parties. With a total limit of RMB4,000,000.00 and a sub-limit for each person of RMB1,000,000.00.
  - (4) The aggregate limit of indemnity under the policy is RMB8,000,000.00;
  - (5) The policy is excluded from the deductible.

**Premium: USD 40.00**

3. **The following conditions** are required to be added to the exhibition policy:

- (1) The coverage area of this policy shall include all work and activity areas of the exhibition venue.
- (2) The employees referred to in this policy shall include the employees and other employees (including temporary workers) of the insured who participate in the work related to this exhibition on
- (3) Cross Liability Clause.
- (4) Fire and explosion liability clause.
- (5) Advertising and fixture liability clause.
- (6) Vehicle loading/unloading liability clause.
- (7) "RX Huabai Exhibition (Beijing) Co., Ltd." should be listed as an additional insured unit.

4. Raw space exhibitors can select the official insurance service provider **21st Century Insurance Brokers Co.,Ltd** ([www.yzerm.com](http://www.yzerm.com)) for insurance coverage.

5. Exhibitors can purchase the insurance for property loss to transfer the risks on property and liabilities, and **21st Century Insurance Brokers Co.,Ltd** will provide preferential price for all the exhibitors.

**21st Century Insurance Brokers Co.,Ltd** will provide the most favourable conditions and services, including the insurance purchasing formalities, on-site security supervision and compensations for insurance accident.

### **Exhibition Risk Operation Manager :**

Contact Person: Kaelyn

Tel: (86) 21 5111 3250

Mobile: (86) 13818872429

Email: [yzerm2@163.com](mailto:yzerm2@163.com)、[yzerm1@vip.163.com](mailto:yzerm1@vip.163.com)

### **On-site insurance claim service:**

If there are any insured accidents, please immediately take photos to document the accident scene, and call the accident scene report line at (86) **13818872429 Kaelyn**

take photos to document the accident scene, and call the accident scene report line at (86) **13818872429 kaelyn**

### **The required insurance claim documents are:**

- a) Notice of insurance stamped with official seal;
- b) List of losses stamped with official seal;
- c) Insured accident's description or the injured party's accident settlement report stamped with official seal;



- d) On-site photos of accident;
- e) Payment voucher;
- f) The original invoice of purchase and repair
- g) The scan copy of contract between the insured and the organizer.
- h) Other documents required by the insurer



## Form 7 SHIPPING MANUAL

### FOR DIRECT SHIPMENTS TO SHANGHAI AIRPORT / SEAPORT

#### A. SCHEDULE

	For air shipments	For sea shipments
<b>CARGO RECEIVING PERIOD</b>	12 <sup>th</sup> of July 2026	9 <sup>th</sup> of July 2026
<b>Documents reaching SINOTRANS</b>		
Airway bills for air shipments	48 hours prior to arrival of flight	
Ocean bills of lading for sea shipments		7 days prior to arrival of vessel
Other Documents on or before	15 <sup>th</sup> of June 2026	15 <sup>th</sup> of June 2026
<b>Inbound Payment on or before</b>	15 <sup>th</sup> of Jul 2026	

**\*\*Pls strictly follow our shipping schedule. If any cargo arrives before/beyond the cargo receiving period, or any documents are submitted later than the above schedule, the Customs may deny the declaration for the relevant shipment. Especially for cargoes which needed 3C certification, such as computer, cable, plug, etc. pls send us the LOE as soon as possible and follow our schedule.**

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

#### B. DOCUMENTS CHECKLIST

Documents including	Remarks	details in section
Airway bills for air shipments	- 1 original with 3 copies to consignee	C-2
Ocean bills of lading for sea shipments	- 1 original with 3 copies to consignee	C-2
List of Exhibits (LOE)/ATA Carnet	- 1 original with 3 copies attached to the airway bill or ocean bill of lading	C-3/4
Censorship items (literature / films / slides / videotapes / advertising gifts, etc)	- 3 samples to Sinotrans	E
Corresponding IMCO certificate for dangerous goods / hazardous goods, if any	- 1 original attached to the original airway bill or ocean bill of lading; - 1 copy by fax or by email in advance.	F
Original "Fumigation Certificate" for wooden packing / products or "Declaration of non-wooden packing materials"	- 1 original attached to the original airway bill or ocean bill of lading; - 1 original to <b>Sinotrans</b> ; - 1 copy by fax or by email in advance.	J
Insurance Policy (if insured)	- 1 copy brought to fair site	N



## C. DOCUMENTATION

### CONSIGNMENT INSTRUCTION

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

For air shipments - to Shanghai Airport: ATTN: Mr.Han TEL: (+86) 138 1150 5800 E-mail:1733226785@qq.com	For sea shipments - to Shanghai Seaport: ATTN: Mr.Han TEL: (+86) 138 1150 5800 E-mail:1733226785@qq.com
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The description on bill of lading or waybill should be complete and accurate. Vague descriptions: such as: 'EXHIBITION GOODS', 'CLOTHES' will not be accepted. Pls send us the draft bill of lading or waybill to check in advance.

Due to the Customs System updating, all air consignments now require HAWB manifest data in the customs system. Therefore, please consign the air consignment under MAWB with back to back HAWB. **The consignee on MAWB and HAWB are not the same.** Otherwise, air consignment under MAWB without HAWB will no longer be distributed to our airport warehouse. This will take longer time for customs clearance and incur more cost for terminal handling. Exhibitors are, no doubt, to bear unexpectedly high forwarders' handling fee in China if consignments are covered by wrong waybills of lading.

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

### PRE-ALERT OF SHIPPING INFORMATION AND DISPATCH OF DOCUMENTS

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

- **For air shipments - to Shanghai Airport:**

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

- Flight number of aircraft.
- Date of departure from foreign airport and date of arrival Shanghai
- Master airway bill no. & House Airway Bill No.
- Number of pieces, weight and measurement of each package
- List of Exhibits (LOE)
- Declaration of non-wooden packing materials (original)
- Heat treatment and / or MB fumigation certificate for wooden packing materials (original)
- Special handling instruction

- **For sea shipments - to Shanghai Seaport:**

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

- Name of vessel and voy. no.
- Date of departure from foreign seaport and date of arrival Shanghai
- Ocean bill of lading no.
- Number of pieces, weight and measurement of each package
- List of Exhibits (LOE)



- f. Declaration of non-wooden packing materials (original)
- g. Heat treatment and / or MB fumigation certificate for wooden packing materials (original)
- h. Special handling instruction

## LIST OF EXHIBITS (LOE)

Please complete one “LIST OF EXHIBITS” for each package (except literature) and return to Sinotrans according to the schedule herein.

