
PREFACE

Welcome to the 124th session of China Import and Export Fair (Hereinafter referred to as the Canton Fair).

Since its 101st session in April 2007, the Canton Fair has established an International Pavilion specially tailored for overseas exhibitors. The International Pavilion of Canton Fair will be held in two phases i.e. Phase 1 and Phase 3 in the 124th session as per exhibit categories. Phase 1 will be held in Hall 9.3 in Area B and Hall 5.2 in Area A of the Canton Fair Complex respectively from Oct. 15-19, 2018, with a total exhibition area of 13,000 square meters. Exhibits will be displayed as per exhibit classification in three sub-sections which include Electronics and Electrical Household Appliance, Building Material and Hardware, Machinery Equipment. Phase 3 will be held in Hall 11.2 in Area B and Hall 15.1 in Area C of the Canton Fair Complex from Oct. 31-Nov. 4, 2018, with a total exhibition area of 7,000 square meters. Food & Drink and Household Items will be exhibited in Hall 11.2 in Area B, and Fabrics and Home Textiles will be in Hall 15.1 in Area C respectively. In this session, Baby and Kid Products and Daily Chemical Products will be displayed in the section of Household Items.

Being developed for over 61 years, the Canton Fair has already grown to be a mature trade fair which maintains about 200,000 loyal overseas buyers. It has become a platform for overseas exhibitors to demonstrate company strength, upgrade brand image, and exchange latest information. The Canton Fair, being as an all-around international platform that served for “Global selling, Global sourcing”, will offer grand opportunities for all entrepreneurs to explore market demands, establish face to face contact and cooperation with international buyers, as well as cultivation of the huge potentiality of the Chinese market.

Welcome to the Canton Fair with boundless opportunities!



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1. A Brief Introduction to the Exhibition

1.1 Official Fair Name

The 124th Session of China Import and Export Fair (Hereinafter referred to as Canton Fair)

1.2 Hosts

Ministry of Commerce of the People's Republic of China
People's Government of Guangdong Province

1.3 Organizer

China Foreign Trade Centre

1.4 Venue

China Import and Export Fair Complex (For layout of exhibition complex, please refer to Part 8)
Add: No.382 Yuejiang Middle Road, Guangzhou

1.5 Location of the International Pavilion

Phase 1: Second floor of Hall 5, Area A and Third floor of Hall 9, Area B (Abbreviated to Hall 5.2, 9.3) Phase 3: Second floor of Hall 11, Area B and First floor of Hall 15, Area C (Abbreviated to Hall 11.2, 15.1)
(For layout of the International Pavilion, please refer to Part 9)

1.6 Exhibition Time

Preparation Time

Project	Phase 1	Phase 3
Stand Setting-up	Oct. 10-12 8:30-17:30	Oct. 28 10:00-24:00 Oct. 29 8:30-16:00
Move-In Exhibits of Standard and Custom-built Stand	Oct. 13 8:30-24:00 Oct. 14 8:30-12:00	Oct. 29 16:00-24:00 Oct. 30 8:30-22:00
Complex Closing Time	Exhibitors should have their stand construction accomplished by 12:00 at noon on Oct. 14 when the entire complex is closed.	Exhibitors should have their stand construction accomplished by 22:00 at night on Oct. 30 when the entire complex is closed.

Exhibition Time

Project	Phase1	Phase3
Entrance for Exhibitors	Oct. 15-19 9:00-18:00	Oct. 31-Nov. 4 9:00-18:00
Entrance for buyers	Oct. 15-19 9:30-18:00	Oct. 31-Nov. 4 9:30-18:00

Time for Stand Dismantling

Project	Phase 1	Phase 3
Stand Dismantling	18:00, Oct. 19 to 10:00 Oct. 20 The complex will be open for 24 hours on Oct. 19	18:00, Nov. 4 to 17:30, Nov. 5 The complex will be open for 24 hours on Nov. 4

2. Participation Timeline and Contact Details of the International Pavilion

Procedures	Relevant Activities	Deadline		Contacts		
		Phase 1	Phase 3	Dept.	Area	Contact Info
Stand application	Contact Project Teams, submit relevant documents, register enterprise information through <i>Easy Exhibitor</i> system(http://exhibitor.cantonfair.org.cn/en/index.asp), and complete online stand application	July 15	July 30	International Pavilion Project Team	Oceania, North-east Asia	Ms. Xu clairexu@cantonfair.org.cn 86-20-89138589
Stand confirmation	Confirm the number and location of exhibition stand(s) with the Project Team and complete payment				Hong Kong SAR, Macau SAR and Taiwan PROV	Mr. Yang project1@cantonfair.org.cn 86-20-89138583
					South-east Asia, Africa	Mr. Ji jerryji@cantonfair.org.cn 86-20-89138580
					South Asia, America	Mr. Tian timber@cantonfair.org.cn 86-20-89138585
					West Asia, Central Asia	Mr. Chen project3@cantonfair.org.cn 86-20-89138596
					Europe	Ms. Fu project2@cantonfair.org.cn 86-20-89138571
Visa application	Exhibition invitation letter will be generated via the Easy Exhibitor system once on-line application is approved.	Apply immediately after confirmation of stands		Overseas Chinese Embassy	/	
Haulage of exhibits	Please do contact nominated forwarders of the Canton Fair to ensure smooth custom clearance (1. Details: Bondex Logistics, 86-20-87313226; 2. Guangzhou Zhuoyi Logistics & Forwarding, 86-18933911486; 3. BALtrans Exhibition, 86-20-28835008)	Sep.15	Sep.30	Shipping Agent	See Page 24 of this guide or visit the official website via: http://www.cantonfair.org.cn/html/cantonfair/cn/exhibitor/2012-09/24857.shtml	

Procedures	Relevant Activities	Deadline		Dept.	Contacts	
		Phase 1	Phase 3			
Advertisement	If you need to put up advertisement inside the Complex, please contact Canton Fair Advertisement Co.	Apply immediately after confirmation of stands		Canton Fair Advertisement Co.	Liu Xiang	86-20-89268255 liuxiang@cantonfairad.com
					Huang Xiaoying	86-20-89268200 huangxiaoying@cantonfairad.com
Decoration design for custom-built stands	Please do contact qualified constructors for stand design, please refer to Page 44 of this guide	Sep. 20-30	Sep 20-Oct. 10	Stand Constructor	Contact qualified constructors via: http://www.cantonfair.org.cn/cn/exhibitor/exhibition/index.aspx	
Application for Standard booth and Premium booth modification	If you need the modification, please contact Canton Fair Exhibition Design and Construction Co., Ltd.	10:00, Oct 14	10:00, Oct. 30	Canton Fair Exhibition Design and Construction Co., Ltd.	Xu Zhichao: +86-20-89139784 Guan Ying: +86-20-89139719 E-mail: gz510014@126.com	
Exhibitor badge application	Old exhibitor can activate the badge through <i>Easy Exhibitor</i> system. For a new badge, please apply online through <i>Easy Exhibitor</i> system and collect your badge at Certificate Service Centre before the deadline.	Oct. 17	Nov. 2	International Pavilion Project Team	Mr. Ji: 86-20-89138580 Mr. Tian: 86-20-89138585	
Badge for Stand Construction	If you need to apply for the badge at Certificate Service Centre, please refer to Badge Service on Page 8 of this guide. Exhibitors already have a valid badge for the current phase doesn't need to apply new one.	Oct. 14	Oct. 30			
Custom-built stand arrangement	Stand constructors will handle exhibit program with Drawing Verification Team of the Canton Fair	Sep. 20-30	Sep. 20-Oct. 10	Stand Constructors	Stand constructors	
					For the contact of constructors, please refer to http://www.cantonfair.org.cn/cn/exhibitor/exhibition/index.aspx	
Exhibit setting	Please get your exhibits from shipping agents and set them by yourself	Oct. 10-12:00, Oct. 14	Oct. 28-12:00, Oct. 30	/	Refer to Page 23-24 of this guide or the official website via: http://www.cantonfair.org.cn/html/cantonfair/cn/exhibitor/2012-09/24857.shtml	
Travelling	Various services will be provided to exhibitors. Please see Chapter 6 of this guide.	Apply immediately after confirmation of stands		Canton Fair Travel Agency Co.,Ltd	Zhang Yonggang (Flight ticket)	86-20-89268100; 86-20-89268101 Fax: 86-20-89268462 cantonfair.tour@163.net
					Huang Jianfeng (Room booking, car leasing etc.)	86-20-89268105 Fax: 86-20-89268103 1817128480@qq.com

Procedures	Relevant Activities	Deadline		Contacts		
		Phase 1	Phase 3	Dept.	Contact Person	Contact Info
On-site services	Translation and interpreting. Please refer to Chapter 6 for details.	Apply immediately after confirmation of stands		Service Center for Exhibitors	Shen Wei	86-20-89138662 86-20-89138928 lsc@cantonfair.org.cn
	Application for water and electricity, fire protection. Please refer to Chapter 5 of this guide.				Ye Yueshan	86-20-89124242
	Storage, transportation and carrying of exhibits and samples. Please refer to Chapter 4 of this guide.				Luo Wei	86-20-89139530
	Telephone allocation. Please refer to Chapter 5 of this guide.				Technical Service Department	86-20-89139468
	Rental of flowers. Please refer to Chapter 5.				He Lixin	86-20-89139587
	Internet service and communication equipment leasing. Please refer to Chapter 5.				Wang Rui	86-20-89139099; 86-20-89139090
	Exhibition appliances leasing, filing information and text production, electricity for standard booths and customer-built booths. Please refer to Chapter 5.				Xu Zhichao, Guan Ying	86-20-89139719; 86-20-89139784 gz510014@126.com
Stand Dismantling	Apply for badges for stand dismantling. Exhibitors with a valid badge for the current phase can skip this.	Oct. 19	Nov. 4	International Pavilion Project team	Mr. Ji	86-20-89138580 jerryji@cantonfair.org.cn
	Obtain Release Note for Exhibits and Samples, remove exhibits and samples.	Oct. 19	Nov. 4	Freight Forwarders	/	Refer to Page 22-23 of Chapter 4 of this guide or the official website via: http://www.cantonfair.org.cn/html/cantonfair/cn/exhibitor/2012-09/24857.shtml
	Refund the deposit (distribution box and clearance deposit refund)	10:00 of Oct. 20	10:00 of Nov. 4	Service Center for Exhibitors	See Chapter 5 on Page 55 of this guide.	
Recommendation for Chinese buyers	Please contact The Project Team of the International Pavilion if you need to invite Chinese buyers.	Oct.17	Nov. 2	International Pavilion Project team	Ms. Xu	86-20-89138589 clairexu@cantonfair.org.cn
Customer Liaison	Service consultation and complaint filing	/		Customer Service Representative	4000-888-999 (China's mainland) 86-20-28-888-999 (overseas) 852-28771318 (Hong Kong office) info@cantonfair.org.cn cs@cantonfair.org.cn	

3. Badge Registration Service

The Registration Service Centre shall issue exhibitor badges and passes of various kinds.

3.1 Location of Registration Service Centre

Sidewalk of Exit A to Xingang East Station of Metro Line 8 for Exhibitor Badge, Stand Construction Badge, Stand Dismantling Badge, Vehicle Pass application and exhibitor badge replacement.

3.2 Types of Certificate and Issuing Criteria

3.2.1 Exhibitor Badge—applicable for exhibitors entering the exhibition halls (Exhibitor Badge is also valid during the periods of stand construction and dismantling). The badge can be applied on-line by exhibitors, agents, or the organizer through the Easy Exhibitor of the official website of Canton Fair.

Period of validity	Phase 1: Oct. 10 – 10:00, Oct. 20 Phase 3: 10:00, Oct. 28-Nov. 4
Issuing Criteria	3 Exhibitor Badges (free) can be applied for every standard stand (9 m ²). Exhibitor Badges can be used for multi-sessions (shall be registered every phase of every session), please keep it safe.

3.2.2 Stand Construction Badge—applicable for people assisting exhibitors in stand construction. To apply, please fill in Form A1.

Period of validity	Phase 1: Oct. 10-14 Phase 3: Oct. 28-30
Issuing Criteria	2 Stand Construction Badges can be applied for 1 standard stand (9 m ²).
Charge	RMB <u>20</u> Yuan/Day + Card Fee 10Yuan/Badge

3.2.3 Stand Dismantling Badge—applicable for people assisting exhibitors in stand dismantling. To apply, please fill in Form A2.

Period of validity	Phase 1: 18:00, Oct. 19 - 10:00, Oct. 20 Phase 3: 18:00, Nov. 4 - 17:00, Nov. 5
Issuing Criteria	1 Stand Dismantling Badge shall be allocated for every 9 m ² of standard stand
Charge	RMB <u>20</u> Yuan/Day + Card Fee 10Yuan/Badge

3.2.4 Parking Permit —applicable for agents' vehicles entering the complex. To apply, please fill in Form A4.
Arranging Criteria:

- One Parking Permit (sedan) in the underground parking lot of the Fair Complex is arranged for one Agent. (RMB 15 Yuan/ Day/ Permit);
- One Coach Parking Permit is arranged for every 40 exhibitors, and 1 parking space is arranged for every 3 coaches. (RMB 45 Yuan/Day/Parking space). No parking within the complex, and no waiting for passengers.
- *If the Coach Parking Permit is needed, please apply from the Organizer through your agent before Oct. 1st.

3.2.5 Stand Construction Vehicle Pass and Stand Dismantling Vehicle Pass—applicable for exhibitors' vehicles during the Stand Construction and Dismantling when the vehicles carrying exhibits move in and out of the city of Guangzhou and the Fair Complex. Should exhibitors require the Passes, please fill in Forms A6 and A7 During the Stand Construction and Dismantling, vehicles shall leave the complex after loading or unloading exhibits. No parking within the complex, and waiting for loading within the complex is not allowed. The driver should not leave the car. For those who intend to apply for the Stand Construction Vehicle Pass, please make the application 3 days in advance.

Charging Criteria:

Stand Construction Vehicle Pass: 20 Yuan / Pass

Stand Dismantling Vehicle Pass: 20 Yuan / Pass

3.3 Application Time

- **Exhibitor Badge:**
 - Phase 1: Oct. 10-17 9:00-17:00
 - Phase 3: Oct. 28- Nov. 2 9:00-17:00
- **Stand Construction Badge:**
 - Phase 1: Oct. 7-13 9:00-17:00
 - Oct. 14 9:00-12:00
 - Phase 3: Oct. 25- 29 9:00-17:00
 - Oct. 30 9:00-12:00
- **Stand Dismantling Badge:**
 - Phase 1: Oct. 17-18 9:00-17:00
 - Oct. 19 9:00-16:30
 - Phase 3: Nov. 2-3 9:00-17:00
 - Nov. 4 9:00-16:30
- **Parking Permit:**
 - Oct. 7- Nov. 4 9:00-17:00
- **Stand Construction Vehicle Pass**
 - Phase 1: Oct. 7-13 9:00-17:00
 - Phase 3: Oct. 25-30 9:00-17:00
- **Stand Dismantling Vehicle Pass**
 - Phase 1: Oct. 17-19 9:00-17:00
 - Phase 3: Nov. 2-4 9:00-17:00

Copy version of all the forms is acceptable, and the forms can also be downloaded from <http://www.cantonfair.org.cn/cn/download/index.aspx>

***Generally, all badges should be collected and delivered by agents. Individual companies should contact the organizer to collect their badges. Certificate Service Center does not approve badge application from individuals.**

3.4 Application and Collection Methods

3.4.1 Exhibitor Badge—In order to distribute and make the badges available on time, the exhibitors can log on the Easy Exhibitor (<http://exhibitor.cantonfair.org.cn/en>) before Oct. 15, to submit application for Exhibitor Badge (including replacement and reapplication). Or exhibitors can submit all materials to agents or the organizer for verification and approval. The agents shall be responsible for verification of all IDs registered through the network. All original copies of the IDs for first-time participant must be checked by the agents. Only qualified exhibitors can be allocated with an exhibition badge.

Digital Photo Requirements:

The digital photo for applying a badge has to be recent-taken and hatless full-faced without frame. Re-shoot, selfie and casual photo are not allowed. Only the formal certificated photo with blue/white background can be accepted. The photos failing in meeting the requirements shall be rejected.

Requirements on Head:

√ The facial features must be clearly visible. The head shall cover two third of the photo 2/3 of the photo (the distance between picture's bottom and jaw shall be 3-5 mm, and that between pic's top and head shall be 2 mm)

√ Photo Size: 40mm*50mm. The head shall cover two third of the whole photo. (the distance between picture's bottom and jaw shall be 3-5 mm, and that between pic's top and head shall be 2 mm)

Photo Dimensions:

√The digital picture shall be in the jpg format and less than 100k.

√The ratio of the photo for height and width is 5:4, photo resolution of 200 * 250 is better.

√The background of the photo should be blue or white.

Passport/ ID Card Requirement:

√The provided copied or scanned page or photo of passport (or ID card of the PRC resident) must be valid. The

picture and letters on the copied or scanned passport (or ID card) shall be clearly recognizable.

3.4.2 Stand Construction Badge, Stand Dismantling Badge, and Vehicle Passes—shall be submitted and collected on-site in the Registration Service Centre by full-time certificate personnel. Please find detailed requirements in Form A1-A8 of the related badges.

3.4.3 Only after the payment of all the exhibition fees has been received shall the exhibitor be eligible to collect related badges.

3.4.4 In case exhibitors fail to submit application materials through Registration System due to force majeure, personnel from the organizer can submit application materials on the spot with the approval of the person in-charge from the Registration Centre. Any failure in timely reception of exhibition badge due to delay in submission of application material should be responsible by the exhibitors.

3.4.5 When an exhibitor submits its registration materials to the organizer or recruitment agent, the copy of passport or ID card on the Application Form shall only be accepted with a seal of the exhibitor's on the perforation.

3.5 Reminders

3.5.1 During the Canton Fair, all participants shall use the IC cards of plastic or paper materials. Staff badge and Exhibitor badge are plastic cards which can be used for multiple sessions after registration. Please keep it safe and do not bend or get close to strong magnetic field. The same card must be brought and registered again for continued use on subsequent Fair sessions. In future sessions, if staff or exhibitors have a different employer, title or identity, registration for new cards is required, with RMB 50 Yuan charged on each card.

3.5.2 To strictly implement the "one person, one card" principle, for participants with multiple plastic cards, only the most recently handled badges can be retained, while other badges shall be prohibited.

3.5.3 If the replacement of Exhibitor Badge is needed, please apply online. Replacement proposed prior to 00:00 inclusive Oct.15 (Phase 1)/ Oct. 31 (Phase 3) is free; replacement application after 00:00 of Oct.15 (Phase 1) and 00:00 of Oct. 31 (Phase 3) shall be charged RMB 100 Yuan/ card.

Deadline for badge replacement: 17:00, Oct. 17 (Phase 1); 17:00, Nov. 2(Phase 3)

3.5.4 Any badge that has been borrowed, sold, altered or counterfeited shall be confiscated and shall not be reregistered. The holder shall be handed over to the police and shall be placed on record. People involved in the above activity shall not be eligible for registration for the next session or future sessions of the Canton Fair.

3.5.5 If any Badge of Canton Fair is lost, including Exhibitor Badge or Staff Badge, the party concern shall report to the security department immediately, and then register loss and reapply at the Registration Service Centre with the documentary evidence issued by the exhibition organizer or recruitment agent. The charge is RMB 200 Yuan/ document. Any false ID badge, i.e., through manipulated ID photos, shall be confiscated. Without declaring the loss of the card beforehand, the holder shall be put on record and shall, in principle, be ineligible for card re-application.

Any failure in bringing the same old card for re-registration is considered loss of the card, a written application must be submitted and an extra fee of RMB 200 yuan will be charged for renewal after re-registration reviewed by the organizer and approved by the Certificate Service Centre.

3.5.6 Other badges or passes shall not be replaced or reapplied or reregistered except for Staff Badge for Agents and Exhibitor Badge.

3.5.7 The badges will be confiscated and the badge-holder will be not allowed to enter the Canton Fair resulting from badges being used in advance or not being registered or activated. Please check the period of validity of multi-sessional plastic card (Staff Badge and Exhibitor Badge) following the instruction: Visit the Canton Fair official website via PC or APP—enter the Easy Exhibitor—click “Exhibitor Badge”—input the bar code number of your badge.

3.5.8 In order to apply for Vehicle Pass during Stand Construction and Dismantling, drivers need to go to take his/her ID card and one colored copy (staff of exhibitor paging seal required), recent bareheaded glossy photo with blue ground (size: 40MM×50MM) , and Driver Information Collection Form (Form A3, photo attached) for identity verification in Certificate Service Centre. Only after being approved, drivers can obtain Vehicle Pass during Stand Construction and Dismantling. Drivers' photo will be printed on the Pass. The vehicle and drivers' information will be checked when enter the venue.

3.5.9 Entrance time during the exhibition:

- Exhibitor Badge: 9:00
- Buyer Badge: 9:30

3.6 Form A1-A8 for badges service

A1 Application Form for Stand Construction Badge (For persons assisting in stand construction)

A2 Application Form for Stand Dismantling Badge (For Staff Assisting in Stand Dismantling)

A3 Driver Information Collection Form

A4 Registration Form for Parking Permit of Small Size Vehicle Inside Canton Fair Complex

A4 Registration Form for Parking Permit of Big Size Vehicle Inside Canton Fair Complex

A6 Application Form for Vehicle Pass during Stand Construction (Canton Fair Complex)

A7 Application Form for Vehicle Pass during Stand Dismantling (Canton Fair Complex)

A8 Registration Form for Fork-lift or Crane License

A1 Application Form for Stand Construction Badge (For persons assisting in stand construction)

**Deadline: 12:00, Oct. 13(Phase 1)
17:00, Oct. 30(Phase 3)**

This form shall be filled in carefully and submitted prior to the deadline. The overdue submission will not be accepted.

System Application Number: _____

Application Form for Stand Construction Badge of 124th Canton Fair (International Pavilion)

Canton Fair No.: _____ Name: _____
No. of Days _____, from _____ to _____.

System Application Number: _____

Application Form for Stand Construction Badge of 124th Canton Fair (International Pavilion)

Canton Fair Service Center:

_____ from our company participate in stand construction of Canton Fair. Please verify and issue Stand Construction Badge.

Company Name	Canton Fair No.	No. of Days	Period	Signature of Responsible Person
			to (date)	

●Reminders:

1. When applying for Badges, applicant shall provide his valid original of passport (ID Card for Chinese Residents) for verification and provide one copy of the certificate as well as one recent and bareheaded glossy photo (Size: 40MM×50MM) with blue background. Original copy of certificates shall be submitted for verification in first application of the session. Chinese Residents' registration with the first generation ID card will no longer be accepted.
2. The photo shall be attached to the specified place of the application form. The photo shall be developed on glossy photo paper, while the photo printed on ordinary printing-paper is not acceptable. The picture shall be clearly recognizable and the head shall cover two third of the whole photo. (i.e. the distance between pic's bottom and jaw shall be 5-8 mm, and that between pic's top and head shall be 2-3 mm). Re-shoot, selfie and casual photo are not allowed.
3. The written exhibition company shall match its Canton Fair No. The application form shall bear an across-page seal between the form and copies of passport or ID Card of the organizer for confirmation, otherwise is not acceptable.
4. Each application is used for only one person. Please sign on the back of the photo.

Copy of passport (ID Card for Chinese Residents)	Photo
--	-------

Year Month Date

Note: This form can be downloaded at: www.cantonfair.org.cn



A2 Application Form for Stand Dismantling Badge (For Staff Assisting in Stand Dismantling)

Deadline: 16:30, Oct. 19(Phase 1)

16:00, Nov. 4(Phase 3)

This form shall be filled in carefully and submitted prior to the deadline. The overdue submission will not be accepted.

System Application Number: _____

Application Form for Stand Dismantling Badge of 124th Canton Fair (International Pavilion)

Canton Fair No.: _____ Name: _____
No. of Days _____, from _____ to _____.

System Application Number: _____

Application Form for Stand Dismantling Badge of 124th Canton Fair (International Pavilion)

Canton Fair Certificate Service Center:

_____ from our company participate in stand dismantling of Canton Fair. Please verify and issue Stand Dismantling Badge.

Company Name	Canton Fair No.	No. of Days	Period	Signature of Responsible Person
			to (date)	

●Reminders:

1. When applying for Badges, applicant shall provide his valid original of passport (ID Card for Chinese Residents) for verification and provide one copy of the certificate as well as one recent and bareheaded glossy photo (Size: 40MM×50MM) with blue background. Original copy of certificates shall be submitted for verification in first application of the session. Chinese Residents' registration with the first generation ID card will no longer be accepted.
2. The photo shall be attached to the specified place of the application form. The photo shall be developed on glossy photo paper, while the photo printed on ordinary printing-paper is not acceptable. The picture shall be clearly recognizable and the head shall cover two third of the whole photo. (i.e. the distance between pic's bottom and jaw shall be 5-8 mm, and that between pic's top and head shall be 2-3 mm). Re-shoot, selfie and casual photo are not allowed.
3. The exhibition company shall match its Canton Fair No. The application is valid only after a clear paging seal is stamped between the form and passport or ID card copy by the organizer. It will be invalid with any modification.
4. Each application form is used for one person only. The handwriting should be legible. Applicant name should be written on the back of the photo.

Copy of passport (ID Card for Chinese Residents)	Photo
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Year Month Date

Note: This form can be downloaded at: www.cantonfair.org.cn

A3 Driver Information Collection Form (for drivers during constructing and dismantling stands)

Driver Information Collection Form for Constructing and Dismantling Stands during 124th

Canton Fair(International Pavilion)

Canton Fair No.: _____ Name: _____

Driver Information Collection Form for Constructing and Dismantling Stands during 124th

Canton Fair(International Pavilion)

Canton Fair Certificate Service Center:

_____ from our company participates in stand dismantling of Canton Fair. Please verify and issue Stand Dismantling Badge.

Company Name	Canton Fair No.	Plat Number	Driver Name	Driver ID Number

Reminders

1. When applying for Badges, applicant shall provide his copy of valid passport (ID card for Chinese residents) for verification, attach a bareheaded glossy photo on the specific location of this form, and fill out his name, ID number, plate number and other information as required.
2. The photo shall be developed on glossy photo paper, while the photo printed on ordinary printing-paper is not acceptable. The picture shall be clearly recognizable and the head shall cover two third of the whole photo. (i.e. the distance between pic's bottom and jaw shall be 5-8 mm, and that between pic's top and head shall be 2-3 mm). Re-shoot, selfie and casual photo are not allowed.
3. The exhibition company shall match its Canton Fair No. The application is valid only after a clear paging seal is stamped between the form and passport or ID card copy by the organizer. It will be invalid with any modification.
4. If the vehicle driver has already applied for a stand construction or dismantling badge for the same truck and the same company, his information may not be collected when applying for badges for the next phase of the same session of Canton Fair.
5. The driver's photo will be printed on Vehicle Pass during Stand Construction and Dismantling.
6. Each application form is used for one person only. The handwriting should be legible. Applicant name should be



written on the back of the photo.

Copy of passport (ID Card for Chinese Residents)	Photo
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Year Month Date

Note: This form can be downloaded at www.cantonfair.org.cn

A4 Registration Form for Parking Permit of Small Size Vehicle Inside Canton Fair Complex

Registration Form for Parking Permit of Small Size Vehicle Inside Canton Fair Complex				MM-DD-YY	
Organization:			Tel:		
Contact Person:		ID Number		Parking site (filled out by Registration Service Centre)	
Vehicle Type (seats)	License Plate No.	Driver's Name	Driver's Mobile Phone No.	Date of Use	A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> Parking Lot
				Phase: __, __ to __	A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> Parking Lot
				Phase: __, __ to __	A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> Parking Lot
				Phase: __, __ to __	A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> Parking Lot
				Phase: __, __ to __	A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> Parking Lot
Approved by leaders of the Registration Service Centre:			Notes: 1. Letter of Recommendation (or officially sealed by the project team of Canton Fair International Pavilion on this form) is required. 2. Vehicle license (original and duplicate) and driving license (original and duplicate) shall be reproduced on one A4 paper with seal. 3. Heavy-polluting vehicles like "yellow label cars" shall not be accepted.		

A5 Registration Form for Parking Permit of Big Size Vehicle Inside Canton Fair Complex

Registration Form for Parking Permit of Big Size Vehicle Inside Canton Fair Complex					MM-DD-YY		
Organization:			Contact Person:		Tel:		
Vehicle Type (seats)	License Plate No.	License Plate Color	Driver's Name	Driver's Mobile Phone No.	ID Number	Date of Use	Parking site (filled out by Registration Service Centre)
						Phase: __, __ to __	A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> Parking Lot
						Phase: __, __ to __	A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> Parking Lot
						Phase: __, __ to __	A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> Parking Lot
						Phase: __, __ to __	A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> Parking Lot
Approved by leaders of the Registration Service Centre:			Notes:		1. Letter of Recommendation (or officially sealed by the project team of Canton Fair International Pavilion on this form) is required. 2. Vehicle license (original and duplicate) and driving license (original and duplicate) shall be reproduced on one A4 paper with seal. 3. Heavy-polluting vehicles like "yellow label cars" shall not be accepted.		

A6 Application Form for Vehicle Pass during Stand Construction (Canton Fair Complex)

Application Form for Vehicle Pass during Stand Construction (Canton Fair Complex)				MM-DD-YY			
Passes for Standard Stand:		Verification					
Passes for Custom-built Stand:							
Organization				Contact Person		Tel	
Stand Construction	Vehicle Capability Freight Car (Tons.) / Passenger Car (Seats)	License Plate No.	Vehicle Color	Driver's Name	Driver's Mobile Phone No.	ID Number	Phase
Floor _____ Hall _____							Phase:
Floor _____ Hall _____							Phase:
Floor _____ Hall _____							Phase:
Floor _____ Hall _____							Phase:
Notes 1. Officially sealed by the project team of Canton Fair International Pavilion on this form is required. 2. Vehicle license (original and duplicate) and driving license (original and duplicate) shall be reproduced on one A4 paper with seal. 3. Original and copy version of "License for Custom-built Stand" shall be provided by custom-built stand contractor. 4. Stand Certificate (Notice for Stand Construction and Receipt of Payment). 5. Heavy-polluting vehicles like "yellow label cars" shall not be accepted. 6. Driver's original ID card and recent-taken photo in blue background are required.							

A7 Application Form for Vehicle Pass during Stand Dismantling (Canton Fair Complex)

1 Application Form for Vehicle Pass during Stand Dismantling (Canton Fair Complex)			MM-DD-YY					
Quota: (quantity)		Approved by leaders of the Registration Service Centre:		Verification:				
Passes for Custom-built Stand : (quantity)								
Organization		Contact Person		Tel				
Hall No. and Floor	Vehicle Capability Freight Car (Tons.) / Passenger Car (Seats)	License Plate No.	Vehicle Color	Driver's Name	Driver's Mobile Phone No.	ID Number	Exhibits/Custom-built	Phase
Floor ____ Hall ____								Phase:
Floor ____ Hall ____								Phase:
Floor ____ Hall ____								Phase:
Floor ____ Hall ____								Phase:
Notes		1. Officially sealed by the project team of Canton Fair International Pavilion on this form is required. 2. Vehicle license (original and duplicate) and driving license (original and duplicate) shall be reproduced on one A4 paper with seal. 3. Original and copy version of "License for Custom-built Stand" shall be provided by custom-built stand contractor. 4. Stand Certificate (Notice for Stand Construction and Receipt of Payment). 5. Heavy-polluting vehicles like "yellow label cars" shall not be accepted. 6. Driver's original ID card and recent-taken photo in blue background are required.						

A8 Registration Form for Fork-lift or Crane License

Registration Form for Fork-lift or Crane License		MM-DD-YY					
Verified by the applying department:		Verified by the Registration Service Centre:					
Organization:		Contact Person:					
Tel:							
Working location	Vehicle Capability Fork-lift (Tons.) / Crane (Tons)	License Plate No.	Driver's Name	Driver's Mobile Phone No.	Valid date of Special equipment operation certificate	Valid date of Vehicle Detection	Entry Period
Area							Phase: , _____ to _____
Area							Phase: , _____ to _____
Area							Phase: , _____ to _____
Area							Phase: , _____ to _____
Notes:	1. Officially sealed by the project team of Canton Fair International Pavilion on this form is required. 2. Vehicle license of fork-lift or crane (original and duplicate) and operator certificate (original and duplicate) shall be reproduced on one A4 paper with seal.						

4. Services and Stipulations of Exhibit Transportation

4.1 Introduction to Services of Exhibit Transportation

Canton Fair recommends Guangzhou Zhuoyi Logistics & Forwarding Co. Ltd., Bondex Logistics Co., Ltd., and Baltrans International Cargo Ltd. Guangzhou branch (hereinafter referred to as the Recommended Transporter of exhibits of the International Pavilion) to provide exhibitors with services such as domestic and overseas transportation of exhibits, entry/ exit customs clearance, quarantine and inspection, transportation and storage of exhibits in the International Pavilion of China Import and Export Fair Complex. Canton Fair will work with China Customs to organize, coordinate, supervise and manage the related services provided by the Recommended Transporter. Canton Fair entrusts its Exhibition Service Department of China Foreign Trade Centre (Group) to manage the transportation works in the exhibition hall and the Exhibition Service Department of China Foreign Trade Centre (Group) shall be entitled to supervise and handle the rule breaching transportation.

On-site Service Spot of China Customs: Counter 6-6, Pearl River Walkway, Area A, China Import and Export Fair Complex.

On-site Service Time of China Customs:

Oct. 15-19 (Phase 1)

Oct. 31- Nov. 4 (Phase 3)

On-site Service Spot of Recommended Transporters:

Service Desk on the West side of Hall 9.3 North Entrance, Area B, China Import and Export Fair Complex for Phase 1.

Service Desk on the East side of South Entrance to Hall 11.2, Area B, China Import and Export Fair Complex for Phase 3

On-site Service Time of Recommended Transporters:

Oct. 9-20 (Phase 1)

Oct. 28- Nov. 4 (Phase 3)

On-site Service Tel.:0086-20-89131168, 89129445, 89129472, 89129260

According to related provisions of China Customs, import declaration procedures regarding application for entry and exit of all the exhibits for Canton Fair shall be conducted in Guangzhou Port in conformity with Managing Regulations on Dependent Territory. Related transfer procedures for exhibits imported from ports other than Guangzhou shall be conducted in the port of entry. Upon the request of China Customs, the site of International Pavilion will follow closed-end management. During the stand construction and dismantling period and throughout the exhibition, the exhibit move in & out service within the range of fair complex will be carried out only by the recommended transporters for International Pavilion of the Canton Fair.

Entry and exit of exhibitors' exhibits may be conducted via three approaches as below.

1. The exhibitor will entrust the Recommended Transporter of International Pavilion of the Canton Fair to provide "Gate to Gate" One-Stop Service which will include overseas collection of exhibits, overseas transportation, customs clearance, quarantine and inspection, local transportation, storage, exhibits portage on exhibition stands, related procedures for different methods of disposing exhibits subsequent to exhibition, customs cancellation subsequent to verification, re-transportation of the exhibits out of China to the exhibitors' locality.

2. Exhibitor may entrust his own transporters locally to deliver the exhibits to Guangzhou Port where these exhibits will be transferred to the Recommended Transporter who will offer services such as customs clearance, quarantine and inspection, local transportation, storage, exhibits portage, related procedures for different methods of disposing exhibits subsequent to exhibition, customs cancellation subsequent to verification, re-transportation of the exhibits out of the territory to the exhibitors' locality. Please note that relevant entrust procedure is required in advance.

3. For exhibits imported as personal belongings, exhibitors shall pay attention to relevant Regulations on China Customs. For exhibits that fall out of the categories of personal belongings stipulated by China Customs, one should carry out the import of exhibits with normal customs procedures and pays in relevant duties, or entrust one of the three transporters recommended by the Canton Fair to carry out the customs procedures.

Reminder: Transporter of the International Pavilion does not receive delivery of exhibits. Relevant risks and responsibilities caused by exhibits express delivery, such as prohibited import, high tariff or fine, and other customs clearance issues shall be borne by exhibitors.

Exhibitors shall carry out entry and exit customs procedures with ATA Certificate for International Exhibits, and the Recommended Transporter could offer assistance.

The exhibitor will be required to pay to the recommended transporter for the International Pavilion of the Canton Fair relevant fees in accordance with the chosen service scope. Basic rate will be determined as per relevant criteria specified (refer to Appendix 1). Extra administrative fees charged by the government sectors will be paid by the exhibitor as per real situation including relevant procedure fees. Fees for special services shall be paid by the exhibitor to the Recommended Transporter.

