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*Asia's Leading Furniture  
Production Fair*

Asia's  
Leading  
Event

# CIFM / interzum guangzhou 中国广州国际家具生产设备及配料展览会

 **28.-31.03.2024** Guangzhou, China  
Canton Fair Complex, Pazhou, Guangzhou  
Held concurrently with China International Furniture Fair

## 展商手册 Exhibitor Manual



Exhibitor within Mainland China  
中国大陆地区注册企业



Exhibitor outside Mainland China  
中国大陆以外地区注册企业

**CFTC**

中国对外贸易中心集团有限公司  
CHINA FOREIGN TRADE CENTRE GROUP, Ltd.

 koelnmesse

## Welcome Note

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Dear Exhibitor,

Thank you for your participation in **CIFM / interzum guangzhou 2024**.

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 **CIFM / interzum guangzhou 2024**.

Koelnmesse (Beijing) Co., Ltd.

December 2023

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**“\*” indicates mandatory forms for exhibitors**

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



**Koelnmesse GmbH**  
NET ZERO CARBON EVENTS

"This commits us to making our events worldwide a net zero for CO2 emissions by the end of 2050."

——Koelnmesse GmbH  
President and Chief Executive Officer  
Gerald Böse

**Koelnmesse GmbH (hereinafter referred to as "Koelnmesse"), as a pioneer and leader in the European exhibition industry, actively promotes the implementation of the global carbon neutral plan.**

Koelnmesse (Beijing) Co., Ltd. is a wholly-owned subsidiary of Koelnmesse GmbH in China. We actively respond to the headquarters' call and actively promote the implementation of global exhibition projects to reduce emissions. We call on our employees, partners, exhibitors and supplier, participate in the action of energy-saving and emission reduction together.

We call on our exhibitors when participating in exhibition activities:

1. Reduce the use of wood-structured booths mainly made of wood materials, and try to use profile / system materials or renewable materials to build your booth.
2. When decorating the interior of booth, please try to use LED lighting fixtures and use renewable materials for carpets or floor paving.
3. Reasonably plan the printed materials you need to distribute for the exhibition. It is recommended that you use electronic documents instead of traditional paper documents.
4. It is recommended to use cotton or renewable non-woven materials to make gift bags or information bags that need to be distributed; it is recommended to use recycled materials such as fine woven cloth or silk spun fabric to make the promotional images in your booth instead of traditional PVC Kind of advertising material.
5. In the process of product packaging and transportation, control the use of packaging materials and cartons to a minimum amount.
6. If you provide catering services at the exhibition site, please to use or provide biodegradable tableware to reduce the use of disposable plastic tableware; at the same time, I hope you can remind guests to eat properly and reduce food waste.
7. At the exhibition site, please cooperate with us in implementing waste sorting work and recovering all available renewable resources to the greatest extent.
8. It is recommended that you travel green, reduce self-driving if necessary and try to take the subway or shuttle bus arranged by the organizer to venue.

**With a bit of effort, you can protect the environment and save our planet.**

**Koelnmesse (Beijing) Co., Ltd.**

## A) List of Contacts

### Organizing Team

#### Project Management

#### International Sales & Service

Koelnmesse (Beijing) Co., Ltd  
Room 2003, TianAn Life Centre  
No. 285 Linhe Road(E), Tianhe District  
Guangzhou 510600 P.R. China  
Tel: +86 20 8755 2468 ext 315  
Email: silvia.huang@koelnmesse.cn  
Contact: Ms. Silvia Huang

#### China Sales & Service

Koelnmesse (Beijing) Co., Ltd  
Tel: +86 20 8755 2468 ext 310  
Email: lucas.xu@koelnmesse.cn  
Contact: Mr. Lucas Xu

Koelnmesse (Beijing) Co., Ltd  
Tel: +86 20 8755 2468 ext 311  
Email: ellen.ai@koelnmesse.cn  
Contact: Ms. Ellen Ai

#### Europe Sales & Service

Koelnmesse GmbH  
Messeplatz 1, 50679 Köln, Germany  
Tel: +49 221 821 2290  
Fax: +49 221 821 3908  
Email: j.bachmann@koelnmesse.de  
Contact: Mrs. Julia Bachmann

### Operations

#### Shanghai Branch:

Unit 3103, Wheelock Square  
No. 1717 Nanjing West Road  
Shanghai 200040 P.R. China  
Tel: +86 21 6390 6161 ext 802  
Email: evan.gong@koelnmesse.cn  
Contact: Mr. Evan Gong

#### Guangzhou Branch:

Tel: +86 20 8755 2468 ext 317  
Email: kevin.cai@koelnmesse.cn  
Contact : Mr. Kevin Cai

### Marketing / Media Communication

#### / Onsite Activities

Koelnmesse (Beijing) Co., Ltd  
Tel: +86 20 8755 2468 ext 316  
Email: elly.li@koelnmesse.cn  
Contact: Ms. Elly Li

### Visitor Service

Koelnmesse (Beijing) Co., Ltd  
Tel: +86 20 8755 2468 ext 313  
Email: hailey.mo@koelnmesse.cn  
Contact: Ms. Hailey Mo

### Business Matching Service

Koelnmesse (Beijing) Co., Ltd  
Tel: +86 20 8755 2468 ext 320  
Email: summi.su@koelnmesse.cn  
Contact: Ms. Summi Su

### Official Freight Forwarder

Guangzhou Zhuoyi Logistics & Forwarding Co., Ltd.  
Room 315, Fengling Business Building  
No. 715 Gangqian Road, Huangpu District  
Guangzhou, P. R. China.  
Tel: +86 131 4374 9974 (Oversea Exhibits)  
+86 139 2227 9697 (Domestic Exhibits)  
Email: matt\_xiang@zhuoyiwuliu.com (Oversea Exhibits)  
exhibition@zhuoyiwuliu.com (Domestic Exhibits)  
Contact: Mr. Matt Xiang (Oversea Exhibits)  
Mr. Herry Hu (Domestic Exhibits)

### Stand Contractor for International Halls

Milton Exhibits & Engineering (Shanghai) Ltd.  
Guangzhou Branch  
Room 2403-2405, Central district, Jiangwan Commercial  
Center, 298 Yanjiang Middle Road, Yuexiu District  
Guangzhou, 510115, P. R. China  
Tel: +86 20 8128 3143 (Shell Scheme)  
+86 20 8128 3147 (Raw Space)  
Fax: +86 20 8128 3150  
Email: yannisye@milton-gz.com (Shell Scheme)  
terryshen@milton-gz.com (Raw Space)  
Contact: Ms. Yannis Ye (Shell Scheme)  
Mr. Terry Shen (Raw Space)

### Official Travel Agent

Burnaby Solutions Guangzhou  
Tel: +86 134 1641 6688  
Fax: +86 20 3401 7093  
Email: peter@burnaby.com.cn  
Contact : Mr. Peter Tang

### Official Liability Insurance Agent

21st Century Insurance Brokers Co., Ltd  
Tel: +86 21 5111 3250  
Mob: +86 138 1887 2429  
Email: yzerm2@163.com  
Contact: Ms. Kaelyn Zhu

## B) Schedule

Raw Space Contractors Move-In Period				
	Area B (Hall 11.1 / 12.1 / 13.1)		Area C (Hall 14.1 / 15.1)	
24-25 March 2024	Sunday to Monday	09:00–17:00	Sunday to Monday	09:00–17:00
26-27 March 2024	Tuesday to Wednesday	08:30–23:00	Tuesday to Wednesday	08:30–23:00
Main structure of booth decoration should be finished before 12:00 on 27 March 2024. All booth structure must meet the safety requirements. Power will only be provided after all exhibitors pass the safety check. For overtime working, please contact the Stand Contractor before 15:00 each day. Apply for over time after 17:00 won't be accepted.				
Exhibitor Registration				
	For Raw Space Exhibitors		For Standard and Premium Shell Scheme Exhibitors	
24 March 2024	Sunday	09:00–16:30	/	
25 March 2024	Monday	09:00–16:30	/	
26 March 2024	Tuesday	08:30–16:30	Tuesday	08:30–16:30
27 March 2024	Wednesday	08:30–18:00	Wednesday	08:30–18:00
	Electrical Installation		Exhibits Move-In and Stand decoration	
26 March 2024	Tuesday	13:00–17:00	Tuesday	08:30–23:00
27 March 2024	Wednesday	08:30–15:00	Wednesday	08:30–23:00
Exhibition Period	Opening Hours for Visitors		Opening Hours for Exhibitors	
28-30 March 2024	Thursday to Saturday	09:30–18:00	Thursday to Saturday	08:30–18:00
31 March 2024	Sunday	09:30–17:00	Sunday	08:30–17:00
Dismantling Period				
31 March 2024 Exhibits Move-Out	Sunday	17:00–22:00	Exhibitors must move-out <b>before 16:00 on 1 April 2024</b> . 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.	
1 April 2024 Stand Dismantling	Monday	09:00–16:00		

Apply Time	Overtime	Price	NOTE
Before 15:00	17:00–23:00	RMB 21/sqm/6 hours	Booth with size below 500sqm will be regarded as 500sqm to pay the overtime charges, if below 1,000sqm will be regarded as 1,000sqm to pay. Additional security service charge would be incurred once early move-in action.
After 15:00	17:00–23:00	RMB 27/sqm/6 hours	
Before 15:00	23:00–08:00	RMB 14/sqm/3 hours	
After 15:00	23:00–08:00	RMB 18/sqm/3 hours	
Early Move-in	Please contact with Stand Contractor	RMB 41/sqm/8 hours	

\*The Organizer reserves the right to make changes to the event, including but not limited to, the event date, time and venue.

## C) General Information

### C1. Name of Event

CIFM / interzum guangzhou 2024

### C2. Opening Dates & Times

28 – 31 March 2024 (Thursday – Sunday)

Exhibitors	28 – 30 March	08:30 – 18:00
	31 March	08:30 – 17:00
Trade Visitors	28 – 30 March	09:30 – 18:00 (No admission after 17:30)
	31 March	09:30 – 17:00 (No admission after 16:30)

### C3. Organizing Team

#### Organized by

China Foreign Trade Centre (Group), Ltd.  
Koelnmesse GmbH

#### Hosted by

China Foreign Trade Guangzhou Exhibition Co., Ltd.  
Koelnmesse (Beijing) Co., Ltd.

### C4. Venue

Canton Fair Complex, Pazhou, Guangzhou

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

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

### C5. Important Notice

#### Overseas Visitor Admission Process

- Foreigners, compatriots from Hong Kong, Macao and Taiwan, please register at Overseas Visitors Badge Service Counter with your passport or Hongkong/Macao Pass/Taiwan Travel card.
- No outside food or drink could be brought into the exhibition halls.
- Minors under 18 years of age are not allowed into the exhibition halls.
- Please take care of your personal belonging.
- interzum guangzhou is limited for trade visit only. No sale is allowed on the exhibition site.