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

- **MODEL and SERIAL Numbers of Equipment**

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

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

In such case, it is strongly recommended that the exhibitor should print the **MODEL and SERIAL numbers** of the exhibition equipment on each packing case in order to shorten the time that is spent on the Customs Inspection for return / re-export / transfer / sold exhibits.

- **Material of the Exhibits**

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

## ATA CARNET

**ATA Carnet is accepted for temporary import in China, but ONLY for purpose as ‘Exhibition & Fairs’.**

**For ATA carnet shipment, please note that individual House AWB or B/L must be issued for ATA Carnet shipment and it is a ‘MUST’ to have ATA Carnet number on HAWB or B/L.**

Original signed power of attorney with company stamp should be attached with ATA.

The shipment under ATA Carnet **MUST** totally return after the exhibition, all listed items can not consumed on-site. If necessary, please issue one HAWB for consumed items, and one HAWB for ATA shipment, under one MAWB.

**Exhibits import under ATA Carnet can only be re-exported as one shipment and can’t be separated for return to different destination port or airport.**

All listed items on ATA Carnet **MUST** totally same as the exhibits.

## D. PERMANENT IMPORT

For permanent import, Chinese buyers have to be involved as actual consignee. Before shipment B/L issued, sinotrans need exhibitor’s confirmation who will pay for import duty & tax with buyer’s contact details and buyer need to provide trading import documents for submit to the customs.



If no confirmed buyers yet but the exhibitor still want to permanent import, we can introduce a third party trading agent to act as proforma import agent & provide import documents based on LOE (list of exhibits) from exhibitor and then pay duty & tax on behalf of exhibitors. But please note in this situation, the trading agent can't arrange: overseas payment to sellers/exhibitors or issue VAT CNY invoice or change customs duty sheet title to final buyers in China when exhibitors finally confirmed buyers and sell to those buyers during or after exhibition. The exhibitor and buyer need to arrange above trading issue and overseas payment by themselves.

Without correct documents, exhibits can't be permanently imported.

## E. CENSORSHIP ITEMS

All promotional materials to be imported or giveaways during the exhibition must not indicate or deem to indicate that Tibet or Taiwan is a Country such as 'ROC'.

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

If any books/magazines with ISBN or ISSN (bar) code, it could not be imported under the show but through a book trader agent instead.

Please be aware that brochures, giveaways and souvenirs are subject to import duties as assessed by the Chinese Customs and the cost is for account of the exhibitors. Individual duty receipt is not available, full commodity assessment will take place for the entire show. Electronic products such as USB flash disk, mobile charger & portable battery charger/bank can't be consumed as CCC is mandatory. Only brochure (with/without catalogue bag, less than 100pcs/exhibitor) and pen (less than 50pcs/exhibitor) can be consumed. All non-consumable exhibits must be re-exported after the exhibition.

## F. DANGEROUS GOODS / HAZARDOUS GOODS

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

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

## G. HAND-CARRIED EXHIBITS (FOR GENERAL CARGO ONLY)

Exhibitors are strongly advised **NOT** to hand carry goods to exhibition as it could be detained by the Chinese Customs at the airport. Once detained, please note the detained shipment can't be imported as exhibition goods because the list of exhibits of detained goods was not submitted in advance to the customs system at least one month before show.

## H. PACKING INSTRUCTIONS

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

- All cases should be bolted rather than screwed or nailed.
- Stapled or Stitched-nailed crates or cartons should not be used except for disposable goods.



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

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

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

- **Heavy and Oversized Cargoes**

Exhibitors with heavy or oversized cargoes must be on-site early and direct the operation of unpacking and positioning heavy cargoes. If a mobile crane or forklift is required for installation of equipment, exhibitors should send their requirements to **Sinotrans** in advance. For quotation of hiring such equipment, please refer to the attached tariff. A detailed layout should also be provided to **Sinotrans** for better on-site operations.

Cases for heavy cargoes 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.

## I. MARKING INSTRUCTIONS

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

- **SPECIAL MARKINGS**

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

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

## J. DECLARATION OF WOODEN OR NON-WOODEN PACKING

- **Observe District**

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

- **Observe Scope**

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

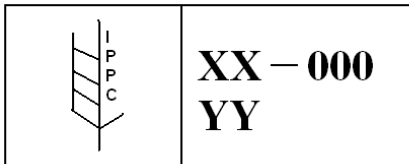


- **Exempted Scope**

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

- **Observe Requirement**

All import wooden packing materials must be treated by Heat Treatment (HT) or Methyl Bromide (MB) fumigation at the origin, and put the Mark of IPPC (sample shown as below) on two opposite sides of the wooden packing material. The Mark should contain the valid symbol approved by IPPC, country code, unique number of producer / treatment designated by the National Plant Protection Organization (NPPO) of exporting countries and treatment methods (HT, MB). For wooden packing materials without the approved mark or with approved mark but intercepts the live harmful pest, the cargoes will be disposed or returned to the origin.



Where:  
 IPPC - Abbreviation of "International Plant Protection Convention";  
 XX - International Standardization Organization (ISO) two letter country code;  
 000 - Wood packing producing enterprise code approved by official plant quarantine authorizations in export countries or territories;  
 YY - The phytosanitary treatment measures, Methyl Bromide Fumigating - MB, Heat Treatment - HT

Please issue 2 original certificates. One original certificate must be attached to the original airway bill or ocean bills of lading sending to consignee for submitting to China Entry & Exit Inspection and Quarantine. The second original must be sent to **Sinotrans**. Please send a copy of this document to **Sinotrans** by fax or by email before the originals are sent out.

- **Non-Wooden Packing Materials**

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

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

## K. UNPACKING, REPACKING AND DELIVERY OF EXHIBITS

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

No exhibits are allowed to unpack on or take away from the show ground without Authorities' approval through Please kindly pay off all the charges timely and send the bank slip by email. **Sinotrans** is entitled to cancel the services without any liability if the charges fail to reach **Sinotrans** in time.

as they are imported to China on the basis of temporary importation permission. **Sinotrans** will not be responsible for any confiscation and / or fines arising therefrom.

