



Bakery China

Bakery China 2016

Asia Pacific's leading event serving the entire value chain for the bakery and confectionery market.

Date: May 11th ~ 14th, 2016

Venue: Shanghai New Int'l Expo Center
(No. 2345, Longyang Rd., Pudong District, Shanghai, China)

Halls: E1-7, W1-5, N5



Organizer:

China Association of Bakery and Confectionery Industry
Bakery China Exhibitions Co., Ltd.

Official Wechat Account

www.bakerychina.com



Bakery China Autumn 2016 & Ice Cream China 2016

Professional exhibition serving the entire value chain for the bakery autumn and ice cream market.

Date: Oct. 26th ~ 28th, 2016

Venue: Shanghai New Int'l Expo Center
(No. 2345, Longyang Rd., Pudong District, Shanghai, China)

Halls: N4-5



Bakery China Autumn



Ice Cream China



Organizer:

China Association of Bakery and Confectionery Industry

Bakery China Exhibitions Co., Ltd.

www.bakerychina.com

NOTE: We will be using the online Exhibitor Manual this year. For forms those are both in this version and online, we only accept and process the online version. For forms those don't appear online, please use this version for services. All the forms will be online in the near future.

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All the forms you need to fill in or download.

Form	Fill in Online/Download	Required/Optional	Deadline
General Information & Important Contacts	Download	Required	
General Rules & Regulations for Exhibitor	Download	Required	
Show Directory Entry	Fill in Online	Required	2016/3/31
Exhibits	Fill in Online	Required	2016/3/31
Directory of Exhibiting Products	Fill in Online	Required	2016/3/31
Exhibitor Badge	Fill in Online	Required	2016/3/31
Apply Badges for Your Guests	Fill in Online	Optional	
Advertising	Fill in Online	Optional	2016/4/10
Conference & Seminars	Fill in Online	Optional	2016/4/10
Time-table of On-Site Operations	Download	Required	
Penalty System for Violation of Rules	Download	Required	
Management Rules & Regulations for Raw Space	Download	Required	
Stand Construction-Raw Space	Download	Required	2016/3/31
Stand Construction-Shell (facial board)	Fill in Online	Required	2016/3/31
Stand Construction-Electrical Appliance	Download	Optional	2016/3/31
Stand Construction-Furniture Rental	Download	Optional	2016/3/31
Safety Agreement	Download	Optional	
Official Freight Forwarder of International Zone	Download	Optional	
Hotel Booking	Download	Optional	2016/4/30

1. ORGANIZER SERVICE

Dear Exhibitor,

Thank you for exhibiting with us on Bakery China 2016, from May 11 to 14, at Shanghai New International Exhibition Center, China. To serve you better, we have prepared this Exhibitor's Manual for your convenience.

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

Should you have any questions about Bakery China 2016 which are not addressed in this manual, please direct all your inquiries to Bakery China Exhibitions representatives of your national pavilion (the agent with whom you made your reservation.) or to:

Ms. Christine Jiang

Bakery China Exhibitions Co., Ltd.

Rm. 612, zhongkun Building, No. 59, Gaoliangqiaoxie Street, Haidian District, Beijing 100044

Tel: +86-10-82191892

Mob: +86-18501358764

Fax: +86-10-82191779

Email: li.jiang@bakerychina.com

1.1. General Information & Important Contacts

1.1.1. Exhibitor Name

Bakery China 2016

1.1.2. Organizer

China Association of Bakery and Confectionery Industry

Bakery China Exhibitions Co., Ltd.

1.1.3. Venue

Shanghai New Int'l Expo Center (SNIEC)

2345 Longyang Road, Pudong New Area Shanghai P.R.C. 201204

1.1.4. Dates and Opening Hours

Booth Fitting and Construction Dates and Hours:		
(1) Raw Space		
2016/05/08	Sunday	13:30 ~ 19:00
2016/05/09	Monday	09:00 ~ 21:00
2016/05/10	Tuesday	09:00 ~ 22:00
Booth Fitting and Construction Dates and Hours:		
(2) Standard Booth		
2016/05/10	Tuesday	09:00 ~ 22:00
Exhibition Opening Dates and Hours:		
(11-14.05.2016)		
2016/05/11	Wednesday	09:00 ~ 17:30
2016/05/12	Thursday	09:00 ~ 17:30
2016/05/13	Friday	09:00 ~ 17:30
2016/05/14	Saturday	09:00 ~ 15:00
Dismantling Dates and Hours:		
(14.05.2016)		
2016/05/14	Saturday	15:00 ~ 22:00

Please note that visitor registration and entry will end each day 30 minutes before the show closes for the day.

1.1.5. Important Contacts

Department	Contacts
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Organizer	Christine Jiang Tel: +86 10 82191892 Mobile: +86 18501358764 Fax: +86 10 82191779 Email: li.jiang@bakerychina.com	Lin Li Tel: +86 10 82191891 Mobile: +86 13681498545 Fax: +86 10 82191779 Email: li.lin@bakerychina.com
Official Booth Fitting Contractor of International Zone	International Zone (W3, E5): BEIJING SYMA EXPO CO., LTD. Contact: Ms. Li Ruoyin Tel: +86 10-65568330-136 Mobile Phone: +86 18514472311 Email: bjproj-official@syma.com.cn	
Official Freight Forwarder of International Zone	Kuehne & Nagel Ltd. Contact: Dennis Gong Tel: +86 21 26028765 Mobile Phone: +86 13817077947 Fax: +86 21 33870200 -Ext. 8765 Email: dennis.gong@kuehne-nagel.com	
Translation Service	Shanghai Exhibition Information Technology Inc. Contact: Wency Zhou Tel: +86 021 31268098-635 Mobile Phone: +86 18817387606 Email: wency.zhou@expotec.com.cn	
Hotel Booking	Shanghai Li domain Conference Exhibition Service Co., Ltd. Contact: Wang Lifang Tel: +86 21-61089989 Mobile Phone: +86 13701769728 Fax: +86 21-61089986	
SNIEC	Contact: Mr. Ni Tel: +86 21-28906888-8528	
Drawing Inspection	HAH Consulting & Exhibition Co., Ltd. Shanghai Contact: Ms. Huang Tel: +86 21-28906633/34/35- Ext.804	

Thanks for your support to Bakery China. We are looking forward to meeting with you at Bakery China 2016.

1.1.6. Security

We have engaged a security force from Shanghai New International Expo Centre (SNIEC) and will do our best to ensure the safety of your exhibits. Nevertheless, Exhibitors are strongly encouraged to arrange your own insurance to cover all stages of the event and be particularly careful to pack light, portable and attractive exhibits immediately after the close of the Exhibition. It is at this time that there is the greatest risk of theft. Please be sure to see that your booth is not left unattended at all times until all portable items have been secured.

1.1.7. Admission

(a) Exhibitors

Badges allowing Exhibitors and bona fide staff members to enter the Exhibition Hall throughout the build-up, teardown and show days will be issued. For security reasons, Exhibitors must wear their badges at all times during the build-up, teardown and show days while they are in the Exhibition Hall. Exhibitor badges may not be used for contractors or persons not working on the booth.

The Organizer reserves the right to carry out ALL REGISTRATION OF EXHIBITORS AND THEIR STAFF AT BOOTHS. Please provide us with a complete list of those persons who will be on your booth by completing **Form 6 Exhibitor Badge** of the Exhibitor Manual. It is therefore particularly important that you complete **Form 6** correctly. The closing date for submitting **Form 6** is **March 31, 2016**.

Please PRINT/TYPE all names so that mistakes would be avoided and minimized.

If the building of your booth involves working personnel who are not from the Official Stand-Construction Contractor, BEIJING SYMA EXPO CO., LTD., please complete **Form 13** and provide all required documents.

For safety and security reasons, minors under 18 years old will not be admitted to the Exhibition premises at any time.

Badges can be collected at **the Exhibitor Service Center** at the Shanghai New International Expo Centre Co., Ltd. (SNIEC) **from 13:30 on May 8 to 18:00 on May 10, 2016**.

The Organizer reserves the right at their discretion to withdraw the Exhibitor Badge issued to any person if complaints have been received concerning his conduct.

For the avoidance of doubt, the term "Exhibitor" shall include all employees, servants and agents any Company, Partnership, Firm or individual to whom space has been allocated for the purpose of exhibiting

at the Exhibition.

(b) Visitors

The Exhibition is open to strictly trade visitors only by invitation from the Organizer to members of the industry and those with proof of connection to the industry through business cards and/or letters of introduction. Visitors who are pre-registered through the official Bakery China website (www.bakerychina.com) before **May 10, 2016** are entitled to a complimentary visitor badge. For pre-registered visitors you may claim your badge with pre-registration confirmation letter. Visitors without pre-registration will be required to complete a registration form and obtain your badge.

(Note: Minors under 18 years old will not be admitted to the Exhibition premises at any time.)

Please note that visitor registration and entry will end each day 30 minutes before the show closes for the day.

(c) Contractors

Only contractors approved by the Organizer and Official Booth-Fitting Contractor are permitted to carry out construction in the Exhibition Hall. Contractors will be required to pay commissions or taxes, garbage removal deposit, etc. as appropriate to the Exhibition Hall. Exhibitors taking up raw space should procure their appointed contractors to fill and submit **Form 13** "Stand Construction (For Raw Space)" to BEIJING SYMA EXPO CO., LTD.

1.1.8. Translation of Promotional Materials

Product catalogues and pamphlets in English are acceptable in China. To promote your products more effectively, we recommend a one-page technical summary sheet be prepared in Chinese for each product on display. If you wish, you may also translate your major product literature in Chinese. Please note that Taiwan/Republic of China (ROC), Hong Kong and Macau should not be listed under COUNTRY and the map of China should include Taiwan/ROC as a Chinese province.

Further, please note name cards and any form of Exhibitors promotional materials should not list Taiwan/ROC. This is to be strictly enforced and will have to bear any liability and consequences should they refuse to comply with respect to the acquirements of the Republic Security Bureau or any other relevant government agency.

1.1.9. Exhibition Hall Specifications

Venue Address: 2345 Longyang Road, Pudong New Area Shanghai P.R.C. 201204

Floor loading: 3 tons/sqm of indoor

Floor finish: Concrete

Booth maximum height: Drawing of booths needs reviewed and confirmed by the first grade registered structural engineer of People's Republic of China for booth that height exceeds 4.5 meters (including 4.5m) and for the booth of which the construction area of the top structure exceeds 50% of the booth area.

Exits: 5 exits are on both sides in every exhibition hall.

POC of SNIEC Mr. Ni
Tel: +86-021-28906888-8528

Note: Drawing of booths needs reviewed and confirmed by the first grade registered structural engineer of People's Republic of China for booth that height exceeds 4.5 meters (including 4.5m) and for the booth of which the construction area of the top structure exceeds 50% of the booth area. The official Drawings Inspection Contractor is HAH Consulting & Exhibition Co., Ltd. Shanghai (Extra cost will be charged). Any stand construction unaudited is not allowed at exhibition. For consultation, please contact:

HAH Consulting & Exhibition Co., Ltd.
 Contact: Ms. Huang
 Tel: +86 21 2890 6633/34/35 Ext. 804
 Fax: +86 21 2890 6000
 Email: hah@hahchina.com
 Add: E2 ~ 2E1 Shanghai New International Exhibition Center, No 2345, Longyang Road,
 Pudong New District, Shanghai, P.O.C.

1.1.10. Upgraded Shell Scheme Booth Specifications

The Upgraded Shell Scheme booths will be built from modular extruded Aluminum System, each 9 sqm standard booth been equipped with (please see **FORM 14** for perspective):

Area of booth (sqm)	9	12	18	36
Item				
Grey Carpet	√	√	√	√
Wall panels, white: 2500mmH Inner size: 950mmL X 2340mmH	√	√	√	√
Complimentary Furniture:				
Information counter 950mmL X 450mmW X 750mmH	1	1	2	4
Black leather chair	4	4	8	16
White square table 750mmL X 750mmW X 750mmH	1	1	2	4
Waste paper basket	1	1	2	4
100W long arm spotlight	3	4	6	12
500W socket	1	1	2	4
Fascia, company name and booth no.	√	√	√	√

1.1.11. Catering

There are some fast food outlets in the Exhibition Hall.

1.2. General Rules & Regulations for Exhibitors

1.2.1.

All Exhibitors and contractors are requested to read the following Rules and Regulations carefully in order to have a smooth operation and guidance towards a successful exhibition. Any violation of the Rules & Regulations, Organizer reserves the right to make alterations of the booth design, to terminate the contract with exhibitors and participation in the exhibition will not be allowed.

a) Qualifications

Exhibitors are requested to select your contractor's qualifications properly and carefully to make sure they should abide by the Rules & Regulations to carry out booth construction in a safe manner. The business registration capital of your contractor must not be less than RMB500, 000 (Five Hundred Thousand Yuan). (The business registration license is required on badge application at the Exhibition Hall)

b) Insurance

All Exhibitors must arrange at their own cost "ALL-RISKS" insurance in respect of death and injury to any person, or loss or damage to property and exhibits during the move-in, show days and move-out periods. Please be reminded that Exhibitors have the legal liability and responsibility for your staff members, representatives and contractors. For your own interests, Exhibitors are advised to specify the importance of safety construction and the liabilities in the terms & conditions when signing contract with your contractors.

Exhibitors are responsible to make sure their own contractors to submit insurance policy together with booth design drawings to the Official Booth-Fitting Contractor before **March 31, 2016** the deadline date for approval. Any contractors who fail to comply with the Rules & Regulations, Organizer and the Official Booth-Fitting Contractor have the right not to allow contractors to commence any construction works in the Exhibition Hall.

c) Liability

In accordance with the laws and regulations of Government of P. R. China, any financial dispute arising from violation of Rules & Regulations (including fire prevention, safety booth construction, contract disagreement etc.) between the Exhibitors & contractors, a solution / settlement should be reached through negotiation by the two parties. In any case, Organizer accepts NO legal consequences and financial liabilities at all.

d) Booth Height Limitation

Max. 4.5 meter for single storey construction and Max. 6.5 meter for double deck. For booth height exceeds the Maxes, the drawings needs reviewed by the official contractor: HAH Consulting & Exhibition Co., Ltd. Shanghai. For consultation, please contact:

HAH Consulting & Exhibition Co., Ltd.
Contact: Ms. Huang
Tel: +86 21 2890 6633/34/35 Ext. 804
Fax: +86 21 2890 6000
Email: hah@hahchina.com
Add: E2 ~ 2E1 Shanghai New International Exhibition Center, No 2345, Longyang Road,
Pudong New District, Shanghai, P.O.C.

e) Helmet

All workers must wear safety helmet when engaging in work inside the Exhibition Hall. When working at height of 2m or above, workers must wear safety harness. Workers without wearing helmet are not allowed to enter the Exhibition Hall.

f) Electrical Cable

Only qualified electrical materials should be used in booth installation (including all shell-scheme and raw space booths). Double-sheath copper wires (ZR-BV) and cable lines must be used, and the section of the conducting wires must be more than and equal to 1.5mm. Electrical materials must be equipped with enough safety loading capacity. It is strictly forbidden to use single wires with no sheath, twist pairs or aluminum wires.

g) Safety Inspection

Routine safety inspection will be carried out in the afternoon each day during move-in period. Organizer reserves the right to request Exhibitors to cease the booth construction if no redressing or improvement is made after alteration is notified due to construction is found not in accordance with original approved design, booth structure is hazardous to others in terms of public safety etc. And Exhibitors have to bear all the financial liabilities and responsibilities by themselves.

h) On-Site Safety Patrol Supervisor

The Organizer is appreciated for your full co-operation to assign a safety patrol supervisor, with arm badge, to be in charge for on-site daily safety supervision & to take precaution measures for safety booth construction and fire prevention

i) Cleaning

The contractor's deposit will be refunded if no violation of Rules & Regulations and no damages to the Exhibition Hall's facilities are found, and all rubbishes generated from construction have been disposed / cleared properly.

k) Logistic

We recommend that Exhibitors should engage the services of the Official Freight Forwarder to facilitate all consignments, customs clearance, and exhibit handling needs. In case of any commercial disputes between two parties, Organizer accepts NO legal consequences and financial liabilities at all.

1.2.2. Observation of Rules and Regulations

All Exhibitors and their personnel must observe the Rules and Regulations stated in this Exhibitor Manual, and those stipulated in the Exhibition Participation Agreement, while working or present in the Exhibition Hall.

1.2.3. Chinese Fairs Authority Ruling

The following are general Chinese Fairs Authority Ruling which we would like to bring to your attention. Others relating to specific topic are listed under their respective headings:

- (a) The OFFICIAL BOOTH-FITTING CONTRACTORS and agents will work with their local Chinese equivalent and pay commissions or taxes as appropriate to the Hall, Association or Government.
- (b) Exhibitors should adhere to the following requirements when preparing promotional materials:
 - (i) Do not list Taiwan/ROC, Hong Kong and Macau as nations/states/countries.
 - (ii) Do not have any contents morally unacceptable to the Visitors.
 - (iii) Do not have any contents which will distort or is offensive to the host nation and other countries.
 - (iv) When drawing the map of China, please draw it in accordance with the standard one published currently.

1.2.4. Liabilities and Insurance

Contractor Insurance Coverage

The contractors must apply for "Public Liability" and "Employer's Liability" insurance in respect of death and injury to any person, or loss or damage to property arising out of the booth construction. The coverage of Insurance should include risks against fire, water, theft, accidents, natural calamities or any other causes. The sum of indemnity in aggregate shall not be less than RMB4, 000,000 (Four Million Yuan) against public liability for any one accident, and RMB300,000 (Three Hundred Thousand Yuan) for each person for any one accident. Contractors must bring the insurance policy or the copy to the Exhibition Hall and make sure this insurance shall be effective at all times during the move-in, show days and move-out periods.

Liabilities

- (1) Organizer accepts NO financial responsibility in respect of death, personal injury, lost or damage of properties, fire and any hazards in the exhibition. The venue will provide security services in the Exhibition Hall. But, Exhibitors must assign enough staff members to safeguard their exhibits as well as their decorating materials. The Organizer will not be held responsible for any loss of, or damage to, exhibits and personal items.
- (2) The exhibitor shall be liable for the fully indemnify the Organizer against all costs, expense and damage arising from any claims due to violations of Rules & Regulations by the Exhibitor or its agents and associates in the Exhibition.
- (3) The Organizer bears no financial liabilities and responsibilities to the Exhibitor and its associate in respect of death and personal injury due to circumstances (such as civil disturbance, strike, riots, embargo etc.) that make it in the opinion of the Organizer to change the date of the Exhibition, or postpone, cancel and impossible or impractical or undesirable to hold the Exhibition as initially planned. The Exhibitor shall have no claim against the Organizer and its Supporting Organizations, whether for the loss or damage, or return of all or part of any money paid by the Exhibitor in respect of any postponement, cancellation, alteration of Exhibition made in accordance with this provision.
- (4) No compensations are given to the Exhibitor due to circumstances (such as War) that are beyond the control of the Organizer and its Supporting Organizations. The application fee paid by the Exhibitor will then be automatically forfeited by the Organizer.
- (5) If the Exhibitor declares and confirms to withdraw participation from the Exhibition, a written confirmation letter must be submitted to the Organizer. The Organizer reserves the right to use the space / booth allocate to the exhibitor as it deems appropriate.
- (6) The Organizer and its Supporting Organizations are not responsible for any errors and omissions of information, provided by the Exhibitor, in the Exhibitor List and Exhibition Directory.
- (7) The Organizer and its Supporting Organizations accept no responsibility for any claim of loss, damage to exhibits or delay of shipment by the Exhibitor or the Freight Forwarder. The Exhibitor shall consult with the Freight Forwarder to arrange "Marine" Insurance at its own cost for the shipment.

1.2.5. Manning and Conduct of Booth Operations

Your booth must be fully staffed and operational throughout the opening hours of the Exhibition, including the final day of the event. Exhibits cannot be dismantled or repacked before the show closes.

All activities of the Exhibitor and their staff must be confined to the Booth or site allocated. Exhibitors must not participate in any activity which causes, or is likely to cause, annoyance to Visitors or other Exhibitors. No advertising or canvassing for business taking place elsewhere in the Exhibition Hall, nor may staff recruitment be carried out during the Exhibition, other than the search for local agents for the sale of Exhibitors' products.

No person participating in the Exhibition is to behave or act in a manner which may cause harm, injury or damage to other persons or exhibits, or to the property and fixtures of the Exhibition Hall.

1.2.6. In-Hall Freight Handling

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

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

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

1.2.7. Customs Clearance

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

Please note that any item that is not declared to the Customs office will not be allowed to leave the Exhibition Hall once brought in.

1.2.8. Local Delivery

Exhibits should not be sent to the Exhibition Hall until the booth is sufficiently progressed to receive them. The Exhibitor and/or his representative must be present at the booth to accept delivery. The Organizer will not accept responsibility for any delivery on behalf of an Exhibitor, nor will the Organizer be responsible for the safe-keeping of such items after delivery.