### C6. Information Counter

A Information Counter for exhibitors and visitors will be made available throughout the opening hours and it will be located at the front gate of Hall 15.1, 1st floor of Area C and the front gate of Hall 13.2.

### C7. 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 (Metro Line 1 / 3) are all connected with the Guangzhou Metro network. Eastern Guangzhou Railway Station is located approximately 30 minutes via taxi from the official hotels and the fairground.

### 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.

## **C8. 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 15](#), and fax it to the Organizer on or before **8 March 2024**.

## **C9. 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.

## **C10. 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.

## **C11. Hotels / Taxi and Airport Transfer**

Discounted rates have been secured for exhibitors and visitors to **CIFM / interzum guangzhou 2024**. Please refer to [Form 16](#) 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.

## D) Technical Information

### D1. Construction Height

The height of Standard Shell Scheme booth is 2.5m, the height of Premium Shell Scheme booth is 3.5m. The maximum permitted for single storey stand construction height is **4.5m**, for double storey stand is **6m (only acceptable for the halls 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.

### D2. Specification of Halls

Halls	Area B – 1 <sup>st</sup> Floor		
	11.1	12.1	13.1
Floor Loading (ton/sqm) (excluded trench)	5		
Trench	Available		
Ceiling Height (m)	7.8 – 9		
Construction Height Limit	4.5m for single storey stand, 6m for double storey stand		
Pillar Size (dia., m)	2.5	2.1	2.5
Hanging Point	Available (Please find details on Page 22-24)		
Electricity Supply	3 Phase 5-Line, 380V / 220V / 50HZ		
Total Electricity Capacity (KW)	1440 KW		
Average Lighting Level (LX)	180		
Water Supply	Available		
Freight Entrance	7.6m (W) x 5.3m (H)		
Wired Broadband Network	Shared 100M each Hall (Please contact stand contractor for international halls)		
* The above informations are supplied by Hall Venue and will subject to change without prior notice.			

Halls	Area C – 1 <sup>st</sup> Floor	
	14.1	15.1
Floor Loading (ton/sqm) (excluded trench)	5	
Trench	Available	
Ceiling Height (m)	9	
Freight Elevator	North Hall 14 in 3, Southwest Hall 15 in 3, Southwest Hall 16 in 3. Size Limited: 6200mm(L) x 2200mm(W) x 2200mm(H) Weights Limited: 10 tons	
	Others 18 elevators, Weight Limited 5 tons Size Limited: 3200mm(L) x 2200mm(W) x 2200mm(H)	
Construction Height Limit	4.5m for single storey stand	
Pillar Size (dia., m)	2	
Hanging Point	Not available	
Electricity Supply	3 Phase 5-Line, 380V / 220V / 50HZ	
Total Electricity Capacity (KW)	1440 KW	
Average Lighting Level (LX)	300	
Water Supply	Available	
Freight Entrance	6.98m (W) x 4.19m (H)	
Wired Broadband Network	Shared 100M each Hall (Please contact stand contractor for international halls)	
* The above informations are supplied by Hall Venue and will subject to change without prior notice.		

## E) General Rules & Regulations

Once an exhibitor signed the booth contract, this indicates that the exhibitor agrees and will comply with all rules and regulations in this manual. The exhibitor must ensure that its contractor also understands and will follow all the rules and regulations in the manual.

### E 1. 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 and spotlight etc, outside/above their designated booth area. Please refer to Figure 1.3 for an example.



Figure 1.3

Activities which will inconvenience or disturb the conduct of the business session, will not be allowed, i.e. promotional gimmicks, trading, raffles, picture taking, musical entertainment, model show, and use of animation and sound equipment. Stage shows, advertising spotlights and high power loudspeaker are also not permitted. **Exhibitors should submit application on or before 6 February 2024 in order to get the approval from organizer. The Organizer reserves the rights to prohibit the activities and shows that have not been approved, and a penalty will be imposed.**

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 17:00 on 31 March 2024.**

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.

## E 2. Film, Audio / Visual and Product Demonstration

Audio visual equipment may be provided by the exhibitor or hired from the official AV supplier using **Form 8**. **The film which would be played in the booth should be in advance for examination by the Stand Contractor for International Halls. The email address to receive the files is [itg@milton-gz.com](mailto:itg@milton-gz.com). The Organizer reserves the rights to prohibit to play the film that have not been approved, and a penalty will be imposed. 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 85Db, and 80Db 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 and deducted from Hall clearance deposit.

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.

## E 3. Freight and Exhibits

### Official Freight Forwarder

The Organizer has appointed **Guangzhou Zhuoyi Logistics & Forwarding Co., Ltd.** as the Official Freight Forwarders, site handling and customs clearance agent for **CIFM / interzum guangzhou 2024**. Please refer to [Form 14](#) for detailed guidelines on freight forwarding services.

- a) Exhibitors are requested to obtain Move-out clearance forms with their business cards at Service Centre of Stand Contractor for International Halls after 16:00 on 31 March 2024.
- 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.

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 4 for the contact of Official Freight Forwarder.

### 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.

## E 4. Instructions for Product Demonstration

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

- 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.

## E 5. 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.

## E 6. Management of Badges

During the period of booth construction and dismantling, all related personnel shall wear valid badges when entering and leaving the exhibition hall.

### Exhibitors' Badges

Exhibitor badges can be collected at the International Exhibitor Registration Counter at the front gate of Hall 15.1, 1<sup>st</sup> floor of Area C and the front gate of Hall 13.2, Area B 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.

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 € 18.00 or ¥ 140.00 each. Please fill in the [Form 5](#) if additional passes are required before 10 March 2024 (up to max 20).**

**Note:** Exhibitors' badges shall be used by exhibitors during the exhibition only. During the period of booth construction and dismantling, exhibitors shall wear badges when entering the exhibition hall. Contractors and other suppliers shall carry work permits, which are valid only during the construction and dismantling period.

### Contractors' Work Permits

Please refer to [Form 9](#) – Notice on the Implementation of the New Badge Application Regulations for Daily Exhibitions at the China Import & Export Fair Complex.

## E7. 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 confirm which type you need.

Please contact **Milton Exhibits & Engineering (Shanghai) Ltd. Guangzhou Branch** for booth decoration materials and **GuangZhou Zhuoyi Logistics & Forwarding Co., Ltd** for exhibits if truck pass needed.

### **GuangZhou Zhuoyi Logistics & Forwarding Co., Ltd.**

Room 315 FengLing Business Building, No.715 Gangqian Road,

Huangpu District, GuangZhou, China

Tel: +86 137 2400 0257

Fax: +86 20 8228 6935

Email: [chezhengbanli@zhuoyiwuliu.com](mailto:chezhengbanli@zhuoyiwuliu.com)

Attn: Mr. Li

### **Milton Exhibits & Engineering (Shanghai) Ltd. Guangzhou Branch**

Room 2403-2405, Central district, Jiangwan Commercial Center, 298 Yanjiang Middle Road, Yuexiu District Guangzhou, 510115, P. R. China

Tel: +86 20 8128 3143 (Shell Scheme) / 8128 3147 (Raw Space)

Fax: +86 20 8128 3150

Email: [yannisye@milton-gz.com](mailto:yannisye@milton-gz.com) (Shell Scheme) / [terryshen@milton-gz.com](mailto:terryshen@milton-gz.com) (Raw Space)

Contact: Ms. Yannis Ye (Shell Scheme) / Mr. Terry Shen (Raw Space)

## E 8. Insurance and Liabilities

Exhibitors are responsible for taking out public liability insurance against injury to persons and property of others on their stand, along with their exhibits and merchandise moving to and from the show and during the show. Each exhibitor should have a valid and adequate insurance cover of no less than CNY 8 million against public liability. Exhibitors should contact their insurance broker to cover their exhibits and exhibit materials. The Organizers will not be held responsible for any loss of or damage to, exhibits and personal items.

Exhibitors are reminded of their responsibility for their representatives, which also includes their contractors and sub-contractors.

The Organizers recommends the risk consultant of **21<sup>st</sup> Century Insurance Broker Co., Ltd** for offering consult and insurance service for exhibitor. **Please refer to [Form 17](#).**

Exhibitors shall submit the public liability insurance policies to **21<sup>st</sup> Century Insurance Broker Co., Ltd** the recommended insurance provider of the exhibition, for review of the relevant terms and conditions **on or before 6 February 2024**. Not pass the examination cannot obtain the construction personnel's entry certificate.

**It is essential that Exhibitors with Raw Space / Special Design stands check any stand contractors being considered for work have this insurance coverage, before appointing them.**

## E 9. General Cleaning & Removal of Waste

### **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.

### **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.**

## E 10. 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.

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

## E 11. Sales of Exhibits & Storage

Retail of exhibits at the fair is not allowed at all times.

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.

## E 12. 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.

## E 13. 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

## E 14. 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 **CIFM / interzum guangzhou 2024**

**"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.
  - (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.

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.

### 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.

## E 15. Unforeseen Occurrences

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

## E 16. Security

1. 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.
2. 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.
3. For security and safety reasons, exhibits movement in and out of the exhibition area during show opening hours is not permitted.
4. All valuable and portable exhibits should be properly locked at all times.
5. **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.**
6. Exhibitors are strongly encouraged to remove valuable and portable exhibits from the exhibition hall as soon as possible after 24:00 on the final day of the fair.
7. If suspects are found, please contact the Organizers or the security guard in the exhibition hall immediately.