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

## L. STORAGE OF EMPTIES



In order to eliminate fire hazards and ensure safety of on-site construction, according to the regulations of the venue, all empties storage shall be managed and related charges be collected by the Official Forwarder.

All empty cases must be placed within the designated yellow line in loading area, and follow the arrangement of the official forwarder.

Any loss, liability, and / or consequences rose from disobedience of the above shall be borne by the exhibitor. The Organizer and Official Forwarder therefore takes no responsibility thus from.

## M. MOVE-OUT

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

All temporary import shipment must be returned after the show, we are not allowed to transfer shipment from temporary import to permanent import. Therefore, if shipment has to stay in China permanently after the show, please contact us in advance before shipping to check the feasibility of permanent import. Pls refer to section D for details on permanent import.

Exhibitors must pay special attention to the following Customs' regulations:

- Items other than those declared exhibits (e.g. personal effects, souvenir bought in China) are absolutely not allowed to be returned together with exhibits.
- Violations of these regulations will result in confiscation and heavy fines imposed by the Customs.
- **Battery, powder, toner or ink cartridge, liquid and gel are controlled dangerous cargo by airline. Please note the exhibitors should take full responsibility to remove above controlled items before re-packing**, if exhibitors can't provide certificate for safe transport of chemical goods.(Such as: batteries in the computer motherboard, mouse, keyboard, etc.)
- As the airlines implement strict security rules and will ask for magnetism detection & protection for many sensitive items by air transportation including electric equipment, computer, speaker and etc., we will bill magnetism inspection fee if the detection and protection is incurred.

Please pay attention that **the new customs system requires** one temporary import shipment **should return all items together as one shipment and no separate / partial return as different shipments or to different destinations can be handled** after show close.

## N. PAYMENT

### • Payment terms

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

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

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

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

### • Account details:

Beneficiary Name: Beijing Sino-Expo Service Co., Ltd.

RMB Account No.: 320763166597

Beneficiary Bank: Bank of China, Beijing Zhaofeng Street Sub-branch

(If the sub-branch cannot be found, please remit to Bank of China, Beijing Municipal Branch.)

All bank remittance handling charges shall be borne by the remitter.  
(Remitting bank charges are to be borne by the payer)



## O. INSURANCE & CONDITIONS OF BUSINESS

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

If any loss or damages occur, please inform us promptly.

Please kindly settle all charges in a timely manner and send the bank receipt to us by email.

Sinotrans reserves the right to suspend or cancel the relevant services without any liability if the payment is not received on time.

We will inform the Customs for further handling.

As the customs procedure is rather complicated, please take good care of your goods during the fair to avoid such cases happening.

Please be noted that even if the exhibits are covered by insurance, the relevant taxes and duties are still unavoidable.

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

Please kindly settle all charges in a timely manner and send the bank slip by email. Sinotrans is entitled to cancel the relevant services without any liability if the payment fails to be received by Sinotrans on time.

Use of services from Sinotrans, be it partial or complete, and any requirement for additional services at any time before, during or after the exhibition — whether expressed orally, in writing or by conduct — implies full acknowledgement and acceptance of the foregoing terms.

Please kindly settle all charges in a timely manner and send the bank slip by email. Sinotrans is entitled to cancel the services without any liability if the payment fails to be received by Sinotrans on time.



## SERVICES AND RATES For General Cargoes

### I. INWARD MOVEMENT

#### 1) From Shanghai port to booth

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

#### Air Freight

Basic handling rate	RMB9.50 per chargeable weight kilo
Min. charge	RMB1140.00 per consignment per exhibitor

#### Land / Sea Freight

Basic handling rate	RMB400.00 per cbm or 1,000kgs, whichever is greater
Min. charge LCL	RMB800.00 per consignment per exhibitor
Min. charge FCL 20' GP	RMB9200.00 per 20' GP container
Min. charge FCL 40' GP	RMB18400.00 per 40' GP container

### II. HEAVY-LIFT / OVER-SIZE SURCHARGES

For individual package				Rates	
Parameter				Attaining or exceeding	Attaining or exceeding
Length (meter)	Width (meter)	Height (meter)	Weight (ton)	1-2 parameter(s)	3-4 parameters
≥ 5 m	≥ 2.1 m	≥ 2.1 m	≥ 3 ton	20 %	20 %
≥ 5 m	≥ 2.1 m	≥ 2.1 m	≥ 5 ton	20 %	20 %
≥ 5 m	≥ 2.1 m	≥ 2.1 m	≥ 10 ton	To be advised	

\*\* Applicable to all the items I-II.

### III. DOCUMENTATION FEE

Service rate	RMB460.00 per consignment per exhibitor
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### IV. MISCELLANEOUS CHARGES

#### 1) EDI customs fee

(Applicable to both inward and / or outward movement)

##### a) Handling

Air freight	RMB240.00 per consignment per exhibitor	
Land / Sea Freight	Container	RMB40.00 per cbm or 1,000kgs, whichever is greater
	LCL / Break bulk	RMB400.00 per consignment per exhibitor

##### b) Input data fee

Input data on "List of Exhibits" into Customs computer	RMB40.00 per page
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#### 2) Translation of "List of Exhibits" form

Service rate	RMB60.00 per page
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#### 3) Fill-in the H.S.No. on "List of Exhibits" form

Service rate	RMB48.00 per page
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**4) Re-completion of “List of Exhibits” form**

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

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

Service rate	RMB800.00 per licence or carnet per entry per city
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**6) Quarantine service and handling charge**

(Applicable to both air and / or sea freight)

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

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

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

**7) Quarantine and / or customs inspection ,if any, upon request**

**8) Fumigation charges**

(Applicable to both air and / or sea freight)

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

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

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

**9) Terminal charges at Shanghai seaport/airport**

**Air freight**

Terminal Charges	RMB2.10 per chargeable weight kilo
Min. charge	RMB420.00 per consignment per exhibitor
Agent handling fee for any direct air freight arriving in Shanghai by HAWB and vice versa	RMB380.00 per HAWB

**Sea freight (LCL)**

Terminal charges	RMB400.00 per cbm
Min. charge	RMB1,200.00 per consignment per exhibitor
Delivery order fee	RMB1,200.00 per consignment

**Sea freight (FCL)**

Terminal charges	20' container	RMB2,726.00 per 20' container
	40' container	RMB3,420.00 per 40' container
Delivery order fee		RMB380.00 per consignment

\*if above rates can not cover actual costs levied by Container Freight Stations (CFS), all third party's charges incurred will be charged at cost.