If in any needs, exhibitors would be welcome to contact with one of the following three recommended transporters for the International Pavilion: (For contact information, please refer to Service Guide of Exhibit Transportation. You can also make an inquiry at www.cantonfair.org.cn)

1. Company Name: Bondex Logistics Co., Ltd.

Add: Room 504, No.11, Xingang Xi Road, Haizhu District, Guangzhou, CHINA

Tel: +86-20-87313226

Fax: +86-20-87313239

Website: [http:// www.bondex.com.cn](http://www.bondex.com.cn)

E-MAIL: joe.he@bondex.com.cn;

Jackie_huang@bondex.com.cn

Contact: Mr. He/Mr. Huang

Mobile: 18665005084/18665050384

2. Company Name: Guangzhou Zhuoyi Logistics & Forwarding Co. Ltd.

Address: Room 310A-C, Fengling Commercial Building, No.715 Gangqian Lu, Huangpu District, Guangzhou, China

Tel: +86-18933911486

Fax: +86-20-82286935

Website: <http://www.zhuoyiwuliu.com>

E-mail: exhibition@zhuoyiwuliu.com

Contact :Mr. Xiang/Ms. Liu

Mobile: 13143749974/ 13926099386

3. Company Name: BALtrans International Cargo Ltd., Guangzhou branch

Address: Floor 13, Yida Plaza, No. 5 Nonglinxia Road, Yuexiu District, Guangzhou, China

Tel: +86-20-37681420/+86-20-37681423

Fax: +86-20-31651491

Website: <http://www.baltrans-exhibition.com>

E-mail: joey.zhou@exhibition.baltrans.com

Contact: Ms. Fu/Ms. Zhou

Mobile: 13427553996/13822250717

4.2 Notice to Exhibitors

1. No matter which approach is to be chosen for exhibits transportation to China, the exhibitor will be required to contact in advance with relevant Recommended Transporter for the International Pavilion of the Canton Fair with more attention to the deadline of arrival of exhibits and submission of customs application documents (subject to the notice given by the Recommended Transporter).

Exhibition Documents (subject to the notice of Recommended Transporter)

(1) List of Temporary Import Exhibits [Please refer to C1]

This list will be a compulsive customs clearance form stipulated by China Customs and shall be filled in by all exhibitors and be submitted to the Recommended Transporter.

Guideline on filling in the form

The list includes fair name, product name, country of origin, product model and specifications, quantity of package, packing number, type of packaging, quantity of exhibits, unit of quantity, unit price, total price, gross weight, net weight, material, outer packaging size, location of exhibition, number of the exhibition hall, number of the exhibition spot, the name of exhibitor and how to deal with exhibits after the exhibition;

① Product name: Please report the accurate English name;

② Product model and specifications: Information on product model and specification shall be provided in



detail and in a precise way. When it comes to mechanic and electronic products, such as automobiles, engine number, frame number, color, displacement, year of production and number of seats shall be provided;

③ Quantity of package: Quantity of transported package of imported and exported goods (according to transport packaging) shall be provided (based on the number of package);

④ Type of package: All imported and exported goods' package, including that of delivery package and other package shall be provided;

⑤ Quantity of exhibits: The quantity of exhibits refers to the actual number of exhibits. If it exceeds one, please specify it;

⑥ Unit of quantity: Unit of quantity, expressed by quantifier in Chinese, should be provided clearly and precisely;

⑦ Value of goods: Value of goods refers to the CIF price of exhibits, composed of the value of exhibits and the costs of packaging, transportation, insurance and other services after they are shipped to China but not unloaded;

The CIF price of imported exhibits shall be truthfully declared. If the Customs challenges the declared price, the exhibitor shall, upon receiving the written notice, provide written explanation and relevant information within the prescribed time. If the exhibitor declares unreasonable value, leading to prolonged customs clearance time, thus affecting the participation in the fair, or there is a risk of the order being returned.

According to Article 62 of China Customs Law: If the Customs finds that imposed tariff is less than should be after approving the customs clearance of the imported and exported of goods and entry/ exit goods, it shall require taxpayer to pay enough tax within one year since tariff is paid or customs clearance is approved. The tax loss caused by taxpayer's breaching rules can be imposed by the Customs within three years.

⑧ How to deal with exhibits: Exhibits can be sold, returned, consumed or abandoned, etc.

(2) Exhibit Delivery Confirmation to Recommended Transporter [refer to C2]

All exhibitors will be requested to fill in this Entrust Letter and return the same to the transporter prior to the deadline to enable the transporter to thoroughly understand the transportation requirements of every exhibitor so as to make appropriate arrangements.

(3) As for brochures, souvenirs, gifts, consumables and video tapes, CDs, slides to be demonstrated in the exhibition and to be submitted to the customs for inspection, the exhibitor shall furnish two samples of each to the Recommended Transporter beforehand.

(4) Original Bill of Lading, Copy of Master Air Way Bill, and various Shippers' Papers.

(5) Original Certificate of Origin, Certificate of Fumigation and Disinfection or Non-wood packing certificate.

(6) Product specification of machinery and equipment and high-tech products shall be submitted.

(7) ATA Certificate for International Exhibits (The exhibitor use this certificate for importing exhibits)

The exhibitor will be required to bring the List of Temporary Import Exhibits, copy of Delivery Confirmation to Transporter, Certificate of Origin, Customs Declaration as General Import and Certificate for Taxation to the exhibition hall for reference.

2. The exhibitor must apply to the Recommended Transporter within the time specified and provide the required documents and exhibits. The exhibits applied will be consistent with relevant documents; otherwise, the exhibitor will be responsible for any deferment in customs clearance and delivery caused by inconsistency of goods and documents, incomplete application and delay in application.

3. Approval of Duty-free Exhibits

The transporter will apply in written to the customs for duty-free consumables with a list furnished by the exhibitor in the registration time of Canton Fair or prior to the opening of the Canton Fair.

Duty-free goods scope:

(1) A small package of samples, including imported food and beverage samples or those samples made by imported bulk materials during the period of the fair, but should match the following conditions:

① Those provided by exhibitors and dedicated to distribution free of charge during the exhibition period among visitors only for their personal use or consumption;

② Those clearly used as advertising samples with a very low unit price;

③ Those which are not suitable for commercial use and in which per unit content is distinctly less than the minimum packing content for retail;

④ Those samples of food or beverage which have really consumed in the course of exhibition although have not distributed according to minimum packing regulation stipulated in ③.

- (2) Goods and materials consumed or damaged in the course of demonstration;
- (3) Cheap goods used for setting up or decorating their exhibition stands;
- (4) Promotional printing materials freely distributed during the course of exhibition;
- (5) Archives, records, forms and other documents to be used in fair;

If the amount of exhibits listed on (1) exceed the import limit, the excessive part shall be taxed according to law; the unused and remainder exhibits which are listed on (2), (3) and (4) shall be re-transported out of China. For those not transported out of China, exhibitor shall go through the import formalities in accordance with the regulations.

The above scope shall not be applicable to alcoholic beverage, tobacco products and fuel. Duty shall be imposed on other items exceeding above-mentioned scope.

4. Packing of Exhibits

All import wooden packing materials should be treated by Heat Treatment (HT) or Methyl Bromide (MB) fumigation at the origin, and put the Mark of International Plant Protection Convention (IPPC) 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). In case that the wooden packing material shall be without the approved mark or with approved mark but intercepts the live harmful pest, then the cargoes will be disposed or returned to the origin (observed areas: all countries/cities including Hong Kong, Macao and China Taiwan).

Furthermore, according to relevant laws and regulations of China Customs, it's forbidden to take used carton into the Chinese territory. Exhibitors shall not use used carton for the packing of the exhibits in the International Pavilion.

The exhibitors shall be responsible for all consequences arising from inadequate packing of the exhibits. The exhibitors will therefore be required to pay more attention on this issue.

(1) Damages prevention and water-proofing for outer packing

The packing cases will be inevitably shaken and collided in multiple loading and unloading during the long way haulage. The packing cases should therefore be firm enough to resist such events. The exhibitors must take adequate water-proofing measures to prevent damages to the outer packing of the exhibits.

Cartons will not be appropriate for exhibit packing especially not suitable for precious or fragile instruments. The exhibitors must be more precautions in case that they tend to pack the exhibits to be returned with the original packing materials (cardboard, aluminum foils, plastics etc.) which might have been damaged when opened. The exhibitors will hence be ensured to have adequate packing materials for returning exhibits. No free packing materials will be provided by the exhibit transporter of International Pavilion.

(2) Dimension, gross weight and ground load of the case

Owing to container or truck transportation and condition of the exhibition hall, the exhibitor must pay attention to the following limits to each case of exhibit:

Length = 6000 MM ; Width = 2200 MM ; Height = 2200 MM

The exhibitor shall be responsible for all consequences in case that he ships the exhibits of over above-mentioned limits to the Recommended Transporter without prior contact with the Recommended Transporter and proper arrangements.

(3) Heavy Exhibits

Packing case for heavy exhibits should be fixed by bolts not nails or screws so as to prevent damages and save time especially in re-packing at stand dismantling. Clear signs are required on both sides of the case to ensure loading on correct directions. Exhibitors with heavy exhibits are required to arrive in the exhibition hall in advance to instruct proper emplacement of the exhibits. In case that a crane or a forklift is needed, the exhibitor will be requested to notify the Recommended Transporter in written and provide the Recommended Transporter with detailed stand layout (Please refer to Form C3) to facilitate works at site.

5. Opening and Re-packing of Exhibits

Manpower and equipment will be provided by the Recommended Transporter to the exhibitor for case opening, installation and re-packing works subsequent to conclusion of Canton Fair. The exhibitor must stay at site to give instructions to those works especially for precision instruments or heavy items. The exhibitor must be responsible for all risks related to those works. In the event that the exhibitor withdraws from the exhibition hall prior to accomplishment of related transference works and leave in the hall unpacked exhibits, those exhibits will be treated as abandoned articles which will be handed over to the customs for settlement and the exhibitor shall bear all expenses incurred therefrom and be liable to all consequences.

6. Insurance

In order to receive compensation for all losses arising from risks during exhibit transportation and the exhibition, the exhibitor will be advised to purchase a whole insurance policy (exhibition period included) with Full Coverage. The exhibitor may also entrust the transporter to purchase special insurance for his exhibits.

7. Stand Dismantling Works

Prior to conclusion of Canton Fair, following documents will be distributed by the Recommended Transporter to all exhibitors:

- (1) Notice for Stand Dismantling Procedures;
- (2) Copies of exhibit-list furnished by exhibitors;
- (3) Entrust Letter for Exhibit Disposal which will be filled in by exhibitors and submitted to the transporter.
- (4) Authorized Exhibit Exit Permit.

On the conclusion date of Canton Fair, the Recommended Transporter will carry all empty cases to the stands as per time schedule specified by Canton Fair and assist the exhibitor in packing up the exhibits and executing relevant customs clearance on behalf of the exhibitor. Detailed arrangements will be notified by the representative of the Recommended Transporter to the exhibitor.

On closure of the fair, exhibitor must declare to the customs of its mean of exhibit disposal and pay any due tax. Means of disposal include the following:

1. Sold 2. To be Returned 3. Abandoned/ Consumed 4. Given away

Exhibitor will be required to fill in the Entrust Letter of his disposal modes received prior to stand dismantling and furnish the form and list of exhibits to the nominated person of the Recommended Transporter in the exhibition hall.

The exhibits will be temporarily detained by the Recommended Transporter until the Recommended Transporter receives relevant documents from the exhibitor. All expenses thus incurred will be paid by the exhibitor.

Following regulations shall be strictly abide by the exhibitor in stand dismantling and applying to the customs:

— Each case of exhibits sold and to be returned must be declared clearly, accurately and separately.

— Except for the declared exhibits to be outbound, not any other private goods (luggage and souvenirs for example) shall be allowed in the packing cases.

Penalty and confiscation shall be imposed upon violations of above-mentioned regulations.

The exhibitor will not be allowed to leave the exhibition hall prior to completing and furnishing aforesaid documents, conducting customs clearance and appropriately transferring exhibits. The exhibit disposal mode cannot be further altered once relevant documents have been submitted to the customs and the transportation sectors and the exhibits have been transferred.

All exhibits will be outbound within 6 months from the date of entering China's border. The exhibitor will apply to the superintended customs in case that an extension of such time is required however, which will not be longer than 6 months.

8. The use of ATA Certificate during handling the import and export customs clearance is acceptable for the Chinese Customs. Products whose import is restrained according to laws and Regulations on P.R.C, printed materials which will be exhibited or used during the exhibition, audio-visual products, and other products that need investigated by the Chinese Customs, shall go through inspection and approval procedures in advance according to related rules and regulations.

Reminder:

Customs declaration of exhibits of Canton Fair International Pavilion has adopted the "Single Window" approach (<http://www.singlewindow.gz.cn>). The "Single window" is to provide those who participate in international trade (including international fair) and transportation, including goods owner, freight forwarding, customs broker, ship, dock, shipping companies and other international trade logistics-related enterprises with a single platform through which they can submit standardized information and documents so as to connect with competent authorities and submit standardized information and digital information that meet the requirements by supervisory departments at one single time. Agents only need to record the fair information and exhibits list for one time, then they can declare to the customs, which simplifies the customs clearance procedures and shortens the clearance time. Exhibitors shall provide complete and accurate list of goods and related documents in accordance with the requirements of the agent in a timely manner so as to avoid customs clearance delay caused by the document failing to meet the requirements.

According to relevant Regulations on Provisional Regulations on the Access Control of Materials in the International Pavilion of the 124th Session of Canton Fair and Service Guide for International Exhibits

Transportation (you may refer to www.cantonfair.org.cn), the Exhibitors shall submit copies of Certificate of Origin and Exhibit List of the International Pavilion of the 124th Session of the Canton Fair and other relevant documents to the organizer or the exhibitor recruitment agents in time (those enterprises applying directly shall submit those materials to China Foreign Trade Guangzhou Exhibition Company in time), so as to cooperate with the organizer and exhibit contractors of International Pavilion to facilitate smooth participation.

Any stipulations or arrangements between the exhibitor and transporter shall be mere agreement of both parties. Canton Fair will not be responsible for any unexpected consequences or disputes such as damages to the exhibits and the like. Such cases shall be subject to legal procedures by both parties.

The exhibitor may lodge a complaint to Canton Fair provided that he will be dissatisfied with the services provided by the recommended transporter. Canton Fair will endeavor to assist the exhibitor in settling such issue. Contact number for inquiry and complaint: Telephone : 4000-888-999

4.3 Stipulations of Exhibit Transportation

Regulations on Exhibit Management:

1. The China customs shall treat all import exhibits as temporary import and export goods. The exhibitor shall therefore accept the supervision of the Chinese customs and carry out specified customs procedures. Exhibits under the supervision of China Customs include:

- (1) Goods and articles displayed or demonstrated in the International Pavilion of this session of the fair.
- (2) Imported goods and articles required for demonstrating machines and apparatus.
- (3) Imported constructional and decoration materials used by the overseas exhibitor to setup temporary stand.
- (4) Imported films, slides, video tapes, tapes, specifications, advertisements, discs, and display equipment used by the exhibitor for demonstration and publicity.
- (5) Other imported goods and articles displayed or demonstrated in the exhibition hall.

2. Guangzhou Customs is the local customs of exhibits in the International Pavilion of the Canton Fair. During the Canton Fair, Guangzhou Customs shall adopt concentrating supervision of port transfer, declaration and inspection of exhibiting place. In principle, exhibitors shall conduct the import declaration procedures in Guangzhou Customs. Transfer procedures of exhibits imported from ports other than Guangzhou port shall be conducted in entry customs.

3. Exhibits of the International Pavilion of the 124th Session of Canton Fair fall into the scope of the custody of China Customs, and shall enjoy such special treatments as exempt from getting import permit, exempt from pay for import tariff and other taxes. Transporter and overseas exhibitors of the International Pavilion are required by the China Customs to be responsible and assure of every articles of imported exhibits. Exhibits imported under customs bonds shall strictly comply with relevant Chinese customs regulations, include but not limit to the following:

(1) No exhibits shall be allowed to be sold or presented to others, or to be removed from the hall within the Chinese territory by the exhibitor without permission from the Chinese customs.

(2) With the approval of China Customs, exhibits sold to or presented to individuals or companies within the Chinese territory shall go through customs clearance and pay in relevant tariff and duties subsequent to stand dismantling. International exhibits within the scope of Compulsory Certification and strict control of China Customs (for details, please refer to Service Guide of Exhibit Transportation of www.cantonfair.org.cn or ask for materials from the four recommended transporters). The exhibitor shall not be authorized to remove any exhibits out of the exhibition hall or any controlled places nominated by the Chinese customs prior to completion of all import procedures. The service charge rate of the purchasing and presenting exhibits shall be equal to the return service charge rate. Other charges such as related tariff, transport charge and storage charge arisen there from shall be collected in addition.

(3) Disposed exhibits shall be reported to the recommended transporter in advance. Those exhibits shall not be casually disposed by the exhibitor per se and shall be handed over to the recommended transporter to transfer the same to the Chinese customs for settlement.

(4) Canton Fair hereby reminds all exhibitors to keep their exhibits properly. Loss or damaged exhibits may need to render relevant tariff to the Chinese customs.

(5) All exhibits shall be well packed and handed over to the recommended transporter to transit to controlled venues appointed by the Chinese customs so as to carry out procedures of repatriation except for those have been allowed to be imported, disposed and presented as free gifts or promotional materials approved by the Chinese customs.

4. Exhibitor shall provide exhibit transporter of the International Pavilion or customs clearance agent with

digital version of all promotional materials and technical data to be displayed or used, including films, slides, tapes, video tapes, CD-ROM, pictures, maps, instructions and advertisements and submit them to Guangzhou customs for approval. Without permission from the customs, the aforesaid items shall not be distributed or used. All printed materials and audio-visual products harmful to the politics, economy, culture and morality of the People's Republic of China and infringing any IPR shall not be used or demonstrated. They shall be confiscated, returned by the customs based on the situation or be modified by exhibitor prior to utilization.

5. In accordance with laws and Regulations on Entry-Exit Inspection and Quarantine Bureau of China, temporary import and export goods shall be exempted from inspection unless otherwise specified by laws and other administrative regulations (Entry of exhibits such as animals and fruits shall be approved after the quarantine). Inspection is conducted free of charge, and quarantine is charged according to the categories and requirements. Related charges are paid in accordance with national standards. Exhibitors who conduct the entry and exit procedures with ATA certificate shall enjoy the exemption or special treatment in terms of inspection and quarantine.

6. Overseas animal, vegetation and foodstuff exhibits shall be validated/ approved by China Customs prior to entry to China. The exhibitor shall be required to furnish to the recommended transporter with exhibits/samples/list of exhibits for approval from related authorities 20 days prior to import of such goods. Guangzhou Customs is responsible for the inspection and quarantine of exhibits of the International Pavilion of the 124th session of the Canton Fair.

For exhibits, according to related laws and regulations, which are forbidden to enter or exit, be carried, or posted, exhibit list and conditions for inspection and approval for animal and vegetation, documents and materials for related procedures, please refer to Appendix 2 "QUARANTINE and INSPECTION SERVICE FOR IMPORT EXHIBITS" or Service Guide of Exhibit Transportation at www.cantonfair.org.cn.

7. Exhibitors who bring exhibits by themselves to China and participate in the fair should declare customs before participating. If they fail to declare customs according to the customs regulations, they will be not allowed to participate in the fair.

Exhibits which are carried to China by exhibitors themselves or in other trading ways shall be displayed by classification and marked. At the same time, exhibitors shall bring customs clearance form, tax clearance certificate, quarantine certificate for on-site check and inspection by customs.

8. In case farm products is found not in conformity with related Regulations on China Entry-Exit, Inspection and Quarantine and with safety hazard, the exhibitors shall destroy these products immediately and buried or burned in the landfill nominated by Bureau of City Appearance Environment and Sanitation of Guangzhou Municipality. The expense occurred therefrom shall be borne by the exhibitors.

9. Only exhibits stipulated in the Participation Provision or with written consent by Canton Fair shall be exhibited by the exhibitor in the stand. The exhibitor shall bring along and submit the following documents in advance to Canton Fair for inspection:

(1) Documents listed by the Exhibitor Notices of the Services and Stipulations of Exhibit Transportation, as well as the Exhibit List for the International Pavilion of the 124th Session of Canton Fair.

(2) All exhibits involving IPRs such as trademark, patent and copyright and quality attestation should be attached with "List of Files for Trade Mark, Patent, Copyright & Quality Attestation" (please fill in schedule D1 of Chapter 7) and copies of legal certificates of such trademark, patent and copyright and quality attestation.

(3) For exhibits not produced directly by the exhibitor, agreement should be reached and signed with the suppliers on the exhibits' participation in the Fair.

(4) In case that exhibitor entrusts other transporters than the recommended ones to carry out the transportation of exhibits, exhibitor should provide the copies of letter of confirmation on transportation from the trusted transporter to organizing committee of the International Pavilion for the purpose of inspection and registration.

10. According to the regulation of China Customs, exhibitors from China Taiwan shall be filed for record. Subsequent to the confirmation of participation, Taiwan exhibitors shall receive from the agent of exhibitor recruitment and fill in the 'Registration Form of Participation by Taiwan Exhibitors at Main-land Exhibition', with which the agent will carry out the relevant registration procedures at China Customs. Without the above registration procedures, the recommended transporter will fail to fulfill the one-stop exhibit transportation service entrusted by 11. Exhibits fall into one of the following categories shall be treated as breach exhibits and shall be disposed as breach products.

(1) Exhibits do not include in the exhibit scope specified in the Participation Provision or exhibit scope approved by written consent of Canton Fair.

(2) Exhibits involving IPRs such as trademarks, patent, copyright and quality attestation being without

relevant legal certificates.

(3) Exhibits not directly produced by the exhibitor being without signed Participation Agreement with the manufacturer.

(4) Exhibits, which shall go through the procedures of inspection and quarantine according to Chinese laws and regulations, are not inspected or quarantined.

(5) Exhibits, without the consent of China customs, are sold or eaten on a trial basis during the Fair.

(6) Other exhibits without legal origins.

12. No exhibits shall be sold in the hall.

13. The exhibitor per se shall not be allowed to display, demonstrate and publicize any materials of the exhibition in any format in the hall or carry out any kind of publicity for the exhibition in any forms without prior written consent of Canton Fair.

4.4 Appendix of Exhibit Transportation

Appendix 1 Transport Rates for Import Exhibits

Appendix 2 Inspection and Quarantine Service Guide for Import Exhibits



Appendix 1 Transport Rates for Import Exhibits

Service Item	Service	Charge Criteria
Basic service charge	Including round trip	RMB 350 / exhibitor / consignment
Delivering exhibits from Guangzhou Port to exhibition stand in the Canton Fair	<ol style="list-style-type: none"> 1. Customs declaration, inspection and clearance. 2. Custody vehicle fee for exhibits delivering from Guangzhou Port to exhibition stand in the International Pavilion of the Canton Fair. 3. Discharge exhibits in the exhibition venue and allocate exhibits to the appointed stands. 4. Assist in unpacking and exhibits portage. 5. Clear up the package garbage and remove it to the depository outside the Complex for storage. 	RMB 420/ cubic meter / ton
Delivering exhibits from Guangzhou International Airport to exhibition stand in the Canton Fair	<ol style="list-style-type: none"> 1. Customs declaration, inspection and clearance. 2. Custody vehicle fee for exhibits delivering from Guangzhou Port to exhibition stand in the International Pavilion of the Canton Fair. 3. Discharge exhibits in the exhibition venue and allocate exhibits to the appointed stands. 4. Assist in unpacking and exhibits portage. 5. Clear up the package garbage and remove it to the depository outside the Complex for storage. 	RMB 7 / kg
Delivering exhibits from Hong Kong marshalling storehouse to exhibition stand in the Canton Fair	<ol style="list-style-type: none"> 1. Marshalling service in the Hong Kong marshalling storehouse. 2. Customs declaration, inspection and clearance. 3. Custody vehicle fee for exhibits delivering from Hong Kong marshalling storehouse to exhibition stand in the International Pavilion of the Canton Fair. 4. Discharge exhibits in the complex and allocate exhibits to the appointed stands. 5. Assist in unpacking and exhibits portage. 6. Clear up the package garbage and remove it to the depository outside the Complex for storage. 	RMB 490 / cubic meter / ton
Outbound transportation service for imported exhibits	Same as the inbound transportation services mentioned above with the same prices.	
Basic service charge	Including round trip	RMB 350 / exhibitor / consignment
Discharge exhibits in the exhibition venue and allocate exhibits to appointed stands	<p>Receive and discharge exhibits at the entrance of the complex.</p> <p>Allocate exhibits to appointed stands, and put them in the right place.</p>	RMB 150 / cubic meter /ton /exhibitor / consignment
Sold exhibits	Carry exhibits from stand to the picking-up area for exhibitors at the gate of the complex	RMB 150 / cubic meter /ton /exhibitor / consignment

Registration Fee for exhibitors who arrange exhibit transportation on its own or carry exhibits as personal belongings	On-site Exhibit Registration for exhibitors who arrange exhibit transportation on its own at the International Pavilion On-site Exhibit Registration for exhibitors who carry exhibits as personal belongings	Free of charge
Charge for taxed packing materials of exhibit	1.Pick up packing materials from the stand 2.Carry back packing materials to the stand during stand dismantling 3.Storage duration lasts for one phase of the Canton Fair	RMB 150 / cubic meter

Notes:

1. The above-mentioned rates do not include the following items:

(1) Actual fees incurred at the port for exhibits during the round trip between the exhibition venue and the port or airport in Guangzhou or Hong Kong (including but not unlimited to: devanning charge, port construction fee, port registration fee, charges at the air cargo complex, overdue storage fee at airport or port, document charge for shipping company and airways, commodity inspection fee and other government charges);

Relevant exit and entrance fees for the Government of Hong Kong Special Administrative Region;

2. In case of any empty container delivery between Guangzhou Port and Canton Fair exhibition premises, it will be charged in accordance with the actual circumstance;

3. Local withdrawal and delivery service in Hong Kong will be charged RMB 700 / consignment. (Unit of calculation: 500 kg);

4. The nominated transporters will offer their round trip exhibitor client free storage of 5 days. Overdue storage will be charged RMB 7 / cubic meter / ton / day;

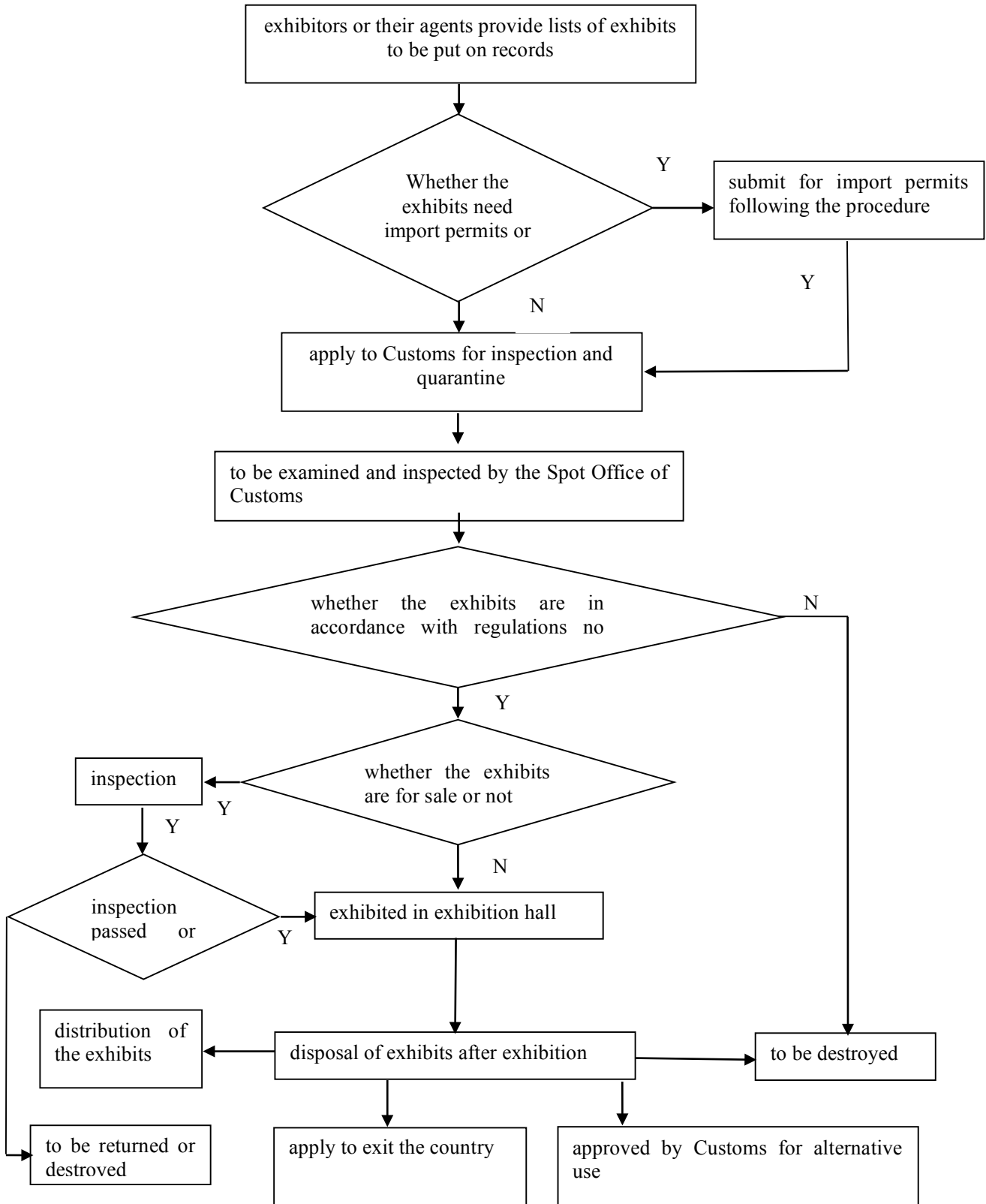
5. Nominated transporters will offer their round Charge for air transportation will be conducted in accordance with international cargo delivery standard, namely: 1 cubic meter = 167 kg;

6. Minimum charge rate for each consignment of exhibits: 3 cubic meters. Minimum for 20ft container is 24 cubic meters. Minimum for 40ft container is 48 cubic meters. Open top container and flat rack container will be charged 30% more for service fee.

Appendix 2 Inspection and Quarantine Service Guide for Import Exhibits

This service guide is formulated, in accordance with Law of the People's Republic of China on Customs, Law of the People's Republic of China on Import and Export Commodity Inspection, Law of the People's Republic of China on Entry and Exit Animal and Plant Quarantine, Frontier Health and Quarantine Law of the People's Republic of China, Food Hygiene Law of the People's Republic of China and Law of the People's Republic of China on Food Safety for the purpose of standardizing inspection and quarantine on import exhibits, serving and bringing convenience to exhibitors from different countries when going through entry inspection and quarantine, This guide only applies to exhibits imported through ports of entry in Guangzhou.

Part I Working Procedure of Inspection and Quarantine of Import Exhibits



Part II Supervision and Administration of the Import Exhibits

1. “Exhibits” means goods used only for the Fair. Agents for exhibitors shall declare customs to Customs when the exhibits enter the country, submit exhibition attending documents, lists of exhibits, bill of lading, waybill, etc., and indicate ways of disposal after the exhibition.

2. Exhibits shall be transferred to surveillance storehouses or interim storehouses at the exhibition hall for examination and inspection.

3. Quality inspection shall be exempted for exhibits not for sale, heavy metal mine products and rock products excluded.

4. If the exhibits are animals and animal products, plants and plant products, animal quarantine certificate, plant quarantine certificate and veterinary health certificate issued by the export countries shall be submitted when applying for inspection and quarantine. For those import permits of quarantine required, Import Permits of Quarantine for Animals and Plants of the People’s Republic of China approved and issued by Customs or import permits issued by department of agriculture administration or department of forestry administration under the State Council shall be submitted.

5. If the exhibits are food or cosmetics, statements shall be made to whether the exhibits will be used for foretaste or tryout during the exhibition or eaten, used or sold after the exhibition when exhibitors declare customs. Official inspection (health) certificates or relevant health documents issued by the country (region) of origin shall be provided. After accepting the application, Customs shall examine and verify the relevant documents. Those only for exhibition (not to be eaten, used or sold) shall be exempt from sample tests and tag verification after the exhibitors provide relevant written warranty; those to be eaten or used during the exhibition shall be tested by samples based on results of examination and verification; those to be eaten, used or sold after the exhibition shall be inspected and supervised as ordinary import food and cosmetics.

6. If the exhibits are special articles such as microbes, biological products, blood and blood products, Import Permits for Health Quarantine for Special Products issued by Guangdong Customs shall be submitted when declaring customs.

7. If the exhibits are listed on the catalogue of objects subject to compulsory certificate, exhibition-attending documents issued by the organizer of the Fair and lists of exhibits shall be submitted when applying for inspection and quarantine. Customs registers them. When the exhibits have to be returned after the Fair, the records shall be cancelled after verification by the port Customs based on customs declaration forms. Only in the following case can exhibits be left over in China and be exempt from being returned: exhibits meet the requirements stated in Bulletin 3 in 2005 of Certification and Accreditation Administration of the People’s Republic of China (CNCA) and exhibits exemption certificate shall be submitted.

8. If the exhibits are packed in wooden packing materials, the wooden packing materials shall be disinfested at the county or region of export and stamped with special seal of IPPC in accordance with Standards NO. 15 for measures of plant quarantine of International Plant Protection Committee (IPPC). Only after that, can the exhibits be imported.

9. If the exhibits are imported within ATA Carnet, the ATA Carnet shall be produced as certifying documents when declare customs to Customs. Quality inspection and compulsory accreditation can be exempt.

Part III Relevant Regulations of China on Import Exhibits

1. The following objects are prohibited from entering the country:

Pathogenic micro-organisms (including seed cultures of bacteria and viruses) of animals and plants, insect pests and other harmful organisms; animal carcasses; soil; relevant animals and plants, their products and other quarantine objects from countries or regions with prevalent epidemic animal or plant diseases. Lists of animals and animal products from countries or regions with prevalent animal epidemic prohibited from entering the country and lists of plants prohibited from entering the country of the People’s Republic of China in the column “Information Service-Inspection and Quarantine of Animal and Plant-Warning” on website WWW, CUSTOMS.GOV.CN publicized by General Administration of Customs shall be referred to for the lists of the above-mentioned objects.

2. The following objects must be submitted for import permits of quarantine:

(1) List of animals required for import permits of quarantine:

Live animals: animals (whether domesticated or wild, such as livestock, poultry, beasts, snakes, tortoises, fishes, shrimps and prawns, crabs, shellfishes, silkworms and bees), embryos, semen, oosperm, propagating eggs, and other animal hereditary materials;

Imported animal serum products, vaccines and biological products;

Edible animal products: meat and its products (including organs, casings), fresh eggs (including edible tortoise eggs, edible turtle eggs), dairy products (including raw milk, raw milk products, pasteurized milk, modified milk with

pasteurization), animal aquatic products (amphibians, reptiles, aquatic mammals and other farmed aquatic products, Japanese aquatic products), edible gelatin, edible bone horns and their products, animal-derived Chinese herbal medicines, Bird's nest

Non-edible animal products: raw hides, raw fur, bone horns and their products, gelatin, silkworm cocoons, animal-derived feed and feed additives, fish meal, meat meal, bone meal, meat and bone meal, grease, blood meal, blood, etc., organic fertilizers containing animal's ingredients.

(2) List of plants required for import permits of quarantine:

Plant propagating materials: seeds, seedlings and other live plants;

Fruits and vegetables: fresh fruits, tomatoes, eggplants, fruit of capsicum;

Tobaccos: tobacco leaves and tobacco flakes;

Grains and cereals: wheat, corns, paddies, barleys, ryes, oats, broomcorns, and processing products, such as malt, etc. (except rice flour, rice flour, starch)

Beans: Soybean, mung bean, pea, adzuki bean, broad bean, chickpea, etc.;

Tuber crops: potatoes, cassavas, sweet potatoes and processing products (except potato flour)

Feedstuff: millfeed, bean cakes, bean hull, peanut hull, vegetable seed hull, etc.;

Others: plant culture materials

(3) Transgenic animal and plant products

Animal and plant products that cover the scope of the transgenic label catalog.

The following kinds of exhibits are exempt from import permit of quarantine: dry inactivation plant or insect specimen; soil-free mineral and rock.