Exhibitors may arrange delivery of their hand-carried items. However, we strongly advise you to make advance arrangements with the Official Freight Forwarder, if you are intending to display heavier exhibits requiring lifting equipment.

1.2.9. Payment for Space or Shell Scheme Booth

Exhibitors will not be permitted to commence booth construction or move his exhibits into the hall until full payment, has been received by the Organizer.

1.2.10. Storage and Waste Materials

The Organizer is unable to provide storage facilities on-site for packing cases, surplus materials, and other property of the Exhibitor. Prior arrangements for the safe-keeping of such items must be made with the Official Freight Forwarder. Goods must not be stored in service spaces behind or between booths and/or walls, nor in adjacent areas.

During the move-in of exhibits, the construction of booths and unpacking of exhibits, aisles in the Exhibition Areas **MUST NOT** be obstructed with packing materials, construction materials or debris. At the end of each day, Exhibitors are responsible for ensuring that their contractors remove "off cuts" and unwanted materials from the Exhibition Hall. Painting is not permitted and sawing can only be carried out in designated areas.

Exhibitors are requested to place their waste materials in the aisle for removal by the cleaners. The Organizer reserves the right to invoice Exhibitors for the removal of **EXCESSIVE** packing materials, discarded

crates or cartons as cost recovery for charges levied by the Exhibition Hall.

1.2.11. Delivery and Removal of Exhibits

Only personal property and hand-carried exhibits may be removed from the Exhibition Hall after the show closes on the final day of the Exhibition.

During the opening days of Exhibition, replenishment of stock may only be delivered before the opening hours in the morning or after closing time in the evening. If you wish to remove any items of your display from the Hall during the show days, please contact the Official Freight forwarder.

Exhibitors are strongly advised to ensure that at least one member of their staff is on-site to control the repacking of their exhibits.

1.2.12. Censorship

All promotional materials, give-away and audio-visual presentations (films, video-tapes and slides) must be approved by the Customs Authorities.

All Exhibitors must comply with this rule and should contact our Official Freight Forwarder immediately to make all arrangements necessary.

Important: All Exhibitors are advised to comply with the above-mentioned requirements. Spot checks are likely to be conducted by relevant Government Officials during the Exhibition period.

1.2.13. Public Address System

The Public Address System in the Exhibition Hall is for use by the Organizer and the Hall Authorities for official announcements only. Paging for Exhibitors or Visitors cannot be carried out.

1.2.14. Use of Spreader Plates

If use of spreader plates is needed, it is suggested to make the arrangement with Official Freight Forwarder beforehand.

1.2.15. Industrial Gas

The use of industrial gases of an inflammable or toxic nature for demonstration purposes will not be permitted within the Exhibition Hall.

1.2.16. Booth Cleaning

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

Contractors for Exhibitors taking space only are expected to carry out daily cleaning and an initial rough clean of the booths they constructed and remove all construction debris.

Exhibitors who, because of working exhibits, are likely to have substantial quantities of waste materials for removal, either during or at the end of each day, must inform the Organizer in advance so that necessary arrangements may be made, for which a charge will be imposed.

1.2.17. Presentation, Demonstrations of Working Exhibits

An Exhibitor intending to demonstrate working machinery or equipment on his Booth must:

- (a) Provide the Organizer with full details in writing of any working exhibits, involving moving parts, inflammable materials, laser or other dangers and obtain approval prior to the Exhibition;
- (b) Give proper consideration to the conditions under which the exhibits will be demonstrated and restrict the demonstration strictly to the actual booth area;
- (c) No flashing lights are permitted, unless they form an integral part of an exhibit;
- (d) Securely install all operating machinery to prevent base slippage and position such machinery so that the operation thereof will not cause intrusion into the aisle or otherwise prove hazardous to Visitors;
- (e) Adequately guard all moving parts of machinery to prevent injury to all persons, whether Visitors, staff or contractors;
- (f) Isolate starting devices to prevent operation by Visitors or other unauthorized persons;

- (g) Arrange for the exhaust to the outside of the Exhibition Hall of toxic fumes or other irritants caused by the demonstrations or exhibits;
- (h) Make sure that no gas or arc welding is carried out in the Exhibition Hall;
- (i) Remember that the use of naked flame is not permitted in the Exhibition Hall.

1.2.18. Sound Level

Ensure that sound levels cause neither interference with nor annoyance to Visitors or other Exhibitors. **Speakers and other sound devices should be positioned so as to direct sound into your booth and not the aisles.** Where a high level of noise or other generally accepted Objectionable factor is involved, demonstrations may only take place at the times as stipulated by the Organizer, who reserve the right to reduce the sound level or switch off audio / visual displays causing problems if the sound level is over 75 decibels. The Organizer's decision is final in any dispute that way arises.

1.2.19. Furniture

A full range of items is available on hire from the Official Booth-fitting Contractor. Please submit your requirements on **FORM 16**. When the Show closes on the final day, please check that nothing is left inside drawers or cupboards when the contractor collects rental furniture.

1.2.20. Booth-Fitting Regulations

The following regulations must be observed when preparing a booth presentation:

a) "Raw Space Only" Sites

It is possible to admit booth-fitting contracting firms other than the Official Booth-fitting Contractor. If an Exhibitor or National Group employs another contractor they are personally responsible for negotiating the rates of commission and paying the taxes and/or charges levied by the management of the Exhibition Hall. Please submit their details to us on **FORM 13 on or before March 31, 2016**.

- (i) Submission of booth layout plan and design with clear dimensions, to the Official Booth-fitting Contractor for approval, **NOT LATER THAN March 31, 2016**. Plans can be sent to Ms. Li Ruoyin by email (bjproj-official@syma.com.cn). The Organizer reserves the right to refuse a plan or ask for modifications. Failure to obtain approval can result in costly alterations on-site being required by the Exhibition Hall and Organizer. Construction should follow the approved plans. Any additional alteration should obtain written approval from the Organizer.
- (ii) For safety and insurance reasons, **ONLY THE OFFICIAL BOOTH-FITTING CONTRACTOR** can carry out electrical wiring, connections and charged at the prices listed. Electrical appliance installation design should be clearly indicated on the booth plan, and **Form 15** should be filled appropriately and submitted to the official booth-fitting contractor no later than **March 31, 2016**.
- (iii) Height limitations for booth structures:

LEVEL	MAXIMUM HEIGHT
1	4.5 meter for single storey construction
2	6.5 meter for double deck (not recommended)

- (iv) 1 meter clearance between existing hall walls and booth walls is required.
 - (v) The width of the aisle or passage way between rows of booths must be in 3 meters.
 - (vi) No fitting or display may be attached, nailed, screwed or drilled onto any part of the building. If this instruction is ignored, the Exhibitor / contractor concerned will be charged for the damage done.
 - (vii) No flashing / blinking lights or neon-signs will be permitted.
 - (viii) No part of any structure may extend beyond the boundaries of the site allocated, including exhibitor's name, logo or light fittings.
 - (ix) No suspensions are to be made from the ceiling of the Exhibition Hall.
 - (x) The name and booth number of the Exhibitor must be prominently displayed. If this rule is not observed, the Organizer reserves the right to affix booth numbers as they consider fit and to charge the cost incurred to the exhibitor.
 - (xi) A suitable floor covering, such as carpet, must be provided for booths. The use of paint or glue on the floor is strictly forbidden.
- A back wall must be provided, except in the case of an island booth. The maximum height of the

back wall is **4.5 meters**. The wall facing adjacent booth may be decorated but cannot display any company name, or product name or related documents. The Organizer reserves the right to request an Exhibitor to change, modify, lower or shorten any back wall, if such, in the opinion of the Organizer, may obstruct the reasonable view or exposure of other Exhibitors' stands. All exhibits higher than a 3 meters high back wall should respect a 0.5 meters distance from this back wall. If a higher back wall is required, please contact the Organizer who will decide on a case by case to grant or refuse the authorization of building such a back wall.

- (xii) For safety and health reasons, all works in the Exhibition Hall areas should be confined to installation and minor alteration works only. Fabrication works like welding, cutting, sawing, laminating, painting, spraying etc., should not be carried out inside the exhibition hall. Severe restrictions and penalties will be imposed on anyone who infringes this regulation by the Exhibition Hall and the Organizer.
- (xiii) In case of an island booth, a complete full wall is not permitted on any side of the booth (this does not refer to internal partition walls inside the island booth).
- (xiv) Each exhibitor is responsible for providing their own walls. Where booths are adjacent, an exhibitor may not use the reverse of the neighboring booth's wall.
- (xv) Where a structure, such as a wall or a sign, exceeds the height of the neighboring booth's wall, the Exhibitor with the higher wall must decorate the visible portion to a standard acceptable to the Organizer. Nevertheless, company name, booth number or logo cannot be displayed on the exceeding portion. Where "Space Only" booths about Shell Scheme Package Booth(s), the walls of the Shell Scheme Package may not be utilized by the "Space Only" Exhibitor.
- (xvi) The outer surface of "Space Only" booth construction must be surfaced and decorated if visible from the aisles.
- (xvii) Exhibitors wishing to cover a portion of their booth for video presentation must submit duplicate drawings to the Organizer for approval. Ceilings can only be constructed of a large mesh or egg box materials which will permit the passage of water in the event of fire.
- (xviii) Construction work must give due allowance for electrical and telephone wiring to be done. Similarly, these wires, if laid, must not be removed, cut or diverted without the permission of the Organizer.
- (xix) Exhibitors are reminded that it is the responsibility of their appointed booth-fitting contractor to carry out daily cleaning and an initial rough clean, and before handing over to the Exhibitor. Any leftover construction materials will be the responsibility of the Exhibitor's appointed booth-fitting debus contractor.
- (xx) The Exhibitor cannot display his name boards or signs over the sides another adjacent Exhibitor's back wall or sidewall other than on this own sides. Any structures to be used for logos and graphics like towers and signboards should be set in by least half a meter from the common walls.

b) "Upgrade Shell Scheme" Booths

- (i) No additional booth-fittings or displays may be attached to the Upgrade Shell Scheme structure. Neither nailing nor drilling will be allowed. If you require assistance in hanging or displaying your exhibits, please consult the Official Booth-fitting Contractor.
- (ii) No painting or wall-papering on the Upgrade Shell Scheme booth panels will be allowed. Exhibitors who wish to have the panels painted must inform the Official Booth-fitting Contractor who will provide a quotation for the requirement.
- (iii) No free-standing fitting may exceed a height of 2.44 meters from the floor or extend beyond the boundaries of the site allocated. This includes company names, towers, balloons and logos provided by the Exhibitor.
- (iv) An Exhibitor occupying a corner booth will have an additional open side with a fascia, complete with name and booth number, at no additional cost.
- (v) No financial credit will be given by the Organizer for any Upgrade Shell Scheme package items not utilized.
- (vi) Upgrade Shell Scheme booth Exhibitors are not allowed to change the fascia boards, which includes changing design, structure and color.
- (vii) Exhibitors are not allowed to change the booth format by dismantling the Upgrade Shell Scheme structure or removing any integral part of it without prior written approval from the Organizer. Such applications should be submitted to the Organizer for approval at least one month before the show.

1.2.21. Electrical Services

For safety reasons, **all power main installations from source to outlet (exhibition booths) must only be carried out by the Official Booth-Fitting Contractor**. Connection of exhibits in booths may be carried

out either by the Official Stand Contractor or by the Exhibitor's technicians, however, please note connections must be inspected by the Official Contractor before circuits will be made live. Please see **Form 15** for electrical arrangements.

Standard booth electrical installation:

- (i) Electrical lighting.
- (ii) Socket for general electrical appliance use, such as notebook computer.
- (iii) Each electrical supply provided is intended for one equipment or machine on display. Multi-point socket outlets may not be fitted. Exhibitors requesting additional electrical power or items should fill **FORM 15**.

Raw space electrical installation:

Raw space does not include any electrical equipment or lighting. All Exhibitors must order electrical supply for exhibits. Each electrical supply provided is intended for one equipment or machine on display. Multi-point socket outlets may not be fitted. Exhibitors who have ordered additional electrical items using **FORM 15** are requested to show the location of the extras on Floor Plan. Any changes in position of service points on site will be treated as new orders and charged unless the electrician is notified before installation. A separate quotation will be provided on application for any unlisted fittings or installations, including step up or step down transformer.

Please check that your equipment is able to operate on the electrical specifications stated at para 1.11.

You may bring with you any transformer, adaptor or regulator. Orders will also be accepted by the **Official Stand Contractor**. A fluctuation of approximately $\pm 20\%$ is possible. **PLEASE NOTE THAT EXHIBITORS WHOSE EQUIPMENT IS PARTICULARLY SENSITIVE SHOULD ARRANGE STABILISERS.**

In certain circumstances it may be necessary to locate an electrical Distribution Board (DB) on the wall of an Exhibitor's booth. Whenever possible, this will be avoided. However, in some cases it will be unavoidable. We will always discuss the concealment of a DB with the Exhibitor concerned and make the arrangements with our Official Booth-Fitting Contractor.

No electrical installation and fitting may be suspended from the ceiling of the Exhibition Hall or fixed to any part of the building structure.

Supplies to booths will be switched off at source 15 minutes after the Exhibition closes each evening. On the final day of the Exhibition, electricity will be cut off 30 minutes after the Exhibition closes.

Exhibitors requiring electrical supply at times other than those stated should make prior application to the Organizer in writing 2 weeks before the Exhibition Opens. Any cost involved will be borne by the Exhibitor. It is essential that you submit this information in good time as it may not be possible to meet late orders.

The Organizer reserves the right to disconnect the electrical supply to any installation, which in the opinion of the Electrical Engineers, is dangerous or likely to cause annoyance to Visitors or other Exhibitors.

Note: Please place orders early as electrical plans have to be submitted to the Official Stand Contractor for approval.

1.2.22. Compressed Air

Please contact the Organizer if compressed air is required. Rental of compressor must be through the Official Booth-Fitting Contractor. Compressors powered by internal combustion engines will not be permitted in the Exhibition Hall. Please be aware of that the supply of compressed air may be not totally "clean" and "dry". Exhibitor are encouraged to arrange their own filters if necessary.

1.2.23. Photograph

It is forbidden to take pictures, record sound or images without the Organizer's approval inside the Exhibition. Exhibitors have the right to refuse Visitors to photograph or record their exhibits.

1.2.24. Fire Precautions

For security reasons, all building materials should be fireproof. **NO SMOKING IS PERMITTED IN THE EXHIBITION HALL AT ANY TIME.** This shall be strictly enforced. Any person who spots a fire should remain calm and alert security/fire fighting personnel. Exhibitors who because of the nature of their exhibits require a special type of fire extinguisher must make arrangements at their own cost for the provision of such equipment. The Organizer will assist and advise if required.

1.2.25. Force Majeure

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

1.2.26. Dilapidation

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

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

1.2.27. Authority on the Premises

The Organizer shall be responsible for and be entitled to act as the Owners of the premises throughout the whole period of the event. Nevertheless, the Organizer is subject to the Rules and Regulations imposed by the Hall Management, MII, Safety & Security Authorities and the respective Government Authorities.

1.2.28. Hand Over of Hall

The Exhibition is due to end on May 14, 2016 at 15:00, dismantling time is from 15:30 to 22:00. The Hall must be cleared by 22:00 at the latest. The Official Booth-fitting Contractor and Freight Forwarder must clear the Hall by 22:00 on May 14, 2016. Any items remaining will be disposed of by the fastest means possible. The Organizer can and will not accept any responsibility for any loss or damage and any costs involved must be borne by the Exhibitor.

1.2.29. Management Rules & Regulations

- BEIJING SYMA EXPO CO., LTD. is appointed as the Official Booth-Fitting Contractor of "Bakery China 2016". BEIJING SYMA EXPO CO., LTD. shall abide by the Rules & Regulations and execute the proper On-Site operation and management of safety booth construction in the Exhibition Hall.
- Exhibits are displayed at designated booth area only.
- Displayed items and operation during exhibition must not cause any annoyance to other Exhibitors.
- Organizer has the right to request Exhibitors to remove or alter any display items / exhibits, in the opinion of the Organizer, which may cause noise annoyance and involve in dangerous activities without the consent of Exhibitors. In such a case, the Organizer accepts no responsibility for any financial liabilities.
- Smoking is strictly prohibited in the Exhibition Hall.
- No explosives, flammable and any other hazardous materials are allowed in the Exhibition Hall.
- The width of gangway between rows of booths in the Exhibition Hall must be kept at 3 meter.
- Exhibitors cannot use any area outside the boundaries of their stand for displays or promotional activities. Organizer has the right to remove all items from common areas and / or charge for the additional space used. Failure to adhere to this guideline may result in your stand being closed.
- All activities of the Exhibitor and their staff must be confined to the Booth or site allocated. Exhibitors should not display, show, advertise, broadcast, circulate or distribute any promotion materials or conduct any business activities outside their stand areas. Free standing signage, easy-roll banner and other promotional items are not allowed in all aisles and public areas in the Exhibition Hall.
- Exhibitors must assign at least 1 personnel to safeguard their exhibits and personal belongings. The Organizer accepts no responsibility of claims for any losses or damages of exhibits or personal items.

Notes for Raw Space Exhibitors & Contractors

- If the Booth / Stand is found unoccupied and not under construction by 15:00 on 10 May, 2016, the Organizer reserves the right to re-allocate the use of such stand for other purposes.
- Exhibitors booking "RAW SPACE" are responsible to appoint their own contractors for booth construction.
- All booth design drawings, dimensions, construction materials and electrical drawings etc. must be submitted by email to the Official Booth-Fitting Contractor "BEIJING SYMA CO., LTD." for approval before 31 March, 2016. The Official Booth-Fitting Contractor has the right to request Exhibitors to alter their booth designs if the booth structure is unsafe or their booth construction causes obstruction to neighboring booths. No construction is allowed if booth design drawings are not approved.
- Exhibitors and their appointed contractors are not allowed to alter the design drawings after being approved or without written approval from the Organizer.
- The maximum height for booth construction is 4.5 meter.
- Booth construction must within the designated stand area only. No part of any structure may extend beyond the boundaries of the site allocated, including exhibitor's name, logo or light fittings etc. No painting, hanging, lacquer or any other coating to building columns / pillars outside your stand area.
- No nailing, drilling, painting and use of chemical etc. on the floor. Oil stain and strong adhesive tapes left on the floor are also not allowed.
- No welding, soldering, high temperature die-cutting, sawing, electric furnaces and air compressor can be used within the Exhibition Hall.
- All materials used for the booth construction and installation and any other structures must be entirely non-combustible with a burning diffusion rate of at least Class 2 and fire prevention system are required by the Fire Prevention Law of the People's Republic of China. The use of elastic fabric is prohibited
- All construction materials must meet the ecological and green environment requirements.
- Double deck booth construction is not allowed.
- Organizer reserves the right to suspense the supply of electricity to the booth or to take further action to Exhibitor and contractor who do not abide by the Rules & Regulations and no redressing or improvement is done after alteration is notified.

Notes for Shell Scheme Booth Exhibitors

- Exhibitors are not allowed to make any alterations to the structure of the booths or remove any parts such as fascia board from them without the approval from the Organizer and Official Booth-Fitting Contractor.
- All shell-scheme booths are constructed by the Official Booth-Fitting Contractor of International Zone. The basic structure is built from modular extruded aluminum system with white panels. For ordering of any additional items such as furniture, electricity, compressed air etc., please refer to this manual and return the necessary Forms to "BEIJING SYMA CO., LTD." before the deadline date.
- The power socket provided for shell scheme booth is used for exhibits only. Each power socket is allowed to be connected to ONE electrical appliance only.
- No nailing, drilling, painting or strong adhesive tapes are allowed on the partitions, floor or ceiling. No additional stand fitting or display may be attached to the shell scheme booth structure. If you need assistance in hanging or displaying your exhibits, please consult the Official Booth-Fitting Contractor.
- Unless requested by the Exhibitor, we shall assume that exhibitor occupying 2 or more adjoining booths will be chosen to remove the partition panels in between.
- Any request for alteration of booth structure, a written notice must be sent to the Official Booth-Fitting Contractor of International Zone in advance for arrangement. Otherwise, extra service charge is imposed for On-Site alteration.