## F) Shell Scheme Booth Information

### B 1. Booth Construction Regulations

#### 1.1 Stand Contractor for International Halls

##### Milton Exhibits & Engineering (Shanghai) Ltd. Guangzhou Branch

Room 2403-2405, Central district, Jiangwan Commercial Center, 298 Yanjiang Middle Road,

Yuexiu District, Guangzhou, 510115, P. R. China

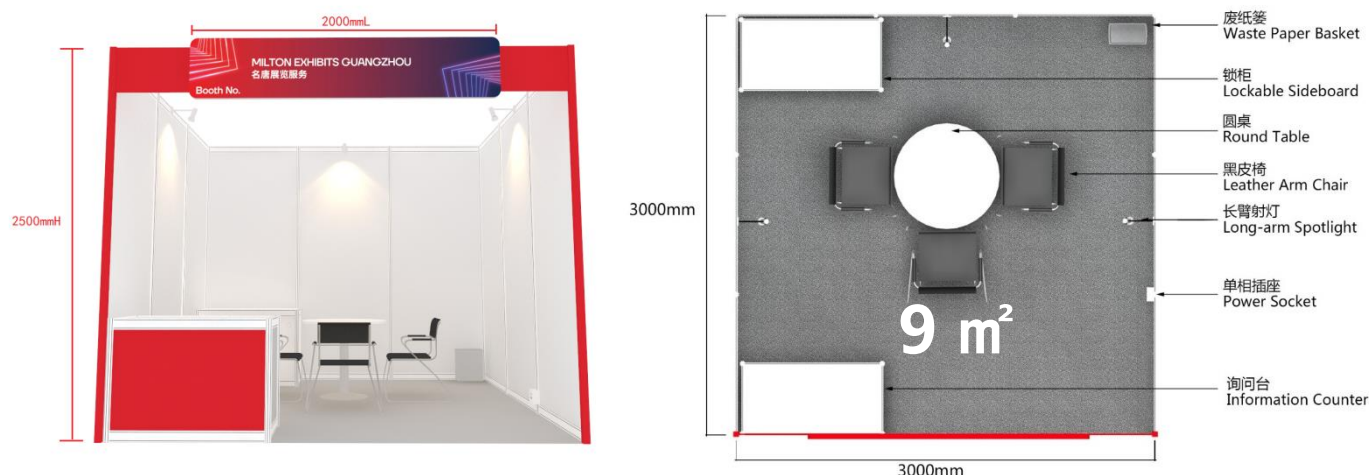
Tel: +86 20 8128 3143 Fax: +86 20 8128 3150

Email: yannisye@milton-gz.com

Contact: Ms. Yannis Ye

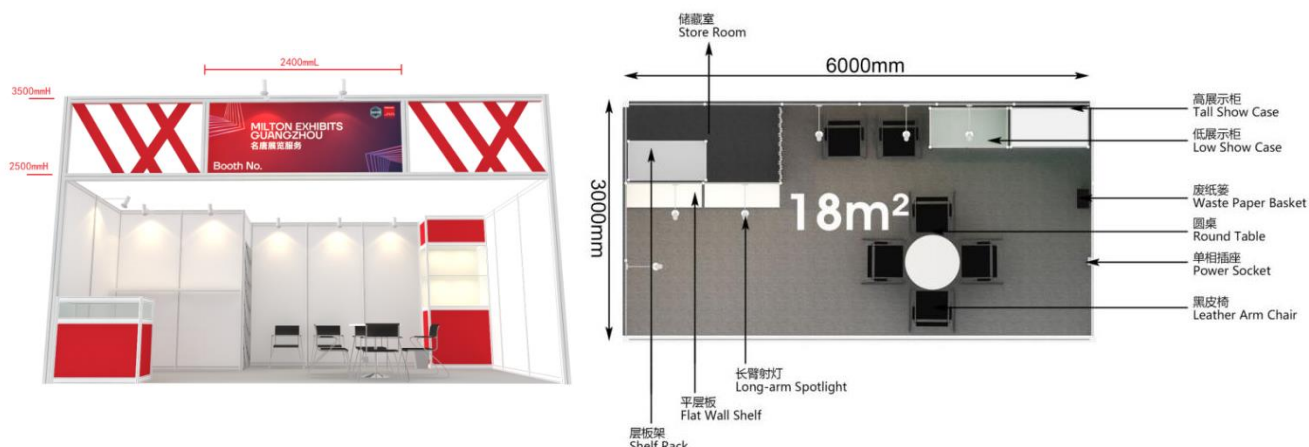
#### 1.2 Standard Shell Scheme Construction

The basic design for each Standard Shell Scheme booth (3m x 3m) consists of:



	9-13sqm	15-16sqm	18-21sqm	25-28sqm	31-32sqm	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					
Information Counter	1	1	2	3	3	4
Lockable Sideboard	1	1	2	3	3	4
Round Table	1	1	2	3	3	4
Leather Arm Chair	3	3	6	9	10	12
Flat Wall Shelf (1000L x 300Wmm) (Optional) * Max load: 2kg.	3	3	4	9	10	12
Long-arm Spotlight (100W)	One for every 3 square meters					
Power Socket (Max 500W)	1	1	2	2	2	2
Waste Paper Basket	1	1	2	2	2	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 <a href="#">Form 7</a> and return to the Stand Contractor for International Halls to submit request by 20 February 2024. Please contact the Stand Contractor for International Halls for entitlements for booth sizes which are not specified above.						

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



	12-15sqm	18-21sqm	24-28sqm	30-36sqm	40-45sqm
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				
Low Show Case	1	1	1	2	2
Tall Show Case	1	1	1	2	2
Round Table	1	1	1	2	3
Leather Arm Chair	3	6	9	12	15
Store Room, incl. folding door	1sqm	2sqm	2sqm	4sqm	4sqm
Flat Wall Shelf (1000L x 300Wmm) (Optional) * Max load: 2kg.	3	3	5	6	9
Shelf Rack (inside store room)	1	1	1	2	2
Long-arm Spotlight (100W)	One for every 3 square meters				
Power Socket (Max 500W)	1	1	1	2	3
Waste Paper Basket	1	1	1	2	3
Carpet	As per stand space				
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 <a href="#">Form 7</a> and return to the Stand Contractor for International Halls to submit request by 20 February 2024. Please contact the Stand Contractor for International Halls for entitlements for booth sizes which are not specified above.					

## G) Raw Space Stand Construction

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 [Form 8](#) and return to Stand Contractor for International Halls **on or before 20 February 2024**. Any additional orders or changes made will be charged according to rates stated in the manual. Exhibitors from pavilion have any renting needs, please contact the pavilion's contractor.

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.

In the case of building structure inside the standard booth, exhibitor shall submit booth design drawings as the same requirement as Raw Space but 2.5 meters booth height limited. **The internal structure of the booth cannot be arbitrarily heightened or removed.** Long arm spotlights and 500W sockets are not included in the booth configuration. Exhibitors should submit [Form 10](#) for electric power supply and pay RMB 5000 clearing deposit to the Stand Contractor for International Halls.

No damage to exhibition hall occurred during construction or dismantling, no waste left inside or around exhibition hall, For (A), Chinese exhibitor, the deposit will be remitted back within 60 days after the show closed. For (B), Overseas exhibitor, the deposit will be returned to exhibitor by cash on-site.

**Exhibitors are disallowed from (a) replacing existing fascia with self-made fascia, (b) posting logos on fascia boards without permission, (c) posting advertisements at the outside areas of the booth for Standard and Premium Shell Scheme Booths. Please refer to Figure 1.0 for an example.**



Figure 1.0

**The exhibitor shall appoint a contractor or itself to build (if the exhibitor will build the booth, such exhibitor shall be treated as a contractor) the booth, the exhibitor and its contractor must fully understand and follow the construction regulations developed by the host unit.**

According to the fire protection and safety regulations of the exhibition hall, exhibitors are not allowed to bring along their own compressed air supply. Exhibitors need to use compressed air, please fill in [Form-11](#) and return it to Milton - Stand Contractor for International Halls, on or before 20 February, 2024.

Foam boards are prohibited to be pasted on the booth panels (removable adhesive/car stickers/chevron boards are acceptable). If you have any needs, please contact Stand Contractor; if the exhibitors bring their own display boards to decorate the panels, please go to the service counter of the Stand Contractor to take free Velcro stickers before installing, and clean them up (no glue left) and take away by yourself when moving out.

## G 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.**  
<https://www.cfte.com/certification/index>

Each booth must have its own panels and it is not permitted to use the next to the booths' panels. **If any panel is higher than the one behind it, acceptable same decoration or material in white and clean (fire-proof board or PVC cover in white) must cover the back of that panel in good condition. The elastic cloth and structure of the back of that panel could be shown is not acceptable, please refer to Figure 1.1 for an example.**

If the exhibitor fails to follow the above instruction and cover the back of the panel, the Organizer will assign the Stand Contractor for International Halls to assist the rectification before the show opens, and the cost will be deducted from the Clearance Deposit.

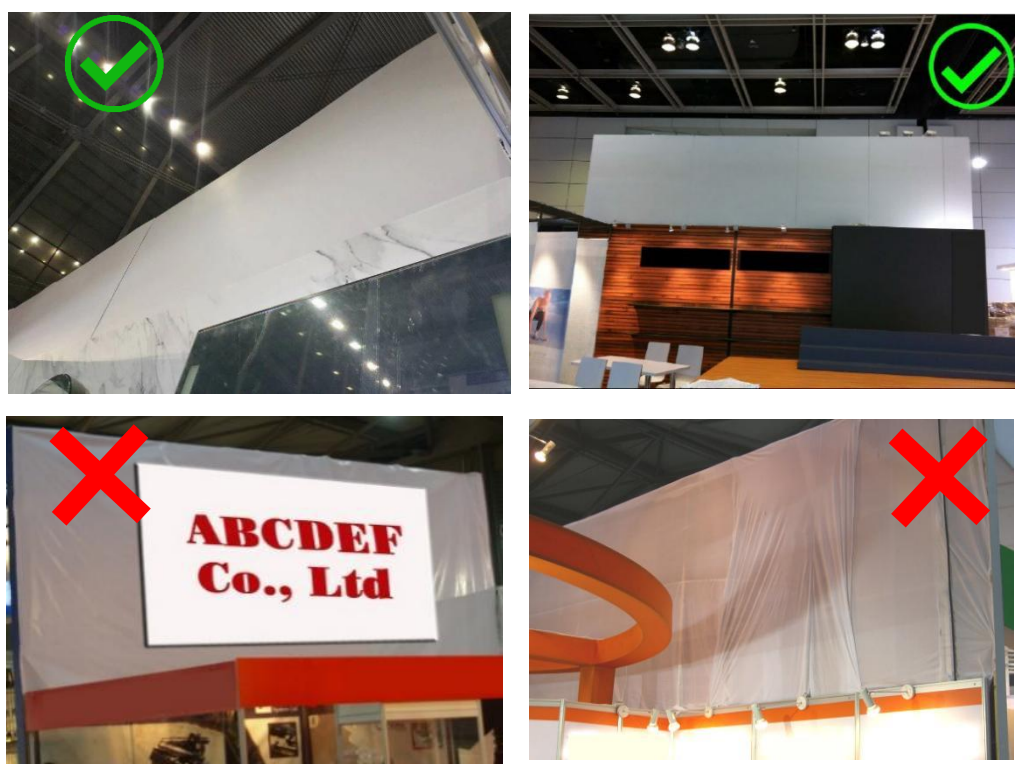


Figure 1.1

**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 9](#). 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 9](#) of this manual.

## G 2. Stand Building Height

Height of Standard Shell Scheme booth is 2.5m, height of Premium Shell Scheme booth is 3.5m.

The maximum permitted for single storey stand construction height is **4.5m**, for double storey stand is **6m (only acceptable for the halls 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.

## G 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.

Two fire extinguisher is required for every 50 m<sup>2</sup> increment even less 50 m<sup>2</sup> of the booth.

