



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

*New Visions  
for Living*

市场远景  
纵览于此

**Asia's Leading Furniture Production Fair**

参展商服务手册  
Exhibitor Service  
Manual

**28 - 31 March 2017**

China Import and Export Fair Complex

**2017年3月28 - 31日**

中国进出口商品交易会展馆



Held concurrently with China International Furniture Fair  
与中国广州国际家具博览会同期举办

## WELCOME NOTE

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**Dear Exhibitor,**

Thank you for your participation in **interzum guangzhou 2017**.

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 2017**.

**The Organizing Team**  
**December 2016**

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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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Room 3311, Metro Plaza  
183 Tianhe Road (North), Tianhe District  
Guangzhou 510620 P.R. China  
Tel: +86 20 8755 2468 ext 12  
Fax: +86 20 8755 2970  
Email: k.lee@koelnmesse.cn  
Contact : Ms. Karen Lee

### China / International Sales

Tel: +86 20 8755 2468 ext 15  
Fax: +86 20 8755 2970  
Email: m.liang@koelnmesse.cn  
Contact: Mr. Mattis Liang

### Asia-Pacific Sales

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152 Beach Road, #25-05 Gateway East  
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Contact: Ms. Clariss Chin

### Europe Sales

Koelnmesse GmbH  
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Contact: Ms. Petra Oppenoorth

### Operations

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Unit 0906 Landmark Tower II  
No. 8 Dongsanhuan N. Road  
Beijing 100004 P.R. China  
Tel: +86 10 6590 7766 ext 732  
Fax: +86 10 6590 6139  
Email: r.tang@koelnmesse.cn  
Contact: Mr. Richard Tang

### Guangzhou Branch:

Tel: +86 20 8755 2468 ext 17  
Fax: +86 20 8755 2970  
Email: kevin.cai@koelnmesse.cn  
Contact : Mr. Kevin Cai

## Marketing / Media Communication / Onsite Activities

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183 Tianhe Road (North), Tianhe District  
Guangzhou 510620 P.R. China  
Tel: +86 20 8755 2468 ext 16  
Fax: +86 20 8755 2970  
Email: m.fan@koelnmesse.cn;  
Contact: Ms. Monique Fan

## Visitor Service

Room 3311, Metro Plaza  
183 Tianhe Road (North), Tianhe District  
Guangzhou 510620 P.R. China  
Tel: +86 20 8755 2468 ext 16  
Fax: +86 20 8755 2970  
Email: mi.liang@koelnmesse.cn;  
Contact: Ms. Misue Liang

## Official Freight Forwarder

### Oversea Exhibits

Shunxin International Logistics Co., Ltd.  
Room 706-707, 7th Floor, Star House  
3 Salisbury Road, Tsimshatsui, Hong Kong  
Tel: +852 9203 9969  
Fax: +852 2730 1878  
Email: sxwl\_exhibition@126.com  
zhangqz@sx-cn.com  
Contact: Ms. Jane Zhang

### Domestic Exhibits

Guangdong Shunxin Logistics Co., Ltd.  
5/F, building two, Haizhu Science Part  
Shiji Branch, Xingang East Road  
Haizhu District, Guangzhou, P.R. China  
Tel: +86 20 8957 8233  
Fax: +86 20 8957 8222  
Email: baj1314@126.com  
gztr03@sx-cn.com  
Contact: Mr. Botion Zhao

## Stand Contractor for International Halls

Guangzhou Pico Exhibition Services Co., Ltd.  
Room 1901, Block H, GT Land Plaza, No. 12  
Pearl River Road (East), Guangzhou, China  
Tel: +86 20 8908 9134  
+86 20 8908 9142  
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Contact: Ms. Lin Ping / Mr. Leon Tang

## Official Travel Agent

Burnaby Solutions Guangzhou  
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Contact : Mr. Peter Tang

## SCHEDULE OF EVENTS

Build-up Period	Date	Time
Appointed Stand Contractor for International Halls Move-In in Area B (Hall 11.1/12.1/13.1)	24 March 2017 25 March 2017 26 March 2017 27 March 2017	0900 – 1700 hrs 0930 – 1700 hrs 0930 – 2030 hrs 0930 – 2100 hrs
Appointed Stand Contractor for International Halls Move-In in Area C (Hall 14.1/15.1)	24-25 March 2017 26 March 2017 27 March 2017	0930 – 1800 hrs 0930 – 2100 hrs 0930 – 2100 hrs
Exhibitor Nominated Contractor Move-In For Exhibitors in Area B (Hall 11.1/12.1/13.1)	24 March 2017 25 March 2017 26 March 2017 27 March 2017	0900 – 1700 hrs 0930 – 1700 hrs 0930 – 2030 hrs 0930 – 2100 hrs
Exhibitor Nominated Contractor Move-In For Exhibitors in Area C (Hall 14.1/15.1)	24-25 March 2017 26-27 March 2017	0930 – 1800 hrs 0930 – 2100 hrs
Exhibitor Registration For Raw Space Exhibitors	24-26 March 2017 27 March 2017	0930 – 1630 hrs 0930 – 1800 hrs
For Standard Shell Scheme and Premium Shell Scheme Exhibitors	26 March 2017 27 March 2017	0930 – 1630 hrs 0930 – 1800 hrs
Electrical Installation	26 March 2017 27 March 2017	1300 – 1700 hrs 0930 – 1500 hrs
Exhibits Move-In and Stand decoration (Standard Shell Scheme Exhibitors)	26 March 2017 (Area B) 26 March 2017 (Area C) 27 March 2017	0930 – 2030 hrs 0930 – 2100 hrs 0930 – 2100 hrs
Exhibition Period	Date	Time
Opening Hours of Exhibition for Visitors	28-30 March 2017 31 March 2017	0930 – 1800 hrs 0930 – 1700 hrs
Dismantling Period	Date	Time
Exhibits Move-Out	31 March 2017	1700 – 2400 hrs
Stand Dismantling	31 March 2017 1 April 2017	1700 – 2400 hrs 0900 – 1700 hrs

### Notes:

- All exhibitors must decoration their stands by **2100 hrs on 27 March 2017**. No construction is permitted after 2100. 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 before 1500 hrs on the same day. Apply for over time apply before 1500 hrs will be charged RMB 14/sqm/3 hours, apply for over time after 1500 hrs will be charged RMB 18/sqm/3 hours, apply for over time after 1700 hrs won't be accepted.  
\* Over time during the move-out will not be permitted; all exhibitors should tear down at required time.
- Exhibitors must move-out before **1700 hrs on 1 April 2017**. 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 2017**

### 2. Venue

China Import and Export Fair Complex (Pazhou Complex)

Area B: No. 382 Yue Jiang (Middle) Road, Haizhu District, Guangzhou, China

Area C: No. 980 Xin Gang Dong Road, Haizhu District, Guangzhou, China

### 3. Opening Dates & Times

28 – 31 March 2017 (Tuesday – Friday)

Exhibitors	28 March	0830 – 1800 hrs
	29 – 30 March	0900 – 1800 hrs
	31 March	0900 – 1700 hrs
Trade Visitors	28 – 30 March	0930 – 1800 hrs (No admission after 1730 hrs)
	31 March	0930 – 1700 hrs (No admission after 1630 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-registration visitors only. Other visitors need to pay for the entrance.
- 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.

### 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. Guangzhou has 11 districts and 3 national economic zones. By the end of 2015, there are 13,501,100 permanent residents and average GDP of Guangzhou has reached RMB138,377.05. Guangzhou's comprehensive economic strength has taken the third place of top 10 cities in China. For successive 20 years, Guangzhou's economy tops the list.



## A) GENERAL INFORMATION

### 8. Venue Routes

China Import and Export Fair Complex (Pazhou Complex) is situated at No. 382 Yue Jiang (Middle) Road, Haizhu District, Guangzhou, China.

The complex covers a total construction area of 1.1 million m<sup>2</sup> with the indoor exhibition area of 338 thousand m<sup>2</sup> and the outdoor exhibition area of 43.6 thousand m<sup>2</sup>. The Area A has an indoor exhibition area of 130 thousand m<sup>2</sup> and an outdoor exhibition area of 30 thousand m<sup>2</sup>, the Area B has an indoor exhibition area of 128 thousand m<sup>2</sup> and an outdoor exhibition area of 13.6 thousand m<sup>2</sup>, and the Area C has an indoor exhibition area of 80 thousand m<sup>2</sup>.

### 9. Transport

#### By Air

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 30 minutes via taxi from the official hotels and the fairground. There are express trains traveling every 2 hours between Eastern Guangzhou Railway Station and Hong Kong Hung Hom Station. The trips take about 120 minutes. For inquiries, please call +852-2947 7888 (HK) or +86-20-8755 0917 (Guangzhou).

#### By Metro

You may take Metro Line 8 to Exit C, 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.)

#### By Self-driving

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 from Huangpu Ave via Huanan Thruway or Pazhou Bridge. (Huanan Thruway are charged highways). For Details please refer to "The Location Map of China Import & Export Fair Complex" on next page.

#### 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

Mandarin is the official language although there are numerous other dialects. Cantonese is the main dialect spoken in Guangzhou & Hong Kong. English is not widely spoken but it is accepted in scenic spots and hotels in Guangzhou. Interpretation is still needed for most business transactions in China.

To hire an interpreter for the event, please complete **Form 18**, and fax it to the Organizer before **28 February 2017**.

### 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. Exchange rate is about USD1.00 = RMB6.70.

## A) GENERAL INFORMATION

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### 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 letter, which are sometimes required for visa application. Please refer to **Form 19** for details.

### 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 2017**. Please refer to **Form 20** for hotel bookings or refer to our website [www.interzum-guangzhou.com](http://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](http://www.interzum-guangzhou.com) or at the service counter on-site. For special arrangements please contact our Official Travel Agent.



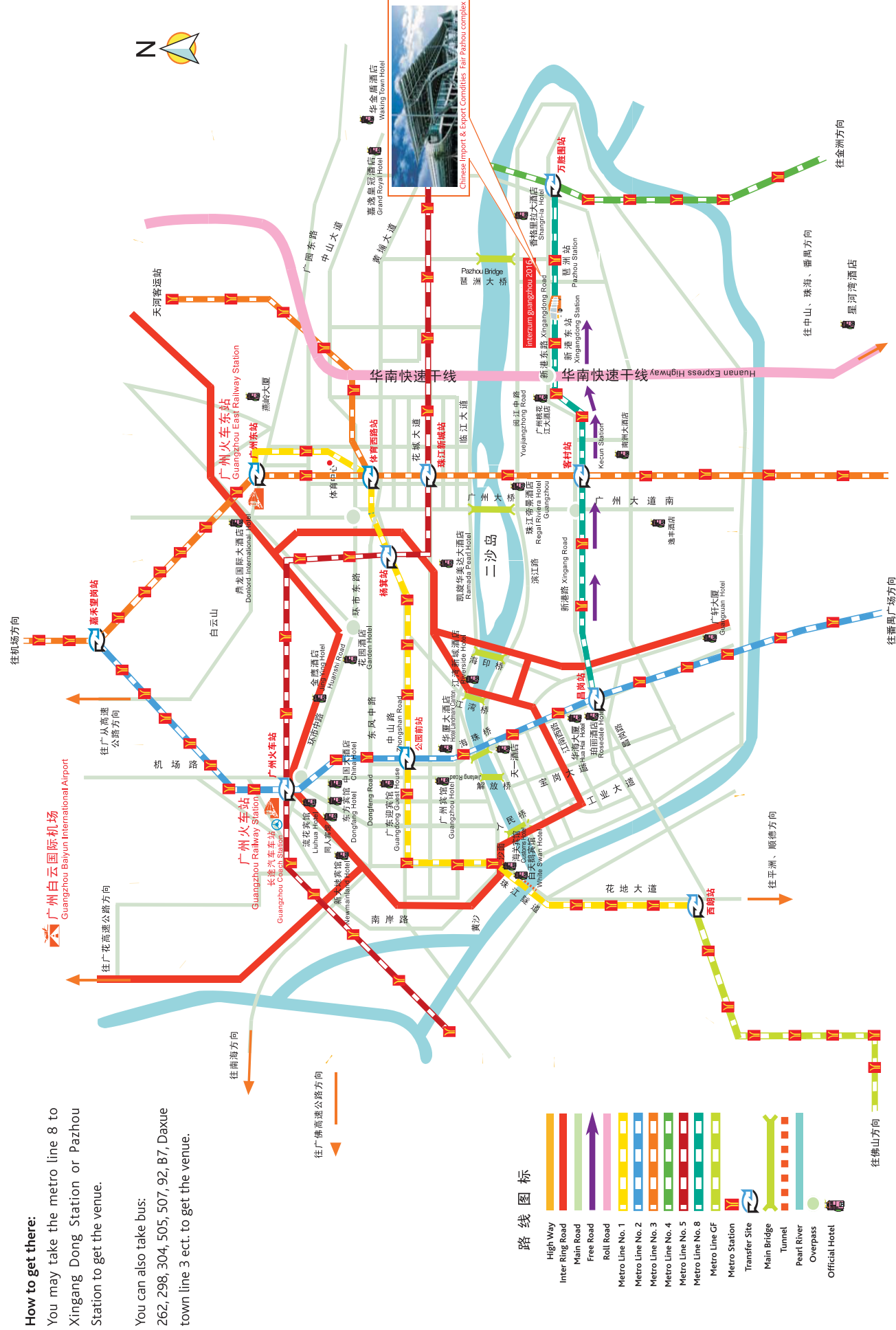
# 交通指南 The Location Map of China Import & Export Fair Complex

## 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.





2017.03.28 - 31

China Import and Export Fair Complex  
中国进出口商品交易会展馆

To visit **International Hall 11.1, 12.1 & 13.1**, please exit at Pazhou Station on Subway Line 8 Exit A  
参观国际展区11.1, 12.1 & 13.1号馆请从地铁八号线琶洲站A出口出站



To visit **International Hall 14.1 & 15.1**, please exit at Pazhou Station on Subway Line 8 Exit C  
参观国际展区14.1 & 15.1号馆请从地铁八号线琶洲站C出口出站

	11.1	<b>International Hall – Machinery &amp; Tools</b> Woodworking Machinery / Tools / Other Machinery <i>- Country Pavilion: Germany, Turkey</i>	<b>国际展区 – 机械综合馆</b> 木工机械 / 刀具 / 其它机械 <i>- 德国, 土耳其展馆</i>
	12.1	<b>International Hall – Upholstery Furniture Production &amp; Woodworking Machinery</b> Bedding Materials / Motion Equipment / Mattress Machinery / Cutting Machinery / Sewing Machinery / Woodworking Machinery	<b>国际展区 – 软体家具生产与木工机械馆</b> 床垫辅料 / 气动元件 / 床垫机械 / 切割机械 / 缝纫机械 / 木工机械
	13.1	<b>International Hall – Upholstery Machinery</b> Latex, Foam and other Upholstery Machinery	<b>国际展区 – 软体机械馆</b> 乳胶、海绵及其它软体机械
	14.1	<b>International Hall – Fittings &amp; Components</b> Hardware / Components and Fittings <i>- Country Pavilion: South Korea, Turkey</i>	<b>国际展区 – 五金馆</b> 五金 / 配件 <i>- 韩国, 土耳其展馆</i>
	15.1	<b>International Hall – Materials &amp; Textiles</b> Materials and Equipment for Upholstery and Bedding / Wood Products and Adhesives Materials and Equipment for Interior Design <i>- Country Pavilions: Germany, USA / Canada, Prochile, Turkey, AHEC (American Hardwood Export Council), Canada Wood, Swedish Wood, Malaysian Timber Council</i>	<b>国际展区 – 辅料综合馆</b> 软体家具辅料 / 气动元件 木材及木材产品 / 粘合剂、填充剂 / 室内装饰原料与设备 <i>- 德国, 美国 / 加拿大, 智利, 土耳其, 美国阔叶木外销委员会, 加拿大木业协会, 瑞典木业协会, 马来西亚木材理事会展馆</i>
		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 Stand Contractor for International Halls

**Guangzhou Pico Exhibition Services Co., Ltd** has been appointed as the Stand Contractor for International Halls of this event. The Exhibitors may employ a contractor of his 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/Stand Contractor for International Halls before **26 January 2017**. For details, please refer to **Form 12**. The Organizer reserves the right to reject any construction and design they deem inappropriate.

