



CIFM

中国广州国际家具生产设备及配料展览会
China International Furniture Machinery & Furniture Raw Materials Fair (Guangzhou)



interzum guangzhou

Extended to 5 Days!
More Time, More Business!

市场前景 纵览于此

参展商服务手册

Exhibitor Service

Manual

Detailed visions for future markets

**International Trade Fair
for Furniture Production**

28 March - 1 April 2014

China Import and Export Fair Complex (Pazhou)

2014年3月28日- 4月1日

中国进出口商品交易会展馆(琶洲)



中国对外贸易中心(集团)
China Foreign Trade Centre (Group)



we energize your business

WELCOME NOTE



Dear Exhibitor,

Thank you for your participation in **interzum guangzhou 2014**.

This Exhibitor Service Manual has been compiled to assist you in your preparation for the event.

The "Index of Forms" lists all forms included in the manual and shows you which forms are compulsory. The other forms are for your attention and completion where necessary.

Please send us the order forms by the dates indicated so that we can ensure that the services you require have been arranged.

We look forward to welcoming you at **interzum guangzhou 2014**.

The Organizing Team
December 2013

INDEX OF FORMS

	Content	Compulsory	Deadline	Page
	List of Contacts			3
	Exhibition Schedule			4
	General Information			5-7
	Technical Information			8-13
	Rules & Regulations			14-21
Forms	Marketing Opportunities			
0	Order Form Checklist			22
1	Catalogue Ads(Additional)		7 Feb 2014	23-24
2	Business Matching		24 Jan 2014	25
3	Exhibitor Nominated Buyer		28 Feb 2014	26
4	Conference and Seminar		24 Jan 2014	27-29
5	Outdoor Advertising		7 Feb 2014	30
	Booth and Utilities			
6	Additional Exhibitor Badges		21 Feb 2014	31
7	Fascia Lettering		28 Feb 2014	32
* 8	Raw Space Exhibitors	Raw Space	29 Jan 2014	33-35
* 9	Service Location Plan	All Exhibitors	28 Feb 2014	36
10	Furniture & AV Equipment		28 Feb 2014	37-38
* 11	Electricity & Lighting	Raw Space	28 Feb 2014	39
12	Water & Compressed Air		28 Feb 2014	40
13	Heavy & Large Exhibits		21 Feb 2014	41
14	Telephone, Internet & Fax		28 Feb 2014	42
15	Exhibition Staff		21 Feb 2014	43
16	Freight Forwarding		Refer to forms	44-50
17	Visa Application		7 Feb 2014	51
18	Hotel Reservation		14 Mar 2014	52-53
“*” indicates mandatory forms for exhibitors				

All Information in this manual is correct at the time of printing as the Organizers have done their utmost to ensure accuracy.
The Organizer apologize for any misprint or error, and regret that we cannot be held liable on any account whatsoever for them.

LIST OF CONTACTS



Organizing Team

Project Management

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Email : k.lee@koelnmesse.cn
Contact : Ms. Karen Lee

Sales Executive for China / International

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m.liang@koelnmesse.com.cn
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Sales Executive for Asia-Pacific

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Contact : Ms. Vivian Lee

Sales Executive for Europe

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Messeplatz 1, 50679 Köln, Germany
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Email : a.schuhmacher@koelnmesse.de
Contact : Ms. Alexandra Schuhmacher

Operations

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Room 3311, Metro Plaza
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Contact : Ms. Monique Fan

Official Freight Forwarder

Agility Fairs & Events Logistics Limited
Unit 2105 – 2107, 21/F., CITIC Telecom
Tower, 93 Kwai Fuk Road, Kwai Chung, N.T.,
Hong Kong SAR
Tel: +852 2211 8203
Fax: +852 2866 2421
Email: bchiu@agilitylogistics.com
Contact: Mr. Bart Chiu

Agility Fairs & Events Logistics (Shanghai) Co.,
Ltd. Guangzhou Branch
6/F, No.726 Dong Feng Road East, Guangzhou,
P.R. China.
Tel: +86 20 2829 8366
Fax: +86 20 2829 8356
Email: maxliu@agilitylogistics.com
frlee@agilitylogistics.com
Contact: Mr. Max Liu / Mr. Franky Lee

Stand Contractor for International Halls

Guangzhou Pico IES Exhibition Services Co., Ltd.
Room 701-702, Dongshan Plaza, 69 Xianlie
Road Central, Guangzhou, 510095, P.R. China
For raw space document submitting
Tel: +86 20 8732 2990 ext.182 /
+86 20 8908 9140
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Email: mendi.xian@cn.pico.com
jun.deng@cn.pico.com
Contact : Ms. Mendi Xian / Ms. Jun Deng
For standard shell scheme and premium shell
scheme
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Email: stephen.luo@cn.pico.com
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Contact : Mr. Stephen Luo / Mr. Allen Huang

Official Travel Agent

Orient Explorer Guangzhou
54 Lifu Road #506, Haizhu District Guangzhou,
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Email : peter@orient-explorer.com.cn
Contact : Mr. Peter Tang

SCHEDULE OF EVENTS

Build-up Period	Date	Time
Appointed Stand Contractor for International Halls Move-In	24-25 March 2014 (Area B) 24-25 March 2014 (Area C) 26 March 2014 27 March 2014	0900 – 1700 hrs 0900 – 2000 hrs 0900 – 2200 hrs 0900 – 2300 hrs
Exhibitor Nominated Contractor Move-In For Exhibitors in Area B	24-25 March 2014 26 March 2014 27 March 2014	0900 – 1700 hrs 0900 – 2200 hrs 0900 – 2300 hrs
Exhibitor Nominated Contractor Move-In For Exhibitors in Area C	24 -25 March 2014 26 March 2014 27 March 2014	0900 – 2000 hrs 0900 – 2200 hrs 0900 – 2300 hrs
Exhibitor Registration For Raw Space Exhibitors	24-26 March 2014 27 March 2014	0900 – 1630 hrs 0900 – 1800 hrs
For Standard Shell Scheme and Premium Shell Scheme Exhibitors	26 March 2014 27 March 2014	0900 – 1630 hrs 0900 – 1800 hrs
Electrical Installation	26 March 2014 27 March 2014	1300 – 1700 hrs 0900 – 1500 hrs
Exhibits Move-In and Stand decoration (Standard Shell Scheme Exhibitors)	26 March 2014 27 March 2014	0900 – 2100 hrs 0900 – 2300 hrs
Exhibition Period	Date	Time
Opening Hours of Exhibition (Half an hour is extended for exhibitor after exhibition closed)	28 March 2014 29 March 2014 30 March 2014 31 March 2014 1 April 2014	0830 – 1730 hrs 0900 – 1730 hrs 0900 – 1700 hrs 0900 – 1630 hrs 0900 – 1430 hrs
Dismantling Period	Date	Time
Exhibits Move-Out	1 April 2014	1500 – 2200 hrs
Stand Dismantling	1 April 2014 2 April 2014	1500 – 2200 hrs 0900 – 1700 hrs

Notes:

- All exhibitors must decoration their stands by **2300 hrs on 27 March 2014**. No construction is permitted after 2300. If you do need more time for decoration work, you can apply for over time at night of 26 March (no time limitation) , and please find the relevant procedures described below.
- Exhibitors who require exceptions from this rule must obtain written permission from the Organizer for security and hall lighting to be arranged.
- If exhibitor requires booth construction overtime, they must submit the application together with the overtime payment to the Official Contractor's onsite office by 1500 hrs on the same day. Apply for over time apply before 1500 hrs will be charged RMB 14 /sqm/h, apply for over time after 1500 hrs will be charged RMB 18 /sqm/h, apply for over time after 1700 hrs won't be accepted.
- Exhibitors must move-out by 1700 hrs on 2 April 2014. Any application for overtime during move-out will not be entertained. If exhibitors are not able to move-out their exhibits and fittings on time, Organizers will enforce clearance. All costs for this enforcement e.g. hiring of staffs, will be charged to the exhibitors.

A) GENERAL INFORMATION

1. Name of Event

interzum guangzhou 2014

2. Venue

China Import & Export Fair Pazhou Complex, Area B & Area C
No.382 Yuejiang Road (M), Haizhu District
Guangzhou, P.R. China

3. Opening Dates & Times

Friday – Tuesday
28 March to 1 April 2014

Exhibitors	28 March	0830 – 1800 hrs
	29 March	0900 – 1800 hrs
	30 March	0900 – 1730 hrs
	31 March	0900 – 1700 hrs
	1 April	0900 – 1500 hrs
Trade Visitors	28 – 29 March	0930 – 1730 hrs (No admission after 1700 hrs)
	30 – 31 March	0930 – 1630 hrs (No admission after 1600 hrs)
	1 April	0930 – 1430 hrs (No admission after 1400 hrs)

4. Organizing Team

Organized by

China Foreign Trade Centre (Group)
Koelnmesse GmbH

Hosted by

China Foreign Trade Guangzhou Exhibition General Corporation
Koelnmesse Co., Ltd.

5. Visitor Admission

- Visitors must register at the registration counter at the entrance area of the hall.
- Admission is free for invited guests and pre-registered visitors only. An admission fee of RMB 20 applied for all other visitors.
- The Organizer reserves the right to refuse admission or to remove any person from the event without having to specify a reason.
- No photography or video equipment is allowed in the hall unless prior approval is obtained from the Organizer.
- Business or smart casual attire is compulsory, shorts and sandals are not permitted.
- Minors under 18 years of age are not allowed into the exhibition halls.

6. Facilities

A Press Centre for local and international media will be made available throughout the opening hours to assist members of the press and it will be located at the middle section of the Pearl Walking Path of Area A.

A) GENERAL INFORMATION

7. About Guangzhou

Guangzhou, the capital city of Guangdong province, is situated in the south of China, adjacent to Hong Kong and Macau. Traditionally known as the gateway of China, Guangzhou is the center of economy, culture and finance hub for international trade. As a frontier of China's reform and opening policy, Guangzhou has experienced a tremendous improvement in the aspects of economy, transport, catering and other infrastructure in the past decade.

8. Venue Routes

The China Import & Export Fair Pazhou Complex is situated at No.382, Yuejiang Zhong Road, Haizhu District, Guangzhou. Exhibitors can get to the venue by the following routes:

- a) You may take Metro Line 8 to Pazhou station. (If you take Metro Line 1, you need to transfer to Line 2 at Gongyuan Qian station then transfer to Line 8 at Changgang station; if you take Metro Line 3, you need to transfer to Line 8 at Kecun station.)
- b) If you are driving to the venue, you can get to Xingang Dong Road via Guangzhou Bridge, Jiangwan Bridge and Haiyin Bridge. You can also get to the venue via Huangpu Ave or Huanan Thruway. (Pazhou Bridge & Huanan Thruway are charged highways). For Details please refer to the "[Location Map of the China Import & Export Fair Pazhou Complex](#)" on next page.

9. Transport

By Air

The Guangzhou Baiyun International Airport is located only 40 minutes via taxi from the official hotels and the fairground. It offers regular flights to and from major cities all around the world.

By Rail

Eastern Guangzhou Railway Station is located approximately 20 minutes via taxi from the official hotels and the fairground. There are express trains traveling every 2 hours between the station and Hung Hom Station in Hong Kong. The trips take about 120 minutes. For inquiries, please call +852-294-77-888 (HK) or +86-20-8755-0917 (Guangzhou).

By Bus

There is a coach service between Guangzhou and Hong Kong. Visitors can transfer to Line 2 of the Guangzhou Metro at China Hotel and Dongfang Hotel (Metro station: Yuexiu Park, Exit D) and head towards the venue.

10. Language

Putonghua is the official language although there are numerous other dialects. Cantonese is the main dialect spoken in Guangzhou and Hong Kong. English is an international business language but it is not widely spoken. Interpretation is still needed for most business transactions in China.

To hire an interpreter for the event, please complete **Form 15**, and fax it to the Organizer before **21 February 2014**.

11. Currency

The currency used in China is Renminbi, abbreviated as RMB. Most credit cards such as VISA, Master Card and American Express are only accepted in major hotels and large shopping outlets. It is advisable to carry some cash and exchange for local currency when possible.

12. Visa

Visas are required for all visitors to China. For application, please approach the nearest China Embassy at least one month before your departure. Please contact the Organizer for invitation letters, which are sometimes required for visa application. Please refer to **Form 17** for details.

A) GENERAL INFORMATION

13. Climate

Guangzhou is a subtropical area with temperature ranging from 10°C to 32°C throughout the year. It is usually rainy and humid in March with an average temperature of 20-25°C.

14. Time

China is 8 hours ahead of Greenwich Mean Time and 16 hours ahead of United States Western Standard Time.

15. Hotels / Taxi and Airport Transfer

Discounted rates have been secured for exhibitors and visitors to **interzum guangzhou 2014**. Please refer to **Form 18** for hotel bookings or refer to our website www.interzum-guangzhou.com for further details.

Taxis are available at the airport. Taxi service hotline in Guangzhou is 96900.

Optional tours in and around Guangzhou and the region can be booked in advance at www.interzum-guangzhou.com or at the service counter onsite. For special arrangements please contact our Official Travel Agent.

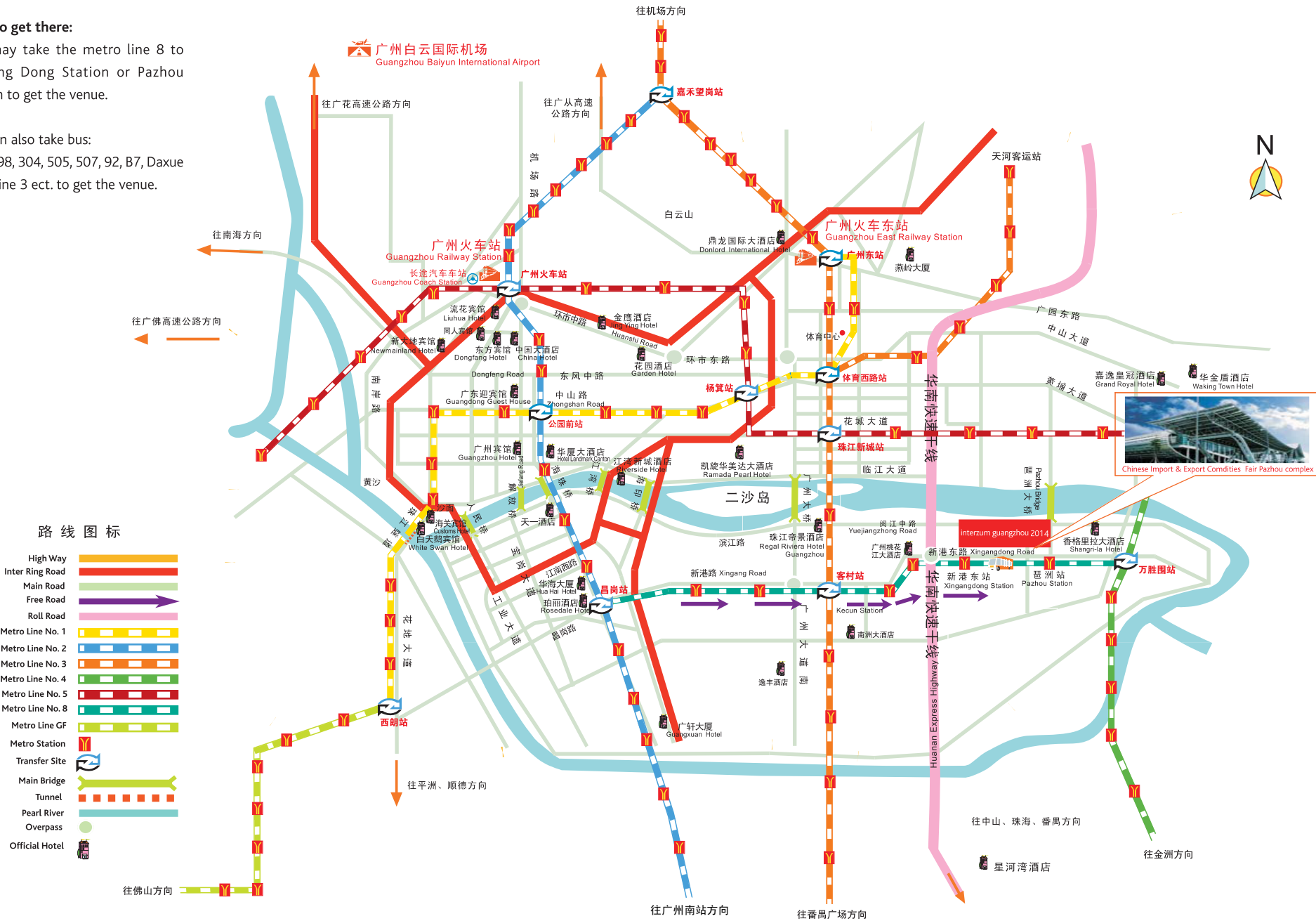
交通指南 The Location Map of China Import & Export Fair Complex

How to get there:

You may take the metro line 8 to Xingang Dong Station or Pazhou Station to get the venue.

You can also take bus:

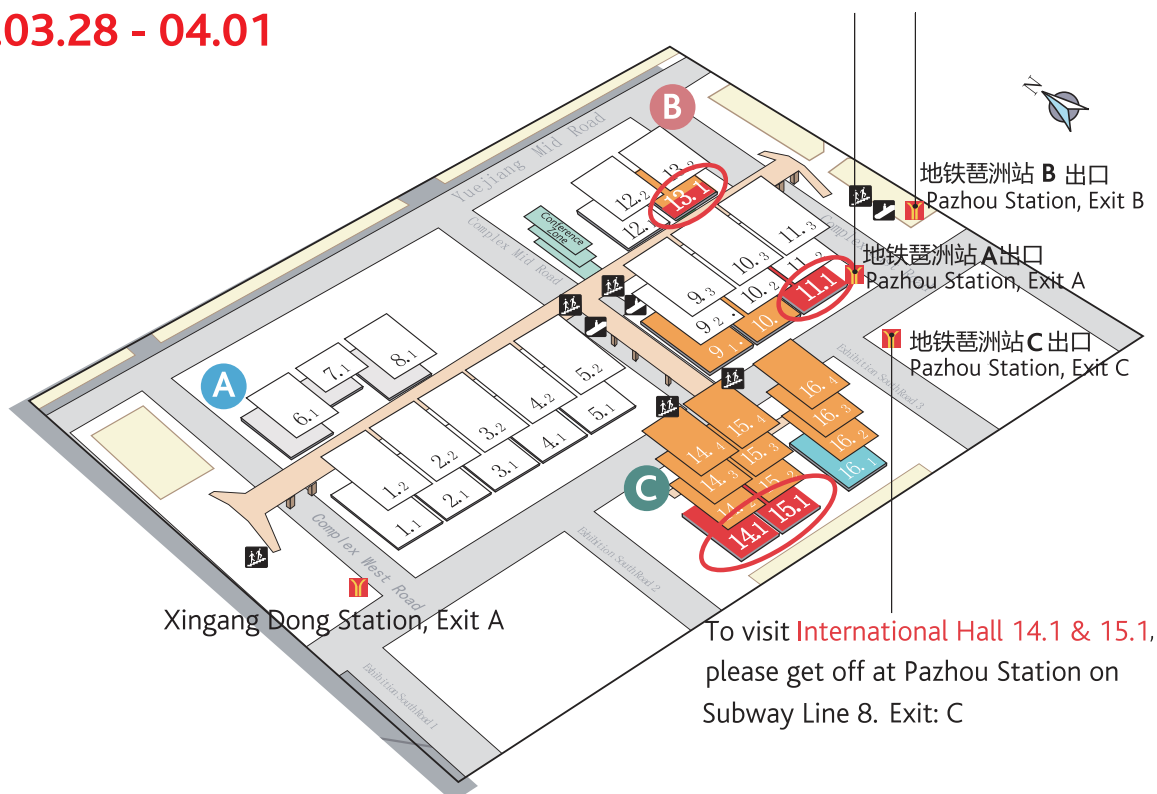
262, 298, 304, 505, 507, 92, B7, Daxue town line 3 ect. to get the venue.