## G 4. Double storey stands (Area B only)

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

1. The exhibiting company of the lower tier of a particular booth must be same as that of the upper tier.
2. The rental rates for the contracted floor area at the upper tier shall be one third (1/3) that of the lower tier. That is, if the rental rate for the lower tier floor area is RMB 2219 or EUR 284 per square meter, the rental rate for the upper tier floor area is RMB 739.7 or EUR94.70 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 180 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, but also not less than 50 m<sup>2</sup>. The upper tier must not be less than 2.5 meters above the ground to ensure the safe structure of the 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 G1 Stand arranged by Exhibitor on page 20.**
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)). Double-decker booth construction companies must be with the following qualifications.
  - a) With independent legal personality;
  - b) Grade A units, approved by raw space qualification;
  - c) Qualification in construction and exhibition works that authorized by the ministry of commerce and industry;
  - d) Registered capital must be more than two million in RMB (including two million).
  - e) The booth construction companies must hold experience in handling large exhibition construction more than three years.

The name of the contractor must be given to the Organizer by completing [Form 9](#). 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.

#### **G 5. Hanging points guideline (Only available in Area B)**

1. Any application for hanging point service after 6<sup>th</sup> Feb 2024 will not be entertained.
2. Each suspension point has a load capacity of 200kg.
3. Hanging points service providers install slings and hoists and place them at designated heights. Users of the hanging points provide suspended objects below the hoist hook and are responsible for device safety.
4. The hangings must be solid and reliable metal or steel and wood assembly structure, shall not hang pure wood structure, ultra-low sound and linear array sound.
5. Suspension shall be prepared and assembled by the user of the lifting point.
6. The lifting point cannot be used for lifting other non-hanging objects and equipment.
7. The suspension shall be in a static display state and shall not be used for any active structure or equipment suspension.
8. The suspension structure shall be an independent suspended structure and shall not be connected with the ground structure.

#### **Requirements for Structural Suspension Equipment**

- a) The span of the 200mm aluminum frame should be within 4 meters, that of the 300mm aluminum frame should be within 6 meters, and that of the 400mm aluminum frame should be within 9 meters, based on actual suspension plan.
- b) When using more than 16 suspension points for a single structure, electric hoists should be used to ensure the safety during lifting and lowering. Electric hoists used for the entire structure should be of the same brand and specification.
- c) The hanging structure should adhere to the principle of vertical suspension, with one suspension point assigned to each hoist. Tilting or pulling at an angle is not allowed.
- d) If the suspended objects involve electrical connections, the wiring should be neat. High-voltage wires must be laid in conduits, while low-voltage signal wires may be laid without conduits but must be arranged neatly. Electrical wire joints are not allowed to be wrapped with tape and must be connected using insulated terminals. An independent power control switch must be installed on the ground.
- e) For the use of suspension points, please rent electric hoists or manual hoists from the Milton Exhibits. Suspension service providers of the Canton Fair Complex are responsible for the installation of suspension points (sling), hoist installation, and hoist collection. After the hanging structure is suspended, the chain from the floor to the suspended object should be taken care of by the booth contractor. Lifting and lowering of suspended objects using rented electric hoists is carried out by suspension service providers of the Canton Fair Complex. The lifting and lowering of suspended objects using rented manual hoists in the booth is carried out by the user of the suspension points under the supervision of the suspension service provider.

#### **Application for Suspension Service**

- a) The user of suspension points should submit the application for suspension service to the official stand contractor.
- b) Checklist for Application Documents for suspension service:

No.	Category	Description
1	Suspension Service Confirmation Form	The confirmation form should be submitted in hard copy with the official seal of the suspension point user.

2	Suspension Service Safety Commitment Letter	The safety commitment letter should be submitted in hard copy with the official seal of the suspension point user.
3	Approval Certificate for Suspension Point Structure at the Booth	The finalized version should be submitted in hard copy with the official seal of the exhibition/event organizer or venue contractor (they can create their own version).
4	Booth Construction Insurance	The insurance should cover the installation and dismantling of suspension points.
5	Drawings for Suspension Point Structure	<ol style="list-style-type: none"> <li>1. Overall layout of suspension points in the entire exhibition hall (orientation diagram).</li> <li>2. Multi-angle renderings of suspension point booths.</li> <li>3. Dimensional distribution diagram of suspension points (drawn according to the available suspension point locations in the exhibition hall, clearly indicating the positions of all suspension point booths and the distances from the four sides of the booth).</li> <li>4. Detailed list and description of material and weight for suspended objects.</li> <li>5. Data list for suspended objects (clearly indicating the dimensions, weight, material specifications of each structure, equipment models, specifications, quantities, and self-weight on the structure).</li> <li>6. Connection methods between suspension structures, hoist hooks, and trusses.</li> <li>7. Blueprint of booth suspension structure and suspension point load-bearing report designed by a qualified design entity, with design stamps on the drawings and reports.</li> </ol>
6	Application Form for Suspension Point Lifting	The application should be submitted 4 hours in advance and in hard copy with an official seal (can be provided on-site).

- c) The suspension point user must ensure the authenticity and accuracy of the declared information and must not make unauthorized changes. Once the suspension plan is approved, the on-site construction must be carried out according to the confirmed plan. If it is found that the on-site construction deviates from the originally submitted plan or the suspended objects exceed the declared weight, the exhibition hall has the right to stop on-site construction. The suspension point user must reduce the weight of suspended objects or add suspension points as required. Additional cost for suspension points on-site will be charged at 2.5 times the original price.

### Workflow for Structural Suspension Service

- a) The suspension point user (exhibitor/booth construction entity) submits the application for suspension service to the official stand contractor Milton Exhibits
- b) The main contractor of the Milton Exhibits conducts initial review of the documents and drawings, compiles qualified booth information, and submits the application to the suspension service provider.
- c) The suspension service provider reviews the application materials and communicates with the main contractor and the suspension point user to make any necessary modifications or supplementary submissions for problematic booths. For booths that pass the initial review, the suspension service provider provides review opinions and a suspension point layout plan to the main contractor for confirmation.
- d) Booth layout is marked on-site. Suspension point user, official contractor Milton Exhibits, and suspension service provider jointly determine the location of hanging structure and suspension points.
- e) The suspension service provider installs suspension straps and hoists.
- f) After the booth contractor completes installation of the hanging structure and self-inspection of suspension point bindings, it applies for lifting of the hanging structure. The lifting can be carried out only upon joint inspection and approval by the main contractor of the Milton Exhibits and the suspension service provider.
- g) If the booth contractor rents manual hoists from the suspension service provider, the lifting operation is conducted under the joint supervision of the main contractor of the Milton Exhibits and the suspension service provider. If an electric hoist is rented from the suspension service provider, the booth contractor cooperates with the suspension service provider in the lifting of the hanging structure.

- h) Once the booth's hanging structure is lifted into place, official contractor Milton Exhibits submits the booth suspension service confirmation form to the suspension service provider to confirm the completion of suspension point lifting and specify the quantities of suspension points, rented trusses, hoists, straps, and chain bags.
- i) After the exhibition concludes, the booth contractor dismantles the ground exhibition structure and levels the area. Once the floor meets the requirements for lifting operations, the booth contractor applies to the official contractor of the Milton Exhibits for lowering the suspending structure.
- j) The official contractor of the Milton Exhibits and the suspension service provider conduct an on-site inspection. The lowering of the suspending structure is allowed if the ground meets the requirements for lifting.
- k) If the booth contractor rents manual hoists from the suspension service provider, the lowering of the suspending structure is conducted under the joint supervision of the official contractor of the Milton Exhibits and the suspension service provider. If an electric hoist is rented from the suspension service provider, the booth contractor cooperates with the suspension service provider in the lowering of the suspending structure.
- l) After the booth contractor completes the dismantling of the hanging structure, the suspension straps and hoists are collected by the suspension service provider.
- m) The official contractor of the Milton Exhibits signs and confirms the exhibition's suspension service contract with the suspension service provider, verifying the workload and concluding the suspension service.

## Fees

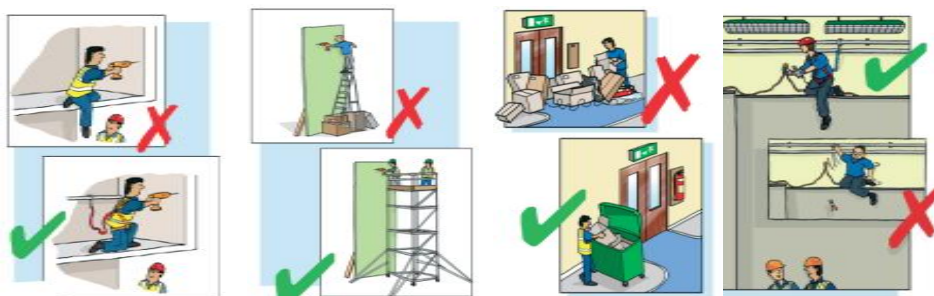
No.	Suspension Point	Fees
1	200 KG capacity suspension point	2,000 CNY/Unit/Exhibition
2	Manual chain hoist with 10-12m chain (1 ton)	300 CNY/Unit/Exhibition
3	Manual chain hoist with 15-20m chain (1 ton)	450 CNY/Unit/Exhibition
4	Electric chain hoist with 10m chain (1 ton)	1,200 CNY/Unit/Exhibition
5	Electric chain hoist with 20m chain (1 ton)	1,500 CNY/Unit/Exhibition

Notes:

1. Structural suspension points refer to suspension points for hanging booth structures, lighting fixtures, sound equipment, and other non-lightweight items.
2. The above prices include installation fee for the hoist. When applying for suspension points, it is mandatory to rent the hoist equipment provided by the Canton Fair Complex and use of self-provided hoists is not allowed.
3. All drawings of suspension points must be submitted for approval at least 20 calendar days before entering the venue. The quantity and locations of the suspension points must be confirmed at least 7 calendar days before entering the venue. On-site suspension point applications will not be accepted.
4. Suspension point fees are charged based on the number of mother points used. For safety reasons, a single conversion frame can have a maximum of two contact points with hanging items. If there are more than two contact points, the suspension service provider will assess safety factors such as load capacity. If conditions permit, the number of contact points under the conversion frame can be increased, and the suspension point fees will be charged based on the number of contact points under conversion frame.