(4) Carriers of the above-mentioned animal and plant products shall apply to GDCIQ for import permits of quarantine. Lists of exhibits and relevant exhibition documents shall be submitted. GDCIQ shall be in charge of verification, and AQSIQ shall be in charge of approval. The application procedure is as follows:

1) Material submitting. The applicant submits the application materials to Guangzhou Customs.

2) Guangzhou Customs examines the application and provide result within the prescribed time. If it needs to be examined by the General Administration of Customs, Guangzhou Customs will submit the preliminary review result to the General Administration of Customs within the prescribed time, and the General Administration of Customs will provide review result within the prescribed time.

3) The General Administration of Customs or Guangzhou Customs District will issue an approval document to the applicant.

In case of any question, please refer to the column "Online Service-Guidance-Guidance on Administrative Approval by Customs System" about quarantine approval for entry (transit) animals and plants and their products (animal and plant parts) on the website of General Administration of Customs: <http://www.customs.gov.cn/>.

3. The following objects are listed on the catalogue of objects subject to compulsory certificate:

electrical wire and cable, electrocircuit switch, electronic sets used for protection or connection, low-voltage electrical appliances, low-power electromotors, electric tools, electric welding, appliances for home use or similar use, audio-video equipments, information technology equipments, illuminating equipments, tele-communication terminal equipments, automobiles and parts, tyres for automobiles, safety glass, farm equipments, security technology and protection products, medical equipments, fire equipment decorative products, wireless local networks and baby products.

For detailed lists of products and information, please refer to the website <http://samr.saic.gov.cn/> for the relevant announcements made by State Administration for Market Regulation and Certification and Accreditation Administration.

4. The following special articles must be given import permits for health quarantine before applying for inspection and quarantine:

Special articles such as microbes, biological products, blood and blood products, human tissues, etc..

Exhibitors or their agents shall apply to Guangzhou Customs for import permits for health quarantine at least 7 workdays before consignment for delivery. Import permits for health quarantine for biological products and blood products shall be based on certifying documents issued by organizer of the Fair and warranty for returning all the exhibits after the Fair. For import permits for health quarantine for human tissues and its products and microbes, relevant certifying documents issued by provincial administration departments of public health shall also be provided in addition to the above-mentioned documents.

Part IV Disposal of Exhibits after Exhibition

1. Basic requirements of disposal of exhibits after the Fair

For exhibits to be sold in China after the fair, exhibitors or their agents shall fill in Application Form for

Inspection and Quarantine for Import Goods, complete relevant procedures and submit relevant certificates and documents issued by Guangzhou Customs when entering China. Exhibits can only be sold after passing inspection and quarantine. For exhibits to exit after the fair, exhibitors or their agents shall fill in Application Form for Inspection and Quarantine for Export Goods, and apply to entry-exit inspection and quarantine bureaus with relevant documents provided by customs when entering China. Customs issues customs clearance forms in accordance with the law.

2. Disposal of animals and animal products, plants and plant products after the Fair

Usually, animals and animal products, plants and plant products are returned to the Fair attending countries or destroyed after the Fair. If exhibitors or their agents request to keep the exhibits, the requests have to be approved by Guangzhou Customs and inspection and quarantine have to be conducted in accordance with the law. Those that pass the inspection and quarantine can be kept, and those that fail to pass the inspection and quarantine have to be disinfested or destroyed.

3. Disposal of food and cosmetics after the Fair

For food and cosmetics that will be sold after the Fair, inspections such as quality inspection, safety and health inspection and tag verification have to be applied when entering. Those that pass the inspection and quarantine can be sold. Those that fail to pass the inspection and quarantine cannot be sold, and have to be returned or destroyed instead after the Fair.

4. Disposal of exhibits subject to “3C” compulsory certificate administration

Exhibits subject to “3C” compulsory certificate administration that have already obtained the “3C” compulsory certificates and have been added with “3C” signs can be sold after the Fair; those that have not obtained “3C” compulsory certificates or certificates of exemption issued by Guangzhou Customs can not be sold in China and have to be returned or destroyed after the Fair.

Part V Inspection and quarantine regulations of objects carried by inbound personnel

Objects carried by inbound personnel shall be administrated in accordance with regulations for import exhibits. Those exhibits without import permit and quarantine are not allowed to be exhibited on the fair.

According to the "List of Animals and Plants Prohibited from Carrying and Mailing and Their Product of the People's Republic of China, the following objects are not allowed to be imported or exhibited on the fair. If you carry the following objects, please hand them over to customs officials.

1. Animals or animal products

(1) Live animals (Except Dogs and Cats): including all kinds of mammals, birds, fishes, amphibians, reptiles, insects and other invertebrate animals, animal genetic material.

(2) (Raw or Cooked) Meats (including the viscera) and meat products; Aquatic animal products.

(3) Milk and Dairy products of animal origin: including raw milk, fresh milk, acidophilus milk; cream, butter and cheese of animal origin; other dairy products.

(4) Egg and its products: including fresh egg, preserved egg, salted egg, egg liquid, egg shell, mayonnaise and other egg products.

(5) Bird-nest (except canning bird-nest)

(6) Oil and Fat: pelt, fur, hoof, bone, horn and others.

(7) Foodstuff from animal (including meat powder, bone powder, fish powder, whey powder, blood meal and other single feed.), Traditional Chinese medicine of animal origin, fertilizer of animal origin.

2. Plants and plants products

(8) Fresh fruit and vegetable

(9) Tobacco leaves (without tobacco shred)

(10) Seeds (seedlings), Nursery stock and other plants with fecundity.

(11) Organic culture medium

3. Others

(12) Pathogenic micro-organisms (including seed cultures of bacteria and viruses) of plants, insect pests, harmful organisms, and other genetically-modified biological materials

(13) Animal carcasses, animal specimen, waste of animal origin.

(14) Soil

(15) Transgenic biomaterial

(16) Other animal, plants, relevant products and other quarantine objects specified by the country that are prohibited from entering the country.

Beside those objects prohibited from entering the country specified on the List, if you carry other animals, plants or relevant products, exhibitors shall declare to the Customs and receive quarantine by customs.



Exhibitor:				Country/Region:		Hall/ Booth no.:			Original:		TTL pkgs.:		a. Sold b. To be returned c. Abandoned/ consumed d. Given away	
C/N O.	L x W x H(cm)	G. W	N. W	Description of Contents in English	Description of Contents in Chinese	IPPC No.	Volume (CBM)	Packing Material	Quantity /Unit	(USD)Unit Price (CIF)	(US \$) Total(CIF)	H.S. No.		
Signature & Company Stamp				Remark: : The brand name, model nos, serial nos , must be declared if exhibits is machine, electric appliances or computer Also , it must be shown on outside packing surface.					Total Value(USD) C.I.F.				(Must declared) be	

If exhibitors carry the following objects, they shall declare to the Customs and be quarantined:

Pets, such as cats and dogs (One person is limited to bring only one pet and must hold quarantine certificate issued by the animal and plant quarantine office of the exporting country or region and rabies immunity certificate. Pets are required to be quarantined in the designated area by customs for 30 days upon entry.);

Human blood, human blood products, microbes, human tissues and biological products imported with special permit.

Part VI Legal Liability

For those who fail to declare truthfully, evade inspection, quarantine and supervision, or cause the spreading of a communicable disease and other serious effect, customs is entitled to hold them legally accountable in conformity with relevant law and regulations.

4.5 Form C1-C4 for exhibit transportation service.

C1 Declaration Form for Temporary Import Exhibits

Deadline: Sep. 25, (Phase 1) / Oct. 10 (Phase 3)

This form must be filled in and be submitted prior to the deadline.

DECLARATION FORM FOR TEMPORARY IMPORT EXHIBITS

Name of Exhibition: The 124th Session of China Import and Export Fair Duration: Oct.15-19, (Phase 1) ;
Oct. 31-Nov. 4,(Phase 3)
Venue: Guangzhou, China

No liability shall be accepted for incorrect, incomplete or omitted entries. Transporter shall not be responsible for it. Exhibitor shall be responsible for the contents of the entries.

Notes: This form can be downloaded from www.cantonfair.org.cn

C2 Exhibits Delivery Confirmation

Deadline: Oct. 1, (Phase 1) / Oct. 15 (Phase 3)

This form must be filled in and be submitted prior to the deadline.**The 124th Session of China Import and Export Fair
Guangzhou, China****ENTRUSTED FREIGHT SERVICE LETTER**

Exhibitor: _____ Stand No.: _____

Our company intends to participate in the 124th session of China Import and Export Fair, and hereby grants full authority to Guangzhou Zhuoyi Logistics & Forwarding Co. Ltd BONDEX LOGISTICS CO., LTD. BALtrans International Cargo Ltd. to deal with all affairs concerning the transportation of our exhibits. We are enclosing herewith Declaration Form for Temporary Import Exhibits, which are hereby declared by us to be true and correct. In case that the contents of this form are inconsistent with the real situation, we shall be responsible for all consequences arising therefrom and compensate for all additional surcharges relevant.

And we shall accept the service provided by the _____ freight agent and execute all necessary procedure required by it. We understand that exhibits shall not be delivered before all relevant fee paid off. And service fee is based on weight and volume of exhibits, not relative to the value and insurance of exhibits. The _____ freight agent shall not be responsible for counterclaim for the exhibits.

Our company shall arrange by ourselves/purchase insurance

Our company shall consign _____ for the exhibits deliver to the appointed stand of the International Pavilion in China Import and Export Fair Complex in the following modes: (could be multiple choice)

From Hong Kong Import by air via Hong Kong Import by sea via Hong Kong to the stand of the International Pavilion in China Import and Export Fair Complex

Total cubic meters/kgs _____ Total Pieces _____

From the entrance of the complex to the stand

Total cubic meters/kgs _____ Total Pieces _____

From the Guangzhou seaport to the stand

Total cubic meters/kgs _____ Total Pieces _____

From the Guangzhou airport to the stand

Total cubic meters/kgs _____ Total Pieces _____

Exhibits need to be returned exhibits need to be sold

Part of the exhibits need to be returned Others _____

To take charge of dismantling cases and clearing customs before the exhibition, Mr./Ms. _____ of our company will arrive at site on _____ (Day) _____ (Month), 2018. He/she can be reached at the phone/mobile number _____, or other means of contacting him/her _____.

Our company hereby entrust _____ for cases opening and customs clearance. Our company shall not claim from _____ for compensation by reasons as damages or losses of exhibits.

Seal and Signature of the Company: _____

Signature (in bold letters): _____

Date: _____

Notes: This form can be downloaded at: www.cantonfair.org.cn



C3 Stand Layout Plan

Deadline: Oct. 1, (Phase 1) / Oct. 15 (Phase 3)

(Applicable for heavy and large exhibits)

STAND LAYOUT PLAN

Exhibitor: _____ Stand No. _____

A) Please list below the exhibit(s) exceeding 1,000kgs in weight, or 5.0m in Length, or 2.0m in width or 2.0m in height per single piece:

Case No	Description	Gross Weight (in KGS)	Net Weight (in KGS)	L x W x H (in Meter)

B) Please point out the right position of the above mentioned exhibits where placing inside your stand:
Dimension of Wall Panel (Drawings of exhibit position can be attached.)

Note:

1. Please pre-register if any special equipment (like crane) is necessary for handling the exhibits.
2. Please come to the exhibition ground on the first day of move-in period for moving the above mentioned exhibits or booking in advance with for the moving date. Your delegate(s) Mr./Ms. _____ will come to the site on (date) _____ for supervising the portage.
3. If there has any special instruction for handling the above mentioned exhibits, please specify in below:

Notes: This form can be downloaded at: www.cantonfair.org.cn

C4 List of Exhibits in the International Pavilion of the 124th CIEF

第 124 届广交会进口展区参展展品清单
List of Exhibits in the International Pavilion of the 124th CIEF
制表时间 Recording Time:

参展商名称 Exhibitor Name:									
所属招展代理 Agents of Exhibitor Recruitment:									
国别地区 Country/Region :		原产地 Original :		展馆/展台号 Hall/Stand No.:		总件数 TTL pkgs :		展后处理 Treatment after the show:	
箱号 C/NO.	展品名称 Exhibits Name	展品类别 Exhibit Category	毛重(千克) G.W.(kg)	展品内容规格型号 Description of Contents	数量/单位 Quantity	单价 Unit Price(USD)	总价 Total Value(USD)	商品代码 H.S.NO.	备注* Remarks
申报人(签章) Signature & Seal by Applicant:				展馆保卫验收 Verified by secure staff in the exhibition complex:					
大会承运商(签章)Signature & Seal by Recommended Transporter:									

*注意 Attention:
 1. 请在备注栏填写每件参展展品的运输承接方, 例如广交会推荐承运商公司名/非广交会推荐承运商公司名/随身携带。
 Please fills in transporter of each exhibit in the remarks, for example, name of the recommended transporter/name of other transporter/imported as personal belongs.
 2. 本表作参展展品信息统计之用, 同时还作参展展品进出馆查验之用, 请参展商在填写好本表后复印留底以备现场核对、查验。
 This form is for the purpose of collecting exhibits in formation, as well as for control of the exhibits move in and out. Do fill in the form carefully and backup for checking.

5. Stand Constructing and Equipping

The Service Center for Exhibitors of the International Pavilion is set up at site of Canton Fair to provide exhibitors with convenient service of application for items associated with exhibition stands. The Centre has several project teams such as Recommended Contractor, Service Consultation, On-site Service, Standard Stand Setting-up, and Transportation. All of the services are proving the exhibitors of the convenient and swift access to the admission and registry.

5.1 Official Contractor:

5.1.1 Official Contractor

Canton Fair Exhibition Design and Construction Co., Ltd

Exhibitors of Custom-built stands shall choose contractors with qualification certification issued by the Canton Fair. (For details see 5.2.2)

Service: Application for modification of standard stands

Address: 1+002, Area A, China Import and Export Fair Complex, No.380 Yuejiang Zhong Road, Guangzhou.

Time: Sep. 1–Nov. 4 8:30-17:30 for each day

Hotline: 0086-20-89139719 89139784

Ms. Guan Mr. Xu

E-mail: gz510014@126.com

5.1.2 Customer Service Center On-site office

Phase 1:

Location:

No. 3 Counter at Hall 2, Pearl River Promenade, Area A, Canton Fair Complex

No. 1 Counter at Hall 10, Pearl River Promenade, Area B, Canton Fair Complex

Time: Oct. 10-12 8:30-17:00

Oct. 13 8:30-20:00

Oct. 14 8:30-12:00

Oct. 15-19 9:00-18:00

Oct. 19 Open for the whole night until the conclusion of Stand Dismantling

Phase 3:

Location before the exhibition opening:

North Counter On-site Office of Customer Service Centre, outside Hall 11;

North Counter, Second Floor of Hall 16, Area C.

Time: Oct. 28 11:00-24:00

Oct. 29 8:30-24:00

Oct. 30 8:30-22:00

Location during the exhibition:

No.1 Counter at Hall 10, Pearl Promenade, Area B;

North Counter, Second Floor of Hall 16, Area C.

Time: Oct. 31-Nov. 4 9:00-18:00

Nov. 4 Open for the whole night until the conclusion of the Stand Dismantling

Services at Exhibitor Service Centre:

1. Procedures of Move-in Custom-built Stands

Please refer to Stipulations of Construction Management for Custom-built Stands in 5.2 herein for detailed procedures.

2. Modification of Standard Stand

(1) Application deadline:

10:00am, Oct. 14 (Phase 1);

10:00am, Oct. 30 (Phase 3)

(2) Please refer to Services and Stipulations of Standard Stand Construction in 5.3 herein for the application scope and relevant stipulations.

3. Rental of Stand Equipment and Supply of Electricity

(1) Please refer to Form B5-2 for the specifications, charge criteria and relevant stipulations of the services.

(2) The rental of table and chair can be canceled on the same day of its arrival at the stand. Charge for such cancellation shall be RMB 20. From the second day of the arrival of the stand equipment at the stands, no cancellation of rental will be accepted.

4. Rental of Flowers

Please refer to Form B6 for service charges.

5. Re-input of Exhibitors' Information and Calligraphy Services

Canton Fair will make fascia boards in accordance with the exhibitors' information input in "Registration System of Participation in the International Pavilion". Exhibitors shall not cover or rectify the scripts on the fascia board without prior consent of Canton Fair. In case that the exhibitor is late in inputting information then requires for remedy or he may need to change the scripts on fascia board, the exhibitor shall apply to concerned department of Canton Fair for written approval and pay relevant fees.

6. Telephone allocation

Wireless Telephones are equipped in International Pavilion of the 124th session of Canton Fair, please keep it safe. Telephone Allocation: For custom-built stand, 1 telephone is equipped for the area within 4 connecting standard stands of a same company, 2 telephones for the area of 5-7 connecting standard stands, 3 telephones for 8-10, and 4 telephones for the area of more than 10 connecting standard stands. If extra telephones are required by custom-built stand, please fill in Application Form for Wireless Telephones of the 124 session of Canton Fair (see B8 of relevant forms in the attachment) and apply to On-site Office of Customer Service Centre or Communication Section (Address: A618 of Administration Office) 5 days prior to the opening date.(For inquiry:020-89139468) For standard stand, with regardless of the stand modification, the number of telephones is equipped according to the number of the standard stands within the scope, and telephone is installed in the stand of the smallest sequence number. The telephone service is provided as a package including local call and domestic call.

Telephones communication will be available during 9:00-18:00 each day, among which only available from 9:00-15:00 on Oct. 19 and Nov. 4. Please don't separate the telephone from the original stand due to the wireless telephone number already bond with the stand number.

The stand telephone will be returned at 15:00. Please do not take away the wireless telephones, and do kindly return them to our staff.

7. Application for Internet Service

Please refer to Form B7 for the specifications, charge criteria and relevant stipulations for such services.

8. Application for Overtime Work

Stipulations on the overtime work during the period of Stand Construction and Dismantling:

(1) With the Construction Certificate, contractors of custom-built stands can apply for Stand Construction Vehicle Pass and Stand Construction Badge usable on the date of Oct. 8 (Phase 1), as well as for the overtime work of the day. It is permitted to move in the materials used for setting up custom-built stands between **17:00 to 22:00 on Oct. 8**, however advance construction shall not be allowed on that day.

(2) During the Phase 1 of Stand Construction, exhibitors or contractors of custom-built stands should submit written application for overtime work to International Pavilion of the Service Centre before 16:00. The overtime work will not be permitted without prior consent of the Service Centre. From Oct. 10-12, overtime work is permitted until 22:00. On Oct. 13, the Complex will open until 24:00. The Phase 3 preparation will run night operation that does not apply for overtime.

Reminders:

(1) All materials for stand setting up and all exhibits shall be moved out of the exhibition halls prior to 10:00, Oct. 20. Stand construction materials and exhibits to be returned shall be delivered to supervised locations nominated by the customs.

(2) No application for postponing Stand Dismantling after 10:00, Oct. 20 shall be accepted by Canton Fair who will reserve the right to claim from the exhibitors for any damages or losses caused by such delay.

9. Payment

Only RMB in cash or payment by credit card shall be accepted in the Service Center for Exhibitors of International Pavilion.

Stipulations of Service

1. Parts of the services may not be provided due to insufficient stocks, the lack of resources or demand overtops the warning limit.
2. The services available shall be fulfilled within 2 hours after full payment has been made by the exhibitor (except for the peak hours on Oct. 13-14 for Phase 1 and Oct. 29-30 for Phase 3).
3. During the busy hours on Oct. 13-14 and Oct. 29-30, it may take longer time to fulfill the required services. The exhibitors are therefore advised to wait patiently and try to avoid applying at peak hours.
4. Exhibitors dissatisfied with the on-site service could lodge a complaint by dialing the service and complaint numbers.
5. Deadline for applying for the aforesaid services will be Oct. 19 for Phase 1 and Nov. 4 for Phase 3, except for those whose application deadlines have been specified.

Services of Stand Dismantling: Refund of Deposit

After returning the rented equipment or clearing the stand, the exhibitors should submit the deposit bills to the concerned staff of Canton Fair for confirmation in signature.

1. Distribution box: Electricians assigned and authorized by the Canton Fair will dismantle the distribution boxes and sign on the deposit bills held by exhibitors or contractors of custom-built stands for confirmation. Should exhibitors have any inquiries, please contact the Service Center for Exhibitors of the International Pavilion.
2. Deposit for stand clearance: Exhibitors or contractors of custom-built stands should notify the Service Center in the International Pavilion upon the completion of stand clearance. Canton Fair will accordingly assign relevant staff to inspect the cleared stands and confirm the accomplished work by signing on the deposit bills. Only if the relevant staff signs on the deposit bill, can the exhibitor or contractor apply for the refund of deposit for stand clearance.

With the deposit bills confirmed and signed by the authorized persons, the exhibitors or contractors of custom-built stands could be refunded the deposit at the Service Center for Exhibitors of the International Pavilion from 17:00, Oct. 19 to 10:00, Oct. 20 (Phase 1), 17:00, Nov. 4 to 11:00, Nov. 5 (Phase 3). Failing in execution of such procedures in the specified service time, the exhibitors and contractors could contact the Service Center for Exhibitors of the International Pavilion and withdraw the deposit as per their instructions.

5.2 Stipulations of Construction Management for Custom-built Stands

(For raw-space-exhibitors and their entrusted contractors of custom-built stands)

5.2.1 Custom-built Stands

Refer to the stands, on rental raw space (minimum 36 m²), that exhibitor entrusts the contractor with qualification certification of the Canton Fair to set up and decorate with materials which are different from those used in the standard stands.

5.2.2 Contractor of Custom-built Stands

Raw-Space-Exhibitors shall entrust the contractors with qualification certification of the Canton Fair to design and set up the stands. Contractors without qualification certification of the Canton Fair shall be prohibited to undertake such project or construction works. The design and drawings submitted by such contractor without qualification certification will be rejected by the Drawings Verification Team of Canton Fair. Contractors with qualification certification are listed “Construction of Custom-Built Stands” of Canton Fair official website: <http://www.cantonfair.org.cn/cn/exhibitor/exhibition/index.aspx>.

Reminders

Any Agreements between the exhibitor and the entrusted contractor shall be deemed to be contracts of the two parties only. Any incidents, accidents or disputes hence arising shall be subject to the legal procedures by the two parties involved, and Canton Fair shall assume no responsibilities for such consequences.

5.2.3 Submitting Time and Contact Office

1. Submission Time

Phase 1 Sep. 20-30;

Phase 3 Sep. 20- Oct. 10

The submission is due on Sep. 30 for Phase 1 and Oct. 10 for Phase 3. Please submit application through Easy Exhibitor; submissions in paper or email are not accepted. Drawings submitted later than the expiration date will be regarded as expected drawings. Raw space will be reset to standard stand if exhibitor fails to report drawing until 5 pm of the second day before the fair.

Drawings submitted later than the expiration date will be regarded as expected drawings. Raw space will be reset to standard stand if exhibitor fails to report drawing until 5 pm

2. Contact Office (Drawing Verification Team)

Service covered: Custom-built Verification

Location: Registration Center (temporary tents) at Exit A of Xingangdong Metro Station

Time: Phase 1: Sep. 20- Oct. 12	8:30-17:30
Oct. 13	8:30-20:00
Oct. 14	8:30-12:00
Oct. 15-19	9:00-18:00
Phase 3: Oct. 28-30	8:00-18:00
Nov. 4	9:00-18:00

Service contact:

0086-20-89124229, 89124230, 89124231

3. Reminders:

(1) The Drawings Verification Team is responsible for providing contractors of custom-built stands with consultation service and drawings submission service, verifying drawings of custom-built construction, collecting constructional management fees, and issuing relevant construction permits.

(2) Exhibitors of custom-built stands, after receiving the stand plan, shall contact directly with the contractors with qualification certification of Canton Fair and visit Easy Exhibitor -the official website of the Canton Fair to entrust the qualified contractor to set up the stand. The Drawings Verification Team of Canton Fair will not accept exhibitors' direct submission of drawings.

5.2.4 Application Procedures for Custom-built Stands

1. One-storey Structure

Contents of Application

- (1) Application Form for Drawings of Custom-built Stand (Form B1);
- (2) Three-dimensional color drawings of design proposals;
- (3) Plan, elevation and side view of design proposals (Including detailed dimensions and material specifications);
- (4) Application for electricity supply in custom-built stand should attach the following materials:
 - (i) Clear and detailed drawings of Electric Distribution System indicating the gross power, current rating, voltage (220V/380V) of the master switch and model of leakage protection switch, as well as the wire model and laying-out pattern and electric equipments.
 - (ii) Accurate Plan of Electric Distribution indicating the location of the main distribution box as well as the types, power and locations of lightings.
 - (iii) The copies of valid operation certificates of electricians who work for the custom-built contractor and the list of on-duty electricians as well as their operation certificate codes and telephone numbers. (Form B1-3)
 - (iv) Letter of Undertaking on Safe Use of Electricity in Custom-built Stands /Simple Decoration for Standard booth (Form B1-1)
 - (v) Letter of Undertaking of Safe Construction in Custom-built Stand/ Simple Decoration for Standard booth (Form B1-2)
- (5) two-storey custom-built stand setup requires construction drawings (including the structure and panel point drawings) provided by construction and design institution (office) with qualification certification of structure designs.

(6) Application for table and chair accessories for **Custom-built Stands**:

(i) Criteria:(table and chair shall be arranged as per area of the custom-built stand) :

Areas smaller than 3 standard stands: one set of table and chair;

Areas between 4 and 5 standard stands: two sets of table and chair;

Areas between 6 and 8 standard stands: three sets of table and chair;

Areas between 9 and 12 standard stands: 4 sets of table and chair;

Areas of 13 or greater than 13 standard stands: five sets of table and chair.

Please refer to table B1-4 for details of tables and chairs

(ii) Mode of Application: The constructor of **Custom-built Stands shall choose the style and quantity when submitting drawings on line.**

Reminders:

All the above mentioned drawings and written instructions shall be submitted by the applicants through Easy Exhibitor online, but the paper drawings of two-storey stands shall be submitted at the same time according to the Canton Fair's management requirements for the two-storey stand.

Verification Procedures:

(1) The application materials will be verified within 5 working days after received by the Drawings Verification Team.

(2) The Drawing Verification Team will release the verification results on Canton Fair's website where submission units can inquire those results via Easy Exhibitor at www.cantonfair.org.cn.

(3) For those unqualified drawings, within five days after receiving the verification paper, the contractor should re-submit them pursuant to the verifying suggestions.

Notes: The contractors whose design drawings of stands are not approved in due time shall not be permitted to commence relevant construction works.

Move-In Procedures and Formalities of Stand Construction

(1) Inquiry on-line or refer to the Drawings Verification Team to confirm that the custom-built stands drawings have been approved.

(2) According to your Drawing Approval Number, Name of your Contractor Company and Exhibitor Company name, the construction management fees, cleaning and collection of materials trash and electricity fee shall be paid to the Drawings Verification Team.

Charge Criteria

■ Construction management fee: RMB 25 Yuan/Phase/M² (net area of stands)

■ Construction management fee: RMB 45 Yuan/Phase/M² (N net area of stands)

■ Electricity fee: refer to B2

■ Fees for unified cleaning and collection of materials trash: RMB500/9M² (Note: Applications for unified cleaning and collection of materials trash in Phase 1 will not be accepted in principle. If you really need it, please submit written applications to Evaluation Section for unified cleaning and collection of materials trash (Room C626, Administrative Center, Area B, Pazhou International Exhibition Center). Applications for unified cleaning and collection of materials trash in Phase 3 will not be accepted.)

(3) Apply for Construction Permit.

(4) Apply for Stand Construction Badge and Vehicle Pass for Stand Construction.

Procedures shall be carried out in the Registration service Centre with the Construction Permit and completed Form A1 and A6.

(5) Verification for Stand Fire-prevention

Subsequent to completion of stand construction, the stand shall be under joint inspection of personnel from Fire-prevention Department of Canton Fair, professional electricians and personnel of Guangzhou Public Security and Fire-prevention Bureau. Once meeting the standard, the stand can be electricity connected and then be put into use.

(6) Formalities of electric connection

Upon completion of stand construction and approval of fire-prevention and power safety inspection, Canton Fair will assign electricians to confirm "Registration Form for Use of Electricity in Custom-built Stands" and to guide the electrician of the contractor to connect wire to the nominated distribution box. Electric connection shall

only be carried out by the electricians of Canton Fair. And the electricians of Canton Fair will be responsible for electric connection.

Relevant Requirements:

(1) Designed and setting-up height of the stand shall not exceed 4.5 meters and its vertical projection shall not overrun the rented raw space.

(2) Stand structure shall be designed to be firm and safe in order to avoid any accident arising from stand collapse.

(3) Each customer-built stand should be equipped with 2 two-kilo portable dry powder fire extinguishers, which should be put at obvious places near the aisle (while constructing and dismantling stands and during the exhibition).

2. Two-storey Structure

Applicable Scope

Only the following requirements are met simultaneously shall the exhibitor be allowed to apply for setting up two-storey stand:

(1) The height (from ground to device layer) of the exhibition hall in which the stand locates shall be above 7.5 meters (7.5 meters included).

(2) The stands shall be located in the custom-built zone.

(3) The net area of stand shall be above 72 M² (including 72 M²), i.e., above 8 standard stands (including 8). If two or more enterprises apply for joint exhibition and build a two-storey stand, at least one enterprise's stand needs to meet the area requirements, and the two-storey construction area shall not exceed 1/2 area of the original stand that meets the requirements. (E.g. 8 stands and 6 stands will be jointly arranged, then the two storey area shall not exceed that of 4 stands). The two-storey stand's position can be decided by exhibitors and the height shall be no more than 6 meters.

(4) The stand shall not directly adjoin the other stands (to be isolated) or open at three sides.

For other formalities and charge criteria concerning application content, verification procedures and move-in procedures, please comply with the corresponding regulations stipulated in construction of one-storey custom-built stand.

Relevant Requirements

(1) Maximum height for one-storey stand and two-storey stand shall be 4.5 meters and 6 meters respectively in Area A and B; two-storey stands shall not be allowed in Area C and height of one-storey stands shall not be over 4.5 meters. Vertical projection of all stands shall not overrun the raw space.

(2) Design and setting-up area of the second storey shall not exceed that half of the bottom storey and shall not be less than 27 M².

(3) The total of designed dead loading and live loading of the stand shall not exceed the maximum floor loading limit of 1500KGS/M².

(4) Stand structure shall be designed to be firm and safe in order to avoid any accident arising from stand collapse.

(5) The bottom storey shall be equipped with hung 6-kilogram powder fire extinguisher in a criterion of every 20 M² with one fire extinguisher, 20-30 M² with two, and so on.

5.2.5 Safety Guidance for structure of custom-built stands

Strength of the structure of custom-built stands should be able to meet the required loading capacity to ensure the overall structure intensity, rigidity, stability and fastness of all joinings. Details are as follows:

1. General requirements (applicable to both one-storey and two-storey custom-stands)

(1) The bottom width of the main wall of the structure should be wider than 120 mm to ensure the connection area between the wall and the ground; crossbeam should be installed on top of large span walls over 6 meters and the steel frame as well as a supporting pillar underneath.

(2) The drawings of detailed connections between tops and crossbeams should be provided for all custom-stands which require crossbeam joining on tops. The structure strength should meet the required loading capacity. The crossbeam must be fabricated in steel and joined tightly. The joining for the pillars should be fastened with bolts and nuts where pilling-up or colligation are forbidden.

(3) Toughened glass should be used for stands decorated by glass and the strength and thickness (screen wall

glass must be thicker than 8 mm) should be guaranteed. The fabrication modes should be reasonable and reliable and steel frames or professional metal frames must be used to install all the glass components. Elastic bearings should be employed amongst the frames, metal parts and glass materials to ensure safe use of these items; Clear signs must be put on all large glass to avoid collisions; Structure supporting pillars and walls of all glass platforms should be fixed beneath the platforms and stands structures should not be installed directly upon the smooth surface of the glass.

(4) Steel pillars should be of over 100 mm diameter un-welded materials and their bottom to be welded on the base. The upper portion should be welded to flanges so as to increase the bearing areas of the pillars.

2. Special requirements for two-storey stands

(1) The construction detailed drawings of two-storey stands should be provided by qualified Construction and Design Institution (Office) with seals from structure engineer of 1st grade national level and relevant verification report. Further materials include:

(i) Layout: plan of power distribution (indicating the location, types, and laying-out patterns of lamps, lights, and the main distribution box).

(ii) Power distribution system (indicating the gross power, current rating and voltage of the master switch, as well as the wire model and laying-out pattern).

(iii) Structure drawings of pillar for two-storey stands (indicating static and dynamic technical loading data).

(2) Steel structural materials should be employed for the two-storey stands to fasten the stands especially for the bearing components and connect to the ground for protection.

(3) Ground-beam connection modes should be used for the pillar base of the two-storey stands which should be fastened by high-strength bolts and nuts with hard plastic bearing to the ground as to prevent horizontal sliding.

(4) The railings height of the two-storey stands should be higher than 1.5 meters and the handling sides of the railings should be arc-shaped to prevent goods from sliding down from the railings.

(5) The bearing capacity of the upper part of the two-storey stands should be greater than 400kg/m² and only used for business negotiation or rest purposes. Its main function is not for exhibit display. Number of people on the stands should be strictly controlled.

5.2.6 Provisions of Construction Management

1. Stand construction should be executed in times stipulated herein. Advance application shall be made in case that overtime work is needed. Such works can be executed provided that approval has been granted by the Drawing Verification Team of the Canton Fair.

2. Stand construction shall be executed strictly in accordance with the verified design drawings. No variation of the stand shall be allowed unless prior consent is given by fire-prevention personnel of Canton Fair.

3. The Construction Certificate shall be displayed at a prominent place in the stand. Construction works shall not overtop the scope specified in the aforesaid certificate.

4. The design and setting-up materials should be A-level (non-combustible) or B1-level material (fire-retardant). The carpet should be the B1-level (fire-retardant). Materials, such as grass, bamboo, vine, paper, bark, foam, reed, inflammable plastic board, cloth and board, will not be permitted to use as building materials. In case that inflammable material must be used due to special reasons, the contractor shall obtain prior written approval from Canton Fair and adopt appropriate fire-prevention measures in this case. The material shall only be used upon acceptance by Canton Fair.

5. Cutting machines, electric saw and paint spraying machines are not allowed on the construction site. In case the operations actually need to use flammable and explosive goods such as thinner, alcohol and chloroprene glue, the quantity of one day's dose shall be taken into the site and out of the site after the construction finishes on that day.

6. Operations that involve welding (electric welding and gas welding) and open fire are not allowed within the complex.

7. It is not permitted during the construction to damage or alter any fixed facilities inside or near the stand. Fixation or suspension on any fixed installations in the hall shall be forbidden. No decoration or hangings on ceilings over the stands shall be allowed.

8. Fire-prevention facilities, power supply facilities, communication facilities and the like within the confines or vicinity of the stands shall not be covered during the construction, and shall be kept in safe or operable of a minimum distance of **60 CM** with indicating labels stick in proper positions.

9. Distribution box shall not be covered by Stand construction settings unless a manhole larger than the distribution box is reserved for opening distribution box and handling failure.

10. No part or full capping to the stand will be allowed during stand construction unless prior approval is obtained from the Fire Prevention Department of the Canton Fair and proper security measures are adopted. The fire prevention measures include, for instance, capping with leakage materials and equipping a 6-kilogram extinguisher of palace-lantern style in every 20 M².

11. The exposed parts of the stand's back and side should be subject to interior-exterior surface decoration with no advertisement painted on the exterior surface.

12. Temporary use of electricity during the period of stand construction shall be subject to regulations on temporary use of electricity.

13. The electric materials, facilities and equipment applied in the stand design shall have been certified by the mandatory 3C of the People's Republic of China. All electric facilities and equipment inside the stands shall installed by electricians recorded on files of Canton Fair, and such operations shall comply with the fire prevention provisions of the People's Republic of China as well as the following requirements of Canton Fair:

(1) The distribution box of each stand shall be equipped with a 30mA earth leakage protective device to be installed at an obvious and safe place of above 20cm distance from the ground. The protective cover of the distribution box must be intact. Wires at the wire-out mouth can not be exposed and should be protected with sheathing.

(2) Protective switches of different levels shall be installed for non-machinery electricity supply with three-phase whose load should exceed 20A; as for non-machinery electricity supply with single-phase whose load should exceed 16A, a three-phase-five-wire electricity supply shall be applicable. Electricity load in stands shall be balanced in case a three-phase electricity supply is adopted.