1.2.30. Management Rules & Regulations by the Venue

- a) No construction or fitting materials, like lights, tables, chairs etc., shall not be taken into the Centre. Any violation is found, all matters will be forfeited and the violation will be published.
- b) No reptile, fish, bird or any other live animal and plants shall be allowed to enter the Centre.
- c) Any other non-appointed catering suppliers are not allowed to run similar business in the Centre.
- d) For any violation against the Rules & Regulations, Organizer bears NO responsibilities.
- e) All Contractors / workers must wear valid badges (such as move-in and move-out construction badges), qualified electrical certificate, and safety helmets during booth construction in the Exhibition Hall.
- f) Exhibitor badges should be collected at the Exhibitor Service Centre.
- g) The Contractor of International Zone can obtain the construction permission only after permitted by SNIEC at least 15 days before stand construction. Only after permitted by SNIEC, construction badges

can be collected with charges. (You may log in: <http://www.sniec.net/cn/index.php> to download necessary materials and the detailed process for construction badge. For consultation, you may call: +86 021 28906100/28906101/28906102/28906103



The basic requirements & specifications for electricity & gas installation in the Exhibition Hall
(Please refer to Chinese Exhibitor Manual for accurate & detail specifications and requirements)

- a) All the electrical and gas equipment installation must strictly comply with the "Low Voltage Electrical Distribution Design Specifications (GB50054-95)", "On-Site Temporary Safety Supply of Electricity Specifications (JGJ 46-2005 J 405)", "Electrical & Gas Safety Inspection Specifications for Building Industry (GB50055-94) etc., under the laws of Safety Electrical Management Regulations of R. P. of China and the Exhibition Hall.
- b) Electrical supply on-site is 220V 50Hz single phase (3 lines) or 380V 50Hz tri phase (5 lines). A fluctuation of electricity approximately $\pm 20\%$ is possible. Please note that exhibitors whose equipment is particularly sensitive should bring your own stabilizers.



Safety Management Guides for electricity & gas installation in the Exhibition Hall (Please refer to Chinese Exhibitor Manual for accurate & detail specifications and requirements)

- a) Worker or electrician for electrical installation & connection must hold qualified "specific-type operator certificate" for inspection by the Venue. Otherwise, no access to the Exhibition Hall is allowed.
- b) Electricity supply will only be provided to the raw space booth Exhibitor if all relevant payments are settled.
- c) Electrical installation and connection must strictly follow the approved design and electrical drawing. All the electric facilities must not be overloaded and safety operations are enforced. In case of overloading, Exhibitor is requested to apply additional electricity supply with extra cost from the Official Booth-Fitting Contractor on-site.
- d) The Organizer and the Official Booth-Fitting Contractor of International Zone reserve the right to suspense the electricity supply to the Exhibitor if its booth is found overloading more than once and affecting the operation in the Exhibition, and the power supply system of the venue in part or in whole.
- e) All electricity lines should be or properly mounted or wired through conduits, and should never be loosely paved on the floor or gangways. For electricity lines running across the gangways, they must be covered and protected by a cable bridge.
- f) It is forbidden to use star lights, color lights, neon signs and 500W high-power lighting in the Exhibition Hall. The advertising light boxes must have convection cooling holes. All appliances, apparatus and lighting fixtures used in outdoor displays should be rain-proof and moisture / rain / wind repellence measures should be implemented.
- g) All lighting fixtures must be kept the distance of 0.3 meter away from the exhibits.
- h) Lighting facilities inside the Exhibition Hall can not be blocked during booth construction. 0.6 meter clearance is required for safety inspection and in case of emergencies.
- i) When the electrical installation of the raw space booth is complete, the technician from the Venue and Official Booth-Fitting Contractor will do the safety inspection. The supply of electricity will only be provided if the safety electrical inspection is passed.
- j) On-site electrician from the Exhibitor or Contractor is required during show periods to ensure the safety lighting operation and in case of emergencies.
- k) Contractor working outside the designated area / site allocated and time in the Exhibition Hall is forbidden. Contractor shall be liable for any legal & financial responsibilities arising from the violations of Rules & Regulations set by the Organizer in this manual.
- l) No Exhibitor, Contractor and unauthorized person are allowed to conduct electrical installation & connection of the Electrical & Gas facilities from the Exhibition Hall. Any person who fails to obey the Rules and Regulations shall bear all the legal & financial responsibilities and penalty will be imposed for any damage caused.



Notes for failure of electricity supplies

(Please refer to Chinese Exhibitor Manual for accurate & detail specifications and requirements)

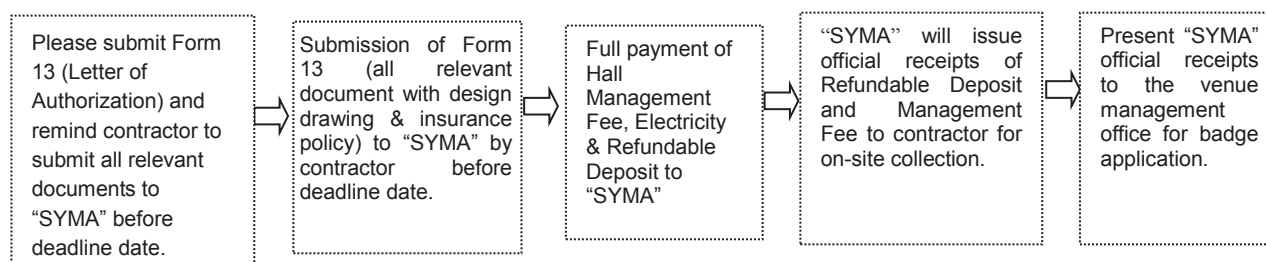
When there is a failure of electricity supply during show periods, please inform the Official Booth-Fitting Contractor of International Zone immediately. The technician from the Venue and Official Booth-Fitting Contractor will do the safety inspection on your electrical facilities. If the failure of electricity supply is caused by your electrical appliances, equipment and lighting fixtures and due to overloading, Organizer reserves the right to cease electricity supply due to safety reason.

If the failure of electricity supply is caused by the electrical facilities from the Exhibition Hall, Exhibitor will be fully liable for all the claims and damages to resume power supply from the electrical facilities of the Exhibition Hall without authorization.

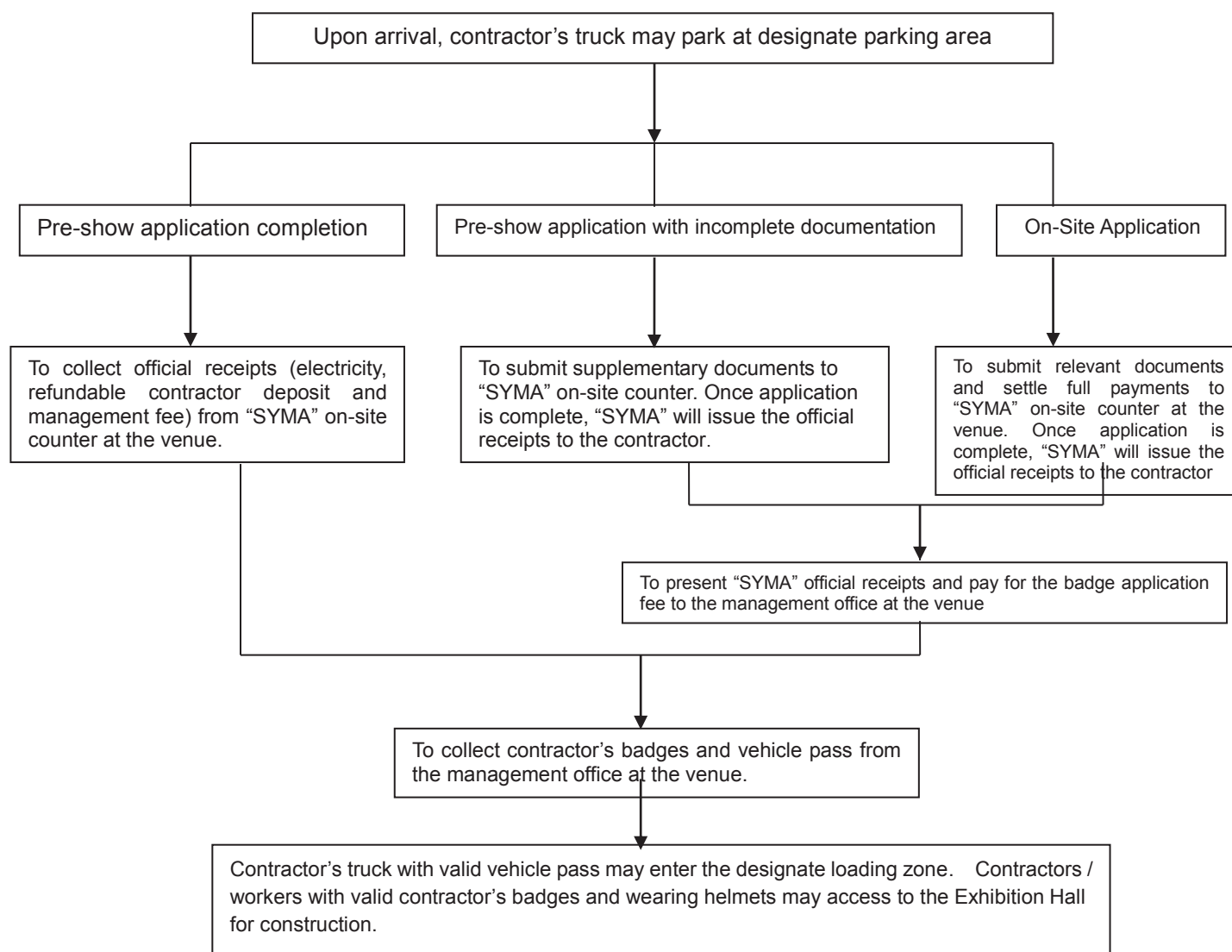
Any unsafe use of electricity and severe violation of Rules & Regulations in operation, The Organizer has the right to stop the power supply without warning and penalty is imposed on the Exhibitor.

1.2.31. Raw Space Stand

■ Badge application procedures



■ Raw Space Move-In Procedure / Flow Chart



■ Order forms checklists application for Raw Space Exhibitor / Contractor of International Zone

No	Name of Order Forms	Remarks		Submitted By	
		Order Form No.	With Company Chop	Exhibitor	Contractor
01	Letter of Authorization		√	√	√
02	Safety Commitment of Booth Construction		√		√
03	Insurance Registration Form (attached with insurance copy)		√		√
04	Raw Space Construction Application Form	Form 13	√		√
05	Rental of Facilities (Furniture & Electricity etc.)	Form 15-16	√		√
06	Business Registration Certificate		√		√
07	Specific-type Operator Certificate (Electrician) Copy		√		√
08	Booth Design Drawings		√		√

■ Raw Space Booth Design Drawing Checklists

Checklist	Requirements	Remarks
Perspective Drawing	Front View、Side View、Bird View	<p>◆ Submission to</p> <p>Contact: Ms. Li Ruoyin</p> <p>Email: bjproj-official@syma.com.cn</p> <p>Tel: +86 010 65568330 ext. 135</p> <p>Mobile: 86+ 18514472311</p> <p>On or before March 31, 2016</p>
Layout Plan	1m Grid Drawing With Dimensions	
Dimensional Plan	1m Grid Drawing With Dimensions	
Technical Drawing	With Detail Size Dimensions and Names of Construction Materials	
Electrical Drawing	Layout Plan With Power Main Location and Circuit Diagram.	

DEADLINE –March 31, 2016

- The list of Exhibitors in alphabetical order will include the following information: company name, stand number, address, telephone, fax, email, website, and company & product description.
- Company and product description will be bilingual in both Chinese & English. Please provide both versions. The Organizer will not be responsible for any translation of the text.
- **Please do not exceed 300 Chinese words/characters or 500 English words/characters. The Organizer reserves the right to amend company/product introductions in order to comply with the standard printing format of the show directions.**
- **Company Logo**
- **Please use JPG or BMP or JIF format file. File size should be below 100KB**
- **Order of exhibitor in Catalogue will be listed in alphabetical order regards to the first letter of company name.**

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1.4. Form 4. Exhibits (Required)

DEADLINE –March 31, 2016

Return to:	Bakery China Exhibition Co. Ltd. Rm. 612, Zhongkun Building, No. 59, Gaoliangqiaoxie Street, Haidian District, Beijing, 100044, P.R. China	Contact:	Ms. Christine Jiang Tel: +86-10-82191892 Fax: +86-10-82191779 Email: li.jiang@bakerychina.com
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Company Name: _____
Contact Person: _____ **Designation:** _____
Tel: _____ **Mobile:** _____
Fax: _____ **Email:** _____
Country: _____ **Website:** _____
ADDRESS: _____
Post Code: _____ **Stand No.:** _____

Please complete this form to categorize your products in the complete product list. It is designed for your business and for the buyers' convenience in finding you at the show.

1. Production technology and equipment	<input type="checkbox"/>	1	Preparation of raw ingredients and storage technology
	<input type="checkbox"/>	2	Preparing dough
	<input type="checkbox"/>	3	Transporting dough
	<input type="checkbox"/>	4	Dough dividing and forming machines
	<input type="checkbox"/>	5	Bread baking
	<input type="checkbox"/>	6	Small bread products and bread roll baking
	<input type="checkbox"/>	7	Cake and pastry baking
	<input type="checkbox"/>	8	Mooncake production techniques and equipment
	<input type="checkbox"/>	9	Ovens
	<input type="checkbox"/>	10	Oven loading and unloading and accessories
	<input type="checkbox"/>	11	Refrigeration and fermentation technology
	<input type="checkbox"/>	12	Noodle and pizza making
	<input type="checkbox"/>	13	Cutting machines
	<input type="checkbox"/>	14	Other bakery equipment
	<input type="checkbox"/>	15	Accessories
2. Raw ingredients	<input type="checkbox"/>	16	Milled products
	<input type="checkbox"/>	17	Seeds, grain products
	<input type="checkbox"/>	18	Improvers
	<input type="checkbox"/>	19	Premixtures
	<input type="checkbox"/>	20	Self-raising flours
	<input type="checkbox"/>	21	Raising agents
	<input type="checkbox"/>	22	Sourdoughs, starter cultures and concentrates
	<input type="checkbox"/>	23	Food additives
	<input type="checkbox"/>	24	Other raw ingredients
	<input type="checkbox"/>	25	Fillings, toppings, coatings and moldings
	<input type="checkbox"/>	26	Special raw ingredients
	<input type="checkbox"/>	27	Ice cream
	<input type="checkbox"/>	28	Margarine Products

	<input type="checkbox"/>	29	Animal based ingredients
	<input type="checkbox"/>	30	Mooncake ingredients
	<input type="checkbox"/>	31	Finished products
3.Logistics	<input type="checkbox"/>	32	Internal and external goods transportation
	<input type="checkbox"/>	33	Vehicles
4.Packaging technology and materials	<input type="checkbox"/>	34	Feed systems for packaging machines
	<input type="checkbox"/>	35	Packaging machines for bread rolls
	<input type="checkbox"/>	36	Bread packaging machines
	<input type="checkbox"/>	37	Disposable packaging
	<input type="checkbox"/>	38	Labels
	<input type="checkbox"/>	39	Labelling machines
	<input type="checkbox"/>	40	Other packaging machines
	<input type="checkbox"/>	41	Vacuum-pack machines
	<input type="checkbox"/>	42	Packaging materials
	<input type="checkbox"/>	43	Packaging items
	<input type="checkbox"/>	44	Sealing machines
	<input type="checkbox"/>	45	Packaging design
	<input type="checkbox"/>	46	Seals
5.Sales	<input type="checkbox"/>	47	Shop fittings and furnishings
	<input type="checkbox"/>	48	Shop fittings and accessories
	<input type="checkbox"/>	49	Advertising material
	<input type="checkbox"/>	50	Drinks and drink machines
	<input type="checkbox"/>	51	Cream and ice cream
	<input type="checkbox"/>	52	Snacks on sale
	<input type="checkbox"/>	53	Sweets and confectionary
6.Cleaning and hygiene	<input type="checkbox"/>	54	Extraction systems
	<input type="checkbox"/>	55	Waste water engineering
	<input type="checkbox"/>	56	Work clothes
	<input type="checkbox"/>	57	Tray washing machines
	<input type="checkbox"/>	58	Foreign material detectors
	<input type="checkbox"/>	59	Floor coverings and coatings
	<input type="checkbox"/>	60	Hand washing facilities
	<input type="checkbox"/>	61	Sweeping, mopping and vacuum cleaning equipment
	<input type="checkbox"/>	62	Basket washing machines
	<input type="checkbox"/>	63	Refuse separators, compactors and pressers
	<input type="checkbox"/>	64	Cleaning agents and disinfectants
	<input type="checkbox"/>	65	Pest control
	<input type="checkbox"/>	66	Sinks
	<input type="checkbox"/>	67	Dishwashers
	<input type="checkbox"/>	68	Tray trolley and baking
7. Operating sites	<input type="checkbox"/>	69	Office fittings and furnishings
	<input type="checkbox"/>	70	Planning for shop-fitting
	<input type="checkbox"/>	71	Production and operating site planning
8.Energy, ventilation	<input type="checkbox"/>	72	Waste air purification systems

and air-conditioning technology	<input type="checkbox"/>	73	Ventilation devices
	<input type="checkbox"/>	74	Energy advisors
	<input type="checkbox"/>	75	Energy management
	<input type="checkbox"/>	76	Dehumidifiers
	<input type="checkbox"/>	77	Air purification systems
	<input type="checkbox"/>	78	Ventilators
	<input type="checkbox"/>	79	Heat recovery
9.Information technology	<input type="checkbox"/>	80	Trade software
	<input type="checkbox"/>	81	Printers and poster printers
	<input type="checkbox"/>	82	Photo printing
	<input type="checkbox"/>	83	Internet service
	<input type="checkbox"/>	84	Tills, till systems
	<input type="checkbox"/>	85	Control systems
	<input type="checkbox"/>	86	Stock management system
	<input type="checkbox"/>	87	Goods management systems
	<input type="checkbox"/>	88	Time recording systems
10.Process optimization	<input type="checkbox"/>	89	automation
	<input type="checkbox"/>	90	Distribution management
	<input type="checkbox"/>	91	Production management
	<input type="checkbox"/>	92	Production planning
	<input type="checkbox"/>	93	Product improvers
	<input type="checkbox"/>	94	Quality management
	<input type="checkbox"/>	95	Robotics
	<input type="checkbox"/>	96	Other process optimization options
	<input type="checkbox"/>	97	Traceability of goods
11.Laboratory and measuring instruments	<input type="checkbox"/>	98	Measuring instruments
	<input type="checkbox"/>	99	Other laboratory equipment
12. Services	<input type="checkbox"/>	100	Training and further training
	<input type="checkbox"/>	101	Associations and organizations
	<input type="checkbox"/>	102	OEM/ODM
	<input type="checkbox"/>	103	Science and research
	<input type="checkbox"/>	104	Government organization
	<input type="checkbox"/>	105	Other service
13.Media Publications &	<input type="checkbox"/>	106	Specialist books
	<input type="checkbox"/>	107	Trade journals
	<input type="checkbox"/>	108	Other publications
	<input type="checkbox"/>	109	Internet
	<input type="checkbox"/>	110	Advertisement
14.Others (Please fill in)	<input type="checkbox"/>	111	Others (Please fill in)

1.5. Form 5. Directory of Exhibiting Products (Required)**DEADLINE –March 31, 2016**

- Please fill in this form correctly and accordingly.
- Press “Add” to add more products.
- Information with “*” is required to fill in.
- All certification should be authentic.
- Introduction of Product: please do not exceed 300 Chinese words/characters or 500 English words/characters.
- Please use JPG or JPEG or JIF format file. File size should be below 200KB

Date:

Update Times:

Company Name:	
Product Manager:	Tel:
Mobile:	Email:
Fax:	Add:
Product Name:	
Category:	
<input type="checkbox"/> QS:	<input type="checkbox"/> Others:
Edit	
Product Introduction	
Pictures	

1.6. Form 6. Exhibitor Badge (Required)**DEADLINE –March 31, 2016**

Return to: Bakery China Exhibitions Co. Ltd Rm. 612, Zhongkun Building, No. 59, Gaoliangqiaoxie Street, Haidian District, Beijing, 100044, P.R. China	Contact: Ms. Christine Jiang Tel: +86-10-82191892 Fax: +86-10-82191779 Email: li.jiang@bakerychina.com
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Company Name: _____**Contact Person:** _____ **Designation:** _____**Tel:** _____ **Mobile:** _____**Fax:** _____ **Email:** _____**Country:** _____ **Website:** _____**ADDRESS:** _____**Post Code:** _____ **Stand No.:** _____**Facial Name Board English:** _____**Facial Name Board Chinese:** _____

- Badges can only be picked up along with the Exhibitor Bag at the Exhibitor Service Center during the build-up period from 8 to 10 May, 2016.

Exhibitor Registration Date & Time	May 8, 2016	13:30 ~ 17:30
	May 9, 2016	09:00 ~ 17:30
	May 10, 2016	09:00 ~ 17:30

- You are having _____ exhibitor badges now. (Every 3sqm/one badge)**
If you need extra badges, please kindly fill in the form below online. If you are applying badges for your invited customers, please kindly fill in Form 7.
- For security and safety reasons, the Organizer will not send out any exhibitor badges in advance.
- During the build-up and the exhibition, everyone is required to wear a relevant badge. No exhibitor or contractor will be allowed to enter the exhibition hall without a badge. Please cooperate with the security guards at all times. Transferring, altering or selling official badges is strictly prohibited.
- Please fill in the form below for all badges in need.
- Please deliver all the badge information as below including the additional badge information.