#### Guangzhou Pico Exhibition Services Co., Ltd.

Room 1901, Block H, GT Land Plaza, No. 12 Pearl River Road (East), Guangzhou, China

Tel: +86 20 8908 9134 / +86 20 8908 9142

Fax: +86 20 8732 2996

Email: ping.lin@cn.pico.com / mendi.xian@cn.pico.com

Contact: Ms. Lin Ping / Mr. Leon Tang

#### 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 (1000L x 300Wmm) (Optional) * Max load: 5kg.	3	3	4
Long-arm Spotlight (100W)	3-4	5	6
Power Socket (Max 500W)	1	1	2
Waste Paper Basket	1	1	2
Daily Booth Cleaning	Incl.		
*The Flat Wall Shelf is an optional item and will only be installed on request. The entitled quantity is listed in the table above. Please complete Form 10 and return to the Stand Contractor for International Halls to submit request by 28 February 2017.			

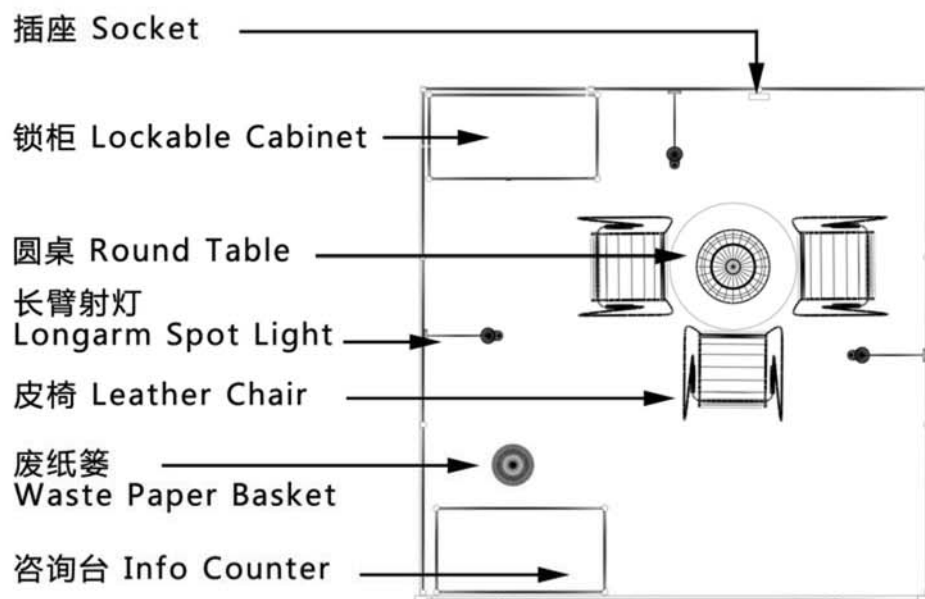
The basic design for each Premium Shell Scheme booth consists of:



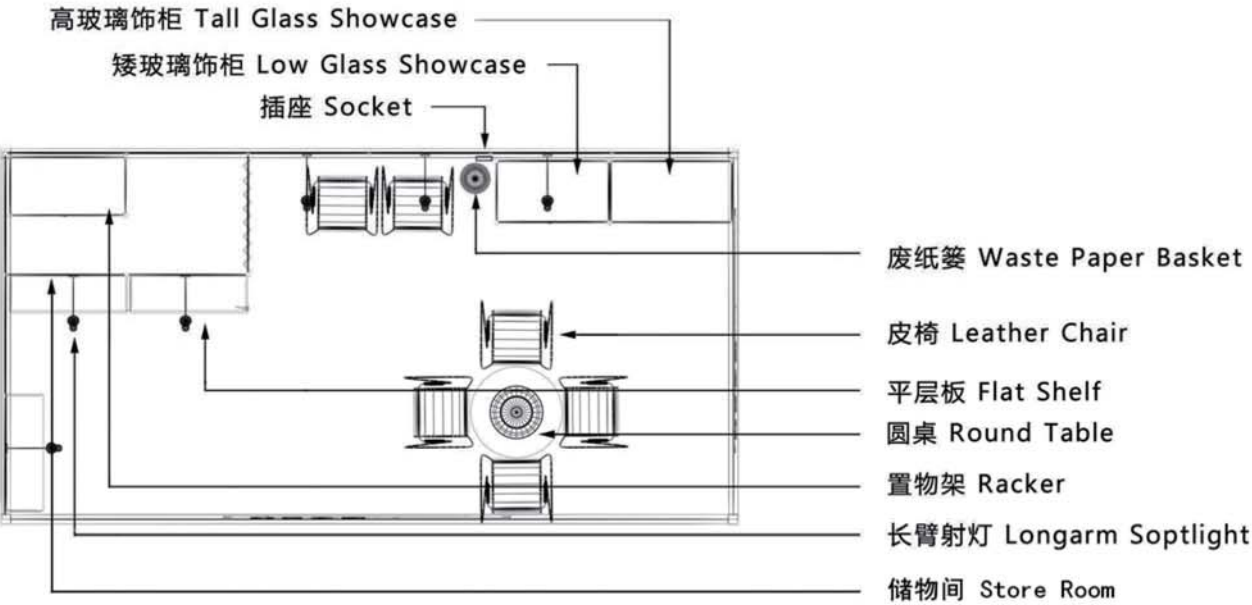
**\* Please contact the Organizer for entitlements for booth sizes which are not specified above.**

	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 Name and Booth Number	On all open sides		
Tall Show Case (1000L x 500W x 2500Hmm)	1	1	2
Low Show Case (1000L x 500W x 1000Hmm)	1	1	2
Round Table	1	1	2
Leather Arm Chair	6	9	12
Flat Wall Shelf (1000L x 300Wmm) (Optional) * Max load: 5kg.	3	5	6
Shelf Rack (inside store room)	1	1	2
Long-arm Spotlight (100W)	6	9	12
Power Socket (Max 500W)	1	1	2
Waste Paper Basket	1	1	2
Store Room, 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. The entitled quantity is listed in the table above. Please complete Form 10 and return to the Stand Contractor for International Halls to submit request by 28 February 2017.			

## 国际普通标准展位 Standard Shell Scheme



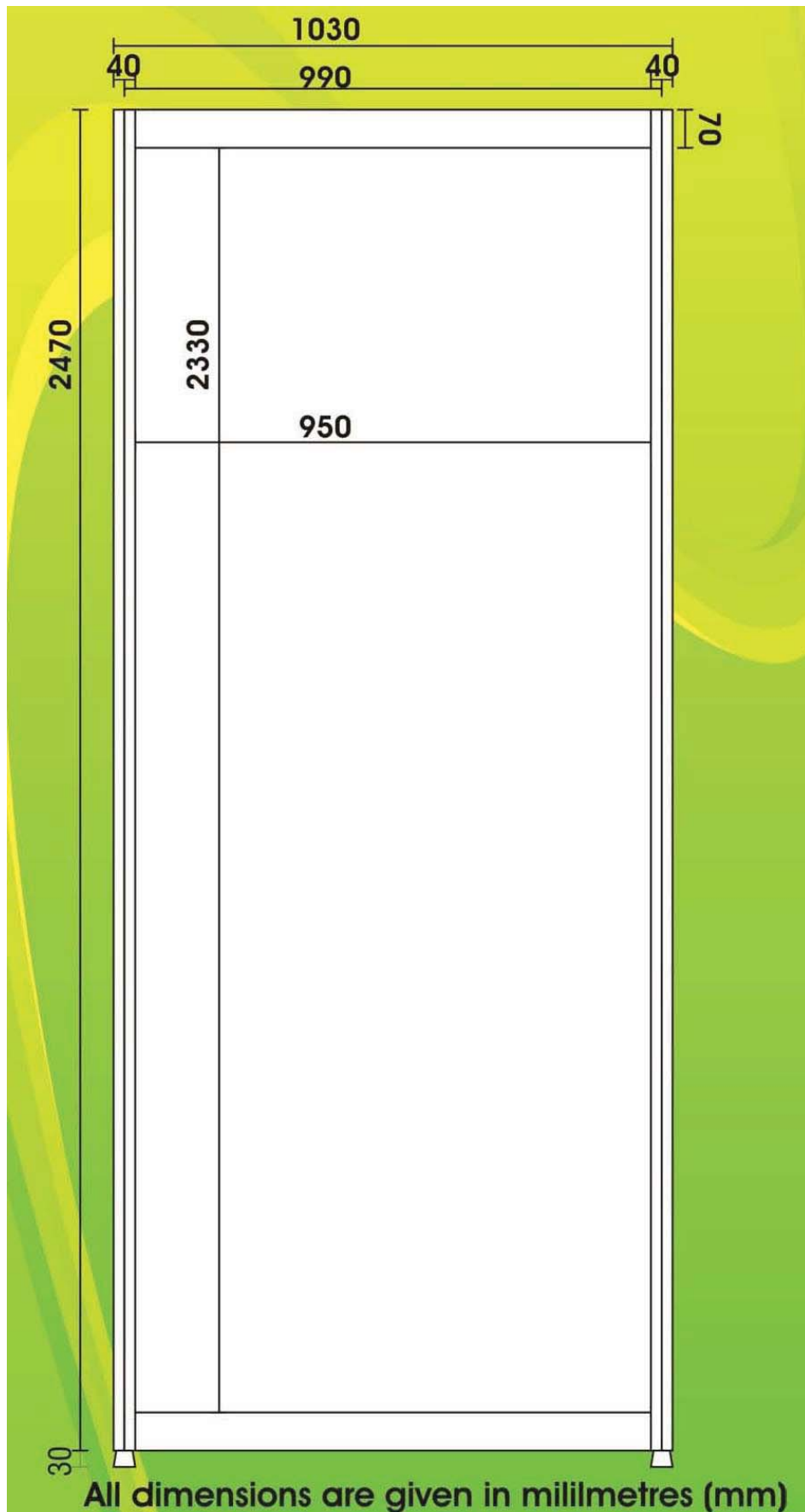
# 国际高级标准展位 Premium Shell Scheme





## 侧墙/背墙围板尺寸说明

Dimension of each panel of partition wall





## B) TECHNICAL INFORMATION

Booth facilities listed above are subject to change at the discretion of the Organizers without prior notice. If exhibitors do not want any item in the standard booth package, they must accept that the cost of the package will not change and there will be no compensation by other equipment. Additional furniture and electrical items can be rented from the Stand Contractor for International Halls. Please place your order by completing the respective forms and returning these by the stipulated deadline. Any additional orders or changes made will be charged according to rates stated in the manual.

No drill, screw, paint, nail or fixture of any kind are allowed to be affixed onto the partitions, floor or ceiling. Exhibitors are liable for any damages to their booths, fixtures & 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 of any damages will be assessed by the Stand Contractor for International Halls and charged accordingly to the exhibitor. The Organizer, together with the venue owners, will inspect the hall before and after the event.

**Exhibitors are disallowed from replacing existing fascia with self-made fascia for Standard and Premium Shell Booths. Please refer to Figure 1.0 for an example.**

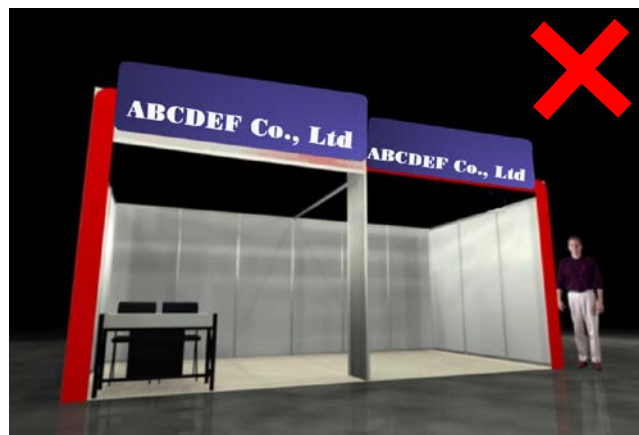


Figure 1.0

### 1.3.1 Stand arranged by Exhibitor

Exhibitors having Special Design booths are advised to use the service of the Stand Contractor for International Halls appointed by the Organizer to undertake the job as this will facilitate convenient installation. **If exhibitors use their own contractors for Special Design booths construction, the contractors must gain recognition from China Foreign Trade Guangzhou Exhibition General Corporation for building qualification. Please refer to the website of China Foreign Trade Guangzhou Exhibition General Corporation or CIFF GZ for the qualification application.**

[www.fairwindow.com/en/services/companies.html](http://www.fairwindow.com/en/services/companies.html)

Each booth must have its own panels and it is not permitted to use the neighbour's panels. **If any panel is higher than the one behind it, acceptable decoration or material (fire-proof board or PVC cover in write) must cover the back of that panel. The elastic cloth is not acceptable, 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 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

**Island booths are not allowed to construct a full wall on open side. 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. There is not allowed to seal and block the open side wall for the Special Design booths construction.** Booths with special design must have their exposed back walls covered with suitable material, i.e. white wooden panels. If found building 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 the Fire prevention rules, if your Raw Space design has a full wall frustration towards the venue solid wall, you need to have a 1m(w) x 2m(h) (at least) door on your full wall design.