2014.03.28 - 04.01

To visit **International Hall 11.1 & 11.3**, please get off at Pazhou Station on Subway Line 8. Exit: A or B



	14.1	International Hall - Fittings & Components Hardware, Components and Fittings <i>- Country Pavilions: Spain, Turkey</i>	国际展区 五金馆 五金 / 配件 <i>- 西班牙, 土耳其展团</i>
	15.1	International Hall - Materials & Textiles Materials and Equipment for Upholstery and Bedding, Wood Products and Adhesives, Materials and Equipment for Interior Design <i>- Country Pavilions: Germany, USA / Canada, Sweden, Italy, Turkey, AHEC (American Hardwood Export Council)</i>	国际展区 辅料综合馆 软体家具辅料 / 气动元件 木料及木材产品 / 粘合剂、填充剂 室内装饰原料与设备 <i>- 德国, 美国 / 加拿大, 瑞典, 意大利, 土耳其展团, 美国阔叶木外销委员会展团</i>
	11.1	International Hall - Machinery & Tools Woodworking Machinery, Tools and Other Machinery <i>- Country Pavilion: Germany</i>	国际展区 机械综合馆 木工机械 / 软体机械 / 刀具 / 其它机械
	13.1	International Hall - Upholstery & Sewing Machinery Latex & Foam Cutting Machine, Sewing Machinery & Other Upholstery Machinery	国际展区 软体机械馆 海绵切割机 / 缝纫机 / 弹簧机 / 其它软体机械
		Domestic Halls	国内展区
	16.1	Visitor Registration Center	买家登记中心
		China International Furniture Fair - Office Show	办公环境展

Note: The above hall plan is subject to change without prior notice

注：主办方保留展馆分布图变动权力，以现场公布为准

B) TECHNICAL INFORMATION

B 1. Booth Construction Regulations

1.1 Official Stand Contractor for International Halls

Guangzhou Pico IES Exhibition Services Co., Ltd has been appointed as the Official Stand Contractor for International Halls at interzum guangzhou 2014. The Exhibitors may employ a contractor of their choice to construct and install any stands they may require. Raw Space Exhibitors using non-official contractors must submit detailed drawings for approval by the Organizers/Official Stand Contractor for International Halls before **29 January 2014**. For details, please refer to **Form 8**. The Organizer reserves the right to reject any construction and design deemed inappropriate.

Guangzhou Pico IES Exhibition Services Co., Ltd.

Room 701-702, Dongshan Plaza, 69 Xianlie Road Central, Guangzhou, 510095 PR China

Tel: +86 20 8732 2990 ext.182 / +86 20 8908 9140

Fax: +86 20 8908 9811

Email: mendi.xian@cn.pico.com / jun.deng@cn.pico.com

Contact : Ms. Mendi Xian (for standard shell scheme) / Ms. Jun Deng (for rawspace)

1.2 Standard Shell Scheme Construction

The basic design for each Shell Scheme booth consists of:



	9-12sqm	15sqm	18sqm
Carpet	As per stand space		
System Wall Elements (2.5mH)	As per stand space on all closed sides		
Fascia Board with English & Chinese Company Name and Booth Number	On all open sides		
Information Counter	1	1	2
Lockable Sideboard	1	1	2
Round Table	1	1	2
Leather Arm Chair	3	3	6
Flat Wall Shelf (1000mmL x 300mmW) (Optional) *	3	3	4
Long-arm Spotlight (100W)(ML002)	3-4	5	6
Power Socket (Max 500W)	1	1	2
Wastepaper Basket	1	1	2
Daily Booth Cleaning	Incl.		
*The Flat Wall Shelf is an optional item and will only be installed on request. Please complete Form 9 and return to the Official Stand Contractor for International Halls by 28 Feb. 2014. Quantity of free shelves are listed in the table above			

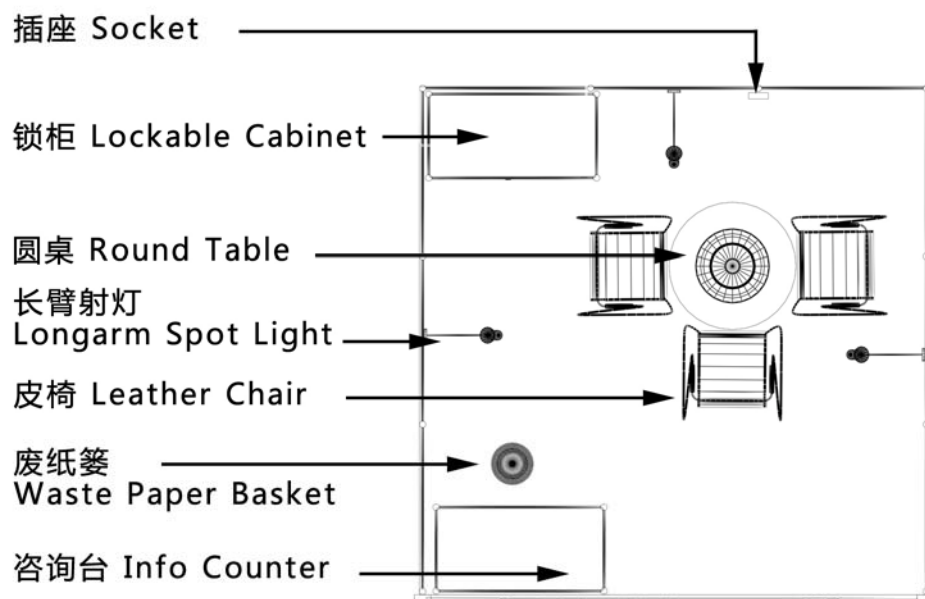
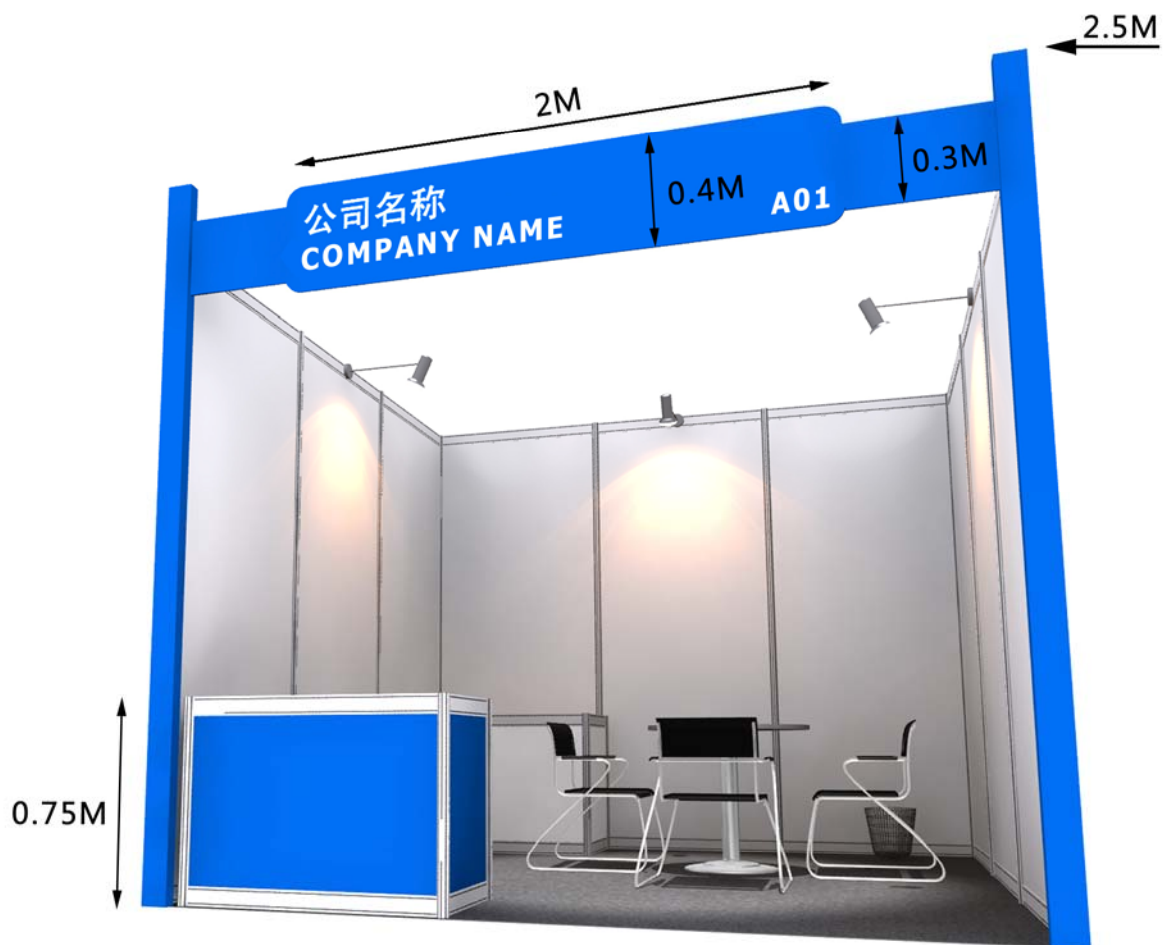
The basic design for each Premium Shell Scheme booth consists of:



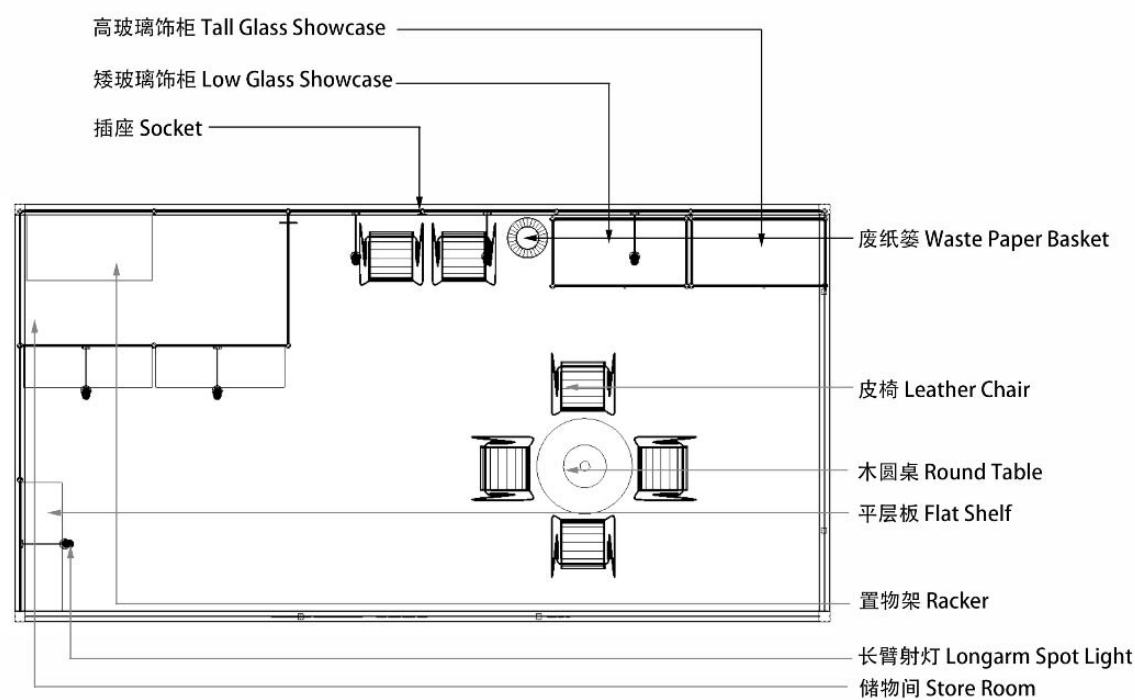
*** Please contact the Organizer for entitlements for booth sizes not specified above.**

	18sqm	27sqm	36sqm
Carpet	As per stand space		
System Wall Elements(2.5mH)	As per stand space on all closed sides		
Fascia Board with English & Chinese Company Names and Booth Number	On all open sides		
Tall Show case (1000mmL x 500mmW x 2500mmH)	1	1	2
Low Showcase (1000mmL x 500mmW x 1000mmH)	1	1	2
Round Table	1	1	2
Leather Arm Chair	6	9	12
Flat Wall Shelf (1000mmL x 300mmW) (Optional) *	3	5	6
Shelf Rack (1m*0.3m, inside store room)	1	1	1
Long-arm Spotlight (100W)	6	9	12
Power Socket (Max 500W)	1	1	2
Wastepaper Basket	1	1	2
Storeroom, incl. folding door	2sqm	2sqm	4sqm
Daily Booth Cleaning	Incl		
*The Flat Wall Shelf is an optional item and will only be installed on request. Please complete Form 9 and return to the Official Stand Contractor for International Halls by 28 Feb. 2014. Quantity of free shelves are listed in the table above			

国际普通标准展位 Standard Shell Scheme



国际高级标准展位 Premium Shell Scheme



B) TECHNICAL INFORMATION

Booth facilities listed above are subject to change at the discretion of the Organizer without prior notice. Items not required by exhibitors in the standard booth package, will not be deductible from the package cost and will neither be compensated nor exchange for other equipment.

Additional furniture and electrical items are available for rental from the Official Stand Contractor for International Halls. Please place your order by completing and returning the respective forms by the stipulated deadlines. Any additional orders or changes made will be charged according to rates stated in the manual.

No drills, screws, paints, nails or fixtures of any kind are allowed to be affixed onto the partitions, floor or ceiling. Exhibitors are liable for any damages to their booths, fixtures and fittings and the exhibition venue, whether caused by themselves or by any person or persons employed or engaged on their behalf.

The cost of repair for any damages will be assessed by the Official Stand Contractor for International Halls and charged accordingly to the exhibitor. The Organizer, together with the venue owner, will inspect the halls before and after the event.

Exhibitors are not allowed to replace existing fascia with self-made fascia for Standard and Premium Shell Booths. Please refer to Figure 1.0 for an example.

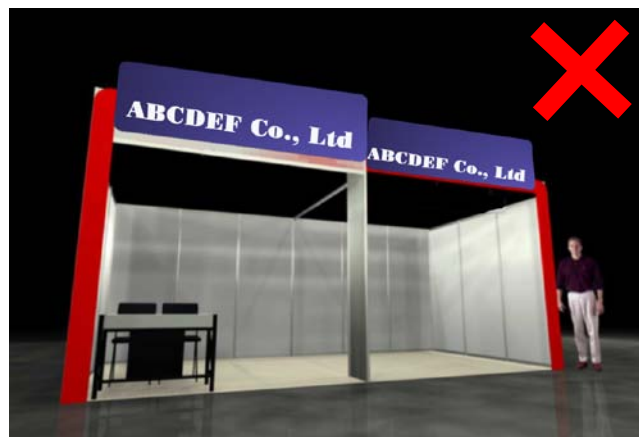


Figure 1.0

1.3.1 Stand arranged by Exhibitor

Exhibitors having Special Design booths are advised to use the service of the Official Stand Contractor for International Halls appointed by the Organizer to undertake the job as this will facilitate convenient installation. Otherwise, exhibitors are required to obtain consent from the Organizer before any of their own contractors are allowed to work onsite. **The Organizer reserves the right to reject any contractor and design deemed inappropriate.**

Each booth must have its own panels and it is not permitted to use neighbouring panels. If any panel is higher than the one behind it, acceptable decoration or material must cover the back of that panel. Please refer to Figure 1.1 for an example.

If the exhibitor fails to cover the back of the panel, the Organizer will assign the Official Stand Contractor for International Halls to do the covering before the show opens, and the cost will be deducted from the paid Hall Clearance Deposit.



Figure 1.1

B) TECHNICAL INFORMATION

Exhibitors are not allowed to construct a full wall on any of the open sides of island booths. The wall on each open side should be at least one-third (1/3) open for island booths and 2 sides open booths and 3 sides open booths. Booths with special design must have their exposed back walls covered with suitable material, i.e., white wooden panels.

If found to be constructed differently from the layout approved by the Organizer, exhibitors will be asked to rebuild the booth and bear all related costs including overtime charge.

According to fire safety regulations, Raw Space designs with a full wall facing the solid wall of the hall will need to install a door measuring at least 1m(w) x 2m(h) on full wall.

Exhibitors may employ a contractor of their choice to construct and install any stands they may require. The information of the contractor must be given to the Organizer by completing **Form 8**. Failure to obtain written approval could result in costly alterations on-site such as when designs or installations violate fire and safety, stand height and boundary or any space contract rules and regulations. When exhibitor appointed contractor is not the Official Stand Contractor for International Halls, this contractor will be required to lodge with the Organizer a refundable deposit based on the contracted space.

This is to ensure that the rules and regulations are abided by and to cover any damages arising directly from any infringement. This is without prejudice to any additional claims the Organizer may have on the contractor if the damages exceed the deposit.

Booth designs; including overview layouts, schematic diagrams and at least 3 different 3D perspectives are to be submitted by the stipulated deadline for the approval of the Organizer. **Late submissions will not be approved.** - Please refer to **Form 8** of this manual.

1.3.2 Construction Height

The maximum permitted construction height for single storey stands is **4.5m**, and **6m** for double storey stand, subject to final approval by the Organizer. **Double storey stands are not allowed in Area C.**

All stand constructions have to be approved by the Organizer.

1.3.3 Building Materials / Dangerous Materials

Materials for the construction of the exhibition booths shall have a minimum flame spread rating. No false ceiling will be approved, unless the material used will allow water to flow through freely.

No temporary gas, petrol or highly inflammable substances are allowed in the halls. All pressure vessels or equipment must conform to safety standards and regulations. Approval for its use is required.

Any stand of more than 60sqm has to be equipped with a fire extinguisher, and an additional fire extinguisher is required for every 20sqm increment of the booth area.

1.3.4 Double Storey Stands (Hall 11.1 & 13.1, Area B)

Apart from the mentioned rules and regulations, exhibitors and their appointed contractors who plan to build double storey stands must comply with the following:

1. The exhibiting company of the lower tier of a particular booth must be same as that of the upper tier.
2. The rental rates for the contracted floor area at the upper tier shall be one third (1/3) that of the lower tier. That is, if the rental rate for the lower tier floor area is EUR 140/sqm, the rental rate for the upper tier floor area will be EUR 47/sqm.
3. Double storey booths will only be allowed provided the minimum contracted floor area for the lower tier of the particular booth is 100 sqm and that the minimum length of any dimension of that area is 6m.
4. The contracted floor area of the upper tier shall not exceed 50% of the contracted floor area of the lower tier of the particular booth.