Name	Job Title

- Only Company names, booth number, and country will be printed on the exhibitors' badge.**

1.7. Form 7. Apply Badges for Your Guests (Optional)**DEADLINE: March 31, 2016**

- Please fill in the form below for your clients, partners, or other personnel invited to Bakery China Exhibition. Visitor badges will be prepared beforehand.

Name	Company Name	Tel	Email	Position	Country

1.8. Advertising**DEADLINE: April 10, 2016**

1. Printing					
<u>No.</u>	<u>Item</u>	<u>No.</u>	<u>Ad. Location</u>	<u>Price (RMB)</u>	<u>Format (mm W * mm H)</u>
1-1	Catalogue	3500	Back Cover	25000	210 *285
			Inside front cover	15000	
			Inside back cover		
			Flyleaf		
			Colorful full page	7000	
1-2	Guidebook	100000	Back cover	18000	135*243
			Insert cover	15000	
1-3	Ad on Guidebook	100000	On Floorplan pages of Guidebook	8000	130*60
1-4	Preview	100000	Back cover	12000	150*210
			Insert cover	10000	
1-5	Visitor Badge	100000	Back cover of visitor badge	120000	10.3*7.6
1-6	Ticket	100000	Back cover of ticket	20000	210*95
2. Onsite Advertising					
<u>No.</u>	<u>Item</u>	<u>Ad. Location</u>	<u>Quantity</u>	<u>Price (RMB)</u>	<u>Format (m W * m H)</u>
2-1	Street Flag	Longyang Rd Fangdian Rd Huamu Rd	100 sets	600/sets/ two-sided	0.6 * 1.5
2-2	Inflated Archway	South Square	4	20000	Length 18
2-3	Movable Ad outdoor Board (large)	South/North Square	23+2	26000	8* 5
2-4	Movable Ad outdoor Board (small)	(W1-W5, E1-E7)	12	26000	8* 5
2-5	Banner	1 Entrance Hall	11	28000	3 * 6
2-6	Hall Guidance	Inside square (W1-W5, E1-E7)	26	22000	5*5 (Ad area: 3*4)
2-7	Scrolling Panel Ad.	South Square	4 sets	20000	3 *1.4 *4 sets
2-8	Hanging Banner (I)	Connecting Corridors	58	3000/side	5*0.7
2-9	Hanging Banner (II)	Corridors connecting 1 Entrance Hall to E1, 3 Entrance Hall to E7	13	2600/side	3.5*0.7

2-10	Sign Post	Out-Hall Corridor	26	2600/side	0.9*1
2-11	Exhibitor Location Guide	In Hall	52	2600/side	0.9*1
2-12	Carpet Sticker	In Hall	10/Hall	2800	2*1

3. Electrical-Powered Car, Total: 4

	<u>Item</u>	<u>Price (RMB)</u>	<u>Format (cm W * cm H)</u>	<u>Rmks</u>
3-1	Set-Top Triangle Board (Alloy Frame)	10000	240*70	Get Free Sticker Places on Front and Rear Triangle Faces
3-2	Set-Top LED Display	6000	128p W*128p H	Mono-color
3-3	Rear-End Sticker (KT)	3000	130*90	Plug-in Type Alloy Frame
3-4	Car Seats Sticker (6 facets)	1000	45*45	Display in words and numbers recommended
3-5	Car Seats Cover (5 rows)	5000	120*45	Freedom of choice of seat cover materials
3-6	Engine Cover Logo Sticker	800	120*35	The places are splittable and can have various layouts
3-7	Blinder * 4	2000	145*110	Mesh Cloth Printing
3-8	Seat-Back Hanging Acrylics Box * 4	1000	28*45	Capacity per Box: 80 papers of A4 size
3-9	Above Places All-Inclusive	28000		Total No.: 4

4. Online Advertising

<u>No.</u>	<u>Item</u>	<u>Ad. Location</u>	<u>Quantity</u>	<u>Price (RMB)</u>	<u>Format (Pixel)</u>
4-1	Banner of confirmation letter for visitor pre-registration		30000	10000	235 W * 163 H
4-2	Website ad.	Slide show on homepage	1	30000	1423 W * 450 H
		Logo in Exhibitors on homepage		10000	104 W* 67 H
		Industrial news		5000/news	Title on homepage (within 15 characters)
4-3	E-newsletter		200000	10000	Within 5 pictures (including 5) /E-newsletter (Picture size should be below 0.5M)
4-4	News on Wechat (Mono News)	Wechat ID: BakeryChina		10000/piece	720 W * 400 H
4-5	News on Wechat (Multi News, not Headline)	Wechat ID: BakeryChina		5000/piece	Content: within 5 pictures (incl. 5) and every pic should be below 300 kb

- Deadline for submission of contents: March 31, 2016.
- The format for the advertisement graphics: **TIF or AI or PSD or JPG or PDF**
- Advertisement resolution: **300dpi**
- Printing area on catalogue: **210×285mm (without 3mm bleeding)**
- Working time of scrolling panels: 09:00 ~ 17:00, with 30seconds interval.
- Onsite ad.is same as the exhibition period.
- Organizer bears no responsibility for exhibitors' delay of contents submission and has the right of final interpretation.
- This application form is not the official contract.

☐ I want this service. ☐ I don't want this service.

1.9. Form 9. Conferences & Seminars (Optional)**DEADLINE: April 10, 2016**

During the show, conference and seminar rooms are available for the Exhibitors to arrange meetings with their clients, or do presentations. Please refer to the meeting room lists on the next two pages and contact:

Return to:	Bakery China Exhibitions Co.Ltd	Contact:	Ms. Christine Jiang
Address	Rm. 612, Zhongkun Building, No.	Tel:	+86-10-82191892
	59, Gaoliangqiaoxie Street, Haidian	Fax:	+86-10-82191779
	District, Beijing 100044, P.R. China	Email:	li.jiang@bakerychina.com

Table of the meeting halls and Capacity

N o	Rm No.	Ares (sqm)	Style	Capacity (Seats)	Standard Configuration				Unit	Price (RMB)
VIP Rm (SVR: South VIP Rm, EVR: East VIP Rm, VR: VIP Rm)										
1	SVR		Whole Room	51	During Opening Ceremony, on and before 10:00am				Time	4,000
2	SVR		Half Room	23	During Opening Ceremony, on and before 10:00am				Time	3,000
3	SVR		Whole Room	51	No refreshments				Day	10,000
4	EVR		Whole Room	24	During Opening Ceremony, on and before 10:00am				Time	4,000
5	EVR		Whole Room	24	No refreshments				day	10,000
6	VR				Refreshments provided				Person/time	80
MEETING Rm										
N o	Rm No.	Area (sqm)	Style	Capacity (Seats)	Standard Configuration				Unit	Price (RMB)
					Des k	Black board	Micro phon e	Water (barrel)		
7	W1-M1	110	Theater	64	1	1	2	1	4hrs/time/Rm	4,000
8	W2-M2	110	Theater	64	1	1	2	1	4hrs/time/Rm	4,000
9	W2-M3	110	Theater	64	1	1	2	1	4hrs/time/Rm	4,000
10	W3-M4	110	Class	40	1	1	2	1	4hrs/time/Rm	4,000
11	W3-M5	110	Theater	64	1	1	2	1	4hrs/time/Rm	4,000
12	W4-M6	110	Theater	64	1	1	2	1	4hrs/time/Rm	4,000
13	W4-M7	110	Theater	64	1	1	2	1	4hrs/time/Rm	4,000
14	W5-M8	110	Theater	64	1	1	2	1	4hrs/time/Rm	4,000
15	W2-M9	220	Theater	160	1	1	6	1	4hrs/time/Rm	6,500
16	W3-M10	220	Class	120	1	1	6	1	4hrs/time/Rm	6,500
17	E1-M11	75	Theater	60	1	1	2	1	4hrs/time/Rm	3,000
18	E1-M12	75	Theater	60	1	1	2	1	4hrs/time/Rm	3,000
19	E1-M13	101	Theater	64	1	1	2	1	4hrs/time/Rm	4,000

20	E2-M14	101	Class	40	1	1	2	1	4hrs/time/Rm	4,000
21	E1-M15	232	Theater	160	1	1	4	1	4hrs/time/Rm	6,500
22	E1-M16	232	Theater	160	1	1	4	1	4hrs/time/Rm	6,500
23	E1-	464							4hrs/time/Rm	12,000
24	E2-M17	232	Class	120	1	1	4	1	4hrs/time/Rm	6,500
25	E2-M18	232	Theater	160	1	1	4	1	4hrs/time/Rm	6,500
26	E2-	464							4hrs/time/Rm	12,000
27	E2-M19	292	Theater	220	1	1	4	1	4hrs/time/Rm	8,000
28	E2-M20	90	Theater	64	1	1	2	1	4hrs/time/Rm	4,000
29	E3-M21	105	Class	40	1	1	2	1	4hrs/time/Rm	4,000
30	E3-M22	105	Theater	64	1	1	2	1	4hrs/time/Rm	4,000
31	E3-M23	240	Class	120	1	1	4	1	4hrs/time/Rm	6,500
32	E3-M24	220	Theater	160	1	1	4	1	4hrs/time/Rm	6,500
33	E4-M25	105	Theater	64	1	1	2	1	4hrs/time/Rm	4,000
34	E4-M26	105	Class	40	1	1	2	1	4hrs/time/Rm	4,000
35	E4-M27	220	Theater	160	1	1	4	1	4hrs/time/Rm	6,500

*Conference rooms and offices for other purposes is not allowed.

*Posting, hanging or removing the furniture in the meeting rooms or offices are not allowed.

*Booking of conference rooms and offices will be closed on April 10th, 2016. Late booking will be subjected to a 50% surcharge.

*Due to force majeure factors led to a disuse of conference rooms and offices, or any other results, the exhibition organizer assumes no responsibility.

*Exhibition organizer reserves the right of final explanation to the above mentioned service and quotes.

☐ I want this service. ☐ I don't want this service.

1.10. Form 10. Time-Table of On-Site Operations (Required)

Move In	Date / Time
Official Contractor Move In	May 8, 2016 / 13:30 p.m.
Exhibitor Registration / Building Up	May 8, 2016 / 13:30 p.m.
Raw Space Contractor Move In	May 8, 2016 / 13:30 p.m.
Shell Scheme contractor Move In	May 10, 2016 / 09:00 a.m.
All Decoration Done / Cleaning Up	May 10, 2016 / 22:00 p.m.

Move Out	Date / Time
Switch Off Power & Tear-Down	May 14, 2016 / 15:00 p.m.
Exhibit Package Move In	May 14, 2016 / 15:30 p.m.
Return Of Furniture Rental	May 14, 2016 / 15:30 p.m.
All Exhibits Or Booths Removal Completed	May 14, 2016 / 22:00 p.m.

Important Notice

1. The Exhibition Hall will be opened for booth building purposes during the time period listed above. If need to work overtime, exhibitors or contractors can apply to official contractor and pay for the fee (Refer to Form 13). In addition, notice must be given to official contractor by 16:00 of that day if overtime work is required so that the necessary security and electrical staff can be arranged.
2. A senior representative from each exhibiting company is requested to present at the Exhibition Centre.
3. All utility services to booths such as water supply, electricity, telephone lines, compressed air etc., will be cut off at 15:00 on May 14, 2016. On closing night, May 14, 2016, the Hall will remain open until 22:00 for the removal of hand-carried goods. We strongly recommend that at least one member of your staff should be on your booth at that time to ensure the safety of your displays whilst dismantling is taking place.
4. The above schedule is correct at the time of launching the Online Manual. An updated copy will be available from the Exhibitor Service Centre during the build-up period. Information regarding opening ceremony, press briefings, any VIP or delegates visits, meetings and social events will be issued either shortly before, or when you arrive at the shows.

1.11. Penalty System for Violation of Rules & Regulations

Penalty is composed by the Organizer if contractors who violate the Rules & Regulations during booth construction.

1. Full deposit payment (100%) will be forfeited due to below reasons :
 - a) Contractors do not abide by the Rules & Regulations and causing the fall of booth structure, death & injury to any person and fire hazard etc., during move-in, move-out and show periods shall bear all the legal liabilities and financial responsibilities. 100% of deposit will be deducted and shall liable to compensate all the financial & economical losses incurred, directly and indirectly, to the Organizer, Hall Management Office and Official Booth-Fitting Contractor.
 - b) No safety measures are taken to ensure the safety & stability of the booth structure during on-site booth construction.
 - c) Early move-out which is not in accordance with the time schedules set by the Organizer in this manual. No prior move-in/out is allowed.
2. 50% of deposit payment will be deducted due to the following reasons. The Organizer reserves the right to request the cease of booth construction & immediate modifications on-site are necessary.
 - a) The booth construction exceeds 4.5 meter height limitation.
 - b) The booth construction exceeds the boundaries of the designated booth area.
 - c) The booth construction is under Fire Curtain and store of construction materials etc., in the Exhibition Hall.
 - d) Fire protection system, gas & electricity facilities, public gangway and emergency exist etc., are blocked by the construction booth.
 - e) Suspension or hanging objects from the ceiling, pillars and other structural parts in the Exhibition Hall to your booth structure are found.
 - f) Public gangway and fire passage are occupied by your construction materials & equipment during move-in period.
 - g) Booth structure is not properly dismantled during move-out period. Pulling down the booth structure directly without taking safety measures is unacceptable and not allowed.
3. Penalty of RMB5,000 is imposed for the following reasons :
 - a) Contractors do not make arrangement to locate functional fire extinguishers inside their booths.
 - b) The external back wall, higher than 2.5m, where facing neighboring stand is not well decorated or finished in plain white board or cloth.
 - c) Using elastic fabric and other combustible materials for construction.
 - d) Not using tempered glass for booth decoration & construction.
 - e) Using combustible and explosive materials.
 - f) Naked flame is used without authorization from the Exhibition Hall.
 - g) Violation of safety use of electricity rules & regulations.
 - h) Waste materials and rubbish are left behind and not disposed properly during move-out period.
4. Penalty of RMB3,000 is imposed per incident / person for the following reasons :
 - a) On-site safety patrol supervisor unattended during move-in period.
 - b) Workers without holding "specific-type operator certificate" (such as electrician) during booth construction.
 - c) Smoking inside the Exhibition Hall.
5. Penalty of RMB1,000 is imposed per incident / person for the following reasons :
 - a) Workers without wearing safety helmet when engaging in work inside the Exhibition Hall.
 - b) Workers without wearing harness working at height 2 meter or above.
 - c) Workers without valid working badge during move-in & move-out periods.

1.12. Management Rules & Regulations for Raw Space

a) Main Rules & Regulations:

- i) All contractors must abide by the Rules & Regulations of "Large Scale & Social Event Safety Activities Management Ordinance", "Exhibition, Event Activities Fire Prevention & Management Ordinance" in the city of Exhibition. They shall strictly comply with the "Rules & Regulations for Raw Space Booth Construction and relevant terms & conditions set by the Organizer in the Exhibition Hall.
- ii) Organizer reserves the right to reject the booth design which it deems inappropriate to the show and request Exhibitors / contractors to alter the booth design if, in the opinion of the Organizer, their booth construction causes obstruction, instability of structure and faulty design are found. Warning & Penalty are imposed by the Organizer if the Rules & Regulations are not strictly obeyed and followed
- iii) Should there be any consequences due to the contractor's failure to abide by the Rules & Regulations, the contractor shall bear all legal responsibilities and to compensate all the financial & economical losses incurred, directly and indirectly, to the Organizer, Hall Management Office and Official Booth-Fitting Contractor.

b) Raw Space Construction Application and Contractor Deposit

- i) Please refer to the application procedures and pay for the relevant fees set out in this manual before commencing booth construction.
- ii) Contractors are required to lodge with the Official Booth-Fitting Contractor "BEIJING SYMA CO., LTD." A refundable deposit. Any violation of Rules & Regulations will result in the contractor's deposit being partially or totally forfeited. The deposit will be refunded if no violation to Rules & Regulations and no damages to the Exhibition Hall's facilities is found, and all rubbishes generated from construction have been disposed and cleared properly.

c) Personnel Management

- i) Contractors shall designate a person as a safety patrol supervisor, with arm badge, who is readily recognizable at site to in charge for daily safety supervision and take precautions measures for fire prevention.
- ii) All workers must wear safety helmet when engaging in work inside the Exhibition Hall. When working at height of 2m or above, workers must wear safety harness.
- iii) All workers must apply for contractor's working badge directly from the venue (SNIEC). Working badge is for each individual worker and is non-transferable. Workers without valid working badge issued by SNIEC will not be allowed to commence any construction work inside the Exhibition Hall.
- iv) Contractors are required to have your own electricians and carpenters for on-site duty during show periods in case of emergencies.

d) Safety Booth Structure

- i) The height limitation for one storey booth construction is 4.5 meter. Besides, for the external back wall where facing neighboring stand must be well finished in plain white board or cloth. But, it cannot display any company name, or product name or related publicity materials. The Organizer will not accept unfinished wall exposes to neighboring stand.
- ii) The construction of booth structure must be safe and stable and it must not exceed the boundaries of the designated booth area.
- iii) No nailing, drilling, painting, use of strong adhesive tapes and chemical on the floor, ceiling, pillars and other structural parts in the Exhibition Hall.
- iv) Suspension or hanging objects from the ceiling, pillars and other structural parts in the Exhibition Hall is not permitted.
- v) All construction materials must be fire retardant and fire-proof painting shall be sprayed on the surface of wooden booth structure.
- vi) All glass decoration booths must be in tempered glass material.
- vii) All construction materials must meet the ecological and green environment requirements. A qualified inspection certificate is required.

e) Safety Use of Electricity

- i) Electrician must hold a valid and qualified "specific-type operator certificate", wear insulation rubber

shoes and abide by the safety Rules & Regulation for electrical installation & connection in the Exhibition Hall.

- ii) No flashing / blinking lights or neon-signs will be permitted. All lighting fixtures must meet the safety rules & regulations and 0.5 meter distance is kept away from flammable materials.

f) Safety Fire Prevention

Fire extinguishers, with inspection certificate, are requested to place inside the booth. For booth size is less than 50sqm, 2 no. of fire extinguishers are required. For booth size is more than 50sqm, every 50sqm requires 1 no. of fire extinguisher. (for additional area less than 50sqm will still be considered as 50sqm which is the minimum standard)

- i) All materials used for the booth construction and installation must meet the requirements of "Building and Interior Safety Decoration Rules & Regulations", the Fire Prevention Law of the People's Republic of China. and any other structures must be entirely non-combustible with a burning diffusion rate of not less than B1 The use of elastic fabric is prohibited.
- ii) No explosive, flammable and any other hazardous materials are allowed in the Exhibition Hall. Naked fires are not permitted.
- iii) Fire protection system, gas & electricity facilities, public gangway and emergency exist etc., can not be blocked & occupied by the construction materials & equipment.
- iv) The booth construction under Fire Curtain is not allowed in the Exhibition Hall.
- v) Smoking is strictly prohibited in the Exhibition Hall
- vi) Wasted materials and rubbishes must be disposed properly during move-out period.

g) Security

- i) The Contractor is responsible to safe-guard your own construction equipment and materials for the prevention of theft.
- ii) The use of construction equipment and tools from other Contractor without authorization is strictly forbidden.
- iii) In case of any disputes during construction and installation, the Contractor is liable to reach a satisfactory solution between the two parties in order to avoid any criminal behavior. (e.g. fighting)
- iv) The Contractor may move out the construction equipment, tools and materials etc., by obtaining a move-out permit issued by the Organizer.

h) Move-Out Arrangements

- i) The Contractor shall abide by the Move-Out Arrangements set out in this manual by the Organizer. No early move-out is allowed.
- ii) No barbaric dismantling or pulling down the booth structure directly without taking safety measures is permitted in the Exhibition Hall.
- iii) All left behind waste materials and rubbish must be disposed and clear properly.
- iv) The Venue Management Office and the Official Booth-Fitting Contractor will conduct an inspection check by the end of move-out period. If damage is found against the facilities of the Venue and waste materials are not properly disposed by the Contractor, penalty system will be imposed under the provisions set out in this manual.

i) Insurance

The contractors must apply for "Public Liability" and "Employer's Liability" insurance in respect of death and injury to any person, or loss or damage to property arising out of the booth construction. The coverage of Insurance should include risks against fire, water, theft, accidents, natural calamities or any other causes. The sum of indemnity in aggregate shall not be less than RMB4, 000,000 (Four Million Yuan) against public liability for any one accident, and RMB300, 000 (Three Hundred Thousand Yuan) for each person for any one accident.