The Exhibitor may employ a contractor of his choice to construct and install any stands they may require. The information of the contractor must be given to the Organizer by completing **Form 12**. Failure to obtain written approval can 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 the Exhibitors appointed contractor is not the 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 based on the stipulated deadline for the approval of the Organizer. **Late submissions will not be approved.** Please refer to **Form 12** of this manual.

### 1.3.2 Construction Height

The maximum permitted for single storey stand construction height is **4.5m**, for double storey stand is **6m (only acceptable for the halls of first floor of Area B)**, and subjected to final approval by the Organizer. **Double storey stand design is not accepted in Area C.** Any stand construction has to be approved by the Organizer.

### 1.3.3 Building Material / 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 60m<sup>2</sup> has to be equipped with a fire extinguisher, and one more fire extinguisher is required for every 20 m<sup>2</sup> increment of the booth.

### 1.3.4 Double storey stands (Hall 11.1 & 12.1 & 13.1, Area B)

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

## B) TECHNICAL INFORMATION

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 RMB 1700 or EUR230 per square meter, the rental rate for the upper tier floor area is RMB 567 or EUR 77 per square meter.
3. Double storey booths will only be allowed provided the minimum contracted floor area for the lower tier of the particular booth is 100 square meters and that the minimum length of any dimension of that area is 6 meters.
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.
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 & structural plans) have to be submitted before 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 International Halls Stand Contractor 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. Please refer to the regulation of item 1.3.1 on page 9.**
9. The Exhibitor may employ a contractor of his choice to construct and install any stands they may require (website: [www.fairwindow.com/en/services/companies.html](http://www.fairwindow.com/en/services/companies.html)). The name of the contractor must be given to the Organizer by completing **Form 12**. Failure to obtain written approval can 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 International Halls Stand Contractor, 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-socket is not permitted.**
- f) Electrical wire must be ZR-BVV and jacketed. Wire with aluminous core is not allowed.

## B) TECHNICAL INFORMATION

- g) Please fix trinomial power supply and distribute power load on average, if single-phase loads over 10A electric current.
- h) 30A creepage prevention switch must be set at visible and safe position of exhibition, for the convenience of operation and examination.
- i) The metal protector tubes and metal components must have electric jumper and protection earthing.
- j) All the electric circuit should have privacy protecting earth conductor, which should be connected with all the probably leak metal component.
- k) The quartz lamp should have protecting asbestos pad; Ads. Lamp house should have necessary equipment for the heat dismissing. The rectifier and Trigger of the Lamps and lanterns should use conformity product.
- l) There should be protecting cover for the lights with countable heat (above 100W). Lights with huge heat are not allowed to be used (above 500W).
- 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 International Halls Stand Contractor prior to its use.
- n) Daylight lamp rectifier should be fixed away from the daylight lamp, fixing together is not allowed.
- o) The electricity box shall not be fixed in a closed room in principle, but it can be fixed in an unlocked room with marks of words like "electricity room" if such room locking 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 32A 380V 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. It's not allowed to connect any light or machine directly to the exhibition center's electric box.

### 2.2 Water and Compressed Air

For operational safety reasons, only the International Halls Contractor 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 **Guangdong Shunxin Logistics Co., Ltd.** as the Official Freight Forwarders, site handling and customs clearance agent for **interzum guangzhou 2017**. Please refer to **Form 17** for detailed guidelines on freight forwarding services

- a) Exhibitors are requested to obtain Move-out clearance forms with their business cards at Service Centre after 1600 hrs on 31 March 2017.
- 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. They have to make arrangements 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 the start or immediately after the show.

## B) TECHNICAL INFORMATION

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Please address all correspondence concerning exhibition freight forwarding matters directly to any of the **Official Freight Forwarder** office worldwide. Please refer to the list of contacts on page 3 for the contact of Official Freight Forwarder.

### 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

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### 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 11. 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.**

During the exhibition, the maximum noise level for halls in Area B is 75dB and 70dB for halls in Area C. Exhibitors shall keep all on-site equipment demonstrations within the noise level control, unless otherwise stated by the Organizer. Noise levels will be measured using a sound level meter at each booth. Should the reading exceed the stated standards, a verbal warning will be given for the first offence. If the noise is not reduced to the acceptable level promptly, the Organizer will issue a written warning for the second offence. Should the problem persist after the written warning, the Organizer reserves the right to cut off the power of the booth, and a penalty of **RMB5,000** will be imposed.

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 require specific fire precaution, because of the nature of their exhibits, 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.



## C) RULES AND REGULATIONS

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

### 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

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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

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- 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. Exhibitors should agree to abide by the regulations of Protection Measures for Intellectual Property, and accept the Exhibition Intellectual Property Complaint Processing Programs made by the sponsor and its complaint agency according to law. Please refer to **Form 1** and return the form with signature and stamp to [kevin.cai@koelnmesse.cn](mailto:kevin.cai@koelnmesse.cn) if you have well noted the regulation.

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

**"Exhibition"** shall mean **interzum guangzhou 2017**

## C) RULES AND REGULATIONS

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**"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.

**"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.

## C) RULES AND REGULATIONS

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- (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.
  - (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.

## C) RULES AND REGULATIONS

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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.

- (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.



## C) RULES AND REGULATIONS

### 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:

- 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
* 1.	Intellectual Property Rights Protection Regulation	All Exhibitors	28 Feb 2017
2.	Catalogue Ads (Additional)		20 Jan 2017
3.	Business Matching		26 Jan 2017
4.	Exhibitor Nominated Buyer		28 Feb 2017
5.	Conference and Seminar		03 Feb 2017
6.	Advertising & Sponsorship		20 Jan 2017
7.	Loading / Unloading Truck Pass		28 Feb 2017
8.	Additional Exhibitor Badges		28 Feb 2017
* 9.	Fascia Lettering	Shell Scheme	28 Feb 2017
* 10.	Service Location Plan	All Exhibitors	28 Feb 2017
11.	Furniture & AV Equipment		28 Feb 2017
* 12.	Raw Space Exhibitors	Raw Space	26 Jan 2017
* 13.	Electricity & Lighting	Raw Space	28 Feb 2017
14.	Water & Compressed Air		28 Feb 2017
15.	Telephone & Internet		28 Feb 2017
16.	Heavy & Large Exhibits		28 Feb 2017
17.	Freight Forwarding		Please refer to form
18.	Exhibition Staff		28 Feb 2017
19.	Invitation Letter for Visa Application		26 Jan 2017
20.	Hotel Reservation		14 Mar 2017

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 Intellectual Property Rights Protection Regulation

To be returned by: **28 February 2017**

Please complete and return to  
Mr. Kevin Cai  
Koelnmesse Co., Ltd. Guangzhou Branch  
Room 3311, Metro Plaza  
183 Tianhe Road(North)  
Guangzhou 510620, P.R.China  
[kevin.cai@koelnmesse.cn](mailto:kevin.cai@koelnmesse.cn)

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



## 1.1 Letter of Commitment for Intellectual Property from Exhibitor

Please return the form with signature and stamp to [kevin.cai@koelnmesse.cn](mailto:kevin.cai@koelnmesse.cn) if you have well noted the regulation.

interzum guangzhou 2017  
China Import and Export Fair Complex, Guangzhou, 28 – 31 March, 2017  
Letter of Commitment for Intellectual Property from Exhibitor

Our Company agrees to abide by the regulations of **Protection Measures for Intellectual Property**, and accept the **Exhibition Intellectual Property Complaint Processing Programs** made by the sponsor and its complaint agency according to law. From today to the completion of the Fair (on 31 March, 2017), our Company makes the following commitments:

1. Make self-inspection of the intellectual property rights involved in the exhibition items according to relevant regulations.
2. We will not use display products, display panels, display booth, publicity materials and so on which infringe on their intellectual property rights.
3. Make complaints according to the complaint programs stipulated by the sponsor or its complaint agency, without prejudice to the smooth process of the Fair; the complaint programs are as follows:
  - 1) The participants who hold the valid identity documents of the current Interzum Guangzhou (hereinafter referred to as the Fair) have the right to complain to the Intellectual Property Office once discovering that the display products, display product packaging, publicity materials and any other display part on the booth in the hall are suspected of infringing on others' intellectual property rights.
  - 2) When making a complaint, the complainant should firstly show the ownership certificate to the staffs in the Intellectual Property Office. Regarding the same infringement case of intellectual property complaint which has been processed by the Intellectual Property Office in the last Fair and reoccurs in the current Fair, the complainant should also show the legal documents which have been followed and processed through legal actions after the end of the last Fair. If the complainant cannot show the relevant documents, the Intellectual Property Office has the right not to accept the complaint. The Intellectual Property Office doesn't accept the same complainant's repetitive complaints against the same defendant on the same intellectual property right.
  - 3) After the validity of the aforesaid relevant documents is verified by the Intellectual Property Office, the complainant should fill in Application for Complaint.
  - 4) After receiving the Application for Complaint, the Intellectual Property Office should promptly arrange the staffs to process the complaint.
  - 5) While the Intellectual Property Office is investigating and processing the complaint case, the defendant should assist the staffs of the Intellectual Property Office in investigating the complaint articles. After it is affirmed that the complaint articles infringe on others' intellectual property rights after investigation, the defendant should promptly show evidences to prove its legal ownership of the complaint contents and demonstrate the non-infringement.
  - 6) If the defendant cannot effectively demonstrate "non-infringement" for the suspected infringing articles on the spot, the staffs of the Intellectual Property Office have the right to temporarily detain the articles, and the defendant should promptly sign the Letter of Commitment, and promise not to display the suspected infringing articles any more from the moment when infringement is affirmed if it cannot provide effective demonstrations. The Letter of Commitment is in duplicate and respectively kept by the defendant and the Intellectual Property Office.
  - 7) The defendant can provide the supplementary non-infringement demonstration to the Intellectual Property Office within half workday if it has objection to the processing result made by the Intellectual Property Office. If the demonstration is valid, the Intellectual Property Office should promptly return the articles which are temporarily detained and allow the defendant to continue displaying the complaint articles; if the demonstration is invalid or no demonstration is supplemented, the original processing decision should be upheld.
4. The exhibitors should actively cooperate with the sponsor or the complaint agency and relevant intellectual property administrative departments and judicial departments in inquiry, inspection, evidence collection and other related work during the Fair.
5. The complaint materials submitted by the exhibitors must be accurate, complete, true, legal and valid.
6. The exhibitors should not make malicious complaints, and bear the corresponding legal liabilities for the losses to the sponsor or the defendants by malicious complaints.
7. The exhibitors whoever break the Letter of Commitment are willing to accept the penalty from the sponsor or the complaint agency.

The Letter of Commitment shall come into effect from the date of signing.

*Order form only valid with complete company details*

Company Name: ..... Stand No: .....

Fax: ..... Tel: ..... Email: .....

Commitment Company (Signature & Stamp): ..... Date: .....

# 2 Catalogue Ads (additional)

To be returned by: **20 January 2017**

Please complete and return to  
Mr. Kevin Cai  
Koelnmesse Co., Ltd. Guangzhou Branch  
Room 3311, Metro Plaza  
183 Tianhe Road(North)  
Guangzhou 510620, P.R.China.  
[kevin.cai@koelnmesse.cn](mailto:kevin.cai@koelnmesse.cn)

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



## 2.1 Show Catalogue:

### 2.1.1 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 **compulsory** 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:** €85 or ¥ 700. Please send the logo (ai or eps format)  
to [kevin.cai@koelnmesse.cn](mailto:kevin.cai@koelnmesse.cn)

### 2.1.2 Catalogue Advertisements

<b>Back Cover</b> 160 mm wide x 205 mm high + 3mm on each side for trimming	€ 2,600 <input type="checkbox"/> / ¥ 18,000 <input type="checkbox"/>
<b>Inside Front Cover</b> 160 mm wide x 205 mm high + 3mm on each side for trimming	€ 1,800 <input type="checkbox"/> / ¥ 12,000 <input type="checkbox"/>
<b>Inside Back Cover</b> 160 mm wide x 205 mm high + 3mm on each side for trimming	€ 1,500 <input type="checkbox"/> / ¥ 10,000 <input type="checkbox"/>
<b>Inside Full Page</b> 160 mm wide x 205 mm high + 3mm on each side for trimming	€ 1,000 <input type="checkbox"/> / ¥ 6,000 <input type="checkbox"/>
<b>Business Logo listed on Top Brand Pages (Colour)</b> 17 mm wide x 17 mm high	€ 200 <input type="checkbox"/> / ¥ 1,200 <input type="checkbox"/>

*Order form only valid with complete company details*

**Company Name:** ..... **Stand No:** .....

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

**Contact:** ..... **Date & Signature:** .....

# 2 Catalogue Ads (additional)

To be returned by: **20 January 2017**

Please complete and return to  
Mr. Kevin Cai  
Koelnmesse Co., Ltd. Guangzhou Branch  
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Guangzhou 510620, P.R.China.  
[kevin.cai@koelnmesse.cn](mailto:kevin.cai@koelnmesse.cn)

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



## 2.2 Buyer's Guide:

### 2.2.1 Buyer's Guide Advertisements

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

**Back Cover** € 3,200 ☐ / ¥ 22,000 ☐  
143 mm wide x 208 mm high + 3mm on each side for trimming

**Inside Front Cover** € 2,500 ☐ / ¥ 16,000 ☐  
143 mm wide x 208 mm high + 3mm on each side for trimming

**Inside Back Cover** € 1,500 ☐ / ¥ 10,000 ☐  
143 mm wide x 208 mm high + 3mm on each side for trimming

**Inside Full Page** € 1,300 ☐ / ¥ 8,000 ☐  
143 mm wide x 208 mm high + 3mm on each side for trimming

## 2.3 Visitor's Guide:

### 2.3.1 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)** € 600 ☐ / ¥ 4,000 ☐  
Depends on the booth's size on the floor map

#### 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 files **MUST be submitted** to Mr. Kevin Cai before **27 January 2017**

*Order form only valid with complete company details*

**Company Name:** ..... **Stand No:** .....

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

**Contact:** ..... **Date & Signature:** .....

# 3 Business Matching

To be returned by: **26 January 2017**

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](mailto:m.liang@koelnmesse.cn)

Tel: +86 20 8755 2468\*15

Fax: +86 20 8755 2970



## 3.1 Webpage Login and Business Matching (free-of-charge)

It is an additional values added service by the organizers. We will post your company information on the show official webpage ([www.interzum-guangzhou.com](http://www.interzum-guangzhou.com), Home/Exhibitor Search/Business Matching) for the purpose of buyers who send your product messages before the show or make the appointment during the show.

Therefore, please provide a valid email address and send to [m.liang@koelnmesse.cn](mailto:m.liang@koelnmesse.cn).

(Note: Gmail service maybe not available in China mainland.)