**10) If any cargoes arrive at / departure from Yang Shan Seaport, additional charges will incur**

LCL	RMB280.00 per cbm or 1,000kg
Min. charge	RMB840.00 per consignment per exhibitor
FCL 20'	RMB1,040.00 per 20' container
FCL 40'	RMB1,440.00 per 40' container

**11) Warehousing services in China**

**Air Freight**

Storage of air freight	RMB1.00 per chargeable weight kilo per day
Warehouse handling	RMB0.20 per chargeable weight kilo per time
Min. charge	200kgs per consignment per exhibitor

**Land / Sea Freight**

Storage of sea freight	RMB80.00 per cbm per week or part thereof
Warehouse handling	RMB50.00 per cbm per time
Min. charge	3cbm per consignment per exhibitor

**12) Container haulage**

Return of empty container from exhibition-site to Shanghai sea terminal for FCL shipments or vice versa.

Container haulage	<b>Per 20' Container</b>	<b>Per 40' Container</b>
	RMB2,400.00 per trip	RMB3,200.00 per trip

**13) Grounding of containers**

All full load containers will be grounded on-site at the exhibition venue to facilitate loading and unloading.

Cranage charges for unloading from or reloading to trailers	<b>Per 20' Container</b>	<b>Per 40' Container</b>
	RMB680.00	RMB1,230.00

**14) For consumable / distributable items**

Handling rate	RMB800.00 per consignment per exhibitor
Tax / duty	at cost
Commission if paying tax / duty on the behalf	5% of tax / duty to pay

**15) LOCAL HANDLING COST FOR BONDED EXHIBITS**

Inward--from fov(free on vehicle) at bonded warehouse in Shanghai to free delivery to exhibition site	RMB 230.00 Minimum 1cbm
Outward--from fov exhibition site to bonded warehouse	RMB 230.00 Minimum 1cbm

**16) LOCAL HANDLING COST FOR LOCAL EXHIBITS**

Inward--from exhibitors shanghai premises to free delivered to exhibition site	RMB 400.00 Minimum 2cbm
Outward--from exhibition site to exhibitors shanghai premises	RMB 400.00 Minimum 2cbm

**REMARKS**

1. Above charges exclude freight, lashing, tarpaulin purchase, all lashing materials, special container loading fees, taxes and duties, and any other items not listed in this tariff. Any such additional costs incurred shall be borne by the exhibitor, together with a 5% service commission.



2. Please settle all charges in a timely manner and send the bank slip by email. Sinotrans reserves the right to cancel relevant services without any liability if payment is not received by the due date.
3. We accept the responsibility of providing Customs Bond based on the 35% CIF value of the temporary imported exhibit and will charge the exhibitor 5% for the sum deposited by us with the Customs Department. Minimum charge RMB1200 (non-refundable). The details information pls refer <Statement of Accurate Declaration and Request to Advance Customs Bond>
4. Volume/Weight Conversion for airfreight is 6 cbm equal to 1,000 kgs. Volume/Weight Conversion for rail-freight is 3 cbm equal to 1,000 kgs.

All inbound shipments (sea freight, air freight, land or rail freight) must be consigned strictly in accordance with our consignment instructions on a FREIGHT PREPAID basis.

Should this requirement not be followed, we shall charge a 10% handling commission on the freight amount which we settle on your behalf to local carriers.

The arrangement of making payment on behalf of the client is entirely at the discretion of Sinotrans.

Please settle all outstanding charges in a timely manner and forward the bank receipt to us by email.

Sinotrans reserves the right to suspend or terminate all related services without any liability should full payment not be credited to our designated account by the due date.

To ensure safe, orderly and standard on-site operation, all shipments for the exhibition must be confirmed and coordinated with Sinotrans in advance.

Failure to do so, or any discrepancy in cargo information that disrupts normal on-site arrangement, will result in operational delays and a 30% service surcharge will be applied accordingly.

Sinotrans shall not be held liable for any consequences arising therefrom.

Please settle all charges in a timely manner and send the bank slip to us by email. Sinotrans reserves the right to suspend or cancel relevant services without any liability if payment is not received by the due date.

5. Additional charges incurred for wrong consignee details will be **RMB1200 per consignment per exhibitor**.
6. All shipments arriving in Shanghai by HAWB will incur additional agency handling fee at **RMB1200 per HAWB** and vice versa.
7. For cargoes and / or documents arrive after deadline, a surcharge at **30% of inward movement charge, documentation fee and EDI customs fee (Min. RMB800 per consignment per exhibitor)** will be levied to cover the additional cost, but this is not a guarantee of the late-come cargoes' arrival at the site in time.
8. Above rates are based on general cargoes only, for specialized cargoes, e.g. dangerous cargo, a 100% additional charges will be levied. The definition of dangerous cargoes is subject to the declaration on the freight bills issued by carriers in accordance to the International Maritime Dangerous Goods (IMDG Code) for surface shipments, and Dangerous Goods Regulations (DGR) of International Air Transport Association (IATA) for air shipments.
9. Above rates are quoted for all exhibition halls at ground floor, a 30% of inward movement charges and onsite service charges will be added for upstairs or downstairs delivery.
10. Return exhibits can only be shipped out upon the completion of customs clearance, which normally takes 14 working days to finish, counting from the first working day after the move-out operation is done. Should exhibitor ask for priority or express service to accommodate its needs, please inform us earlier. A **30% surcharge on top of the official tariff** will be requested to cover the extra effort spent; while the final decision is subject to the Customs' approval.

Costs will be charged for the disposal and handling of stand structures, stand components, floor coverings, machinery and machine parts (excluding waste materials, leftover products and hazardous substances). Please contact us separately for the applicable rate.