2. OFFICIAL BOOTH-FITTING, FREIGHT FORWARDER CONTRACTOR SERVICE

2.1. Form 13. Stand Construction_Raw Space (raw space required)

DEADLINE: Mar. 31, 2016

Return to:	BEIJING SYMA EXHIBITION ENGINEERING CO., LTD.	Contact:	Ms. August Li (ext. 136)
Add:	32 nd Floor, Inspiring Space,	Mobile:	+86-18514472311
	No.25, Ganluyuan Nanli,	Tel:	+86-10 65568330
	Chaoyang District, Beijing	Fax:	+86-10 65568331
		Email:	bjproj-official@syma.com.cn

Booth No.:	Area:
Company Name:	
Contact Person:	Country:
Tel.:	Add:
Fax:	Post Code:
Email:	Website:

Contractor's Information

Name of Contractor Company:			
Add:			
Contact Person:		HP:	
Tel:		Fax:	

Hall Management Fee

This should be paid to SNIEC

Contractor Badge

This should be paid to SNIEC

Fire Extinguisher

2 nos. for each 50sqm , prepared by contractor or rent from SNIEC

Cleaning and Construction Deposit

10000 RMB / Booth

Rmks: The receipt of deposit needs signed and sealed by BEIJING SYMA EXHIBITION ENGINEERING CO., LTD after stand check and no problem is found. When you are making a refund, please take signed and sealed receipt of deposit with you. If not, deposit will not be refunded. Please note: The deposit is paid by cash on site, and refunded on site also.

Work Over Time Charge

A. Raw Space

Before 22:00	RMB 1500 / hour /1000m ²
After 22:00	RMB 2800 / hour /1000m ²

Rmks: Application to official contractor should be made before 15:00 every day. Staff no. and contact person needs provided.

The procedure notice for your booth contractor

1. Please send us both this form and form 15 which is for the electricity box, etc.
2. Please send us the whole set of booth designs, booth size and the location of the electricity box.
3. The fee related to Form 15, such as electricity box fee should be paid before move-in, and copy of remittance receipt needs sent back to us for reference.

Remark:

All document submitted from 00:00 April 1st to 24:00 April 10th, 2016 will have a 30% surcharge.
From April 10th 2016 and on-site will have a 50% surcharge.

2.2. Form 14. Stand Construction_Shell (Facial Board) (Shell required)**DEADLINE: Mar. 31, 2016**

Return to: BEIJING SYMA EXHIBITION
ENGINEERING CO., LTD.
Add: 32nd Floor, Inspiring Space,
No.25, Ganluyuan Nanli,
Chaoyang District, Beijing

Contact Person: Ms. August Li (ext. 136)
Tel: +86 10 65568330
Fax: +86-10 65568331
Email: bjproj-official@syma.com.cn

Booth No.:

Area:

Company Name:

Contact Person:

Country:

Tel.:

Add:

Fax:

Post Code:

Email:

Website:

FASCIA NAME

a. in Chinese (within 20 character)

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b. in English (within 40 character)

Rmks:

1. This is for shell scheme only.

- Please fill in the form clearly, exhibitor shall take all the responsibility for the charges caused by scribbling.
- All English characters will be capitalized.
- Please fill in the form before the deadline. Otherwise, the fascia name will be produced by the name provided to exhibition organizer. Onsite revision of fascia name will be charged RMB 220 per fascia.

Furniture Entitlement

Item \ SQM						
	9	12	15	18	27	36
Information counter	1	1	1	2	3	4
Square Table	1	1	1	2	3	4
Black leather chair	4	4	6	8	12	16
Waste Paper Basket	1	1	1	2	3	4
100W long-arm spotlight	3	4	4	6	9	12
13A/220V Socket	1	1	1	2	3	4

(Rmk : Double open face booth has 2 fascia boards, and three open face booth has 3 fascia boards.)

Rmks: 1. No refunds or financial credit will be issued for any unused package elements or any ordered furniture.

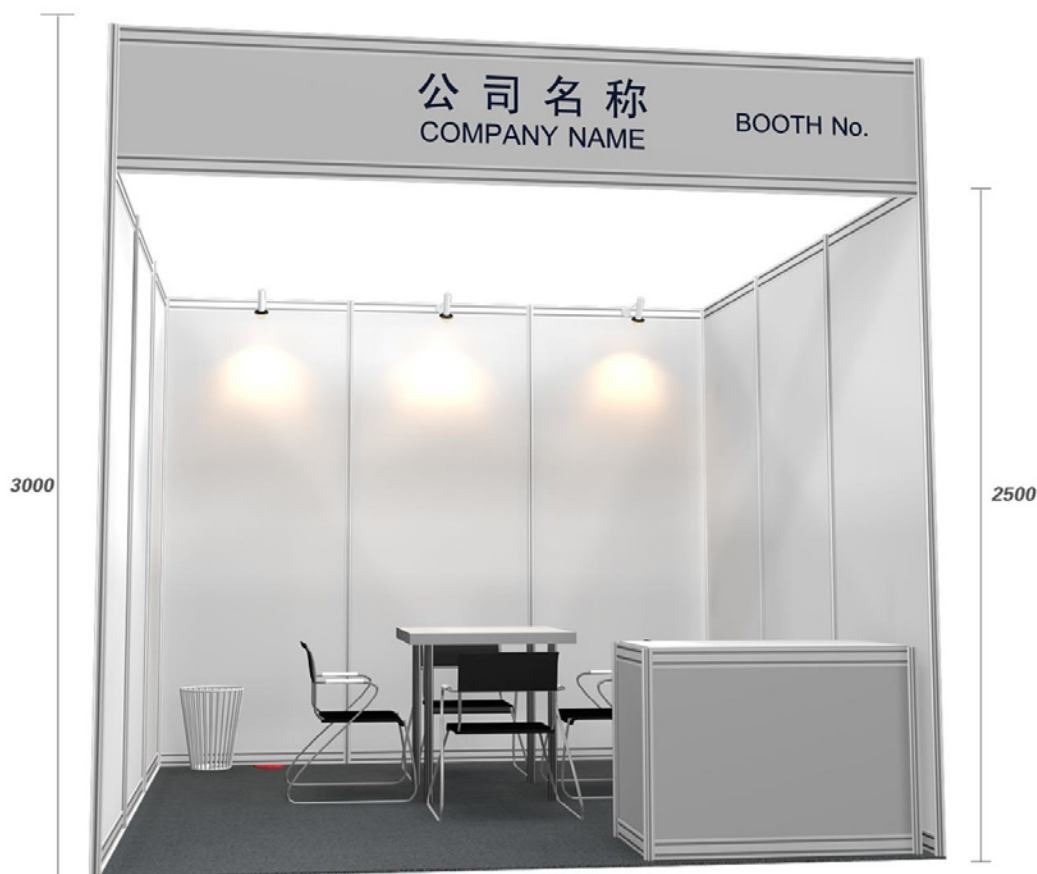
- If other art work or stand remodeling is required, please contact SYMA as early as possible. Please note that extra service cost might be charged.
- If you need any extra power lines other than the included standard 500W one, please fill in Form 15 (Main power) or Form 16 (Electrical) at your earliest convenience.
- Late orders from 00:00 April.1st to 24:00 April.10th, 2016 will have a 30% surcharge. Orders from April. 10th 2016 and on-site will have a 50% surcharge.

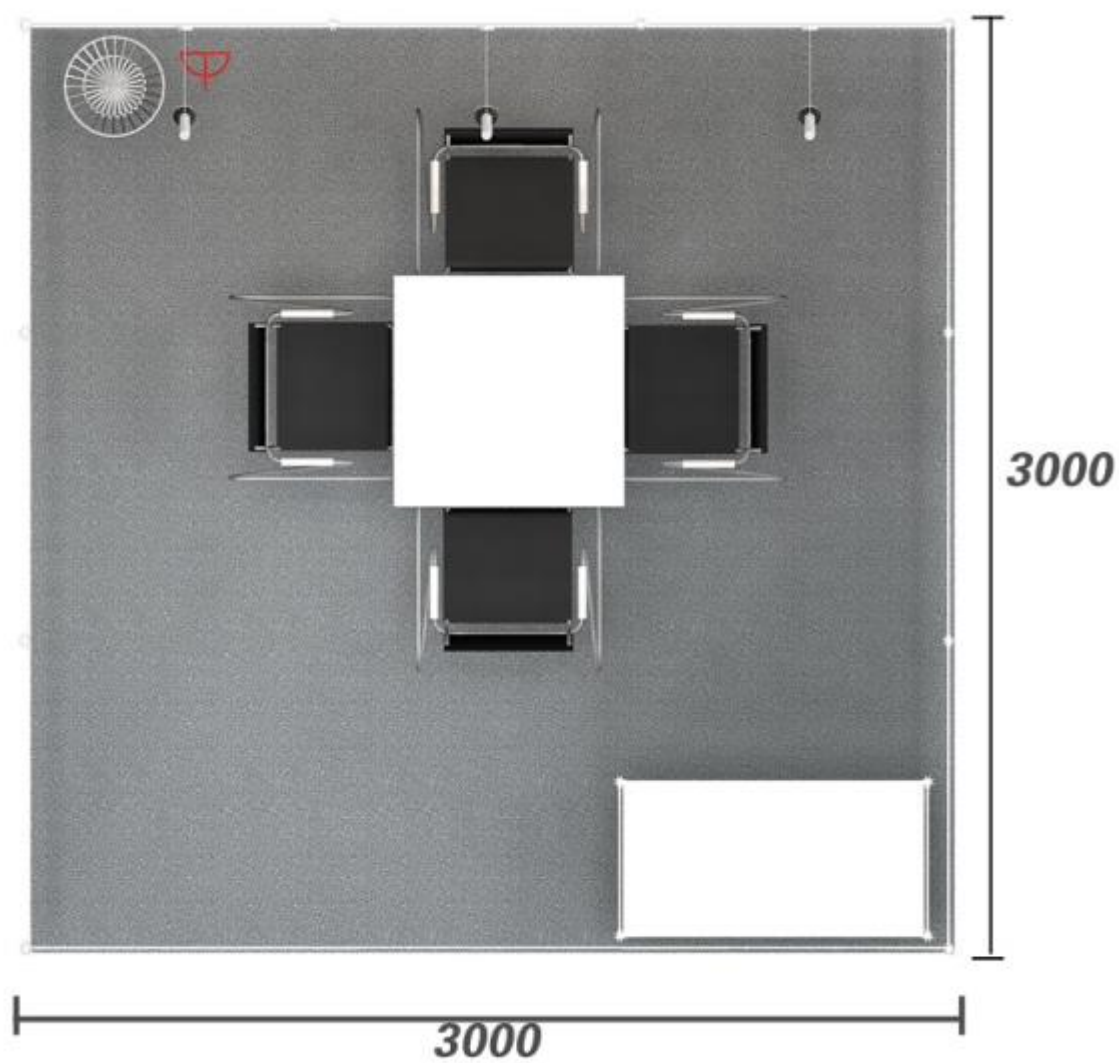
Shell Scheme Specification

Floor	All stands have needle punched carpet.
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Walling	<p>Dimensions of each panel: 2500mmH×1000mmW</p> <p>White vinyl covered infill panels set in aluminum frame. No fixings, fixtures or modifications are allowed to be made to these walls.</p> <p>Each panel can take a maximum weight of 4 kg. The displaying capacity size of each full panel is 2340mmH×950mmW.</p>
Fascia	<p>Size of each fascia: 3000mmL×500mmH</p> <p>Placement: The height to 2500mmH from the floor.</p> <p>Color: White vinyl covered infill panels set in aluminum frame. Poster is available for the fascia.</p> <p>The display size of each full fascia is 2920mmL×360mmH.</p> <p>NB: All the installation and dismantling must only be operated by SYMA professionals using SYMA provided materials.</p>
Name board	<p>Your company name in English and Chinese (if available) can be fitted onto the fascia.</p> <p>Each fascia name board can hold one set of company name in both English and Chinese in blue.</p> <p>NB: Please type or print your company name clearly in CAPS in the form.</p>
Electricity	<p>Lighting: 3 x 100W long-arm spotlights are placed on the top of the wall. The socket: 1 x 500w socket will be placed under the wall (Lighting and machine connection is prohibited).</p> <p>The numbers refer to each standard 9sqm Shell Scheme booth.</p>
Furniture	<p>A complete set of furniture is available to enhance and decorate your booth. Exhibitors are advised to order any additional furniture immediately to avoid disappointment and payment of any applicable surcharges.</p> <p>Extra requirements should be filled in Form 16 before the deadline of submission.</p>
<p>NB: Corner stands will only have two walls constructed, i.e. two-open sides.</p> <p>All the furniture and lights in your booth will be installed as the booth location and our standard, any special requirements please tell us before the deadline, any change onsite will subject to a 50% charge of the rental price</p>	

Standard Shell Scheme





2.3. Form 15. Stand Construction_Electrical Appliance (Optional)**DEADLINE: Mar. 31, 2016**

Return to:	BEIJING SYMA EXHIBITION ENGINEERING CO., LTD.	Contact:	Ms. August Li (ext. 136)
Add:	32 nd Floor, Inspiring Space, No.25, Ganluyuan Nanli, Chaoyang District, Beijing	Mobile:	+86-18514472311
		Tel:	+86 10 65568330
		Fax:	+86-10 65568331
		Email:	bjproj-official@syma.com.cn

Booth No.:	Area:
Company Name:	
Contact Person:	Country:
Tel.:	Add:
Fax:	Post Code:
Email:	Website:

A. ELECTRICAL APPLIANCE

Item	Item No.	Description	Unit Price (RMB)	Qty	Total
Main power	EM35	15A/380V 3/P main power (normal)	1,610		
	EM36	30A/380V 3/P main power (normal)	2,590		
	EM37	60A/380V 3/P main power (normal)	4,560		
	EM38	100A/380V 3/P main power (normal)	7,550		
	EM39	15A/380V 3/P main power (24hours)	1,970		
	EM40	30A/380V 3/P main power (24hours)	3,310		
	EM41	60A/380V 3/P main power (24hours)	6,000		
	EM42	100A/380V 3/P main power (24hours)	9,950		
Air-compressor	FA01	0.5 - 5HP (≦0.4m ³ /min & 8-10kgf/cm ²), dia10mm	4,550		
	FA02	6 - 9 HP (≦0.9m ³ /min & 8-10kgf/cm ²), dia19mm	5,200		
Water Supply	FA05	Water supply for sink unit	3,520		
	FA06	Water supply, inc In and outlet for machine	5,120		
Telephone & Fax equipment	FA09	Domestic Direct Dialing (1000 for deposit)	1,040		
	FA10	International Direct dialing line(4000 for deposit)	2,990		
	FA11	1M (Fiber-based), Public static IP address	4,420		
	FA12	Fax machine roll paper type (incl.24 hrs socket, Telephone line excluded)	768		
Hanging point	FA20	Hanging point fee -- in hall (for construction only) per each point, incl. the genie lift, excl. all accessories, max. loading 200kg/point	2,340		

Hanging point	FA21	Hanging point fee for banner - in hall - (max. size for banner, 2.00 × 5.00m) incl. the genie lift, excl. all accessories	≦5 sqm (per piece)	4,400		
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	FA22	Hanging point fee for banner - in hall - (max. size for banner, 2.00 × 5.00m) incl. the genie lift, excl. all accessories	> 5 sq.m (per sqm)	880		
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Rmks:

1. Please transfer all the fees to the account of BEIJING SYMA EXHIBITION ENGINEERING CO., LTD. And copy of remittance receipt needs sent back to us for reference. Late orders from 00:00 April.1st to 24:00 April.10th, 2016 will have a 30% surcharge. Orders from April. 10th 2016 and on-site will have a 50% surcharge.
2. Please fax or email (BEIJING SYMA EXHIBITION ENGINEERING CO., LTD.). For other items unlisted in this form, please contact us. If you haven't sent us the electricity box's location before the deadline, we will arrange the location at random, any location change will be subjected to a 50% charge of the price of the electricity box.

Payment methods:

1. Cash
2. Bank Transfer:

Please return the form and the final design of the stand to:

Add: 32nd Floor, Inspiring Space, No.25, Ganluyuan Nanli, Chaoyang District, Beijing,China
 Post code: 100123
 Contact: Ms. August Li (ext. 136)
 Email: bjproj-official@syma.com.cn

2.4. Form 16. Stand Construction_Furniture Rental (Optional)**DEADLINE: Mar. 31, 2016**

Return to:	BEIJING SYMA EXHIBITION ENGINEERING CO., LTD.	Contact:	Ms. August Li (ext. 136)
Add:	32 nd Floor, Inspiring Space, No.25, Ganluyuan Nanli, Chaoyang District, Beijing	Mobile:	+86-18514472311
		Tel:	+86 10 65568330
		Fax:	+86-10 65568331
		Email:	bjproj-official@syoma.com.cn

Booth No.:	Area:
Company Name:	
Contact Person:	Country:
Tel.:	Add:
Fax:	Post Code:
Email:	Website:

FURNITURES (To shell scheme exhibitors only)

Item		Unit Price (RMB)	Qty.
Stand lighting			
EL02	Long arm spotlight, 100 W	225	
EL06	Track light	230	
EL16	Fluorescent tube, 40 W, 1.2 M	220	
EM02	15A220V Socket	500	
Furniture			
CD01-A	Folding chair	50	
CD03	Grey office chair	170	
CD04	Black leather chair	170	
CD19	Bar stool	170	
SD10	Single Seater Sofa	330	
TB01	Information counter	225	
TB02	Square Table	180	
TB03	Rectangular table	240	
TB04	Glass coffee table	160	
TB05	Round Table	240	
TB19-W	High round table	240	
DP01	Lockable cupboard	300	
DP02	Low glass showcase	680	
DP03	Tall glass showcase	1100	
DP04	Display cube	200	

MS01	Wall panel	200	
MS02	Curtain	150	
MS03	Lockable door	320	
MS04	Lockable folding door	270	
MS06	Movable Clothes Rack	210	
MS05	Coat hanger	80	
MS07	Shelf rack	650	
MS08	Flat Shelf	80	
MS09	Slope shelf	80	
MS10	A4 literature rack	130	
MS11	Free standing literature rack	300	
	Ash-bin	20	
	Potted plant(800mmh)	120	
	New color carpet(1 Sq.)	100	
	Small refrigerator with socket(90L)	800	
	Large refrigerator with socket(160L)	1000	
	Coffee machine (with cups and beans)	1500	
	Water dispenser(with water)	600	
	42" Plasma Flat Screen (with the TV rack and USB)	2200	
Graphic			
	Sticker logo on fascia board (20cm)	150	
	Sticker logo on Information counter or panel(50 cm)	200	
	Digital print painting(1 Sq.)	100	
	Foam board painting(1 Sq.)	180	
Labour			
	Craftsman per hour charge	190	
	Distribute of 380V electricity box	300	

Rmks:

1. Please transfer all the fees to the account of BEIJING SYMA EXHIBITION ENGINEERING CO., LTD. And copy of remittance receipt needs sent back to us for reference. Late orders from 00:00 April.1st to 24:00 April.10th, 2016 will have a 30% surcharge. Orders from April.10th 2016 and on-site will have a 50% surcharge.
2. Please fax or email (BEIJING SYMA EXHIBITION ENGINEERING CO., LTD.). For other items unlisted in this form, please contact us. If you haven't sent us the electricity box's location before the deadline, we will arrange the location at random, any location change will be subjected to a 50% charge of the price of the electricity box.

Payment methods:

1. Cash
2. Bank Transfer

Please return the form and the final design of the stand to:	Add: 32nd Floor, Inspiring Space, No.25, Ganluyuan Nanli, Chaoyang District, Beijing, China Post code: 100123 Contact: Ms. August Li (ext. 136) Email: bjproj-official@syma.com.cn
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additional components for rental furniture & equipment



CD01-A 白折椅
Folding Chair



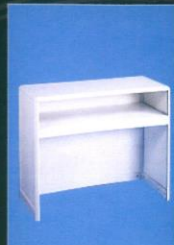
CD03 灰办公椅
Grey Office Chair



CD04 黑皮椅
Black Leather Chair



CD19 油压吧椅
Adjustable Bar Stool



TB01 询问台
Information Counter
(l)950x(w)450x(h)750mm



TB02 方桌
Square Table
(l)750x(w)750x(h)750mm



TB03 长方桌
Rectangular Table
(l)1200x(w)750x(h)750mm



TB04 咖啡桌
Glass Coffee Table
(l)450x(w)450x(h)450mm



TB05 圆桌
Round Table
(d)750x(h)750mm



TB06 电视柜
TV Rack
(l)700x(w)500x(h)1300mm



TB19-W 高圆台
High Round Table
(d)600x(h)1100mm



DP01 锁柜
Lockable Cupboard
(l)950x(w)450x(h)750mm



DP02 低饰柜
Table Showcase
(l)1000x(w)500x(h)1000mm



DP03 高饰柜
Tall Showcase
Built-in with 2 Downlights
(l)1000x(w)500x(h)2200mm



DP04 展示台
Display Cube
(l)500x(w)500x(h)800mm
(with various sizes)



SD10 单座沙发
Single Seater Sofa
(l)700x(w)840x(h)700mm

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additional components for rental furniture & equipment



MS01 围板
Wall Panel
(w)1000x(h)2500mm



MS02 布帘
Curtain
(w)1000x(h)2000mm



MS03 锁门
Lockable Door
(w)1000x(h)2000mm



MS04 折门
Folding Door
(w)1000x(h)2000mm



MS05 挂墙衣架
Coat Hanger



MS06 活动衣架
Movable Clothes Rack



MS07 层板架
Shelf Rack
(l)1000x(w)500x(h)2200mm



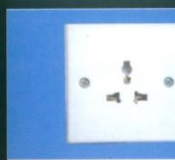
MS09 斜层板 Shelf (Slope)
MS08 平层板 Shelf (Flat)
(l)1000x(w)300mm



MS10 文件架
Literature Rack
A4 Size



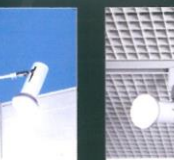
MS11 独立文件架
Free Standing
Literature Rack



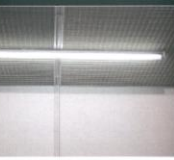
EM02 插座
Square Pin Socket
500W



EL01 射灯
Spotlight (100W)
EL02 长臂射灯
Longarm Spotlight (100W)



EL06 轨道灯
Tracklight
100W



EL16 日光灯
Flu. Tube
40W

B.C. SYMA EXHIBITION CONTRACTORS LTD.