## 3.2 Onsite Business Matching Activities (free-of-charge)

The organizers matches the purchasing orientations and exhibitors products before the show in order to hold the business meeting onsite. It aims to domestic furniture manufacturing and furniture tailored purchasing department and exclusive buyers with definite purchasing orientation. Business matching activities will be held onsite. Each buyers will communicate with four matching exhibitors in assisting buyers to consult with high quality suppliers efficiently.

Time: Morning, 30<sup>th</sup> March, 2017

Location: VIP Lounge at Hall 14.1 (PIAZZA)

Schedule: 10:00 – 11:00 Brand Furniture Meeting (Buyers are Finished Furniture Manufacture)

11:00 – 12:00 High-end Tailored Meeting (Buyers are tailored Furniture Manufacture)

Please fill in the application form if you would like to join the onsite business matching activities.

Note: The organizers recommend preferred registered exhibitors to buyers. And buyers owns the final options for the meeting. Please take the final notice by the organizers before the show.

Contact	
Tel	
Email	
Option	<input type="checkbox"/> Brand Furniture Meeting <input type="checkbox"/> High-end Tailored Furniture Meeting

*Order form only valid with complete company details*

Company Name: ..... Stand No: .....

Fax: ..... Tel: ..... Email: .....

Contact: ..... Date & Signature: .....



# 4 Exhibitor Nominated Buyer

To be returned by: **28 February 2017**

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](mailto:m.liang@koelnmesse.cn)

Tel: +86 20 8755 2468\*15  
Fax: +86 20 8755 2970



## 4.1 Exhibitor Nominated Buyer (free-of-charge)

The Organizer offers you an opportunity to nominate your most important buyers to visit **interzum guangzhou 2017 for free**.

Steps:

- I. Pick out a list of buyers whom you would like us to invite
- II. Download the Exhibitor Nominated Buyer Form from the event's official website [www.interzum-guangzhou.com](http://www.interzum-guangzhou.com) and completed by return. *Handwritten form or faxed form will not be accepted.*
- III. Rename the completed form as "interzum guangzhou 2017 + company name + booth number" and email to [m.liang@koelnmesse.cn](mailto: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 19**.

## 4.2 E-invite for Exhibitors' Nominated Buyers (free-of-charge)

For the eco-friendly proposed, the Organizer will continue to provide E-invite (as FREE admission) to exhibitors. Exhibitors can create your own customized E-invite (with company name and booth number, as below sample) to invite all your clients and potential customers to visit your booth at interzum guangzhou 2017. Exhibitors can email broadcast the same E-invite to multiple customers for their use, and the access will be sent to all exhibitors via email.

中国广州国际家具生产设备展  
interzum guangzhou

Visit us at / 欢迎莅临我们的展位  
Booth No. / 展位号:  
Company / 公司:

2017.03.28 - 31  
China Import and Export Fair Complex, Guangzhou, China  
中国·广州·中国进出口商品交易会展馆(琶洲展馆)  
[www.interzum-guangzhou.com](http://www.interzum-guangzhou.com)

Invitation 邀请函

Terms and Conditions 使用须知

- Please print and bring this invitation along with your business card to the **Koelnmesse Counter for Visitors with Invitation** at the Visitor Registration Centre, Area B or Area C (Pazhou Complex) to exchange for your visitor badge.
- This invitation is valid in both black-and-white and color printed versions.
- Opening Days: 28 - 30 March 2017 09:30 - 18:00  
31 March 2017 09:30 - 17:00
- Visitors under 18 years of age will not be admitted.
- The Organizer reserves the right to the final interpretation of the conditions of this invitation.

展会期间, 凭名片及此邀请函到琶洲展馆B区、C区观众登记中心“科隆展览持邀请函”柜台办理入场证。  
黑白或彩色打印的此邀请函拥有同样效力。  
开放时间: 2017年3月28 - 30日 09:30 - 18:00  
2017年3月31日 09:30 - 17:00  
■ 本展会仅对18岁以上专业人士开放。  
■ 主办方对此邀请函的使用拥有最终解释权。

Order form only valid with complete company details

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

# 5 Conference and seminar

To be returned by: **03 February 2017**

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**



## 5.1 Conference Room Rental

**Location:** PIAZZA (VIP lounge) of Hall14.1, Area C, Pazhou Complex

### Price and Equipments overview:

Session	Price	Capacity	Seating format	Equipments
1.5 hour (Morning)	Free	40-45 Persons	Classroom Style	Projector, Screen, 40-45 Chairs
1.0 hour (Afternoon)				

### Sessions to be selected:

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

Date		28 March		29 March		30 March		31 March
a.m.	<input type="checkbox"/>	10:00-11:30	<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"/>	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 setup and should vacate within 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.
- The schedule will be arranged by organizer according to the applications.

*Order form only valid with complete company details*

**Company Name:** ..... **Stand No:** .....

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

**Contact:** ..... **Date & Signature:** .....

# 5 Conference and seminar

To be returned by: **03 February 2017**

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**



## 5.2 Additional Equipment

### Other Equipments / services and price overview (open-choice to the paid service):

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

	Item	Unit Cost	Equipments
<input type="checkbox"/>	On-site service	RMB 1,000 / Session EUR 150 / Session	Pencils, Paper, Bottled waters
<input type="checkbox"/>	Backdrop	RMB 5,000 / session EUR 700 / Session	Backdrop printing and installation will be done by the organizer. Please send the backdrop artwork file (300 dpi or above, PDF or JPG format) to the organizer before <u>25, Feb. 2017</u> .

Please note the following:

- Speaker may enter the room 30 minutes prior to the seminar for setup and should vacate within 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.
- The schedule will be arranged by organizer according to the applications.

*Order form only valid with complete company details*

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

# 5 Conference and seminar

To be returned by: **03 February 2017**

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**



## 5.3 Topic

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

Speaker Name (English) \_\_\_\_\_ (Chinese) \_\_\_\_\_

Title \_\_\_\_\_

Company / Country \_\_\_\_\_

Topic (English) \_\_\_\_\_

Topic (Chinese) \_\_\_\_\_

Speech summary

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### **\*\*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. Considering the limited time slots available, conference room rental is on a first-come, first-served basis. The organizer will arrange the most appropriate session for applicants and reserves the rights to adjust the final schedule;
4. For exhibitors, the organizer will provide basic advertising services (online advertising and conference materials publicity). Delegate invitations will **not be included** in the organizer's services.

*Order form only valid with complete company details*

**Company Name:** ..... **Stand No:** .....

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

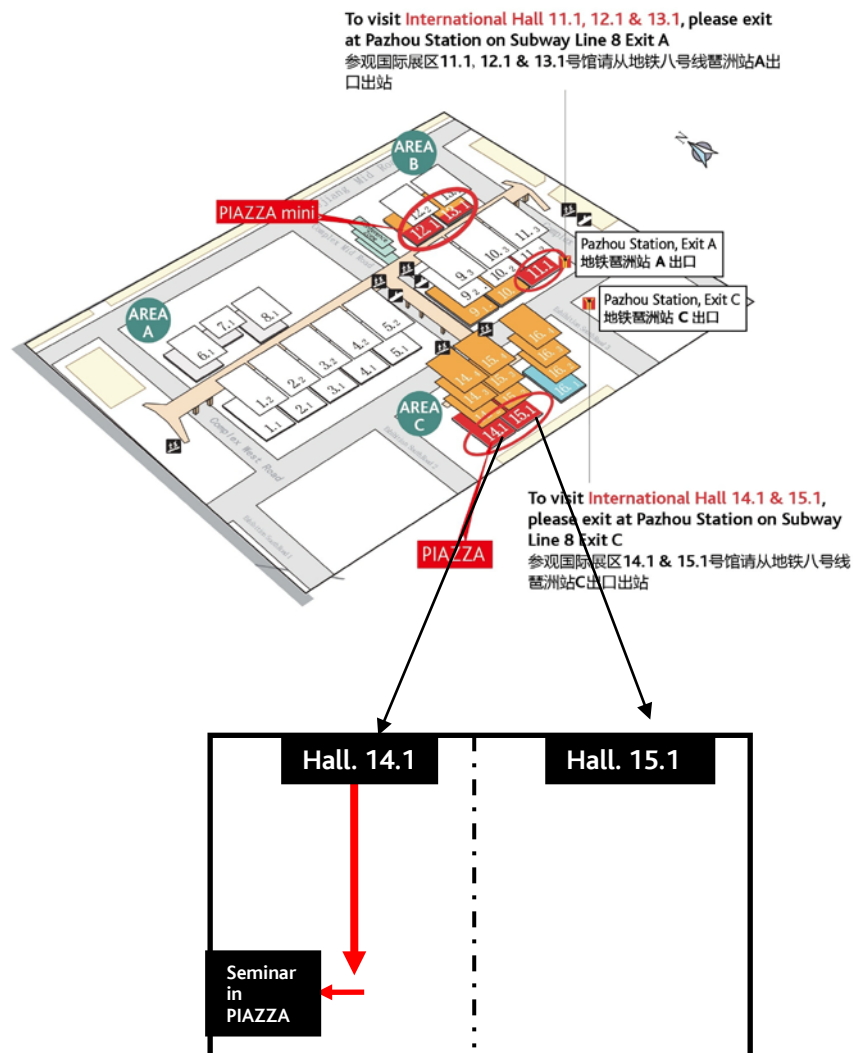
**Contact:** ..... **Date & Signature:** .....

## 5.4 Conference Room Location and Layout

### 5.4.1 Conference Room Layout



### 5.4.2 Conference Room Location



# 6 Advertising & Sponsorship

To be returned by: **20 January 2017**

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**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](mailto:m.liang@koelnmesse.cn)

Tel: +86 20 8755 2468\*15  
 Fax: +86 20 8755 2970



## 6.1 Outdoor Advertising

Enhance your presence at **interzum guangzhou 2017** and increase visitor traffic flow to your booth by taking advantage of these excellent on-site advertising opportunities!

No.	Item Description	Location & Quantity	Dimensions (M)	Unit Price € / ¥	Qty	Cost € / ¥
1	Ad. outside the wall of elevator in the North Square of Area C (in front of Hall 14.1)	1 piece (Single side)	10.6M(H) ×10.4M(W)	6,200.00 / 49,000.00		
2	Ad. above the entrance of Hall 14.1 of Area C	1 piece (Single side)	2.3M(H) ×11M(W)	2,300.00 / 16,000.00		
3	Ad. above the entrance of Hall 15.1 of Area C	1 piece (Single side)	2.3M(H) ×11M(W)	2,300.00 / 16,000.00		
4	Ad. outside the aisle of Hall 16.1 of Area C	1 piece (Single side)	2.0M(H) ×20M(W)	2,800.00 / 19,500.00		
5	#3 Ad. on each side of the entrance of Hall 15.1 of Area C	1 piece (Single side)	3.0M(H) ×6.0M(W)	2,000.00 / 14,000.00		
6	#4 Ad. on each side of the entrance of Hall 15.1 of Area C	1 piece (Single side)	3.0M(H) ×6.0M(W)	2,000.00 / 14,000.00		
7	Ad. on the north aisle of Area C (In front of Hall 15.1)	1 piece (Single side)	4.84M(H) ×7.86M(W)	2,300.00 / 16,000.00		
<b>Total Cost</b>						

Please note the following:

- If you require for further details, please contact Mr. Mattis Liang.
- All advertisements will be arranged by the Organizer.
- All prices are **inclusive** of production costs and hanging fees, **exclusive** design fee.
- The exhibitor must submit ads manuscript in TIF or files edited by Photoshop or CorelDraw.
- Ads manuscript must be submitted to the Organizer by **10 February 2017** to

**Mr. Kevin Cai**  
**Koelnmesse Co., Ltd. Guangzhou Branch**  
 Room 3311, Metro Plaza, 183 Tianhe Road(North), Tianhe District, Guangzhou.  
 Post Code 510620 P.R. China.  
 Tel : +86 20 8755 2468 ext. 17  
 Email: [kevin.cai@koelnmesse.cn](mailto:kevin.cai@koelnmesse.cn)

*Order form only valid with complete company details*

Company Name: ..... Stand No: .....

Fax: ..... Tel: ..... Email: .....

Contact: ..... Date & Signature: .....



# 6 Advertising & Sponsorship

To be returned by: **20 January 2017**

Please complete and return to  
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[m.liang@koelnmesse.cn](mailto:m.liang@koelnmesse.cn)

Tel: +86 20 8755 2468\*15  
 Fax: +86 20 8755 2970



## 6.2 Online Advertising

For more information, please visit [www.interzum-guangzhou.com](http://www.interzum-guangzhou.com) → For Exhibitors → Advertising & Sponsorship, and download the "2017 Online Advertising Program".

### Website Advertising

Please check the box (es) for your desired duration(s) and currency accordingly.

Page	Banner Format	Size (pixels)	Price (RMB)		Price (EURO)	
Duration			Sep.-Dec. 2016	Jan.-Apr. 2017	Sep.-Dec. 2016	Jan.-Apr. 2017
Homepage	1. Semi-banner	484*80	<input type="checkbox"/> 22,000	<input type="checkbox"/> 22,000	<input type="checkbox"/> 3,000	<input type="checkbox"/> 3,000
	2. Full Banner	975*80	<input type="checkbox"/> 33,000	<input type="checkbox"/> 33,000	<input type="checkbox"/> 4,500	<input type="checkbox"/> 4,500
The Fair	3. Semi-banner	484*80	<input type="checkbox"/> 15,000	<input type="checkbox"/> 15,000	<input type="checkbox"/> 2,000	<input type="checkbox"/> 2,000
	4. Full Banner	975*80	<input type="checkbox"/> 22,000	<input type="checkbox"/> 22,000	<input type="checkbox"/> 3,000	<input type="checkbox"/> 3,000
Exhibitor Search	5. Semi-banner	484*80	<input type="checkbox"/> 15,000	<input type="checkbox"/> 15,000	<input type="checkbox"/> 2,000	<input type="checkbox"/> 2,000
	6. Full Banner	975*80	<input type="checkbox"/> 22,000	<input type="checkbox"/> 22,000	<input type="checkbox"/> 3,000	<input type="checkbox"/> 3,000
			Total: _____ RMB		Total: _____ Euro	

Note:

Please contact us for the availability and more information.

### E-Newsletter

Please check the box (es) for your desired issue(s) and currency accordingly.

Page	Banner Format	Size (pixel)	Price (RMB)		Price (EURO)	
Issue			Jan. 2017	Mar. 2017	Jan. 2017	Mar. 2017
E-Newsletter	7. Banner	435*98	<input type="checkbox"/> 15,000	<u>Early March</u> <input type="checkbox"/> 15,000	<input type="checkbox"/> 2,000	<u>Early March</u> <input type="checkbox"/> 2,000
				<u>Mid-March</u> <input type="checkbox"/> 15,000		<u>Mid-March</u> <input type="checkbox"/> 2,000

Note:

Please contact us for the availability and more information.

All e-advertisements are subject to availability and 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: .....