B) TECHNICAL INFORMATION

5. All booth designs and stand construction must be approved in advance by the Organizers and the venue owner in writing. Detailed designs (including technical and structural plans) have to be submitted by the stipulated deadline for the relevant authorities' review and approval.

6. The design, construction and tear-down of double storey stands are to comply with the guidelines, rules and regulations laid down by the relevant authorities including the Fire Safety Bureau, the Organizer and the venue owner.

7. Exhibitors having Special Design booths are advised to use the service of the Official Stand Contractor for International Halls appointed by the Organizer to undertake the job as this will facilitate convenient installation. Otherwise, exhibitors are required to obtain consent from the Organizer before any of their own contractors are allowed to work onsite. The Organizer reserves the right to reject any contractor and design they deem inappropriate.

8. Each booth must have its own panels and it is not permitted to use the neighbor's panels. If any panel is higher than the one behind it, acceptable decoration or material must cover the back of that panel.

9. Exhibitors may employ a contractor of their choice to construct and install any stands they may require. The name of the contractor must be given to the Organizer by completing **Form 8**. Failure to obtain written approval could result in costly alterations onsite such as when designs or installations violate fire and safety, stand height and boundary or any space contract rules and regulations. When the exhibitor appointed contractor is not the Official Stand Contractor for International Halls, this contractor will be required to lodge with the Organizer a refundable deposit based on the contracted space.

10. This is to ensure that the rules and regulations are abided by and to cover any damages arising directly from any infringement. This is without prejudice to any additional claims the Organizer may have on the contractor if the damages exceed the deposit.

B 2. Power, Water & Compressed Air

2.1 Power Supply and Lighting

- a) Basic hall lighting will be provided. The standard electrical current supply is single phase, 220 Volt 50 Hz.
- b) Electricity supply will be switched off **30 minutes after the exhibition closes each day**. 24-hour electricity supply can be arranged on a **chargeable** basis through the Organizer.
- c) To ensure maximum safety and sufficient electrical supply, all electrical installations and electrical capacities used must be reported to the Organizer in advance.
- d) All electrical installations must fulfill the relevant safety standards and meet the requirements and quality standards of the fire safety authorities.
- e) For safety reasons, please use one socket for one machine only (maximum power is 500W). **Please take note that the use of multi-sockets is not permitted.**
- f) Electrical wires must be ZR-BVV and jacketed. Wires with aluminous core are not allowed.
- g) Please fix trinomial power supply and distribute power load on average, if single-phase loads over 10A electric current.
- h) 30A leakage prevention switches must be placed at a visible and safe position of the exhibition stand, for the convenience of operation and examination.
- i) Metal protector tubes and metal components must have electric jumpers and protective earthing.
- j) All electric circuits should have separate protective earth conductor, which should be connected with all the probably leak metal component.
- k) Quartz lamps should have protective asbestos pad; ads. light boxes should have the necessary equipment for heat dismissing. The rectifier and Trigger of the Lamps and lanterns should use conformity product.
- l) There should be protective covers for lightings (above 100W). Lightings with high heat (above 500W) are not allowed to be used.

B) TECHNICAL INFORMATION

- m) All electrical installations or dismantling must be carried out by licensed electricians. All electrical equipment must be tested by licensed engineers appointed by the Official Stand Contractor for International Halls prior to usage.
- n) Daylight lamp rectifiers should be fixed away from daylight lamps. Fixing them together is not allowed.
- o) In principle, electrical boxes should not be fixed in enclosed rooms, but it may be fixed in unlocked rooms marked clearly as "Electrical Room" or the like, should locking of such rooms is really necessary.
- p) The Organizer has the authority to disconnect electricity supply to any electrical equipment that is considered dangerous, hazardous or disruptive to visitors and other exhibitors.
- q) Illumination is normally lower than 32A380V with leakage protection while power higher than 32A without leakage protection.
- r) Exhibitors must have their own power control box with air circuit breaker and leakage protection for safety. No connection of any lighting or machine directly to the exhibition center's electrical box is allowed.

2.2 Water and Compressed Air

For operational safety reasons, only the Official Stand Contractor for International Halls is permitted to carry out the installation work required. For orders please use **Form 12**.

B 3. Freight and Exhibits

3.1 Official Freight Forwarder

The Organizer has appointed **Agility Fairs & Events Logistics (Shanghai) Co., Ltd. Guangzhou Branch** as the Official Freight Forwarder, site handling and customs clearance agent for **interzum guangzhou 2014**. Please refer to **Form 16** for detailed guidelines on freight forwarding services.

- a) Exhibitors are requested to obtain move-out clearance forms with their business cards at the Service Centre after 1400 hrs on 1 April 2014.
- b) Without special approval from the Organizer, no additional exhibits are allowed to enter the exhibition hall once the fair has opened. No exhibits are allowed to be taken away from the hall before the fair ends. Exhibitors must obtain a move-out permission to move out their exhibits at the end of the fair.
- c) Exhibitors may use light trolleys to deliver hand-carried items, light exhibits or displays to the exhibition stand(s) during the move-in period.
- d) For heavy exhibits, exhibitors are not allowed to use their own mechanical transportation equipment (e.g. hoist, crane, forklift, truck, jack lift, trolley etc.) to deliver their exhibits to the stand. Arrangements have to be made with the Official Freight Forwarder appointed by the Organizer to make delivery to their stands. For details, please contact the Official Freight Forwarder.

Delivery of exhibits and other exhibition stocks will not be permitted during the show period. Delivery of stock or replenishment may only be carried out one hour before or immediately after the show.

B) TECHNICAL INFORMATION

Please address all correspondence concerning exhibition freight forwarding matters directly to any of the **Official Freight Forwarder** office worldwide.

3.2 Storage

Direct arrangements should be made with the appointed Official Freight Forwarder. Otherwise, exhibitors must arrange for their boxes and cases to be transported back to their own premises. Exhibitors are not allowed to store such items within the exhibition hall. The Organizer reserves the right to remove/dispose of any boxes, cases and/or packing materials left in the exhibition halls. Any cost incurred will be borne by the exhibitor.

C) RULES AND REGULATIONS

C 1. Film, Audio / Visual and Product Demonstration

Audio visual equipment may be provided by the exhibitor or hired from the official AV supplier using **Form 10**. All audio visual equipment should be kept to a maximum level of 75dB, unless otherwise stated by the Organizer. Sound levels will be measured using a nosimeter at each booth. When in operation, audio visual equipment must not disturb visitors or other exhibitors with excessive sound / noise. The Organizer reserves the rights to request a copy of the film which would be played in the booth in advance for examination, or discontinue any audio visual presentation which has either exceeded the maximum allowable volume, or been considered inappropriate.

All installed speakers are to be placed facing inwards to the booth and not towards the aisle or other exhibitors.

Where a high level of noise or other objectionable factors are involved, demonstrations may only take place at timing stipulated by the Organizers, who reserve the rights to disallow a demonstration at any time.

No photography or video recording is allowed in the exhibition hall unless approval is obtained from the Organizers.

C 2. General Cleaning

The Organizers will provide general cleaning of the exhibition public area and premises and stands (excluding Raw Space exhibitor booths) prior to the opening of the exhibition and daily thereafter. This only includes cleaning of carpet, flooring and rubbish disposal before the exhibition opens in the morning and after the exhibition closes in the evening. Cleaning does not include exhibits and displays. It is the responsibility of the exhibitors to maintain the cleanliness of their booths at all times.

C 3. Removal of Waste

During the set-up and tear-down period, passageways in the exhibition hall must not be obstructed with packing materials, construction materials or debris. Contractors building Special Design booths or booth interiors are responsible for removing their own debris from the site at the end of each day. At the end of the exhibition, contractor must remove from the site all the materials from their client's booth. Should they not do so, the deposit paid will be used to pay for removal by the official cleaning contractor.

Exhibitors are requested to place their debris in the aisle, from where it will be removed by the cleaners at the end of each show day. **The Organizers reserve the rights to charge exhibitors for the cost of removal of excessive packing materials and discarded crates or cartons.**

C 4. Industrial Gas Demonstration and Fire Precaution

Exhibitors who, because of the nature of their exhibits, require specific fire precaution, must make arrangements at their own cost for provision of such equipment / service.

Exhibitors must not bring in or use at the exhibition site any dangerous or hazardous goods and equipment such as poisonous gas, fuel, kerosene, noxious materials, inflammables, and equipment using such inflammable materials as gas stoves and electric stoves without prior written consent of the Organizers. Even when consent is given, adequate precautionary measures must be taken by exhibitors at all times. Exhibitors are also not allowed to carry out any fire hazardous operation / work.

All safety precautions must be taken by the contractor or the exhibitor to protect the public against any danger of fire outbreak. The official stand contractor may require on-site inspection to ensure maximum fire safety.

Smoking is not permitted in the exhibition hall at all times.

C) RULES AND REGULATIONS

C 5. Insurance and Liabilities

General insurance will be covered and handled by the Organizers. However, it is the responsibility of each exhibitor to arrange insurance coverage for their own exhibits during the exhibition.

All exhibitors must arrange at their own cost "all-risk" insurance coverage from origin country up to their exhibition booth including exhibition period and return to domicile. Exhibitors must ensure that they are fully covered by insurance and take up public liability and comprehensive protection. They should also provide an insurance coverage for their own staff against injury.

Exhibitors are also responsible for making good any loss or damage to any item which they have rented or hired from the official contractors/ suppliers.

Though the Organizers maintain security surveillance at all times, exhibitors are reminded that goods / exhibits will, nevertheless, be at risk, especially during the final day of the show. Please ensure your stand, especially personal and valuable property, portable and rented items, are not left unattended at any time before, during and after the show. Exhibitors are reminded that small, portable and valuable items are most at risk after the exhibition closed each day. Therefore, exhibitors are advised to keep these safely stored each day before leaving the exhibition area.

If your exhibits are very valuable or sensitive and you wish to hire security personnel to attend to your stand exclusively for off show hours, please contact the Organizers. Please note that you are not allowed to hire staff or personnel from other security agency.

The Organizers reserves the rights for cancellation, partial opening or postponement of the exhibition.

C 6. General Security

Organizers will provide general security round the clock. Exhibitors and their staff will not be allowed to enter the exhibition area after official hours. All personnel in the exhibition area must wear identification badges. Exhibitor badges and temporary passes are available from the registration counter office on-site.

For security and safety reasons, movement of exhibits in and out of the exhibition area during show opening hours is not permitted.

C 7. Booth Operation

No business activity shall be conducted by the exhibitor and his co-participant outside their booth boundaries such as, distribution of promotional material, placing of banners, signages etc, outside/above their designated booth area. Please refer to Figure 1.3 for an example.



Figure 1.3

C) RULES AND REGULATIONS

Activities which will inconvenience or disturb the conduct of the business session, will not be allowed, i.e. promotional gimmicks, raffles, picture taking, musical entertainment, and use of animation and sound equipment. Stage shows are also not permitted.

Without special permission from Organizers, delivery of exhibits cannot be taken into the booth once the show has officially opened, nor removed from the booth before closure of the event. If exhibitors wish to remove any display item from the show area, a written request must be submitted to the Organizers for approval.

Exhibitors must give proper consideration to the conditions under which their equipment will be demonstrated. Precautions must be taken for protection of the public.

Exhibitors are strongly encouraged to remove valuable and portable exhibits from the exhibition hall as soon as possible after 1700hrs on the final day of the show.

Fire and Safety regulations require that no goods or packing materials may be stored in access areas behind or between booths. Exhibitors should design proper storage areas with adequate access within their own booth or approach the Official Freight Forwarder for storage.

The Exhibitor and his staff shall be responsible for any damages to the structure, floor, walls, pillars and any part of the Exhibition Hall, the Property of the Organizers, and other Exhibitors due to the transport, removal of exhibits, refuse and / or decoration works.

Aisle ways indicated on the floor plan must be kept clear of all exhibition goods or decoration materials in order to facilitate flow of traffic. Any items left outside of the booth will be cleared away by the venue/Organizers. Placing of cupboards/tables onto gangway is strictly prohibited as it will obstruct fire escape routes.

Exhibitors and Contractors must clear items not for display purpose (e.g. containers, packing items) the day before the show period according to the schedule. The Exhibitors will have to pay the Organizers for the cost of removing such articles from their booth if they fail to do so.

Cleaning of paint containers or any other dirty items in the washroom is prohibited.

C 8. Use of Dangerous Materials

Hazardous Materials

- No naked flame nor temporary gas lamps
- No explosive, petrol and highly flammable toxic or corrosive substances

Pressure Tanks

- The exhibitor will be responsible and liable for the proper transportation and storage of all pressure tanks containing helium, compressed air, argon, carbon dioxide and any other pressure medium
- Pressure tanks improperly secured will be immediately removed
- All pressure vessels and equipment under pressure brought into the exhibition hall must conform to all relevant safety standard and regulations

Water and Drains

- Polluting substances such as chemicals, lubricants, acids and petroleum products cannot be discarded through the standard drains
- Special drains can be arranged for the disposal of polluting waste upon request

C 9. Instructions for Product Demonstration

If product demonstration & introduction of machines/exhibits are needed on-site, exhibitors must abide the following instructions strictly:

C) RULES AND REGULATIONS

- a) Exhibitors are required to submit detailed description of product demonstrations in writing, including operational parts, flammable materials, laser, any dangerous articles etc. in order to get approval from the Organizers prior to the opening of the event.
- b) Exhibitors are required to ensure all working machines are equipped with protecting devices, and such devices can only be removed when the power is shut down.
- c) Exhibitors are required to ensure all working machines are operated by professionals. Any working machine without professional control is strictly prohibited.
- d) All machines must be installed safely. They must be fixed to a safe position to avoid possible sliding. The position of the exhibits must not pose any threat to the safety of visitors, staff or other people nearby.
- e) All machines must be equipped with separate start-up facilities, and must not be operated by visitors or any other non-professionals without permission.
- f) To avoid emitting poisonous & waste gas or other irritations in the exhibition halls, any product demonstration that may result in the above situation must seek approval from the relevant supervisory department.
- g) Any display involving gas cylinders, open fire flames or welding are not allowed in the hall.

C 10. Sales of Exhibits & Storage

- a) Retail of exhibits at the fair is not allowed at all times.
- b) No spare storage area will be provided for empty cartons, wooden crates, etc. at the venue. Exhibitors should make prior arrangement with their freight forwarders or the official freight forwarder for storage of their properties and packing cases.

C 11. Failure to Exhibit

Any organization which has signed and submitted a valid contract for space reservation, and fails to exhibit or turn up for the exhibition, and has not been released from the contract by the Organizers, shall be held liable for the full cost as stated in the contract, plus any additional cost incurred by the Organizers.

C 12. Groups and National Pavilions

Organizers of group and national pavilions are responsible for ensuring that all exhibitors and or / co-exhibitors on their stand are fully aware of and agree to, and abide with all the rules and regulations stated herein.

C 13. Intellectual Property Rights

Koelnmesse GmbH (hereinafter referred to as "Koelnmesse"), as a professional organizer for international exhibition, respects and expects our exhibitors to respect the lawful rights of the owners of intellectual property rights (hereinafter referred to as "IPR"). For the purpose of protecting the lawful rights of the owners of intellectual property rights and facilitating the handling of intellectual property infringement complaints (hereinafter referred to as "Complaint") at the exhibition held by Koelnmesse, Koelnmesse hereby sets out the intellectual property protection rules ("Rules") to be complied with at the exhibition as follows according to the relevant PRC laws and regulations.

In these Rules the following expressions shall have the following meaning respectively:

"Exhibition" shall mean **interzum guangzhou 2014**

"Exhibition Items" shall mean any goods or products, exhibition boards and relevant promotion materials to be exhibited, used, distributed, sold or provided at or in relation to the Exhibition.

"Relevant Activities" shall mean the display, promotion, advertising, reproduction, publication, distribution, circulation, use, offer to sell, sale and provision of the Exhibition Items, either individually or collectively.

C) RULES AND REGULATIONS

"Complaint Office" shall mean the office designated in the exhibition venue and composed of staffs of Koelnmesse, the competent administration authorities of the Exhibition and the local intellectual property authorities (hereinafter referred to as "Local IP authorities").

1. Exhibitor's representation and warranty
 - a) The exhibitor who participate in the Exhibition (hereinafter referred to as "Exhibitor") represents and warrants that its Exhibition Items and activities during the Exhibition do not and shall not:
 - (1) Infringe any intellectual property right or any other right of a third party including but not limited to any other exhibitors at the Exhibition; or
 - (2) Violate any Law.
 - b) The Exhibitor shall undertake to indemnify and hold Koelnmesse and other exhibitors harmless against all claims of third parties in connection with the improper use of the IPR of the Exhibition Items displayed and Relevant Activities performed by the Exhibitor which are not in accordance with the stipulations of this Rules or the Law.
 - c) The Exhibitor agrees that Koelnmesse shall not be responsible or liable for any actual or alleged infringement of any of its intellectual property rights arising from or in connection with Exhibition Items of any other exhibitor at the Exhibition. In addition, the Exhibitor agrees that Koelnmesse shall not be responsible or liable for any and all liabilities arising from or in connection with any decision made, or any action taken or omitted, or any advice, recommendation or statement provided, by or on behalf of Koelnmesse pursuant to, or in relation to, the Complaint and/or this Rules.
2. Procedures for handling Infringement Complaints
 - a) In the case that an Exhibitor receives a Complaint

In the event you receive an Infringement Complaint, please refer the complainant directly to Koelnmesse and/or the Complaint Office, at the designated office located in the exhibition venue.

Koelnmesse and/or the Complaint Office shall then handle the Complaint in accordance with the procedure set out in item 2 lit d) below.
 - b) If an IPR owner has a Complaint against any Exhibitor(s), it may contact Koelnmesse and/or the Complaint Office at the designated office located in the exhibition venue or contact the competent local IP administrative authorities directly.
 - c) When lodging a complaint, the complainant shall provide the following materials:
 - (1) Valid Certificate of the IPR in disputes:
 - (a) In case of patents, this shall be the patent registration certificate, the patent publication documents, the identification certification of the patent right owner, the legal status certification of the patent.
 - (b) In case of trademarks, this shall be the trademark registration certification affixed with the seal of the complainant and the identification certification of the trademark right owner.
 - (c) In case of copyrights, this shall be the certification of the copyright and the identification of the copyright owner.