11. Please contact us separately for the applicable rate.
12. Unpacked cargo without container packaging will not be accepted.



13. Overtime surcharges will be levied on exhibitors for any work conducted outside official working hours, including beyond standard move-in / move-out time, public holidays and official exhibition opening hours. Overtime rates are available upon separate quotation.  
In accordance with the Tax Policy on the Nationwide Implementation of the VAT Pilot Program for the Transportation and Modern Service Industries (Cai Shui [2013] No. 37), jointly issued by the Ministry of Finance and the State Administration of Taxation on 24 May 2013, VAT reform has been rolled out nationwide covering logistics and selected modern service industries, with previous pilot tax policies repealed accordingly.  
Effective 1 August 2013, all services provided by Sinotrans shall be subject to 6% Value Added Tax.
14. Any service required from exhibitors not covered by this tariff will be quoted separately upon request.
15. Please settle all fees promptly and forward the bank remittance slip to us by email. Sinotrans reserves the right to suspend or cancel relevant services without any liability if full payment is not received by the due date.
16. Sinotrans is only responsible for the condition of the outer packaging, and shall not be held liable for any damage or loss of the internal contents.
17. Sinotrans shall not be responsible for the following:
  - a) Any exhibits prohibited by the event organizer or Chinese Customs from being displayed or sold at the exhibition venue;
  - b) Any taxes and duties arising from the sale of exhibits.
18. This tariff is calculated based on volume or weight only, with no reference to cargo value, and does not include insurance coverage. Exhibitors are required to arrange full insurance for all exhibits by themselves.
19. All services and work undertaken by Sinotrans shall be performed in accordance with the Company's Standard Trading Terms and Conditions. Such terms may exclude or limit the Company's liability under certain circumstances. Copies of the terms are available upon request.
20. Any use of Sinotrans services, whether in part or in full, and any request for additional services made orally, in writing or by implication at any stage before, during or after the exhibition, shall constitute full acceptance of the above terms and conditions.



### Form 8 Hotel Reservation Information

Hotel Name (Code)	Full Name (Same as on Passport)	Check-in Date	Check-out Date	Room Type (King-size or Twin bed)	Remark

<b>Authorized by:</b>				Please make a copy for your own file and return to:
Name:		Position:		Times International Conference & Exhibition Co.,Ltd.  Contact: Ms. Wang Xue / Ms. Liu Chongyan  Tel: 021-64705313  Mobile: 18939701392 / 18930713670  Email: wangxue@sdlm.cn, liuchongyan@sdlm.cn  Website: https://en.sdlm.cn/Exhibition/Hotel/1331
Company:		Booth No:		
Email Address:				
Tel:		Fax:	-	
China REP. Tel:	-	Fax:	-	



### HOTEL INFORMATION

Code	Hotel Name	Room Type	Preferential Rate	Distance to Fair
1	★★★★★ <b>Kerry Hotel Pudong Shanghai</b> No.1388 Huamu Road, Pudong New Area, Shanghai	Standard King Or Twin Room	1400RMB net (include one BF service charge & taxes)	300M
		Standard King Or Twin Room	1600RMB net (include two BF service charge & taxes)	
2	★★★★★ <b>IntercityHotel Shanghai New International Expo Center</b> Yingfeng Tiandi, No. 308 Lanhua Road, Pudong New Area, Shanghai	Standard King Or Twin Room	998RMB net (include one BF service charge & taxes)	370M
		Standard King Or Twin Room	998RMB net (include two BF service charge & taxes)	
3	★★★★★ <b>Sheraton Grand Shanghai Pudong Hotel</b> No.38 Pujian Road, Pudong New Area, Shanghai	Standard King Or Twin Room	928RMB net (include two BF service charge & taxes)	5.6KM
		Standard King Or Twin Room	928RMB net (include two BF service charge & taxes)	
4	★★★★★ <b>Grand Mercure Shanghai Century Park</b> No.1199, Ying Chun Road, Pudong New Area, Shanghai	Standard King Or Twin Room	698RMB net (include one BF service charge & taxes)	3.4KM (free hotel shuttle bus about 11min)
		Standard King Or Twin Room	698RMB net (include two BF service charge & taxes)	
5	★★★★★ <b>Howard Johnson Leonora Plaza Shanghai</b> No.99 Jingxin Road, Pudong New Area, Shanghai	Standard King Or Twin Room	638RMB net (include one BF service charge & taxes)	8KM (free hotel shuttle bus about 13min)
		Standard King Or Twin Room	638RMB net (include two BF service charge & taxes)	
6	★★★★ <b>The G Shanghai</b> No.1, Lane 3001, Xiupu Road, Pudong New Area, Shanghai	Standard King Or Twin Room	608RMB net (include one BF service charge & taxes)	12.5KM (free hotel shuttle bus about 18min)
		Standard King Or Twin Room	608RMB net (include two BF service charge & taxes)	
7	★★★★ <b>Ramada Plaza Pudong Shanghai</b> No.18 New Jinqiao Road, Pudong New Area, Shanghai	Standard King Or Twin Room	558RMB net (include one BF service charge & taxes)	7KM (free hotel shuttle bus about 18min)
		Standard King Or Twin Room	558RMB net (include two BF service charge & taxes)	
8	★★★ <b>Manju Hotel (Shanghai New International Expo Centre)</b> No.1609, Luoshan Road, Pudong New Area, Shanghai	Standard King Or Twin Room	528RMB net (include one BF service charge & taxes)	3.2KM (free hotel shuttle bus about 11min)
		Standard King Or Twin Room	528RMB net (include two BF service charge & taxes)	
9	★★★★ <b>Holiday Inn Shanghai Pudong Nanpu</b> No.55 Huan Long Road, Pudong New Area, Shanghai	Standard King Or Twin Room	528RMB net (include one BF service charge & taxes)	5.6KM (free hotel shuttle bus about 11min)
		Standard King Or Twin Room	528RMB net (include two BF service charge & taxes)	