# 6 Advertising & Sponsorship

To be returned by: **20 January 2017**

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**Koelnmesse Co., Ltd. Guangzhou Branch**  
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 183 Tianhe Road(North)  
 Guangzhou 510620, P.R.China.  
[m.liang@koelnmesse.cn](mailto:m.liang@koelnmesse.cn)

**Tel: +86 20 8755 2468\*15**  
**Fax: +86 20 8755 2970**



- The above rates exclude designing of ads.
- Artwork should be supplied by exhibitors in JPG / GIF format.
- This online advertising opportunity is only available to exhibitors.
- Artwork must be submitted to the Organizer 15 working days before launch date.
- The same type of ads on a single page will be charged the same rate, regardless of placement sequence.
- The above rates include ads in both English & Chinese versions.

## 6.3 Onsite Leading Brand Board

For more information, please visit [www.interzum-guangzhou.com](http://www.interzum-guangzhou.com) → For Exhibitors → Advertising & Sponsorship, and refer to the "Leading Brand Board images for 2017 event". The leading brand will also be broadcast by video onsite.

Please check the box for your desired currency accordingly.

Item	Price (RMB)	Price (EURO)
Onsite Leading Brand Board	<input type="checkbox"/> 2,500	<input type="checkbox"/> 300

## 6.4 Free Visitor WiFi Sponsorship

Participate in the CIFM / interzum guangzhou Free Visitor Wifi sponsorship program, to stand out from more than 1,300 competitors onsite and capture the eyeballs of over 70,000 visitors. For more information, please contact the Organizer.

Please check the box for your application.

Item	Price	We want to provide the Wi-Fi service at:	Remark
Onsite Visitor Wi-Fi Service Sponsorship	<input type="checkbox"/> RMB 38,000 <input type="checkbox"/> EUR 5,200	<u>1 Exhibition Hall</u> <input type="checkbox"/> Hall 14.1 or <input type="checkbox"/> Hall 15.1	
	<input type="checkbox"/> RMB 70,000 <input type="checkbox"/> EUR 9,500	<u>2 Exhibition Halls</u> <input type="checkbox"/> Hall 14.1 & 15.1	Exclusive

- This sponsorship opportunity is subject to availability and will be processed on a first-come-first-served basis;
- This sponsorship opportunity is only valid for exhibitors;
- The above rates include designing fee; logo should be supplied by sponsors in JPEG, AI or TIF format;
- All images shown are for illustration purposes only;
- Application deadline: Jan 20, 2017;

*Order form only valid with complete company details*

**Company Name:** ..... **Stand No:** .....

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

**Contact:** ..... **Date & Signature:** .....

# 6 Advertising & Sponsorship

To be returned by: **20 January 2017**

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](mailto:m.liang@koelnmesse.cn)


Tel: +86 20 8755 2468\*15  
 Fax: +86 20 8755 2970



## 6.5 Onsite Visitor Coffee Sponsorship

Participate in the CIFM / interzum guangzhou onsite visitor coffee sponsorship program, to stand out from more than 1,300 competitors onsite and capture the eyeballs of over 70,000 visitors. For more information, please contact the Organizer.

Please check the box for your desired package and currency accordingly.


Item	Sample	Quantity	Cost (RMB)	Cost (EURO)	Remark
Onsite Visitor Coffee		3,000	<input type="checkbox"/> RMB 15,000	<input type="checkbox"/> EURO 2,300	Exclusive
		5,000	<input type="checkbox"/> RMB 20,000	<input type="checkbox"/> EURO 3,000	

- This sponsorship opportunity is subject to availability and will be processed on a first-come-first-served basis;
- Production and distribution will be done by the Organizer and the charge is included on the above quotation;
- Design of the coffee cup will be done by the Organizer;
- Design fee is included on the above quotation; advertisement of the sponsor should be supplied in JPEG, AI or TIF format before 20 January 2017;
- This sponsorship opportunity is only valid for exhibitors.

## 6.6 Onsite Gift Sponsorship

Participate in the CIFM / interzum guangzhou onsite gift sponsorship program, to stand out from more than 1,300 competitors onsite and capture the eyeballs of over 70,000 visitors. For more information, please contact the Organizer.

Please check the box for your desired package and currency accordingly.

Gift	Sample	Quantity	Cost (RMB)	Cost (EURO)	Remark
Vacuum Cup		1,000	<input type="checkbox"/> RMB 24,000	<input type="checkbox"/> EURO 3,300	Exclusive (Sold)
		2,000	<input type="checkbox"/> RMB 38,000	<input type="checkbox"/> EURO 5,200	

*Order form only valid with complete company details*

Company Name: ..... Stand No: .....

Fax: ..... Tel: ..... Email: .....

Contact: ..... Date & Signature: .....

# 6 Advertising & Sponsorship

To be returned by: **20 January 2017**

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](mailto:m.liang@koelnmesse.cn)

**Tel: +86 20 8755 2468\*15**  
**Fax: +86 20 8755 2970**




- This sponsorship opportunity is subject to availability and will be processed on a first-come-first-served basis;
- This sponsorship opportunity is only valid for exhibitors;
- The above rates include designing fee; logo should be supplied by sponsors in JPEG, AI or TIF format;
- All images shown are for illustration purposes only;
- Application deadline: Jan 16, 2017;

## 6.7 Onsite Bottled Water Sponsorship

Participate in the CIFM / interzum guangzhou Onsite Bottled Water sponsorship program, to stand out from more than 1,300 competitors onsite and capture the eyeballs of over 70,000 visitors. For more information, please contact the Organizer.

Please check the box for your desired package and currency accordingly.

Quantity	Sample	Cost (RMB)	Cost (EURO)	Remark
20,000		<input type="checkbox"/> RMB 48,000	<input type="checkbox"/> EURO 7,000	Exclusive (Sold)
30,000		<input type="checkbox"/> RMB 60,000	<input type="checkbox"/> EURO 9,000	

- Production and distribution will be done by the Organizer and charge is included on the above quotation;
- Design of the bottle's plastic wrap will be done by the Organizer;
- Designing fee is included on the above quotation; logo and the advertisement artwork should be supplied by sponsors in JPEG, AI or TIF format;
- This sponsorship opportunity is subject to availability and will be processed on a first-come-first-served basis;
- This sponsorship opportunity is only valid for exhibitors.

*Order form only valid with complete company details*

**Company Name:** ..... **Stand No:** .....

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

**Contact:** ..... **Date & Signature:** .....

# 6 Advertising & Sponsorship

To be returned by: **20 January 2017**

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](mailto:m.liang@koelnmesse.cn)

Tel: +86 20 8755 2468\*15  
 Fax: +86 20 8755 2970



## 6.8 Onsite Paper Bag Sponsorship

Participate in the CIFM / interzum guangzhou Onsite Paper Bag sponsorship program, to stand out from more than 1,300 competitors onsite and capture the eyeballs of over 70,000 visitors. For more information, please contact the Organizer.

Please check the box for your desired package and currency accordingly.

Quantity	Sample	Cost (RMB)	Cost (EURO)	Remark
5,000		<input type="checkbox"/> RMB 38,000	<input type="checkbox"/> EURO 5,500	Exclusive (Sold)
10,000		<input type="checkbox"/> RMB 48,000	<input type="checkbox"/> EURO 6,900	
20,000		<input type="checkbox"/> RMB 78,000	<input type="checkbox"/> EURO 11,000	

- Production and distribution will be done by the Organizer and charge is included on the above quotation;
- Design of the paper bag will be done by the Organizer;
- Designing fee is included on the above quotation; logo and the advertisement artwork should be supplied by sponsors in JPEG, AI or TIF format;
- This sponsorship opportunity is subject to availability and will be processed on a first-come-first-served basis;
- This sponsorship opportunity is only valid for exhibitors.
- The Organizer will provide the guidance to the sponsor after the payment is completed.

### **\*\*Important Information\*\***

1. Approval outcome will be sent within five (5) working days after receiving the application form;
2. Upon approval, an Event Promotional Opportunities Confirmation and Payment Notice will be sent by the Organizer;
3. Kindly make payment and forward the payment voucher to the Organizer within one (1) week upon receiving the Event Promotional Opportunities Confirmation and the Payment Notice; if payment voucher is not received within one week, the application will be automatically canceled, except for special reasons.

*Order form only valid with complete company details*

Company Name: ..... Stand No: .....

Fax: ..... Tel: ..... Email: .....

Contact: ..... Date & Signature: .....

# 7 Loading / Unloading Truck Pass

To be returned by: **28 February 2017**

Please complete and return to

Mr. Kevin Cai

Koelnmesse Co., Ltd. Guangzhou Branch

Room 3311, Metro Plaza

183 Tianhe Road(North)

Guangzhou 510620, P.R.China.

[kevin.cai@koelnmesse.cn](mailto:kevin.cai@koelnmesse.cn)

Tel: +86 20 8755 2468\*17

Fax: +86 20 8755 2970



## 7.1 Loading / Unloading Truck Pass

Truck Pass will be provided for Loading / Unloading purposes. This Truck Pass is only applicable for **Move-in** and **Move-Out** days at the Loading / Unloading Bay (not applicable for car parking), and there will be the one **for booth decoration materials** and **for exhibits** respectively, please notify us which type you need.

Entitled quantity as below:

Booth area (per square meter)	Truck Pass Quantity
54 m <sup>2</sup> and below	2
55 m <sup>2</sup> —99 m <sup>2</sup>	3
100 m <sup>2</sup> —199 m <sup>2</sup>	4
200 m <sup>2</sup> —399 m <sup>2</sup>	6
400 m <sup>2</sup> —599 m <sup>2</sup>	7
600 m <sup>2</sup> and above	8

If you would like the Truck Pass to be mailed to you (within mainland China), please send below information via email to Mr. Kevin Cai at [kevin.cai@koelnmesse.cn](mailto:kevin.cai@koelnmesse.cn) by 28 February 2017 (Friday)

Company Name: \_\_\_\_\_ Stand No: \_\_\_\_\_

Pass Quantity for Exhibits: \_\_\_\_\_ Pass Quantity for Booth Decoration Materials: \_\_\_\_\_

Company mailing address (within mainland China): \_\_\_\_\_

Contact: \_\_\_\_\_ Tel: \_\_\_\_\_ Mobile: \_\_\_\_\_

If you miss above deadline, please collect your Truck Pass (if necessary) at the counter located at the front gate of Hall 15.1, 1st floor of Area C in Pazhou Complex. (Service Hours: 0930 – 1630hrs from 24 March to 27 March., 2017)

*Order form only valid with complete company details*

Company Name: \_\_\_\_\_ Stand No: \_\_\_\_\_

Fax: \_\_\_\_\_ Tel: \_\_\_\_\_ Email: \_\_\_\_\_

Contact: \_\_\_\_\_ Date & Signature: \_\_\_\_\_

# 8 Additional Exhibitor Badges

To be returned by: **28 February 2017**

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](mailto:m.liang@koelnmesse.cn)

Tel: +86 20 8755 2468\*15

Fax: +86 20 8755 2970



## 8.1 Additional Exhibitor Badges

Exhibitor badges can be collected at the International Exhibitor Registration Counter located at the front gate of Hall 15.1, 1<sup>st</sup> Floor of Area C 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 and company business cards. The Organizer will not send out exhibitor badges in advance.

Exhibitor Check-in Date & Time	24 March 2017	0930 – 1630 hrs
For raw space exhibitors	25 March 2017	0930 – 1630 hrs
Exhibitor Check-in Date & Time	26 March 2017	0930 – 1630 hrs
For all exhibitors	27 March 2017	0930 – 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
121 – 200 sqm	25
201 – 400 sqm	30
401 – 600 sqm	38
More than 600sqm	45

**Additional badges may be obtained at a cost of € 15.00 or ¥ 120.00 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:** .....



**interzum**  
guangzhou

kevin.cai@koelnmesse.cn

40

# 10 Service Location Plan

**interzum**



**guangzhou**

To be returned by: **28 February 2017**

Please complete and return to stand contractor for international halls:

Ms. Lin Ping

Mr. Leon Tang

**Guangzhou Pico Exhibition Services Co., Ltd.**

Room 1901, Block H, GT Land Plaza, No. 12

Pearl River Road (East), Guangzhou, China.

Tel: +86 20 8908 9134 / 8908 9142

Fax: +86 20 8732 2996

[ping.lin@cn.pico.com](mailto:ping.lin@cn.pico.com) ; [mendi.xian@cn.pico.com](mailto:mendi.xian@cn.pico.com)

**Organizer Contact:**

Mr. Kevin Cai

**Koelnmesse Co., Ltd.**

**Guangzhou Branch**

Room 3311, Metro Plaza

183 Tianhe Road(North)

Guangzhou 510620, P.R.China.

Tel: +86 20 8755 2468\* 17

[kevin.cai@koelnmesse.cn](mailto:kevin.cai@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.**

## 10.1 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:** .....

# 11 Furniture & AV Equipment



To be returned by: **28 February 2017**

Please complete and return to stand contractor for international halls:

Ms. Lin Ping

Mr. Leon Tang

**Guangzhou Pico Exhibition Services Co., Ltd.**

Room 1901, Block H, GT Land Plaza, No. 12

Pearl River Road (East), Guangzhou, China.

Tel: +86 20 8908 9134 / 8908 9142

Fax: +86 20 8732 2996

[ping.lin@cn.pico.com](mailto:ping.lin@cn.pico.com) ; [mendi.xian@cn.pico.com](mailto:mendi.xian@cn.pico.com)

Organizer Contact:

Mr. Kevin Cai

**Koelnmesse Co., Ltd.**

**Guangzhou Branch**

Room 3311, Metro Plaza

183 Tianhe Road(North)

Guangzhou 510620, P.R.China.