C) RULES AND REGULATIONS

- (d) In case of any other types of IPR, we shall have the right to determine what shall constitute appropriate evidence of ownership.
 - (e) In case that the registrant in an IPR registration certificate is different from the complainant, the complainant shall provide supporting documents proving that the ownership of the IPR has been assigned to the Complainant or the Complainant has been appointed by the IPR owner to handle the Complaint.
 - (2) Basic information of the complainant, such as name, address, contact person of the complainant and the products or photos of the products which are claimed to be infringed if possible, etc.;
 - (3) Basic information of the suspected infringement and infringers, such as the name of the suspected infringer, exhibition counter of the Exhibition Items in question, photos, samples, brochures etc. of the Exhibition Items in question, etc.;
 - (4) Reasons and evidence of the suspected infringement, e.g. the copy of the suspected Items;
 - (5) Power of Attorney in the event that the complaint was filed by any one who is entrusted by the owner of the IPR.
- d) Upon receiving an Infringement Complaint, Koelnmesse and/or the Complaint Office may require the complainant to provide us with the relevant identity certificate and complete a complaint form. Koelnmesse and/or the Complaint Office will then check completeness of the complaint materials and act as follows:
- (1) If the complaint materials are complete, Koelnmesse and/or the Complaint Office will inform the Exhibitor in question and forward the complaint to the relevant local IP administrative authorities within 24 hours after we have received the complaint.

The Exhibitor in question will be required to provide Koelnmesse and/or the Complaint Office with either one of the following:

- (a) A written undertaking declaring that it has already removed or intends to remove the Exhibition Items in question, has stopped or intends to stop Relevant Activities and that it shall stop conducting any further infringing activities in connection with the Exhibition Items in questions. The exact date when the Exhibition Items in questions are removed or will be removed and when the Relevant Activities are stopped or will be stopped shall be clearly stated in such written undertaking.

In this case, Koelnmesse and/or the Complaint Office shall have the right to forward a copy of such undertaking to the relevant local IP administrative authorities and the complainant.

- (b) A written declaration together with supporting documents claiming that the Complaint is unjustified and Koelnmesse and/or the Complaint Office will, at our own discretion, review the declaration.

If Koelnmesse and/or the Complaint Office believe the declaration is not satisfactory and sufficient to prove that the Complaint is unjustified, the Exhibitor in question will be required to remove the Exhibition Items in question and stop Relevant Activities immediately. Koelnmesse and/or the Complaint Office will further require the Exhibitor in question to sign a written undertaking stating that it shall stop conducting any further infringing activities in connection with the Exhibition Items in questions. Koelnmesse and/or the Complaint Office shall have the right to forward a copy of such undertaking to the relevant local IP administrative authorities and the complainant.

C) RULES AND REGULATIONS

- (2) If the complaint materials are not complete, Koelnmesse and/or the Complaint Office will require the complainant to provide us with the supplementary materials and the complaint will not be accepted if the supplementary materials are not provided.
- (3) In case of repeated Complaints, if the repeated Complaint is against the same Exhibition Items of a previous exhibition organized by Koelnmesse Ltd., Koelnmesse and/or the Complaint Office reserve the right to reject the Complaint if it was rejected under reasonable grounds and the repeated Complaint does not provide supplementary document to support its statement.

e) Timetable

Due to the time limit of the Exhibition, the following schedule shall be complied with in order to facilitate the timely handling of any Complaint and Koelnmesse and/or the Complaint Office reserve the rights to adjust the schedule when necessary.

- (1) Any Complaint shall be provided to Koelnmesse and/or the Complaint Office one day before the Exhibition is closed;
- (2) Koelnmesse and/or the Complaint Office will have at least half a day during the term of the Exhibition to review the completeness of the complaint materials of any Complaint and to require and receive supplementary materials from a complainant;
- (3) The Exhibitor in question will have at least half a day during the term of the Exhibition to provide the undertaking and declaration mentioned in the above item 2 lit d) (1);
- (4) Koelnmesse and/or the Complaint Office will inform the complainant of the response from the Exhibitor in question and the status or outcome of the Complaint either before or after the end of the Exhibition.

Koelnmesse, as the organizer of the Exhibition, reserves the right to reject, or to suspend or stop the handling of any Complaint, if the above schedules are not complied with or if Koelnmesse, at its own discretion, is of the opinion that there is insufficient time for us to complete the handling of the Complaint. In such case, Koelnmesse shall not be liable or responsible for such rejection, suspension or stop.

3. Cooperation of Exhibitors

- a) During the Exhibition, for the purpose of investigating the Complaint, Koelnmesse and/or the Complaint Office shall have the right to take samples or photos of the Exhibition Items in question.
- b) Both the complainant and the Exhibitor in question shall cooperate and assist Koelnmesse and/or the Complaint Office and relevant local IP authorities for the purpose of investigation of any Complaint.
- c) Upon request by Koelnmesse and/or the Complaint Office both before and during the Exhibition, the Exhibitor shall provide us with the documentations and evidence which can prove the proper use of the IPR of the Exhibition Items or can be used to against any actual or potential Complaint.

4. Non Compliance by Exhibitors

In case that the Exhibitors of the Exhibition Items of any alleged infringements refuse to cooperate, assist or provide any necessary information upon request or refuse to comply with the above item 3 lit c), Koelnmesse and/or the Complaint Office shall have the right to:

C) RULES AND REGULATIONS

- a) Refuse to allow Relevant Activities of the Exhibition Items in question or remove the Exhibition Items in question and take appropriate measures to prevent the commencement or continuance of all Relevant Activities;
- b) Suspend or even terminate the right of the Exhibitor to participate in the current exhibition without refunding any payment that has already been made by such Exhibitor;
- c) Prohibit the Exhibitor concerned from participating in future exhibitions organized by us or our affiliates.

C 14. Unforeseen Occurrences

In the event of any unforeseen occurrences or not stated, the decision of the Organizers shall be final.

* IMPORTANT TO NOTE *

C 15. Security

- a) The Organizers will provide general security round the clock. Exhibitors and their staff will not be allowed to enter the exhibition area after official hours.
- b) All booths must be attended by the personnel wearing badges at any time during the opening hours of the fair. Exhibitors are obligated to the safety of their own exhibits during the Move-in/Move-out period. To avoid any loss or damages, exhibitors may hire a security guard for the show hours. Please contact the Organizers for more information.
- c) For security and safety reasons, exhibits movement in and out of the exhibition area during show opening hours is not permitted.
- d) All valuable and portable exhibits should be properly locked at all times.
- e) **Free laptop lock rental is available at the entrance of each hall on payment of a refundable deposit(RMB100). Please remember to lock your laptop to your table or chair and always keep the laptop within eyesight.**
- f) Exhibitors are strongly encouraged to remove valuable and portable exhibits from the exhibition hall as soon as possible after 2400 hrs on the final day of the fair.
- g) If suspects are found, please contact the Organizers or the security guard in the exhibition hall immediately.

Order Form Checklist



Please complete and return the forms for your required services to the Organizer before the deadline.

Form No.	Content	Compulsory	Deadline
* 8.	Raw Space Exhibitors	Raw Space	29 Jan 2014
* 9.	Service Location Plan	All Exhibitors	28 Feb 2014
* 11.	Electricity & Equipment	Raw Space	28 Feb 2014
2.	Business Matching		24 Jan 2014
1.	Catalogue Ads (Additional)		7 Feb 2014
4.	Conference and Seminar		24 Jan 2014
17.	Invitation Letter for Visa		7 Feb 2014
5.	Outdoor Advertising		7 Feb 2014
3.	Exhibitor Nominated Buyer		28 Feb 2014
6.	Additional Exhibitor Badges		21 Feb 2014
13.	Heavy & Large Exhibits		21 Feb 2014
15.	Exhibition Staff		21 Feb 2014
18.	Hotel Reservation		14 Mar 2014
7.	Fascia Lettering		28 Feb 2014
10.	Furniture & AV Equipment		28 Feb 2014
12.	Water & Compressed Air		28 Feb 2014
14.	Telephone, Internet & Fax		28 Feb 2014
16.	Freight Forwarding		Pls. refer to form

Notes:

- "*" indicates mandatory forms for exhibitors
- Please note that the respective forms must be returned to the recipients specified in the header of the respective forms before the stipulated deadlines
- For forms submitted after the deadlines, the service requested will not be guaranteed and will be subjected to a late fee surcharge
- For exhibitors who applied after the expiration of the forms, deadlines are to be treated as immediate.

1 Catalogue / Visitor's Guide Ads (additional)

To be returned by: **7 February 2014**

Please complete and return to
Mr. Wilson Wang
Koelnmesse Co., Ltd. Guangzhou Branch
Room 3311, Metro Plaza
183 Tianhe Road(North)
Guangzhou 510620, P.R.China
w.wang@koelnmesse.cn

Tel: +86 20 8755 2468*17

Fax: +86 20 8755 2970



1. Show Catalogue:

1.1.1 Catalogue Advertisements and Company Logo

Our basic Catalogue Entry includes Alphabetical Listing with address, product and company description; as well as Listing by Country, Stand Number and Product Category. This service is **free-of-charge** and will be in accordance to the information provided in your Catalogue Entry Form of the application document. For additional entries of company logo or advertisements, please refer to the following information.

Company Logo / Trademark black & white



We would like to include our trademark/company logo above our entry in the **Alphabetical List of Exhibitors**:

(Please ignore this item if you have applied for this service on the booth application form)

Entry fee: EUR 70 or RMB 700. Please send the logo (ai or eps format) to w.wang@koelnmesse.cn

1.1.2 Catalogue Advertisements

Back Cover

143 mm wide x 208 mm high + 3mm on each side for trimming

EUR 2,900 / RMB 23,000

☐

Inside Front Cover

143 mm wide x 208 mm high + 3mm on each side for trimming

EUR 2,000 / RMB 16,000

☐

Inside Back Cover

143 mm wide x 208 mm high + 3mm on each side for trimming

EUR 1,800 / RMB 14,000

☐

Inside Full Page

143 mm wide x 208 mm high + 3mm on each side for trimming

EUR 1,300 / RMB 10,000

☐

Business Logo listed on Top Brand Pages

17 mm wide x 17 mm high

EUR 200 / RMB 1,600

☐

Order form only valid with complete company details

Company Name: **Stand No:**

Fax: **Tel:** **Email:**

Contact: **Date & Signature:**

1 Catalogue / Visitor's Guide Ads (additional)

To be returned by: **7 February 2014**

Please complete and return to
Mr. Wilson Wang
Koelnmesse Co., Ltd. Guangzhou Branch
Room 3311, Metro Plaza
183 Tianhe Road(North)
Guangzhou 510620, P.R.China
w.wang@koelnmesse.cn

Tel: +86 20 8755 2468*17

Fax: +86 20 8755 2970



1.2 Buyer's Guide:

1.2.1 Buyer's Guide Advertisements

Buyer's Guide is delivery to every buyer during the show open dates.

Back Cover

143 mm wide x 208 mm high + 3mm on each side for trimming

EUR 2,900 / RMB 23,000

☐

Inside Front Cover

143 mm wide x 208 mm high + 3mm on each side for trimming

EUR 2,000 / RMB 16,000

☐

Inside Back Cover

143 mm wide x 208 mm high + 3mm on each side for trimming

EUR 1,800 / RMB 14,000

☐

Inside Full Page

143 mm wide x 208 mm high + 3mm on each side for trimming

EUR 1,300 / RMB 10,000

☐

1.3 Visitor's Guide:

1.3.1 Visitor's Guide Advertisements

Visitor's Guide is a map with each hall's floor plan and shows each exhibitor's booth number. You can insert your Company Logo / Trademark on the floor plan and attract visitors to your booth.

Company Logo / Trademark (Colour)

Depends on the booth's size on the floor map

EUR 200 / RMB 1,600

☐

Notes:

- All advertisements are subject to availability and will be processed on first-come-first-serve basis
- The above rates include film casting but exclude design and production of ads
- Ready-to-print films can be submitted to the Organizer by **12 February 2014**

Please send the film directly to

Mr. Wilson Wang

Koelnmesse Co., Ltd. Guangzhou Branch

Room 3311, Metro Plaza, 183 Tianhe Road(North), Tianhe District, Guangzhou, 510620 P.R. China

Tel : +86 20 8755 2468 ext. 17

Order form only valid with complete company details

Company Name: **Stand No:**

Fax: **Tel:** **Email:**

Contact: **Date & Signature:**

2 Business Matching

To be returned by: **24 January 2014**

Please complete and return to
Mr. Mattis Liang
Koelnmesse Co., Ltd. Guangzhou Branch
Room 3311, Metro Plaza
183 Tianhe Road(North)
Guangzhou 510620, P.R.China
m.liang@koelnmesse.cn

Tel: +86 20 8755 2468*15

Fax: +86 20 8755 2970



2.1 Internet Entry and Business Matching (free-of-charge)

As an exhibitor of **interzum guangzhou 2014**, you will be featured in our Virtual Exhibition at www.interzum-guangzhou.com. Your virtual booth enables your potential customers to learn about your company and your latest products even beyond the exhibition period.

This service provides extra value for both exhibitors as well as visitors at **interzum guangzhou 2014**. It is fast, effective and hassle-free as we will upload the company and product details provided in your application form onto our website. To enhance this service, please provide one product photo with the specifications indicated below and email to m.liang@koelnmesse.cn

Photo Size : 400 x 400 pixels
Resolution : 100 dpi
Format : jpg / pdf (compressed)
File Size : Not more than 500k

This enables visitor at the Virtual Exhibition to identify your company from the list of exhibitors and your potential buyer will be able to schedule appointments with you at a click of their mouse.

Product / Company Descriptions (maximum 50 characters)

(Please ignore this item if you have submitted the Form 3 on booth application form with company profile.)

Order form only valid with complete company details

Company Name: **Stand No:**

Fax: **Tel:** **Email:**

Contact: **Date & Signature:**

3 Exhibitor Nominated Buyer

To be returned by: **28 February 2014**

Please complete and return to
Mr. Mattis Liang
Koelnmesse Co., Ltd. Guangzhou Branch
Room 3311, Metro Plaza
183 Tianhe Road(North)
Guangzhou 510620, P.R.China
m.liang@koelnmesse.cn

Tel: +86 20 8755 2468*15

Fax: +86 20 8755 2970



3.1 Exhibitor Nominated Buyer (free-of-charge)

The Organizer offers you an opportunity to nominate your most important buyers to receive an Exhibitor Nominated Buyer Status* to visit **interzum guangzhou 2014**.

Simply:

- I. Pick out a list of important buyers from your database whom you would like us to invite
- II. Download the Exhibitor Nominated Buyer Form from the event's official website www.interzum-guangzhou.com. *Handwritten form or faxed form will not be accepted.*
- III. Rename the completed form as "interzum guangzhou 2014 + company name + booth number" and email to m.liang@koelnmesse.cn.

* The Organizer reserves the rights to approve the final status of invited buyers. Upon approval, your invited buyers will receive instructions from us on how to pre-register online. A confirmation letter will be sent to those who have successfully completed the pre-registration and can be used to exchange for free visitor badge on site.

* Should the **selected** nominated buyers require Letter of Invitation for Visa Application, please complete **Form 17**.

Sample:

Contact Name	Title
Company Name	
Street	
Postal code	Country
Telephone	Fax
Email	Website

SAMPLE

Order form only valid with complete company details

Company Name: **Stand No:**

Fax: **Tel:** **Email:**

Contact: **Date & Signature:**

4 Conference Room

To be returned by: **24 January 2014**

Please complete and return to

Ms. Monique Fan

Koelnmesse Co., Ltd. Guangzhou Branch

Room 3311, Metro Plaza

183 Tianhe Road (North)

Guangzhou 510620, P.R.China

m.fan @koelnmesse.cn

Tel: +86 20 8755 2468*16

Fax: +86 20 8755 2970



4.1 Conference Room Rental

Location: Piazza (VIP lounge), Hall 14.1, Area C, Pazhou Complex

Price and Equipment overview:

Session	Price	Capacity	Seating format	Equipment
1.5 hour (Morning)	2,000 / Session EUR 250 / Session	45 Persons	Theatre style	Projector, Screen, 45 Chairs, Pencils, Paper, Bottled waters
1 hour (Afternoon)	RMB 1,500 / Session EUR 200 / Session			

*Backdrop: backdrop printing and installation will be done by the Organizer, and costs RMB 4,500 / EUR 550 per backdrop. Please send the backdrop artwork files (200 dpi or above, PDF / JPG format) to the Organizer before 28, Feb.

Please check the box(es) for your desired date(s) and time slot(s) accordingly.

Date		28 March		29 March		30 March		31 March		1 April
a.m.		-----		-----		-----	<input type="checkbox"/>	10:00-11:30	<input type="checkbox"/>	10:00-11:30
p.m.	<input type="checkbox"/>	14:00-15:00	<input type="checkbox"/>	14:00-15:00	<input type="checkbox"/>	14:00-15:00	<input type="checkbox"/>	14:00-15:00	<input type="checkbox"/>	14:00-15:00
	<input type="checkbox"/>	16:00-17:00	<input type="checkbox"/>	16:00-17:00		-----		-----		-----

Please note the following:

- Speaker may enter the room 30 minutes prior to the seminar for set up and should vacate in 10 minutes after the session.
- No dining is allowed in the conference room.
- Conference room rental will be processed on a first-come, first-served basis.

Order form only valid with complete company details

Company Name: **Stand No:**

Fax: **Tel:** **Email:**

Contact: **Date & Signature:**

Conference Room Application Form

To be returned by: **24 January 2014**

**Please complete and return to
Ms. Monique Fan**

Koelnmesse Co., Ltd. Guangzhou Branch

Room 3311, Metro Plaza

183 Tianhe Road (North)

Guangzhou 510620, P.R. China

m.fan@koelnmesse.cn

Tel: +86 20 8755 2468*16

Fax: +86 20 8755 2970



4.2 Topic

Please fill in all information and complete in English (in BLOCK letter) and Chinese This information will be used for advertising services in the conference-related materials provided by the Organizer.

Speaker Name (English) _____ (Chinese) _____

Title _____

Company / Country _____

Topic (English) _____

Topic (Chinese) _____

Speech summary (Max. 40 words)

****Important Notes****

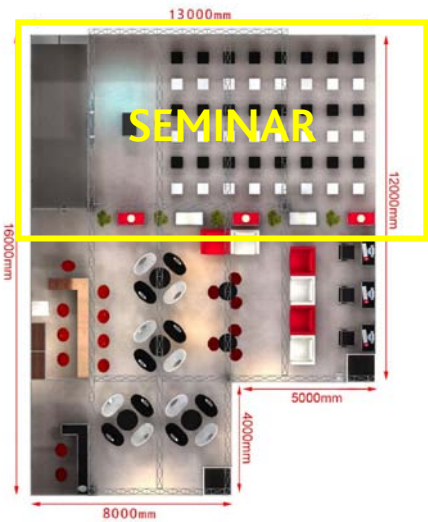
1. Application for conference room will only be valid after the topic has been approved by the Organizer;
2. Approval outcome will be sent within five (5) working days after receiving the application form;
3. Upon approval, a Conference Room Reservation Confirmation and Payment Notice will be sent by the organizer;
4. Kindly pay the amount and forward the payment voucher to the organizer within one (1) week upon receiving the Conference Room Reservation Confirmation and the Payment Notice; if payment voucher is not received within one week, the reservation for the conference room will be canceled, except for special reasons;
5. Considering the limited time slots available, conference room rental is on a first-come, first-served basis. The Organizer will arrange the most appropriate sessions for applicants and reserves the rights to adjust the final schedule;
6. For exhibitors, the Organizer will provide the basic advertising services (online advertising and conference materials publicity), Delegate audience invitations will not be included in the Organizer's services.