## G 6. Onsite construction management guideline (Both Area B & C)

1. **Exhibitor, Contractor & Aerial operator** must wear anti falling safety belt, helmet should be as requested.
2. Painting: on-site spraying is prohibited. Large-scale painting on the hall floor is prohibited. Repairing painting with proper protection is allowed.
3. More than 2 meters of construction operations, must use a stable working platform; 2 meters or more is strictly prohibited to use the ladder and wooden ladders.
4. During move in and move out period, smoking and the use of any sparking tools are prohibited.
5. The overhead work requires use of the qualified and safe lifting tools and operating platforms. The construction personnel working high above the ground shall tie the safety belts and wear and use the related labor safety tools.
6. Emergency exit: All corridors and gangway must not be blocked during exhibition period. Flammables shall not be stored in the exhibition hall during move in period. Paints and other explosive items should be stored in a safe place outside of the hall.
7. According to the Fire & Safety Department of venue, the top ceiling area of the booth shall not exceed 30% of the exhibition stand area, and every 15 square metres must hanging automatic powder fire extinguisher (4kg).
8. Exhibitors are prohibited from changing the structure of the standard booth. Laying extra floor in booth, removing support of lintel or beam, and installing lamp box and lamp will be regarded as standard change.
9. Prohibiting to damage the permanent facilities of the exhibition hall.
10. All building materials must be fire-proof, flammable and explosive materials are prohibited.
11. All lamp boxes or heating equipment must be provided with radiators or vents.
12. Prohibiting to use of any heater equipment, and welding devices or other smoking-emitting substances are prohibited.
13. Using the equipment not related to the exhibition is prohibited in the booth.
14. All operators of electrical equipment and facilities must have a qualified electrical certificate.
15. In the booth construction process, no matter under what circumstances, fire alarms, fire extinguishers, fire hydrants, security doors and other equipment and channel must remain intact and smooth.
16. Host unit requires that the raw booth shall be equipped with fire extinguishers in such manner that the larger the exhibition area, the more the equipment.



## G 7. Power, Water & Compressed Air

### 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.
- 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.
- s) The electricity box only can be used after connected to their own power control box with air circuit breaker and leakage protection, and get permission from exhibition hall technician.

The contractor is required to strictly observe the above regulations, and the venue management shall reserve the right to respond appropriately to any violations (such as cutting off the power supply, etc.)



## Water Supply

For operational safety reasons, only the International Halls Contractor is permitted to carry out the installation work required. For orders please use [Form 11](#).

## Compressed Air Supply and Installation

- a) According to the fire protection and safety regulations of the exhibition hall, all exhibitors are not allowed to bring along their own air compressor. Should exhibitors require compressed air, please place your order by completing [Form 11](#) and return to stand contractor for International Halls **on or before 20 February 2024**.
- b) If exhibitors need to bring their own air compressor due to special technical reasons, the exhibitors must submit a written application to stand contractor for International Halls **on or before 20 February 2024**, and submit the special equipment safety commitment letter, product inspection certificate, qualification certificate, annual inspection certificate, special equipment operator qualification certificate, equipment bitmap for approval by fire and safety departments.

- c) For safety reasons, all air compressors must be placed in a location designated by the stand contractor for International Halls, and the equipment shall be enclosed. Warning marks, operator information (name and contact information) and patrol inspection record sheet shall be posted on the enclosure board. Fire extinguishers shall be placed in the enclosed area (the number shall be placed according to fire control requirements). Personnel with special operation qualification shall be arranged to be responsible for the operation and maintenance of the equipment, and make regular inspection during its use. The installation position of all air compressors is subject to the final approval of the fire and safety department of the exhibition hall. Thank you for your attention and co-operation in advance. For more details, please contact stand contractor for International Halls.

#### G 8. Personal Protective Equipment (PPE)

Correct footwear protecting against nails, debris and etc. are required for exhibitors/contractors working in the exhibition center during the construction and dismantling period. Reflective safety vests are mandatory for all personnel including exhibitors during stand construction period. This manual is subject to change at the discretion of the Organizer. The contractors who work at height places are required to have any other PPE, which are needed for their work, such as gloves, goggles, masks, and earplugs.



#### G 9. Design and Drawing Approval Process of Raw Booth

For the construction safety, the raw booth contractor shall submit a booth design program to the host contractor for approval. The booth design program for approval must include:

- Triple-view design sketch (front/top/side view).
- Steel structure perspective
- All dimensions, walls and the main exhibit plan shall be clearly marked.
- Facility location drawing in the top view (electrical box/compressed air/water supply and drain/network locations).
- Materials and fire details.
- Copies of electrician certificate.
- Business license of contractor
- Form 9 / B4 / B7

All drawings should be in a recognized scale not less than 1:50. All plans should be submitted **before 6 Feb 2024** on **Stand Contractor online system <https://interzumgz.milton-exhibits.cn/>**.

\*Login name and password has been sent to exhibitors via email by Stand Contractor Milton Exhibits.

Note: After receiving the approval reply, the construction unit needs to send one copy of the approved design drawings with official seals to Stand Contractor before February 28, 2024. The contact detail as below:

#### Milton Exhibits & Engineering (Shanghai) Ltd. Guangzhou Branch

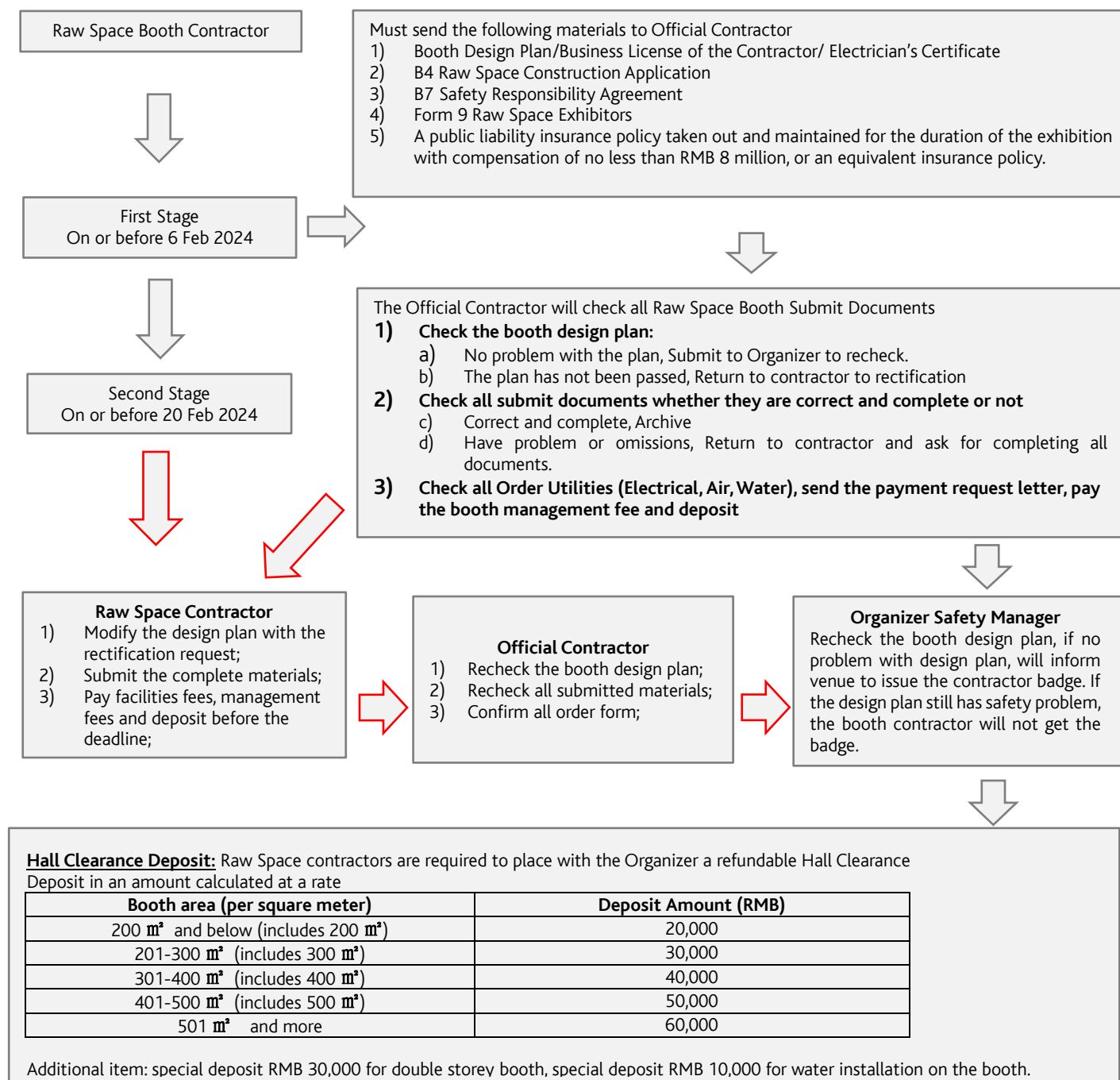
Room 2403-2405, Central district, Jiangwan Commercial Center,  
298 Yanjiang Middle Road, Yuexiu District, Guangzhou, 510115

Tel: +86 20 8128 3112

E-mail: [itg@milton-gz.com](mailto:itg@milton-gz.com)

Contact: Mr. Zero Huang

**PS. AFTER THE RAW SPACE BOOTH DESIGN PLAN HAS BEEN APPROVED BY THE ORGANIZER, THE CONTRACTOR BADGE AND CARGO TRUCK PASSPORT WILL BE ISSUED TO BOOTH CONTRACTOR.**



#### G 10. Move-out Notice

Exhibitor and their booth contractor can't break down any part of their stand before the exhibition end at 17:00 on 31 March 2024. The official freight forwarder will send the empty package box to your booth before the exhibition end. Exhibitors can use the badge to handle the release form in south entrance counter. Without the release form, your cargo will not be allowed to take away.

All exhibitors must comply with and respect this provision, in order to not affect the sales activities of other exhibitors and the safety of the audience before the end of the show.

### G 11. Rules and Regulations of Stand Construction

Exhibitors/Contractor must ensure that their appointed contractor shall observe and comply with the following guidelines. Infringement will trigger a deduction from the Contractors Damage/ Performance Deposit without prior notice.