Tel: +86 20 8755 2468\* 17

[kevin.cai@koelnmesse.cn](mailto:kevin.cai@koelnmesse.cn)

## 11.1 Furniture

- Orders received from 1 to 23 March 2017 will be subjected to availability and a surcharge of 30%

- Orders received on and after 24 March 2017 and on-site will be subjected to a surcharge of 50%

**Item A1-A13 are for Shell Scheme ONLY.**

No.	Description	Rental (EUR)	Rental (RMB)	Qty	Amount (EUR)	Amount (RMB)
A1	PF-01 Information Counter 1030(l) x 535(w) x 780(h) mm	16.00	110.00			
A2	PF-12 Square Table 700(l) x 700(w) x 715(h) mm	16.00	110.00			
A3	MC-17 Round Table 800Dia x 720(h) mm	22.00	150.00			
A4	CC-05 Leather Arm Chair (black) 570(w) x 440(d) x 455(h) mm	8.00	55.00			
A5	EC-08 Folding Chair 460(w) x 400(d) x 455(h) mm	3.50	25.00			
A6	PF-03 Lockable Cupboard 1030(l) x 535(w) x 750(h) mm	26.00	180.00			
A7	SS-01 Slope Shelf 1000(l) x 300(w) mm	4.50	30.00			
A8	FS-01 Flat Shelf 1000(l) x 300(w) mm	4.50	30.00			
A9	PF-04 Tall Glass Showcase with 2 halogen lights 1030(l) x 535(w) x 2500(h) mm	81.00	550.00			
A10	PF-02 Low Glass Showcase 1030(l) x 535(w) x 1000(h) mm	35.00	250.00			
A11	ED-02 Folding door 950(l) x 1910(h) mm	15.00	100.00			
A12	ED-01 Aluminum door 950(l) x 1910(h) mm	26.00	180.00			
A13	Wall Panel 1000(w) x 2500(h) mm	4.50	30.00			
A14	Carpet/sqm(New)	2.50	16.00			
A15	Refrigerator 45 liter 460(l) x 440(w) x 690(h) mm (not incl. power pt)	74.00	500.00			
A16	Bamboo Palm 1000(h) mm	7.50	50.00			
Total Cost						

### Notes :

- The above items are subjected to availability. **Only items A1-A8 can be made order onsite. Please submit the order for the rest items on or before 23 March., 2017.**
- 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 Exhibition Services Co., Ltd.**

*Order form only valid with complete company details*

Company Name: ..... Stand No: .....

Fax: ..... Tel: ..... Email: .....

Contact: ..... Date & Signature: .....

# 11 Furniture & AV Equipment



To be returned by: **28 February 2017**

Please complete and return to stand contractor for international halls:

Ms. Lin Ping

Mr. Leon Tang

**Guangzhou Pico Exhibition Services Co., Ltd.**

Room 1901, Block H, GT Land Plaza, No. 12

Pearl River Road (East), Guangzhou, China.

Tel: +86 20 8908 9134 / 8908 9142

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[ping.lin@cn.pico.com](mailto:ping.lin@cn.pico.com) ; [mendi.xian@cn.pico.com](mailto:mendi.xian@cn.pico.com)

Organizer Contact:

Mr. Kevin Cai

**Koelnmesse Co., Ltd.**

**Guangzhou Branch**

Room 3311, Metro Plaza

183 Tianhe Road(North)

Guangzhou 510620, P.R.China.

Tel: +86 20 8755 2468\* 17

[kevin.cai@koelnmesse.cn](mailto:kevin.cai@koelnmesse.cn)

## 11.2 AV Equipment

**- Orders received from 1 to 23 March 2017 will be subjected to availability and a surcharge of 30%**

No.	Description	Rental (EUR)	Rental (RMB)	Qty	Amount (EUR)	Amount (RMB)
C1	42" TV Monitor including DVD Player (Installation included)	294.00	2,000.00			
C2	120" Projector Screen	191.00	1,300.00			
C3	150" Projector Screen	250.00	1,700.00			
C4	180" Projector Screen	294.00	2,000.00			
C5	2500ANSI Lumen Projector	294.00	2,000.00			
C6	3500ANSI Lumen Projector	441.00	3,000.00			
C7	4500ANSI Lumen Projector	662.00	4,500.00			
C8	5500ANSI Lumen Projector	809.00	5,500.00			
C9	Tie Clip Wireless Microphone	118.00	800.00			
C10	Hand Held Microphone with wire	29.50	200.00			
C11	Hand Held Wireless Microphone	118.00	800.00			
C12	Amplifier (apply area 40sqm)	220.00	1,500.00			
C13	Amplifier (apply area 150sqm)	368.00	2,500.00			
C14	DVD Player	29.50	200.00			
Total Cost						

### Notes :

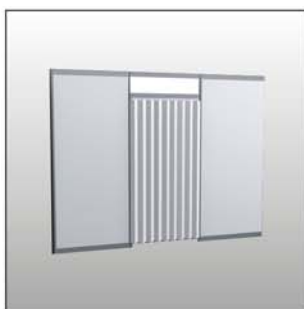
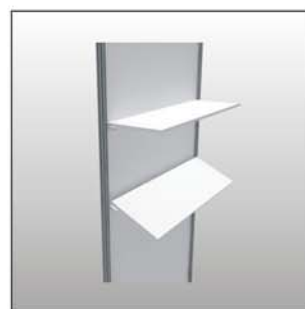
- The above items are subjected to availability. **No application for items C1-C14 onsite.**
- For other items that are not listed above, a separate quotation will be provided upon request.
- Please note that all confirmation and invoices are sent by **Guangzhou Pico Exhibition Services Co., Ltd.**

*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



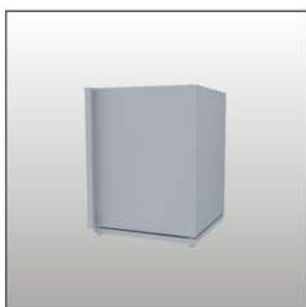
**SR-204** 筒灯  
Downlight  
100W (dia. 125mm)



**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

# 12 Raw Space Exhibitors

To be returned by: **26 January 2017**

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

Mr. Leon Tang / Ms. Lin Ping  
**Guangzhou Pico Exhibition Services Co., Ltd.**  
 Room 1901, Block H, GT Land Plaza, No. 12 Pearl  
 River Road (East), Guangzhou, China.  
 Tel: +86 20 8908 9142 / 8908 9134  
 Fax: +86 20 8732 2996  
[mendi.xian@cn.pico.com](mailto:mendi.xian@cn.pico.com) ; [ping.lin@cn.pico.com](mailto:ping.lin@cn.pico.com)

**Organizer Contact:**

Mr. Kevin Cai  
**Koelnmesse Co., Ltd. Guangzhou Branch**  
 Room 3311, Metro Plaza  
 183 Tianhe Road(North)  
 Guangzhou 510620, P.R.China.  
 Tel: +86 20 8755 2468\* 17  
[kevin.cai@koelnmesse.cn](mailto:kevin.cai@koelnmesse.cn)



**This form is applicable for Raw Space Exhibitors only.**

## 12.1 Raw Space Exhibitors

Exhibitors having Special Design booths are advised to use the service of the International Stand Contractor appointed by the Organizer to undertake the job as this will facilitate convenient installation. **Independent stand contractors must obtain the qualification certification from China Foreign Trade Center before move in, please visit the official website: [www.fairwindow.com/en/services/companies.html](http://www.fairwindow.com/en/services/companies.html) for certification information in detail.** 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 10, Form 12 and Form 13** to the International Stand Contractor in due time. Email address: [mendi.xian@cn.pico.com](mailto:mendi.xian@cn.pico.com)

- The booth constructed must comply with the dimensions of the space allocated. Each booth must have its own panels and it is not permitted to use the neighbour's panels. If any panel is higher than the one behind it, acceptable decoration or material (fire-proof board or PVC cover in white) must cover the back of that panel. The elastic cloth is not acceptable. If the exhibitor fails to cover the back of the panel, the Organizer will assign the 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.
- Island booths are not allowed to construct a full wall on open side. 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. There is not allowed to seal and block the open side wall for the Special Design booths construction.
- 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 **26 January 2017**.
- 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 1 April 2017**.
- 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.

*Order form only valid with complete company details*

**Company Name:** ..... **Stand No:** .....

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

**Contact:** ..... **Date & Signature:** .....

# 12 Raw Space Exhibitors

To be returned by: **26 January 2017**

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

Mr. Leon Tang / Ms. Lin Ping  
**Guangzhou Pico Exhibition Services Co., Ltd.**  
 Room 1901, Block H, GT Land Plaza, No. 12 Pearl  
 River Road (East), Guangzhou, China.  
 Tel: +86 20 8908 9142 / 8908 9134  
 Fax: +86 20 8732 2996  
[mendi.xian@cn.pico.com](mailto:mendi.xian@cn.pico.com) ; [ping.lin@cn.pico.com](mailto:ping.lin@cn.pico.com)

**Organizer Contact:**

Mr. Kevin Cai  
**Koelnmesse Co., Ltd. Guangzhou Branch**  
 Room 3311, Metro Plaza  
 183 Tianhe Road(North)  
 Guangzhou 510620, P.R.China.  
 Tel: +86 20 8755 2468\* 17  
[kevin.cai@koelnmesse.cn](mailto:kevin.cai@koelnmesse.cn)



- l) After receiving the approval of the booth construction, contractor shall before **28 February 2017** prepare the design drawings in duplicate with company stamp and courier to the Stand Contractor for International Halls of the following address: **Room 1901, Block H, GT Land Plaza, No. 12 Pearl River Road (East), Guangzhou, China. (Attend to Mr. Leon Tang).**
- m) 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.
- n) 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.

## 12.2 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: \_\_\_\_\_

## 12.3 Submitting of Forms

The contractor has to submit all plans in duplicate before **26 January 2017** 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 [mendi.xian@cn.pico.com](mailto:mendi.xian@cn.pico.com) and copy to the Organizer [kevin.cai@koelnmesse.cn](mailto:kevin.cai@koelnmesse.cn).

*Order form only valid with complete company details*

**Company Name:** \_\_\_\_\_ **Stand No:** \_\_\_\_\_

**Fax:** \_\_\_\_\_ **Tel:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Contact:** \_\_\_\_\_ **Date & Signature:** \_\_\_\_\_

# 12 Raw Space Exhibitors

To be returned by: **26 January 2017**

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

Mr. Leon Tang / Ms. Lin Ping  
**Guangzhou Pico Exhibition Services Co., Ltd.**  
 Room 1901, Block H, GT Land Plaza, No. 12 Pearl River Road (East), Guangzhou, China.  
 Tel: +86 20 8908 9142 / 8908 9134  
 Fax: +86 20 8732 2996  
[mendi.xian@cn.pico.com](mailto:mendi.xian@cn.pico.com) ; [ping.lin@cn.pico.com](mailto:ping.lin@cn.pico.com)

**Organizer Contact:**

Mr. Kevin Cai  
**Koelnmesse Co., Ltd. Guangzhou Branch**  
 Room 3311, Metro Plaza  
 183 Tianhe Road(North)  
 Guangzhou 510620, P.R.China.  
 Tel: +86 20 8755 2468\* 17  
[kevin.cai@koelnmesse.cn](mailto:kevin.cai@koelnmesse.cn)



## 12.4 Electricity & Water Main Connection

The contractor has to order all necessary electricity, water supply, compressed air, etc with the Stand Contractor for International Halls: **Guangzhou Pico Exhibition Services Co., Ltd. Please refer to Form 13 & Form 14.**

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.

## 12.5 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 meter)	Deposit Amount (RMB)
500m <sup>2</sup> and below (includes 500m <sup>2</sup> )	20,000
501m <sup>2</sup> 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 7 March 2017.

- A/C Name: GuangZhou Pico Exhibition Services Co., LTD.
- A/C No: 3602 0417 0900 0298 492 (RMB)
- Name of Bank: Industrial and commercial Bank of China
- Address of Bank: 2/F Guangdong International hotel, No.339 Huan Shi Road Eastern, ICBC of Guangzhou Nan Fang Branch
- Swift Code : ICBKCNBJGDG

*Order form only valid with complete company details*

**Company Name:** ..... **Stand No:** .....

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

**Contact:** ..... **Date & Signature:** .....

# 12 Raw Space Exhibitors

To be returned by: **26 January 2017**

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

Mr. Leon Tang / Ms. Lin Ping  
**Guangzhou Pico Exhibition Services Co., Ltd.**  
Room 1901, Block H, GT Land Plaza, No. 12 Pearl  
River Road (East), Guangzhou, China.  
Tel: +86 20 8908 9142 / 8908 9134  
Fax: +86 20 8732 2996  
[mendi.xian@cn.pico.com](mailto:mendi.xian@cn.pico.com) ; [ping.lin@cn.pico.com](mailto:ping.lin@cn.pico.com)

**Organizer Contact:**

Mr. Kevin Cai  
**Koelnmesse Co., Ltd. Guangzhou Branch**  
Room 3311, Metro Plaza  
183 Tianhe Road(North)  
Guangzhou 510620, P.R.China.  
Tel: +86 20 8755 2468\* 17  
[kevin.cai@koelnmesse.cn](mailto:kevin.cai@koelnmesse.cn)



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

Please pay Hall Clearance Deposit to the 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.

## **12.6 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"/>	

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: \_\_\_\_\_



# 13 Electricity & Lighting



To be returned by: **28 February 2017**

Please complete and return to stand contractor for international halls:

Mr. Leon Tang

Ms. Lin Ping

**Guangzhou Pico Exhibition Services Co., Ltd.**

Room 1901, Block H, GT Land Plaza, No. 12

Pearl River Road (East), Guangzhou, China.

Tel: +86 20 8908 9142 / 8908 9134

Fax: +86 20 8732 2996

[mendi.xian@cn.pico.com](mailto:mendi.xian@cn.pico.com) ; [ping.lin@cn.pico.com](mailto:ping.lin@cn.pico.com)

Organizer Contact:

Mr. Kevin Cai

**Koelnmesse Co., Ltd.**

**Guangzhou Branch**

Room 3311, Metro Plaza

183 Tianhe Road(North)

Guangzhou 510620, P.R.China.

Tel: +86 20 8755 2468\* 17

[kevin.cai@koelnmesse.cn](mailto:kevin.cai@koelnmesse.cn)

## 13.1 Electricity: Electrical Items

- Orders received from 1 to 23 March 2017 will be subjected to availability and a surcharge of 30%

- Orders received on and after 24 March 2017 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	13.00	90.00			
B2	40W Fluorescent Tube	13.00	90.00			
B3	13A / 220V Single Phase Socket (max 500W, NOT for lighting connection)	15.00	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	57.00	385.00			
B5	10A/220V (<2.2KW) Single Phase Main Power	73.00	495.00			
B6	16A/220V (<3.5KW) Single Phase Main Power	98.50	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	172.00	1,165.00			
B8	25A/380V (<13KW) Three Phase Main Power	252.00	1,715.00			
B9	32A/380V (<16KW) Three Phase Main Power	293.00	1,990.00			
B10	50A/380V (<25KW) Three Phase Main Power	461.00	3,135.00			
B11	63A/380V (<32KW) Three Phase Main Power	550.00	3,740.00			
B12	100A/380V (<50KW) Three Phase Main Power	890.00	6,050.00			
B13	150A/380V (<75KW) Three Phase Main Power	1,375.00	9,350.00			
B14	200A/380V (<100KW) Three Phase Main Power	1,780.00	12,100.00			
B15	250A/380V (<125KW) Three Phase Main Power	2,208.00	15,015.00			
B16	<32A Cable (per meter)	3.00	20.00			
B17	>32A Cable (per meter)	6.00	40.00			
Total Cost						

Remarks: A deposit of EUR50.00 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 Exhibition Services Co., Ltd.**

Order form only valid with complete company details

Company Name: ..... Stand No: .....

Fax: ..... Tel: ..... Email: .....