10	<b>★★★</b> <b>Ibis Hotel (Shanghai New International Expo Center Fangdian Road Metro Station)</b> No.200, Fangdian Road, Pudong New Area, Shanghai	Standard King Or Twin Room	498RMB net (include one BF service charge & taxes)	3KM
		Standard King Or Twin Room	498RMB net (include two BF service charge & taxes)	
11	<b>★★★</b> <b>Holiday Inn Express Shanghai Pujiang</b> No.800 Puxing Road, Minhang District, Shanghai	Standard King Or Twin Room	478RMB net (include one BF service charge & taxes)	21KM (free hotel shuttle bus about 23min)
		Standard King Or Twin Room	478RMB net (include two BF service charge & taxes)	
12	<b>★★★</b> <b>Yuan Wisdom Hotel (Shanghai Xiao LuJiazui)</b> No.1, Lane 202, Boshan Road, Pudong New Area, Shanghai	Standard King Or Twin Room	458RMB net (include one BF service charge & taxes)	4.9KM (free hotel shuttle bus about 12min)
		Loft	598RMB net (include two BF service charge & taxes)	
13	<b>★★</b> <b>Hanting Hotel (Shanghai Jinqiao Yanggao Middle Road)</b> No.2200, Jinqiao Road, Pudong New Area, Shanghai	Standard King Or Twin Room	438RMB net (include one BF service charge & taxes)	8.6KM (free hotel shuttle bus about 19min)
		Standard King Or Twin Room	438RMB net (include two BF service charge & taxes)	
14	<b>★★</b> <b>Vienna International Hotel (Shanghai Pudong Airport Gaoke East Road)</b> No.1862, Gaoke East Road, Pudong New Area, Shanghai	Standard King Or Twin Room	388RMB net (include one BF service charge & taxes)	14KM (free hotel shuttle bus about 20min)
		Standard King Or Twin Room	388RMB net (include two BF service charge & taxes)	
15	<b>★★</b> <b>Xinmi International Hotel</b> No. 1832, Gaoke East Road, Tangzhen Town, Pudong New Area, Shanghai	Standard King Or Twin Room	358RMB net (include one BF service charge & taxes)	14KM (free hotel shuttle bus about 20min)
		Standard King Or Twin Room	358RMB net (include two BF service charge & taxes)	
16	<b>★★</b> <b>Jinjiang Inn Shanghai International Tourist Resort Xiuyan Road Subway Station</b> No.1160-1, Huanqiao Road, Pudong New Area, Shanghai	Standard King Or Twin Room	358RMB net (include one BF service charge & taxes)	11KM (free hotel shuttle bus about 20min)
		Standard King Or Twin Room	358RMB net (include two BF service charge & taxes)	

#### Hotel Reservation Tips:

1. All prices above include service charge, breakfast and VAT invoice.
2. Scheduled Shuttle Bus: During the exhibition, some hotels will provide free scheduled shuttle buses on the first and second days of the exhibition. In the morning, the hotel will set up a pick-up point and a drop-off point at the exhibition hall (1 bus per day); in the afternoon, the hotel will set up a pick-up point and a drop-off point at the exhibition hall (1 bus per day); and in the morning on the third day, the hotel will set up a pick-up point and a drop-off point at the exhibition hall (1 bus per day). Exhibitors will be notified of the specific pick-up point and time before the show if they have made a reservation.
3. Please fill out the form below and email it to us at : wangxue@sdlm.cn, liuchongyan@sdlm.cn, we will reply to you with the hotel confirmation within 24 hours of receiving the email, after receiving the confirmation, please complete the payment on time, after receiving the payment, the hotel booking is successful!
4. Due to the limited number of hotel rooms, the quotation is valid until 10 July.
5. If you have other hotel accommodation needs, we will also be happy to serve you.

#### Other service booking:

1. Personnel services: We can provide translation, etiquette, booth staff and other services.
2. Car Rental Service: We can provide Premium cars, various types of buses and other vehicle services.
3. Conference services: We can provide a full range of conference services such as meetings, banquets, etc.
4. If you have any question, please contact us: +18939701392 / +18930713670 / +021-64705313



## Reminders from the Organizing Committee

1. Construction Deposit and Hall Management Fee:
  - a. Non-refundable Hall Management Fee is charged at RMB 31.00 per sqm / event.
  - b. Refundable construction deposit to organiser is charged at RMB 10,000.00 per booth under 36sqm (included), and RMB 20,000.00 per booth above 36sqm. Payment will be refunded to the contractor should no delay of construction works, damage and all the rubbish generated from construction is cleared after the exhibition.
  - c. All contractors must provide insurance document adequately coverage against any and all eventuality throughout the entire exhibition for personnel, third party liability claims and movement of equipment in and out of exhibition hall.
    - For single-story stand under 4.5m, insurance services will be provided by the third-party drawing review company (Beijing Zhanhuibao Information Technology Co., LTD.). The insurance cost is included in the third-party drawing review fee and no additional payment is required.
    - For single-storey stand  $\geq 4.5\text{m}$  or double-storey stand, insurance must be purchased separately. Please refer to the Rules on Building Liability Insurance for Raw Space Stands for details.
2. The building plans for the stands in 4.5m and above shall be subject to the examination of official authority with expense to be specified in Para. 3.5 in the Exhibitor Manual.
3. Exhibitors of Shell Scheme booth can apply "Vehicle Permit" at the Certification Center with exhibitor badge.
4. Fittings, Furniture and Plants Access Permission: Contractors should apply to the designated official contractor in advance to fill in the entry form and seal, then submit it to the on-site security personnel for review and seal. The double-stamped entry form will be the permit to enter and unload.
5. Please contact the official contractor – Sinotrans on the box storage and payment during exhibition.
6. Refund of deposit after tear down: After cleaning of special design stand is completed, the contractors can acquire the deposit note at the Constructor Service Counter with the deposit receipt (Hall W1-W5\E1-E3 please go to the Constructor Service Counter in South entrance hall; Hall E4 - E7 please go to the Constructor Service Counter in East entrance hall; Hall N1-N3 please go to the Constructor Service Counter in North entrance hall) , the deposit will be returned within 20 workdays. Where the tear down fails to be completed before the deadline, the deposit will not be returned.
7. Security staff will patrol the pavilions during exhibit planning and exhibition. Exhibitors are requested to arrange persons to watch the stand, as exhibitors are accountable to their own exhibits.
8. Given the fraudulence by fake logistics company found in the 117<sup>th</sup> CDATF, the Organizing Committee hereby reminds exhibitors that the official forwarder is Sinotrans and recommends appointing the official forwarder. The Organizer holds no responsibility for any problem caused by the appointment of any other forwarder.
9. It is prohibited to take any lunch boxes into exhibition hall during the exhibition period.
10. Since Intellectual Property Office is provided in the exhibition, please contact the Organizer for any dispute related to intellectual property rights. The Organizer will refer the dispute to the lawyers of the Intellectual Property Office for coordination and handling.
11. If any item is lost, please call :021-28906110 (working days), 021-22045494 (all day), or go to the public security office in W4 Hall for the police. If you need to check the monitoring, please communicate with the police directly.
12. See the appendix of important information attached to the Exhibitor Manual for the receipts of standing building nature and fascia board data; see the audited brochure and appendix of the confirmation for the receipt of the brochure.
13. Please log on the official website of RX Huabai Exhibitions (Beijing) Co., Ltd. ([www.cdatf.com](http://www.cdatf.com)) to download relevant electric forms or contact the Organizing Committee (Tel.: 86-010-010-59339075, Ms. He).
14. To ensure the safety of yourself and others and get a better exhibition experience, except wheelchairs, strollers and baby strollers, exhibitors and visitors are not allowed to bring other types of wheel equipment and toy cars into the exhibition hall.