No.	Construction Deposit Deduction Conditions	Deduction Amount
1	Booth design or construction set-up deviated from the drawings submitted to Stand Contractor or violated the Rules & Regulations of Booth Design & Construction.	100%
2	Change of exhibitor company name without approval from the organizer/Stand Contractor	RMB 5000
3	Use more than 2 meters of man-ladders and wooden ladders, more than 2 meters of work at height without the use of mobile work platforms or scaffolding.	RMB 1000
4	Construction personnel not wearing construction documents. Failure to wear helmets correctly during construction operations. Work at height without wearing safety belt, engineering frame / man-ladder without personnel to watch the support or other protective measures.	RMB 800-1000
5	Booth structure, decoration, fittings or exhibit extends beyond the booth boundaries of the contracted space.	100%
6	Use the structure of the exhibition hall or the next booth to fix your own booth or for decoration	50%
7	The back panel is not beautified or the beautification is not up to standard, which affects the image of adjacent booths	50%
8	Construction materials are not well stored at proper places.	50%
9	Failure to clean up the garbage generated by the booth or intentionally leaving the booth garbage in the exhibition hall as required	100%
10	Damage to hall facilities (e.g. walls, doorways, floors, pillars, etc.).	At Actual Cost
11	Dangerous operations such as open fire, metal cutting, grinding, welding, painting, and the use of chainsaws are carried out on the hall.	RMB 5000
12	Unapproved private connection of electricity, gas and water sources and other venues fixed facilities, electricity exceeds the actual reported use, and lead to the melting of waterproof quick connectors. Hire unqualified electricians to operate.	100%
13	Lost electrical box and Electric box baffle, waterproof quick connector, damaging electric box shell, burning air switch. Illegal evacuation of exhibition resulting in damage to other booths.	At Actual Cost
14	The hired public performance does not comply with the relevant provisions of the public security department, without the approval of the public security department, containing pornographic components of the performance (such as pole dancing, body painting, etc.).	100%
15	Exhibits or performance activities whose sound exceeds the decibel level set by the conference, and which have a bad impact on the surrounding exhibitors and the image of the conference.	100%
16	Brutal construction and pulling down of booths during move-out.	RMB 2000

## Order Form Check List

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

Form No.	Content	Compulsory	Deadline
* 1.	<a href="#">Intellectual Property Rights Protection Regulation</a>	All Exhibitors	29 Feb 2024
2.	<a href="#">Catalogue Ads (Additional)</a>		29 Jan 2024
3.	<a href="#">Business Matching</a>		6 Feb 2024
4.	<a href="#">Exhibitor Nominated Buyer</a>		29 Feb 2024
5.	<a href="#">Additional Exhibitor Badges</a>		11 Mar 2024
* 6.	<a href="#">Fascia Lettering</a>	Shell Scheme	20 Feb 2024
* 7.	<a href="#">Service Location Plan</a>	Shell Scheme	20 Feb 2024
8.	<a href="#">Furniture &amp; AV Equipment</a>		20 Feb 2024
* 9.	<a href="#">Raw Space Exhibitors</a>	Raw Space	6 Feb 2024
	<a href="#">Notice on the Implementation of the New Badge Application Regulations for Daily Exhibitions at the China Import &amp; Export Fair Complex</a>		
	<a href="#">B4-Raw Space Construction Application</a>		
	<a href="#">B7-Safety Responsibility Agreement</a>		
* 10.	<a href="#">Electricity &amp; Lighting</a>	Raw Space	20 Feb 2024
11.	<a href="#">Water &amp; Compressed Air</a>		20 Feb 2024
12.	<a href="#">Telephone &amp; Internet</a>		20 Feb 2024
13.	<a href="#">Heavy &amp; Large Exhibits</a>		8 Mar 2024
14.	<a href="#">Freight Forwarding (Area B and Area C)</a>		23 Feb 2024
15.	<a href="#">Exhibition Staff</a>		8 Mar 2024
16.	<a href="#">Hotel Reservation</a>		13 Mar 2024
17.	<a href="#">Insurance and Liabilities</a>		6 Feb 2024

### 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.

# Form-1 Intellectual Property Rights Protection Regulation

Deadline: 29 February 2024

## 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.

**CIFM / Interzum guangzhou 2024**  
**China Import and Export Fair Complex, Guangzhou, 28 – 31 March, 2024**  
**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, 2024), 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.

Authorised by:	Please complete and return to
Exhibiting Company: _____ Stand No: _____	<b>Koelnmesse (Beijing) Co., Ltd.</b>
Contact: _____ Position: _____	<b>Guangzhou Branch</b>
Tel: _____ Fax: _____ Email: _____	Contact: Mr. Kevin Cai
Signature: _____ Date: _____	Tel.: +86 20 8755 2468*317
	Fax: +86 21 8755 2970
	E-mail: <a href="mailto:kevin.cai@koelnmesse.cn">kevin.cai@koelnmesse.cn</a>

## Form-2 Catalogue Ads (additional)

Deadline: 29 January 2024

Our basic Catalogue Entry includes Alphabetical Listing with address, product and company description; as well as Listing by 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:** €141 or ¥ 1,102.5. Please send the logo (ai or eps format) to [ellen.ai@koelnmesse.cn](mailto:ellen.ai@koelnmesse.cn)

<b>Authorised by:</b> Exhibiting Company: ..... Stand No: ..... Contact: ..... Position: ..... Tel: ..... Fax: ..... Email: ..... Signature: ..... Date: .....	<b>Please complete and return to</b> <b>Koelnmesse (Beijing) Co., Ltd.</b> <b>Guangzhou Branch</b> Contact: Ms. Ellen Ai Tel.: +86 20 8755 2468*311 Fax: +86 21 8755 2970 E-mail: <a href="mailto:ellen.ai@koelnmesse.cn">ellen.ai@koelnmesse.cn</a>
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## Form-3 Business Matching

Deadline: 6 February 2024

The organizer will organize Business Matching Events onsite, bridging selected buyers with high-quality suppliers efficiently. The offline business matchings will be organized between furniture production suppliers and decision-makers from the furniture manufacturing industry with clear purchasing needs.

Time : 30-31 March, 2024

Location : VSIL@Forum at Hall 15.1 (TBC)

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

	Item	Remarks
<input type="checkbox"/>	Onsite Business Matching Program	

Note: The organizer will recommend preferred registered exhibitors to buyers, and buyers owns the final options for the meeting. Please take the final notice by the organizer before the show.

Exhibiting Company	
Stand No	
Contact	
Position	
Tel	
Email	
Product Category	

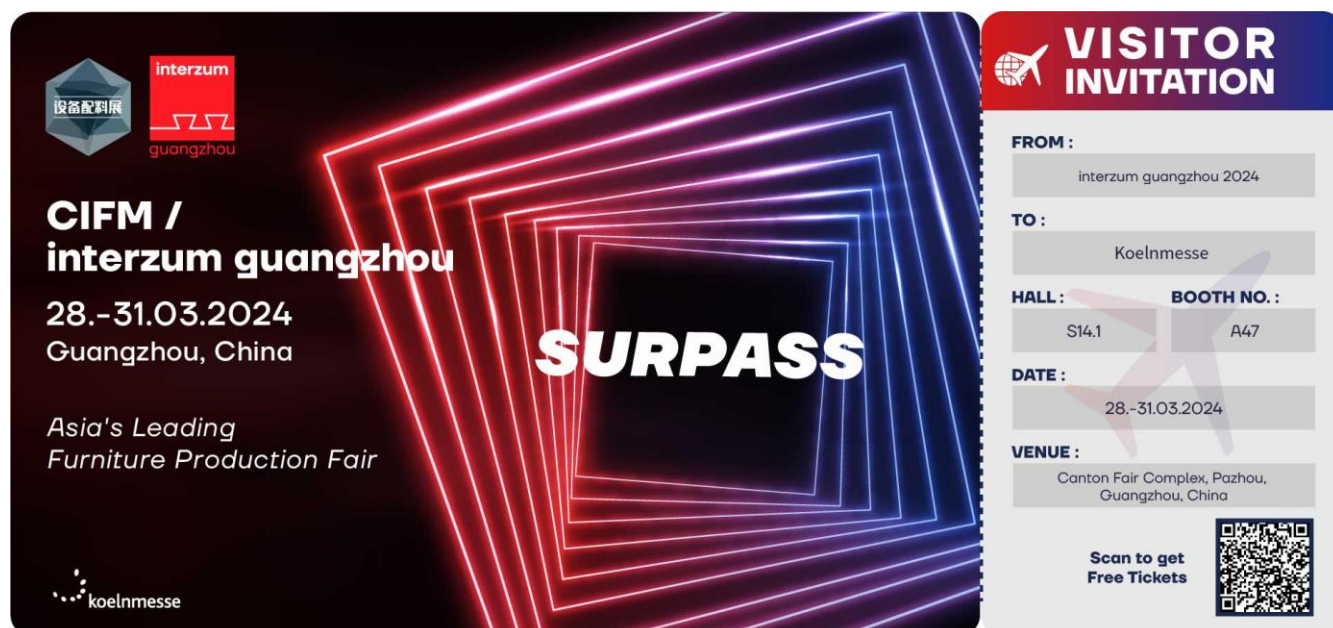
<b>Please complete and return to</b>	
<b>Koelnmesse (Beijing) Co., Ltd.</b> <b>Guangzhou Branch</b> Contact: Ms. Summi Su Tel.: +86 20 8755 2468*320 Fax: +86 21 8755 2970 E-mail: <a href="mailto:summi.su@koelnmesse.cn">summi.su@koelnmesse.cn</a>	<b>Koelnmesse (Beijing) Co., Ltd.</b> <b>Guangzhou Branch</b> Contact: Ms. Ellen Ai Tel.: +86 20 8755 2468*311 Fax: +86 21 8755 2970 E-mail: <a href="mailto:ellen.ai@koelnmesse.cn">ellen.ai@koelnmesse.cn</a>

## Form-4 Exhibitor Nominated Buyer

Deadline: 29 February 2024

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

For the eco-friendly purpose, the Organizer will continue to provide E-IC to exhibitors. Exhibitors can create your own customized E-IC (with company name and booth number, below sample for reference only) to invite all your clients and potential customers to visit your booth at **CIFM / interzum guangzhou 2024**. Exhibitors can email broadcast the same E-IC to multiple customers for their use, and the access will be sent to all exhibitors via email.



For group registration of more than 10 visitors, please contact the organizer for group registration service.

<b>Authorised by:</b> Exhibiting Company: ..... Stand No: ..... Contact: ..... Position: ..... Tel: ..... Fax: ..... Email: ..... Signature: ..... Date: .....	<b>Please complete and return to</b> <b>Koelnmesse (Beijing) Co., Ltd.</b> <b>Guangzhou Branch</b> Contact: Ms. Hailey Mo Tel.: +86 20 8755 2468*313 Fax: +86 21 8755 2970 E-mail: <a href="mailto:hailey.mo@koelnmesse.cn">hailey.mo@koelnmesse.cn</a>
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## Form-5 Additional Exhibitor Badges

Deadline: 11 March 2024

### 5.1 Additional Exhibitor Badges

Exhibitor badges can be collected at the International Exhibitor Registration Counter at the front gate of Hall 15.1, 1st floor of Area C and the front gate of Hall 13.2, Area B 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 For raw space exhibitors	24 March 2024	09:00 – 16:30
	25 March 2024	09:00 – 16:30
Exhibitor Check-in Date & Time For all exhibitors	26 March 2024	08:30 – 16:30
	27 March 2024	08:30 – 18:00

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 € 18.00 or ¥ 140.00 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.**

<b>Authorised by:</b> Exhibiting Company: ..... Stand No: ..... Contact: ..... Position: ..... Tel: ..... Fax: ..... Email: ..... Signature: ..... Date: .....	<b>Please complete and return to</b> <b>Koelnmesse (Beijing) Co., Ltd.</b> <b>Guangzhou Branch</b> Contact: Ms. Ellen Ai Tel.: +86 20 8755 2468*311 Fax: +86 21 8755 2970 E-mail: <a href="mailto:ellen.ai@koelnmesse.cn">ellen.ai@koelnmesse.cn</a>
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## Form-6 Fascia Lettering

Deadline: 20 February 2024

**This form is applicable for Premium & Standard Shell Scheme Exhibitors only.**

### 6.1 Fascia Lettering

For premium & standard shell scheme stands, the fascia lettering will be produced as the company name in exhibitor's application form. Should you want different fascia lettering, please fill in your required company name and sent back to [yannisye@milton-gz.com](mailto:yannisye@milton-gz.com) before deadline. Should the space provided be insufficient, please use common abbreviations.