Contact: ..... Date & Signature: .....



# 14 Water & Compressed Air



To be returned by: **28 February 2017**

Please complete and return to stand contractor for international halls:

Mr. Leon Tang

Ms. Lin Ping

**Guangzhou Pico Exhibition Services Co., Ltd.**

Room 1901, Block H, GT Land Plaza, No. 12

Pearl River Road (East), Guangzhou, China.

Tel: +86 20 8908 9142 / 8908 9134

Fax: +86 20 8732 2996

[mendi.xian@cn.pico.com](mailto:mendi.xian@cn.pico.com) ; [ping.lin@cn.pico.com](mailto:ping.lin@cn.pico.com)

Organizer Contact:

Mr. Kevin Cai

**Koelnmesse Co., Ltd. Guangzhou Branch**

Room 3311, Metro Plaza

183 Tianhe Road(North)

Guangzhou 510620, P.R.China.

Tel: +86 20 8755 2468\* 17

[kevin.cai@koelnmesse.cn](mailto:kevin.cai@koelnmesse.cn)

- Orders received from 1 to 23 March 2017 will be subjected to availability and a surcharge of 30%

- Orders received on and after 24 March 2017 and on-site will be subjected to a surcharge of 50%

## 14.1 Water Connection

No.	Item	Rental (EUR)	Rental (RMB)	Qty	Amount (EUR)	Amount (RMB)
D1	Water point (include water pipe and host, 4" inner and 6" drainage)	205.00	1,400.00			
D2	Water pipe per meter	5.30	36.00			
Total Cost						

## 14.2 Compressed Air

No.	Motor Cap	Rental (EUR)	Rental (RMB)	Qty	Amount (EUR)	Amount (RMB)
D3	1 HP / 7.5 bar pressure, 75/liter/minute	344.00	2,340.00			
D4	2 HP / 7.5 bar pressure, 155/liter/minute	459.00	3,120.00			
D5	3 HP / 8 bar pressure, 260/liter/minute	573.50	3,900.00			
D6	5 HP / 8 bar pressure, 420/liter/minute	1,090.00	7,410.00			
D7	10 HP / 8 bar pressure, 850/liter/minute	1,926.00	13,100.00			
D8	15 HP / 8 bar pressure, 1,220/liter/minute	5,162.00	35,100.00			
D9	30 HP / 8 bar pressure, 3,000/liter/minute	6,838.00	46,500.00			
Total Cost						

Notes:

- Price quoted exclude labour and material cost for machine connection.
- The above items are subjected to availability. No application for items D1-D2 onsite. Please submit the order for the rest items on or before 23 March., 2017.
- 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 Exhibition Services Co., Ltd.**

Please provide us with a simple sketch of your stand ⇒ See Form 10

*Order form only valid with complete company details*

Company Name: ..... Stand No: .....

Fax: ..... Tel: ..... Email: .....

Contact: ..... Date & Signature: .....

# 15 Telephone & Internet



To be returned by: **28 February 2017**

Please complete and return to stand contractor for international halls:

Mr. Leon Tang

Ms. Lin Ping

**Guangzhou Pico Exhibition Services Co., Ltd.**

Room 1901, Block H, GT Land Plaza, No. 12

Pearl River Road (East), Guangzhou, China.

Tel: +86 20 8908 9142 / 8908 9134

Fax: +86 20 8732 2996

[mendi.xian@cn.pico.com](mailto:mendi.xian@cn.pico.com) ; [ping.lin@cn.pico.com](mailto:ping.lin@cn.pico.com)

Organizer Contact:

Mr. Kevin Cai

**Koelnmesse Co., Ltd. Guangzhou Branch**

Room 3311, Metro Plaza

183 Tianhe Road(North)

Guangzhou 510620, P.R.China.

Tel: +86 20 8755 2468\* 17

[kevin.cai@koelnmesse.cn](mailto:kevin.cai@koelnmesse.cn)

## 15.1 Telephone & Internet

- Orders received from 1 to 23 March 2017 will be subjected to availability and a surcharge of 30%

- Orders received on and after 24 March 2017 and on-site will be subjected to a surcharge of 50%

No.	Description	Unit Price (EUR)	Unit Price (RMB)	Qty	Amount (EUR)	Amount (RMB)
E1	Local Telephone Line Installation (incl. local communication fee.)	103.00	700.00			
E2	DDD/IDD Installation	103.00	700.00			
	Deposit of DDD/IDD Line (domestic long-distance communication fee or international communication fee will be deducted from the deposit.)	294.00	2,000.00			
E3	Telephone Deposit (ignore this if you bring along telephone)	73.50	500.00			
E4	ADSL (Upload 512 k/s, Download 2m/s)	110.00	900.00			
E5	Wireless Internet (Upload 256 k/s, Download 1 m/s )	103.00	700.00			
E6	Fiber-optic Network ( Download 10 m/s)	956.00	6,500.00			
Total Cost						

Please provide us with a simple sketch of your stand ⇒ See Form 10

### Note:

- No application for items E1-E4 & E6 on-site.
- Please note that all confirmation and invoices are sent by **Guangzhou Pico Exhibition Services Co., Ltd.**

*Order form only valid with complete company details*

Company Name: ..... Stand No: .....

Fax: ..... Tel: ..... Email: .....

Contact: ..... Date & Signature: .....

# 16 Heavy & Large Exhibits



To be returned by: **28 February 2017**

Please complete and return to

**Shunxin International Logistics Co., Ltd.**

Room 706-707, 7th Floor, Star House

3 Salisbury Road, Tsimshatsui

Hong Kong

Tel: +852 9203 9969

Fax: +852 2730 1878

Email: [sxwl\\_exhibition@126.com](mailto:sxwl_exhibition@126.com)

[zhangqz@sx-cn.com](mailto:zhangqz@sx-cn.com)

Contact: Ms. Jane Zhang

**Guangdong Shunxin Logistics Co., Ltd.**

5/F building two, Haizhu Science Part

Shiji Branch, Xingang East Road,

Haizhu District, Guangzhou, P.R. China

Tel: +86 20 8957 8233

Fax: +86 20 8957 8222

E-mail: [baj1314@126.com](mailto:baj1314@126.com)

[gztr03@sx-cn.com](mailto:gztr03@sx-cn.com)

Contact: Mr. Botion Zhao

## 16.1 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 (H)

**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:

☐

We do not have heavy and/or large exhibit.

☐

We have the following heavy and/or large exhibit(s):

☐

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: .....

# 17 Freight Forwarding (Area B and Area C)

To be returned by : **03 March 2017**

Please address all correspondence concerning exhibition freight forwarding matters to:

**Shunxin International Logistics Co., Ltd.**

Room 706-707, 7th Floor, Star House  
3 Salisbury Road, Tsimshatsui  
Hong Kong  
Tel: +852 9203 9969  
Fax: +852 2730 1878  
Email: sxwl\_exhibition@126.com  
zhangqz@sx-cn.com  
Contact: Ms. Jane Zhang

**Guangdong Shunxin Logistics Co., Ltd.**

5/F building two Haizhu Science Part  
Shiji Branch, Xingang East Road  
Haizhu District, Guangzhou, P.R. China  
Tel: +86 20 8957 8233  
Fax: +86 20 8957 8222  
Email: baj1314@126.com  
gztr03@sx-cn.com  
Contact: Mr. Botion Zhao



## 17.1 Freight Instructions

The Organizer has appointed **Guangdong Shunxin Logistics Co., Ltd.** as the official forwarder (Area B & C) for **interzum guangzhou 2017**, 28 – 31 March 2017. Exhibitors are therefore requested to consult them for any matter concerning forwarding of exhibits and on-site co-ordination.

## 17.2 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:

**Shunxin International Logistics(HK) Co.,Ltd.**

Room706-707,7th Floor, Star House,  
3 Salisbury Road Tsimshatsui  
Hong Kong  
Tel: (852) 9203 9969  
Fax: (852) 2730 1878

Notify Party:

Guangdong Shunxin Logistics Co.,Ltd.  
Attn: Jane  
Tel: (852) 9203 9969 (86)18926298033  
C/o. "interzum guangzhou 2017"  
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.

## 17.3 TIME SCHEDULE

## ARRIVAL TIME

- |   |                         |
|---|-------------------------|
| (1) CARGO RECEIVING DEADLINES-OVERSEAS SHIPMENTS<br>- EXHIBITS REACH SHUNXIN IN HONG KONG (BY OCEAN OR AIR)   | <b>MAR. 08-10, 2017</b> |
| (2) DOCUMENT DEADLINES FOR APPENDIX I – V<br><br>- APPENDIX I - TRANSPORT ORDER TO SHUNXIN<br><br>- APPENDIX II - "DECLARATION FORM FOR TEMPORARY IMPORT EXHIBITS<br><br>- APPENDIX III - ACKNOWLEDGEMENT OF CUSTOMS CLEARANCE FORMALITIES<br><br>- APPENDIX IV - ACKNOWLEDGEMENT OF QUARANTINE INSPECTION & FUMIGATION FORMALITIES<br><br>- ORIGINAL BILL OF LADING AND COPY OF MAWB | <b>MAR. 03, 2017</b>    |
| (3) CENSORSHIP ITEMS (PROMOTIONAL MATERIALS) TO SHUNXIN OFFICE<br>IN HONG KONG FOR CUSTOMS CENSORSHIP   | <b>MAR. 03, 2017</b>    |
| (4) INBOUND PAYMENT TO SHUNXIN  | <b>MAR. 20, 2017</b>    |

### 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 **13 February 2017**, 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

## 17.4 CUSTOMS & EXHIBITION DOCUMENTS REQUIREMENT

- 1 set of "Declaration Form for Temporary Import Exhibits" (Enclosed Appendix II)
- 1 copy of "TRANSPORT ORDER TO SHUNXIN" (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 SHUNXIN. 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. +86 20 8957 8222 or email to: [baj1314@126.com](mailto:baj1314@126.com) or [gztr03@sx-cn.com](mailto:gztr03@sx-cn.com).

## 17.5 SERVICES AND RATES FOR HANDLING OF EXHIBITS

### I) INBOUND MOVEMENT FROM HONG KONG TO EXHIBITION BOOTH

Receiving exhibits at Shunxin' 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	USD59 / CBM OR 1000KGS
Over 3CBM ~ 6CBM	USD59 / CBM OR 1000KGS
Over 6CBM	USD58 / 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	USD1,298 /Shipment
40'GP container	USD2,596 /Shipment

40'HC container	USD2,832 / Shipment
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\* 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 basic.

<b>HANDLING RATE:</b>	USD10 / 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	USD17 / CBM OR 1000KGS/EXHIBITOR
Shipment over 6 cbm (includeing 6cbm)	USD15/ 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)**

<b>HANDLING RATE:</b>	USD35 / consignment/exhibitor
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**VII) EDI CUSTOMS FEE (Applicable to both inbound and outbound shipment)**

<b>HANDLING RATE:~</b>	
SEA / LAND /AIR SHIPMENT	
- Container	USD18 / cbm / 1000kgs (min.23cbm/20'GP & min.46cbm/40'GP)
- LCL / BREAK BULK	USD45 / consignment/ exhibitor
<b>INPUT DATE FEE:</b>	
- INPUT OF "DECLARATION FORM OF TEMPORARY IMPORT EXHIBITS" INTO CUSTOMS COMPUTER	USD5 / page

**VIII) HEAVY-LIFT / OVER-SIZE SURCHARGES**

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

**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**

<b>BROKER HANDLING CHARGE:</b>	USD150 / consignment/exhibitor
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**X) OPTIONAL SERVICES**

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

Service Rate	USD5 /page Min. USD10/consignment
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**2. FILL-IN THE H.S. NO. ON "DECLARATION FORM FOR TEMPORARY IMPORT EXHIBITS"**

Service Rate	USD7/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	USD5/page
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**4. Hong Kong Local Pick up / Delivery (at ground floor warehouse) charge**

Service Rate	LCL: USD20 / cbm (Min. USD140 / time) FCL: USD360/20'GP; USD480/40'GP
Plus additional heavy-lift surcharges for individual package - 151 ~ 2,000KGS / PKG - 2,001 ~ 5,000KGS / PKG	USD120/consignment/time USD180/consignment/time

**5. WAREHOUSE STORAGE CHARGES**

<u>In Hong Kong</u> LCL  20' 40' Air Cargo	USD11/cbm/week or part thereof (Min. USD11/time) USD50/day (Min. USD50/time) USD90/day (Min.USD90/time) USD0.3/kg/day (Min. USD30/time)
<u>In Guangzhou</u> LCL  Bonded Warehouse	USD11/cbm/week or part thereof (Min. USD22/time) USD3/cbm/day (Min. 10 Days/time)

**6. WAREHOUSE SERVICE AND HANDLING CHARGES**

Service Rate	USD15/cbm/ton (Min.2cbm/consignment/exhibitor)
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\*(Provide 3 days free storage after arrival Hong Kong)

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

Service Rate	USD10 / item (Min. USD50 / exhibitor / time)
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e.g. souvenir, video-tapes, catalogues, etc. for censoring in China to Shunxin with our deadline.