(3) The maximum electricity load of 63A socket shall be of 80% (50A) of its designed capacity. Therefore, a special notice should be given in the time of application for electricity supply in case that the rating electricity in the distribution box of the stand is greater than 50A, or, electricity consumption by single machine is greater than 50A. Canton Fair shall consequently allocate power as per application condition.

(4) Explanation should be given to electricity supply used by frequency converters, silicon controlled controllers, stage light modulators and amplifiers, and peak value current must be indicated. Power capacity of machinery shall be provided and start-up current must be noted. The above mentioned equipment shall adopt independent circuit electricity supply.

(5) 24 hours electricity supply for exhibition equipment should be separately applied. Special line must thus be arranged in the stand without any hidden troubles and equipped with appropriate and reliable protective switches. Canton Fair shall not be responsible for any consequences arising from any breakdown of the protective switch in the venue caused by errors of the equipment and lines in the stand; Insurance should be purchased for all precious exhibits and be guarded by professional persons.

(6) Wires used should be of ZR-BVV (flame-retardant double-plastic-coated copper wire) and shield wire. Twisted and aluminum wires are forbidden.

(7) Cable wire passing through the aisles inside the venue must be captured in metal tube and non-inflammable plastic tube and covered. There should be distinct warning signs for such arrangement.

(8) Wires should not be exposed. There must be no interfaces on the wires passing through floor and carpet in the stand and hidden inside the decorating materials of the stand. Those wires shall be kept in metal tube and non-inflammable plastic tube.

(9) All electric return circuits shall be equipped with protective ground wire. Effective electric bridge must be installed for lightings in the stands and electric appliances which may directly contact to leakage metal protective tube and components. Those electric devices should also be safely earthen.

(10) The ballast and trigger of lightings such as cylindrical lamps, quartz lamps and daylight lamps shall be certified by the mandatory 3C of the People's Republic of China. Fire-prevention and heat insulation measures shall be adopted for separate ballast.

(11) Convector radiating holes shall be reserved for advertising light cases and lamp stands installed in the stands.

(12) High-power lightings with a power rate above 500W shall not be used in the stands. Use of high-power lightings with a power rate below 500W (iodine-tungsten lamps with a power rate above 100W for example) shall be equipped with shields complying with fire-prevention safety requirements of P. R. C. and such lightings shall be installed on incombustible stand components.

(13) As for concealed electric parts of the stand, contractors shall actively contact professional electricians assigned by Canton Fair for safety inspection before covering.

(14) The current rating of master switch in the distribution box shall be identical to or below the current

amount applied in B1-3

(15) The number of electrical installations (include luminary and socket) under each protection loop in the lighting power distribution shall not be more than 25, and the total volume shall be less than 3KW or 16A current.

(16) Equipment such as computer and precision instrument are suggested to come with an ups protection. Exhibitors are at their own risk of any data lost or equipment damage caused by power interruption.

14. All stand construction works shall be subject to the supervision and inspection of personnel of Fire-prevention and Security Department of Canton Fair, nominated professional electricians and personnel of Guangzhou Public Security and Fire-prevention Bureau pursuant to the Fire-prevention Document, relevant regulations herein defined and Provisions of Safety and Fire-prevention in Part 5 of Chapter 5 herein. For those who do not comply with the safety requirements or embracing any hidden safety troubles, the contractor shall carry out related remedy works in accordance with the rectification suggestions provided by concerned inspectors.

15. Upon completion of construction, all constructional tools and materials shall be removed out of the exhibition venue prior to closure of the exhibition without storing inside or at back (side) of the stands.

16. Contractors shall comply with all regulations stipulated in *Regulations on Safety and Fire-Prevention in Part 5 of Chapter 5* herein.

17. All cutting tools displayed in the custom-built stands shall be kept into a lockable cabinet or fixed through other protection means. All of these must be demonstrated on submission of custom-built drawings.

18. We will establish a restraint mechanism for fee recovery and economic penalty, and impose tougher punishment on exhibitors' practices of construction, disposal of exhibits or construction of material wastes that are not in line with regulations. While circulating notice of criticism over and pressing for payment of construction management fees afterwards from non-compliance companies, we will impose fine of 2,000 yuan per standard stand for abandoning exhibits and construction wastes. We will not refund deposit of 500 yuan per standard stand if exhibitor abandons exhibits and construction wastes after the fair. Rather, we will impose fine of 1,500 yuan per standard stand. Exhibitor who sets up stands without reporting drawings will be fined 500 yuan per standard stand.

19. Exhibitors who fail to report stand drawings and set up stand violating regulations (including special decoration and simplified decoration of standard stands) will be examined during the fair. The name list of violators will be released on the second day of the phase for exhibitors' dissident. Exhibitor confirmed violation shall accept and implement the punishing decision by the fair within the period from the fourth day of the opening and to 10 days after the ending of the phase. Name list of exhibitors who discard exhibits or construction wastes not in line of regulations will be released after the fair for exhibitors' dissident. Exhibitor confirmed violation shall accept and implement the punishing decision by the fair within 10 working days upon the announcement of name list.

Note: Exhibitors not reporting drawings in conformity with regulations means that they don't commission the contractor via Construction of Custom-Built Stands" of Canton Fair official website or don't succeed in commission.

5.3 Services and Stipulations of Standard Stand Construction

(For the standard stand exhibitors)

Recommended Contractor—Canton Fair Exhibition Design and Construction Co., Ltd is in charge of setting up all standard stands, distributing electricity, and configuring stand equipment.

5.3.1 Standard Stands

The unified standard pattern provided by the Canton Fair include Standard Stand and Luxurious Standard Stand.

(1) Basic Configuration for Standard Stand

As is shown in the picture, the Standard Stand includes panels, one fascia board, one aluminum table, four chairs, five shelves, four spotlights, one dust bin and carpet. **Configuration for Standard Stand of the 124th Session of Canton Fair**



The above pictures are for reference only, as the color of the appearance of the stand may be adjusted due to different materials.

Stand Dimension

2970MM X 2970MM, height of walls: 2500MM, lowest distance between the nadir point of fascia board and floor: 2450MM; height of fascia board:4000 MM.

(2) Basic Configuration for Premium Booth

As shown in the picture, it includes panels, one printed fascia board, one aluminum table, four Chairs, one cabinet with lock, one reception counter, five shelves, four spotlights, one socket, one dust bin and carpet.

Configuration for Premium Booth of the 124th Session of Canton Fair



Stand Dimension

2970MM×2970MM , height of walls 2500MM , lowest distance between the nadir point of fascia board and floor: 2450MM , height of fascia board: 4500MM.

(3) Setting-up Specifications:

(1) The spotlight and the F/L light shall be installed at the positions indicated in the above picture.
 (2) For stands located at corners, panels will only be set up at two sides of the stands with other two sides facing the aisle open.

(4) Remarks:

(1) No variations of wall, fascia board and main framework will be allowed unless the approval of the Canton Fair is obtained. In case that the increase of stand equipment, the dismantling of partition panels between adjacent stands and separate application for increasing electric equipment is needed, please contact Canton Fair Exhibition Design and Construction Co., Ltd. in advance.

(2) In case that any distribution box is installed inside the stand, exhibitors are not allowed to alter its position. Please stay clear from it in stand decoration.

5.3.2 Stipulations on and Submission Guide for Modification of Standard Stand

1. Stipulations on Modification of Standard Stand

Acceptable Modification Scope:

(1) In case the exhibitor has booked two or more than two consecutive standard stands, the contractor will dismantle the boards among those stands unless special request has been put forth by the exhibitor. The corner

stands booked by the exhibitor shall only be equipped with enclosure walls on two sides and two fascias.

(2) Increasing stand equipment such as show case and shelf stand provided that the installation is feasible;

(3) Increasing lightings and sockets provided that the power consumption will not exceed the designed capacity and the installation is feasible;

(4) Increasing quantity of furniture under the condition that the storage is available.

Scope of Unacceptable Modification:

(1) Dismantling fascia board;

(2) Dismantling panels at the back and exterior sides of the stand;

(3) Separating one standard stand into two stands.

Stipulations

(1) For the submission of stand modification prior to Sep. 25 (Phase 1) and Oct. 10 (Phase 3) in case that the involved stand equipment, lights and furniture are not exceeding the basic configurations of the standard stand in quantity, the service will be free of charge; in case of an excess, the exceeding amount shall be separately charged.

(2) For any submission later than Sep. 25 (Phase 1) and Oct. 10 (Phase 3), no matter to increase or decrease the basic configurations, modification fee shall be charged.

(3) Different charge criteria will be placed on the advance and on-site application respectively. Application prior to Sep. 25 (including Sep. 25) shall be treated as an advance one while an application after Sep. 25 shall be regarded as an on-site submission. Relevant charge criteria and the application form are illustrated in Form B5-2.

(4) In case that dismantling the panels would affect the installation location of lightings, those lights will be shifted toward the nearest places unless the exhibitor has particular requirements in his application.

(5) In case that there has been stand equipment installed on either side of the show shelf dismantled, the equipment will not be re-installed after the dismantling of the show shelf unless the exhibitor requires to do so during the application.

(6) The additional power sockets applied will be installed at the left side or the right side of the stand near to the aisle.

(7) Walls of standard stands are 2500 MM, while the stand height shall be below 2430 MM.

(8) Power will be supplied starting at 9:30, Oct. 13 (Phase 1), 9:30, Oct. 30 (Phase 3) for the spotlights, F/L lights and rented power outlets installed at all standard stands in the International Pavilion. Tables and chairs for standard stands will be delivered starting at 13:00, Oct. 13 (Phase 1), 13:00, Oct. 30 (Phase 3).

2. Advance application Guide for Modification of Standard Stand

Contents of Application

(1) Application Form for Modification of Standard Stand. Please fill in Form B3、 B4.

(2) Modification Plan and Descriptions for Standard Stand. Please fill in Form B5-1.

(3) As for additional stand equipment, please fill in Form B5-2.

(4) Concerning the rental of distribution box, please fill in Form B2.

Application Time and Contact

(1) Application Time

Sep. 1- 25

Please apply prior to Sep. 25 (the date when the modification drawings received by email.)

(2) Contact

Recommended Contractor: Canton Fair Exhibition Design and Construction Co., Ltd.

Address: Room 1+002, Area A, China Import and Export Fair Complex, No.380 Yuejiang Middle Road, Guangzhou.

Tel.: 0086-20-89139719 89139784

Email: gz510014@126.com

Procedures

Response will be given within 5 working days after reception of the application materials by the Contractor.

(1) The applicant is required to re-submit the application within 5 working days after receiving the feedback from the contractor in case such modification is not feasible.

(2) For the modification applied that is feasible, the contractor will inform the applicant that their drawings have been approved by e-mail together with the fees requirement those applicants are supposed to pay.

Reminders:

(1) After the application for stand modification is confirmed, the exhibitor shall submit the confirmation form of stipulated fees prior to Sep. 30 (sealed or signed). In case of overdue payment, the confirmation will be invalid

and no modification work will be arranged by Canton Fair. The exhibitor shall bear all the consequences arising therefrom. The confirmation fees shall be paid in lump sum before the opening of the Fair.

(2) From the 122nd Canton Fair on, deposit for stand clearance is required for pre-applying dismantles or alters for standard booths. (RMB500/standard booth)

(3) In case exhibitors require to retain the framework (including fascia board and three-side walls) of the standard stand while conduct unsophisticated self-decoration which involves the use of power, such decoration shall be treated as the decoration of custom-built stand. The exhibitor shall therefore be required to apply for such works pursuant to Provisions of Construction Management for Custom-built Stand in Chapter 3 herein. Concerned works shall be executed by the contractor entrusted by the exhibitor.

3. On-site Submission Guide for Modification of Standard Stand

In the event that the modification of stand is needed, exhibitors shall submit the application in advance at the earliest. Failing to apply in advance due to special reasons, the applicant can acquire the same service at the Service Center for Exhibitors of the International Pavilion of Canton Fair.

Reminders:

(1) Additional fees will be required for most services herein on the basis of charge criteria for advance application. For details, please refer to Appendix B5-2.

(2) The service time will be determined by the amount of on-site service. Especially during the peak hours, the service may not be provided on time. In this case, please wait patiently.

(3) Parts of the services may not be provided due to insufficient stocks or overtopping the warning limit.

5.3.3 Stipulations of Use of Standard Stand

1. Under no circumstances shall the exhibitor dismantle or modify the configured fascia board, show shelves, stand equipment and lighting lamps without authorization. In case any modification is needed, the exhibitor shall apply for it to Recommended Contractor in advance or submit the application at the Service Section in International Pavilion. Upon approval by Canton Fair and full payment made by the exhibitor, certain personnel will be assigned by Recommended Contractor to execute the modification works.

2. In case that any distribution box is installed inside the stand, exhibitors are not allowed to remove it. Exhibitors, during the course of stand decoration, are reminded to avoid it.

3. The electrician from the Canton Fair organizer is responsible for installing the distribution box rented by exhibitors at the proper stand. Any power connection beyond the switch of the distribution, including connection between the box and exhibitors' own equipment, should be done by exhibitors themselves, under the supervision of the organizing host's electrician. The Fair does not provide such power connection service beyond the switch.

4. Spotlights and F/L lamps additionally rented at the standard stand shall not be installed on the exterior side of the stand and the exhibition tools/accessories brought by exhibitors.

5. The configured fascia board, stand equipment and lighting lamps in standard stands are properties of China Foreign Trade Centre (Group). Exhibitors shall not take any of the properties out of the exhibition hall. Exhibitors shall by no means damage any configurations of the stand, cut the show shelves and aluminum products, or paint, drill and nail on the show shelves, the aluminum products, stand equipment and the like.

6. No sticking on the show shelves will be permitted. In case that the sticking is needed, exhibitors shall furnish to the Service Center for Exhibitors of the International Pavilion for approval and thereafter operate without damaging the show shelves.

7. No lighting lamps brought by exhibitors will be permitted to install in the standard stand; no identical or similar setting-up materials will be permitted to bring to the exhibition for installation.

5.4 Arrangements and Stipulations of Stand Dismantling

The entire stand dismantling of the International Pavilion of Canton Fair will be from 18:00, Oct. 19 to 10:00, Oct. 20(Phase 1); 18:00, Nov. 4 to 17:30, Nov. 5(Phase 3). The hall will be opened overnight on the Oct. 19 and Nov. 4. In respect of the tight time schedule for dismantling, all exhibitors and contractors are required to carry out timely dismantling without influencing construction works for the next phase of exhibition.

Following arrangements and stipulations of dismantling works determined by Canton Fair should be abided by all exhibitors:

1. The Recommended Transporter will distribute packing cases to each stand and return stand telephones from 16:00, Oct. 19 (Phase 1) and Nov. 4 (Phase 3). All exhibitors must therefore be ready for dismantling works.

Nevertheless, no exhibitors will be allowed to pack up exhibits prior to 18:00, Oct. 19 (Phase 1), Nov. 4 (Phase 3) and dismantle in advance. Those who dismantle and pack in advance and not obey instructions shall be blacklisted by Canton Fair and their application for next Canton Fair shall accordingly be rejected.

2. Stand dismantling will commence on 18:00, Oct. 19 (Phase 1), Nov. 4 (Phase 3). The Recommended Transporter will arrange concerned persons to assist the exhibitor in packing up the exhibits which will be kept in the stand subsequent to packaging. The exhibitor will carry out timely procedures for exhibits delivery and outbound with the transporter.

3. The exhibitor shall be allowed to move out exhibits only with an import permit. However, the exhibitor must apply to the Recommended Transporter for Discharge Notice which will serve as a pass for the hall guards. All exhibits with import permit will be moved out of the exhibition venue prior to 23:00, Oct. 19 (Phase 1) and Nov. 4 (Phase 3).

4. All import exhibits to be returned, sold, given away and abandoned without customs clearance and cancellation subsequent to verification will be packed up and handed over to the Recommended Transporter prior to 20:00, Oct. 19 (Phase 1) and Nov. 4 (Phase 3). Such exhibits will be delivered by the transporter to the supervised locations specified by the customs prior to 6:00, Oct. 20 (Phase 1) and Nov. 5 (Phase 3).

5. No persons other than staff of Canton Fair, the custom-built contractor staff, exhibitors of the International Pavilion, the Recommended Transporter will be allowed to enter the International Pavilion prior to 23:00, Oct. 19 (Phase 1) and Nov. 4 (Phase 3).

6. Dismantling workers of the contractor for the customs-built stand must commence dismantling works subsequent to 23:00, Oct. 19 (Phase 1) and Nov. 4 (Phase 3) and all decoration materials shall be moved out of the exhibition venue prior to 10:00, Oct. 20 (Phase 1) and Nov. 5 (Phase 3). The disposed materials shall be together moved out and they shall not be discarded on spaces or nearby road sides of the China Import and Export Fair Complex. In case of a disposal of inbound materials, the exhibitor will entrust the Recommended transporter to carry out relevant customs clearance procedures prior to such disposals, otherwise, such materials shall be disposed of as abandoned imported materials (i.e. to be carried to the location designated by the Customs).

7. The exhibitor and his contractor are required to keep their exhibits and the construction tools and materials safe. Subsequent to 6:00, Oct. 20 (Phase 1) and Nov. 5 (Phase 3), all kinds of un-dismantled stands and un-attended stands without guards will be moved out by Canton Fair without returning the clearance deposit to the exhibitor.

8. Transporting vehicles for customs-built stand materials will only be allowed to enter the exhibition venue in turns subsequent to 23:00, Oct. 19 (Phase 1) and Nov. 4 (Phase 3). These vehicles will drive on specified routes and park at specified locations and obey instructions given by the traffic administrators. Materials shall be rapidly loaded subsequent to entering the venue and rapidly withdraw from the venue.

9. Vehicles to the access of the second floor of the exhibition hall shall not be longer than 10 meters (10 meters included) and heavier than 1 ton (1 ton included). Non-wagon and wagons lighter than 1 ton used by the exhibitors for transportation shall go through the underground Parking Lot P1 (maximum height 2.2 meters) or the truck passage of the ground floor of the hall by elevator loading. All drivers shall stay in the driving cabin during exhibit unload so as to withdraw punctually and respond to temporary vehicle arrangement.

10. Dismantling scope for customs-built stand shall not go beyond the area of the stand. The walls shall not be pushed to the neighboring stands to avoid any unexpected damages. Exhibits, decoration materials and tools will not be stored on the aisle so as to avoid a disturbance to the dismantling works.

Reminders:

1. In order to provide better services to the exhibitors and expedite the stand dismantling process, Canton Fair will put forth more detailed arrangements for the dismantling works of the International Pavilion and a Notice on Dismantling Works of the International Pavilion will be separately issued to the exhibitors, Recommended transporter and contractors of the customs-built stands.

2. Any dismantling works later than Oct. 20 (Phase 1) and 10:00 Nov. 5 (Phase 3) will cause losses to Canton Fair, who shall therefore reserve the right to claim from the exhibitor or his contractors for such losses.

3. Contractors of custom-built stands shall contact Canton Fair's staff immediately to handle the on-site confirmation and registration procedures after dismantling the stands and returning the pre-installed or rented distribution box. Those who cannot finish procedures in time or finish procedures incompletely shall be regarded as violations. The Fair shall be entitled to deduct RMB 1000 per standard stand for not dismantling in time, and fine RMB 1000 per distribution box for those who do not return the distribution box. The on-site signature confirmation and registration procedures are as follows:

(1) On-site signature to confirm the completion of stand dismantling. The contractors shall contact immediately the on-site management staff to check the stand after the contractors remove the decorative materials

prior to 10:00, Oct.20 (Phase 1) and 10:00 Nov. 5 (Phase 3). The staff of on site management shall sign to confirm on the “Payment Note of Construction Management of Custom-built Stand” (yellow customer copy).

Service Time:

22:00, Oct. 19- 10:00, Oct. 20 (Phase 1),

22:00, Nov. 4 - 11:00, Nov. 5 (Phase 3).

Service Tel: 89120500, 89120503.

(2)On-site sign to confirm return of the distribution box. In the evening of Oct. 19 (Phase 1) and Nov. 4 (Phase 3) when power distribution staff collects the distribution box of the stand, a person nominated by the contractor shall stay behind in the stand and require the power distribution staff to paste special label on the “Confirmation Slip for Preinstalled Distribution Box in Custom-built Stand” or “Leased Equipment Note of Custom-built Stand” (yellow customer copy) The electrician of exhibition hall on duty shall sign to confirm on the “Confirmation Slip for Preinstalled Distribution Box in Custom-built Stand” or “Leased Equipment Note of Custom-built Stand” against that special label.

Service Time:

18:00, Oct. 19- 10:00, Oct. 20 (Phase 1);

18:00, Nov. 4 - 11:00, Nov. 5 (Phase 3).

(3)On-site procedure to return telephones: The Fair staff will collect the stand’s wireless telephones from 15:00 on the closure day. Please do not take away the wireless telephones, and do kindly return them to our staff.

Neither procedure is dispensable. The contractors shall handle them on time. According to relevant Regulations on the Canton Fair, after the closure of the Canton Fair, Finance Department of China Foreign Trade Centre shall return the deposit to the contractors who finish procedures completely and in time.

For those stands declaring decoration and leasing distribution box on site, the contractors shall bring the "Deposit Note" and handle relevant signed confirmation procedures according to the above mentioned procedures and during the above mentioned period, and they shall take their deposit back at the Service Center for Exhibitors of the International Pavilion from 18:00 Oct. 19 - 10:00, Oct. 20 (Phase 1), 18:00 Nov. 4– 11:00 Nov. 5 (Phase 3).

5.5 Regulations on Safety and Fire-prevention

The following safety and fire-prevention provisions have been formulated by Canton Fair in accordance with Fire-prevention Laws of P.R. China, Chinese Customs Supervision Regulations and relevant Laws and Regulations on social security administration as well as safety requirements of Canton Fair, which shall be strictly abide by all exhibitors.

1. The exhibitor shall reinforce and enhance the safety and fire-prevention awareness of his participants and proactively cooperate with the fire-prevention and security sectors of Canton Fair to maintain its good order and safety.

2. The exhibitor shall notify and restrict his participants to strictly comply with the Laws and Regulations on the People’s Republic of China without conducting any illegal activities during the course of Canton Fair especially in the exhibition hall.

3. The exhibitor shall only be allowed to enter the exhibition hall with a valid badge wearing in front during his stay in the exhibition hall for the inspection of the security guards of Canton Fair at any moment. One person can only apply for one badge, and the badge shall only be used by the owner and not be allowed to be transferred to any other people or sold out or revised. If otherwise, the badge will be confiscated, and the person violating this rule will be added to a blacklist.

4. Except for those who have been specially exempted by Canton Fair, all other exhibitors shall accept the safety inspection conducted by the guards of Canton Fair.

5. The exhibitor shall pay special attention to guarding against theft and safekeeping his personal properties (including laptops) and exhibits.

(1) Exhibitor with laptop shall apply from the guard at the hall for computer lock to have the laptop protected.

(2) The exhibitor shall enter the hall in time as soon as the exhibits have been exhibited in the stand and shall not leave the hall before closing time. At least one person shall stay in the stand to look after the exhibits during the opening time to prevent any pilferage. All exhibits shall be managed strictly in accordance with the custody provisions of the inbound and outbound cargoes under the Customs Law of P.R. China.

(3) All valuable exhibits shall be safely kept in the cabinet, safe or protected through other effective measures prior to the closing time of the exhibition every day.

(4) All controlled cutting tools and weapons being approved by Canton Fair to exhibit shall be kept in the lockable exhibition cabinets or fixed up on the exhibition panels, which shall also be guarded and managed by

specially assigned persons.

(5) At times of opening and closing every day, the exhibitor shall conduct timely check-up of the exhibit quantities and report to the security sector of Canton Fair Complex (security section of Canton Fair Security Office) in case of any losses.

6. No poisonous, inflammable and explosive and radiation exhibits shall be directly displayed in the exhibition hall. Those exhibits shall only be displayed through pictures, copy substitute or models. Goods fall into this category include fireworks, cracks, gasoline, spirits, thinner, hydrogen lighter and other items may be treated by the security sector as threatening to the safety of the exhibition hall.

7. Except for specified places, smoking shall be forbidden in the exhibition areas such as exhibition halls, lounges, dining areas, cafe, toilets, meeting rooms and so forth.

8. The fire-prevention aisles shall be accessible under any circumstances.

(1) The exhibitor shall not pile up any exhibits and constructional materials at the hall entrances or aisles during period of stand construction.

(2) The exhibitor shall not keep any tables, chairs and exhibits on the aisles of the hall, or distribute any product catalogs, brochures, promotional materials or any other gifts at the aisles or any public areas in the exhibition hall during the course of exhibition.

9. Collocation and arrangement of the exhibits shall be stable and safe. Exhibitors shall submit written applications to the Fair in advance for demonstration of the exhibits or other items. And these demonstrations shall not be arranged before being approved. During demonstration, exhibitors shall be in considerations of safety and good orders within the exhibition hall without any potential dangerous outcomes or disturbance to the visitors and any third parties.

(1) All exhibits and inflammable decorations shall be located at a minimum space of 30 CM away from the lightings in the stand or other heating electronic apparatus.

(2) All exhibits, especially the mobile large-scale machinery, shall be fasten upon safe locations to prevent slides.

(3) Demonstration of machinery shall be performed by professionals or under the direction of such professionals. Those machines shall be equipped with anti-startup devices to stop casual mal-operations of the visitors or non-professional persons.

(4) The Exhibitor shall submit written application in case flammable materials such as gasoline and alcohol are needed in the demonstration. The application needs to be approved and those materials could be used after the on-site check of the public security and fire-fighting personnel.

(5) High decibel acoustics shall not be used for any kinds of demonstrations. The decibel of demonstration shall be strictly limited to a scale below 70.

10. All exhibits shall be under the control of the China customs. The exhibitor shall give timely report to the China customs concerning any inability of the exhibitor to return any exhibits to original countries/regions because of damages, losses or pilferages. As for the damaged exhibits, the customs shall levy a tariff on basis of the extent of such damages. A tariff shall accordingly be levied on lost or pilfered exhibits in accordance with relevant regulations.

11. Stand shall be set up on basis of completion of relevant application and entry procedures. Setup works shall then be executed in accordance with relevant regulations stipulated in Chapter 5, Part 2 herein, i.e. Stipulations of Construction Management for Custom-built Stand, since this regulation shall be an integral part of the regulations.

12. During the course of exhibition, the exhibitor as well as his entrusted contractor shall arrange electricians who are recorded on files of Canton Fair to be on duty so as to eliminate any kinds hidden safety trouble at any moment.

13. The exhibitor shall pay special attention to safety in electricity usage and shall not utilize any unqualified or malfunction electric devices or violate rules during operations.

(1) Stand electricity consumed shall be applied as per actual situation. The exhibitor shall not introduce from or connect to the electricity distributor or sockets inside the hall without permission or instruction from the electrician of Canton Fair.

(2) Machinery exhibits or other exhibits which need 24-hours power supply shall be equipped with appropriate and reliable protection switches and be free from any hidden breakdowns. Canton Fair shall not be responsible for any breakdowns caused by errors of the distributor switch due to defaults of the exhibitor's devices. In case that exhibits and relevant equipments need 24-hour electricity supply, exhibitor should provide a written application that is sealed by the organizer or its own agent of exhibitor recruitment of the International Pavilion and carry out the

application procedure at the Exhibitor Service Centre of the International Pavilion.

(3) In case of a power breakdown caused by protection error of the distributor switch, the exhibitor shall report to Canton Fair through the Service and Complaint Call and Canton Fair shall accordingly dispatch an electrician to site for inspection and remedy works. The exhibitor shall not switch on the electricity per se.

(4) Exhibitor who rents the standard stand shall not be allowed to increase the lighting numbers in the stand per se. Neither shall he be allowed to connect to power supply with his own sockets.

(5) Exhibitor who uses standard stand shall pay timely attention to the lightings in the stand. In case of falling off of the spotlights, the exhibitor shall notify Canton Fair immediately or call the phone of Service and Complaint so as to enable Canton Fair to arrange an electrician to remedy the situation.

(6) Utilization of high-power devices such as electric water jug, cooker, and iron in the stands shall firstly gain approval from Canton Fair by submitting to Canton Fair a written application form.

14. Special Safety Regulations for Two-storey Structures

(1) Maximum height for one-storey stand and two-storey stand shall be 4.5 meters and 6 meters respectively in Area A and B; two-storey stands shall not be allowed in Area C and height of one-storey stands shall not be over 4.5 meters.

(2) No heating electronic devices shall be allowed on the second storey of the stand.

(3) No demonstration and other activities which may be unsafe in accordance with the Regulations on the security and fire-prevention sectors of P.R. China shall be allowed on the second storey of the stand.

(4) Negotiation persons on the second storey of the stand shall not be greater than 0.5 person per square meter. Similarly, the total weights of the negotiation persons and exhibits and average weight on unit area shall not be greater than the total designed loading capacity of this storey.

(5) Canton Fair shall arrange guards to go on inspection tours timely. The exhibitor shall proactively cooperate with these guards and ensure only acceptable exhibits weight and person numbers are allowed on the second storey of the stand.

15. All constructional tools, surplus constructional and packing materials and accessories shall be cleared out of the exhibition hall prior to closure and subsequent to completion of construction works. The aforesaid items shall not be stored in the stand or any spaces behind (or beside) the stand. The exhibitor shall contact the recommended transporter in case of any temporary storage of such items. Constructional tools, surplus constructional and packing materials and accessories brought from overseas by exhibitors shall be managed equal to import exhibits, and shall go through related procedures under the instructions of the Chinese Customs.

16. The exhibitor shall proactively cooperate with the guards at site to carry out clearance work during the course of exhibition.

(1) Clear all rubbish in the stand, extinguish kindling and other possible safety troubles.

(2) Switch off the electricity supply in the stands.

(3) Safekeeping valuables (exhibits) and lock up the exhibition cabinets.

5.6 Technical Data

1. According to the design criteria of the Complex, loading capacity is 1.5 ton per square meter.

2. Height limit for two-level stands is 6 meters in the Custom-built area in the exhibition hall, and 4.5 meters for the single-level stands.

3. The size of complex main entrance: Area A: 8.5m in width, 5.5m in height, Area B: 7.6m in width, 5.3m in height, Area C: 6.98m in width, 4.19m in height.

4. The electricity supply mode of the exhibition hall is three-phase 5-line system and 350V/220V/50HZ, with 2250 kW, and average lumina of 250LX.

5. There is no gas supply equipment in the exhibition hall.

5.7 Green Development of the Canton Fair

Item 1. The Green Development Scheme of the Canton Fair

In implementing the development idea of creativity, harmonization, green and opening up, as well as consolidating the results of development, the Green Canton Fair program will be normalized since the 124th session. A target of 100% coverage of Green Stands in the 124th session of Canton Fair has been established.

Item 2. Criteria for the Green Custom-built Stand of Canton Fair



The criteria herein define the design, structure, material, workmanship of stand setting-up and dismantling as well as the display effect, which shall be applicable for all custom-built stands in the Canton Fair.

1. Meanings

The Green Stands shall comply with trends of conciseness, standardization and environmental protection. Design should follow the reduce, reuse and recycle principle. The structures should be modular and component-based. Regeneration and recycling materials should be key materials for these stands. The display effects should well demonstrate the corporate philosophy, and image of the corporate and its products.

2. Criteria

The stands should be fabricated following the basic requirements and green requirements set herein.

(1) Basic requirements

a. Design

Pass the design verification of custom-built stand of the Canton Fair.

b. Fire-protection and structure safety

(i) Pass the fire-protection and structure safety verification of the Canton Fair.

(ii) Ensure the entire strength, rigidity, stability and joint stability of the stand structure.

(iii) Stand design and construction should strictly comply with relevant national imposed technical specifications, standards and regulations.

c. Safety of power usage

(i) Pass the safety of power usage verification of the Canton Fair.

(ii) Stand construction should strictly comply with relevant national imposed technical specifications, standards and regulations for electrical installation.

d. Refer to the manual book of the Canton Fair for details.

(2) Green requirements

a. Design

3-R principle shall be followed, they are :

A. *Reduce*: minimize materials to realize the stand function.

B. *Reuse*: materials should be reused as the original.

C. *Recycle*: Economically recycle and reuse materials which help to realize the stand function.

b. Materials

(i) Regeneration, recycle, Non-toxic environmental protection material or recycling materials should be employed in the construction. They should comply with standards set in A and B of this item.

A. Quantity of decoration materials used for full-metal structures should be less than 10% of the total cubage of the structure itself (as per cubage of the structure). Only non-timber materials shall be allowed for this purpose. The constructional materials must be 100% recyclable.

B. Quantity of timber materials used for mixed structures should be less than 30% of the total cubage of the structure itself (as per cubage of the structure). The constructional materials must be 100% recyclable.

(ii) Light, easy for dismantling, loading and haulage.

(iii) Efficient light bulb used in the lighting system should not be lower than 80%.

c. Setting-up and dismantling

(i) On-site fabrication should be modular and component-based. Construction and dismantling should be in good order, controllable, convenient, safe and expedited.

(ii) No adverse impact should be resulted to persons, exhibition halls and facilities in the complex. No dust, noise, toxin gas and discarded materials should be left in the halls. No violations of any regulations should be allowed.

d. Effects

(i) Demonstrate the corporate philosophy, image of corporate and products.

(ii) The stands should be transparent and well structured. No timber materials should be used for capping.

(iii) Display should be concise, harmonious and beautiful.

3. The criteria herein defined should be used internally by the Canton Fair. China Foreign Trade Centre shall be responsible for interpretation of the criteria.

4. These criteria should take effect from the 115th session of the Canton Fair.

Item 3 Selection Methods for Green Booth Award

Chapter 1 General

Clause 1 The Selection Method for the Green Booth Award is initiated for further promoting the green development plan of the Canton Fair, guiding the design of the custom-built stands of the Canton Fair onto a green and environmental course, encouraging innovation of booth design, enhancing the bandwagon effect of the booth and improving the overall level of the Canton Fair.

Clause 2 This Method follows the selection criteria of green, environmental protection, innovation, safety and aesthetics and upholds the selection principle of openness, fairness and justice.

Clause 3 This Method applies to the Canton Fair exhibitors and the contractors with qualification certification of the Canton Fair.

Clause 4 China Foreign Trade Centre is responsible for the planning, organization and implementation of the selection.

Chapter 2 Prizes

Clause 5 The Canton Fair Green Booth Award will include gold, silver, bronze and popular award.

Clause 6 After a comprehensive consideration from the aspects of exhibition area setting, exhibits range, display methods and comparability of selection, the current Canton Fair exhibition area shall be categorized into 7 general categories including electronic appliances, building materials, hardware and tools, transportation and mechanical energy, daily necessities, home garden, health, leisure, culture and sports. Each category will be granted 1 gold medal, 2 silver medals, 3 bronze medals. And the award will be assessed by experts and judges from the field of design, materials, structure and construction.

Clause 7 To expand the publicity and promotion of the Selection, each session of the Canton Fair will witness 3 popularity awards. These 3 awards will be finalized by online voting through the Canton Fair official website and Canton Fair official WeChat mini program according to the final number of votes.

Clause 8 The gold, silver, bronze and popular awards of the Canton Fair Green Booth Award shall be granted to award-winning exhibitors. The Green Custom-built Stand Award shall be awarded to the constructors of those award-winning booths.

Chapter 3 Scope of Selection

Clause 9 Custom-built booth with exhibition area over four standard booths (national delegations excluded).

Clause 10 Participating enterprises have never been blacklisted because of violating the regulations of the Canton Fair.

Clause 11 There are no irregularities in the process of use, establishment, construction, dismantlement in the former three sessions (excluding the current session).

Clause 12 There are no intellectual property disputes or arguments with the selection booth.

Clause 13 The design scheme which has been awarded the Canton Fair Green Booth Award shall not be repeatedly selected within three sessions from next session since it is granted the award.

Clause 14 Only one of the design schemes that have high similarities by one same participating enterprise will be selected during one session of the Canton Fair.

Chapter 4 Selection Criteria

Clause 15 Criteria Selection criteria of the Canton Fair Green Booth Award

(a)Aesthetic design: 30%

1. Full embodiment of green, pro-environment and sustainable concept.
2. Integration of exhibition enterprises' culture and exhibits.
3. Simple and creative.
4. Strong sense of design.

(b)Booth function: (30%)

1. Highlight the subject and stress the exhibits.
2. Reasonable layout of internal wiring.
3. Complete functions of display and negotiation.
4. Well-prepared booth information.