Name and title of signatory

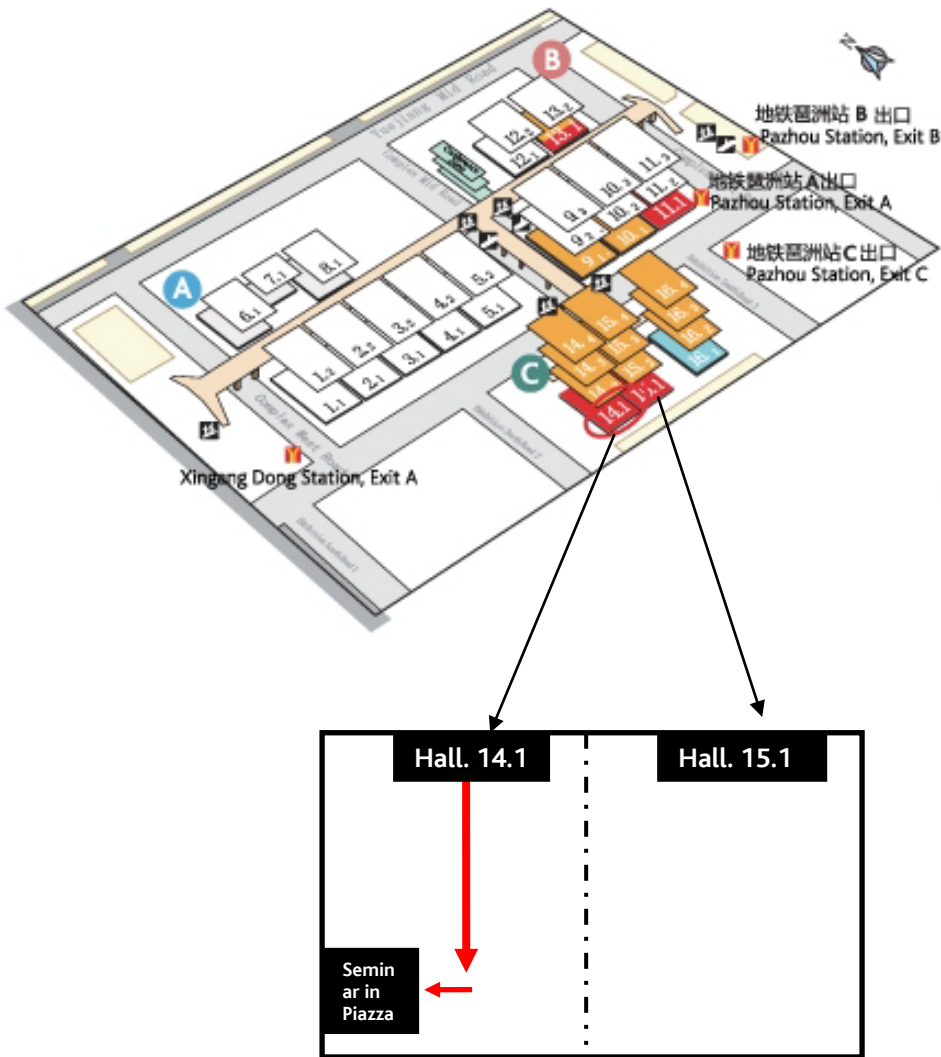
Company stamp and legally binding signature

4.3 Conference Room Location and Layout

4.3.1 Conference Room Layout



4.3.2 Conference Room Location



5 Outdoor Advertising

To be returned by: **7 February 2014**

Please complete and return to
Mr. Wilson Wang
Koelnmesse Co., Ltd. Guangzhou Branch
 Room 3311, Metro Plaza,
 183 Tianhe Road(North)
 Guangzhou 510620, P.R.China
w.wang@koelnmesse.cn

Tel: +86 20 8755 2468*17

Fax: +86 20 8755 2970



5.1 Outdoor Advertisements

Enhance your presence at **interzum guangzhou 2014** and increase visitor traffic flow to your booth by taking advantage of these excellent on-site advertising opportunities!

Item No.	Description	Location & Quantity	Dimensions (M)	Unit Price		Qty	Cost
				EUR	RMB		
1.	Ads affixed on the ground of the Middle Platform	Between Area A/B & Area C : 297 pieces Min. 10 pieces per booking	3M(H)*3M(W)	1,750	14,000		
2.	Ads above the entrance of Hall 14.1, 15.1 and 16.1 of Area C	3 pieces (Single side)	2.3M(H)*11M(W)	1,250	10,000		
3	Ads on the VIP Lounge of Area C	On Hall 14.1 Piazza. 10 pieces on total	0.594M(H)*0.841 M(W)+3mm trimming	2,500/ 10 pieces	20,000/ 10 pieces		
Total Cost							

Please visit the official website www.interzum-guangzhou.com for more advertising information, or contact the organizer directly for inquiry.

Please note the following:

- All advertisements are subject to availability and will be processed on first-come-first-serve basis
- All prices are **inclusive** of production costs and hanging fees, **exclusive** design fee.
- Exhibitors must submit ads artwork in TIFF format or files that can be edited using Photoshop or CorelDRAW
- All artwork files must be submitted to the Organizer by **12 February 2014** to
Mr. Wilson Wang
Koelnmesse Co., Ltd. Guangzhou Branch
Room 3311, Metro Plaza, 183 Tianhe Road(North), Tianhe District, Guangzhou
510620 P.R. China
Tel : +86 20 8755 2468 * 17

Order form only valid with complete company details

Company Name: **Stand No:**

Fax: **Tel:** **Email:**

Contact: **Date & Signature:**

6 Additional Exhibitor Badges

To be returned by: **21 February 2014**

Please complete and return to

Mr. Mattis Liang

Koelnmesse Co., Ltd. Guangzhou Branch

Room 3311, Metro Plaza

183 Tianhe Road(North)

Guangzhou 510620, P.R.China

m.liang@koelnmesse.cn

Tel: +86 20 8755 2468*15

Fax: +86 20 8755 2970



6.1 Additional Exhibitor Badges

Exhibitor badges can be collected at the Exhibitor Check-in Counter in front of the exhibition hall during built-up period (see below). Please bring proof of your participation such as a copy of the stand confirmation letter issued by the Organizer. The Organizer will not send out exhibitor badges in advance.

Exhibitor Check-in Date & Time	24 March 2014	0900 – 1630 hrs
For raw space exhibitors	25 March 2014	0900 – 1630 hrs
Exhibitor Check-in Date & Time	26 March 2014	0900 – 1630 hrs
For all exhibitors	27 March 2014	0900 – 1800 hrs

During build-up and the exhibition period, everyone is required to wear a relevant badge. No exhibitors or contractors are allowed to enter the exhibition hall without a badge. Please cooperate with the security guards at all times. Transferring, altering or selling official badges are strictly prohibited.

They are entitled as below:

Size of booth	Quantity of badges
Up to 12 sqm	3
13 – 24 sqm	6
25 – 36 sqm	9
37 – 48 sqm	12
49 – 72 sqm	15
73 – 120 sqm	18
120 – 200 sqm	25
More than 200 sqm	30

Additional badges may be obtained at a cost of EUR 20.00/RMB100 each. Please fill in the form below if additional passes are required (up to max 20).

(Please ignore this form if you do not need additional badges.)

We would like to have a total number of _____ **additional** Exhibitor Badges.

*** Only Company names and booth no. will be printed on the exhibitors' badge.**

Order form only valid with complete company details

Company Name: **Stand No:**

Fax: **Tel:** **Email:**

Contact: **Date & Signature:**

guangzhou

Mr. Wilson Wang
Koelnmesse Co., Ltd.
Guangzhou Branch
Room 3311, Metro Plaza, 183
Tianhe Road(North) Guangzhou
(510620) P.R.China
Tel: +86 20 8755 2468*17
w.wang@koelnmesse.cn

8 Raw Space Exhibitors

To be returned by: **29 January 2014**

Please complete and return to Official Stand Contractor for International Halls:

Ms. Jun Deng / Ms. Mendi Xian
Guangzhou Pico IES Exhibition Services Co., Ltd.
 Room 701-702, Dongshan Plaza, 69 Xianlie Road
 Central, Guangzhou, China. (510095)
 Tel: +86 20 8908 9140 / 8732 2990*182
 Fax: +86 20 8908 9811
 jun.deng@cn.pico.com/mendi.xian@cn.pico.com

Organizer Contact:

Mr. Wilson Wang
Koelnmesse Co., Ltd. Guangzhou Branch
 Room 3311, Metro Plaza, 183 Tianhe
 Road(North) Guangzhou
 (510620) P.R.China
 Tel: +86 20 8755 2468*17
 w.wang@koelnmesse.cn



8.1 Raw Space Exhibitors

Exhibitors having Special Design booths are advised to use the service of the Official Stand Contractor for International Halls appointed by the Organizer to undertake the job as this will facilitate convenient installation. Otherwise, Exhibitors are required to obtain consent from the Organizer before any of their own contractors are allowed to work onsite. The Organizer reserves the right to reject any contractor and design they deem inappropriate.

If the exhibitor construct a booth by himself or his own contractor, he is requested to abide by the following regulations & to return **Form 8 and Form 11** to the International Stand Contractor +86 20 8908 9811 in due time.

- The booth constructed must comply with the dimensions of the space allocated. Each booth must have its own panels and is not permitted to use the neighbour's panels. If any panel is higher than the one behind it, acceptable decoration or material must cover the back of that panel.
- Standard carpet tape must be used for the booth construction. Exhibitors are forbidden to use materials which are difficult to clean; otherwise extra cleaning expenses will be paid by the exhibitor.
- Roof covering is not recommend, if it is necessary for install, a fire extinguisher for each 20 square meter is require to be equipped. The maximum permitted for single story stand construction height is **4.5m**, for double storey stand is **6m**, double storey stand design is **not accepted in Area C**, and subjected to final approval by the Organizer.
- All material (including electricity facilities) used in construction must be properly fire-proofed in accordance with the local regulations.
- The use of naked flame is strictly prohibited. If the exhibitor or his contractor wishes to use electrical welding or gas welding, he is must apply for permission from the Guangzhou Fire Safety Bureau through the International Stand Contractor.
- All electrical works must be approved by and carried out under the supervision of the International Stand Contractor. Exhibitor using own power distribution boxes should take precautions against leakage of electricity with leakage-proofed sockets.
- Detailed booth construction plans should be submitted to the Stand Contractor for International Halls before **29 January 2014**.
- The Organizer(s) and the Stand Contractor for International Halls reserve the right to reject the construction plan or require the exhibitor or his own contractor to make modifications.
- All construction materials and exhibits must be moved out of the fairground and disposed of properly by **1700 hrs on 2 April 2014**.
- Production of the booth should not be carried out without the final document permission. If not, contractor or exhibitor shall be responsible for all loses if booth structure is required to modify during move-in.
- After receiving the approval of the booth construction, contractor shall before **28 February 2014** prepare the design drawings in duplicate with company stamp and courier to the Official Stand Contractor for International Halls of the following address: **Room 701-702, Dongshan Plaza, 69 Xianlie Road Central, Guangzhou, China. (510095) (Attend to Me. Jun Deng)**
- The floor, walls, doors and windows, or any other parts of the hall are not to be altered in any way. Nailing, screwing and drilling of holes are not allowed onto any parts of the hall. Any consequent loss occurred thereof shall be charged upon the party responsible.

Order form only valid with complete company details

Company Name: **Stand No:**

Fax: **Tel:** **Email:**

Contact: **Date & Signature:**

8 Raw Space Exhibitors

To be returned by: **29 January 2014**

Please complete and return to Official Stand Contractor for International Halls:

Ms. Jun Deng / Ms. Mendi Xian
Guangzhou Pico IES Exhibition Services Co., Ltd.
Room 701-702, Dongshan Plaza, 69 Xianlie Road
Central, Guangzhou, China. (510095)
Tel: +86 20 8908 9140 / 8732 2990*182
Fax: +86 20 8908 9811
jun.deng@cn.pico.com/mendi.xian@cn.pico.com

Organizer Contact:

Mr. Wilson Wang
Koelnmesse Co., Ltd. Guangzhou Branch
Room 3311, Metro Plaza, 183 Tianhe
Road(North) Guangzhou
(510620) P.R.China
Tel: +86 20 8755 2468*17
w.wang@koelnmesse.cn



- m) Only none-leftover, single-faced or dual-faced cloth adhesive shall be permitted to fasten carpet or other covering to the cement floor. No adhesive is permitted to be used on stone flooring or walls. Posters or other promotional materials shall not be affixed to any part of the hall. The exhibitor shall be charged with consequent cleaning fees upon violation of this stipulation.

8.2 Independent Contractor

Exhibitors have to indicate the address and contact person of their stand fitting contractor.

Stand Contractor: _____

Address: _____

Tel.: _____ Fax: _____ Email: _____

Contact: _____

Authorized Signatory: _____

8.3 Submitting of Forms

The contractor has to submit all plans in duplicate until **29 January 2014** for approval by the architect of the Stand Contractor for International Halls. This includes **detailed drawings of Layout, Elevation, Perspective, Electricity layout plan, Electrical distribution plan, Material description and copy of Chinese Electrician certificate**. Please indicate booth number and company name while sending email. Attachment size shall not large than 3M. Locations of all equipment/machinery on display have to be included on the layout. Any booths with covered ceilings or double storey designs will need special approval by the relevant authorities. Please send the drawing (in jpeg or pdf) to **jun.deng@cn.pico.com** and copy to the Organizer **w.wang@koelnmesse.cn**.

8.4 Electricity & Water Main Connection

The contractor has to order all necessary electricity, water supply, compressed air, etc with the Official Stand Contractor for International Halls: **Guangzhou Pico IES Exhibition Services Co., Ltd.**

According to the rules & regulations of the exhibition hall, all raw space exhibitors or their appointed stand contractor should order at least one power main box for their lighting purpose. **Exhibitor or contractor is requirement to bring along their own electrical box for the connection of the electrical box provided by exhibition hall. Direct connection to the electrical box of exhibition hall is strictly prohibited.** Furthermore, it is stated that all power sockets are for exhibits / machines use only while connection for lighting purpose from power sockets is not permitted.

Each power socket, water and compressed air supplied is allowed to be connected to ONE machine at any one time. No sharing and inter-connection between each item is allowed.

Order form only valid with complete company details

Company Name: _____ Stand No: _____

Fax: _____ Tel: _____ Email: _____

Contact: _____ Date & Signature: _____

8 Raw Space Exhibitors

To be returned by: **29 January 2014**

Please complete and return to Official Stand Contractor for International Halls:

Ms. Jun Deng / Ms. Mendi Xian
Guangzhou Pico IES Exhibition Services Co., Ltd.
 Room 701-702, Dongshan Plaza, 69 Xianlie Road
 Central, Guangzhou, China. (510095)
 Tel: +86 20 8908 9140 / 8732 2990*182
 Fax: +86 20 8908 9811
 jun.deng@cn.pico.com/mendi.xian@cn.pico.com

Organizer Contact:

Mr. Wilson Wang
Koelnmesse Co., Ltd. Guangzhou Branch
 Room 3311, Metro Plaza, 183 Tianhe
 Road(North) Guangzhou
 (510620) P.R.China
 Tel: +86 20 8755 2468*17
 w.wang@koelnmesse.cn



8.5 Hall Clearance Deposit, Hall Management Fee & Contractor Badges

Raw Space contractors are required to place with the Organizer a refundable Hall Clearance Deposit in an amount calculated at a rate

Booth area (per square metre)	Deposit Amount (RMB)
500m ² and below (includes 200m ²)	20,000
501m ² and more	50,000

Additional item: special deposit RMB 30,000 for double storey booth, special deposit RMB 10,000 for water installation on the booth.

Hall Management Fee: **RMB 30/sqm**, and this fee is **not** refund after show.

A. For Chinese domestic contractor

The Hall Clearance Deposit and Hall Management fee have to be remitted by **T/T** to Stand Contractor for International Halls-Pico's account before 10 March 2012.

- A/C Name: GuangZhou Pico IES Exhibition Services Co.,LTD.
- A/C No: 7443 8001 8240 0002 213 (RMB)
- Name of Bank: China CITIC Bank-GuangZhou Branch
- Address of Bank: GuangZhou Tian He Bei Road, No.233, China CITIC Bank, GuangZhou Branch
- Swift Code : CIBK CNBJ510

B. For Overseas contractor or overseas in-house decoration exhibitor

Please pay Hall Clearance Deposit to the Official Stand Contractor for International Halls PICO on-site before move-in. Should the construction obey the rules and regulation made by organizer and exhibition hall, the back wall is covered according to the request, all walls on open side should be 1/3 open at a minimum for island booth and 2 sides open booth and 3 sides open both, no damage to exhibition hall occurred during construction or dismantling, no damage or loss of the rental electrical box and electrical cable, no waste left inside or around exhibition hall,

For (A), Chinese domestic contractor, the deposit will be remitted back to contractor within **60 days** after the show closed.

For (B), overseas contractor or overseas in-house decoration exhibitor, the deposit will be returned to contractor or exhibitor in cash on-site.

Contractor Badges

Upon receipt of the Hall Clearance Deposit, contractors can apply for the contractor badges.

Please fill Construction Registration Form on the next page and prepare all staff's ID copy before proceeding to the Exhibitor's registration counter to get the Contractor badges.

8.6 Rules and Regulations

The exhibitor and their appointed contractor agree to abide to all Rules and Regulations of the exhibition.

Order form only valid with complete company details

Company Name: **Stand No:**

Fax: **Tel:** **Email:**

Contact: **Date & Signature:**

Contractor Registration Form

Contractor badges will only be issued when this form has been duly completed and submitted with the relevant identification documents of the contractor(s). Please ensure that you have a copy of your identification documents before proceeding to obtain your badges from the Exhibitors' Registration Counter.

The particulars of the supervisor/team leader and all team members must be listed accurately in the form provided below.

Exhibiting
Company: _____

Booth No: _____

Construction
Company: _____

Supervisor/
Team Leader: _____

ID No: _____

Mobile number: _____

Contractors List:

Name	Sex	Age	Name	Sex	Age
	Male <input type="checkbox"/> Female <input type="checkbox"/>			Male <input type="checkbox"/> Female <input type="checkbox"/>	
	Male <input type="checkbox"/> Female <input type="checkbox"/>			Male <input type="checkbox"/> Female <input type="checkbox"/>	
	Male <input type="checkbox"/> Female <input type="checkbox"/>			Male <input type="checkbox"/> Female <input type="checkbox"/>	
	Male <input type="checkbox"/> Female <input type="checkbox"/>			Male <input type="checkbox"/> Female <input type="checkbox"/>	
	Male <input type="checkbox"/> Female <input type="checkbox"/>			Male <input type="checkbox"/> Female <input type="checkbox"/>	
	Male <input type="checkbox"/> Female <input type="checkbox"/>			Male <input type="checkbox"/> Female <input type="checkbox"/>	
	Male <input type="checkbox"/> Female <input type="checkbox"/>			Male <input type="checkbox"/> Female <input type="checkbox"/>	
	Male <input type="checkbox"/> Female <input type="checkbox"/>			Male <input type="checkbox"/> Female <input type="checkbox"/>	
	Male <input type="checkbox"/> Female <input type="checkbox"/>			Male <input type="checkbox"/> Female <input type="checkbox"/>	
	Male <input type="checkbox"/> Female <input type="checkbox"/>			Male <input type="checkbox"/> Female <input type="checkbox"/>	

In signing and returning this form, the raw space contractor agrees to abide by all rules and regulations as stated in the Exhibitor Manual and comply with all Move-In/Move-Out regulations specified by the Organizer.