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

Service Rate	USD20/item
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**9. QUARANTINE SERVICE AND HANDLING CHARGE (APPLICABLE FOR BOTH INBOUND AND OUTBOUND SHIPMENT)**

a) USD11/cbm or 1,000kgs (Min. 2 cbm / consignment / exhibitor) b) USD250 / 20'cntr and USD500 / 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
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**10. FUMIGATION CHARGE AT CHINA: AS PER ACTUAL OUTLAY (APPLICABLE FOR BOTH INBOUND AND OUTBOUND SHIPMENT)**



## 11. CUSTOMS INSPECTION CHARGE

Service Rate	USD50/consignment /time
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## 12. RETURN OR COLLECT EMPTY CONTAINER FROM/TO SEA TERMINAL

20'GP container	USD350/20' container
40'GP container	USD470/40' container

## 13. CUSTOMS DECLARATION HANDLING FOR TAX/DUTY PAYABLE ITEM

Service Rate	USD100/consignment/exhibitor
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\* plus 5% commission of paying tax/duty on the behalf

## XII) REMARKS

- 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 Shunxin for the cost if they incur.
- Minimum charge: -
  - Surface consignment
    - Loose cargo (LCL) : Minimum 1 FREIGHT TON/exhibitor/shipment.
    - General container (FCL) : Minimum 23 FREIGHT TONS per 20'GP container.  
: Minimum 46 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.
- Air consignment - 120 freight kilos / every exhibitor / every air freight consignment
- Volume and weight conversion in airfreight rate is 6 cbm = 1000 kilo.
- Above rates exclude, port security manage fee pay to China Government **(2/1000 of goods value, min. USD5/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 USD22/shipment/time), plus input data fee (Tradelink) USD2/time**, these will be charged in accordance with actual outlay, also exclude any duty / tax payable to Government of Chinese / HKSAR.
- 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.
- Cargo arrived beyond deadline, **an additional handling surcharge 30% (Min.USD100 / 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.
- 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.
- 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.
- 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.
- 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 Shunxin' discretion of accepting this request, all subject to Shunxin' 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 Shunxin 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 Shunxin all related shipping documents according to the **Time Schedule and Consignment Instruction**.
17. Shunxin 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. Shunxin 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 Shunxin 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. Shunxin 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 Guangdong Shunxin Logistics Co.,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 Shunxin for the Official Shipping Manual. Failure to comply with the points in manual is likely to create problems and additional expenses.**

# 18 Exhibition Staff

To be returned by: **28 February 2017**

Please complete and return to  
**Mr. Kevin Cai**  
**Koelnmesse Co., Ltd. Guangzhou Branch**  
 Room 3311, Metro Plaza  
 183 Tianhe Road(North)  
 Guangzhou 510620, P.R.China.  
[kevin.cai@koelnmesse.cn](mailto:kevin.cai@koelnmesse.cn)

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



## 18.1 Exhibition Staff

Staff	Qty	Date (please tick ✓ & Indicate the Gender Preferred: M/ F)				Daily Rate		Total Costs	
		28 Mar.	29 Mar.	30 Mar.	31 Mar.	EUR	RMB	EUR	RMB
Interpreter(s):									
English / Chinese						130	900		
Japanese / Chinese						210	1,500		
Korean / Chinese						210	1,500		
German / Chinese						230	1,600		
French / Chinese						230	1,600		
Italian / Chinese						250	1,800		
Spanish / Chinese						250	1,800		
Others: (Please specify)						upon request			
Receptionist						120	850		

### Notes:

- The above temporary staff service is from 9 am to the fair close each day, and will be ready at exhibitor's booth 5 minutes before the show open to visitors
- 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: .....

# 19 Invitation Letter for Visa Application

To be returned by: **26 January 2017**

Please complete and return to

Mr. Kevin Cai

Koelnmesse Co., Ltd. Guangzhou Branch

Room 3311, Metro Plaza

183 Tianhe Road(North)

Guangzhou 510620, P.R.China.

[kevin.cai@koelnmesse.cn](mailto:kevin.cai@koelnmesse.cn)

Tel: +86 20 8755 2468\*17

Fax: +86 20 8755 2970



## 19.1 Invitation Letter for Visa Application (FOR EXHIBITORS ONLY)

All nationals who are traveling to **interzum guangzhou 2017** will require a tourist visa to China. For your tourist visa application, please submit all documents to your local travel agent or the China Embassy in your country at least 10 weeks before your planned trip to China.

In the event that you want to apply for a business visa you will need an invitation letter from the Organizer. Please note that there are not all China Embassies in all counties accept the invitation letter from Organizer for business visa application. Please refer to the China Embassy in your country for the specific requirements.

Please note that the invitation letter from organizer will be issued under English version. Please inform us if request Chinese or Bilingual version.

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 by 26 January 2017.**

The Invitation Letter for visa application can be faxed or mailed to the exhibitor free of charge, and **€100.00 or ¥1000.00** administration charge will apply if the original copy of the Invitation Letter is needed.

**\*\*IMPORTANT\*\* : ANY APPLICATION RECEIVED AFTER THE DUE DATE – 26 January 2017 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

# 20 Hotel Reservation

To be returned by: **14 March 2017**

Please contact travel agent for your hotel reservation

**Burnaby Solutions Guangzhou**

Mr. Peter Tang

Tel : +86 20 6113 2322

Fax : +86 20 3401 7093

[peter@burnaby.com.cn](mailto:peter@burnaby.com.cn)



## 20.1 Hotel List

To ensure that you have a pleasant trip at **interzum guangzhou 2017**, 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	
<b>Shangri-La Hotel (5*)</b> Premier Room	10 Minutes By Walk	RMB1,508 NET	RMB1,624 NET	Breakfast Included Free Internet Service
<b>The Westin Pazhou (5*)</b> Deluxe Room	8 Minutes By Walk	RMB1,632 NET	RMB1,772 NET	Breakfast Included Free Internet Service
<b>Langham Place Guangzhou (5*)</b> Deluxe Room	8 Minutes By Walk	RMB1,093 NET	RMB1,208 NET	Breakfast Included Free Internet Service
<b>Garden Hotel (5*)</b> Garden Room	30 Minutes By Free Shuttle Bus	RMB1,000 NET	RMB1,000 NET	Breakfast Included Free Internet Service
<b>China Hotel (5*)</b> Deluxe Room	30 Minutes By Free Shuttle Bus/Yuexiu Park(Line2)	RMB828 NET	RMB928 NET	Breakfast Included Free Internet Service
<b>Leeden Hotel (5*)</b> Deluxe Room	30 Minutes By Free Shuttle Bus	RMB580 NET	RMB610 NET	Breakfast Included Free Internet Service
<b>Carat hotel &amp; spa Guangzhou (5*)</b> Standard Room(no window) Deluxe Room	30 Minutes By Free Shuttle Bus	RMB468 NET RMB548 NET	RMB468 NET RMB548 NET	Breakfast Included Free Internet Service
<b>Four Points By Sheraton (4*)</b> Comfort Room	20 Minutes By Free Shuttle Bus	RMB650 NET	RMB770 NET	Breakfast Included Free Internet Service
<b>Landmark Canton Guangzhou (4*)</b> Standard Room	30 Minutes By Free Shuttle Bus	RMB530 NET	RMB530 NET	Breakfast Included Free Internet Service
<b>Pearl River International Hotel (4*)</b> Standard Room	10 Minutes By Free Shuttle Bus	RMB480 NET	RMB530 NET	Breakfast Included Free Internet Service
<b>Kai Rong Du International Hotel (4*)</b> Standard Room Deluxe Room	5 Minutes By Free Shuttle Bus/Chigang Station(Line8)	RMB368 NET RMB398 NET	RMB368 NET RMB398 NET	Breakfast RMB38/set Free Internet Service
<b>Wellcold Hotel (3*)</b> Standard Room Deluxe Room	5 Minutes By Free Shuttle Bus/Modiesha Station(Line8)	RMB298 NET RMB428 NET	RMB298 NET RMB428 NET	Breakfast Included Free Internet Service

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 **March 14 2017**. Later than this date will cost one night room charge as cancellation fee.
4. **Booking deadline: 14 March 2017**

*Order form only valid with complete company details*

Company Name: ..... Stand No: .....

Fax: ..... Tel: ..... Email: .....

Contact: ..... Date & Signature: .....

# 20 Hotel Reservation

To be returned by: **14 March 2017**

Please contact travel agent for your hotel reservation

**Burnaby Solutions Guangzhou**

Mr. Peter Tang

Tel : +86 20 6113 2322

Fax : +86 20 3401 7093

[peter@burnaby.com.cn](mailto:peter@burnaby.com.cn)



## 20.2 Hotel Reservation

### Hotel booking Details:

Guest Name: \_\_\_\_\_

Hotel Preferred: 1<sup>st</sup> choice \_\_\_\_\_ 2<sup>nd</sup> 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) – Rmb600net per person including interpreter and group lunch

Number of person(s): \_\_\_\_\_ Preferred Date: \_\_\_\_\_

**Airport transfer service by Car: (RMB450 per way for 1-2 persons, RMB650 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 Credit Card:

☐ 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 +86 20 3401 7093**

**Online hotel booking system:**

[www.burnaby.com.cn/Interzum2017/indexEN.html](http://www.burnaby.com.cn/Interzum2017/indexEN.html)

*Order form only valid with complete company details*

**Company Name:** \_\_\_\_\_ **Stand No:** \_\_\_\_\_

**Fax:** \_\_\_\_\_ **Tel:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Contact:** \_\_\_\_\_ **Date & Signature:** \_\_\_\_\_



# 20 Hotel Reservation

To be returned by: **14 March 2017**

Please contact travel agent for your hotel reservation

## Burnaby Solutions Guangzhou

Mr. Peter Tang





Tel : +86 20 6113 2322

Fax : +86 20 3401 7093

[peter@burnaby.com.cn](mailto:peter@burnaby.com.cn)



## Hotel Introduction

	<p><b>Shangri-La Hotel 5*</b></p> <p>Located adjacent to the Guangzhou International Convention Centre, Shangri-La Hotel, Guangzhou is the first true international luxury hotel in Guangzhou opening in February 2007. The hotel combines spectacular views of the Pearl River with elegant landscaped gardens, providing an urban oasis for guests' comfort and pleasure while being the new event and dining destination of Guangzhou. With our 8 restaurants and bars, 2 ballrooms and 8 function rooms, we are able to cater to events of any scale. In addition, Shangri-La's signature CHI, The Spa is opening in April 2007 giving you the luxury of personal space and timelessness to indulge your senses, soothe your body and revitalize your spirit.</p> <p><b>Address: 1 Hui Zhan East Road, Hai Zhu District, Guangzhou China</b></p>
	<p><b>The Westin Pazhou 5*</b></p> <p>The Westin Pazhou, our landmark hotel suited on the world renowned Guangzhou International Convention &amp; Exhibition Center, embracing views of both the Pearl River and city skyline. We enjoy the enviable position of being the only hotel with direct access to the Guangzhou International Convention &amp; Exhibition Center.</p> <p><b>Address: Area C, Guangzhou International Convention &amp; Exhibition Center, 681 Fengpu Zhong Road, Haizhu District, Guangzhou China</b></p>
	<p><b>Langham Place Guangzhou 5*</b></p> <p>The Langham Place, Guangzhou (Guangzhou Nanfeng Langhao Jiudian) is located near Pazhou Complex.</p> <p><b>Address: 638 East Xingang Road (Xingang Dong Lu), Haizhu District Guangzhou, China</b></p>
	<p><b>The Garden Hotel Guangzhou 5*</b></p> <p>The Garden Hotel Guangzhou (Guangzhou Huayuan Jiudian), an impressive 30-story building in downtown Guangzhou, is only 8 km (5 mi) from the airport and just 3 km (2 mi) from the Guangzhou Railway Station.</p> <p><b>Address: 368 East Huanshi Road (Huanshi Dong Lu), Yuexiu District Guangzhou, China</b></p>

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# 20 Hotel Reservation

To be returned by: **14 March 2017**

Please contact travel agent for your hotel reservation

## Burnaby Solutions Guangzhou




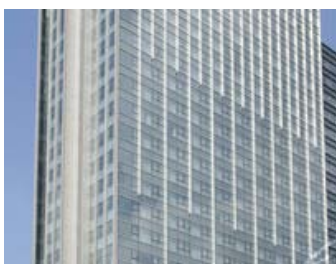
Mr. Peter Tang

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Fax : +86 20 3401 7093

[peter@burnaby.com.cn](mailto:peter@burnaby.com.cn)



	<p><b>China Hotel, A Marriott Hotel Guangzhou 5*</b></p> <p>The China Hotel, A Marriott Hotel (Guangzhou Zhongguo Dajiu Dian) is a five-star hotel located in the city center across from the Guangzhou Jinhua Exhibition Center. With the Yuexiu Park Metro Station in front, guests enjoy easy access to the China Import and Export Fair Complex (Canton Fair).  <b>Address: 122 Liuhua Road, Yuexiu District, Guangzhou, China</b></p>
	<p><b>Leeden Hotel Guangzhou 5*</b></p> <p>The Leeden Hotel Guangzhou (Guangzhou Lidun Jiudian) is within easy reach of Tianhe City Square and the Guangzhou Twin Towers. Two metro stations, for lines 5 and 3, are within walking distance. Transit to East Guangzhou Railway Station and Pazhou Complex, home of Canton Fair, takes about 15 minutes.  <b>Address: 6 Huacheng Road (Huacheng Lu), Peaul River New City Tianhe District, Guangzhou, China</b></p>
	<p><b>Carat hotel &amp; spa Guangzhou 5*</b></p> <p>Carat Hotel is located in Guangzhou Baiyun District, near Baiyun Mountain, facing the quiet Luhui Bibo; from Guangzhou Baiyun Airport is only 30 minutes, 5 minutes you can reach Guangzhou East Station and the Guangzhou-Kowloon Through Train Station. The transportation is very convenient.  <b>Address: No. 388 Guang Yuan Zhong Road</b></p>
	<p><b>Four Points By Sheraton Guangzhou Dongpu 4*</b></p> <p>The Four Points by Sheraton Guangzhou, Dongpu (Guangzhou Dongpu Hejingfupeng Xilaideng Jiudian) is located in the eastern part of Tianhe Commercial Area and faces Yangtao Park.  <b>Address: No. 1 Jing Ying Road, Hui Cai Road, Dongpu, Tianhe District Guangzhou, China</b></p>

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	<p><b>Landmark Canton Hotel Guangzhou 4*</b></p> <p>The Landmark Canton Hotel Guangzhou is situated in Haizhu Square on the banks of the Pearl River, just a two-minute walk from Metro Line 2. This Guangzhou hotel's guestrooms and offices are all equipped with in-house movies, satellite TV and free broadband Internet connections..</p> <p><b>Address: 8, Qiaoguang Road (Qiangguang Lu), Yuexiu District</b></p>
	<p><b>Pearl River International Hotel 4*</b></p> <p>The Pearl River International Hotel (Zhujiang Guoji Dajiudian) is a ten-minute drive away from the Pazhou Exhibition center and a five-minute drive to the subway lines 2 and 8. The airport is situated 35 km (21.7 mi) away whilst the Guangzhou Railway Station lies 15 km (9.3 mi) from the hotel. This Guangzhou hotel houses spacious and stylishly decorated rooms with all standard amenities including home comforts such as a bathrobe and slippers as well as multi-type outlets and flat screen televisions.</p> <p><b>Address: 462, Yijing Road (Yijing Lu), Haizhu District</b></p>
	<p><b>Kai Rong Du International Hotel 4*</b></p> <p>The Kai Rong Du International Hotel (Kairongdu Guoji Dajiudian) is within walking distance of Pazhou Convention and Exhibition Center. A 15 minutes drive sees guests to Guangzhou Railway Station and a 30 minutes car ride takes guests to Guangzhou Baiyun International Airport. For adventures further afield, the Chigang metro station is not far from this Guangzhou hotel.</p> <p><b>Address: 3 Jianghai Avenue (Jianghai Dadao)</b></p>
	<p><b>Wellcold Hotel 3*</b></p> <p>Located in the commercial center of Pazhou Exhibition (the Canton Fair), Guangzhou WellGold Hotel is away from the Exhibition only one station and also near the Guangzhou new Consulate area and Zhujiang business center and it is very convenient in traffic as it closes to C exit of Mo die Sha station Line 8 .</p> <p><b>Address: NO.84 Xingang Dong Lu, Haizhu Distict, Guangzhou China</b></p>

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