(c)Propaganda effect: (25%)

1. Highlight corporate and brand image.
2. Display methods are diverse and novel.
3. Properly use of high-tech.

(d)Material technics: (15%)

1. Comply with the principle of "3R" (Reduce, reuse and recycle) and focus on environmental-friendly

materials that can be destroyed and recyclable.

2. Select professional materials for exhibition.
3. Fine workmanship, scientific construction.
4. Booth dismantle should be safe and efficient.

Chapter 5 Selection Process

Clause 16 Selection Process

(a) Application

1. Applicants:

- (1) Exhibitors who met the conditions of participation and apply voluntarily.
- (2) Participating enterprises recommended by national delegations.

2. Way of application: Exhibitor entrusts custom-built stand constructor to apply online and to submit the Canton Fair Green Booth Award Application. It must elaborate its innovative ideas, material use, functions and display effect with booth design renderings.

3. Deadline:

Spring session of the Canton Fair: phase 1, April 10th. Phase 2, April 18th. Phase 3, April 26th.

Autumn session of the Canton Fair: phase 1, October 10th. Phase 2, October 18th. Phase 3, October 26th.

(b) Primary review

1. Expert judges will, by referring to the scoring criteria, give a primary review for the initial evaluation according to the declaration materials, and remove a highest score and a minimum score, and then the shortlisted booths will be finalized according to the final score. The Canton Fair drawing verification team and inspection team will verify whether the booths meet the Canton Fair Green Custom-built Stand standard. The name list of eligible finalists will be released one day before the start of each phase.

2. Upload the onsite booth picture: finalist booths must be photographed and uploaded via the system to upload live photos before 12:00 on the first day of each phase. Overdue offer or not provided, as a waiver of the selection.

(c) Re-evaluation

1. Shortlisted award-winning booth with complete information and photos will be voted and selected online by the public from 9:00 on the second day to 18:00 on the fifth day through the Canton Fair official website and the Canton Fair official WeChat mini program to decide the green booth popularity award.

2. Expert judges on the spot will give a comprehensive score of the shortlisted award-winning booths, remove the highest score and the minimum score, and pick out the waiting list of the Canton Fair Green Booth Award in seven categories.

3. On-site checking during move-out period

During the move-out period, the Canton Fair drawing verification team and inspection team will be on site to check the candidate booths. If it is found that the building materials are not 100% recycled during move-out period, the booth will be disqualified for the award and the vacancy will be filled in the proper order.

(d) Exam, approval, publicity and announcement

1. Exam: After the closing of the Canton Fair, the final winning list will be reported to the jury.

2. Approval: The results are subject to approval by the director of the leading office of the Canton Fair.

3. Publicity: The award-winning booths will be listed on the website of the Canton Fair for 5 working days.

4. Announcement: In the name of the office of the Leading office of the Canton Fair, the winners' list will be forwarded to the Foreign Trade Department of the Ministry of Commerce, the trade groups and associations, as well as will be publicized on the website of the Canton Fair and the "Canton Fair Communication".

Chapter 6 Award Approach

Clause 17 The award-winning booths will be granted the following:

1. Under similar conditions, the awarded exhibitors shall enjoy more preferential treatments in stand arrangement than other exhibitors in next Canton Fair.

2. Awarded exhibitors shall gain one score for each award received. The accumulated score within an evaluation cycle shall not be bigger than 2 scores.

3. Green Booth Award and the honorary certificate of popularity award will be awarded to the award-winning exhibitors, honorary certificate of Green Custom-built Stand Award will be awarded to the award-winning construction enterprises, and all awards shall be issued in the next session of the Canton Fair.

4. The award winners shall be publicized on the Canton Fair website, "Canton Fair Communication" and other channels, and on the LED located at the eye-catching Canton Fair exhibition venue. Promotional content is mainly about the award-winning exhibitors' profile, construction company name and booth photos.

- (1) Gold award: the duration of the promotion is about 120 seconds/day for 600 seconds in total.
- (2) Silver award: the duration of the promotion is about 60 seconds/day for 300 seconds in total.
- (3) Bronze award: the duration of the promotion is about 30 seconds/day for 150 seconds in total.
- (4) Popularity award: the duration of the promotion is about 30 seconds/day for 150 seconds in total.
5. The effectiveness of the implementation of the green development plan will be regarded as an important reference index for the work assessment and reward for delegations.
6. List award-winning construction enterprises as one of the necessary conditions for the A-level custom-built stand construction enterprises of the Canton Fair.
7. The award-winning construction enterprises will be given 4 extra scores of the Canton Fair.
8. The award-winning construction enterprises will be listed in the name list that shall be recommended by the trade group and the chamber of commerce/association for the next annual Canton Fair.

Clause 18 In principle, no more than 2 awards will be awarded to the same participating enterprise in each Canton Fair.

Clause 19 If the booth obtain the Canton Fair Green Booth Gold/Silver/Bronze and Popularity award at the same time, the highest level of award will be taken and the award shall not accumulate.

Chapter 7 Relevant Obligations

Clause 20 The trade group is responsible for publicity and promotion to the exhibitors; organize the affiliated participating enterprises to participate in the selection; incentive measures for participating enterprises will be carried out.

Clause 21 The chamber of commerce/association is responsible for implementing the incentive measures for participating enterprises.

Clause 22 CFTC shall be responsible for organizing the entire awarding processes to ensure the transparency, justice and fairness of the activity. CFTC shall also responsible for inviting judging panel members and promotion of the awarding initiative as well as dealing with rewarding process with the winners. CFTC shall be obliged to organize the modification of the selection methods.

Chapter 8 Supplementary clauses

Clause 23 This provision shall be implemented internally in Canton Fair and interpreted by CFTC.

Clause 24 This provision shall take effect from the 122th session of Canton Fair and the original Canton Fair Green Special Award Selection Method is repealed synchronously.

Appendix 1

Classification of Exhibition Area

From a comprehensive consideration of the exhibition set, exhibits category, display style and comparability of selection, the current exhibition area of the Canton Fair shall be categorized into seven major categories including electronic appliances, building materials and hardware tools, transportation and machinery energy, life supplies, household gardens, health, leisure, culture and sports, textile and clothing.

1. Electronics. Including home appliances, consumer electronics and information products, lighting products, electrical products.

2. Building materials and hardware tools. Including building materials, sanitary ware, hardware tools, chemicals.

3. Transportation and machinery energy. Including motorcycle, bicycle, auto parts, vehicles, general machinery, small processing machinery and industrial parts, engineering farm machinery, large machinery and equipment, power and power equipment, new energy.

4. Life supplies. Including kitchen utensils, daily ceramics, pet supplies, household goods, personal care supplies, bathroom supplies, watch glasses, toys, gifts and presents.

5. Household gardens. Including furniture, garden supplies, craft ceramics, household decorations, glass crafts, weaving and rattan iron crafts, festival supplies, iron stone decorations and outdoor spa facilities.

6. Health, leisure, culture and sports. Including medicine health products and medical equipment, sports and travel leisure supplies, food, office stationery.

7. Textile and clothing. Including home textiles, textile materials, carpets and tapestries, men's and women's wear, children's wear, underwear, sportswear and casual wear, fur and products, clothing accessories, shoes, bags.



Appendix 2

Maturity Matrix of Canton Fair Green Booth (for reference)

Scoring Standards		Highest Score	Expert Score
Aesthetic Design (30%)	1.Full embodiment of pro-environment and sustainable concept	8	
	2.Organic integration of exhibition enterprises' culture and exhibits	8	
	3.Simple and creative	7	
	4. Strong sense of design	7	
Booth function (30%)	1.Highlight the subject and stress the exhibits	15	
	2. Reasonable layout of internal wiring	5	
	3.Complete display and negotiation function	5	
	4.Well-prepared booth information	5	
Promotion effect (25%)	1.Highlight corporate image and brand	8	
	2.Display methods are diverse and novel	9	
	3.Properly use of high-tech	8	
Material technics (15%)	1.Comply with the principle of "3R" and focus on light aromatics and recyclable	3	
	2.Highlight the selection of professional profiles	4	
	3.Fine workmanship, scientific construction	4	
	4. Booth demolition is safe and efficient	4	
Total		100	

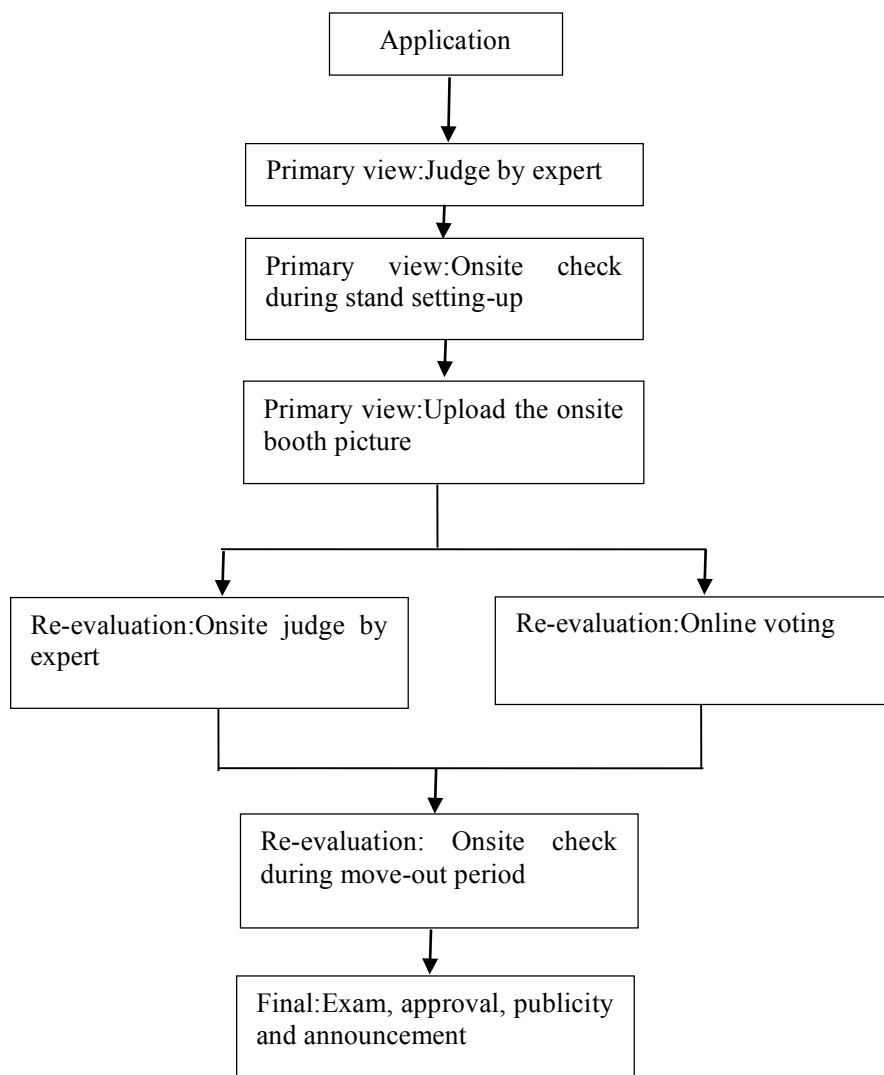
Appendix 3**Application Form for the Canton Fair Green Booth Award**

Booth Number		Phase		Type	(7 Major Categories)
Company Name		Contact Person		Contact	
Contractor		Contact Person		Contact	
Aesthetic Design (Less than 200 words)	(Elaborate the innovative ideas of the booth design, and the booth design shall reflect the relation between exhibitors and exhibits)				
Booth Function (Less than 200 words)	(Elaborate booth's exhibition theme and key exhibits, reasonably set internal lines, distribute display and negotiation space)				
Promotion Effect (Less than 200 words)	(Elaborate how the booth highlights the culture and brand of exhibitors with high-tech display method)				
Material Technics (Less than 200 words)	(Elaborating that the construction material is consistent with the 3R principle, and also the construction and demolition workmanship)				
Effect Drawing (1~3 Pictures)	(Upload booth design renderings.)				
Booth on site picture (1~3Pictures)	(Upload the shoot on the first day of each exhibition phase. Overdue or non-upload is deemed to waive the award declaration)				



Appendix 4

Process Diagram of Evaluation of Canton Fair Green Booth Award



5.8 Relevant Forms for stand constructing

- B1 Application Form for Drawings of Custom-built Stand
- B1-1 Letter of Undertaking of Safe Use of Electricity in Custom-built Stand/ Simple Decoration for Standard Booth
- B1-2 Letter of Undertaking of Safe Construction in Custom-built Stand/ Simple Decoration for Standard Booth
- B1-3 Application Form for 24-hour Electricity Supply in Custom-built Stand
- B1-4 Charge criteria for tables and chairs in the International Pavilion
- B2 Electricity Tariffs in Custom-built and Standard Stand
- B3 Application Form for Modification of Standard Stand
- B4 Application Form for Modification of Premium Booth
- B5-1 Modification Plan for Standard Stands
- B5-2 Charge Criteria for Service of Standard Stand
- B5-3 Application Form for Electricity Supply in Standard Stand
- B6 Rental of Flower
- B7 Application Form for Internet Service
- B8 Application Form for Telephones

B1 Application Form for Drawings of Custom-built Stand

Deadline: Sep. 30(Phase 1) / Oct. 10(Phase 3)

Construction contractors of custom-built stand entrusted by exhibitors shall fill in this form. The service herein is free of charge.

- This form can only be submitted in scanned version through Easy Exhibitor of Cantor Fair website after officially sealed. Fax or E-mail will not be accepted.

Any questions, please contact drawing verification team. Tel: 86-20-89124229 89124230

Exhibitor			
Contact Person	Phone No. (Including mobile phone No.)		
	Fax (Including area code)		
Exhibition Area	<input type="checkbox"/> One-storey Construction <input type="checkbox"/> Two-storey Construction		
Stand No.	Whether unified cleaning and collection of materials trash is needed		<input type="checkbox"/> Yes <input type="checkbox"/> No
Entrusted contractor			
Contact Person	Phone No. (Including mobile phone No.)		
	Fax (Including area code)		
copy(s) of application material(s), pages in total			Required information is complete
3D Color Drawings of design proposals			
Plan ,elevation and side view of design proposals (Including detailed dimensions and material specifications)			
Relevant materials(including: Electricity Distribution Plan/Electric Plan, Drawing of Electricity Distribution System with Specifying switch specification and wire diameter, Application Form for Electricity Supply in Custom-built Stand, Electricity load, Letter of Undertaking on Safe Use of Electricity in Custom-built Stand/Simple Decoration for Standard Booths, Letter of Undertaking of Safe Construction in Custom-built Stand/Simple Decoration for Standard Booth.etc)			
Please use A4 paper for the above-mentioned drawings and written descriptions			
Note : Please[√]in appropriate boxes if the drawing materials are complete and meet the requirements. Materials not complete will not be accepted by the Drawing Verification Section.			
Exhibitor's Undertaking:	<p>We hereby undertake that we shall supervise parties to execute stand design and setting-up in accordance with the mandatory technical specifications and standards in construction set by the People's Republic of China, as well as the Regulation of China Import and Export Fair Safety and Fire-prevention. We shall also install fire extinguisher as required by the aforesaid provisions and bear full responsibilities for violating any of these provisions.</p> <p>Signature of the person in charge: _____ Seal of the concerned unit: _____</p> <p>Date: (Day)/ (Month)/ 20 (Year)</p>		

Stand Construction Contractor's Undertaking:	<p>We hereby undertake that the design and setting-up of the stand will be executed in accordance with mandatory technical specifications and standards in construction set by the People's Republic of China, as well as the Regulation of China Import and Export Fair Safety and Fire-prevention. And we undertake to guarantee the firmness and safety of the construction and install fire extinguisher as required by the aforesaid provisions. We shall bear full responsibilities for violating any of these provisions or encountering any accidents during the construction.</p> <p>Signature of the person in charge: _____ Seal of the concerned unit: _____ Date: (Day)/ (Month)/ 20 (Year)</p>
--	--

Notes: This form can be downloaded at: www.cantonfair.org.cn



B1-1 Letter of Undertaking of Safe Use of Electricity in Custom-built Stand/ Simple Decoration for Standard Booth
Deadline: Sep. 30(Phase 1) / Oct. 10(Phase 3)

Raw space exhibitors and their entrusted contractors of custom-built Stands shall fill in this form and submit it prior to the deadline.

Please reply to: Drawing Verification Section

Tel.: 0086-20-89124229 89124242 89124243

Fax: 0086-20-89124244

To coordinate with the 124th Session of China Import and Export Fair (hereinafter referred as Canton Fair) on managing the safe use of electricity in the custom-built stands/simple decoration for standard booth, and to clarify responsibilities, specify management and guarantee the security of the Canton Fair in an attempt to provide all participants with a secure environment for trade, this company _____ (Company Name), as the user of custom-built stand/simple decoration for standard booth _____ (Stand No.) of the International Pavilion in Phase _____ of the 124th session of Canton Fair, along with the construction contractor of the aforesaid custom-built stand/simple decoration for standard booth _____ (Contractor Name), in accordance with the requirements of Canton Fair's security management, execute the following undertakings to the China Foreign Trade Centre, organizer of Canton Fair:

1. To strictly comply with the Regulation of China Import and Export Fair Safety and Fire-prevention, and to bear the principal responsibility for all consequences arising from any electrical construction or electricity usage that may violate to the aforesaid regulations throughout the period of Stand Construction, Stand Dismantling and Exhibition, meanwhile, to accept the investigation of China Foreign Trade Centre into the breaching liabilities stipulated in the contract signed by both parties.

2. To nominate a certain person to be responsible for the safe use of electricity of this company throughout the course of Canton Fair, by maintaining the site operation during the period of stand construction, exhibition, and stand dismantling, and removing any hidden peril from time to time to guarantee the security of exhibition halls.

3. To accept the supervision and management of the concerned departments of Canton Fair and to carry out relevant security and rectification measures.

4. To clarify the security responsibilities of electrical constructors and electricity users, and to set up and carry out the interior regulation of security responsibility in the exhibition.

This Letter of Undertaking shall be executed in triplicate, with China Foreign Trade Centre (Group), the user of the custom-built stand and the contractor of the custom-built stand retaining one original respectively, and shall take effect on the date signed by concerned parties. This Letter of Undertaking shall be deemed to be an indispensable appendix of Application Form for Safe Use of Electricity in Custom-built stand of the 124th session of the Canton Fair.

Undertaker (User of custom-built stand)

Undertaker (Contractor of custom-built stand)

(Official seal)

(Official seal)

Statutory Representative or Person in Charge
Of Security (Signature):

Statutory Representative or Person in Charge of
Security (Signature):

Person in Charge of Safe Use of Electricity
of the Stand:

Person in Charge of Safe Use of Electricity
of the Stand:

Tel:

Tel:

Date:

Notes: This form can be downloaded at: www.cantonfair.org.cn. Please scan and upload it through Easy Exhibitor after filling it; fax or email is not accepted.

B1-2 Letter of Undertaking of Safe Construction in Custom-built Stand/ Simple Decoration for Standard Booth

To coordinate with the 124th Session of China Import and Export Fair (hereinafter referred as Canton Fair) on managing the safe construction in the custom-built stands, and to clarify responsibilities, specify management and guarantee the security of the Canton Fair in an attempt to provide all participants with a secure environment for trade, this company _____ (Company Name), as the user of custom-built stand/ Simple Decoration for Standard Booth _____ (Stand No.) in Phase _____ (Phase No.) of the International Pavilion of the 124th session of Canton Fair, along with the construction contractor of the aforesaid custom-built stand _____ (Contractor Name), in accordance with the requirements of Canton Fair's security management, execute the following undertakings to the China Foreign Trade Centre, organizer of Canton Fair:

1. To strictly comply with the Security and Fire-prevention Provisions, and Agreement on Management, and to bear the principal responsibility for all consequences arising from the construction of stand throughout the period of Stand Construction, Stand Dismantling and Exhibition, meanwhile, to accept the investigation of China Foreign Trade Centre (Group) into the breaching liabilities stipulated in the contract signed by both parties.
2. To nominate a certain person to be responsible for the safe construction of stand of this company throughout the course of Canton Fair, by maintaining the site operation during the period of stand construction, exhibition, and stand dismantling, and removing any hidden peril from time to time to guarantee the security of exhibition halls.
3. To accept the supervision and management of the concerned departments of Canton Fair and to carry out relevant security and rectification measures.
4. To clarify the security responsibilities of stand constructors and stand users, and to set up and carry out the interior regulation of security responsibility in the exhibition.
5. To construct strictly according to the drawing that provided to the Drawing Verification Section.
6. All materials that used for Custom-built Stand/ Simple Decoration for Standard Booth need to meet the requirements of environment protection, which should be flame-retardant or incombustible material .

This Letter of Undertaking shall be executed in triplicate, with China Foreign Trade Centre (Group), the user of the stand and the contractor of the stand retaining one original respectively, and shall take effect on the date signed by concerned parties. This Letter of Undertaking shall be deemed to be an indispensable appendix of Application Form for Safe Construction in Custom-built Stand of the 124th session of the Canton Fair.

Undertaker (User of custom-built stand)

Undertaker (Contractor of custom-built stand)

(Official seal)

(Official seal)

Statutory Representative or Person in Charge of Security (Signature):

Statutory Representative or Person in Charge of Security (Signature):

Person in Charge of Safe Construction of the Stand:

Person in Charge of Safe Construction of the Stand:

Tel:

Tel:

Date:

Notes: This form can be downloaded at: www.cantonfair.org.cn. Please scan and upload it through Easy Exhibitor after filling it; fax or email is not accepted.



B1-3 Application Form for 24-hour Electricity Supply in Custom-built Stand

Deadline: Sep. 30(Phase 1) / Oct. 10(Phase 3)

Exhibitors who need the 24-hour electricity supply shall fill in this form and submit it prior to the deadline.

Please reply to: drawing verification team

Tel:0086-20-89124229 89124242 89124243

Fax : 0086-20-89124244

Applicant					Trade Delegation	
Contact Person				Contact Tel		
Contractor (Installer)				Person In charge	Tel	
Supply Time applied	From o'clock, M D Y to o'clock, M D Y					
Location and Capacity for 24-hour Electricity Supply						
Hall No	Stand No.	Name of Exhibit(product)	Name of Electrical Equipment	Quantity	Aggregate Power/Voltage Grade	Model of Current Leakage Protector
Examination and Approval Comments :						
D M Y						

Notes: This form can be downloaded at: www.cantonfair.org.cn. Please scan and upload it through Easy Exhibitor after filling it; fax or email is not accepted.

B1-4 Charge criteria for tables and chairs in the International Pavilion

Unit : yuan (RMB)

Area	S. N	Specification	Dimension (cm)	Unit	Advance apply	Late Apply	Apply on-site	Figure
Area A	A1	1 aluminum alloy square table and 4 plastic chairs	65*65*68	set	145	160	175	
	A2	1 glass table and 4 aluminum wooden chairs	70*70*66	set	150	165	180	
	A3	1 glass table and 4 rattan chairs	70*70*66	set	170	180	200	
	A4	1 round wooden table and 4 white wooden chairs	Φ70*66	set	170	180	200	

Area B	B1	1 aluminum alloy square table and 4 black leather folding chairs	65*65*68	set	145	160	175	
	B2	1 glass square table and 4 stainless chairs	70*70*66	set	150	165	180	
	B3	1 glass square table and 4 rattan chairs	70*70*66	set	170	180	200	
	B4	1 round wooden table and 4 white wooden chairs	Φ70*66	set	170	180	200	
Area C	C1	1 aluminum alloy square table and 4 plastic chairs	65*65*68	set	145	160	175	

C2	1 glass round table and 4 stainless chairs	Φ70*66	set	150	165	180	
C3	1 glass square table and 4 rattan chairs	70*70*66	set	170	180	200	
C4	1 round wooden table and 4 white wooden chairs	Φ70*66	set	170	180	200	



B2 Electricity Tariffs in Custom-built and Standard Stand

Deadline: Sep. 30(Phase 1) / Oct. 10(Phase 3)

For custom-built stands, please submit this through Easy Exhibitor of official website, fax or email is not accepted.
For standard stands, please email this application form prior to the deadline to the Recommended Contractor nominated by the Fair.

Email: gz510014@126.com

Application **B2** **(Application of Exhibits and Electronics)**

Unit: RMB Yuan/ Phase

S.N.	Item	Master Switch Specs(Voltages /Current)	Unit	Charge Criteria	Qty.	Deposit	Charge
E1	Electricity Usage in Setting-up of Custom-built Stand	6A / 220V	<1.3KW	1	545		
E2		10A / 220V	<2.2KW	1	920		
E3		16A / 220V	<3.5KW	1	1465		
E4		6A / 380V	<3KW	1	1680		
E5		10A / 380V	<5KW	1	2770		
E6		16A / 380V	<8KW	1	4620		
E7		20A / 380V	<10KW	1	5540		
E8		25A / 380V	<13KW	1	6930		
E9		32A / 380V	<16KW	1	8828		
E10		40A / 380V	<20KW	1	11090		
E11		50A / 380V	<25KW	1	13860		
E12		60A / 380V	<30KW	1	16630		
E13		100A / 380V	<50KW	1	27720		
E14	Distribution box rental	6A,10A,16A/220V	1	315		1000	
E15		6A,10A/380V	1	365			
E16		16A,20A,25A,32A/380V	1	415			
E17	Replacement of electric box		1	105			
E18	Outer Exhibition Space Construction		25/ m ²				
						Total:	

Note :

- Exhibitors who have applied the electricity are required to rent our electricity distribution box. All of the electricity distribution box will be installed by our electricians. Any power connection beyond the switch of the distribution, including connection between the box and exhibitors' own equipment, should be done by exhibitors themselves, under the supervision of the organizing host's electrician. The Fair does not provide such power connection service beyond the switch.
- Personnel from the exhibitors shall stay at their stands until our electricians collected the electricity distribution boxes on the closing day of Canton Fair. By the autographs of our electricians, together with the Deposit Notes with Return Confirmation stuck on them, exhibitors can acquire their deposit at the International Pavilion Service Centre.
- There is a 30m cable wire within rental electricity distribution box, excess wires are charged additional fees: 63-100A: RMB50/m; 150A: RMB80/m; 200A: RMB100/m; 250A: RMB140/m.
- Deadline for the remittance of advanced application: Sep. 30, (Phase 1) and Oct. 10 (Phase 3). Please do not remit the fees under private names in case the names on the invoices do not match with your companies. Canton Fair only arranges exhibition appliance deliveries for those remittance confirmed companies. Fees for dismantling the allocated exhibition appliances shall be charged.

Please contact the nominated Recommended Contractor: Canton Fair Exhibition Design and Construction Co., Ltd
Address : Room 1+002, Area A, China Import and Export Fair Complex, No.380 Yuejiang Zhong Road, Guangzhou
Contact Person : Mr. Xu (13825020842), Ms. Guan (13711187356)

Tel : 86-020-89139719、89139784

E-mail: gz510014@126.com

Payee : Canton Fair Exhibition Design and Construction Co., Ltd

A/C with Bank Address: Guangzhou, Guangdong

Opening Bank : Canton Fair Branch, Bank Of China

Account No: 680857744434

B3 Application Form for Modification of Standard Stand

You are requested to fax this application form to the Recommended Contractor nominated by the Fair prior to the deadline: Sep. 25 (Phase 1); Oct. 10 (Phase 3)

Email: gz510014@126.com

Acknowledgement Form for Facilities of standard Stand **B3** Phase _____ Booth No _____

Effect Chart and Necessary Facilities for Standard Stand

- ★ External dimension : 3m*3m, Constructed by aluminum profile, Height: 4 meters, KT board for company name, above the KT board printed the uniform fair logo, Acrylic board on both side.
- ★ Necessary Facilities : Panels, one Fascia board, one Aluminum table, four Chairs, five Shelves, four Spotlights, one Dust bin, Carpet.
- ★ 9square meters booth will be free equipped with abovementioned facilities; Above numbers will be doubled for 18 square meters booth. The rest can be done in the same manner.
- ★ **Maximum 5 shelves will be freely provided for the Standard Stands in the international pavilion as per your option. Exceeding numbers will be charged. Please indicate if you do not need these items because dismantlement on-site will be charged.**



- ★ Height: The first board on both sides shall be 90 cm from the ground, the second 130 cm and the middle board 110 cm.

Application for Shelf

- ★ I needed pieces of shelves, or I don't need pieces of selves. Shelves can not be installed in places with dotted line.
- ★ Please indicate the location and height of the shelf if you have submitted your application:

Left side facing the stand

--	--	--

Front side facing the stand

--	--	--

Right side facing the stand

--	--	--

- ★ You are requested to fax this application form to the Recommended Contractor prior to the deadline to enable the Fair to prepare as per your request in advance, it will otherwise be installed as per effect drawings and necessary facilities.



- 1 . Same facilities for 9 square meter stand will be offered to stands larger than standard stand but smaller than 18 square meters. Only stands of multiple area of 9 square meters will enjoy relevant multiple facilities.
- 2 . In case the exhibitor has booked two or more than two consecutive standard stands, the contractor will dismantle the boards among those stands unless special request has been put forth by the exhibitor. The corner stands booked by the exhibitor shall only be equipped with enclosure walls on two sides and two fascias. Special requirements should be indicated in Form B3 and returned.
- 3 . No installation of other types of facilities or nailing upon the installations of the Fair such as enclosure walls, aluminum frameworks should be allowed inside the standard stands. Exhibitors should be responsible for maintaining all properties in the stands or they should be responsible for compensating for all damages arisen.
- 4 . No extra lighting facilities or additional power connections will be allowed inside the stand and other sockets should not be connected to the lighting line which is with a maximum capacity of 500 W. Socket connection by the exhibitors should be strictly forbidden.
- 5 . No electronic devices installed in the standard stands shall be dismantled or removed by any exhibitors or taken out of the Halls.
- 6 . All non-lighting electronics brought in by the exhibitors shall be checked and verified by the main contractor to forbidden improper utilization of unqualified power installations in the exhibition halls.
- 7 . Exhibitors are requested to fill in form B5-2 and return the same to the Main Hall Contractor prior to the deadline in case increased or extra facilities are necessary.

Please contact the nominated Recommended Contractor: Canton Fair Exhibition Design and Construction Co., Ltd

Address : Room 1+002, Area A, China Import and Export Fair Complex, No.380 Yuejiang Zhong Road, Guangzhou

Contact Person : Mr. Xu (13825020842) Ms. Guan (18925125368), Ms. Guan (13711187356)

Tel : 86-020-89139719, 89139784

E-mail : gz510014@126.com

Stand No. : _____ Company Name : _____

Contact Person : _____ E-mail : _____

Tel : _____ Fax : _____ Company Stamp : _____

B4 Application Form for Modification of Premium Booth

You are requested to fax this application form to the Recommended Contractor nominated by the Fair prior to the deadline: Sep. 25(phase 1); Oct. 10(phase 3)

Email: gz510014@126.com

Acknowledgement Form for Facilities of Premium Booth B4 Phase Stand No.

Effect Chart and Necessary Facilities for Premium Booth

- ★ External dimension : 3m*3m, constructed by aluminum profile, Height: 4.5 meters for company fascia board printed with your company's product pictures and International Pavilion logo, one Reception counter printed with your company logo under the fascia board.
- ★ Necessary Facilities : Panels, one printed fascia board, one Aluminum table, four Chairs, one Cabinet with lock, one Reception counter, five Shelves, four Spotlights, one Socket, one Dust bin, Carpet.
- ★ **Maximum 5 shelves will be freely provided for the Premium Booths in the international pavilion as per your option. Exceeding numbers will be charged. Please indicate if you do not need these items because dismantlement on-site will be charged.**



★Height: The first board on both sides shall be 90 cm from the ground, the second 130 cm and the middle board 110 cm

Application for Shelf

★ I needed pieces of shelves, or I don't need pieces of selves. Shelves can not be installed in places with dotted line.

★ Please indicate the location and height of the shelf if you have submitted your application:

Left side facing the stand

Front side facing the stand

Right side facing the stand

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★ You are requested to fax this application form to the Recommended Contractor prior to the deadline to enable the Fair to prepare as per your request in advance, it will otherwise be installed as per effect drawings and necessary facilities.

1.

Same facilities for 9 square meter stand will be offered to stands larger than Premium Booth but smaller than 18 square meters. Only stands of multiple area of 9 square meters will enjoy relevant multiple facilities.

2. In case the exhibitor has booked two or more than two consecutive Premium Booths, the contractor will dismantle the boards among those stands unless special request has been put forth by the exhibitor. The corner stands booked by the exhibitor shall only be equipped with enclosure walls on two sides and two fascias. Special requirements should be indicated in Form B4 and returned.
3. No installation of other types of facilities or nailing upon the installations of the Fair such as enclosure walls, aluminum frameworks should be allowed inside the Premium Booths. Exhibitors should be responsible for maintaining all properties in the stands or they should be responsible for compensating for all damages arisen.
4. No extra lighting facilities or additional power connections will be allowed inside the stand and other sockets should not be connected to the lighting line which is with a maximum capacity of 500 W. Socket connection by the exhibitors should be strictly forbidden.
5. No electronic devices installed in the Premium Booths shall be dismantled or removed by any exhibitors or taken out of the Halls.
6. All non-lighting electronics brought in by the exhibitors shall be checked and verified by the main contractor to forbidden improper utilization of unqualified power installations in the exhibition halls.
7. Exhibitors are requested to fill in form B5-2 and return the same to the Main Hall Contractor prior to the deadline in case increased or extra facilities are necessary.

Please contact the nominated Recommended Contractor: Canton Fair Exhibition Design and Construction Co., Ltd

Address : Room 1+002, Area A, China Import and Export Fair Complex, No.380 Yuejiang Zhong Road, Guangzhou

Contact Person : Mr. Xu (13825020842) Ms. Guan (18925125368), Ms. Guan (13711187356) Mr.Zou(13922276197)

Tel : 86-020-89139719、 89139784

E-mail : gz510014@126.com

Stand No. : _____ Company Name : _____

Contact Person : _____ E-mail : _____

Tel : _____ Fax : _____ Company Stamp : _____

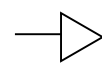
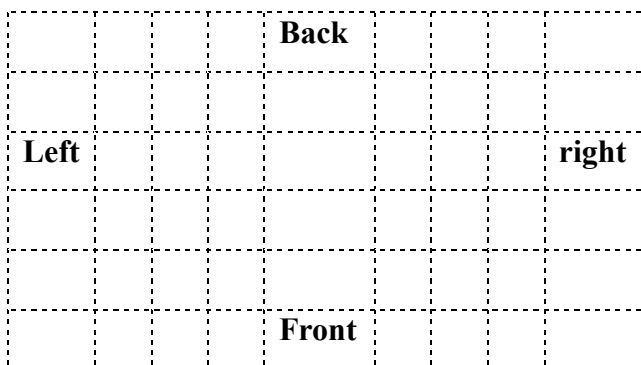
B5-1 Modification Plan for Standard Stands

You are requested to fax this application form to the Recommended Contractor nominated by the Fair prior to the deadline: Sep. 25 (Phase 1); Oct. 10 (Phase 3)

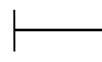
Email: gz510014@126.com

Stand Dismantle, Modification and Location of Rent Facilities **B5-1** Phase _____ Stand No. _____

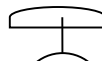
Please kindly indicate the locations of your stand dismantle, modification, rent facilities (exhibits, electronics etc.) and rent shelves (height indicated) in the flowing stand plan including your basic and extra facilities. Please notify your requirement of side-panels in case you booked corner stands.



100W long-arm spotlights



40W fluorescent lamp



220V power socket



Telephone

Stand Plan(Scale : 1 grid=1m².)