## Form P1 Advertisement Promotion in & out of Exhibition Halls

S/N	Item	Dimension	Price
1	New-product display (E1 Package)	95*48*105cm (L*W*H)	¥6,000
2	New-product display package (W1 Package)	<ul style="list-style-type: none"> <li>A set of 3;95*245*48cm (W*H*T)</li> </ul>	¥28,000
3	New-product display package (W1 Package)	95*48*105cm (L*W*H)	¥7,500
4	Outdoor billboard -1 (east square)	<ul style="list-style-type: none"> <li>Outdoor billboard</li> <li>Inside page of show directory</li> <li>WeChat advertising</li> </ul>	¥15,000
5	Outdoor billboard -2 (north square)	<ul style="list-style-type: none"> <li>Outdoor billboard</li> <li>Inside page of show directory</li> <li>WeChat advertising</li> </ul>	¥15,000
6	Outdoor billboard -1 (south square)	<ul style="list-style-type: none"> <li>Outdoor billboard (in the south side)</li> <li>Inside page of show directory</li> <li>WeChat advertising</li> </ul>	¥20,000
7	Outdoor billboard -2 (south square)	<ul style="list-style-type: none"> <li>Outdoor billboard (in the north side)</li> <li>Inside page of show directory</li> <li>WeChat advertising</li> </ul>	¥28,000
8	Outdoor billboard -3 (south square)	<ul style="list-style-type: none"> <li>Outdoor billboard (Fang dian roadside)</li> <li>Inside page of show directory</li> <li>WeChat advertising</li> </ul>	¥28,000
9	Outdoor billboards-south square (in the north side)	8*5m (W*H)	¥28,000
10	Outdoor billboards-south square (in the south side)	8*5m (W*H)	¥20,000
11	Outdoor billboards-east square / north square	8*5m (W*H)	¥15,000
12	Hanging-flag Advertising in the halls	3*5m (W*H)	¥25,000
13	Banner hanging advertisements in the main passageways of halls	5*3m (W*H)	¥25,000
14	banner of website exhibitor directory page	2 months	¥3,000
15	Online pre-registration Banner		¥10,000
16	WeChat Advertising	<ul style="list-style-type: none"> <li>Brand &amp; Products promotion (1 article)</li> </ul>	¥2,000
17	LED Advertising	6.5*3.2m (W*H), Pixels: 1920*1080, MP4/mov, 1mins	¥20,000
18	Signboard Advertising	0.4*1.7m (W*H)	¥3,000
19	Upgrade booth	<ul style="list-style-type: none"> <li>Booth heightening</li> <li>1 Desk</li> <li>4 Folding chairs</li> <li>1 Water dispenser</li> <li>1 KT background plate (3m*2.5m W*H)</li> </ul> (Other equipment rental fee is extra)	¥3,500



20	Hand-bag Advertising	Quantities:30,000	¥80,000
21	Lanyard Advertising	Size for badge: 93mm*97mm W*H Lanyard : 15mm; Single locks Quantities:160,000	¥198,000
22	Bottle Advertising	Quantities:96,000	¥150,000
23	Color Inside pages of show directory	(Final: 210*285mm, Printing bleeding: 3mm)	¥5,000
24	Color Back-cover of show directory	(Final: 210*285mm, Printing bleeding: 3mm)	¥30,000
25	Color Inside back-cover of show directory	(Final: 210*285mm, Printing bleeding: 3mm)	¥20,000
26	Color belt band of show directory		¥20,000
27	Color Inside pages of onsite guide	(Final: 210*285mm, Printing bleeding: 3mm)	¥5,000
28	Color Back-cover of onsite guide	(Final: 210*285mm, Printing bleeding: 3mm)	¥20,000
29	Color Inside back-cover of onsite guide	(Final: 210*285mm, Printing bleeding: 3mm)	¥15,000
30	TAP Lounge sponsorship	1) Company profile information can be placed at the reception desk (prepare by sponsor) 2) Put up the propaganda poster in the lounge (Size: 900mm*1200mm W*H)	¥10,000
31	South Square Road Flag	0.6m*1.6mH, total 57.6sqm [60 sides	¥40,000
32	Entrance Advertising	Size: 6m*3m W*H	¥45,000
33	Banner Advertisement at the South Hall Registration Desk	Size: 2.5m*5m W*H	¥80,000
34	Banner of corridor	Size: 5m*0.7m W*H (double image)	¥20,000
35	Car Advertising	Size: 2.4m*0.7m W*H (double image)	¥6,000
36	'CDATF' mini programme advertisement (homepage banner)		¥5,000
37	'CDATF' Mini Programmes Advertisement (Exhibitor/Product Directory)	3	¥4,000
38	Floor Sticker Advertisement Inside the Exhibition Hall	1*1m(W*H)/block	¥800
39	WeChat Channels Advertising	Short video within 30s	¥1,000
40	Douyin Advertising	Short video within 30s	¥1,000
41	Flag hanging advertisement in the South Registration Lobby	2.5*5*m(W*H)	¥80,000
42	South/North Hall Corridor Carpet Advertising (South Registration Lobby to Hall E1)	53m(L)	¥50,000
43	South/North Hall Corridor Carpet Advertising (South Registration Lobby to Hall W1)	55m(L)	¥50,000
44	South/North Hall Corridor Carpet Advertising (North Registration Lobby to Hall W5)	39m(L)	¥40,000
45	Inner Square Advertising - South Registration Lobby Exit	12*2.5m(W*H)	¥60,000