Signature: _____

Date: _____

9 Service Location Plan

interzum



guangzhou

To be returned by: **28 February 2014**

Please complete and return to international stand contractor:

Mr. Stephen Luo / Mr. Allen Huang
Guangzhou Pico IES Exhibition Services Co., Ltd.
 Room 701-702, Dongshan Plaza, 69 Xianlie Road
 Central, Guangzhou, China. (510095)
 Tel: +86 20 8908 9134 / +86 20 8908 9856
 Fax: +86 20 8908 9811
 stephen.luo @cn.pico.com /
 allen.huang @cn.pico.com

Organizer Contact:

Mr. Wilson Wang
Koelnmesse Co., Ltd.
Guangzhou Branch
 Room 3311, Metro Plaza, 183
 Tianhe Road(North) Guangzhou
 (510620) P.R.China
 Tel: +86 20 8755 2468*17
 w.wang@koelnmesse.cn

It is imperative that you complete this form as it will be used to install your requirements in the correct location. If this form is not returned, installation of services will be at the discretion of the International Stand Contractor.

Any relocation after installation will be at the expense of the Exhibitor.

9.1 Service Location Plan

Please indicate the position of the connection(s) ordered:

Back Wall

* Sidewall / Open

* delete accordingly

*Sidewall / Open

* delete accordingly

Open Front

Electric Main Power Universal socket / 3 pin Store Room:
 (please indicate folding door location)

Compressed Air: Water: Breaker: Telephone: Internet:
 Fluorescent: Spotlight / with arm: Shelf :
 (please indicate height)

Remarks: Please install shelves for _____sqm booth. Position is shown on the layout above.

Order form only valid with complete company details

Company Name: **Stand No:**

Fax: **Tel:** **Email:**

Contact: **Date & Signature:**

10 Furniture & AV Equipment



To be returned by: **28 February 2014**

Please complete and return to the
Official Stand Contractor:

Mr. Stephen Luo / Mr. Allen Huang
Guangzhou Pico IES Exhibition Services Co., Ltd.

Room 701-702, Dongshan Plaza, 69 Xianlie Road Central, Guangzhou, China. (510095)
Tel: +86 20 8908 9134 / +86 20 8908 9856
Fax: +86 20 8908 9811
stephen.luo@cn.pico.com / allen.huang@cn.pico.com

Organizer Contact:

Mr. Wilson Wang
Koelnmesse Co., Ltd. Guangzhou Branch
Room 3311, Metro Plaza, 183 Tianhe Road(North) Guangzhou (510620) P.R.China
Tel: +86 20 8755 2468*17
w.wang@koelnmesse.cn

10.1 Furniture

- Orders received from 1 to 23 March 2014 will be subjected to availability and a surcharge of 30%

- Orders received on and after 23 March 2014 and on-site will be subjected to a surcharge of 50%

No.	Description	Rental (EUR)	Rental (RMB)	Qty	Amount (EUR)	Amount (RMB)
A1	PF-01 Information Counter 1000(l) x 500 (w) x 780 (h) mm	13.00	110.00			
A2	PF-12 Square Table 700 (l) x 700 (w) x 750 (h) mm	13.00	110.00			
A3	MC-17 Round Table 740Dia x 750 (sh) mm	19.00	150.00			
A4	CC-05 Leather Arm Chair (black) 570 (w) x 440 (d) x 455 (sh) mm	7.00	55.00			
A5	EC-08 Folding Chair 460 (w) x 400 (d) x 455 (sh) mm	3.00	25.00			
A6	PF-03 Lockable Cupboard 1000 (l) x 500 (w) x 780 (h) mm	22.00	180.00			
A7	SS-01 Slope Shelf 1000 (l) x 300 (w) mm	4.00	30.00			
A8	FS-01 Flat Shelf 1000 (l) x 300 (w) mm	4.00	30.00			
A9	PF-04 Tall Glass Showcase 1030 (l) x 535 (w) x 2170 (h) mm	68.00	550.00			
A10	PF-02 Low Glass Showcase 1030 (l) x 535 (w) x 1000 (h) mm	32.00	250.00			
A11	ED-02 Folding door 950 (w) x 2000 (h) mm	13.00	100.00			
A12	ED-01 Aluminum door 950 (w) x 1910 (h) mm	22.00	180.00			
A13	Wall Panel 964 (w) x 2470 (h) mm	4.00	30.00			
A14	Carpet/sqm(New)	2.00	16.00			
A15	Refrigerator 45 liter (not incl. power pt)	62.00	500.00			
A16	Bamboo Palm (1000Hmm)	7.00	50.00			
Total						

Notes :

- The above items are subjected to availability
- For other items that are not listed above, a separate quotation will be provided upon request. Please note that all confirmation and invoices are sent by **Guangzhou Pico IES Exhibition Services Co., Ltd.**

Order form only valid with complete company details

Company Name: **Stand No:**

Fax: **Tel:** **Email:**

Contact: **Date & Signature:**

10 Furniture & AV Equipment



To be returned by: **28 February 2014**

Please complete and return to the
Official Stand Contractor:

Mr. Stephen Luo / Mr. Allen Huang
Guangzhou Pico IES Exhibition Services Co., Ltd.

Room 701-702, Dongshan Plaza, 69 Xianlie Road Central, Guangzhou, China. (510095)
Tel: +86 20 8908 9134 / +86 20 8908 9856
Fax: +86 20 8908 9811
stephen.luo @cn.pico.com / allen.huang @cn.pico.com

Organizer Contact:

Mr. Wilson Wang
Koelnmesse Co., Ltd. Guangzhou Branch
Room 3311, Metro Plaza, 183 Tianhe Road(North) Guangzhou (510620) P.R.China
Tel: +86 20 8755 2468*17
w.wang@koelnmesse.cn

10.2 AV Equipment

- Orders received from 1 to 23 March 2014 will be subjected to availability and a surcharge of 30%

- Orders received on and after 23 March 2014 and on-site will be subjected to a surcharge of 50%

No.	Description	Rental (EUR)	Rental (RMB)	Quantity	Amount (EUR)	Amount (RMB)
C1	42" TV Monitor including DVD Player	250.00	2000.00			
C2	120" Projector Screen	162.00	1300.00			
C3	150" Projector Screen	212.00	1700.00			
C4	180" Projector Screen	250.00	2000.00			
C5	2500ANSI Lumen Projector	250.00	2000.00			
C6	3500ANSI Lumen Projector	375.00	3000.00			
C7	4500ANSI Lumen Projector	562.00	4500.00			
C8	5500ANSI Lumen Projector	687.00	5500.00			
C9	Tie Clip Wireless Microphone	100.00	800.00			
C10	Hand Held Microphone with wire	25.00	200.00			
C11	Hand Held Wireless Microphone	100.00	800.00			
C12	Amplifier (apply area 40sqm)	187.00	1500.00			
C13	Amplifier (apply area 150sqm)	312.00	2500.00			
C14	DVD Player	25.00	200.00			
Total Costs						

Notes :

- The above items are subjected to availability.
- For other items that are not listed above, a separate quotation will be provided upon request.
- Please note that all confirmation and invoices are sent by **Guangzhou Pico IES Exhibition Services Co., Ltd.**

Order form only valid with complete company details

Company Name: **Stand No:**

Fax: **Tel:** **Email:**

Contact: **Date & Signature:**

**PF-01** 咨询台

Information Counter
1030W X 535D X 750H mm

**PF-03** 锁柜

Lockable Cupboard
1030W X 535D X 750H mm

**PF-08** 矮展示柜

Low display cabinet
535W X 535D X 500H mm

**PF-07** 高展示柜

Tall display cabinet
535W X 535D X 750H mm

**PF-02** 矮玻璃展示柜

Low glass showcase
1030W X 535D X 1000H mm

**PF-04** 高玻璃展示柜

Tall glass showcase
1030W X 535D X 2470H mm

**PF-12** 方台

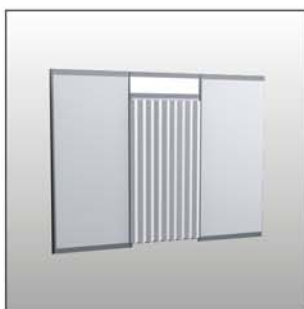
Square table
680W X 680D X 760H mm

**PF-05** 洗手盆

Wash basin
1030W X 535D X 1000H mm

**PF-13** 电视柜

TV-Video stand
740W X 535D X 1000H mm

**ED-02** 折门

Plastic folding door
950W X 2000H mm

**ED-01** 铝门

Aluminum door
950W X 1910H mm

**ED-03** 木门

Panel wood door
950W X 2000H mm

**SO-01** 展架

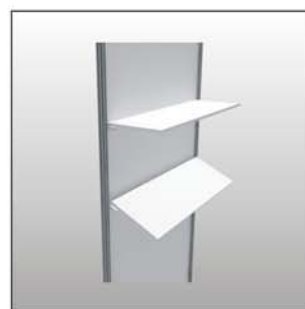
System display rack
1030W X 535D X 2470H mm

**CH-02** 信箱

Brochure holder
970W X 50D X 280H mm

**ES-09** 衣架

System clothes hanger
950 mm

**FS-01** 平层板

Flat shelf
SS-01 斜层板
Sloped shelf
990D X 300W mm



CT-01 白会议桌

Meeting table (White)
1200W X 600D X 750H mm



CT-02 黑会议桌

Meeting table (Black)
1200W X 600D X 750H mm



CT-03 围布台

Long table w/apron
1800W X 600D X 750H mm



AC-21 单人玻璃茶几

Glass coffee table A
600W X 600D X 450H mm



AC-22 双人玻璃茶几

Glass coffee table B
1200W X 600D X 450H mm



GS-01 玻璃展示柜

Glass showcase A
500W X 500D X 1800H mm



GS-02 玻璃展示柜

Glass showcase B
1000W X 500D X 1800H mm



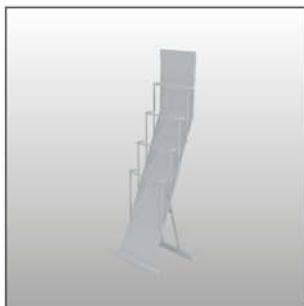
CT-08 有轮衣架

Wheel coat hanger
820W X 350D X 1500H mm



CH-01 黑色资料架

Catalogue holder A
260W X 250D X 1200H mm



CH-02 银色资料架

Catalogue holder B
420W X 300D X 1400H mm



CH-02 有机片资料架

Catalogue holder C
260W X 260D X 1220H mm



CT-09 挂衣柱

Coat hanger
1710H mm



SF-01 方形沙发

Sofa A
780W X 740D X 730H mm



SF-02 单人奥迪沙发

Sofa B
810W X 850D X 750H mm



SF-03 三人奥迪沙发(黑)

Sofa three seater A
1800W X 850D X 750H mm



SF-04 三人奥迪沙发(白)

Sofa three seater B
1800W X 850D X 750H mm



SL-006 短臂射灯
Spotlight
100W



SL-004 长臂射灯
Longarm Spotlight
100W



SK-001 插座
Power socket
13A/220V (Max. 500W)



SL-001 日光灯
Fluorescent tube
40W (1200L mm)



FC-002 金卤灯
HQI Floodlight
150W



SH-019 长臂石英灯
Long halogen light
50W



SH-018 短臂石英灯
Halogen light
50W



SR-205 石英筒灯
Halogen downlight
50W (dia. 58mm)



SH-22 饰柜石英灯
Showcase halogen light
50W



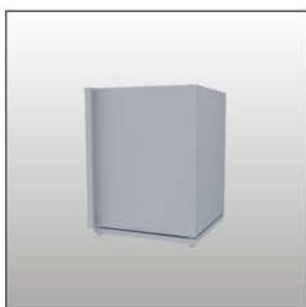
SR-204 筒灯
Downlight
100W (dia. 125mm)



BC-01 隔离带
Barricade



BP-01 散尾葵
Bamboo palm
about 1000mm



EE-01 90升冰箱
Fridge 90litre
550W X 550D X 860H mm



EE-02 140升冰箱
Fridge 140litre
550W X 550D X 1350H mm



AC-16 立式饮水机
Water dispenser
300W X 300D X 800H mm



EW-01 垃圾桶
Waste basket
250W X 170D X 290H mm

**EC-08** 白折椅

Folding Chair (White)
460W X 400D X 455SH mm

**EC-09** 黑折椅

Folding Chair (Black)
460W X 400D X 455SH mm

**EC-10** 铝椅

Aluminium Chair (White)
490W X 575D X 735H mm

**CC-05** 黑皮椅

Leather arm Chair (black)
570W X 440D X 760H mm

**CE-05** 木椅 (木纹&黑色)

Chair (Wood&Black)
440W X 520D X 750H mm

**RC-01** 会议椅

Conference Chair
600W X 450D X 760H mm

**RC-02** 硬皮转椅

Leather swivel Chair
600W X 560D X 980H mm

**UN-03** 黑S型吧椅

Bar stool B
370W X 840H mm

**UN-04** 太空吧椅 (白&黑)

Bar stool C (White&Black)
440W X 650D - 860H mm

**Un-05** 异形吧椅

Bar stool B (White)
360W X 400D X 760-860H mm

**MC-17** 圆台 (白色&铝)

Round table
(White&Aluminum)
880Φ X 750H mm

**MC-18** 圆台 (黑色&木纹)

Round table (Black&wood)
880Φ X 750H mm

**MC-19** 铝吧台

Bar table (Aluminum)
600Φ X 1100H mm

**MC-20** 吧台 (黑色&木纹)

Bar table (Black&Wood)
600Φ X 1100H mm

**MC-21** 太空黑吧台

Bar table (deluxe)
600Φ X 970H mm

**MC-22** 圆茶几

Round coffee table
600Φ X 450H mm

11 Electricity & Lighting



To be returned by: **28 February 2014**

Please complete and return to the
Official Stand Contractor:

Ms. Jun Deng
Ms. Mendi Xian
Guangzhou Pico IES Exhibition Services Co., Ltd.
Room 701-702, Dongshan Plaza, 69 Xianlie Road Central, Guangzhou, China. (510095)
Tel: +86 20 8908 9140 / 8732 2990*182
Fax: +86 20 8908 9811
jun.deng@cn.pico.com/mendi.xian@cn.pico.com

Organizer Contact:

Mr. Wilson Wang
Koelnmesse Co., Ltd.
Guangzhou Branch
Room 3311, Metro Plaza, 183 Tianhe Road(North) Guangzhou (510620) P.R.China
Tel: +86 20 8755 2468*17
w.wang@koelnmesse.cn

11.1 Electricity: Electrical Items

- Orders received from 1 to 23 March 2014 will be subjected to availability and a surcharge of 30%
- Orders received on and after 24 March 2014 and on-site will be subjected to a surcharge of 50%

Item B1-B3 are for Shell Scheme ONLY.

No.	Description	Rental (EUR)	Rental (RMB)	Qty	Amount (EUR)	Amount (RMB)
B1	100W Longarm Spotlight	11.00	90.00			
B2	40W Fluorescent Tube	11.00	90.00			
B3	13A / 220V Single Phase Socket (max 500W, NOT for lighting connection)	13.00	110.00			
Total Cost						

For Lighting Use Only (Raw Space Exhibitors are compulsory)

No.	Description	Rental (EUR)	Rental (RMB)	Qty	Amount (EUR)	Amount (RMB)
B4	6A/220V (<1.3KW) Single Phase Main Power	48.00	385.00			
B5	10A/220V (<2.2KW) Single Phase Main Power	62.00	452.00			
B6	16A/220V (<3KW) Single Phase Main Power	84.00	670.00			
Total Cost						

Remarks: A deposit of EUR50.00 for each electrical box is required.

For Machine Use Only

No.	Description	Rental (EUR)	Rental (RMB)	Qty	Amount (EUR)	Amount (RMB)
B7	16A/380V (<8KW) Three Phase Main Power	145.00	1165.00			
B8	25A/380V (<13KW) Three Phase Main Power	214.00	1715.00			
B9	32A/380V (<16KW) Three Phase Main Power	248.00	1990.00			
B10	50A/380V (<25KW) Three Phase Main Power	392.00	3135.00			
B11	63A/380V (<32KW) Three Phase Main Power	467.00	3740.00			
B12	100A/380V (<50KW) Three Phase Main Power	756.00	6050.00			
B13	150A/380V (<75KW) Three Phase Main Power	1,168.00	9350.00			
B14	200A/380V (<100KW) Three Phase Main Power	1,512.00	12100.00			
B15	250A/380V (<125KW) Three Phase Main Power	1,876.00	15015.00			
B16	<32A Cable (per meter)	3.00	20.00			
B17	>33A Cable (per meter)	5.00	40.00			
Total Cost						

Remarks: A deposit of EUR 50.00 for each electrical box is required.

Notes :

- Exhibitors must have their own power control box with air circuit breaker and leakage protection for safety. It's not allowed to connect any light or machine directly to the exhibition center's electric box.
- For other items that are not listed above, a separate quotation will be provided upon request.
Please note that all confirmation and invoices are sent by **Guangzhou Pico IES Exhibition Services Co., Ltd.**

Order form only valid with complete company details

Company Name: **Stand No:**

Fax: **Tel:** **Email:**

Contact: **Date & Signature:**

12 Water & Compressed Air



To be returned by: **28 February 2014**

Please complete and return to the Official Stand Contractor:

Ms. Jun Deng
Ms. Mendi Xian
Guangzhou Pico IES Exhibition Services Co., Ltd.
Room 701-702, Dongshan Plaza, 69 Xianlie Road Central, Guangzhou, China. (510095)
Tel: +86 20 8908 9140 / 8732 2990*182
Fax: +86 20 8908 9811
jun.deng@cn.pico.com/mendi.xian@cn.pico.com

Organizer Contact:

Mr. Wilson Wang
Koelnmesse Co., Ltd. Guangzhou Branch
Room 3311, Metro Plaza, 183 Tianhe Road(North) Guangzhou (510620) P.R.China
Tel: +86 20 8755 2468*17
w.wang@koelnmesse.cn

- Orders received from 1 to 23 March 2014 will be subjected to availability and a surcharge of 30%

- Orders received on and after 24 March 2014 and on-site will be subjected to a surcharge of 50%

12.1 Water Connection

No.	Item	Rental (EUR)	Rental (RMB)	Qty	Amount (EUR)	Amount (RMB)
D1	Water point (include 25m water pipe and host, 4" inner and 6" drainage)	175.00	1400.00			
D2	Water pipe per meter	5.00	36.00			
Total Cost						

12.2 Compressed Air

No.	Motor Cap	Rental (EUR)	Rental (RMB)	Qty	Amount (EUR)	Amount (RMB)
D3	1 HP / 7.5 bar pressure, 75/liter/minute	292.00	2340.00			
D4	2 HP / 7.5 bar pressure, 155/liter/minute	390.00	3120.00			
D5	3 HP / 8 bar pressure, 260/liter/minute	487.00	3900.00			
D6	5 HP / 8 bar pressure, 300-420/liter/minute	926.00	7410.00			
D7	10 HP / 8 bar pressure, 850/liter/minute	1637.00	13100.00			
D8	15 HP / 8 bar pressure, 1220/liter/minute	4387.00	35100.00			
D9	30 HP / 8 bar pressure, 3000/liter/minute	5812.00	46500.00			
Total Cost						

Notes:

- Price quoted exclude labour and material cost for machine connection.
- For other items that are not list above, a separate quotation will be provided upon request.