Remarks :

- 1 . The Fair will nominate the recommended contractor to install the stand at proper positions in case the exhibitor fails to submit this plan. Extra fee shall be charged upon site modification.
- 2 . Effective facilities indicated by the exhibitor on the above plan shall be submitted with relevant forms prior to the deadline.
- 3 . **100% additional fee shall be charged for late submission or spot-purchasing.**

Please contact the Fair's recommended contractor: Canton Fair Exhibition Design and Construction Co., Ltd

Address : Room 1+002, Area A, China Import and Export Fair Complex, No.380 Yuejiang Zhong Road, Guangzhou

Contact Person : Mr. Xu (13825020842) Ms. Guan (13711187356) Mr.Zou(13922276197)

Tel:86-020-89139719、89139784

E-mail : gz510014@126.com

Payee : **Canton Fair Exhibition Design and Construction Co., Ltd** Opening Bank : **Canton Fair Branch, Bank of China**

A/C with Bank Address: **Guangzhou, Guangdong**

Account No : **680857744434**

Stand No. _____ Company: _____

Contact Person: _____ E-mail: _____

Tel : _____ Fax : _____ Company Stamp : _____

B5-2 Charge Criteria for Service of Standard Stand

You are requested to fax this application form to the Recommended Contractor nominated by the Fair prior to the deadline: Sep. 25 (Phase 1); Oct. 10 (Phase 3)

Email: gz510014@126.com

Application of Exhibits and Electronics Phase _____ Stand No. _____

Unit: RMB Yuan/ Phase

S.N.	Item	Spec(MM)	Unit	Charge Criteria					
				Advance Application	On-site/ Overdue Application (installation)	On-site Application (dismantle)	Deposit	Qty.	Total
F1	Square Table of Aluminum Alloy	650×650×680	One	105	105				
F2	Black Folding Chair		One	20	20				
F3	Flat Shelf	990×310	One	30.00	60.00	15.00			
F4	Inclined Shelf	990×310	One	50	100	15			
F5	Shelf Stand (with wooden shelves)	990×495×2480	One	315	630	130			
F6	Showcase (with glass shelves)	990×495×2480	One	550	1100	150			
F7	Register Counter	990×495×1000	One	155	310	65			
F8	Cabinet (with lock)	990×495×750	One	165	330	65			
F9	High-low-combined Display Counter	990×495×(990×750)	One	225	450	90			
F10	Reticular Rack	1500×1000	One	30	60	15			
F11	Tall Display Counter (Advanced Application only)	990×495×2300 (Electricity included: Upper 30\Mid 125\Lower 75)	One	1200		200			
F12	Short Display Counter (Advanced Application only)	990×495×1000	One	550		150			
F13	Punched-plate	950×1166	One	100	200	40			
F14	Removing Shelf		One			10			
F15	Removing Panel		One			10			
F16	Installing and Dismantling Ceiling Beam		One	50	100	20			
F17	Socket (8 hours electricity supply)	220V/500W.500W max	One	250	250	30			
F18	Socket (24 hours electricity supply)	220V/500W.500w max	One	440	440	30			
F19	Long-arm Spotlight	100W	One	105	105	30			
F20	Horizontal Fridge	(Electricity excluded, Advanced Application	One	1800			3000		



		only)							
F21	42" screen TV & DVD Player	(Electricity excluded, Advanced Application only)	One	1000			3000		
F22	Stainless Steel Clothes Hanger		One	80	160				
F23	Rack		One	140	230	35			
F24	Water Supply	Advanced Application only	One	1000	2000		1000		
							Total:		

Notes:

1. Please illustrate your allocation of exhibition appliances in Form B5-1. The Fair will nominate the recommended contractor to install the stand at proper positions in case the exhibitor fails to submit this plan. Extra fee shall be charged upon site modification.
2. Canton Fair would allocate the exhibition appliances for Exhibitors who can not submit Form B5-1. Any alteration requests are to be charged by extra fees.

3. **Deadline for the remittance of advanced application: Sep. 30 (Phase 1) and Oct. 10 (Phase 3). Please do not remit the fees under private names in case the names on the invoices do not match with your companies. Canton Fair only arranges exhibition appliance deliveries for those remittance confirmed companies. Fees for dismantling the allocated exhibition appliances shall be charged. 100% additional fee shall be charged for late submission or spot-purchasing.**

Please contact the Fair's recommended contractor: Canton Fair Exhibition Design and Construction Co., Ltd

Address : Room 1+002, Area A, China Import and Export Fair Complex, No.380 Yuejiang Zhong Road, Guangzhou

Contact Person : Mr. Xu (13825020842) Ms. Guan (13711187356) Mr.Zou(13922276197)

Tel:86-020-89139719、89139784 E-mail : gz510014@126.com

Payee : **Canton Fair Exhibition Design and Construction Co., Ltd** Opening Bank : Canton Fair Branch, Bank Of China

A/C with Bank Address: Guangzhou, Guangdong Account No : 680857744434

Booth No. _____ Company: _____

Contact Person: _____ E-mail: _____

Tel : _____ Fax : _____ Company Stamp : _____

B5-2 Appendix Figures of Rental Exhibition Appliance for Standard Stands

B5-3 Application Form for Electricity Supply in Standard Stand**Deadline: Sep. 30(Phase 1)
Oct. 10(Phase 3)**

Construction contractors of custom-built stand entrusted by exhibitors shall fill in this form and fax or email it prior to the deadline to the Drawing Verification Section.

Please reply to: Drawing Verification Section.

Fax: 0086-20-89124244 Tel: 0086-20-89124229, 89124242

: • Application

Name of Exhibitor			
Stand No.			
Contact Person		Tel (including mobile phone)	
		Fax (including area code)	
Name of the Contractor		Fax (including area code)	
Contact Person		Tel (including mobile phone)	
Principal Electrician		Tel (including mobile phone)	
		No. of Electrician Certificate	
Electrician		No. of Electrician Certificate	
Electrician		No. of Electrician Certificate	
Electrician		No. of Electrician Certificate	
Electrician		No. of Electrician Certificate	
Electrician		No. of Electrician Certificate	
Electrician		No. of Electrician Certificate	
Site Electrician on Duty		No. of Electrician Certificate	
Site Electrician on Duty		No. of Electrician Certificate	
Site Electrician on Duty		No. of Electrician Certificate	
Site Electrician on Duty		No. of Electrician Certificate	
Site Electrician on Duty		No. of Electrician Certificate	
Site Electrician on Duty		No. of Electrician Certificate	

Notes:

1. Does the Custom-built stand need to rent distribution box? Yes () No (), please tick \checkmark .

Desired size of the Box:

220V A (Quantity: ____), 220V A (Quantity: ____). Total: ____

2. Electricity Switch Box equipped in the custom-built stand should be subject to the electricity applied by the exhibitor. Desired size of the Box (An annex may be used if no sufficient space)

220V A (Quantity: ____), 220V A (Quantity: ____). Total: ____

3. Installation of Electricity Switch Box shall be tallied with provisions in this guide. Contractor shall pay deposit for the Box. In case of any replacement of the Box arising from inconsistency between the electricity used and the one applied, contractor shall pay for additional charge.

4. An annex may be used if no sufficient space for filling in all Electricians. The copy of the Electrician Certificate shall be submitted to the Drawings Verification Team of Canton Fair

Seal of the Contractor:

Date:

Notes: This form can be downloaded at: www.cantonfair.org.cn



B6 Rental of Flowers

Unit: RMB Yuan / pot

No.	Flower	Size	Rent / Price	Remarks
1	Spathe flower; peace lilies	< 0.5m tall	RMB <u>15</u>	For rented flowers, the charge is for one phase (5 days). Arranged flowers are for sale.
2	Dieffenbachia camilla	< 0.5m tall	RMB <u>15</u>	
3	Chrysanthemum	< 0.5m tall	RMB <u>15</u>	
4	Dracaena arborea var	<0.7m tall	RMB <u>15</u>	
5	Butterfly palm (small)	1-1.2 m tall (white pot)	RMB <u>20</u>	
6	Butterfly palm (medium)	1.2-1.5 m tall (red pot)	RMB <u>30</u>	
7	Butterfly palm (big)	1.8-2m tall (six-sided pot)	RMB <u>45</u>	
8	Epipremnum aureum	1.5m tall	RMB <u>45</u>	
9	Dracaena messangena	<0.7m tall	RMB <u>20</u>	
10	Euphorbia pulcherrima	<50cm tall	RMB <u>20</u>	
11	Dracaena fragrans	1.5m tall	RMB <u>50</u>	
12	Malabar chestnut	1.2-1.5m tall	RMB <u>50</u>	
13	Philodendron; imperial green	<50cm tall	RMB <u>15</u>	
14	Philodendron erubescens; green emerald	1.8m tall	RMB <u>100</u>	
15	Arranged flowers (small)	30-35cm (diameter)	RMB <u>40</u>	Round-shaped
16	Arranged flowers (medium)	35-40cm (diameter)	RMB <u>50</u>	Round-shaped
17	Arranged flowers (fan)	50cm diameter, 50cm tall	RMB <u>60</u>	Fan-shaped
18	Arranged flowers (rectangular)	60cm (diameter)	RMB <u>80</u>	Rectangular

Notes: 1. The rent is the charge for one phase (5 days).

2. Please go to the Customer Service Centre On-site office for relative procedures.

B7 Application Form for Internet Service

Deadline (Wired Internet Access): Oct. 13(Phase 1) / Oct. 30(Phase 3)

This form can be filled in by option. The service herein shall be charged.Please reply to: China Foreign Trade Centre (Group)
Pavilion

Service Center for Exhibitors of International

Contact Person: Technical Service Department of Customer Service Center

Tel: 0086-20-89139099、89139090

Fax: 0086-20-89069340

●Application & Charge Criteria

Monetary Unit: RMB Yuan/exhibition phase

Item	Unit	Charge	Remarks	Deposit	Qty
Wired Internet Access	Per computer	<u>250</u> Yuan/phase	The shared outlet bandwidth is 500M; HTTP, QQ, MSN, and Email services are provided.		
Wired Internet Access	Per computer	<u>200</u> Yuan/phase	Exhibitors must already have applied for wired access. For wired Internet connection, 1 Internet port and 1 hub are provided, with 2 to 7 computer connections possible. Please report the number of connected computers. Exhibitors must not establish a network by themselves, otherwise fees for extra connected computers shall be charged and relevant responsibilities shall be ascertained.	<u>500</u> Yuan/ connection	
Port authorization	Per authorization	<u>300</u> Yuan/phase	Network ports for stock information and special software, excluding BT, Thunder or video games. For wired Internet connection only.		
PC Rental	Per computer	<u>100</u> Yuan/day	Intel Core Duo E2160 and above/ 2 G memory/ 17" LCD/ DVD-ROM/ 160G hard disk (Please apply for electric wiring board if needed)	certificate by trading delegation or <u>4000</u> Yuan	
Laptop (low/high configuration)Rental	Per computer	low configuration: <u>100</u> Yuan/day; high configuration: <u>150</u> Yuan/day	Lenovo T400 : Intel Core2 P8400-P8700/ 2G /160G/ Integrated Graphic Card /14"/ Combo Lenovo T410: i5/ 2G/ 250G/ partially Independent Graphic Card/ 14"/ Rambo	certificate by trading delegation or <u>4000</u> Yuan	
iMac 27	Per computer	<u>400</u> Yuan/day		<u>15000</u> Yuan	
Tablet/ Smart Phone (Note 2)	Per device	<u>100</u> Yuan/day		certificate by trading delegation or <u>3000</u> Yuan	
LCD Screen	Per screen	<u>100</u> Yuan/day (32")	Charges of making films for enterprises are extras.	certificate by trading delegation or <u>3000</u> Yuan	

● Remarks

1. Wireless Internet Access



Wireless Internet access will be freely provided. The wifi SSID is: Cantonfair.

Step 1:

Search for wireless network “Cantonfair” or “Cantonfair-a” and connect to it.

Step 2:

Open a browser, type in any website, and Complex wireless authentication page will pop out. Type in the user account and password, and then you are connected. (Do not close the authentication page when connecting to the Internet.)

For free access, the account is the number of Buyer or Exhibitor Badge, and the password is the first 2 letters of the name in the Badge + last 4 numbers of the badge number .

Notice: Wireless network access does not include port services of special software, please apply for wired network access if you need any. **Paid access with unlimited time will not be available. If you have more needs for wireless network, please try to connect the 3G or 4G network offered by telecom operators.**

Internet Access

Exhibitors can apply for wired Internet access before the 12: 00 on the day before the fair opening day, and Customer Service Center will set up and debug wired network connection before the Fair. Wired network is available in indoor exhibition halls. If you need more Internet services (e.g. network ports for stock information and special software, not including BT, Thunder or video games), please go to service spots of Customer Service Center in the Complex to apply for authorized ports and pay relevant fees. You can apply for wired network service online at Easy Exhibitor of the Canton Fair official website and pay for it online. Please keep the paying confirmation SMS to get a receipt. You can also apply for wired Internet access on the service spots of Customer Service Center, pay for it and get a receipt. You may apply for establishing your own LAN if several computers need to connect to the network. Besides, Canton Fair also provides the rental service of various digital devices such as PC, laptop, tablet and LCD screen.

Users must not bring wireless devices to establish a network without consent and interfere with the signal of the Complex wireless network For more details of Internet network connection, please refer to the *Notice on Wifi Usage in the Complex* in the Canton Fair official website.

B8 Application Form for Telephones

Application Form for Wireless Telephones of the _____ Session of the Canton Fair

Applicant							
Requirements		Phase 1		Phase 2		Phase 3	
		Booth No.	Quantity	Booth No.	Quantity	Booth No.	Quantity
	Area A						
	Area B						
	Area C						
Applicant			Telephone				
Notes	Application for extra telephones of standard stands is not accepted. For custom-built stands, the wireless telephones' allocation shall abide by Exhibitors Manual of the International Pavilion. If the custom-built stands need wireless telephones, the total number of phones shall not exceed that of standard stands included in the custom-built stand. If the custom-built stand is set up by Canton Fair Exhibition Design and Construction Co.,ltd, the telephones will be allocated according to the on-site setting, and extra applications are unnecessary.						

Applicant:

(Stamp)

Date: Year Month Date

Note: Please go to the Customer Service Centre On-site office for relative procedures.
For more information, please contact: 020-89139468

6. Other Service on Site

6.1 E-Commerce Service

Canton Fair Information Center are located at Pearl River Promenade, providing with Free Internet service, Information searching, on-site inquiry and exhibits uploading and etc..

6.2 Complaints for IPRs and Trade Disputes

A Reception Station of Complaints and Settlements for IPRs and Trade Disputes has been set up by Canton Fair in the exhibition venue.

Service Spot:

(Area A) East and West Side of Central Hall, Hall 6,8 Tel: 020-89131212

(Area B) Room 112-117 Complex Zone, Area B Tel: 89061306

(Area C: No trade dispute is accepted.) Counter in 14.4-1, 14.4-2, Area C Tel: 89075919

Service Time: Oct. 15-19, Oct.31- Nov. 4, 9:00-18:00

Scope of Complaints:

(1) Trade disputes and contract performance issues for contracts signed in the Canton Fair (including issues of product quality).

(2) Complaints about IPRs infringement throughout this session of Canton Fair.

(3) Other complaints.

6.3 Property Loss Registration and Claim of Lost Articles

Service Department: Security Section of the Customer Service Center of Security Office of Canton Fair:

Service spot and tel:

Room 05, 1/F, Hall 3, Area A, China Import and Export Fair Complex, 020-89138786, 020-89138787

Room 238, 2/F, Hall 10, Area B, China Import and Export Fair Complex, 020-89138768

Room 12, 2/F, Hall 14, Area C, China Import and Export Fair Complex, 020-89138773, 020-89138774

Service Time: Oct. 15-19, Oct. 31-Nov. 4, 9:00-18:00

Service Scope:

(1) Registration of the exhibitors' property (including personal properties such as laptops, mobile phones and the like, and exhibit samples) lost inside the exhibition venue and the claim of lost articles.

(2) Loss registration and claim of Exhibitor Badges.

Reminders:

(1) Exhibitors should take good care of their Exhibitor Badges, personal properties and exhibit samples.

(2) Computer locks will be free offered to exhibitors with laptop. The exhibitors should apply for such locks from the on-site security of International Pavilion.

6.4 Foreign Exchange Service

Bank of China and **China Construction Bank** will offer foreign exchange service in the exhibition halls.

Service Spot:

• Bank of China: Counter 1&2, Hall 3, Pearl River Promenade, Area A; Counter 1, General, Pearl River Promenade, Area B.

• China Construction Bank: Counter 5, Hall 4, Pearl River Promenade, Area A; Counter 1&2, Hall 9, Pearl River Promenade, Area B.

Service Time: Oct. 7- Nov. 4 9:00-18:00

Reminders:

To facilitate the foreign exchange process, the aforesaid two banks have set up ATMs capable of foreign exchange service in the functional service area of the exhibition. Exhibitors are advised to use ATMs so as to save time.

6.5 Catering Service

There are catering service spots inside Area A, B and C to serve Chinese food, Western-style food and Muslim food, including box lunch, claypot rice, noodles, business meal, buffet, hamburger, pizza, etc. Besides, coffee spots offer coffee, pastry, beverage, and purified water are also available. Please refer to the Functional Layout of China Import and Export Fair Complex Area A/Area B/Area C of Chapter 9 for details.

Reminders:

(1) Food providers in Canton Fair are all subject to strict inspection and approval of Guangzhou Food and Drug Administration of People's Republic of China. Would the exhibitors rest assured that the food served by those providers are safe.

(2) To protect their own health, exhibitors are not advised to buy food from any catering suppliers outside of the exhibition halls or to bring that food into the halls. Exhibitors shall be responsible for all consequences arising therefrom.

6.6 Business Travel and Ticket Service

Canton Fair International Travel Agency Co. (Ltd.) shall be able to arrange business travels and offer tickets booking service for exhibitors.

Service Spot and Tel:

• Business Travel, Hotel Booking and Interpretation:

Pearl Promenade Area A 2-5

Tel: 0086-20-89130205, 89130207

Pearl Promenade Area A 5-2

Tel: 0086-20-89268110

Pearl Promenade Area B 13-1

Tel: 0086-20-89130196, 89130197

Pearl Promenade Area C 14.3-1

Tel: 0086-20-89071034, 89071035

• Ticket Booking:

Counter 1, Pearl River Promenade, Exhibition Hall 3 of Area A

Tel: 0086-20-89130099

Counter 1, Pearl River Promenade, Exhibition Hall 6 of Area A

Tel: 0086-20-89130076

Counter 4, Pearl River Promenade, Exhibition Hall 10 of Area B

Tel: 0086-20-89131443

Pearl River Promenade, Exhibition Hall 16 of Area C Tel: 0086-20-89071011

Pearl Promenade Area A 8-4, Tel: 0086-20-89130239

Service Time: Oct. 15-19, Oct.31-Nov. 4 9:30-18:30

Service Scope:

(1) Ticket booking for international air;

(2) Ticket booking for Guangzhou-Kowloon Express Train;

(3) Supplementary service for business travel within P.R.China.

Tel: 0086-20-89268105, fax: 0086-20-89268103

email: cantonfair.tour@163.net.

Please visit <http://booking.cantonfair.org.cn> for more information

6.7 Translator & Interpreter Service

Canton Fair provides exhibitors with the service of hiring translators and interpreters with different languages mainly including English, Spanish, Italian, Russian, Japanese, French, Arabic, etc. In case that translators and interpreters of other languages are required, the Canton Fair will make arrangements for the exhibitors with efforts. Translation and interpretation services are only provided inside the Complex during the Fair time.

Service Spot: 2nd floor, Buyers' Registration Office, West side of Area A; 2nd floor, Buyers' Registration Office, East Side of Area B

Service Time: Oct. 15-19, Oct. 23-27, Oct. 31-Nov. 4 9:00-18:00

Service Tel.: **Non-Fair time:** 0086-20-89130185, 89120096

Fair time: 89138662, 89138928

Service Email: ISC@cantonfair.org.cn

Charge Criteria:

• English interpreter: RMB 400-800 Yuan each person per day of 9 hours (including 1 hour for lunch).

• Japanese, French, Russian, Spanish, Italian or Arabic interpreter: RMB 500-1000 Yuan each person per day of 9 hours (including 1 hour for lunch).

Reminders:

We provide online translation reservation service from Sep. 15 to Nov. 4. Please visit

(<http://www.cantonfair.org.cn/cn/interpreter/index.shtml>) for more information.



6.8 Medical Treatment

Service Time: Oct. 10- Nov. 4

Service Location: Counter 4, Hall 9, Pearl River Promenade, Area B / Counter 1, Hall 4, Pearl River Promenade, Area A

Service Tel.: 0086-20-89124120, 89130120

6.9 Reception of Complaints of Services

Service Spot: Reception Counter of Complaints for Service (Room 9B-09 in Area B)

6.10 The Press Service of Canton fair

Service Item	Introduction	Content
Newsletter of Canton Fair	Latest developments of Canton Fair, information exchange on national business policy, import & export, trade fair, for both exhibitors and buyers.	<ol style="list-style-type: none"> 1. Free distribution; 2. Electronic version available; 3. Objective of the Canton Fair Leading Committee, Market and trade information, best practice, expert views; 4. Canton Fair service info; 5. Canton Fair-related Service Info; 6. Reader interaction.

6.11 Canton Fair Information Service

Service Item	Introduction	Content
Official website of China Import & Export Fair: http://www.cantonfair.org.cn	<p>As the only official website of China Import & Export Fair, http://www.cantonfair.org.cn is an integrated service portal for exhibition, providing service like information release, business process, business travel services, promotion and etc..</p> <p>Exhibitors can facilitate their work such as online registration, application, form download, sitemap for exhibition halls and locations via official website of China Import and Export Fair (Canton Fair).</p>	<ol style="list-style-type: none"> 1. Canton Fair information 2. Form downloads; 3. Online exhibit registration and query; 4. Download of exhibitor handbook; 5. Query of exhibition hall map, onsite service; 6. Business and travel service. 7. Smart Exhibition Assistant and etc.
Call Center of Canton Fair 4000-888-999(domestic) 008620-28-888-999(overseas)	AS CANTON FAIR'S OFFICIAL INFORMATION AND SERVICE PLATFORM, CALL CENTER PROVIDES ONE-STOP SERVICES, INCLUDING INFORMATION OF CANTON FAIR AND EXHIBITS, BADGE CONSULTATION, EXHIBITS STORAGE AND TRANSPORTATION, DRAWINGS VERIFICATION, RESERVATION OF EXHIBITION APPLIANCES, RENTAL OF EQUIPMENT, INTERNET ACCESS, COMPLAINT RECEPTION, HOTELS, CAR RENTAL, TRAVELLING AND INTERPRETATION SERVICES, ETC.	<p>Call Center provides services in Chinese, English, Spanish, French and Russian during Fair time.</p> <p>Service time: representative staff consultancy (8:30-18:30), automatic voice consultancy (18:30-8:30).</p>

Canton Fair official website cell phone software (Canton Fair APP)	Canton Fair APP is the official mobile fair app on smart phones. It combines exhibition business service. and uploading, inquiry of exhibitors and exhibits, on-site services, and Smart exhibition assistant and so on, providing tailored services on exhibition business and creating a remarkable experience of “Hand-held Canton Fair”.	<ol style="list-style-type: none"> 1. Canton Fair latest information 2. Smart Exhibition Assistant. 3. Exhibitors and products search 4.Quick Guide to Booths information 5. Schedule of Forums and Events 6.On-site service inquiry 7. Guide to transportation. 8. Wifi service
Directory of Exhibitors for Canton Fair	Based on Canton Fair’s database of exhibitors, the exhibitor/exhibit inquiry system combines on-line searching and on-site service.	The information can be searched by key words of exhibitor or exhibit, booth number, and exhibit section.

6.12 Exhibit Online Registration

In order to better promote your company and exhibits, facilitate buyers’ search for information of target exhibitor and exhibits in a more accurate, fast and convenient way, the Canton Fair official website continues to provide free online exhibitor registration for exhibitors. Please visit the Easy Exhibitor (English Version) on our website for online registration of exhibits with detailed information at <http://exhibitor.cantonfair.org.cn/en>.

Procedure:

1. Acquire the account and password. After registration, new exhibitor can acquire the account and password attached in the email which is registered in stand application form. As for exhibitor who already has account and password, please don’t apply again and use the original one. If you forget or couldn’t receive the password information, please contact the organizer or your exhibiting agent.

2. Log on Easy Exhibitor (English Version) on <http://exhibitor.cantonfair.org.cn/en> with the account and password. Register or update the detailed information of exhibits by selecting product category and upload of exhibit pictures.

3. Register or Update the detailed information of exhibitors, such as the contact means.

Note: In case that exhibitor fails to acquire the account and password through email, please contact the agent of exhibitor recruitment for acquiring.

The registered information, when reviewed and approved, will be displayed free of charge on the official website of the Canton Fair (www.cantonfair.org.cn) and on-site SEARCH system for exhibitor and exhibit to facilitate buyer’s contact with exhibitors before, throughout and after the Fair.

6.13 Provisions and Regulations for the on-site Service

6.13.1 Regulations on Use of Stands

1. The stands in the exhibition hall shall be exclusively utilized by the exhibitor who has signed the Participation Provision with the Canton Fair. The exhibitor shall be forbidden to transfer or share any stand or parts of the stand with a third party without prior written consent of Canton Fair. Any of following cases shall be treated as violation of the use of stand regulations herein unless advance permission has been issued from Canton Fair to the exhibitor:

(1) Distribution of business cards, product catalogs or promotional materials of non-recorded exhibitor in the stand;

(2) The exhibitor makes the fascia board of stand shelter and /or fascia board with titles of any non-recorded exhibitors.

(3) Entering into any kinds of agreement in name of a non-recorded exhibitor.

(4) Violating regulations for stand use stipulated in Participation Provisions.

(5) Canton Fair has other adequate evidences for such misconducts.

2. In case of absence at the Fair due to visa issues, the exhibitor shall then delegate a third party to participate in the exhibition or use the rented stands with a written consent from the Canton Fair. The aforesaid third party shall hold the Power of Attorney from the exhibitor to sign related exhibition documents with Canton Fair to confirm that the Participation Provision and all service provisions hereof have been accepted by such third party.

6.13.2 Provisions of Sanitation Protection

1. The exhibitor in-charge shall guarantee the sanitation situations of his exhibitors through mastery of health conditions of all participants and provide the Sanitation Protection Office of Canton Fair with timely personal information with regard to sanitation and epidemic prevention.

2. Exhibitors shall carry out timely personal and living environment sanitary works. Protection measures shall be undertaken while approaching to any public areas with dense population. Casually dinning out shall be forbidden and all exhibitors shall be care about food sanitations. Living rooms must be opened to fresh air. All exhibitors must pay attention to climate changes so as to balance live and work well and not to work with illness.

3. The exhibitor should report to the person in charge in case of fever, cough, headache, vomit, diarrhea or other uncomfortable symptoms when registering in the hotels. He should then conduct a medical examination and treatment immediately in the nearest hospital. The exhibitor shall not be allowed to work with illness and enter the hotel under such circumstances. If such cases are found in the exhibition hall, the exhibitor should give immediate notice to the sanitary duty office of Canton Fair and Canton Fair shall arrange a medical examination and treatment for the patient in the appointed hospital.

4. All exhibitors shall consciously comply with following regulations: not to discuss, inquire about or diffuse any relevant information of such cases and consciously maintain regular order of Canton Fair.

5. Canton Fair will introduce to the exhibitor knowledge of personal sanitation and release sanitary guarantee information through brochures of Knowledge of Personal Sanitation, Work Briefing on Sanitation Guarantee and Messages of Canton Fair. The exhibitor should enhance his awareness of sanitation and grasp timely information and knowledge of personal sanitation.

6. To ensure personal health of the exhibitors, the Canton Fair shall arrange restaurants to provide healthy meals for the exhibitor in the exhibition hall. The exhibitor shall therefore be suggested not to order Chinese or western foods from other sources or bring the same into the hall. Canton Fair shall not be responsible for any consequences arising there from.

7. Clinics shall be set up in the hall by Canton Fair to provide exhibitors with timely first aid services. Please refer to Chapter 6 “On-site Service” of Part VIII herein for details.

6.13.3 Code of Conduct for Participation in the Fair

1. Content coverage of any company introduction, products directory or brochure leaf brought by exhibitors is restricted on the exhibitor’s own company introduction and / or products exhibit in the current fair, and any distribution of these material outside exhibitor’s own stand is prohibited. All activities of the exhibitor including exhibition, demonstration, distribution of product catalogs and promotional materials or gifts shall have to be carried out only within the stand area stipulated in the Participation Provision without disturbing the neighboring exhibitors or exhibition order of Canton Fair. The exhibitor shall strictly abide by the Safety and Fire-prevention Regulations.

2. The exhibitor shall instruct and restrict his participants to behave themselves in the exhibition.

(1) No Pilferage of exhibits of other exhibitors.

(2) No photographing or recording of exhibits on other stands shall be allowed without others’ permission.

(3) No entry into any other stands without invitations from their users.

(4) No disturbance to the visitors (buyers) or other exhibitors.

(5) Obey to and cooperate with the guards of Canton Fair without being deliberately provocative.

(6) No damage to any fixed or movable installations in the hall include but not limit to:

i.No damage to any exhibit accessories, boards, aluminum materials, lightings, tables and chairs in the standard stand. Details shall be referred to Chapter 5, Services and Stipulations of Standard Stand Decoration, of Part III.

ii.No nailing, trilling or sticking shall be allowed on the ceiling, floors, pillars or walls in the hall.

iii.No damage to the establishments of fireproofing, monitoring, electricity distributing, lighting and communication constructed to the ceilings, floor ditches, pillars and walls in the hall and toilet and movable fireproofing installations therefrom.

(7) Any lost articles found in the hall shall not be pocketed and they shall be handed over to the security sector of Canton Fair.

Notes: Contact of the Security Section of the hall:

Area A : 020-89138786,020-89138787;

Area B : 0086-20-89138768;

Area B : 020-89138773,020-89138774

(8) Distributing leaflets out of the stands is not allowed.

3. In case of finding any non-exhibitors distributing product catalogs, promotional materials and CDs in the exhibition or the exhibitor is disturbed by such persons, the exhibitor shall be obliged to report to the security section of Canton Fair immediately to for settlement.

4. Canton Fair shall make overall arrangements for the clearness of the aisles as well as other public areas of the hall. The exhibitor should clear the rubbish in his stand per se and keep the rubbish in the trash bins which shall then be settled by Canton Fair.

5. To ensure safety of the exhibitor, his personal properties and exhibits or to compensate his losses may be caused by ignorance of his employee or staff, the exhibitor shall be requested by Canton Fair to purchase adequate insurance for the stand he rents.

6.13.4 Regulations on Internet Service of Canton Fair

Item 1 General Provision

1. The target of Internet services includes (but not limited to) exhibitors, visitors, and personnel from the host and the organizer.

2. In order to standardize the utilization and management of Internet network in Canton Fair, as well as ensure the quality of Internet service, the regulations herein are stipulated in accordance with the *Interim Provisions on Computer Information and Internet Management of PRC* , *Regulations of the People's Republic of China for Safety Protection of Computer Information Systems* , *Rules on Protection of Internet Security(the 82rd order of the Ministry of Public Security)*, *Implementation scheme of wireless city construction in Guangzhou and Scheme of one package service*. In addition, the Regulations have referred to Rules of other famous exhibitions internationally, as well as relevant situations in the exhibition halls of Canton Fair.

3. This regulation is applicable to all the users of Canton Fair Complex Internet service.

Item 2 Access Service

4. The Internet access service offered by the Canton Fair includes both wired and wireless Internet access.

5. Customer service center is in charge of Canton Fair Complex Internet service, which is responsible for the construction, maintain and management of Internet public facilities as well as the protection service of Internet users. All the equipments (computer, smart phone) access to the Internet shall be self-settled by the users.

6. According to the regulations specified in the 82rd order of the Ministry of Public Security, Internet users shall be verified before surfing the Internet.

Item 3 Management of Internet usage

7. Users must be in compliance with the country's laws and regulations, as well as relevant rules of China Foreign Trade Centre (Group). System of information Secrecy and Security should be strictly enforced. Any illegal practice and violation of disciplines that endanger national security, divulge State Secrets or harm the interests of China Foreign Trade Centre (Group) through the network is not allowed. Users shall not produce, review, copy or spread pornographic messages as well as information that might disturb the social order. Utilizing Internet to attack or damage public network facilities or other users is forbidden. Otherwise, the organizer is entitled to stop the users'



access to the network. If the circumstances are serious or cause losses, the subject shall be administered in accordance with the relevant regulations of the State.

8. Any business using the network resource of the exhibition hall without permission is prohibited. The customer service center is entitled to stop users' access to the network.

9. Without written permission from the organizer, users are not allowed to set up or use devices such as wireless routers or exchangers to connect the exhibition network. For special needs, users shall proceed relevant procedure and use the devices with the guidance from customer service center.

10. Without written permission from customer service center, users are not allowed to set up wireless network which its signal is more or equal to 90dbm within 2 meters. Otherwise, customer service center is entitled to detain the relevant facilities until the end of exhibition.

11. The customer service center is entitled to use technical way to monitor the network security within the Canton Fair complex. For those users who use wireless router, switch and other equipments to connect the network, the organizer is entitled to detain the relevant equipment until the close of the exhibition, confiscate the network deposit, blacklist and cancel the qualification of Internet user for 2 sessions and so on. (Multiple measures could be adopted at the same time)

12. Due to the openness of wireless network, all the users shall be required to install authentic anti-virus software and update virus database on their computers to prevent the leak of account and password. All the consequence of the leak of account and password will be borne by the users.

13. Internet user shall not destroy the network equipment and facilities in the complex. Otherwise, the user shall bear the economic lose accordingly.

14. In order to make sure the stability of the Internet service, the customer service center is entitled to control the network and adjust or restrain the access to some network portals (e.g. Stock exchange, BT, Thunder and Online games) without informing in advance.

15. Customer service center and its relevant departments shall not bear any responsibility for the loss or inconvenience occurred in using the Internet service.

16. For special need of wireless network, Telecom operators or companies shall contact customer service center and discuss the related cooperation.

Item 4 Supplementary Provision

17. The customer service center reserves all rights of interpretation of this regulation.

6.13.5 Regulations on Default Settlement

Any legal person, natural person or other organization applying for participating in Canton air shall accept the Exhibitors Manual and be bound by it. Exhibitors participating in Canton Fair through entering into the Participation Provision with Canton Fair shall accept the Exhibitors Manual and be bound by it. Violation of any regulation, regulations or stipulation of the Exhibitors Manual shall be regarded as a breach. The default party shall accept related breaching punishment in accordance with stipulations herein defined.

1. In Violation of Regulations for Use of stand

Canton Fair shall deal with those exhibitors who violate the regulations herein defined through measures as follows:

(1)Confiscate the badges of all exhibitors of the breaching stand and stop those exhibitors from entering the exhibition hall.

(2)Close down the breaching stand and have it recorded so as to refuse its application in the future.

2. In Violation of Regulations for Exhibits Management

(1)Exhibits of "suspected infringement" shall be dealt with pursuant to Complaint and Settlement Provisions of Being Infringing IPR of the relevant part of this manual herein.

(2)Exhibits excluded in scope defined in the Participation Provision or in the records agreed by Canton Fair shall be removed from the exhibition hall by Canton Fair in case that the exhibitor refuses to clear the same from the exhibition hall. Canton Fair shall not bear any responsibilities for any losses arising therefrom.

(3) Canton Fair shall confiscate all illegal exhibits or exhibits which the exhibitor is unable to illustrate or proof their legal origins without bearing any responsibilities for any losses arising therefrom.

(4) In case that a punishment imposed by the Chinese customs or other governmental legal departments upon Canton Fair is caused by the exhibitor's violation of the Regulations on the Chinese customs in disposing per se import exhibits or exhibiting any kinds of illegal exhibit, Canton Fair shall retain the power to claim from the exhibitor for any losses arising therefrom.

(5)In case that the exhibitor per se shall demonstrate, display and publicize any other materials of Canton Fair

in any forms and publicize Canton Fair in the exhibition hall in any forms without written consent of Canton Fair, Canton Fair shall be authorized to confiscate these promotional materials and expostulate the exhibitor. Canton Fair shall confiscate the badges of all participants of such stands, in which the exhibitors ignore the expostulations and continue the aforesaid breaching activities. These participants shall furthermore be refused to enter the exhibition hall.

3. In Violation of Code of Conduct for Participation in the Fair

(1) Exhibitor who distributes promotional booklets, CDs, product catalog and displays gifts in areas other than what specified in the Participation Provision such as aisles and any public areas in the exhibition hall shall be expostulated by Canton Fair and the aforesaid materials shall be confiscated. Canton Fair shall confiscate the badges of all participants of such stands, in which the exhibitors ignore the expostulations of the Fair and continue the aforesaid breaching activities. These participants shall furthermore be refused to enter the exhibition hall. Non-exhibitors who perform so shall be confiscated of their badges and materials and hence be driven out of the hall.

(2) Any spy filming or recording of exhibits on other stand or its designs without permission from the owner of the stand concerned, Canton Fair shall be entitled to confiscate such films or memory sticks of the recording devices.

(3) Badges of those who takes exhibits from other stand without permission from the owner of the stand concerned shall be retained by Canton Fair who shall be authorized to refuse such person to enter the exhibition hall again; person who pilfers precious exhibits shall be treated as a theft and his badges shall be confiscated by Canton Fair and the person shall be transferred to public security sectors for settlement.