46	Inner Square Advertising	3*4(W*H)	¥25,000
47	Inner Square Advertising - North Registration Lobby Exit	8*4m(W*H)	¥60,000
48	Carpet advertising space under the rain corridor in the inner square	550m(L)	¥20,000
49	Advertising at the audience reception desk in the South Registration Lobby	5*7m(W*H)	¥40,000
50	Cube advertising on the South Square	2.2m (H), six sides	¥10,000

**Notes:**

1. The advertisement shall satisfy the following requirements (deadline: June 18, 2026)  
Colored – 1 positive separation and four-color samples (jpeg, PDF or AI, CDR, with resolution of no less than 300dpi)
2. Orders shall take effect upon full payment.
3. Please send company profile and product trademarks to the Organizer before **June 18, 2026**; otherwise, it will be deemed as a waiver.

Where the exhibitor information fails to satisfy printing requirements or to be sent to the Organizer before the deadline, we cannot ensure such information will be printed on the brochure. We have the right to delete the words falling out of the prescribed limit or with semantic disfluency.

<b>Submitted to</b>	<b>(Please apply handwriting or attach a business card)</b>
<b>RX Huabai Exhibitions (Beijing) Co., Ltd.</b>	Authorized representative _____ Stand No.: _____
Contact person: Ms. Vivian Zhang	Name: _____
E-mail: vivian.zhang@rxglobal.com	Title: _____
Tel.: (86) 10 5933 9331	Company: _____
Fax: (86) 10 5933 9390	Address: _____ _____
<b><u>Please save the copy.</u></b>	Tel.: _____ Fax: _____
	E-mail: _____
	Signature: _____ Date: _____



## Form P2 New Product Promotion Area

### Dear exhibitors:

Amid the fierce competitions, in order to stand firm and achieve growth in the market, enterprises need to keep innovation. To fully satisfy the requirements on supply and demand, 2026 China Daily-use Articles Trade Fair will launch highlighted activities for new production promotions. We will select representative products from 30 exhibits in different types and put them in cabinets (95cm height x 105cm length x 48cm width) at the channels of W-series pavilions where visitors can have close appreciation. In addition, new product introductions will be given at the front page of the exhibition brochure. At the portal of the fair, we will keep recommendation and publicity on the products in the promotion area.

The annual grand event ushers thousands of exhibitors and will bring extraordinary results to you. Your participation reflects your leading position and innovative spirit in the industry. We believe you will have your success here. Please cherish this opportunity!

If you are interested, please complete the application form and call 86-10-59339413 or email to [xu.guo@rxglobal.com](mailto:xu.guo@rxglobal.com)

Cabinets:





## P4 Shell Scheme Booth Upgrade

**Dear exhibitors:**

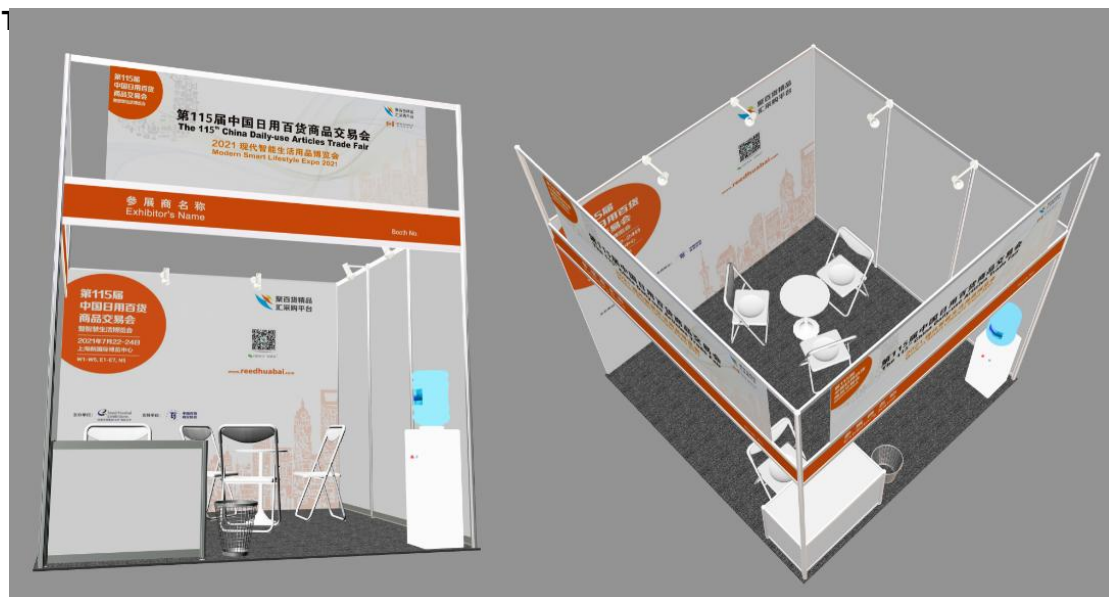
At every exhibition, in addition to the eye-catching new products and bestsellers on display, more and more standard booth exhibitors are starting to pay attention to decorating their booths to attract more buyers to stop by, achieving a dual display effect of products and booths. And the upscale upgrade of standard booths will make your booth image no less than a custom booth.

2026 China Daily-use Articles Trade, 15 pavilions. The organizing committee is considerate for the exhibitors of the standard booth to provide professional, safe and worry-free solutions - standard booth upgrade package

**Attached: All standard furniture items are not replaceable, if additional display equipment is required, additional rental fee will be charged (fee refer to Form 3- Additional Furniture Rental)**

**At the same time, the official WeChat platform of the department store will be promoted. Let your booth online offline to do synchronous publicity, double the effect!**

**If you are interested in upgrading, please call 010-59339413, 15810174289 or QQ: 2355797838**



**\* The organizer reserves the right of final interpretation of this manual**