保城司馬展覽會承建有限公司
38/F, China Online Centre, 333 Lockhart Road,
Wanchai, Hong Kong
香港灣仔駱克道333号中国网络中心38楼
Tel (852) 2673 9200 Fax (852) 2670 3841
E-mail: symahk@symahk.com.hk
Website: <http://www.symaasia.com>

SYMA-EXPO (FOSHAN) LTD.

司馬(佛山)展覽設備有限公司
Shiban Industrial Area, Lun Jiao,
Shunde District, Foshan,
Guangdong 528308, P. R. China
中国广东省佛山市顺德区伦教街道仕版工业区
邮编: 528308
Tel (86) 757 2773 7456 Fax (86) 757 2773 8770
E-mail: sd@symaasia.com

SYMA-SYSTEM AG

瑞士司馬
Panoramastrasse 19, CH-9533 Kirchberg/St. Gallen
Switzerland
Tel (41) 71 932 32 32 Fax (41) 71 932 32 33
E-mail: syma@syma.ch
Website: <http://www.syma.ch>

BEIJING SYMA EXHIBITION ENGINEERING CO., LTD.

北京華毅司馬展覽工程有限公司
32nd Floor, Inspiring Space, No. 25, Gantuyuan Nanli,
Chaoyang District, Beijing 100123, P. R. China
北京市朝阳区甘露园南里25号国际创展中心32层
邮编: 100123
Tel (86) 10 6556 8330 Fax (86) 10 6556 8331
E-mail: bjsyma@syma.com.cn
Website: <http://www.syma.com.cn>



GUANGZHOU BRANCH OF SHANGHAI SYMA-EXPO LTD.

上海司馬展覽建造有限公司廣州分公司
Room 1501, 15/F, CTS Centre,
No. 219, Zhong Shan Wu Road,
Guangzhou 510030, P. R. China
广州市中山五路219号中旅商业城15楼1501室
邮编: 510030
Tel (86) 20 8327 8332 Fax (86) 20 8327 8686
E-mail: gz@symaasia.com

SHANGHAI SYMA-EXPO LTD.

上海司馬展覽建造有限公司
3/F, New Long March Commercial Building,
1263 Zhenbei Road, Putuo District,
Shanghai 200333, P. R. China
上海市普陀区真北路1263号新长征大厦3楼
邮编: 200333
Tel (86) 21 6238 8811 Fax (86) 21 6209 5166
E-mail: shsyma@syma.com.cn

SYMA INTERNATIONAL (MACAO) LTD.

司馬國際(澳門)有限公司
Rua Paris No.167, 12 Andar, Q12 Edif.,
Magnificent Court, Macau.
澳門巴黎街167號海寧庭紫雲閣12樓O室
Tel (853) 2856 2786 Fax (853) 2856 2784
E-mail: macao@symaasia.com



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2.5. Form 17. Safety Agreement (Raw space required)**DEADLINE: Mar. 31, 2016**

表格 17. 特装展台施工安全责任书 (截止日期: 2016 年 03 月 31 日)

请将此表返回至: 北京华毅司马展览工程有限公司

联系人: 李若茵女士 (分机 136)
地址: 中国北京市朝阳区甘露园南里
25 号国际创展中心 32 层邮编 100123

电话: +86 01065568330
传真: +86 01065568331
邮箱: bjproj-official@syma.com.cn

展览会特装施工单位名称:

展位号: 主要负责人:

办公室电话: 现场联系电话:

凡为此次展会承揽特装施工搭建的单位必须签订此安全责任书。此责任书一式两份, 签订单位请严格遵照执行。展览会特装施工单位应对展览会过程中的展台施工搭建、施工证件发放及人员管理、展台用电、消防安全、货运通道管理等工作全面负责, 指派专人负责施工搭建各项安全工作, 对各个展台搭建负有监督、检查和管理责任。进馆施工必须凭布展施工人员证件, 无证人员不得进入馆内。

1. 展览会特装施工单位在展览会各项安全管理中, 应严格遵守《中华人民共和国安全法》、《大型群众性活动安全管理条例》以及各级政府制定的关于展览会的其它法律、法规及管理规定, 服从主办单位及相关部门的管理和监督检查, 确保展会展台及人身安全。展览会中特装施工单位对所承建的展台工程部分, 负全部安全责任。

2. 进场前展览会特装施工单位应对各施工人员进行安全培训, 施工及用料要符合相关规范及管理规定, 施工期间施工人员应配戴安全帽、手套等相应劳动保护设施及设备。

3. 展览会特装施工单位负责搭建展台的结构必须牢固、安全, 施工、展览和撤展期间出现展台倒塌、工伤和伤及他人、给场馆建筑物造成损坏以及其它安全事故责任由展览会特装施工单位负责。展台施工现场的施工安全、展位用电安全和防火工作由展览会特装施工单位负责, 各施工单位单位必须指派专职安全管理员负责展会施工现场的安全和防火工作。严格杜绝任何人、任何时间在场馆展厅内吸烟!

4. 展览会特装施工单位负责搭建的展台材料必须使用防火、难燃或经过阻燃处理合格的材料。禁止使用绷布、弹力布等布制易燃材料制作和搭建展台。施工材料必须符合环保要求, 严禁使用带有挥发刺激性气味的超标布展材料。铺设地毯的单位, 须提供地毯的消防检测证明, 并办理相关手续。

5. 展览会特装施工单位不得在展馆内进行喷漆作业, 展台施工不得使用电锯、电刨、电切割等加工工具, 不得使用易燃、易爆物品, 严禁明火作业。

6. 展览会特装施工单位不得在展馆墙体、柱体及各种专用管线或建筑物上钉钉、捆绑等损坏建筑物的行为, 所有展台结构应和展台自身主体结构连接并应严格按照展馆限高搭建展台 (注: 如展览馆有特殊规定, 则按照展览馆制定的相关规定执行。)。未经主办单位允许, 严禁私自在展厅围栏、顶部张贴或悬挂广告或宣传品, 未经允许严禁使用展厅顶部吊挂展台造型。严禁在展位后堆放物品 (例如: 搭建工具、包装物、包装箱、展品等)。

7. 展览会特装施工单位不得利用展馆顶部网架作为吊装展台结构的工具, 严禁在防火卷帘门下搭建展台及堆放物品, 严禁遮挡展馆红外线对射、监控器探头、消火栓。严禁占用监控器探头的旋转调节空间, 严禁遮挡场馆内的任何消防安全设备设施。

8. 展览会特装施工单位使用的照明灯具、布展电动工具等各种用电设施及材料应具有国家专业安全认证, 应按照国家颁布的电气规程标准施工、安装和使用。严禁使用麻花电线、塑料电线连接电器设备, 须使用标准的双护套阻燃电线连接电器设备。电路、电气的安装必须由持有国家劳动部门颁发有效的电工专业证件的人员进行施工且须持证上岗。保证各展台不超负荷用电, 展厅内严禁使用霓虹灯、高温碘钨灯, 禁止直接在展馆柱子上安装灯具作为灯箱。

9. 展览会特装施工单位不得拆除、搬移和损坏展馆的设备设施; 不得擅自用展馆配电箱、水源、气源等固定设施。使用水点的展台, 应指定负责人负责在清馆前关闭水点总闸及分闸口。任何由水点引发的事故和损失, 由使用水点的展览会特装施工单位负责。

10. 展览会特装施工单位在现场施工中, 施工材料应放置本展台内, 如阻塞通道, 主办单位将视其为废弃物料处理, 清除出场。展台搭建过程中的废弃物料, 随时装入展厅内的垃圾箱。开始撤展后, 展览会特装施工单位必须将搭建的特装展台结构及时地拆卸放平, 及时运回可重复使用的特装材料、家具、灯具。其余的搭建废弃物料由承揽施工单位负责运出展览馆, 未能在指定时间将展台所在场地清空的, 将扣除相关垃圾清运费。

11. 展览会开幕后和正常展出期间, 展览会特装施工单位必须留守电工、木工等工种人员值班, 发现问题及时处理。

12. 因展览会特装施工单位在展台搭建、展出至拆除清理出展馆过程中造成的一切安全事故, 如: 展台倒塌、工伤和伤及他人的、造成场馆建筑物损坏的、其它安全事故和社会治安等问题的, 由展览会特装施工单位负全部责任, 并承担由此给主办方造成的直接或间接的经济损失, 并愿接受主办方的追加处罚。

13. 遵守本《展览会特装施工单位安全责任书》中的全部相关规定, 并严格依照执行。由于展览会特装施工单位在展会中的监督、检查、管理、执行的力度不够或上述细则未能切实落实而造成任何安全事故和损失, 须承担法律责任, 将被视为事故的第一责任方追究、索赔。

展览会特装施工单位负责人认可签字:

本公司已知晓本《展览会特装施工单位安全责任书》内容, 并保证严格遵守。

展览会特装施工单位 (公章):

本责任书自签订之日起立即生效。

年 月 日

搭建商施工管理规定及违规处罚办法:

1. 布展期和撤展期间进入展馆的施工必须佩带展馆统一制作发放的施工证, 严禁将证件转借他人和带无证人员进馆, 如有发现, 一律没收证件, 不予归还, 且将按除 200 元/人扣施工押金。
2. 施工单位应指定本展位展会期间的消防安全责任人, 必须保证搭建及展期内均有佩戴安全员证件的消防安全责任人; 该负责人应由施工单位主管领导担任, 负责协助展会做好消防安全工作。如在巡查时期未找到安全责任人, 将按 2000 元/人扣施工押金。特装展位必须按每 100 平米至少配备 2 个灭火器配备灭火器。
3. 展区内全面禁烟, 凡在摊位、走廊、通道、楼(电)梯、卫生间等场所吸烟者, 按 1000 元/人扣除施工押金, 并没收证件不准再次进入展馆。
4. 展馆内禁止使用未经阻燃处理的草、竹、藤、木、泡沫、可燃塑料板、可燃地毯、布料等物品作装修、装饰材料; 上述所有材料如需采用的, 必须经过市消防局指定的持有资质认证的单位进行阻燃处理合格后才允许进入场馆使用, 并提供有关阻燃处理检测合格报告、相应的发票及相应的复印件提交给场馆方检查、备案。
5. 木质结构的展台, 必须采用阻燃夹板、阻燃木方(提供有关阻燃处理检测合格报告、相应的采购发票及相应的复印件提交给场馆方检查、备案) 否则, 对所有使用木质材料的展台, 按每平方米涂 0.5 公斤的防火漆处理, 如在现场经过主承建商提出整改后, 两小时内没有开始实施整改的, 将禁止其施工, 并按 300 元/m²收取罚款, 如需加班操作则收取加班费。
6. 特装展台装搭物的高度超过相邻展位的, 必须将超高部分作修饰处理(使用纯白干净材料), 不得将展台结构框架外露。特装展台面向通道且需围蔽的, 同样须作修饰处理。如在现场经过主承建商提出整改后, 两小时内没有开始实施整改的, 将由主承建商强制执行, 按 600 元/m²计收施工费, 如需加班操作则收取加班费。
7. 展位内有柱位需要包装修饰的, 应以拼装上螺丝形式安装, 以便于拆卸, 并且注意保护柱上的防火漆, 做好垫层保护; 如柱内有公共电箱部分, 应留有 60×80cm 电箱口, 避免影响展馆电工接电检修。如柱内有消防出口应急指示牌, 应留空该指示牌的位置。
8. 展位装修不能以任何形式封顶为原则, 以确保消防报警系统和自动喷淋系统的正常运转。如展位设计有遮顶, 必须自行配置悬挂 6 公斤(ABC)型干粉自动喷淋灭火器; 安装标准为每 20 平方米配置一个, 不足 20 平方米的也按上述标准配置, 依次类推; 展位不准作全封闭设计的。
9. 所有特装展台的装搭必须按照已审批的方案进行施工, 所有特装设计和制作必须在其展位垂直投影面积内进行布展施工, 不得以任何形式向外延伸, 或影响相邻展位的空间。施工单位必须严格按照展馆规定的高度进行设计和搭建, 严禁超高、超宽进行搭建, 违者扣除施工押金 4000 元起, 并责令在规定时间内整改, 如不整改则扣除余下全部施工押金。搭建期内, 主办及展馆会进行巡馆工作, 若发现搭建安全隐患, 施工单位须按照主办及展馆的要求在规定的时间内进行整改, 否则将采取停止施工和扣除押金的处罚。
10. 任何布展不得用在地面、墙壁上打钉、钻孔、打拉爆螺丝等方式, 进行固定展台施工; 不允许利用场馆结构借力吊挂展台或展台构件。
11. 禁止使用电锯大面积开裁装修材料, 严禁使用电焊机、风焊机、亚弧焊机、打磨砂轮等产生火花

的工具进行施工，否则将采取暂时没收其使用工具处理，并按 500 元/台机器扣除施工押金。

12. 禁止在现场使用高压气泵进行喷漆油漆污染展馆，不得大面积进行刷涂料，如需少量修补油漆，应做好地面保护措施，否则将按 600 元/m²计收清洁费。

13. 施工单位必须遵循《上海地区电气装置规程》操作，并且必须由持证电工进行安装；所使用的电气线材、灯具、器材都应有中华人民共和国国家强制产品 3C 认证及消防认证，电气线材、灯具、器材上必须标有 3C 及消防、阻燃的明显标志，否则不能使用。

14. 各电气回路应设有专用的保护接地，展位灯具及用电设备有可能接触漏电的金属保护管和金属构件，必须做有效的跨接，并设有安全接地。特装展位的筒灯、石英灯、日光灯等灯具镇流器，应有中华人民共和国国家强制产品 3C 认证。展位内的广告灯箱，必须做好对流散热孔对流散热，分体式镇流器不得安装在广告灯箱内，必须安装在灯箱外并做好隔热处理

15. 展位自装用电设备，应安装漏电动作电流在 30mA 以下，动作时间 0.1 秒以内的漏电保护开关及空气断路器

16. 展位电源线应使用交流电压 450V/750V 等级的 ZR-RVV 阻燃型铜芯聚氯乙烯绝缘护套圆形软线、ZR-RVVB 阻燃型铜芯聚氯乙烯绝缘护套平形软线、ZR-BVVB 阻燃型铜芯聚氯乙烯绝缘护套平形电线，对发热量大的灯具引出线应套不超过 80cm 的黄蜡软管、金属蛇皮软管、PVC 阻燃波纹软管保护。

17. 不得使用花线、双绞线和铝芯线、音频线等一切非标线材，否则不予通电。

18. 木结构和灯箱结构内的电线还必须增设套管，展位电线的接驳及与灯具的接驳必须采用阻燃型密封式接线柱；如采用阻燃型开放式接线柱的在接驳完成后，应再包绝缘胶布，接驳应牢固可靠；通过展馆地面的电缆线必须穿金属线管或金属线槽、防护踏脚保护，并设置明显的警示标志

19. 所有展位的电气设备安装完后，在未经场馆电工检验并同意合闸送电前，不允许私自合闸，负荷总开关应在断开位置。只有与场馆电工共同检验确认无误后，经场馆电工同意才能合闸送电

20. 展位的用电收费,不论实际用电量多大,场馆方根据申报的总用电功率所对应开关用电规格表收费项目收取,实际使用若超过开关用电规格档次按高一级开关用电规格收取；若现场经测量实际用电量超出申报用电量，其超出申报部分用电将按收费标准的双倍计收电费。

21. 各参展商和施工单位对展馆的接电点及摊位的用电设备，应注意爱护，不得随意拆、撬、打开、乱拉乱接；违者，将给予停电处罚，并原价赔偿损坏物件

22. 各参展商在布展前经审核批准的用电图纸和负荷，布展施工时不得更改；如确需修改的，须重新申报并交纳加急审图费。

23. 内有立柱的展位应合理设计和运用，设有电箱的立柱应避免以任何形式封闭，必须预留电箱口（尺寸不小于 60cm×80cm），以便展馆电工接电和检修

24. 电路设计不得使用 500W 以上的大功率灯具，各种灯具与展品须保持 50cm 以上距离，展馆内禁止使用大功率发热灯具、电炉和电热器等设备，单相回路总功率不得超过 1500W。若超过应采用三相电源设计，并三相平均分配用电负荷

25. 所有灯饰装置必须安装于离地 2.5 米以上。否则，应有适当的保护设施以保障公众安全；禁止在展馆内、展位上使用星星灯、彩灯、霓虹灯、小太阳灯（碘钨灯）及 500W 以上大功率灯具（经审核批准

的舞台演出灯光除外)

26. 展位所安装的电器(日光灯、射灯、灯箱等)应按用电规程合理分片、分区管理,达到三相用电分布平衡,应安装漏电保护开关及空气断路器,金属外壳(包括铝合金架)要重复接地线,不允许随意将电源接入展厅的电箱和插座上,禁止利用天花、线管、空调风管、空调管道、消防喷淋管道、消防栓管道等各种场馆机电设施悬挂电线;筒灯、石英灯、日光灯、金属卤化物等灯具镇流器、变压器要求采用阻燃型电子镇流器、变压器;如需采用电感式镇流器、变压器必须采用由不燃材料或金属壳造成的箱、盒单独放置,同时应做好防火隔热处理;所有的镇流器、变压器,不应绑扎在灯具上

27. 展位的电箱开关必须安装在外侧明显、安全,便于操作的位置处.

28. 展馆内的钢柱不得用地毯胶、发泡胶、等粘胶直接粘贴广告和宣传物;如需要的必须经过展馆同意。并用木板包柱托底才能实施。对于造成展馆柱的漆面损坏的,每条钢柱收取不小于 800 元维修费。

29. 施工单位须严格按照已通过审核的图纸进行施工,并随时接受大会特装监管小组的现场监督和检查,若有违规行为,现场监督员将作口头警告及发出《整改通知书》,直至取消施工资格,由此引起的一切后果由布展单位负责。

30. 展台搭建存在安全隐患的施工单位在接到技术保障部发出的整改通知书后,必须按期整改,并将整改结果及时回复技术保障部。

31. 特装展台的拆卸和撤运必须严格执行:“先撤展品,后拆展台,再清运”的原则,所有施工单位不得在参展商未撤运完展品时,进行拆卸展台的工作。

32. 特装施工单位必须按规定时间拆卸、清运展台,必须做好运输车辆的调度和安排。

33. 在拆卸、清运特装物件的过程,施工单位必须对展馆的地面进行清理干净,否则中心将扣除相应的保证金作为清理费用。

34. 施工单位必须对其在施工过程中,污染展馆的地面进行清理干净,否则将按每平方米收取 1000 元/m²的清洁费用。

35. 所有施工单位撤展时必须配备足够的人力,足够的高空的拆卸辅助工具;严禁直接站在展台上拆卸展台。一经发现经展馆工作人员劝阻仍不改的,要求其立即停工。

36. 所有展台在拆卸时不得出现直接推倒、拉倒墙体等野蛮拆卸行为,否则展馆基于安全生产原因对承建商视情节轻重作出扣罚施工保证金 2000-10000 元的处理。

37. 各施工单位应自觉接受和配合检查,对不符合安全要求或存在安全隐患的,应该听从现场管理人员提出的整改意见及要求进行整改,对不符合要求的,场馆方有权不予通电,直至整改符合规范要求为止。如因施工单位不符合消防安全要求,导致展会不能正常开展的,后果由参展企业和施工单位负责。

2.6. Official Freight Forwarder of International Zone

2.6.1. Form 18. Official Freight Forwarder of International Zone (In Chinese) (Optional)

运输指南

我司--德迅货运代理有限公司已被指定为 **2016 第十九届中国国际焙烤展览会**的主场运输商。我司将为 2016 年中国国际焙烤展览会任何形式的展览用品提供全面的运输和操作服务。为避免问题和额外的费用的产生, 请展商仔细阅读此指南并在截止时间内将货物和单证交至我司。

A. 展品到货最晚日期: (如展商对展品运至上海的时间有任何疑问, 请立即与我司联系)

- ◆ 海运展品到达上海港口 --- 2016 年 4 月 24 日至 4 月 26 日
- ◆ 空运展品到达上海机场 --- 2016 年 4 月 24 日至 4 月 26 日
- ◆ 向我司支付进馆的操作费用 --- 2016 年 5 月 8 日前
- ◆ 货运预报须在展品到达上海港口/机场前最晚 4 天发至我司
- ◆ 空包装箱送回摊位并将展品运至存储区 ---展会结束后

展商须严格遵守以上单据、信息、展品及付款的期限。对于任何延误行为所造成的后果, 我司概不负责。

作为一个全球网络的货运代理, 我司—德迅货运代理有限公司将为工业自动化展的展品运输提供最专业的运输服务。请通过传真或电子邮件与我司联系, 我们将向各展商提供相关的详细信息以及负责人员的联系方式。

B. 货运文件

报关及其它手续所需文件:

- ◆ 展品清单(见附件) --- 1 份副本
- ◆ 海运提单/空运提单 --- 1 份正本和 1 份副本
- ◆ 运输保险单 --- 1 份副本
- ◆ 检疫证书 --- 1 份副本事先发至我司 /
海运货物正本检疫证书须同正本海运提单一起交我司
空运货物正本检疫证书须同空运单一起作为随机文件

展商务必清楚完整地填写展品清单, 并根据时间要求发至我司。

展商须在清单上详细准确地申报展品, 包括主要组成部分的件数以及商品编码。

目录册、光盘及赠品亦须在展品清单上申报。请务必于展品发运前将各种宣传品送至我司, 由我司统一递交中国海关审查。

注意: 对于各类食品禁止进口在展会使用!