(4) Those who refuse to obey and cooperate with the guards of the exhibition and create any troubles shall be confiscated of their badges and be refused to enter the exhibition hall again.

(5) In case that demonstration in the stand (including noise of the acoustics used shall be greater than 70 decibels) causes a disturbance to the neighboring exhibitors or orders of the exhibition, the Canton Fair shall be entitled to expostulate such exhibitors. Exhibitor refuses to accept such expostulations shall be punished by a electricity cut to the stand by Canton Fair and Canton Fair has full power to handle such misconducts through measures such as confiscating badges of all exhibitors and refuse them to enter the exhibition hall in future.

(6) Following measures shall be undertaken by Canton Fair to handle misconducts such as nailing, drilling, sticking on ceilings, floors, pillars or walls of the exhibition hall, or damage and destruction to the fire-prevention installations, monitoring systems, electricity distribution structures, communication facilities on the ceilings, ditches, pillars and walls of the exhibition hall, or toilet establishments, mobile fireproofing equipments and other portable or fixed installations in the exhibition hall:

- The responsible exhibitor or contractor shall be forcibly required to renew the damaged settings to the original status.

Or

- The responsible exhibitor or contractor shall compensate to Canton Fair as per assessment of such renewal in case the renewal has not been accomplished.

(7) Canton Fair shall be entitled to confiscate leaflets distributed outside the stands; to those who violate the code of conduct repeatedly shall be confiscated of their badges and be refused to enter the exhibition hall again.

4. In Violation of Stipulations of Application & Setting-up for Customs-Built Stand

(1) In case the design drawings of the customs-built stand have not been submitted for approval or have not been verified and approved, Canton Fair shall not allow the related contractor to execute construction works in the hall.

(2) In case the design drawings of the custom-built stand shall not be submitted for approval within the time limits, Canton Fair shall be entitled to refuse such drawings and stop related contractor from executing construction works in the hall.

(3) Contractor of custom-built stand without Construction License shall be forcibly requested by the Canton Fair to withdraw from the exhibition hall and the contractor shall afterwards be required to accomplish all move-in procedures in accordance with stipulated processes.

(4) In case the custom-built stand shall not be constructed in accordance with the stipulations, Canton Fair shall hence warn the related contractor and forcibly order such contractor to terminate all construction works for modification. No electricity shall be connected to such stand in case of a refusal for modification or completed modification not be accepted by Canton Fair. Connected electricity under such circumstances shall therefore be cut off. Construction License of those who refuse to carry out such modifications shall be canceled by Canton Fair and whose construction qualifications for next Canton Fair shall accordingly be terminated. Furthermore, parts or the

entire constructional safety deposits of the contractor shall be deducted as a penalty for such misconduct following the stipulations agreed upon between the contractor and Canton Fair. All consequences arising therefrom shall be borne by the contractor. Such breaches shall include but not limit to the following:

—— Execution of works not comply with design drawings verified by the Canton Fair including over height and putting a roof on the stand.

—— Not utilize fire-resisting construction materials as per stipulations or not take adequate measures for fire-prevention as per requirements of Canton Fair even stipulated materials have been employed.

—— Not utilize qualified electric materials and equipment as per stipulations.

—— Electric equipment is not installed and operated as per stipulations.

—— Obstruction to fire-prevention installations or electricity distribution and communication establishment however not adequate safe distance has been reserved.

—— Modification of any fixed installations inside or nearby the stand; any fixation, suspension or decoration on/to the ceiling, floors, pillars or walls of the exhibition hall.

—— Exposed components of the back side or flanks of the stand have not been beautified through double decoration covers and advertisements have not been decorated from outside.

—— Construction License is not hanging in a prominent location in the stand during construction; Construction works exceed the scope covered in the license.

5. In Violation of Regulations on use of standard stand

(1) In case that the exhibitor per se dismantles or alters the standard stand and the fascia, aluminum materials, exhibition accessories, lightings and distribution circuits without permission of Canton Fair, Canton Fair shall be authorized to temporarily detain the badges of all exhibitors in the breaching stand and afterwards settle the case through following measures:

(i)The exhibitor will be required to renew the stand to the original state and bear all expenses incurred therein, or

(ii)The exhibitor shall compensate to Canton Fair RMB 600 for per stand as penalty if aforesaid renewal becomes impossible. The exhibitor shall furthermore pay to Canton Fair extra penalties in case of damages to the fascia, aluminum materials, exhibition accessories, lightings and distribution circuits.

(2) In case that he shall modify any wordings of the fascia or cover up the fascia by any means, the exhibitor shall be required to have it renewed to the original state by the Canton Fair. The exhibitor shall accordingly pay to Canton Fair all expenses arising therefrom and an amount of RMB 100 as a default penalty.

(3) All identical installation materials for standard stand or similar exhibition materials and accessories to the Canton Fair brought into the hall by the exhibitor without permission of or registration with the Canton Fair shall be confiscated and all losses therefrom arising shall be borne by the exhibitor.

(4) Any cuttings on the allocated exhibition panel and aluminum materials, or painting, nailing and trilling on the penal or exhibition materials, or losses of exhibition penal and aluminum materials, Canton Fair shall charge from the exhibitor RMB 300 for each lost or damaged penal and RMB 500 for each damaged or lost aluminum material as penalty.

(5) Canton Fair shall collect RMB 500 as a clearance deposit in case of any sticking on the exhibition panel. Such deposit will be only reimbursed to the exhibitor provided that clearance of the sticking has been accomplished or otherwise it shall be confiscated by Canton Fair.

(6) In case of the exhibitor's installation of extra lightings or casually connection to electricity supply without application to and approved by Canton Fair, Canton Fair shall switch off the electricity supply to the stand and the exhibitor shall accordingly compensate to Canton Fair for all losses may arise therefrom.

(7) Canton Fair shall charge penalties for the damaged items in the stand in the following criteria: RMB 100 for per lighting, RMB 100 for per meter of distributor wire, and RMB 500 for per electricity distributor.

6. In violation of Regulations on Safety and Fireproofing and other Regulations

(1) All articles such as packaging cases (packaging materials), constructional tools storing inside or beside the stand shall be forcibly cleared by Canton Fair and all expenses arising therefrom shall be borne by the breaching exhibitor or the constructional contractor.

(2) Following measures will be undertaken by the Canton Fair to deal with smokers who smoke in the non-smoking areas in the hall:

Exhibitor: the exhibition badge will be temporarily detained and the same will be returned only subsequent to the exhibitor's submission of a written commitment of non-repetition of such violation in future. The badge will not be returned to those who repeat such violations.

Non-exhibitor: the badge will be confiscated and person will be driven out of the hall.

(3) The second storey of two-storey Structures shall be mainly inspected. The exhibitor will be warned in case of following defaults, and he shall immediately correct such misconducts. If no correction is carried out or the exhibitor refuses to obey such regulations, Canton Fair shall be entitled to close down this storey and forcibly clear up all items in this area. In case of stand collapse due to exhibitor's refusal to carry out the required corrections, the exhibitor and his constructor shall then be responsible for all consequences arising therefrom. Canton Fair will accordingly investigate the safety responsibilities of the exhibitor and the constructor and deduct all safety security of the constructor. Furthermore, Canton Fair shall be entitled to claim from the exhibitor and contractor for all losses may arise therefrom.

Utilization of electronic heaters on the second storey.

Demonstration and other activities on the second storey which may be treated as unsafe in accordance with the Chinese security and fire-prevention department.

Weight of exhibits or numbers of people exceeds the designed criteria.

(4) In case the exhibitor shall be unable to remove his exhibits or special constructional materials from the hall or have them stored on spaces outside the hall or on roads surrounding the China Import and Export Fair Complex subsequent to stand dismantling, Canton Fair shall not return the clearance deposit to the exhibitor and shall further retain the power to claim from the competent authorities for all losses arising therefrom.

(5) Canton Fair shall be entitled to draw back all stands which have no exhibits in display after 12:00, Oct. 14(Phase 1) and after 12:00, Oct. 30(Phase 3) and the exhibitor of the stands shall be responsible for any losses arising therefrom.

7 Provisions and Regulations of Infringing IP Rights and Trade Dispute

7.1 Complaint and Settlement Provisions for Suspected Intellectual Property Infringement in the Canton Fair

(Amended in 2017)

Chapter One General Provisions

Article 1 In order to strengthen the protection of intellectual property rights (hereinafter referred to as “IPR”) during the China Import and Export Fair (hereinafter referred to as “the Canton Fair” or “the Fair”), maintain the normal trading, and protect the legitimate rights and interests of exhibitors and IPR holders, the Provisions are formulated in accordance with relevant national laws, administrative regulations and rules.

Article 2 The Provisions are only applied to the complaint and settlement of suspected infringement of IPR (hereinafter referred to as “suspected infringement”) within the exhibition hall during the Canton Fair.

Article 3 The “Responsibility Document for Using Booths in the Canton Fair” should be signed between the exhibitor and the affiliated trading delegation before the Fair to stipulate the IPR protecting obligations of both parties. And the exhibitor at the Fair shall strictly fulfill the obligations as he promises in the forementioned document.

Chapter Two Complaint Management

Article 4 The Business Office of the Canton Fair sets up the Complaint Station for Intellectual Property Rights and Trade Dispute (hereinafter referred to as the Complaint Station), and sets up sub-stations at different areas of the exhibition hall, which are responsible for accepting suspected infringement complaints within the area during the phase of the session.

Article 5 The Canton Fair invites officials from government departments related to IPR to work as experts and staff of the Complaint Station, guiding and assisting the Station to investigate and settle complaints about alleged infringement of IPR in accordance with the relevant provisions of the Fair.

The trading delegations, chambers (associations) of commerce shall check their respective exhibits, the exhibits’ packaging, promotional materials and any parts in display before and during the exhibition in accordance with the relevant provisions and requirements of the Canton Fair, to prevent the alleged infringement behavior. They should actively cooperate with the Complaint Station to educate and deal with the exhibitors, who are suspected of infringement and refuse to cooperate with the investigation.

Article 6 The exhibitors in the Canton Fair, whose exhibits and their packaging, promotional materials and any parts in display having IPR or authorized, should take corresponding supporting documents in case of examination from the Fair.

Article 7 If the complainant makes a complaint to the Canton Fair in accordance with the Provisions, and requires that the respondent shall be handled in accordance with the Provisions, the complainant should agree to pay the relevant departments of Canton Fair for expenses incurred by the handling of the complaint, and indemnify the respondent against any loss in case of improper complaint.

Chapter Three Complaint Procedures

Article 8 Participants with the valid documents of the current session of the Canton Fair, if they find any suspected infringement in the exhibits and their packaging, promotional materials and any parts in display, can make on-site complaints to the corresponding sub-station of the Complaint Station, which, however, must comply with the Canton Fair’s acceptance conditions for complaints about patent, trademark and copyright, or they will not be accepted. Those who negotiates with the infringing party directly and disturbs the order in the exhibition hall rather than make complaints to the Complaint Station shall be settled with violating the on-site order.

The conditions for acceptance of complaints are stipulated in the “Acceptance of Complaints to Patent Infringement Disputes and Processing Procedures in the Canton Fair”, the “Acceptance of Complaints to

Trademark Infringement Disputes and Processing Procedures in the Canton Fair”, and the “Acceptance of Complaints to Copyright Infringement Disputes and Processing Procedures in the Canton Fair” (see Attachment 1-3) at the Canton Fair’s “Exhibition Manual” and official website (www.cantonfair.org.cn).

Article 9 In complaint, the complainant shall first submit relevant materials and evidence to the Complaint Station according to the requirements. After being checked as valid by the staff of the Station, the complainant shall fill in the “Letter of Complaint Submission” (see Attachment 4).

The Complaint Station shall not accept the complaints in forms of telephone, e-mail or others.

Article 10 The Agency for handling alleged infringement complaints about IPR stationed in the exhibition hall during the Canton Fair shall apply for the special intermediary agency license, receive the guidance from the Complaint Station, and consciously abide by relevant regulations of the Fair. The Complaint Station shall not accept the complaints from those agencies without the intermediary agency license.

For the application of the intermediary agency license, please refer to the “Notice on the Application of the Intermediary Agency License for Handling Complaints about Intellectual Property Rights and Trade Disputes in the Canton Fair”.

Article 11 For the alleged infringement complaint concerning product structure and manufacturing methods, when putting on record, the Complaint Station can require the complainant to submit further proof of suspected infringement in addition to the materials stipulated in the provisions. If the complainant fails to submit, the Complaint Station may not accept it.

For the patent complaint which is difficult to determine on the spot, such as large mechanical equipment, internal structure of precision instruments and manufacturing methods of products, the Complaint Station may not accept it.

Article 12 Generally speaking, the Complaint Station does not accept the same complainant’s repeated complaints on the same IPR to the same respondent. For the infringement case of IPR which had been settled before but is occurred again, the complainant shall present the effective administrative decisions, civil judgments or arbitration documents which are obtained through legal way after the closing of the previous Fair. If the complainant fails to present relevant documents, the Complaint Station may not accept the complaint; except those cases in which the respondent has malicious infringement though they have been tracked ,dealt with by the complainant but not been concluded yet , or those cases which has a significant social influence.

Article 13 After receiving complaints, the Complaint Station issues to the complainant the acceptance number, with which the complainant can query the handling of complaints and access to the results of the treatment. The Complaint Station arranges the staff to deal with the complaint cases according to the acceptance sequence and the priority of case.

Article 14 In the case investigation by the Complaint Station, the respondent should appoint a special person to assist the Complaint Station staff to check the goods complained. After being initially identified as suspected infringement by the Complaint Station, the respondent shall immediately present evidence to prove that it has the legitimate right of the complaint goods, which do not cause infringement.

Article 15 The respondent who can’t present effective evidence for suspected goods of infringement shall cooperate with the Complaint Station by stopping exhibition.

At the same time, the respondent shall immediately sign the “Notice on the Settlement” (see Attachment 5) and the “Letter of Commitment” (see Attachment 6), promising that since being identified as alleged infringement, if unable to provide valid proof, the respondent will no longer exhibit the goods of alleged infringement. The “Letter of Commitment” is in duplicate, which will be preserved by the respondent and the Complaint Station respectively.

If the respondent refuses to cooperate to sign on the “Notice on the Settlement” and the “Letter of Commitment”, and it does not affect the results to be identified, the Complaint Station can inform to the trading delegation; if the rejection leads to an adverse effect, the respondent shall be dealt with in accordance with the provisions of Article 24.



Article 16 If the respondent disagreed with the processing results of the Complaint Station, the respondent shall defend itself and provide relevant evidence to the Complaint Station within one working day (based on the schedule of the Canton Fair). If the defense is established, the Complaint Station immediately allows the respondent to continue to display the complaint items; if the respondent doesn't defend itself within the specified time or the defense is not established, the Complaint Station will still deal with the case according to relevant provisions of suspected infringement.

Article 17 The evidence required by the Complaint Station according to the case includes documents proving the ownership and other effective evidence, such as documents related to import and export customs, delivery contract or agreement, invoice, inspection report, publications (patent documents, textbooks, magazines).

Article 18 The Complaint Station can obtain on-site evidence from the booth in alleged infringement through photographs, audio and video, etc., or cooperate with the administrative departments and judicial departments to obtain on-site evidence, or cooperate with the notary department for notarization, during which the exhibitors shall cooperate with the notarization. The Complaint Station shall be responsible for keeping confidential the information obtained by taking pictures, audio and video recordings, and shall not provide to others without going through legal procedures.

Article 19 After the Canton Fair, the Complaint Station shall promptly notify the trading delegation of the list of suspected infringing exhibitors who are handled by the Canton Fair.

Article 20 To withdraw a complaint, the complainant should submit in a written form in the current phase, or the Complaint Station will not accept if the application has exceeded the deadline.

Chapter Four Settlement Provisions

Article 21 For any alleged infringement act that takes place at the booth, the exhibitor who is formally assigned to use the booth at the Canton Fair shall undertake the responsibilities and shall accept the punishment of the Fair.

The responsibilities of the associated enterprises for alleged infringement act shall be borne by the corresponding exhibitors, and the name list shall all be sent to the trading delegation.

Article 22 The Complaint Station handles the IPR complaints based on the established procedures of the Provisions. For the respondents who cannot provide a "non-infringement" valid proof or fail to defend for themselves, and should be identified as "allegedly infringing" enterprises, the staff of the Complaint Station shall make a "self-withdrawal" or "temporary holding" decision on the relevant exhibits.

Self-withdrawal means that the Complaint Station requires exhibitors to immediately withdraw their allegedly infringing exhibits from the booth, and promise no longer to display them. For those allegedly infringing items, the Complaint Station may cover them or affix seals to them, and make a "self-withdrawal" decision.

Temporary holding means that the staffs of the Complaint Station hold back and register the allegedly infringing exhibits which the exhibitors display at the booth. The respondent may take them back on the afternoon of the last day of current phase of this session's Canton Fair. If overdue, the Complaint Station may dispose of them.

Article 23 An enterprise that allegedly infringes more than 3 ownerships in a session at the Canton Fair shall be notified by the trading delegation. Exhibitor shall be notified by the trading delegation, who has alleged patent or copyright infringement in the same exhibition area for two consecutive sessions or accumulative three sessions within two years, or who has alleged trademark infringement for accumulative two sessions.

(I) Exhibitors receiving the notification of the trading delegation twice shall be notified by the Fair and accept the following decisions:

For the allegedly infringing enterprise using the general booth, the number of general booths for the next session in the infringing area (subject to the last allegedly infringing exhibition area) is arranged by the affiliated trading delegation and shall not exceed the upper limit, namely the number of general booths in the exhibition area within the session when the suspected infringement occurred minus one.

For the allegedly infringing enterprises using the brand booth, the number of brand booths in the infringing area (subject to the last allegedly infringing exhibition area) from the next session on shall not exceed the upper

limit, namely the number of brand booths in the exhibition area within the session when the suspected infringement occurred minus two until the next business review of brand booths. If the remaining number of booths after deduction is less than the lower limit of regulated brand booths in the corresponding areas, these enterprises, from the next session on, shall be disqualified to use brand booths in this exhibition area until the next business review of brand booths. The brand and general adhesion booth infringement is treated the same as the brand booth infringement, accordingly deducting the number of brand booths.

(II) If the exhibitors involved in the preceding subsection are notified by the trading delegation again, they shall be disqualified to attend the following six sessions of the Canton Fair. After reinstatement, those who are suspected of infringement again shall be permanently disqualified to attend the Canton Fair.

Article 24 The respondent shall actively cooperate with the staff of the Complaint Station to investigate and handle the cases of alleged infringement complaints. For the respondent, exhibitor and relevant personnel of the case under the following circumstances, the Complaint Station may work together with the Guard Room of the Fair to collect the exhibition certificates of interested parties, cancel their participation qualifications, and, depending on the severity of the case, let them be notified by the trading delegation or the Fair, deduct their number of booths in the next session of Canton Fair or directly disqualify them from attending the next session of the Canton Fair.

(I) Those who ignore the rules set by the Fair, refuse to cooperate, show bad manners and persuasion fails when the Complaint Station investigates the case;

(II) Those who, by means of blatant violence, threatening or anything else, hamper or prevent the staff of the Complaint Station from investigating and handle the case.

Article 25 For exhibitors who fail to comply with the Letter of Commitment and display the withdrawn allegedly infringing items again without a successful defense in the Canton Fair, the staff of the Complaint Station may confiscate those items and directly dispose of them after exhibition. If the circumstances are serious, they shall be handled in accordance with Article 24 of the Provisions.

Article 26 If the exhibitor is identified as infringed by a valid judicial decision or administrative ruling, and still displays its infringing exhibits, product packages and promotional materials at the Canton Fair booth, the exhibitor shall be permanently disqualified to participate in the Canton Fair and be notified by the Fair.

Article 27 Large-scale complaints during the same period of the Canton Fair, with the consent of the complainant, may be transferred to the Chamber of Commerce for quick processing. Those respondents who actively cooperate with handling of the case, and take the initiative to withdraw the allegedly infringing exhibits, may not be recorded in the complaints system of the Fair; for those respondents who refuse to cooperate with the Chamber of Commerce or display the allegedly infringing exhibits again after withdrawal with serious circumstances, the Complaint Station shall handle the case according to procedures and record the alleged infringement in the complaints system of the Fair.

If the complainant does not agree to transfer the case to the Chamber of Commerce for quick processing, it will be handled by the Complaint Station through the normal procedure.

Chapter Five Terminology

Article 28 “The Intellectual Property Rights” referred to in the Provisions include patents, trademarks and copyrights.

Article 29 “Exhibitors” referred to in the Provisions are the exhibitors officially recorded to use the booth in the Canton Fair (namely the enterprises in the list of booth sign). If the allegedly infringing enterprise is the exhibitor itself / its subsidiaries / associated enterprises / suppliers / cooperators, the settlement of allegedly infringing enterprises listed in Chapter 4 shall be borne by the exhibitor.

Article 30 “The associated enterprises” referred to in the Provisions are non-circulating enterprises with joint operation or supply relationship with the circulation enterprises participating in the Canton Fair.

Article 31 “The notification of the trading delegation” referred to in the Provisions means the Complaint Station notify relevant trading delegations of the list of enterprises when the allegedly infringing acts reach a certain number, and the relevant trading delegation shall, in accordance with the Provisions of the Canton Fair,



circulate a notice of criticism of allegedly infringing enterprises.

Article 32 “The notification of the Fair” referred to in the Provisions means the Complaint Station, according to the severity of the alleged infringement of the exhibitors and their attitude of accepting punishment, publishes the name of the enterprises suspected of infringement, the infringement situation and settlement opinions on the “Canton Fair News” to warn all the exhibitors.

Article 33 “The same exhibition area” referred to in the Provisions is the exhibition area based on the major categories of exhibits in the Canton Fair.

Article 34 “Large-scale complaints” referred to in the Provisions means the complaints that the complainant complaint against more than 10 exhibitors on the same IPR during the same period in the Canton Fair at one time or more than 10 ownership complaint the same enterprise.

Article 35 “More than” referred to in the Provisions covers the number itself.

Chapter Six Supplementary Articles

Article 36 The Complaint Station shall establish a file system to conduct a statistical analysis of complaints data of the Canton Fair each session and inform relevant departments of the results.

Article 37 The right of interpretation of these Provisions shall be owned by China Foreign Trade Center.

Article 38 These Provisions shall come into force on the date of this release and the “Implementation Details for the Complaints about and Settlement Provisions for Infringement of Intellectual Property Rights” shall be invalidated. If the previous relevant provisions of the Canton Fair are in conflict with this Provisions, the Provisions shall prevail.

7.2 Appendix for Prevention and Resolution of Trade Dispute and IP Right

Attachment 1: Acceptance of Complaints to Patent Infringement Disputes and Processing Procedures in the Canton Fair

i. Complaints

Complainant shall comply with the conditions of the complaint.

ii. Review

Documents submitted shall be reviewed to determine whether they are valid or not.

iii. Acceptance

Complainants submit the “Letter of Complaint Submission”, and the staff in the Complaint Station shall be arranged to deal with it.

iv. Procession

The staff shall come to the relevant booths to investigate the complaints according to the provisions, and process them appropriately.

v. Archiving

After finishing processing, the staff shall make a detailed record of the complaints and return the file to the Complaint Station.

Complaint Conditions

1. The complainant:

- (1) The complainant shall be the patentee, the licensee of patent exploitation with independent right of claims, or the legal successor of the patent right;
- (2) The individual (oneself) or the agent (the mandatory) shall participate in the current Canton Fair with a valid ID.

2. Submission of documents:

- (1) Reasons and evidence of alleged infringement by the respondent;
- (2) A patent certificate, a patent notice, and a copy of the patent register that proves the current legal status of the patent;
- (3) The identity documents of the patentee (the identity card of the natural person, the copy of the registration certificate of the legal person or other organizations with official seals and identity documents of his/her legal representative or person in charge, the same below);
- (4) The licensee of patent exploitation with independent right of claims shall submit a license contract and identity documents;
- (5) The legal successor of the patent right shall submit documents supporting the legal succession of the patent right;
- (6) If there is an agent, the agent shall submit original identity documents and the power of attorney. The power of attorney shall be signed or sealed by the principal and shall record the entrustment and authority. The intermediary service agency shall also submit the qualification/practicing certificate and the original letter of introduction of the responsible person and its institution.
- (7) If the complainant is a foreigner, he/she shall submit the proof of identity document and its tenure certificate certified by the relevant government agency of the host country and certified by China's embassy or consulate in the country. If materials submitted are written by a foreign language, they should be translated into Chinese and the Chinese version should be signed and affixed by the official seal of the translation agency. If the complainant is a resident of Hong Kong, Macao or Taiwan, his/her identity documents and supporting documents of their tenure shall be handled in accordance with relevant provisions of the department of the Ministry of Justice;
- (8) Canton Fair documents of the complaint or his/her agent;

3. If there are no special instructions, both the copies and the originals of the relevant materials shall be submitted for check.

Processing Procedures

1. The respondent shall submit to the staff of the Complaint Station valid evidence and supporting documents and put to the non-infringement proof; otherwise, he/she may, upon the investigation and evidence, be ordered to withdraw exhibits of alleged infringement from the exhibition; the respondent must immediately sign the "Letter of Commitment", and promise not to display or sale the exhibits of alleged infringement during the Canton Fair.



2. If the respondent complains about the results, he/she may submit supplementary non-infringement evidence in a workday (based on the schedule of the Canton Fair) to the Complaint Station. If the evidence is valid, the exhibits are allowed to be exhibited; if the evidence is invalid, the overdue proof is made or the supplementary evidence is not made, the Complaint Station shall make temporary holding of the exhibits that are ordered to withdraw from the booth.

Attachment 2: Acceptance of Complaints to Trademark Infringement Disputes and Processing Procedures in the Canton Fair

i.Complaints

Complaints shall comply with the conditions of the complaint.

ii.Review

Documents submitted shall be reviewed to determined whether they are valid or not.

iii.Acceptance

Complainants submit the “Letter of Complaint Submission”, and the staff in the Complaint Station shall be arranged to deal with it.

iv.Procession

The staff shall come to the relevant booths to investigate the complaints according to the provisions, and process them appropriately.

v.Archiving

After finishing processing, the staff shall make a detailed record of the complaints and return the file to the Complaint Station.

Complaint Conditions

1.The complainant:

- (1) The complainant shall be the trademark registrant, the licensee of trademark exploitation with independent right of claims, or the legal successor of the registered trademark right;
- (2) If a foreigner or a foreign enterprise has no frequent residence or place of business in China, it shall entrust a trademark agency established to deal with the complains of the trademark infringement;
- (3) The individual (oneself) or the agent (the mandatory) shall participate in the current Canton Fair with a valid ID.

2. Submission of documents:

- (1) Reasons and evidence of alleged infringement by the respondent;
- (2) The trademark registration certificate;
- (3) The identity documents of the registered trademark owner (the identity card of the natural person, the copy of the registration certificate of the legal person or other organizations with official seals and identity documents of

his/her legal representative or person in charge, the same below);

(4) The licensee of trademark exploitation with independent right of claims shall submit a license contract and identity documents;

(5) The legal successor of the registered trademark right shall submit documents supporting the legal succession of the registered trademark right;

(6) If there is an agent, the agent shall submit original identity documents and the power of attorney. The power of attorney shall be signed or sealed by the principal and shall record the entrustment and authority. The intermediary service agency shall also submit the qualification / practicing certificate and the original letter of introduction of the responsible person and its institution.

(7) If the complainant is a foreigner, he/she shall submit the proof of identity document and its tenure certificate certified by the relevant government agency of the host country and certified by China's embassy or consulate in the country. If materials submitted are written by a foreign language, they should be translated into Chinese and the Chinese version should be signed and affixed by the official seal of the translation agency. If the complainant is a resident of Hong Kong, Macao or Taiwan, his/her identity documents and supporting documents of their tenure shall be handled in accordance with relevant provisions of the department of the Ministry of Justice;

(8) Canton Fair documents of the complaint or his/her agent;

3. If there is no special instructions, both the copies and the originals of the relevant materials shall be submitted for check.

Processing Procedures

1. The respondent shall submit to the staff of the Complaint Station valid evidence and supporting documents and put to the non-infringement proof; otherwise, he/she may, upon the investigation and evidence, be ordered to withdraw exhibits of alleged infringement from the exhibition; the respondent must immediately sign the "Letter of Commitment", and promise not to display or sale the exhibits of alleged infringement during the Canton Fair.
2. If the respondent complains about the results, he/she may submit supplementary non-infringement evidence in a workday (based on the schedule of the Canton Fair) to the Complaint Station. If the evidence is valid, the exhibits are allowed to be exhibited; if the evidence is invalid, the overdue proof is made or the supplementary evidence is not made, the Complaint Station shall make temporary holding of the exhibits that are ordered to withdraw from the booth.

Attachment 3: Acceptance of Complaints to Copyright infringement disputes and Processing Procedures in the Canton Fair

i.Complaints

Complaints shall comply with the conditions of the complaint.

ii.Review

Documents submitted shall be reviewed to determined whether they are valid or not.

iii.Acceptance

Complainants submit the “Letter of Complaint Submission”, and the staff in the Complaint Station shall be arranged to deal with it.

iv.Procession

The staff shall come to the relevant booths to investigate the complaints according to the provisions, and process them appropriately.

v.Archiving

After finishing processing, the staff shall make a detailed record of the complaints and return the file to the Complaint Station.

Complaint Conditions

1.The complainant:

- (1) The complainant shall be the copyright owner,the licensee of copyright exploitation with independent right of claims, or the legal successor of the copyright;
- (2) The individual (oneself) or the agent (the mandatory) shall participate in the current Canton Fair with a valid ID.

2. Submission of documents:

- (1) Reasons and evidence of alleged infringement by the respondent;
- (2) The voluntary registration certificate of works;
- (3) The identity documents of the copyright owner (the identity card of the natural person, the copy of the registration certificate of the legal person or other organizations with official seals and identity documents of his/her legal representative or person in charge, the same below);
- (4) The licensee of copyright exploitation with independent right of claims shall submit a license contract and identity documents;
- (5) The legal successor of the copyright shall submit documents supporting the legal succession of the copyright;
- (6) If there is an agent, the agent shall submit original identity documents and the power of attorney. The power of attorney shall be signed or sealed by the principal and shall record the entrustment and authority. The intermediary service agency shall also submit the qualification / practicing certificate and the original letter of introduction of the responsible person and its institution.

(7) If the complainant is a foreigner, he/she shall submit the proof of identity document and its tenure certificate certified by the relevant government agency of the host country and certified by China's embassy or consulate in the country. If materials submitted are written by a foreign language, they should be translated into Chinese and the Chinese version should be signed and affixed by the official seal of the translation agency. If the complainant is a resident of Hong Kong, Macao or Taiwan, his/her identity documents and supporting documents of their tenure shall be handled in accordance with relevant provisions of the department of the Ministry of Justice;

(8) Canton Fair documents of the complaint or his/her agent;

3. If there is no special instructions, both the copies and the originals of the relevant materials shall be submitted for check.

Processing Procedures

1. The respondent shall submit to the staff of the Complaint Station valid evidence and supporting documents and put to the non-infringement proof; otherwise, he/she may, upon the investigation and evidence, be ordered to withdraw exhibits of alleged infringement from the exhibition; the respondent must immediately sign the "Letter of Commitment", and promise not to display or sale the exhibits of alleged infringement during the Canton Fair.
2. If the respondent complains about the results, he/she may submit supplementary non-infringement evidence in a workday (based on the schedule of the Canton Fair) to the Complaint Station. If the evidence is valid, the exhibits are allowed to be exhibited; if the evidence is invalid, the overdue proof is made or the supplementary evidence is not made, the Complaint Station shall make temporary holding of the exhibits that are ordered to withdraw from the booth.

Attachment 4: Letter of IPR Complaint Submission

Phase: ___ Session: ___ of the Canton Fair Exhibition Area _____ Submission No.:

Title of Right			No. of Right			Category	
Right Holder	Name		Legal Representative				
	Address		Tel				
Complain Agent	Name (individual agent or institutional agent)						
	Address		Tel				
Profile	Nationality or Region	<input type="checkbox"/> Mainland China <input type="checkbox"/> Hong Kong/ Macau/ Taiwan <input type="checkbox"/> Japan <input type="checkbox"/> South Korea <input type="checkbox"/> France <input type="checkbox"/> UK <input type="checkbox"/> Germany <input type="checkbox"/> USA <input type="checkbox"/> Others ()					
	Type	<input type="checkbox"/> Individual <input type="checkbox"/> State-owned enterprise <input type="checkbox"/> Private enterprise <input type="checkbox"/> Foreign-funded Enterprise <input type="checkbox"/> Joint venture					
	Scale	<input type="checkbox"/> Small enterprise <input type="checkbox"/> Medium-sized enterprise <input type="checkbox"/> Large enterprise <input type="checkbox"/> Transnational enterprise					
	Industry	<input type="checkbox"/> Electronics & home appliances <input type="checkbox"/> Automobile and accessories <input type="checkbox"/> Medicine and healthcare <input type="checkbox"/> Petrochemical products <input type="checkbox"/> Construction materials <input type="checkbox"/> Machinery Equipment <input type="checkbox"/> Hardware and tools <input type="checkbox"/> Daily consumer goods <input type="checkbox"/> Gifts <input type="checkbox"/> Textile <input type="checkbox"/> Lighting <input type="checkbox"/> Household decorative items <input type="checkbox"/> Bags and suitcases <input type="checkbox"/> Others()					
Respondent	No.	Company Name		Booth No.	Product allegedly IPR infringed		Note
	1						
	2						
	3						
	4						
	5						
	6						
	7						
	8						
<p>I hereby accept that the above complaint shall be handled by the Canton Fair Complaint Station in accordance with the provisions of "Complaint and Settlement Provisions for Suspected Intellectual Property Infringement in the Canton Fair". I agree to pay the relevant departments of Canton Fair for expenses incurred by the handling of the complaint, and indemnify the respondent against any loss in case of improper complaint.</p> <p style="text-align: right;">Complaint's signature (seal): Date:</p>							

Note: In accordance with the Article 12 of “Complaint and Settlement Provisions for Suspected Intellectual Property Infringement in the Canton Fair”, the Complaint Station shall not generally accept the same complainant’s repeated complaint on the same IPR to the same respondent.

Attachment 5: Notice on the Settlement of Suspected (Patent/Trademark/Copyright) Infringement

Phase____Session____of the Canton Fair No.____

XX Company:

According to the complaint of (**Complainant**)and the identification by the Canton Fair Complaint Station for IPR and Trade Dispute, (**Name of the Exhibit**) of you (**Booth No.**) exhibited in this Canton Fair session is suspected of infringing the (**Patent/Trademark/Copyright**) (No. of Right:_____) of (**Complainant**). The above exhibit will be handled in accordance with the IPR infringement settlement regulations. Should you have any objection to the settlement, you can supplement the evidence of non-infringement to the Complaint Station within one workday (based on the schedule of the Canton Fair). For invalid evidence or no supplement of evidence, this settlement still takes effective. The respondent may take back the allegedly infringing exhibit on the afternoon of the last day of current period of this session’s Canton Fair. If overdue, the Complaint Reception Station may dispose of it..

Handling of the exhibit:

Handler:

Quantity:

Exhibit owner:

Exhibitor’s badge ID:

Canton Fair Complaint Station for IPR and Trade Dispute

MM-DD-YY



Attachment 6: Letter of Commitment

We hereby assure to the Canton Fair Complaint Station for IPR and Trade Dispute that, abiding by the “Complaint and Settlement Provisions for Suspected Intellectual Property Infringement in the Canton Fair”, from this day on, we will not exhibit or sell the following suspected infringing products or relevant promotional items in any place of the China Import and Export Fair Complex until this Canton Fair session terminates (**except for successful defense**).

Suspected infringing product:

Mode:

No. of Right:

If we breach this Letter of Commitment, we are willing to accept the penalty imposed by the Canton Fair. This Letter of Commitment is in duplicate. The Complaint Station and the undertaker each have one copy. This Letter of Commitment shall come into effect on the date of signature.

Undertaker:

Booth No.:

Representative of Undertaker:

Exhibitor's badge ID:

MM-DD-YY

7.3 Forms for Prevention and Resolution of Trade Dispute and IP Right**D1 List of Files for Trade Mark, Patent, Copyright & Quality Attestation****Deadline: Oct. 13 (Phase 1) / Oct. 30 (Phase 3)**

Exhibitors whose exhibits are concerned with trademark, patent, copyright and quality attestation shall fill in this form and submit it prior to the deadline. The service herein shall be free of charge.