**Chinese (no more than 20 characters – including space and punctuations)**


**English (no more than 40 characters – including space and punctuations)**


**Please note:**

- If we do not receive this form by due date, we will use the company's name submitted in your space application form. A fee of **EUR22.00** or **RMB150.00** will be charged for any changes made on-site.
- For all stands other than shell & premium scheme, the exhibitor is responsible for the lettering.

Letter type : Bliss Light

### 6.2 Logo on Fascia Board

For shell scheme stands, a corporate logo may be added on the fascia board at additional cost. Please tick (☐) the box below if applicable.

<input type="checkbox"/>	Price: <b>EUR22.00</b> or <b>RMB150.00</b> per logo
	Size : within 200mmH

If you wish to have your logo on the fascia, please send the logo in high resolution (≥200dpi) in TIFF, JPG or EPS or AI、CDR format, together with your company name to [yannisye@milton-gz.com](mailto:yannisye@milton-gz.com)

- Please note that all confirmation and invoices are sent by **Milton Exhibits & Engineering (Shanghai) Ltd. Guangzhou Branch**
- The fascia boards cannot be to (a)replace existing fascia, (b)post anything without permission, (c)hang objects.

<b>Authorised by:</b> Exhibiting Company: ..... Stand No: ..... Contact: ..... Position: ..... Tel: ..... Fax: ..... Email: ..... Signature: ..... Date: .....	<b>Please complete and return to international stand contractor:</b> <b>Milton Exhibits &amp; Engineering (Shanghai) Ltd. Guangzhou Branch</b> Contact: Ms. Yannis Ye Tel.: +86 20 8128 3143 Fax: +86 20 8128 3150 E-mail: <a href="mailto:yannisye@milton-gz.com">yannisye@milton-gz.com</a>
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## Form-7 Service Location Plan

**Deadline: 20 February 2024**

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.

**A relocation charge (50% of rental charge) will be levied by stand contractor of international halls on-site. No relocation service for water, electricity, compressed air, internet and telephone etc.**

### 7.1 Service Location Plan (For Shell Scheme Only)

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

Back Wall


\* Sidewall / Open

\* delete accordingly

\* Sidewall / Open

\* delete accordingly

Open Front

Electric Main Power:

Compressed Air: Water: Breaker: Telephone:

Fluorescent: Spotlight / with arm:

Universal socket / 3 pin: Store Room:

Internet: Shelf:

(Please indicate folding door location)

(Please indicate height)

**Remarks:** Please install shelves for \_\_\_\_\_sqm booth. Position is shown on the layout above.

**Please note** that shelf cannot be installed on the opening side of the booth.

<b>Authorised by:</b> Exhibiting Company: ..... Stand No: ..... Contact: ..... Position: ..... Tel: ..... Fax: ..... Email: ..... Signature: ..... Date: .....	<b>Please complete and return to international stand contractor:</b> <b>Milton Exhibits &amp; Engineering (Shanghai) Ltd. Guangzhou Branch</b> Contact: Ms. Yannis Ye Tel.: +86 20 8128 3143 Fax: +86 20 8128 3150 E-mail: <a href="mailto:yannisye@milton-gz.com">yannisye@milton-gz.com</a>
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## Form-8 Furniture & AV Equipment

Deadline: 20 February 2024

### 8.1 Furniture

- Orders received on and after 21 February 2024 will be subjected to availability and a surcharge of 30%
- Orders received on and after 18 March 2024 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	Information Counter 1030(l) x 535(w) x 780(h) mm	18.00	130.00			
A2	Square Table 600(l) x 600(w) x 760(h) mm	18.00	130.00			
A3	Round Table 800Dia x 720(h) mm	24.00	175.00			
A4	Leather Arm Chair (black)	12.00	85.00			
A5	Folding Chair 460(w) x 400(d) x 455(h) mm	5.00	35.00			
A6	Lockable Cupboard 1030(l) x 535(w) x 750(h) mm	20.00	145.00			
A7	Slope Shelf 1000(l) x 300(w) mm	7.00	48.00			
A8	Flat Shelf 1000(l) x 300(w) mm	6.00	40.00			
A9	Tall Glass Showcase with 2 halogen lights 1030(l) x 535(w) x 2500(h) mm	93.00	680.00			
A10	Low Glass Showcase 1030(l) x 535(w) x 1000(h) mm	66.00	480.00			
A11	Wall Panel 1000(w) x 2500(h) mm	18.00	130			
A12	Carpet/sqm	3.00	17.00			
A13	Refrigerator 45 liter 460(l) x 440(w) x 690(h) mm (not incl. power pt)	73.00	530.00			
A14	Bamboo Palm 1000(h) mm	8.00	60.00			
A15	Bar table/ Stool (1table/3stool)	78.00	570.00			
A16	Graphic printing (A1 size)	14.00	100.00			
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 20 February 2024.**
- 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 **Milton Exhibits & Engineering (Shanghai) Ltd. Guangzhou Branch Co., Ltd.**
- Exhibitors from pavilion have any renting needs, please contact the pavilion's contractor.

<b>Authorised by:</b> Exhibiting Company: ..... Stand No: ..... Contact: ..... Position: ..... Tel: ..... Fax: ..... Email: ..... Signature: ..... Date: .....	<b>Please complete and return to international stand contractor:</b> <b>Milton Exhibits &amp; Engineering (Shanghai) Ltd. Guangzhou Branch</b> Contact: Ms. Yannis Ye Tel.: +86 20 8128 3143 Fax: +86 20 8128 3150 E-mail: <a href="mailto:yannisye@milton-gz.com">yannisye@milton-gz.com</a>
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## Form-8 Furniture & AV Equipment

Deadline: 20 February 2024

### 8.2 AV Equipment

**-Orders received on and after 21 February 2024 will be subjected to availability and a surcharge of 30%**

No.	Description	Rental (EUR)	Rental (RMB)	Qty	Amount (EUR)	Amount (RMB)
C1	50-inch LED screen TV (videos or photos can be played through USB port)	205.00	1,500.00			
C2	60-inch LED screen TV (videos or photos can be played through USB port)	273.00	2,000.00			
C3	120" Projector Screen	85.00	620.00			
C4	150" Projector Screen	127.00	930.00			
C5	180" Projector Screen	145.00	1,065.00			
C6	2500ANSI Lumen Projector	145.00	1,065.00			
C7	3500ANSI Lumen Projector	289.00	2,121.00			
C8	4500ANSI Lumen Projector	434.00	3,183.00			
C9	5500ANSI Lumen Projector	578.00	4,234.00			
C10	2 Hand Held Microphone with wire + Amplifier + Mixer (apply area 40sqm)	574.00	4,200.00			
C11	4 Hand Held Microphone with wire + Amplifier + Mixer (apply area 150sqm)	705.00	5,500.00			
C12	4 x 3 sqm P3 led display+control console	1,412.00	10,350.00			
C13	8 x 4 sqm P3 led display+control console	3,622.00	26,550.00			
<b>Total Cost</b>						

#### Notes :

- The above items are subjected to availability. **No application for items C1-C13 after 17 March 2024.**
- 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 **Milton Exhibits & Engineering (Shanghai) Ltd. Guangzhou Branch.**
- Exhibitors from pavilion have any renting needs, please contact the pavilion's contractor.

<b>Authorised by:</b> Exhibiting Company: ..... Stand No: ..... Contact: ..... Position: ..... Tel: ..... Fax: ..... Email: ..... Signature: ..... Date: .....	<b>Please complete and return to international stand contractor:</b> <b>Milton Exhibits &amp; Engineering (Shanghai) Ltd. Guangzhou Branch</b> Contact: Ms. Yannis Ye Tel.: +86 20 8128 3143 Fax: +86 20 8128 3150 E-mail: <a href="mailto:yannisye@milton-gz.com">yannisye@milton-gz.com</a>
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# 家具及配件租赁 Furniture & Accessory Rental