Please note that all confirmation and invoices are sent by **Guangzhou Pico IES Exhibition Services Co., Ltd..**

Please provide us with a simple sketch of your stand ⇒ See Form 9

Order form only valid with complete company details

Company Name: **Stand No:**

Fax: **Tel:** **Email:**

Contact: **Date & Signature:**

13 Heavy & Large Exhibits

To be returned by: **21 February 2013**

Please complete and return to
Agility Fairs & Events Logistics
Limited

Unit 2105 – 2107, 21/F., CITIC
 Telecom Tower, 93 Kwai Fuk
 Road, Kwai Chung, N.T.,
 Hong Kong SAR
 Tel: +852 2211 8203
 Fax: +852 2866 2421
 Email: bchiu@agilitylogistics.com
 Contact: Mr. Bart Chiu

Agility Fairs & Events Logistics
(Shanghai) Co., Ltd. Guangzhou
Branch

6/F, No.726 Dong Feng Road East,
 Guangzhou, P.R. China.
 Tel: +86 20 2829 8366
 Fax: +86 20 2829 8356
 Email: maxliu@agilitylogistics.com
 Contact: Mr. Max Liu



13.1 Heavy & Large Exhibits

Heavy Exhibits : Any single exhibit exceeding 5000 kg

Large Exhibits : Any single exhibit exceeding 5m (L) x 2.1m (W) x 2.1m (Ht)

Tall Exhibits : Any single exhibit exceeding 2.1m (height) on display (Relative location must be submitted for approval)

- All such exhibits must be handled by the Official Freight Forwarder on-site
- Exhibitors or their agents are responsible for the early installation of heavy or large exhibits. When stand structures are erected, it may not be possible to move-in/install these exhibits that arrive late. A detailed layout plan should be sent to the Official Freight Forwarder together with the shipping document.
- Exhibitors with heavy exhibits are to refer to the floor loading capacity, and to provide steel plates for loading spreading if necessary.

Please "✓" where appropriate:

<input type="checkbox"/>	We do not have heavy and/or large exhibit.
<input type="checkbox"/>	We have the following heavy and/or large exhibit(s):
<input type="checkbox"/>	Our appointed Freight Forwarder is : _____

Item Description	Dimensions (cm) (L x W x H)	Weight (kg)	Date of Arrival in Guangzhou

*Please make copies if necessary

Please indicate (to scale) the position of each item inside your stand.

*Backwall / Open

(delete accordingly)

*Sidewall / Open
(delete accordingly)

*Sidewall / Open
(delete accordingly)

Open Front

Order form only valid with complete company details

Company Name: **Stand No:**

Fax: **Tel:** **Email:**

Contact: **Date & Signature:**

14 Telephone & Internet



To be returned by: **28 February 2014**

Please complete and return to the Official Stand Contractor:

Mr. Stephen Luo / Mr. Allen Huang
Guangzhou Pico IES Exhibition Services Co., Ltd.

Room 701-702, Dongshan Plaza, 69 Xianlie Road Central, Guangzhou, China. (510095)
Tel: +86 20 8908 9134 / +86 20 8908 9856
Fax: +86 20 8908 9811
stephen.luo@cn.pico.com / allen.huang@cn.pico.com

Organizer Contact:

Mr. Wilson Wang
Koelnmesse Co., Ltd. Guangzhou Branch

Room 3311, Metro Plaza, 183 Tianhe Road(North) Guangzhou (510620) P.R.China
Tel: +86 20 8755 2468*17
w.wang@koelnmesse.cn

14.1 Telephone & Internet

- Orders received from 1 to 23 March 2014 will be subjected to availability and a surcharge of 30%
- Orders received on and after 24 March 2014 and on-site will be subjected to a surcharge of 50%

No.	Description	Unit Price (EUR)	Unit Price (RMB)	Quantity	Amount (EUR)	Amount (RMB)
E1	Local Telephone Line Installation (incl. local communication fee.)	90.00	700.00			
E2	DDD/IDD Installation	90.00	700.00			
	Deposit of DDD/IDD Line (domestic long-distance communication fee or international communication fee will be deducted from the deposit.)	250.00	2000.00			
E3	Telephone Deposit (ignore this if you bring along telephone)	60.00	500.00			
E4	ADSL (Upload 512 k/s, Download 2m/s)	110.00	900.00			
E5	ADSL Network (incl. one no of 8 interface HUB) (E4 must be ordered for E5)	90.00	700.00			
E6	Wireless Internet (Upload 256 k/s, Download 1 m/s)	90.00	700.00			
E7	Fiber-optic Network (Download 10 m/s)	810.00	6500.00			
Total Costs						

Please provide us with a simple sketch of your stand ⇒ See Form 9

Note:

- Please note that all confirmation and invoices are sent by Guangzhou Pico IES Exhibition Services Co., Ltd..

Order form only valid with complete company details

Company Name: Stand No:

Fax: Tel: Email:

Contact: Date & Signature:

15 Exhibition Staff

To be returned by: **21 February 2014**

Please complete and return to
Mr. Wilson Wang
Koelnmesse Co., Ltd. Guangzhou Branch
 Room 3311, Metro Plaza
 183 Tianhe Road(North)
 Guangzhou 510620, P.R.China
w.wang@koelnmesse.cn

Tel: +86 20 8755 2468*17
Fax: +86 20 8755 2970



15.1 Exhibition Staff

Staff	Qty	Date (please tick ✓ & Indicate the Gender Preferred: M/ F)					Daily Rate		Total Cost
		28 Mar	29 Mar	30 Mar	31 Mar	1 Apr	EUR	RMB	
Interpreter(s):									
English / Chinese							80.00	650.00	
Japanese / Chinese							150.00	1200.00	
French / Chinese							180.00	1400.00	
German / Chinese							180.00	1400.00	
Italian / Chinese							220.00	1700.00	
Spanish / Chinese							220.00	1700.00	
Others: (Please specify)							upon request	upon request	
Receptionist							80.00	650.00	

Notes:

- The above mentioned service charges are based on 8 hours per day
- Late and on-site orders are subject to availability

Order form only valid with complete company details

Company Name: **Stand No:**

Fax: **Tel:** **Email:**

Contact: **Date & Signature:**

16 Freight Forwarding (Area B and Area C)

To be returned by : **6th March 2014**

Please address all correspondence concerning exhibition freight forwarding matters to:

Agility Fairs & Events Logistics Limited
Unit 2105 – 2107, 21/F., CITIC Telecom
Tower, 93 Kwai Fuk Road, Kwai Chung, N.T.,
Hong Kong SAR
Contact: **Mr. Bart Chiu**
Tel: **+852 2211 8203**
Fax: **+852 2866 2421**
Email: **bchiu@agilitylogistics.com**

**Agility Fairs & Events Logistics
(Shanghai) Co., Ltd. Guangzhou Branch**
6/F, No.726 Dong Feng Road East,
Guangzhou, P.R. China,
Contact: **Mr. Max Liu / Mr. Franky Lee**
Tel: **+86 20 2829 8366**
Fax: **+86 20 2829 8356**
Email: **maxliu@agilitylogistics.com/
frlee@agilitylogistics.com**



16.1 Freight Instructions

The Organizer has appointed **Agility Fairs & Events Logistics (Shanghai) Co., Ltd. Guangzhou Branch** as the official forwarder (Area B & C) for **interzum guangzhou 2014**, 28 March – 1 April 2014. Exhibitors are therefore requested to consult them for any matter concerning forwarding of exhibits and on-site co-ordination.

16.2 SHIPPING INSTRUCTION & ROUTING:

All exhibits are best to be consolidated in Hong Kong from where they will be moved overland to Guangzhou.

Shipping Documents-All B/L, MAWB must be consigned "FREIGHT PREPAID" to:

Agility Fairs & Events Logistics Limited
Unit 2105 – 2107, 21/F, CITIC Telecom Tower,
93 Kwai Fuk Road, Kwai Chung, N.T.,
Hong Kong SAR
Tel: (852) 2211 8200
Fax: (852) 2866 2421

Notify Party:
Agility Fairs & Events Logistics Limited
Attn: **Mr. Bart Chiu**
Tel: (852) 2211 8203
C/o. "interzum guangzhou 2014"
Exhibitor: X X X X, Booth No: X X X X

Otherwise, we cannot be responsible for any delay or complication. Also on all shipping documents, exhibitors must declare "EXHIBITION GOODS" as the description and insert the clause "FINAL DESTINATION" – (CITY & COUNTRY OF THE FAIR), transshipment for (THE NAME OF THE FAIR) and a pre-advice fax of shipment details is also expected.

16.3 TIME SCHEDULE:

ARRIVAL TIME

- | | |
|---|-------------------------|
| (1) CARGO RECEIVING DEADLINES-OVERSEAS SHIPMENTS
- EXHIBITS REACH AGILITY IN HONG KONG (BY OCEAN OR AIR) | MAR. 11-13, 2014 |
| (2) DOCUMENT DEADLINES FOR APPENDIX I – V | MAR. 06, 2014 |
| - APPENDIX I - TRANSPORT ORDER TO AGILITY | |
| - APPENDIX II - "DECLARATION FORM FOR TEMPORARY IMPORT EXHIBITS | |
| - APPENDIX III - ACKNOWLEDGEMENT OF CUSTOMS CLEARANCE FORMALITIES | |
| - APPENDIX IV - ACKNOWLEDGEMENT OF QUARANTINE INSPECTION & FUMIGATION FORMALITIES | |

- ORIGINAL BILL OF LADING AND COPY OF MAWB

(3) CENSORSHIP ITEMS (PROMOTIONAL MATERIALS) TO AGILITY OFFICE
IN HONG KONG FOR CUSTOMS CENSORSHIP

MAR. 06, 2014

(4) INBOUND PAYMENT TO AGILITY

MAR. 20, 2014

Importation notice:

Please note that all exhibits are imported as temporary import goods only and the above schedule deadline & shipping instruction is acceptable for temporary import exhibits only. If the exhibits would like to be imported in permanence, please kindly provide the exhibits declaration form or packing list & invoice to us before **15 February 2014**, then we will let you know whether the shipment could be arranged in permanent import procedure or not. Documents provided beyond this deadline, it is not a guarantee that these permanent import exhibits can be arrived at the fair site during the exhibition period.

Remarks:

1. All cargoes containing wooden materials (internal or external) must be fumigated with bearing the mark of IPPC (international plant protection convention) before importing to China. This regulation is applicable for all countries / cities (including Hong Kong SAR, Macau SAR and Taiwan).
2. **Chinese New Year & National Holiday** will definitely affect the regular arrangement of customs clearance and collection of cargoes; adhering to our documents and cargoes receiving period is **IMPORTANT** as there is no room for any delay
3. Overseas exhibitors can obtain essential information from our nominated agents. (i.e. deadlines & freight charges, etc.)
4. Cargoes sent from Hong Kong SAR, Macau SAR, and China Taiwan are also treated as overseas shipments

16.4 CUSTOMS & EXHIBITION DOCUMENTS REQUIREMENT:

- 1 set of "Declaration Form for Temporary Import Exhibits" (Enclosed Appendix II)
- 1 copy of "TRANSPORT ORDER TO AGILITY" (Enclosed Appendix I)
- IPPC (International Plant Protection Convention) Symbol (Details please refer to the Appendix (IV) – Acknowledgement of Quarantine Inspection & Fumigation Formalities – for details.)
- 1 fold Product Catalogue is needed for machines, computers, hi-tech equipments, etc.
- Undertaken Import/Export License applied by exhibitor (if required)
- Souvenir/Catalogue/Poster/Map/Video/CD ROM & distribute item are subject to China Customs censorship before using in the fair. Please provide two copies/samples for each to us and send to our office **before** shipment arrival HK AGILITY. Those materials shall be allowed for display or use at the exhibition only after the exhibitor has presented beforehand the above-mentioned materials to Customs Officers for inspection and approval.

Remarks:

The full set shipping manual will be provided to each exhibitor upon **confirmation** of participation. Should you have any query, please feel free to contact us by fax no. (8620) 2829 8356 or email to: maxliu@agilitylogistics.com

16.5 SERVICES AND RATES FOR HANDLING OF EXHIBITS

I) INBOUND MOVEMENT FROM HONG KONG TO EXHIBITION BOOTH

Receiving exhibits at Agility' warehouse, free storage in our warehouse in Hong Kong during receiving period, customs clearance on a temporary basis, consolidation stuffing and transportation to export stations, all exports formalities and transportation from terminal to storage area of fair-site, sorting and delivery to fair booth, assisting exhibitors in unpacking and one time positioning of heavy exhibits (assembling & second positioning excluded), removing empty cases and packing materials to on-site storage place (outdoor).

BY SURFACE:	MIN. 1CBM/EXHR/CONSIGNMENT
--------------------	----------------------------

Under 3 CBM or above	RMB405.00 / CBM OR 1000KGS
Over 3CBM ~ 6CBM	RMB398.00 / CBM OR 1000KGS
Over 6CBM	RMB390.00 / CBM OR 1000KGS

II) INBOUND MOVEMENT FROM GUANGZHOU SEAPORT TO EXHIBITION BOOTH
(FCL ONLY)

Receiving exhibits at Guangzhou seaport, customs clearance on a temporary basis, all imports formalities and transportation from terminal to storage area of fair-site, sorting and delivery to fair booth, assisting exhibitors in unpacking and one time positioning of heavy exhibits (assembling & second positioning excluded), removing empty cases and packing materials to on-site storage place (outdoor).

20'GP container	RMB390.00 / CBM OR 1000KGS (Min. 22cbm/20'GP container/shipment)
40'GP container	RMB390.00 / CBM OR 1000KGS (Min. 44cbm/40'GP container/shipment)
40'HC container	RMB390.00 / CBM OR 1000KGS (Min. 48cbm/40'HC container/shipment)

* Terminal Charges Excluded

III) ON-SITE SERVICE FROM HALL ENTRANCE TO FAIR BOOTH
(APPLICABLE TO DOMESTIC CARGOES, BONDED CARGOES, AND ATA CARNET SHIPMENT)

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

HANDLING RATE:	RMB60.00 / CBM OR 1000KGS
MIN. 1CBM/EXHR/CONSIGNMENT	

*APPLICABLE TO MOVE-OUT (OUTBOUND) SERVICE.

IV) CLOSING SERVICE CHARGES FOR SOLD OR ABANDONED EXHIBITS FROM BOOTH TO THE
ENTRANCE OF FAIR SITE

Assisting in repacking (dismantling excluded), loading at the entrance of fair site.

Shipment under 6 cbm	RMB120.00 / CBM OR 1000KGS/EXHIBITOR
Shipment over 6 cbm (includeing 6cbm)	RMB106.00 / CBM OR 1000KGS/EXHIBITOR
MIN. 1CBM/EXHR/CONSIGNMENT	

V) RETURN MOVEMENT FROM EXHIBITION BOOTH TO HONG KONG OR GUANGZHOU
SEAPORT/AIRPORT

Services and rates same as Inbound Movement (Point I).

VI) DOCUMENTATION & COMMUNICATION (Applicable to both inbound and / or return movement)

HANDLING RATE:	RMB 250.00 / consignment/exhibitor
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VII) EDI CUSTOMS FEE (Applicable to both inbound and outbound shipment)

HANDLING RATE:~	
SEA / LAND /AIR SHIPMENT	
- Container	RMB120.00 / cbm / 1000kgs (min.22cbm/20'GP & min.44cbm/40'GP)
- LCL / BREAK BULK	RMB350.00 / consignment/ exhibitor

INPUT DATE FEE:	
- INPUT OF "DECLARATION FORM OF TEMPORARY IMPORT EXHIBITS" INTO CUSTOMS COMPUTER	RMB35.00 / page

VIII) HEAVY-LIFT / OVER-SIZE SURCHARGES

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

REMARKS:

- Applicable to all the points I – VI.
- If the weight of individual package is over 10 TON, the rate of the heavy-lift surcharges to be advised.

IX) CUSTOMS DECLARATION FOR DIRECT TRANSFER FROM GUANGZHOU SEAPORT/AIRPORT

BROKER HANDLING CHARGE:	RMB 1050.00 / consignment/exhibitor
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x) OPTIONAL SERVICES

1. TRANSLATION OF "DECLARATION FORM FOR TEMPORARY IMPORT EXHIBITS" FROM ENGLISH TO CHINESE

Service Rate	RMB35.00 /page Min. RMB70.00/consignment
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2. FILL-IN THE H.S. NO. ON "DECLARATION FORM FOR TEMPORARY IMPORT EXHIBITS"

Service Rate	RMB 45.00/page
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3. SERVICE CHARGE OF RE-COMPLETION OF "APPENDIX II"

Only the submission in the form other than EXCEL, in computer typing, by e-mail is applicable.
(Applicable for inbound shipment only)

Service Rate	RMB 35.00/page
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4. Hong Kong Local Pick up / Delivery (at ground floor warehouse) charge

Service Rate	LCL: RMB132.00 / cbm (Min. RMB924.00 / time) FCL: RMB2380.00/20'GP; RMB3173.00/40'GP
Plus additional heavy-lift surcharges for individual package - 151 ~ 2,000KGS / PKG - 2,001 ~ 5,000KGS / PKG	RMB800.00/consignment/time RMB924.00/consignment/time

5. WAREHOUSE STORAGE CHARGES

In Hong Kong LCL	RMB77.00/cbm/week or part thereof (Min. RMB77.00/time)
20'	RMB350.00/day (Min. RMB350.00/time)
40'	RMB630.00/day (Min. RMB630.00/time)

Air Cargo	RMB2.10/kg/day (Min. RMB210.00/time)
<u>In Guangzhou</u> LCL	RMB77.00/cbm/week or part thereof (Min. RMB154.00/time)
Bonded Warehouse	RMB21.00/cbm/day (Min. 10 Days/time)

6. WAREHOUSE SERVICE AND HANDLING CHARGES

Service Rate	RMB100.00/cbm/ton (Min. 2cbm/consignment/exhibitor)
--------------	--

*(Provide 3 days free storage after arrival Hong Kong)

7. SURCHARGES FOR THE EXHIBITOR WHO DOES NOT PROVIDE THE CENSORING ITEM

Service Rate	RMB70.00 / item (Min. RMB350.00 / exhibitor / time)
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e.g. souvenir, video-tapes, catalogues, etc. for censoring in China to agility with our deadline.