Please reply to: Organizer (please submit to Reception Station of Complaints and Settlements for IPRs and Trade Disputes of Canton Fair)

● Submission:

Exhibitor			
Stand No.			
Trade mark, Patent, Copyright and Quality Attestation	Exhibits Name	Holder of the Rights and Interests	Remarks
Enclosure: <input type="checkbox"/> _____ Copy(s) of Trade Mark Certificate <input type="checkbox"/> _____ Copy(s) of Patent Certificate <input type="checkbox"/> _____ Copy(s) of Copy Right Registered Certificate <input type="checkbox"/> _____ Copy(s) of Quality Certificate <input type="checkbox"/> Others _____			

● Reminders

1. In the event that the holder of rights and interests is not the exhibitor, please declare it in the “Remarks” and submit the holder’s Letter of Attorney for such use of the rights and interests.

2. This form shall only be accepted by express delivery, fax or direct submission. E-mail shall be rejected.

Stand No.: _____ Company Name: _____ (Company Seal)

Contact Person: _____ Position: _____ Authorized Signature: _____

Tel: _____ Fax: _____ E-mail: _____

Notes: This form can be downloaded from www.cantonfair.org.cn

D2 Letter of Complaint for IP Rights (International Pavilion)

Session of Canton Fair

Phase

Exhibition Area

No.:

Title of Right			No. of Right			Category of Right		
Right Holder	Name				Legal Representative			
	Address				Tel			
Complaint Agent	Name(Trustee)							
	Address				Tel			
Information of Right Holder	Nationality	<input type="checkbox"/> Mainland China <input type="checkbox"/> HK SAR/Macao SAR/Taiwan Province <input type="checkbox"/> Japan <input type="checkbox"/> South Korea <input type="checkbox"/> France <input type="checkbox"/> UK <input type="checkbox"/> Germany <input type="checkbox"/> USA <input type="checkbox"/> Others()						
	Attribute	<input type="checkbox"/> Individual <input type="checkbox"/> State-owned Enterprise <input type="checkbox"/> Private Enterprise <input type="checkbox"/> Foreign-funded Enterprises <input type="checkbox"/> Joint Venture						
	Enterprise Size	<input type="checkbox"/> Small Enterprise <input type="checkbox"/> Medium-sized Enterprise <input type="checkbox"/> Large Enterprise <input type="checkbox"/> Multinational Corporation						
	Profession	<input type="checkbox"/> Electronics & Household Electrical Appliances <input type="checkbox"/> Automobiles and accessories <input type="checkbox"/> Medicine and healthcare <input type="checkbox"/> Chemical products <input type="checkbox"/> Building Materials <input type="checkbox"/> Machinery Equipment <input type="checkbox"/> Hardware and tools <input type="checkbox"/> Daily consumption goods <input type="checkbox"/> Gifts <input type="checkbox"/> Textiles <input type="checkbox"/> Lightings <input type="checkbox"/> Household items <input type="checkbox"/> Bags and cases <input type="checkbox"/> Miscellaneous ()						
Defendant	No.	Name of Enterprise	Stand No.	Items Being Suspected of Infringing IP Rights		Notes		
	1							
	2							
	3							
	4							
	5							
	6							
<p>The underwriter hereby commits that the above complaint shall be handled by the Complaint Reception Station of Canton Fair in accordance with the provision of "Complaint and Settlement Provisions of Being Suspected of Infringing IPR". The underwriter furthermore agrees to pay to relevant departments all expenses incurred herefrom and accordingly promises to compensate for all losses may be incurred against the defendant in case of an incorrect complaint.</p> <p style="text-align: right;">Complainant's Signature (Seal) : Date :</p> <p>MM-DD-YY</p>								

Notes: In accordance with provision in Clause 12 of Chapter 7 the "Complaint and Settlement Provisions of Being Suspected of Infringing IPR", a repeated Complaint upon the same respondent for the same infringing of IP rights will not be accepted by this Complaint Reception Station.

D3 “Agent” Badge Application Form**“Agent” Badge Application Form for the ___ Session of Canton Fair**

Agency : _____ (seal) Tel : _____ , Fax : _____ , E-mail : _____

Name of Applicant	Type of the Complaint	Documents to be Submitted	Time inside the Complex	Type and Number of Canton Fair Badge (If You Hold Any)
	<input type="checkbox"/> Patent <input type="checkbox"/> Trademark <input type="checkbox"/> Copyright <input type="checkbox"/> Trade dispute	<input type="checkbox"/> Picture of the applicant <input type="checkbox"/> ID Card (second generation) of the applicant <input type="checkbox"/> ID Card or copy of business license of complainant or respondent <input type="checkbox"/> Patent/trademark/copyright certificate of complainant or respondent, or contract signed in Canton Fair <input type="checkbox"/> Power of Attorney signed by complainant or respondent <input type="checkbox"/> Practice license of agent <input type="checkbox"/> Copy of the registration certificate, practice license, or business license of the agency	___Y___M ___D to ___Y___ M___D___ days altogether.	
	<input type="checkbox"/> Patent <input type="checkbox"/> Trademark <input type="checkbox"/> Copyright <input type="checkbox"/> Trade dispute	<input type="checkbox"/> Picture of the applicant <input type="checkbox"/> ID Card (second generation) of the applicant <input type="checkbox"/> ID Card or copy of business license of complainant or respondent <input type="checkbox"/> Patent/trademark/copyright certificate of complainant or respondent, or contract signed in Canton Fair <input type="checkbox"/> Power of Attorney signed by complainant or respondent <input type="checkbox"/> Practice license of agent <input type="checkbox"/> Copy of the registration certificate, practice license, or business license of the agency	___Y___M ___D to ___Y___ M___D___ days altogether.	
	<input type="checkbox"/> Patent <input type="checkbox"/> Trademark <input type="checkbox"/> Copyright <input type="checkbox"/> Trade dispute	<input type="checkbox"/> Picture of the applicant <input type="checkbox"/> ID Card (second generation) of the applicant <input type="checkbox"/> ID Card or copy of business license of complainant or respondent <input type="checkbox"/> Patent/trademark/copyright certificate of complainant or respondent, or contract signed in Canton Fair <input type="checkbox"/> Power of Attorney signed by complainant or respondent <input type="checkbox"/> Practice license of agent <input type="checkbox"/> Copy of the registration certificate, practice license, or business license of the agency	___Y___M ___D to ___Y___ M___D___ days altogether.	



Total : persons			Yuan person/day	Sum: Yuan
Decision of review	Decision of the Issuing Department			

Notice:

1. Please fill in the blanks above the column "Total". You may add more lines of applicant's information if it's not enough. The rest of the blanks will be filled by Canton Fair.
2. Please submit one Application Form for each agency, and attach the documents of each complaint separately as annexes.
3. The column "Documents to be Submitted" is only for your reference, please see the Notice for specific details.

Signature: _____

8 Travelling Guide

8.1 Transport

China Import and Export Fair Complex, is located at No.382 Yuejiang Zhong Road, Haizhu District, Guangzhou, China. Exhibitors can get to the Complex through following means:

(1)By Metro (please refer to Part 7)

Metro Line 8 (Fenghuang Xincun Station-Wanshengwei Station): Get off at Xingangdong Station Exit A to Area A of China Import and Export Fair Complex or at Pazhou Station Exit A or B to Area B of China Import and Export Fair Complex, at Pazhou Station Exit C to Area C of China Import and Export Complex.

Metro Line 1 (Guangzhou East Railway Station-Xilang Station): Take Metro Line 1 and get off at Gongyuanqian Station. Then transfer to Line 2 and get off at Changgang Station and transfer to Line 8.

Metro Line 2 (Jiahewanggang Station - Guangzhou South Railway Station): Get off at Changgang Station and transfer to Line 8.

Metro Line 3 (Airport S. Station - Panyu Square Station): Get off at Kecun Station. Then transfer to Line 8 for the Complex.

Metro Line 4 (Huangcun Station-Jinzhou Station): Get off at Wanshengwei Station. Then transfer to Line 8 for the Complex.

Metro Line 5 (JiaoKou Station-Wenchong Station): Get off at Chebeinan Station. Then transfer to Line 4 and get off at Wanshengwei Station, then transfer to Line 8 for the Complex

(2)By Taxi

The fixed taxi start fee in Guangzhou is RMB 10 Yuan for the first 2.5 kilometers. After 2.5 km the rate of RMB 2.60 Yuan per kilometer will be added. The taximeter is located in a visible position at the front of the car near the side door.

(3)By Hotel Shuttle Bus

1. Huan Shi Mid Road (Asia International Hotel Guangzhou) to Area A of Canton Fair Complex: Hotels and buildings near the stop: Garden Hotel, Baiyun Hotel, Crown Plaza Hotel, Holiday Inn Guangzhou, Asia International Hotel Guangzhou, Ocean Hotel, Friendship Store (Youyi Store).

2. Liu Hua Road (Dong Fang Hotel) to Area A: Hotels and buildings near the stop: Dong Fang Hotel, Marriott China Hotel, Park View Square Hotel, Landsman Hotel, Hua Qiao Hotel, Liu Hua Hotel, Guangzhou Railway Station, and Guangzhou Metro Station Yuexiu Park.

3. Haizhu Square (Guangzhou Hotel) to Area B: Hotels and buildings near the stop: Haizhu Square, Huaxia Hotel, Guangzhou Hotel.

4. Tianhe Airport Terminal (Citic Square) to Area B: Hotels and buildings near the stop: Centre Square (Tianhe Airport Terminal), Westin Guangzhou, Royal Garden Guangzhou Hotel, Grand Palace Hotel, Clarion Star Hotel, East Railway Station, China Mayors' Plaza, Zhengjia Square, President Hotel, TEE MALL Square.

Please get the details from your hotels.

8.2 Climate

Guangzhou has a subtropical monsoon marine climate. The average temperature in April is between 20°C and 30°C. It is sunny and dry, with occasional rains or showers.

8.3 Currency

RMB is the circulating currency in China. Foreign currencies can be exchanged for RMB in hotels and bank outlets. Bank of China and the ATMs with the sign of "China Union Pay" provide cash withdrawal via credit cards. (For details, please refer to Foreign Exchange Service of Chapter 6)

8.4 Time Zone

Guangzhou is 8 hours earlier than Greenwich Mean Time (+8 hours GMT)

8.5 Power Supply

The voltage standard in China is 380/220V 50Hz.

TRANSPORTATION

广州市区交通指南



TAXI

During the Canton Fair, taxis will stop off and pick up passengers only at the designated spots, namely the Zhongchang Zhonglu of Area A, and east side of Area C. Taxi stop of Zhongchang Zhonglu (the middle road between Area A and Area B) would be open at:

- Phase 1** April 15th-18th, 18:00 - 19:00; On April 19th, 15:00-18:00.
- Phase 2** April 23rd-26th, 18:00 - 19:00; On April 27th, 15:00-18:00.
- Phase 3** May 1st-4th, 18:00 - 19:00; On May 5th, 15:00-18:00.

Taxi stop east side of Area C (the middle section of Haizhuang 3 Lu) would be open at 15:00-18:00 during the Canton Fair session.

SHUTTLE BUS TO DOWNTOWN

Canton Fair provides free shuttle bus between the Fair venue to city center (with free wifi). Time and route:

- Shuttle bus at Area A:**
 - 1 Canton Fair venue to Huamei Zhong Road (stopping at Asia International Hotel)
 - 2 Canton Fair venue to Crowne Plaza Guangzhou City Centre, Holiday Inn City Centre Guangzhou, Asia International Hotel, Ocean Hotel, Friendship Department Store
 - 3 Canton Fair venue to Lihua Road (stopping at Dongfang Hotel)
- Shuttle bus at Area B:**
 - 4 Canton Fair venue to Landmark Canton, Overseas Chinese Hotel, Lihua Hotel, Guangzhou Railway Station and Yunxue Park Metro Station.
- Shuttle bus at Area C:**
 - 5 Canton Fair venue to Haizhu Square (stopping at Guangzhou Hotel); Near the stop: Haizhu Square, Hotel Landmark Canton, Guangzhou Hotel
 - 6 Canton Fair venue to CITIC Plaza; Near the stop: CITIC Plaza, Westin Guangzhou, Royal Plaza Hotel, Grand Palace Hotel, Star Hotel

Timetable for Free Shuttle Bus Service:

9:00-18:00, Apr.15th-19th 9:00-18:00, Apr.23rd-27th 9:00-18:00, May, 1st-5th

出租车

广交会开幕期间，出租车停车位位于A区展场中轴出租车上车点和B区展场中轴出租车上车点。出租车在A区和B区停车的时间为：

- 第一期** 4月15日 - 18日，18:00 - 19:00；4月19日，15:00 - 18:00。
- 第二期** 4月23日 - 26日，18:00 - 19:00；4月27日，15:00 - 18:00。
- 第三期** 5月1日 - 4日，18:00 - 19:00；5月5日，15:00 - 18:00。

C区展场东上车点（含展场三轴中间路段），每朝使用时间均为每天15:00-18:00。

市内穿梭巴士

广交会为境外采购商提供往返于广州市区至展馆的免费穿梭巴士服务（提供免费WiFi服务），具体时间与线路如下：

- A区可直穿的穿梭巴士线路：**
 - 1 广交会展馆至天河体育中心（途经海心沙大酒店）
 - 2 广交会展馆至天河体育中心、文化展览酒店、亚洲国际大酒店、远洋宾馆、友邦酒店。
 - 3 广交会展馆至珠江新城（途经太古广场）
 - 4 广交会展馆至珠江新城、海心沙大酒店、广州中心皇冠假日酒店、广州中心皇冠假日酒店、广州中心皇冠假日酒店。
- B区可直穿的穿梭巴士线路：**
 - 5 广交会展馆至海珠广场（海珠广场、华南大酒店、广州宾馆）
 - 6 广交会展馆至海珠广场（海珠广场、华南大酒店、广州宾馆）
 - 7 广交会展馆至海珠广场（海珠广场、华南大酒店、广州宾馆）
 - 8 广交会展馆至海珠广场（海珠广场、华南大酒店、广州宾馆）

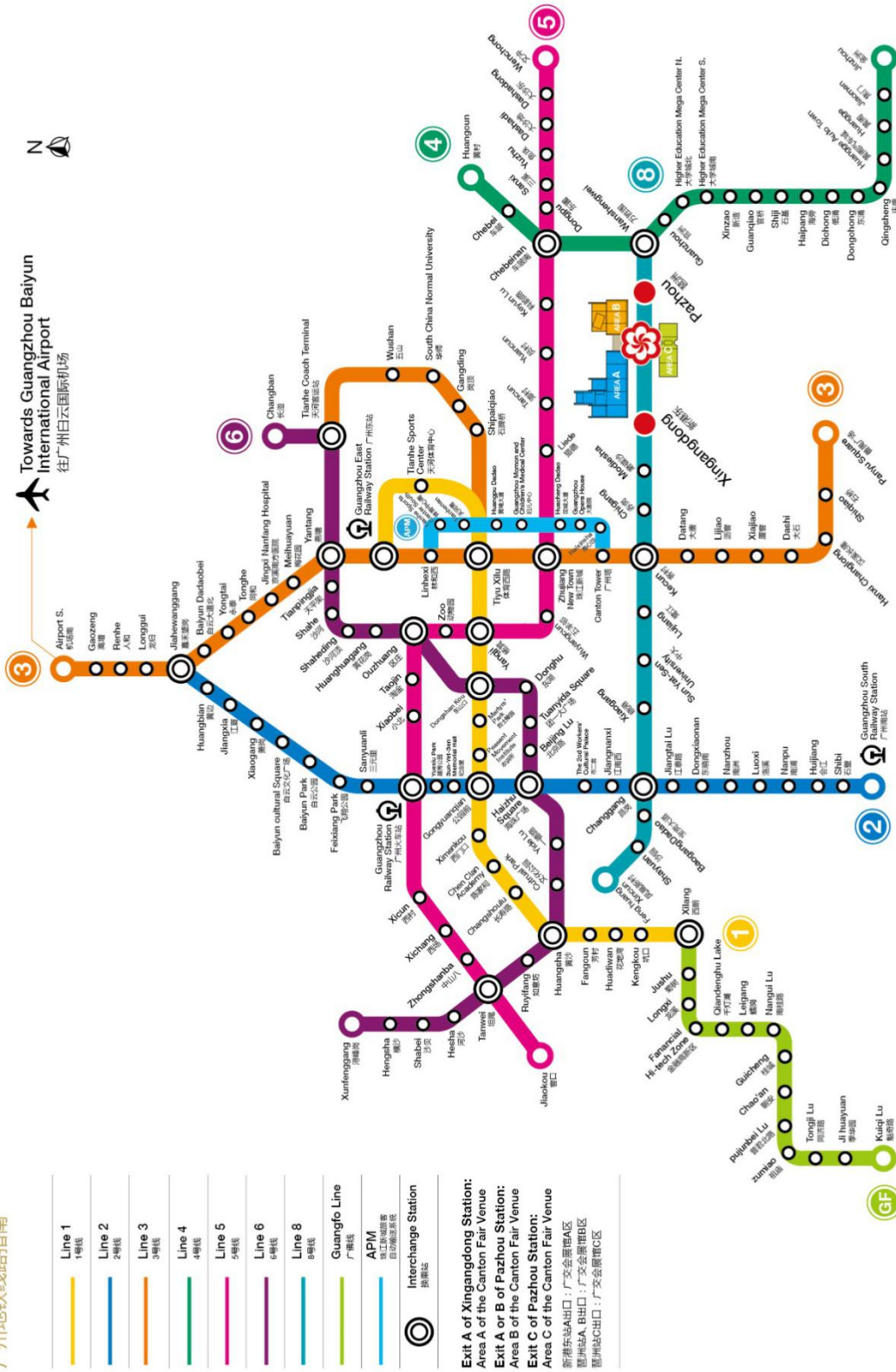
穿梭巴士运营时间如下：
4月15日-18日：9:00-18:00
4月23日-27日：9:00-18:00
5月1日-5日：9:00-18:00

8.6 Location Map of Exhibition Venue and Travel Route Diagram

8.7 Guangzhou Metro System Map

GUANGZHOU METRO SYSTEM MAP

广州地铁线路指南

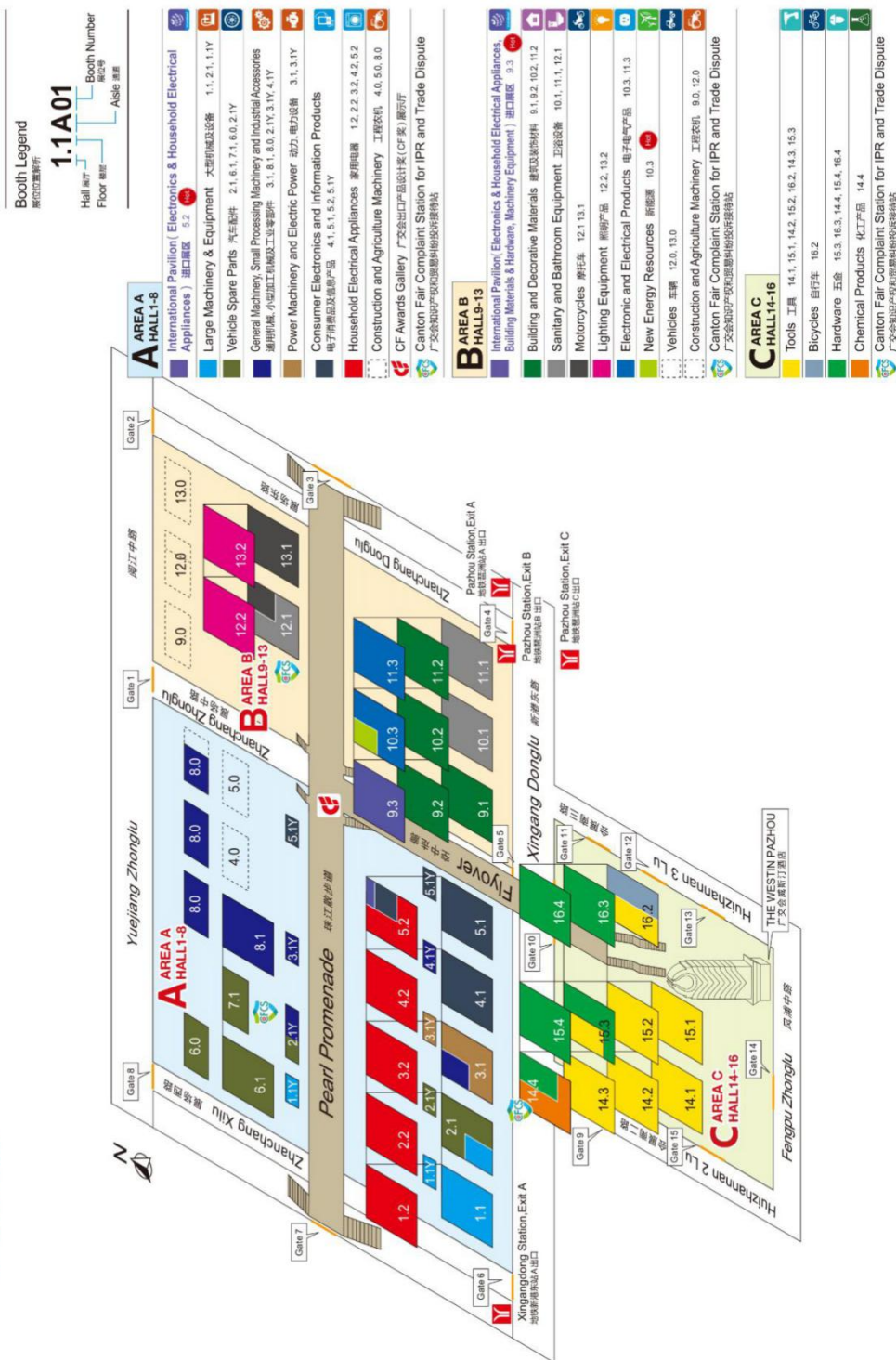


9 Layout of Canton Fair Complex

9.1 Layout of International Pavilion (Phase 1 Oct. 15th – 19th)

PHASE 1

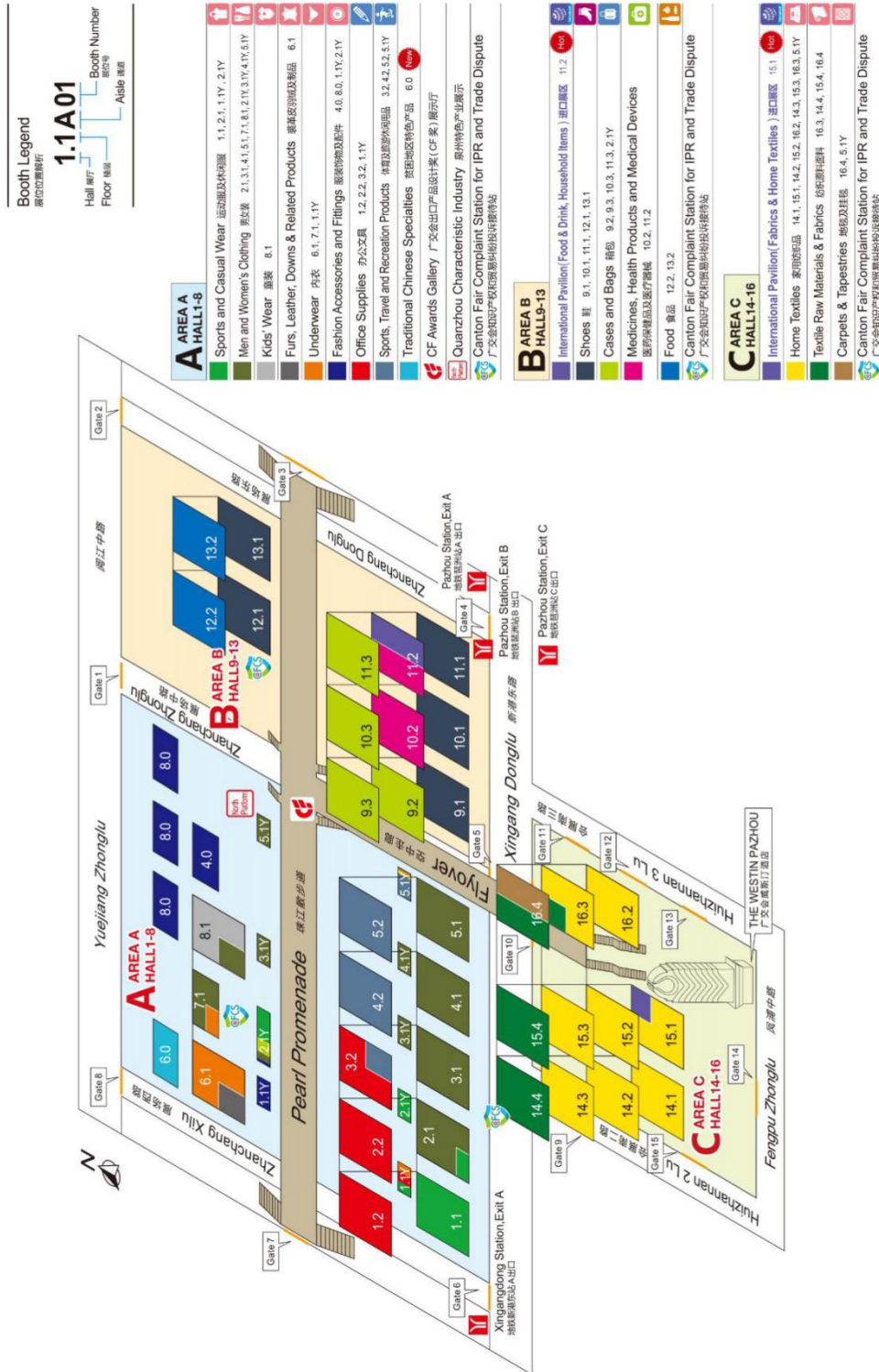
LAYOUT 第一期展区布局图



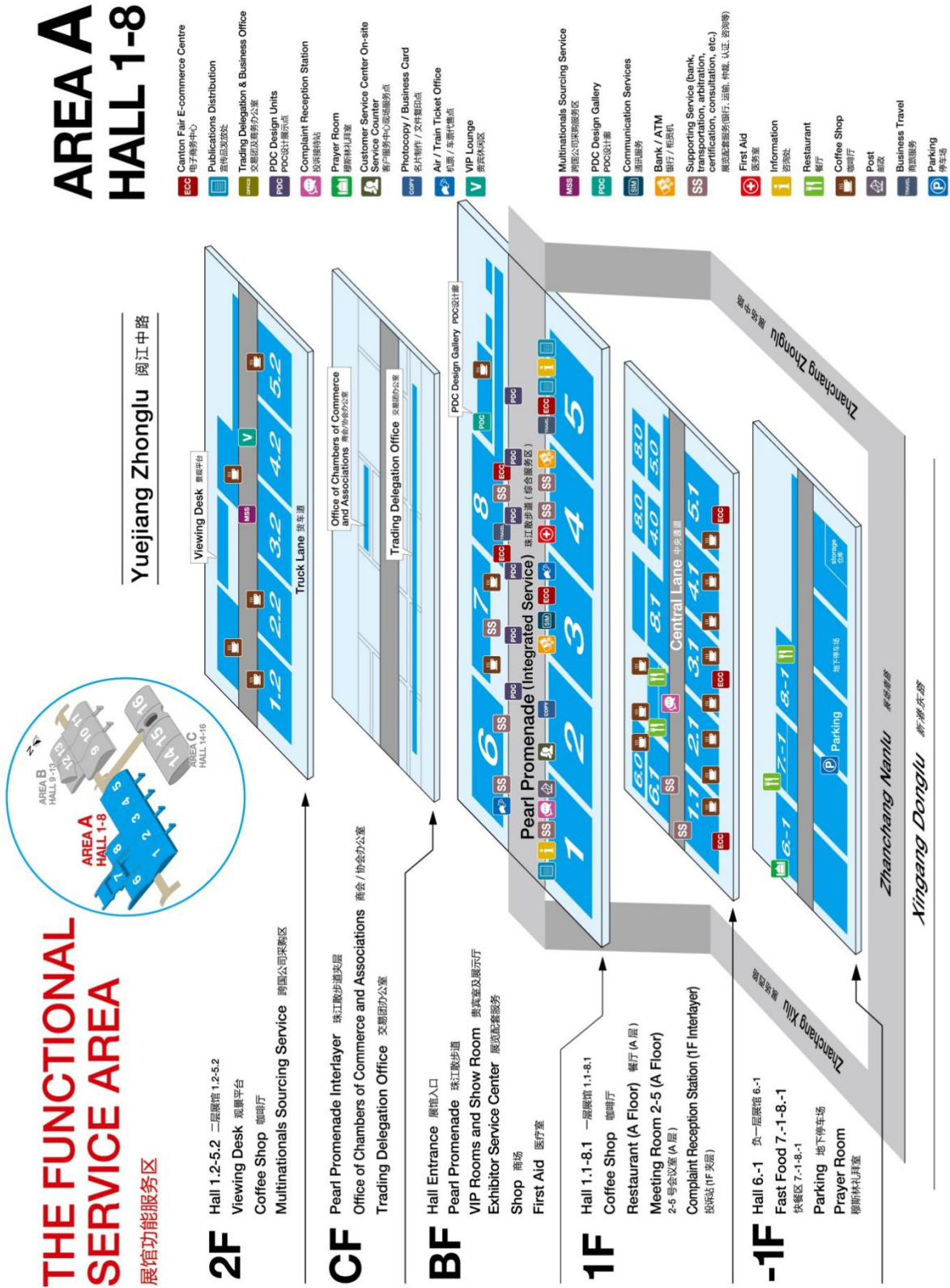
Layout of International Pavilion
(Phase 3 Oct. 31st-Nov. 4th)

PHASE 3

LAYOUT
第三期展区布局图

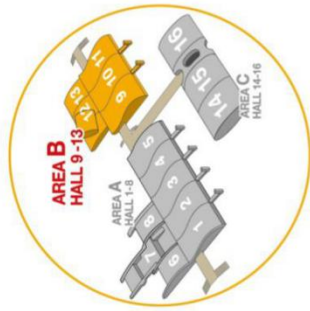


9.2 Layout of Functional Areas of CIEF complex Area A, B and C



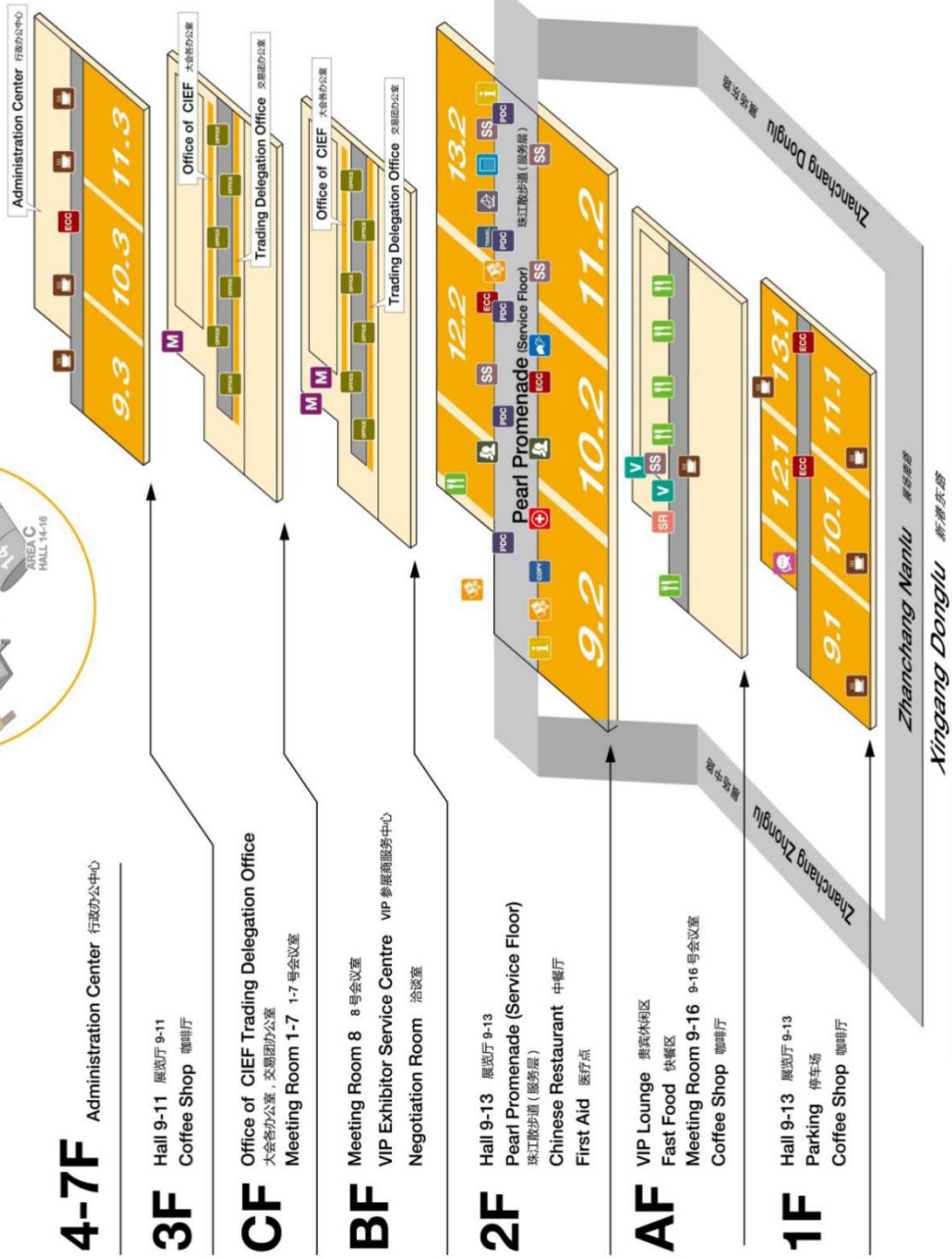
THE FUNCTIONAL SERVICE AREA

展馆功能服务区



AREA B HALL 9-13

Yuejiang Zhonglu 阅江中路



- ECC** Canton Fair E-commerce Centre 电子商务中心
- PD** Publications Distribution 宣传品配送站
- TD** Trading Delegation & Business Office 交易团及展商办公室
- PDC** PDC Design Gallery PDC设计展示站
- CRS** Complaint Reception Station 投诉接待站
- PR** Prayer Room 穆斯林礼拜室
- CSO** Customer Service Center On-site Service Counter 客户服务中心现场服务点
- PC** Photocopy / Business Card 名片制作 / 文件复印点
- AT** Air / Train Ticket Office 机票 / 火车票代售点
- M** Meeting Room 会议室
- V** VIP Lounge 贵宾休息区
- SR** Show Room 展示厅
- BA** Bank / ATM 银行 / 柜员机
- SS** Supporting Service (bank, transportation, arbitration, certification, consultation, etc.) 展览配套服务(银行、运输、仲裁、认证、咨询等)
- FA** First Aid 医疗室
- I** Information 咨询站
- R** Restaurant 餐厅
- CS** Coffee Shop 咖啡厅
- P** Post 邮政
- BT** Business Travel 商旅服务

4-7F Administration Center 行政办公中心

3F Hall 9-11 展览厅 9-11
Coffee Shop 咖啡厅

CF Office of CIEF Trading Delegation Office
大会团办公室, 交易团办公室
Meeting Room 1-7 1-7号会议室

BF Meeting Room 8 8号会议室
VIP Exhibitor Service Centre VIP参展商服务中心
Negotiation Room 洽谈室

2F Hall 9-13 展览厅 9-13
Pearl Promenade (Service Floor)
珠江散步道(服务层)
Chinese Restaurant 中餐厅
First Aid 医疗点

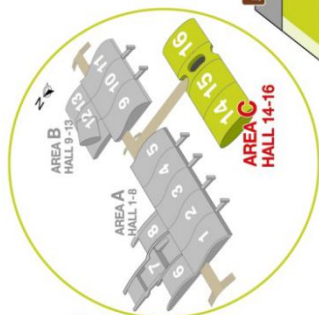
AF VIP Lounge 贵宾休息区
Fast Food 快餐区
Meeting Room 9-16 9-16号会议室
Coffee Shop 咖啡厅

1F Hall 9-13 展览厅 9-13
Parking 停车场
Coffee Shop 咖啡厅

Zhanchang Donglu 展场东路
Yingang Donglu 迎江东路

THE FUNCTIONAL SERVICE AREA

展馆功能服务区



AREA C HALL 14-16

Xingang Donglu 新港东路