对于各类机器, 需提供实际的序列号或准确描述以及说明书。

手提进口的展品须分别申报。对于集装箱运输的展品, 展商须在每一张清单上注明集装箱号, 以便顺利完成清关和现场操作。

展商务必严格按照实际情况申报展品的尺寸和重量。否则, 我司会根据现场实际测得的货物尺寸和重量向展商额外收取操作费的 30%作为罚金。另外, 由于展商对展品尺寸和重量的错误申报所造成的我司及展览中心的工具损失或人员损伤, 均由展商负责赔偿。所有罚金和赔偿金均在现场收取。

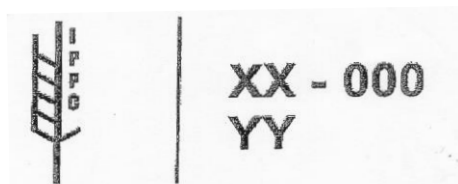
若展品由第二承运人(支线船舶)经香港、日本或韩国转运, 第二承运人(支线船舶)的备忘提单也须向我司提供。

单件展品毛重超过 3000 公斤或总体积超过 5 立方米, 展商须向我司提交一份按比例绘制的摊位图, 以便于运输和展品定位。摊位图上须清楚地注明箱号, 每件包装上须有正面标示。

备注:

从 2006 年 1 月 1 日起, 所有木质包装的货物进口中国(比如木箱, 木板条箱, 木质托盘, 木架, 木桶, 木轴, 垫木, 枕木等各类木质包装), 必须在进口中国之前的原产国进行熏蒸。确保**所有**木质包装适当地进行热处理或

者药物处理，每件熏蒸后的木质包装材料**必须**标有 IPPC 标志。



木质包装材料若没有以上标志将被销毁或者在进口中国之前强制运回原产国。如果未能提供正本的熏蒸证书，但是货物包装上有 IPPC 标志，展商也可以自行提供使用公司信头纸的声明书，以便在清关的时候提供包装已被熏蒸过的证明。

正本的包装声明应含有以下内容：

“致（中国进出口检验检疫局）

展商名称

展位号码

展会名称

德迅（中国）货运代理有限公司 上海分公司

C. 货运指示

发运上海的展品需按以下收货人指示办理，并要求“运费预付”。

海运提单上收货人：

收货人 CONSIGNEE: KUEHNE & NAGEL LIMITED
Life Hub at Daning, Office Tower, Block 1,
11-16F, 1868 Gong He Xin Road
Shanghai 200072, China
Tel: +86 21 26028667
Fax: +86 21 33870200 Ext. 8667
通知人 NOTIFY: KUEHNE & NAGEL LIMITED
KN Expo Service
c/o BAKERY CHINA 2016
Exhibitor: *name* Booth No.: *number*

空运运单上收货人：

收货人 CONSIGNEE: Sinotrans Air Transportation Development Eastern Co., Ltd.
O/B KN Sha

通知人 NOTIFY: KUEHNE & NAGEL LIMITED
KN Expo Service
c/o BAKERY CHINA 2016
Exhibitor: *name* Booth No.: *number*

货物出运后，请以传真或邮件形式告知我司货物具体信息，包括：

- ◆ 货物件数，体积以及重量；
- ◆ 超重，超大货物的重量以及具体尺寸；
- ◆ 货物出发及预计到达时间。

a) 海运货物：须提供船名航次，提单号码（二程的船名航次以及提单号码，如有）

b) 空运货物：总运单号码，航班名称（分运单号码，如有）

所有空运货物，展品清单须随附在航空公司的空运单后，此为海关清关时必需的文件。

D. 禁止进口任何音像宣传品，如胶片、幻灯片、录像带、光盘等

从 2012 年 4 月 6 日起, 中国海关对音像制品的进口实行限制令。

--禁止进口任何形式的音像制品。

--如果展商需要在展会期间使用展示该类制品, 须自行申请办理“音像制品进口许可证”, 并将许可证原件在货物到港之前交给我司。该许可证申请时限一般至少 60 天。

--如果进口该类音像制品, 必须在展会结束后全部出口退运。

E. 手提展品

展商可以随身携带轻小的展品参展, 需要在机场海关处申报该手提物是用于参展。如果手提的展品被机场海关扣留, 展商应当在展会现场提交给我司扣单凭证和申报单 (在必要时填写), 以便我司安排报关提货。如果展商航班到达的当天时间比较晚, 那么清关和提货的程序大约需要 1 至 2 天。展商应当事先将手提展品的申报表 (包括展品的件数, 重量, 尺寸, 内部物件描述以及价值) 传真给我司。同时请通知我司航班号, 到达时间以及手提展品的联系人。这样我司就可以及时地安排清关和提取展品。以上的费用将会在展会现场收取。这些参展的手提展品要在展会结束以后以海运或者空运的方式回运。如果展商希望自行将这些展品带回, 那么按照海关的规定, 展品必须在我司的监管下送至机场。

F. 超重和超大的展品

超重或超大展品 (比如单件重量超过 3 吨或者单件体积超过 5 立方米) 的展商应当在展品进馆和出馆期间, 以及现场开箱, 定位和再包装的过程中全程监督现场操作。如果展品的现场操作需要人力、吊车、叉车、卡车或者拖车, 包括进馆期间打开木质包装或者出馆期间填装木质包装, 展商应当提前告知我司。租用上述器械的费用包含在我司的费率中。展商应当提供给我司关于展品的详尽的平面图, 以便我司在现场更规范的操作。如果我司没有收到相关的平面图或者相关的指示, 那么就由我司自行操作展品的运送和放置定位。在这种情况下如果展商要求重新定位展品, 我司将收取额外的费用。重型展品必须安置在固定的底座上, 以保证展品在操作中被托起和定位时候的安全。重型展品的包装箱不能用钉子或螺丝固定, 应当用螺栓固定侧板。这样能防止在开箱时的损坏, 也能节省时间, 尤其是在展会结束期间。为了保证正确的展品定位, 请在包装箱的正面做上清晰的标注。

G. 展品的包装

展商应对展品因不当的包装产生的后果负责。

a) 防损坏和防雨

由于展品在运输途中会反复地装卸, 因此碰撞是不可避免的。而且展品经常会被置于室外, 包括展会进、出馆期间放置在室外。因此展商应当采取适当的防范, 来防止展品在各种天气下的放置和碰撞。展品回运时采用使用过的包装 (包括木箱和铝箱、塑料箱等, 在打开包装时已经损坏) 的情况下, 我司对出现的损坏概不负责。

b) 木箱

木箱应当足够坚硬, 来避免运输过程中和开箱时的损伤, 尤其是适用于展会结束以后的再包装和售出或回运时的运输要求。

对于反复使用, 特别是高价值或精密度较高的展品, 不适合使用纸箱包装。

H. 箱体标注

展商应当在包装箱的两侧标注以下唛头:

Name of exhibition: **BAKERY 2016, CHINA, SHANGHAI**

Name of exhibitor:

Hall No.:

Stand No.:

Case No.:

Gross weight: (KGs)

Net weight: (KGs)

Dimensions: (L x W x H CMS)

同时请在包装上注明“正面”和“重心”位置。

I. 展品拆包和再包装

我司会运送展品至展台，协助展商拆包装和再包装。展商应当在展品进、出馆期间，在现场监督展品的定位、开箱和再包装。尤其对于高精密展品和重型展品，现场操作都应由展商的监督下完成。如果由于展商未能按时抵达现场、或者未事先提交明确的操作指示，那么所造成的清关延误、展品的定位放置等问题，我司概不负责。

由于海关要求主场运输商对所有的展品负责，因此在展会期间和闭幕期间，在未完成海关查验和批准前，展商不能将展品带离会场，或者不通过海关和我司的安排，自行在展会现场进行操作，对于上述原因引起的海关没收和罚款，我司概不负责。

如果展品使用之前的包装进行再包装，那么该包装相比之前的包装在防损坏和防潮功效上会有所减弱。展商应为其产生的后果自行负责。

J. 保险

由于我司的费率是以展品的体积和重量为基准，与展品的价值没有关联，因此费率里没有保险费，展品在途中的风险由展商承担。因此展商应当为展品在整个来回过程中（包括展会期间）安排保险。

同时展商应当在来中国参展时自备保险合同的副本。一旦在参展过程中出现因展品损害或遗失而进行索赔时，展商应当出具保险合同。对于以上要求，我司可以以展商的名义来办理保险。对于展品的损坏和遗失所带来的损失，主办单位和我司概不负责。

K. 留购展品

- 展品的临时进出口

根据中国海关的对于展品的相关条例和法规,展品属于临时进出口货物,且享有免税的相关优惠政策,但是其必须在海关监管的条件下进行运输和仓储,展会结束后,所以展品必须进入海关监管仓库且在三个月内完成退运或者留购的相关海关步骤。

Kuehne + Nagel 作为本次展会的主场运输商,在海关的授权下,对所有展品进行相应的严格监管.展会结束后,所有展品必须在我司的确认后,才能离开展馆

- 展品的留购步骤

-外贸代理商:

买家必须拥有外贸进出口权才能留购临时进口的海外展品,否则必须找到一家有此资质的公司帮助其完成相关的留购步骤,如果展商和买家都无法找到如此的外贸代理公司, Kuehne + Nagel 可以协助提供相应的公司

- 留购文件

进口报关单 (主场运输商提供)
进口展品清单 (主场运输商提供)
留购合同 (买家提供)
特殊展品的相关进口许可证 (买家提供)

所有展品在展会后会被送入海关监管仓库,待留购手续完成后,凭海关的展品放行单提货.

- 相关费用

- 海关关税

所有进口展品都是以展会的名义免税临时进口到中国的,如果最终其去向是留在中国以销售为目的,其必须交纳海关关税

当然一些属于展会期间的低价值派发品,宣传品(比如资料,产品目录,小礼品.....)海关会酌情给予减免关税的优惠政策

- 报关费:

展品留购时,相关拥有进出口权的外贸公司必须对临时进出口的展品进行再一次的一般贸易清关.

- 运输和仓储费

买家必须承担从展馆到海关监管仓库的运输费和相应的仓储费.

L. 回运展品

所有没有消耗或留购的展品,必须在展会后退运出中国.

我司会根据展商的指示,安排展品的退运报关和海运空运.

M. 整箱展品

对于安排集装箱整箱运输的展商,必须在装箱清单中标明集装箱号,以便我司顺利清关,拆箱,送货至展台

为了帮助展商减少相关的整箱运输费用,请在装箱前告知我司贵司的集装箱是否需要在展会现场拆箱,是否需要安排集装箱在展会现场的存放.

如果展商的集装箱为自备箱,请务必通知我司,这样可以避免不必要的滞箱费.

展品运输服务及费率

基本服务费

RMB 500.00 / 展商 / 票

(进、出口都含该服务费)

展品进馆服务

海运展品从上海港口到展位的服务操作费:

RMB 670.00 整立方米/吨

包括展品清关、送货至展台、开箱、就位、空箱保存

海运最低收费: 海运拼箱 = 2 立方米

20 尺集装箱=23 立方米

40 尺集装箱=46 立方米

40 尺高箱 =50 立方米

空运展品从上海机场到展位的服务操作费:

RMB 7.20 / 计费公斤

包括展品清关,机场杂费,临时仓储,海关查验,送货至展台,
(最低收费 150 公斤/展商/票)

展商送货服务

从展商工厂/办公室提货送至展馆

RMB 300.00 整立方米/吨

(最低收费 2 整立方米/展商/票)

展会现场操作

展商自行安排展品送至展会现场,我司安排卸车送至展位

RMB 200.00 整立方米/吨

包括卸车,拆包装,空箱存储,反之亦然

(最低收费 2 整立方米/展商/票)

转关展品

转关展品从监管库至展台,包括开箱、就位、空箱保存

RMB 670.00 整立方米/吨

(最低收费 2 整立方米/展商/票)

转关展品关封/报关费

RMB 1200.00 / 票

留购展品出馆服务

展台收货送至海关监管库

RMB 670.00 / 整立方米/吨

(最低收费 2 整立方米/ 展商)

监管库入库/出库操作费

仓储费

RMB 700.00/入/出
RMB 10.00/整立方米/天
(最低收费 RMB300.00)

其他费用

-展品清单翻译费

RMB 60.00/页/件

-港区/机场杂费

海运拼箱

RMB 300.00/立方米 (最低收费 3 立方米)

海运 20 尺集装箱

RMB 1500.00

海运 40 尺集装箱

RMB 2000.00

空运

RMB 2.50/计费公斤 (最低收费 150 公斤)

港区/机场代理费

RMB 600.00 / 票

若港区有其他第三方的额外费用, 将实报实销

-ATA 单证册预录费

RMB 600.00/页/进口/出口

-运单收货人错误附件费

RMB 900.00/票

-空运货分运单附件费

RMB 900.00/票

-洋山港附加费

拼箱散货

RMB100.00 / 立方

20'

RMB900.00 / 20'

40'

RMB 1500.00 / 40'

-集装箱拖曳费

20 尺集装箱

RMB 1800.00/20' .

40 尺集装箱

RMB 2300.00/40'

-集装箱展会现场留置费

20 尺集装箱

RMB 2900.00

40 尺集装箱

RMB 4200.00

- 港区/机场仓储费

海运货拼箱散货

RMB30.00/整立方/天

海运货 20 尺集装箱

RMB 150.00/天

海运货 40 尺集装箱

RMB 280.00/天

海运货 40 尺高箱

RMB 300.00/天

空运货

RMB0.50/计费公斤/天

进口仓储费从船到港/航班到机场起收取至进馆日期

出口仓储费从出馆日起收取至回运船/航班启程

- 检疫费

海运拼箱散货和空运货

RMB120.00 / 件

20 尺集装箱

RMB 500.00

40 尺集装箱

RMB 700.00

-展会现场机力租赁费

3 吨叉车: RMB 160.00/工时(最低 2 小时)
5 吨叉车: RMB 220.00/工时(最低 2 小时)
10 吨叉车: RMB 350.00/工时(最低 2 小时)
15 吨叉车: RMB450.00/工时(最低 2 小时)
10 吨吊机: RMB350.00/工时(最低 2 小时)
20 吨吊机: RMB450.00/工时(最低 2 小时)
工人: RMB400.00/天

-真空包装费用

制作真空包装袋+现场包装: RMB 350.00/立方米 (最低收费 2 立方米)
现场包装(展商自备包装袋): RMB 210.00/立方米 (最低收费 2 立方米)

-单件货物超过 3 吨或者 3 米*2.2 米*2.2 米, 请提前通知我司

-晚到附件费(展品晚于最晚到货日期后到达上海): 加收“展品进馆服务费”的 30%

-危险品操作费: 加收所有涉及的费用 100%

-熏蒸费: 实报实销+15%

KN Expo Service



EXHIBITION 展覽會名稱

CONSIGNEE

KN Expo Service

TO SEND VIA 運輸方式

☐☐☐

AIR 空運 / SEA 海運 / TRUCK 陸運

DESTINATION 目的地

EXHIBITOR 參展者

MEASUREMENTS 厘米 (CM)

L 長

W 寬

H

BOX NO. 箱號

第

箱

OF 共

STAND NO. 展台號 / HALL NO. 館號

URGENT EXHIBITION MATERIAL DO NOT DELAY

展覽物品 勿延

2.6.2. Form 19. Official Freight Forwarder of International Zone (In English) (Optional)

ARRIVAL DEAD LINES / TIME SCHEDULE

SEAFREIGHT

- **Original Bill of Lading** min. 4 days before arrival
- **Original Customs Documents (List of Exhibits)** min. 4 days before arrival
- **Arrival of Seafreight Shipments at Shanghai Port** 24 - 26. Apr. 2016

AIRFREIGHT

- **Copies of Airway Bill by Fax** min. 2 days before arrival
- **Copies of Customs Documents (List of Exhibits)** min. 2 days before arrival
- **Arrival of Airfreight Shipments at Shanghai Airports** 24 - 26. Apr. 2016

Any delay with above mentioned arrival dates would be subject to additional 30% late arrival charges on our rates. Whilst every effort will be made to clear the cargo to the exhibition prior to the opening, no guarantees can be given. Additional charges will apply regardless of the delivery date to your booth

DOCUMENTS / CONSIGNMENT

For SEAFREIGHT SHIPMENTS please prepare following documents:

1. List of Exhibits Form 3 sets (see attached Form)
2. Original Bill of Lading 1 Original
3. Original Fumigation Certificate or "Non-Wooden Packaging declaration"
4. Copy of Insurance Policy

Consignee on B/L:

Direct to Shanghai:

KUEHNE & NAGEL LIMITED
Life Hub at Daning, Office Tower, Block 1, 11-16F,
1868 Gong He Xin Road, Shanghai 200072, China
Tel: +86 21 26028667 Fax: +86 21 33870200 Ext. 667

Notify on B/L:

KUEHNE & NAGEL LIMITED
KN Expo Service
c/o BAKERY CHINA 2016
Exhibitor: *name* Booth No.: *number*

Service on B/L:

"FREIGHT PREPAID" for LCL / FCL
plus "CY/CY" for FCL

Cargo dispatched under "freight collect" basis will be paid on your behalf plus 10% outlay commission!
Additional charges of CNY 900.00/consignment will apply for wrong consignee details!

For AIRFREIGHT SHIPMENTS please prepare following documents:

Please attach to the **Original Master Airway Bill:**

1. List of Exhibits Form 3 sets (see attached Form)
2. Original Fumigation Certificate or "Non-Wooden Packaging declaration"
3. Copy of Insurance Policy

Consignee on MAWB:

Sinotrans Air Transportation Development Eastern Co., Ltd.
O/B KN Sha

Notify on MAWB:

KUEHNE & NAGEL LIMITED
KN Expo Service
c/o BAKERY CHINA 2016
Exhibitor: *name* Booth No.: *number*

Service on MAWB:

“FREIGHT PREPAID”

Cargo dispatched under “freight collect” basis will be paid on your behalf plus 10% outlay commission! Additional charges of CNY 900.00/consignment will apply for wrong consignee details or shipments arriving under house airway bill!

PACKING / FUMIGATION

- **WOOD PACKAGING MATERIALS** (also pallets) have to be **FUMIGATED** with methyl bromide or Heat treatment of minimum wood core temperature of 56° C/133° F for a minimum of 30 minutes. All wooden material has to be marked legible and permanent. The mark must be approved by **IPPC** (International Plant Protection Convention). Original fumigation certificate issued by government authorities at origin must be attached to the Original Bill of Lading or Master Airway Bill. Failure to comply will result to problems with the customs clearance, delays at the delivery and high fines.
- **Temporary** exported items by **carnet ATA** and **permanent** exported items have to be packed and shipped completely **separately** otherwise the cargo will be stuck at customs.
- Please ensure your equipment is packed in **strong**, waterproof packing **cases**, which lends itself to being re-packed after the exhibition. Please bear in mind that your exhibits will be in transit for long periods both to and from the exhibition, and that cartons are not suitable to withstand the constant handling that takes place during transshipment. Outdoor-/Open air handling is sometimes inevitable, even if it rains.
- **Insufficient packaging**
Kuehne & Nagel Limited is not responsible for any damages or loss if the shipments are packed insufficient.