8. HANDLING CHARGES FOR CUSTOMS CENSORING OF CD, DVD OR VIDEO

Service Rate	RMB140.00/item
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9. QUARANTINE SERVICE AND HANDLING CHARGE (APPLICABLE FOR BOTH INBOUND AND OUTBOUND SHIPMENT)

a) RMB73.00/cbm or 1,000kgs (Min. 2 cbm / consignment / exhibitor) b) RMB1525.00 / 20'ctnr and RMB3052.00 / 40'cntr (FCL shipment) c) If goods or their packing materials must be further processed after checking, all the fees will be charged as per outlay
--

10. FUMIGATION CHARGE AT CHINA: AS PER ACTUAL OUTLAY (APPLICABLE FOR BOTH INBOUND AND OUTBOUND SHIPMENT)

11. CUSTOMS INSPECTION CHARGE

Service Rate	RMB350.00 /consignment /time
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12. RETURN OR COLLECT EMPTY CONTAINER FROM/TO SEA TERMINAL

20'GP container	RMB2380.00/20' container
40'GP container	RMB3173.00/40' container

13. CUSTOMS DECLARATION HANDLING FOR TAX/DUTY PAYABLE ITEM

Service Rate	RMB700.00/consignment/exhibitor
--------------	---------------------------------

* plus 5% commission of paying tax/duty on the behalf

XI) REMARKS

1. Above rates exclude freights, lashing, purchasing of tarpaulin, and any materials required for lashing, or special container loading, tax/duties, or any items not covered in this tariff. Exhibitors should reimburse Agility for the cost if they incur.

2. Minimum charge: -
 - a) Surface consignment
 - Loose cargo (LCL) : Minimum 1 FREIGHT TONS/exhibitor/shipment.
 - General container (FCL) : Minimum 22 FREIGHT TONS per 20'GP container.
: Minimum 44 FREIGHT TONS per 40'GP container.
: Minimum 48 FREIGHT TONS per 40'HC container.
 - Flat rack, open top or high-cube container : Minimum 25 FREIGHT TONS per 20' container.
: Minimum 50 FREIGHT TONS per 40' container.
 - b) Air consignment - 120 freight kilos / every exhibitor / every air freight consignment
3. Volume and weight conversion in airfreight rate is 6 cbm = 1000 kilo.
4. Above rates exclude, port security manage fee pay to China Government **(2/1000 of goods value, min. RMB35.00/consignment)** air / ocean terminal handling charges, LCL charges, overtime storage dues in pier, registration fee in pier, airport terminal / freight forwarder's warehouse, import or re-export declaration fee payable to Government of HKSAR **(0.05% of the total cargo value declared by the exhibitors, for those shipments imported and /or re-exported via port of China, Min RMB119.00/shipment/time), plus input data fee (Tradelink) RMB14.00/time**, these will be charged in accordance with actual outlay, also exclude any duty / tax payable to Government of Chinese / HKSAR.
5. Customs tax / duty
All exhibits are arranged as temporary imported goods. If an exhibit is only for display or demonstration in the fair, there is no any tax / duty will be charged by customs. But if after the fair closing, any exhibit is sold, abandoned or given to domestic company etc., according to the Chinese Custom regulation, tax / duty and storage fee will be charged. Moreover, for souvenir (i.e. pen, clock, watch, key chain, etc.), Chinese Customs will consider to charge tax / duty according its actual quantity and value.
6. Cargo arrived beyond deadline, **an additional handling surcharge 30% (Min.RMB700.00 / exhibitor / shipment)** will be added to cover the additional cost, but it is not a guarantee the late-come exhibit arrives at the site before the opening of exhibition or in time.
7. All freight charge must be settled in accordance with our schedule mentioned on attachment **(TIME SCHEDULE)**. A **2.5% outlay commission** will be added for unpaid invoice beyond fair open date.
8. Above rates are based on General Cargoes (packed or unpacked) only. For specialized cargoes which need hiring of floating cranes, lighters etc., additional charges will be levied in accordance with actual outlays.
9. Return exhibits can only be shipped out after the completion of customs clearance, which normally takes 14 working days, counting from the first working day after the move-out operation is done, to finish. Should exhibitor ask for priority or express service to accommodate its needs, a 50% additional charge on top of the official tariff will be requested to cover the extra effort spent; and the final decision is subject to the Customs' approval.
10. Unpacked cargo without container is not accepted.
11. Our fees and charges are subject to revision so as to reflect any increase in our costs caused by exchange rate variations, increased freight or fuel charges, adjustments in insurance premium, revise of the tariff of our agent at exhibition city, or increases of any other charges pertaining to the shipment of this consignment beyond the control of this company which come into effect after acceptance of your order and prior to delivery to the consignee.
12. All inbound and outbound shipments (sea freight, air freight, or land/rail freight) must be consigned as per our consignment instruction and on **"FREIGHT PREPAID"** basis; otherwise we shall levy **5% commission** on the freight, which we pay on your behalf to the local carriers. The willingness of paying 5% commission, by exhibitors, is not the only criterion factored in Agility' discretion of accepting this request, all subject to Agility' final decision.
13. In order to obtain the import permits covering all food & beverage / plant products, the "Declaration Form" must be completed in detail and return to Agility in advance. Special for wine & spirits, it must be indicated detailed description/type of wine or spirit, nos. of bottles, volume of bottle (liters), alcoholic volume & value, etc. All these kind of products will incur duties & tax and are non-refundable. Please be reminded that without or return confirmation, these would not be imported in China. The handling & service charges for these kinds of products will be quoted separately.

14. The surcharge for handling of dangerous cargo will be given upon request and this charge will be charged at exhibitors' account.
15. Exhibitors will be charged overtime surcharge for working on non-official working hours, i.e. beyond normal working / opening hours of official move-in, move-out, as well as show period. Rates are subject to separate quotation.
16. Exhibitors must bear all necessary penalties imposed by the Customs if the Clearance is not finished within the time allowed. Consequently, it is very imperative for exhibitors to send Agility all related shipping documents according to the **Time Schedule and Consignment Instruction**.
17. Agility reserve the right to issue separate quotation for individual package with dimensions attaining or exceeding-
- | | | |
|--------------------|---------------------|----------------------|
| LENGTH: 5 M | WIDTH: 2.1 M | HEIGHT: 2.1 M |
|--------------------|---------------------|----------------------|
18. Agility does not take any responsibility for: -
- a) If any exhibits is not allowed by the organizer or Chinese Customs to be sold or displayed in fair site.
 - b) Any tax / duty for sold exhibits
 - c) Import contract or permit for sold exhibits.
19. Any service required from exhibitors not covered by tariff should be notified Agility in advance, quotation will be given upon request.
20. This tariff is compiled on volume or weight basis and have no correlation with the value of exhibits, thus no insurance coverage is included. Insurance coverage is subject to separate quotation.
21. Agility reserve the right to amend the above rates if in case the exhibition is changed its date, city or venue.
22. All transactions are undertaken subject to the standard trading conditions of Agility Exhibition & Removal Ltd. (copies available on request fro the company) and which, in certain cases, exclude or limit the company's liability.

Note: To ensure smooth handling of exhibits, please contact Agility for the Official Shipping Manual. Failure to comply with the points in manual is likely to create problems and additional expenses.

Show Name:
Interzum 2014
Show Date:
28th March - 1st April, 2014
Show Venue:
Pazhou complex

DECLARATION FORM FOR TEMPORARY IMPORT EXHIBITS

参展商: Exhibitor:									馆号: Hall No.:		展台号: Stand No.:				第 页 Page No.:					
箱号 Case No.	包装材料 Packing material	熏蒸注册编码 IPPC No.	尺寸 (长*宽*高) 厘米 DIM(L*W*H)CM			体积 (cbm) Volume (CBM)	毛重 Gross Weight (KG)	净重 Net Weight (KG)	货物名称规格择要 (中文) Description of Contents in Chinese	货物名称规格择要 (英文) Description of Contents in English	原产地国家 Country of Origin	商品编码 HS Code	数量 Quantity	单位 Unit	单价 Unit Price US \$	总价 Total CIF US \$	展品处理方法 Disposals a. 回运return b. 消耗Consumed c. 派送Given away			
			Length	Width	Height															
						#VALUE!										0.00				
						0.000										0.00				
						0.000										0.00				
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						0.000										0.00				
						0.000										0.00				
						0.000										0.00				
总体积/重量:						#VALUE!	0.00	0.00										总值: Total US \$:	0.00	

IMPORTANT:

- THIS FORM MUST BE **COMPLETED** AND **E-MAILED** TO US IN **EXCEL FORMAT**.
- THE "H.S.NO." (HARMONIZED SYSTEM) MUST BE COMPLETED BY AN EXHIBITOR OR ITS AGENT(S).
- DETAILED DESCRIPTION OF EXHIBITS, I.E. MODEL NO. AND SERIAL NO. OF MACHINE, EQUIPMENT; ACCESSORIES, MATERIALS OF EXHIBITS MUST BE SPECIFIED.**
- NON-CONFORMABLE DECLARATION IS AT EXHIBITOR'S OWN RISK, IN TERMS OF CUSTOMS DETENTION, LATE DELIVERY, EXTRA COST, ETC.**

We declare that the information given above is true and correct.

我司声明以上所填报的所有资料均为真实及正确无误。

Company Chop (公章): _____

Signature of Responsible Person (负责人): _____

Title (职位): _____

Date (日期): _____

Show Name:
Interzum 2014
Show Date:
28th March - 1st April, 2014
Show Venue:
Pazhou complex

DECLARATION FORM FOR TEMPORARY IMPORT EXHIBITS

参展商: Exhibitor:									馆号: Hall No.:		展台号: Stand No.:				第 页 Page No.:				
箱号 Case No.	包装材料 Packing material	熏蒸注册编码 IPPC No.	尺寸 (长*宽*高) 厘米 DIM(L*W*H)CM			体积 (cbm) Volume(CBM)	毛重 Gross Weight (KG)	净重 Net Weight (KG)	货物名称规格摘要 (中文) Description of Contents in Chinese	货物名称规格摘要 (英文) Description of Contents in English	原产地国家 Country of Origin	商品编码 HS Code	数量 Quantity	单位 Unit	单价 Unit Price US \$	总价 TotalCIF US \$	展品处理方法 Disposals a.回运return b.消耗Consumed c.派送Given away		
			Length	Width	Height														
						#VALUE!			产品名称:	Name:						0.00			
						0.000			牌子:	Brand :						0.00			
						0.000			型号:	Model no:						0.00			
						0.000			机身编号:	Serial No:						0.00			
						0.000			用途:	Use:						0.00			
						0.000			原理:	Theory:						0.00			
						0.000			功率:	Power by:						0.00			
						0.000			物料 :	Material:						0.00			
						0.000										0.00			
						0.000			配件:	Accessories:						0.00			
						0.000										0.00			
总体积/重量:						#VALUE!	0.00	0.00									总值: Total US \$:	0.00	

IMPORTANT:

- THIS FORM MUST BE **COMPLETED** AND **E-MAILED** TO US IN **EXCEL FORMAT**.
- THE "H.S.NO."(HARMONIZED SYSTEM) MUST BE COMPLETED BY AN EXHIBITOR OR ITS AGENT(S).
- DETAILED DESCRIPTION OF EXHIBITS, I.E. MODEL NO. AND SERIAL NO. OF MACHINE, EQUIPMENT; ACCESSORIES, MATERIALS OF EXHIBITS MUST BE SPECIFIED.**
- NON-CONFORMABLE DECLARATION IS AT EXHIBITOR'S OWN RISK, IN TERMS OF CUSTOMS DETENTION, LATE DELIVERY, EXTRA COST, ETC.**

We declare that the information given above is true and correct.
我司声明以上所填报的所有资料均为真实及正确无误。

Company Chop (公章): _____

Signature of Responsible Person (负责人): _____

Title (职位): _____

Date (日期): _____

17 Invitation Letter for Visa Application

To be returned by: **7 February 2014**

Please complete and return to
Mr. Wilson Wang
Koelnmesse Co., Ltd. Guangzhou Branch
Room 3311
183 Tianhe Road(North)
Guangzhou 510620, P.R.China
w.wang@koelnmesse.cn

Tel: +86 20 8755 2468*17
Fax: +86 20 8755 2970



17.1 Invitation Letter for Visa Application (FOR EXHIBITORS ONLY)

All nationals who are traveling to **interzum guangzhou 2014** will require a tourist visa to China. For your tourist visa application, please contact your local travel agent or the China Embassy in your country.

In the event that you want to apply for a business visa you will need an invitation letter from the Organizer of interzum guangzhou.

In order for us to formulate this letter as precisely as possible, you must provide us with various details in PRINT or TYPE only.

Please complete the attached Visa Invitation Letter Application and return them before 7 February 2014.

The Invitation Letter for visa application can be faxed to the exhibitor free of charge, and **EUR 80.00** administration charge will apply if the original copy of the Invitation Letter is needed.

****IMPORTANT** : ANY APPLICATION RECEIVED AFTER THE DUE DATE – 7 February 2014
WILL NOT BE ENTERTAINED BY THE RELEVANT AUTHORITY.**

Order form only valid with complete company details

Company Name: Stand No:
Fax: Tel: Email:
Contact: Date & Signature:

Foreign Businessman Visa Application Form

外国商人签证申请表

申请单位

Company Name

国家（地区） Country (Region)		外商单位 Company			
		详细地址 Address			
统计代码 Code		传真号码 Fax			
来访目的 Purpose to China					
拟入境日期 Arrival Date	访问地点 Visit Place			境外签证地点 Visa Application Place	
护照有效期至 Passport Expire to 日/月/年 dd/mm/year	申请入境次数 Number of Entries 次/Time(s)			停留时间 Duration of Stay 天/Day(s)	
被邀请人员名单 Application Personnel List				总人数 Total Number	<input type="text"/>
姓名 Name	性别 Gender	出生年月 Date of Birth	职务 Position	国籍 Nationality	护照号码 Passport No.
申请单位盖章并签字 Applicator's Legal Signature and Stamp					

联系人及电话
Contact Person & Tel
邮政编码及地址
Postcode & Add

填表日期
Date
受理人
Acceptor

18 Hotel Reservation

To be returned by: **14 March 2014**

Please contact travel agent for your hotel reservation:

Burnaby Solutions Guangzhou
54 Lifu Road #506, Haizhu District Guangzhou China
Mr. Peter Tang
Tel : +86 20 6113 2322
Fax : +86 20 3401 7093
peter@burnaby.com.cn



18.1 Hotel List

To ensure that you have a pleasant trip at **interzum guangzhou 2014**, here's a list of hotels for your accommodation. For more information about the hotels or inquire for travel to Guangzhou, please contact the travel agent.

Name of Hotel	Travel Time to Pazhou Venue / The Nearest MTR Station	Cost Per Room Per Night		Breakfast per meal per person
		Single Room	Twin/double Room	
Shangri-La Hotel (5*) Premier Room Premier Riverview Room	10 Minutes By Walk	RMB1242NET RMB1323NET	RMB1323NET RMB1438NET	Breakfast Included; Free Internet Service
The Westin Pazhou(5*) Deluxe Room Premium Room	8 Minutes By Walk	RMB1265NET RMB1438NET	RMB1380NET RMB1553NET	Breakfast Included; RMB100/day For Broadband Service
Langham Place Guangzhou (5*) Superior Place Club Place	8 Minutes By Walk	RMB1093NET RMB1507NET	RMB1208NET RMB1679NET	Breakfast Included; Free Internet Service
The Garden Hotel (5*) superior Room Elite Room	10 Minutes By Walk	RMB770NET RMB870NET	RMB880NET RMB980NET	Breakfast Included; Free Internet Service
Dongfang Hotel(5*) Deluxe Room	30 Minutes By Free Shuttle Bus//Yuexiu Park(Line2)	RMB630NET	RMB630NET	Breakfast RMB70 RMB100/day For Broadband Service
Carat hotel & spa Guangzhou (5*) Standard Room(no window) Deluxe Room	30 Minutes By Free Shuttle Bus	RMB448NET RMB528NET	RMB528NET RMB608NET	Breakfast Included; Free Internet Service
Pearl River International Hotel(4*) Standard Room	20 Minutes By Free Shuttle Bus/None	RMB458NET	RMB438NET	Breakfast RMB50; Free Internet Service
Vertical City Hotel(4*) Duluxe Room Executive Room	20 Minutes By Free Shuttle Bus/Changgang Station(Line8)	RMB480NET RMB530NET	RMB480NET RMB530NET	Breakfast RMB50; Free Internet Service
Landmark International Hotel(4*) Standard Room Deluxe Room	25 Minutes By Free Shuttle Bus/Linhexi Station(Line3)	NIL RMB480NET	RMB430NET RMB450NET	Breakfast RMB45; Free Internet Service
Kai Rong Du International Hotel (4*) Standard Room Deluxe Room	5 Minutes By Free Shuttle Bus/Chigang Station(Line8)	RMB340NET RMB428NET	RMB340NET RMB428NET	Breakfast RMB35; Free Internet Service
Warm Yes Hotel(3*) Standard Room Deluxe Room	5 Minutes By Free Shuttle Bus/ChiGang Station(Line8)	RMB290NET RMB350NET	NIL RMB350NET	Breakfast Included; Free Internet Service
Guangzhou Haitao Hotel(3*) Standard Room Deluxe Room	25 Minutes By Free Shuttle Bus/Huangpudadao Station(APM)	RMB230NET RMB240NET	RMB230NET RMB240NET	Breakfast Included; Free Internet Service

Order form only valid with complete company details

Company Name: Stand No:

Fax: Tel: Email:

Contact: Date & Signature:

18 Hotel Reservation

To be returned by: **14 March 2014**

Please contact travel agent for your hotel reservation:

Burnaby Solutions Guangzhou
54 Lifu Road #506, Haizhu District Guangzhou China
Mr. Peter Tang
Tel : +86 20 6113 2322
Fax : +86 20 3401 7093
peter@burnaby.com.cn



Note:

1. Room rates are inclusive of 15% government tax and service charge.
2. Your room booked will be held till 6pm unless requested for late check in.
3. Cancellation must be made before **Mar.14, 2014**. Later than this date will cost one night room charge as cancellation fee;
4. **Booking deadline: 14, Mar. 2014**

18.2 Hotel Reservation

Hotel booking Details:

Guest Name: _____

Hotel Preferred: 1st choice _____ 2nd choice _____

Room category: standard / deluxe room; Single/ twin / double (circle accordingly), No of room(S): _____

Arrival Flight No _____ Arrival local date _____ Estimated arrival Time: _____

Departure Flight No _____ Date _____ departure Time: _____

Local Tours:

Guangzhou one day Tour (seat-in-coach) – Rmb480net per person including interpreter and group lunch

Number of person(s): _____ Preferred Date _____

Airport transfer service by Car: (RMB420 per way for 1-2 persons, RMB600 for max. 3-5 persons)

I need for ☐ Arrival ☐ Departure, Number of person(s): _____

Booking guaranteed by CREDIT CARD

I hereby guarantee my booking by my following valid Free Shuttle Busd:

☐ Visa

☐ Master

☐ Amex

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

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

Special notes from you if any: _____

Please fill up the above form in CAP letter and email/fax to peter@burnaby.com.cn/ +86 20 3401 7093

Order form only valid with complete company details

Company Name: _____ **Stand No:** _____

Fax: _____ **Tel:** _____ **Email:** _____

Contact: _____ **Date & Signature:** _____