CASE MARKING➤ **Case marking**

All cases being sent to the exhibition must be marked as follow:

Exhibition Name : **BAKERY CHINA 2016**
c/o Kuehne & Nagel Ltd. / KN Expo Service

Exhibitor :
Booth No. :
Case No. :
Gross Weight :
Dimensions in cm :

(Please use our attached label)

PROHIBITED GOODS

Due to the customs restrictions please be so kind to not send any of the following items:

Do not include audio/video products, alcoholic beverages, arms, explosives, fireworks, tobacco, pharmaceuticals or products made from animal parts or of endangered species materials in your shipment. Please contact KN for further information and clarification whether goods can be imported or not.

The above-mentioned list is not exhaustive and subject to change at any time by operation of law. In all instances, the approval of import permits/licenses is solely at the discretion of the relevant government authorities at the destination country and we cannot be held responsible for their refusal to grant such permits, even if the goods have already arrived at the destination port.

CENSORSHIP – AUDIO/VIDEO, CATALOGUES/LEAFLETS

The Ministry of Foreign Economic Relations and Trade in China stipulates that all advertising materials (like video/audio, printed matters and giveaway items) and technical information materials in all media shall be allowed display or use at the exhibition only after customs has inspected and approved the censorship clearance.

Any video products used for exhibition purpose must be provided to censorship authorities 45 days before show opening / display of material. The material will only be allowed for temporary import after receiving the censorship authority approval and permit. Any video products (CD/DVD/USB, etc.) can not be distributed to visitors during the show. Video products are only allowed to be displayed during the exhibition and have to be returned to the origin after the show.

Exhibitors are requested to submit samples (2 copies each) to Kuehne & Nagel Shanghai with a List of Exhibits (LOE). All these materials will be handed over to the Chinese Customs for inspection in advance. These materials should arrive Shanghai no later than **20th Apr. 2016**. In addition, exhibitors are advised that brochures, giveaways and souvenirs are subject to import duties as assessed by the Chinese Customs which must be payable on entry.

EXHIBITION CLOSING PROCEDURE

Prior to the move-out days, exhibitors will be given a 'Disposal Instruction Form' to fill in based on the List of Exhibits (LOE) given at time of entry of goods into China. Exhibitors are required to advise Kuehne & Nagel if the goods will be re-exported, sold or disposed, as applicable.

Please fill out and return the Instructions for Disposal of Exhibits together with the List of Exhibits to us at least 3 hours before closing. If exhibitors fail to give explicit instructions no Customs formalities can be carried out, and their exhibits will be left to Customs disposal, all charges being for the exhibitors' account.

SOLD EXHIBITS

All sold exhibits have to be removed to a customs bonded warehouse until the necessary domestic customs formalities have been finalised. From the time your exhibits are placed in bonded storage Kuehne & Nagel Shanghai will not be able to assist in the handover protocol of sold commodities. Your buyer will be responsible for the presentation of the necessary documents to customs so that temporary status can be converted to a permanent customs entry.

There are only a small number of Chinese companies that are granted with import/export licences, therefore it is advisable that exhibitors check whether or not their potential buyer is allowed to trade with them directly. If not, the Chinese buyer must use a licensed broker to be his trading agent. Your buyer should be aware of the import requirements, which are usually seen as follows, (however they may check with the exhibition centre customs to clarify correct procedures on-site).

- Buyer's interest in foreign products.
- Sample testing and technical data study.
- Price acceptable.
- Application of import permit.
- Acceptance of contract terms and approval number.
- Payment and delivery terms.

Exhibitors are encouraged to send their product profile & price list to potential buyers in advance of show date to give the Chinese companies enough lead time to prepare the necessary import paperwork. A three month bonded storage period, pending sale, is the maximum term permitted before customs insist any remaining items are re-exported out of China. The costs involved with the re-exportation are fully on exhibitor's responsibility and account.

HAND CARRIED EXHIBITS

Exhibitors are strongly advised not to hand-carry goods for this exhibition as it could be detained by the Chinese Customs at the airport, Exhibitors should immediately hand over the detention receipt and the duly

filled List of Exhibits to our staff at the fairground to arrange for import of the goods from the airport. These exhibits will then have to be returned as a shipment. For hand-carried item arrival Shanghai airport terminal, our handling charges will be CNY 3,500.00 / consignment / exhibitor.

INSURANCE & LIABILITY

Our tariff is computed on the basis of volume or weight and has no correlation with the value of exhibits, it follows that the costs of insurance is not included in our charges. It is the responsibility of each exhibitor to arrange a full transit Insurance Policy covering transport to the exhibition, during the exhibition, and return of exhibits to domicile, including the period the exhibits are handled on-site by us or any subcontractor. Insurance shall include a waiver of subrogation against Kuehne & Nagel Limited and its agents and/or subcontractors.

KN Expo Service can offer an insurance coverage on your behalf and cost of the exhibitor upon written request.

TERMS OF PAYMENT

All our services are due for immediate payment unless you have engaged the services of our overseas offices or agents, in which case you will be invoiced by them directly. Payments are to be made in cash or by bank remittance to our bank account and must be received by us as follows:

Inward Movement:	Upon uplift of goods, prior to delivery to stand
Outward Movement:	Upon presentation of invoice, prior to delivery to your premises.

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

GENERAL CONDITIONS

All business is only transacted in accordance to the Kuehne & Nagel standard trading conditions, which are available upon request.

Kuehne & Nagel does not take any responsibilities for exhibits that are not allowed by the organizer or the Chinese customs to be displayed or sold, for any duties and taxes of sold exhibits or loss of exhibits whilst on display at the venue.

HANDLING SERVICES & RATES

1) **BASIC SERVICE CHARGE** CNY 500.00/ exhibitor / consignment

2) **INBOUND OR OUTBOUND HANDLING**

2.1. DIRECT SHIPMENT TO CHINA

From free arrival Shanghai sea- or air terminals up to free delivered exhibitors booth, unpacking, customs clearance, removal and storage of empty packaging material:

- | | | |
|--|--------|-------------------------------|
| a) <u>BY SEA</u> | CNY | 670.00 / full cbm / 1,000 kgs |
| Minimum charges per exhibitor/consignment: | LCL | = 2 cbm |
| | 20' | = 23 cbm |
| | 40' | = 45 cbm |
| | 40' HC | = 50 cbm |
| b) <u>BY AIR</u> | CNY | 7.20 / kg chargeable weight |
| Minimum charges per exhibitor/consignment: | | 150 kgs |

2.2. FROM SHANGHAI PREMISES TO VENUE or vice versa

From FOV exhibitor's Shanghai premises to free delivered venue:	CNY	300.00 / full cbm / 1,000 kgs
Minimum charges per exhibitor/consignment:	CNY	600.00

2.3. ON-SITE HANDLING OF LOCAL EXHIBITS

- From vehicle at venue up to booth	CNY	100.00 / full cbm / 1,000 kgs
- From booth to vehicle at venue	CNY	100.00 / full cbm / 1,000 kgs
- Handling of empty cases during show period	CNY	50.00 / full cbm / 1,000 kgs
- Packing or unpacking charges	CNY	50.00 / full cbm / 1,000 kgs
Minimum charges per exhibitor/ service:	=	2 cbm

2.4. TRANSFERRED CARGO FROM OTHER EXHIBITIONS

- Collection from customs bonded warehouse in Shanghai to exhibition stand including customs registration, storage of empties:	CNY	670.00 / full cbm / 1,000 kgs
Minimum charges per exhibitor/consignment:		min 2 cbm
- Application of customs cover for bonded transfer – if applicable:	CNY	1200.00 / cover

2) OUTBOUND HANDLING FOR SOLD ITEMS

- | | |
|--|--|
| a) Re-delivery of empty packaging to booth for repacking, removal to customs bonded warehouse. | CNY 670.00 / full cbm / 1,000 kgs
Min. 2cbm |
| b) Bonded warehouse entry / exit handling fee: | CNY 700.00 / entry / exit |
| c) Storage in customs bonded warehouse
CNY 300.00 | CNY 10.00 / full cbm or 1000kg /day Min. |
| d) Compulsory insurance for storage period only (if applicable) | upon request |

3) OTHER CHARGES and OPTIONALS

- | | |
|--|---|
| a) Translation of List of Exhibits into Chinese | CNY 60.00 / page / package |
| b) <u>Terminal handling charges THC</u> | |
| - for LCL/consolidation shipments: | CNY 300.00 / cbm Minimum 3 cbm |
| - for FCL 20' containers | CNY 1,500.00 / 20' container |
| - for FCL 40' containers | CNY 2,000.00 / 40' container |
| - for airfreight shipments | CNY 2.50 / kg Min. 150kgs |
| - terminal agency fee | CNY 600.00 / shipment |
| *if above rates can not cover actual costs levied by Container Freight Stations (CFS), all third party's charges incurred will be charged at cost. | |
| c) Registration of Shipments under carnet ATA | CNY 600.00 / page / entry or exit |
| d) Incorrect consignee charge: | CNY 900.00 / exhibitor /consignment |
| e) Shipment sent under House AWB: | CNY 900.00 / exhibitor /consignment |
| f) Yang shan sea terminal charge: | CNY 100.00/ cbm or 1,000kg by LCL
CNY 900.00/ 20' containers
CNY 1,500.00/ 40' container |
| (For in & out sea freight which is through this terminal usually used for European traffic) | |
| g) Empty container haulage from / to Container Freight Station | CNY 1,800.00 / 20' container
CNY 2,300.00 / 40' container |
| h) Container Detention Charges On-site: | CNY 2,900.00 / 20' container
CNY 4,200.00 / 40' container |
| i) <u>Storage/detention Charges at Shanghai Ports</u> | |
| - Airfreight | CNY 0.50/ kg chargeable/ day |
| - Seafreight LCL | CNY 30.00/ cbm/ day |
| - Seafreight FCL | CNY 150.00/ 20' container/day
CNY 280.00/ 40' container/day
CNY 300.00/ 45' container/day |
| j) <u>Animal and Plant Quarantine Charges:</u> | |
| - LCL and airfreight shipments | CNY 120.00 / package |
| - 20' Containers | CNY 500.00 / 20' container |
| - 40' Containers | CNY 700.00 / 40' container |
| k) <u>Equipments & Manpower for mantling/dismantling of machines</u> | |
| - Forklift with 3 tons capacity | CNY 160.00/ hour Minimum 2 hours |
| - Forklift with 5 tons capacity | CNY 220.00/ hour Minimum 2 hours |
| - Forklift with 10 tons capacity | CNY 350.00/ hour Minimum 2 hours |
| - Forklift with 15 tons capacity | CNY 450.00/ hour Minimum 2 hours |

- | | |
|--|------------------------------------|
| - Mobile crane up to 10 tons capacity | CNY 350.00/ hour Minimum 2 hours |
| - Mobile crane up to 20 tons capacity | CNY 450.00/ hour Minimum 2 hours |
| - Mobile crane up to 35 tons capacity | CNY 750.00/ hour Minimum 2 hours |
| - Mobile crane up to 50 tons capacity | CNY 1,050.00/ hour Minimum 2 hours |
| - Mobile crane up to 100 tons capacity | CNY 2,000.00/ hour Minimum 2 hours |
| - Mobile crane up to 130 tons capacity | CNY 3,200.00/ hour Minimum 2 hours |
| - Mobile crane up to 200 tons capacity | CNY 7,000.00/ hour Minimum 4 hours |
| - Local Labour | CNY 400.00/ day (8 hours) |
| Overtime work per hour: | 50% after 5pm |
| | |
| l) <u>Vacuum packaging and re-sealing of exhibits</u> | |
| - with packing materials: | CNY 350.00/ cbm Minimum 2 cbm |
| - without packing materials: | CNY 210.00/ cbm Minimum 2 cbm |
| | |
| m) <u>Charges for oversize cargo above 3 tons or 3m x 2.2m x 2.2m:</u> | upon request |
| | |
| n) Additional charges for cargo arriving after Deadlines: | 30% over handling tariff |
| | |
| o) Handling of dangerous goods: | 100% increase on handling tariff |
| | |
| p) Fumigation if requested | outlay + 15% |

NOTE: All above rates are quoted net and are subject to 6% VAT for payers located within mainland China as per the new China tax reform!

In the Annex you will find the necessary forms (LOE) to fill out and which you please will send us back until the mentioned 'Deadlines' on page 2. once you accepted our quotation.

Should you require any further information regarding the above, please do not hesitate to contact us.

Yours faithfully,

KNExpo Service
Kuehne & Nagel Limited

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KN Expo Service



EXHIBITION 展覽會名稱

CONSIGNEE

KN Expo Service

TO SEND VIA 運輸方式

☐☐☐

AIR 空運 / SEA 海運 / TRUCK 陸運

DESTINATION 目的地

EXHIBITOR 參展者

MEASUREMENTS 厘米 (CM)

L 長

W 寬

H

BOX NO. 箱號

第

箱

OF 共

STAND NO. 展台號 / HALL NO. 館號

URGENT EXHIBITION MATERIAL DO NOT DELAY

展覽物品 勿延

Bakery China 2016


Bakery China

May 11~14 , 2016

Shanghai New International Expo Center

Form 20 Hotel Accommodation Registration

-Hotel Introduction (Tick in your selected Hotel)

Deadline April 30, 2016

Star hotel	Hotel	Room Type	Price	Hotel Address	Distance Exhibition hall
Five-star	<input type="checkbox"/> InterContinental Shanghai Expo	Single Bed Double bed	1300RMB	Pudong New Area Xueye Road No. 1188	Drive 10 minutes
	<input type="checkbox"/> Sheraton Shanghai Hotel & Residences, Pudong	Single Bed Double bed	1300RMB	Pudong New Area Pu Road 38, near Pudong South Road	Drive 10 minutes
	<input type="checkbox"/> The Eton Hotel Shanghai	Single Bed Double bed	880RMB	No. 535 PuDong , Avenue	Drive 15 minutes
	<input type="checkbox"/> Wyndham Grand Plaza Royale Oriental Shanghai	Single Bed Double bed	980RMB	No. 2288 Pudong Avenue, near Wande Road	Drive 15 minutes
	<input type="checkbox"/> Shanghai Grand Trustel Purple Mountain Hotel	Single Bed Double bed	980RMB	No. 778 Dongfang Road, near Zhang Yang Road	Drive 15 minutes
	<input type="checkbox"/> Shanghai ZhongYou SunShine Hotel	Single Bed Double bed	880RMB	No.969 Dongfang Road, near PuDian Road	Drive 15 minutes
Four-star	<input type="checkbox"/> Dorsett Shanghai	Single Bed Double bed	750RMB	Huamu Road No. 800, near shore Tong Road	10 minutes' walk
	<input type="checkbox"/> Holiday Inn Shanghai Jinxiu	Single Bed Double bed	650RMB	Pudong New Area Jin Zun Road 399, near the North Ai Road	Drive 10 minutes
	<input type="checkbox"/> Shanghai MingYa Hotel	Single Bed Double bed	580RMB	Pudong New Area No. 500 Gushan Road,	Drive 15 minutes
	<input type="checkbox"/> Ramada Plaza Pudong South Shanghai	Single Bed Double bed	408RMB	Pudong New Area South Road No. 938, near North Road	Drive 6 minutes
	<input type="checkbox"/> Days Hotel Frontier PuDong	Single Bed Double bed	380RMB	No. 2333 Pudong Avenue, near DePing Road	Drive 15 minutes
	<input type="checkbox"/> Grand Metro Park JIAYOU Hotel	Single Bed Double bed	430RMB	No. 159 New JinQiao Road	Drive 15 minutes
Three-star	<input type="checkbox"/> Shanghai HuaJun Hotel	Single Bed Double bed	420RMB	No. 1607 PuDong South Road	Drive 15 minutes
	<input type="checkbox"/> Shanghai Leisure Hotel	Single Bed Double bed	268RMB	No. 169 ZhouKang Road	Drive 25 minutes
	<input type="checkbox"/> Shanghai Vienna Hotel	Single Bed Double bed	420RMB	No. 3039 ShangNan Road	Drive 25 minutes
	<input type="checkbox"/> Shanghai JingZhou Hotel	Single Bed Double bed	348RMB	No. 895 PuSan Road	Drive 10 minutes

Economy hotel	<input type="checkbox"/> JingJiang Star Hotel	Single Bed Double bed	338RMB	No. 208 PuSan Road	Drive 15 minutes
	<input type="checkbox"/> Speed 8 Hotel	Single Bed Double bed	208RMB	No. 300 MeiZhou Road	Drive 20 minutes

Note: the above prices are inclusive of breakfast hotel, exhibition shuttle bus and service charges

-If you need to By Appointment Hotel

-Please fill in the information to send the mail to my email: wanglifang1111@126.com

Company _____

Tel _____ Fax _____

Name _____ Cellphone _____ E-mail _____

The choice of Hotel _____ Room type and Room number _____

Check in time _____ Check out time _____

Contact Information:

Shanghai Li domain Conference Exhibition Service Co. Ltd.

Contact : Wang Lifang

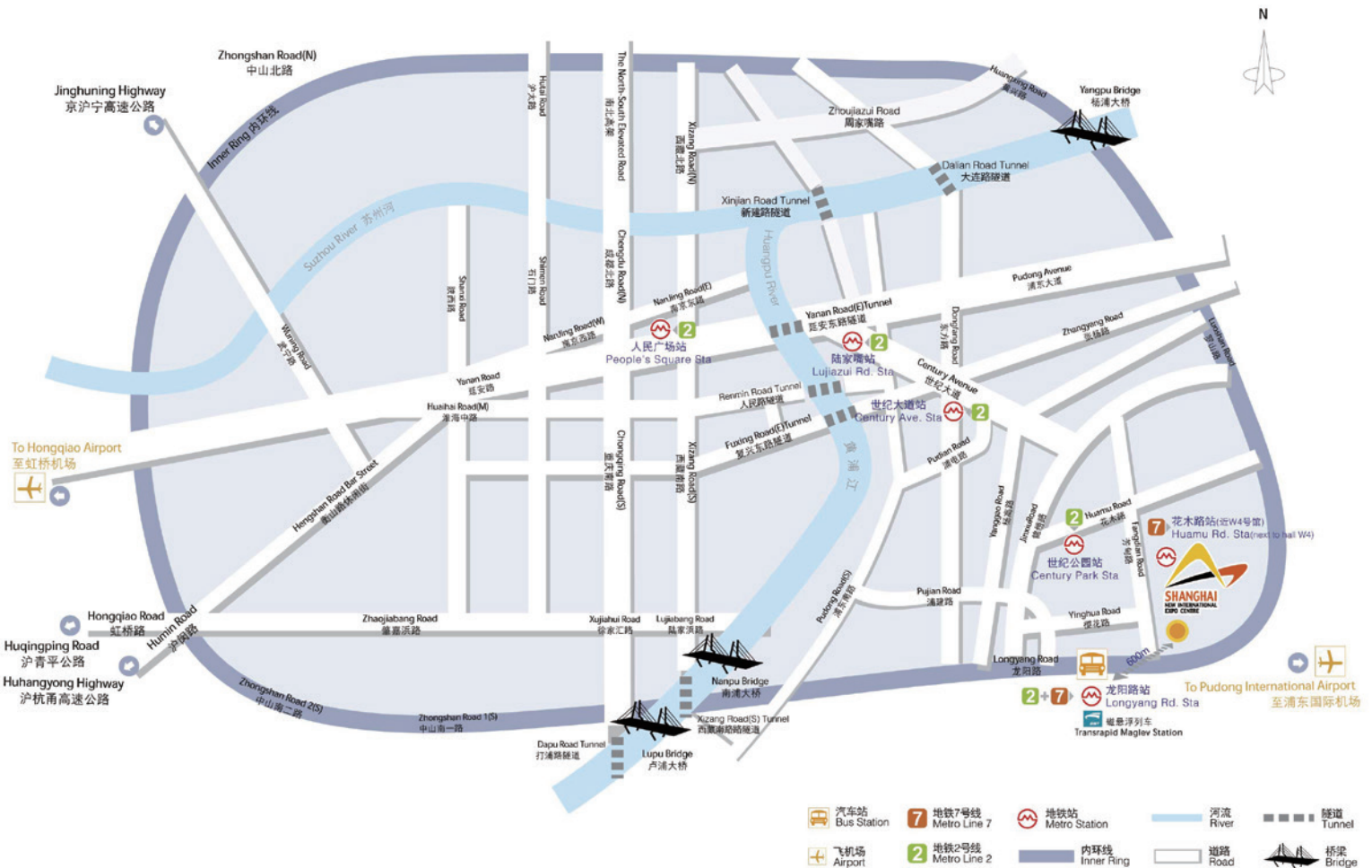
Tel : 021-61089989 Mobile phone : 13701769728

E-mail: wanglifang1111@126.com

Transportation

Geographic Location

地理位置



Contact Us:

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Fax: +86-10-8219 1779

Email: li.jiang@bakerychina.com

www.bakerychina.com

Wish You A Successful and Fruitful Participation!