## 椅子 & 沙发 CHAIRS & SOFAS



**C01A** 黑皮椅  
Leather Arm Chair (Black)  
570 x 440 x 760ht mm



**C63C** 黑皮会议椅  
Leather Chair  
580 x 600 x 900ht mm



**C62C** 黑皮会议椅  
Leather Swivel Chair  
580 x 660 x 880-960ht mm



**C105C** 黑色网椅会议椅  
Meeting Chair  
560 x 600 x 870ht mm



**C30B** 贝壳椅 (白)  
Vada  
600 x 600 x 780ht mm



**C08** 白折椅  
Folding Chair  
510 x 470 x 720ht mm



**C72D** 灰塑椅  
Plastic Chair  
460 x 560 x 810ht mm



**C71** 无扶手铝椅  
Aluminum Chair  
460 x 550 x 800ht mm



**C13** 木纹椅  
Wood Chair  
550 x 550 x 740ht mm



**C26B** 木椅 (白)  
Aqua  
420 x 500 x 930ht mm



**C59B** 白葫芦椅  
Glisso (White)  
480 x 550 x 800ht mm



**C55W** 木纹椅  
Wood Chair  
560 x 500 x 920ht mm



**C77B** 白色潘东椅  
Phantom  
520 x 560 x 810ht mm



**C79C** 黑色树脂椅  
Florence  
420 x 540 x 785ht mm



**BS11B** 白色异型吧椅  
Bar Stool A  
360 x 400 x 760-860ht mm



**BS11C** 黑色异型吧椅  
Bar Stool A  
360 x 400 x 760-860ht mm



**BS29C** 黑色软包皮吧椅  
Bar Stool B  
400 x 430 x 900ht mm



**BS29B** 白色软包皮吧椅  
Bar Stool B  
400 x 430 x 900ht mm



**BS30B** 不锈钢架木座吧椅  
Bar Stool C  
420 x 340 x 960ht mm



**BS02A** 黑色S型吧椅  
Bar Stool D  
420 x 540 x 785ht mm



**BS24C** 黑色鲨鱼嘴吧椅  
Bar Stool E  
570 x 440 x 760ht mm



**S37B** 白色单人沙发  
Sofa A  
730 x 660 x 660ht mm



**S38B** 白色双人沙发  
Sofa Double Seat A  
1580 x 660 x 660ht mm



**S44B** 土司椅  
Bench  
1200 x 430 x 430ht mm



**S01** 钢管沙发  
Sofa B  
800 x 730 x 780ht mm



**S02** 钢管双人沙发  
Sofa Double Seat B  
1300 x 730 x 780ht mm



**S03** 欧意沙发  
Sofa C  
800 x 770 x 760ht mm



**S04** 欧意双人沙发  
Sofa Double Seat C  
1470 x 770 x 760ht mm






























**S11** 圆弧沙发  
Sofa D  
600 x 570 x 720ht mm

# 家具及配件租赁 Furniture & Accessory Rental



## 桌子 TABLES

- |   |   |   |   |
|---|---|---|---|
|      |      |     |    |
| <b>RT01E</b>   白圓桌<br>Round Table (White)<br>dia. 800 x 750ht mm                      | <b>RT02E</b>   木紋圓桌<br>Round Table (Wood)<br>dia. 800 x 750ht mm                      | <b>RT04F</b>   黑圓桌<br>Round Table (Black)<br>dia. 800 x 750ht mm                      | <b>RT07E</b>   玻璃圓桌<br>Round Table (Glass)<br>dia. 800 x 750ht mm                     |
|      |      |      |     |
| <b>BT01B</b>   木紋吧台<br>Bar Table (Wood B)<br>dia. 600 x 1100ht mm                     | <b>BT01C</b>   木紋吧台<br>Bar Table (Wood C)<br>dia. 600 x 1100ht mm                     | <b>BT03C</b>   黑色吧台- 蠟旋腳<br>Bar Table (Black)<br>dia. 600 x 1100ht mm                 | <b>BT06B</b>   玻璃吧台<br>Bar Table (Glass)<br>dia. 600 x 1100ht mm                      |
|     |     |     |    |
| <b>BT16D</b>   白色吧台<br>Bar Table (White)<br>dia. 700 x 1100ht mm                      | <b>BT05C</b>   太空黑吧台<br>Bar Table (Deluxe)<br>dia. 600 x 970ht mm                     | <b>BT05B</b>   白色太空吧台<br>Bar Table (Deluxe White)<br>500 x 560 x 870-970ht mm         | <b>M33</b>   圍布台<br>Long Table w/ skirting<br>1800 x 600 x 750ht mm                   |
|    |    |    |   |
| <b>MT02B</b>   白色會議桌<br>Meeting Table (White)<br>1400 x 700 x 750ht mm                | <b>MT02C</b>   黑色會議桌<br>Meeting Table (Black)<br>1400 x 700 x 750ht mm                | <b>MT06</b>   折疊台<br>Long Table<br>1800 x 600 x 750ht mm                              | <b>MT04W</b>   木紋會議桌<br>Meeting Table<br>2000 x 1000 x 750ht mm                       |
|    |    |    |   |
| <b>CT41B</b>   單人白面不銹鋼架茶几<br>Royce<br>550 x 550 x 470ht mm                            | <b>CT42B</b>   雙人白面不銹鋼架茶几<br>Royce Long (Wooden White)<br>1100 x 550 x 470ht mm       | <b>CT03C</b>   單人黑面黑鐵架茶几<br>Coffee Table (Single Black)<br>550 x 550 x 450ht mm       | <b>CT04C</b>   雙人黑面黑鐵架茶几<br>Long Coffee Table<br>1100 x 550 x 450ht mm                |
|  |  |  |  |
| <b>MT09C</b>   黑色辦公桌帶小櫃<br>Office Desk<br>1200 x 600 x 750ht mm                       | <b>CT42C</b>   雙人黑面烤漆面不銹鋼架茶几<br>Royce Long (Glass Black)<br>1100 x 550 x 470ht mm     | <b>CT04Z</b>   雙人黑面黑鐵架茶几<br>Coffee Table (Double Glass)<br>1100 x 550 x 450ht mm      | <b>CT06</b>   黑圓茶几<br>Round Coffee Table (Black)<br>dia. 600 x 450ht mm               |
|    |    |    |   |
| <b>CT07W</b>   木紋方茶几<br>Coffee Table (Wooden)<br>600 x 600 x 430ht mm                 | <b>CT18C</b>   黑圓茶几<br>Round Coffee Table (Black)<br>dia. 600 x 450ht mm              | <b>CT16</b>   雙人純玻璃茶几<br>Crystal Coffee Table<br>1200 x 600 x 430ht mm                |   |

## 家具及配件租赁 Furniture & Accessory Rental



### 灯具及 电力装置 Electricity & Lighting



ML006 | 日光灯  
Fluorescent Tube (1200L mm)  
40W



ML009 | 镝灯  
HQI Floodlight  
150W



ML0004 | 电源插座  
Power Socket  
Max. 500W



ML002 | 长臂射灯  
Longarm Spotlight  
100W



ML001 | 短射灯  
Spotlight  
100W



ML014 | 筒灯  
Downlight



ML016 | 长臂金卤灯  
Longarm HQI  
70W



ML017 | 座枱石英射灯  
Stand Halogen Spotlight



ML018 | 金卤灯  
HQI  
150W



ML019 | 金卤灯  
HQI  
300W

### 铝型材家具 System Furniture



MA01 | 咨询台  
Information Desk  
1030 x 535 x 750ht mm



MA02 | 锁柜  
Lockable Cabinet  
1030 x 535 x 750ht mm



MA05 | 标准玻璃展示柜  
Low System Showcase  
1030 x 535 x 1000ht mm



MA06 | 高玻璃展示柜  
Tall System Showcase  
1030 x 535 x 2500ht mm



MA08 | 圆角方台  
Square Table  
600 x 600 x 760ht mm



MS02/03 | 平层板 / 斜层板  
Flat Shelf / Sloped Shelf  
1000 x 300W mm



MM01 | 折门  
Plastic Folding Door  
850 x 2000ht mm



MM02 | 铝门  
Lockable Door  
950 x 1910ht mm



M19 | 铁网椅  
Wire Mesh  
900 x 1800ht mm

## 家具及配件租赁 Furniture & Accessory Rental



**其他配件**  
**Accessories**



**E03** | 140升冰箱  
Fridge 140 Litre  
550 x 550 x 1350ht mm



**E06** | 90升冰箱  
Fridge 90 Litre  
550 x 550 x 860ht mm



**E26-1** | 磨豆咖啡机  
Coffee Machine  
300 x 400 x 400ht mm



**E25-2** | LAVAZZA 胶囊咖啡机  
Coffee Machine  
220 x 280 x 350ht mm



**E09** | 台式饮水机  
Water Dispenser (Table Top)  
300 x 300 x 800ht mm



**M16** | 废纸箱  
Waste Basket  
250 x 170 x 290ht mm



**M28** | 黑铁柜  
Metal Cabinet  
400 x 400 x 580ht mm



**M29F** | 白色全身女模无头  
Mannequin (Female White)  
400 x 360 x 1720ht mm



**M29M** | 白色全身男模无头  
Mannequin (Male White)  
500 x 470 x 1720ht mm



**M31M** | 人体模特  
Mannequin  
430 x 200 x 1700ht mm



**M01** | 拉带围栏  
Belt Barricade  
1200 x 820ht mm



**M72** | 落地衣加  
Coat Hanger  
1700ht mm



**M68** | 有轮方管衣架  
Wheel Coat Hanger  
1200 x 500 x 1400-1900ht mm



**M18** | 画架  
Drawing Stand  
1650ht mm



**M05** | 资料架 A  
Catalogue Holder A  
260 x 250 x 1200ht mm



**M07** | 资料架 B  
Catalogue Holder B  
420 x 300 x 1400ht mm



**M67D** | 资料架 C  
Catalogue Holder C  
380 x 1500ht mm



**M34** | 有机玻璃资料架  
Prospekt  
380 x 1500ht mm



**M26** | 玻璃展示柜 A  
Glass Showcase A  
560 x 500 x 1800ht mm



**M27** | 玻璃展示柜 B  
Glass Showcase B  
1000 x 500 x 1800ht mm



**MA01** | 电视  
TV



**MA02** | 轻便电脑  
Laptop



**MA03** | 投影机  
Projector



**MA04** | 屏幕  
Projector Screen

## Form-9 Raw Space Exhibitors

Deadline: 6 February 2024

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

### 9.1 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: <https://www.cfte.com/certification/index> 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 9, Form B4 & B7** to the International Stand Contractor in due time. Please visit the Stand Contractor online system <https://interzumgz.milton-exhibits.cn/> to submit the require forms. 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 same decoration or material in white and clean (fire-proof board or PVC cover in white) must cover the back of that panel in good condition. The elastic cloth and structure of the back of that panel could be shown is not acceptable. If the exhibitor fails to under the above instruction and cover the back of the panel, the Organizer will assign the Stand Contractor for International Halls to assist the rectification before the show opens, and the cost will be deducted from the paid Hall Clearance Deposit.

- a) 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. Island booths are not allowed to construct a full wall on open side.
- b) All stands materials must be fireproof or flame-retardant materials (including: display racks, boards, panels, special booths, stage for performances, etc.). The combustible materials used in a small area should be fireproof before used. Wooden structure materials must be painted with 0.5 kg of oil-based fireproof paint per sqm. The wires must use double-layer insulated wires, and the venue staff have the right to remove materials that do not meet the fire protection requirements. It is forbidden to use flammable materials without fire protection treatment in the exhibition venue. Flame retardant materials are required to be Class B1. It is strictly prohibited to use polyurethane foam, flammable plastic products, ordinary sponges, elastic cloth, yarn products, grid cloth; flammable materials such as bamboo, straw, artificial green plants, and fire-fighting materials are strictly prohibited.
- c) **The span of all wooden structures shall not exceed 6m, and the span of steel structures and steel-wood mixing structures shall not exceed 8m.**
- d) Roof covering is not recommend, if it is necessary for install, a fire extinguisher(4kg) for each 15 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.
- e) All material (including electricity facilities) used in construction must be properly fire-proofed in accordance with the local regulations.
- f) 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.

<b>Authorised by:</b> Exhibiting Company: ..... Stand No: ..... Contact: ..... Position: ..... Tel: ..... Fax: ..... Email: ..... Signature: ..... Date: .....	<b>Please complete and submit to stand contractor online system:</b> <b>Milton Exhibits &amp; Engineering (Shanghai) Ltd. Guangzhou Branch</b> Contact: Mr. Zero Huang Tel.: +86 20 8128 3112 Fax: +86 20 8128 3150 E-mail: <a href="mailto:itg@milton-gz.com">itg@milton-gz.com</a>
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## Form-9 Raw Space Exhibitors

**Deadline: 6 February 2024**

- g) 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.
- h) Detailed booth construction plans should be submitted to the Stand Contractor for International Halls on or before **6 February 2024**.
- i) 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.
- j) The film which would be played in the booth should be in advance for examination by the Stand Contractor for International Halls **on or before 20 February 2024**. The email address to receive the files is [itg@milton-gz.com](mailto:itg@milton-gz.com). The Organizer reserves the rights to prohibit to play the film that have not been approved.
- k) All raw spaces are not allowed to move-in without exhibition liability insurance for the booth. Exhibitors shall submit the public liability insurance policies to 21st Century Insurance Broker Co., Ltd the recommended insurance provider of the exhibition, for review of the relevant terms and conditions **on or before 6 February 2024**. Not pass the examination cannot obtain the construction personnel's entry certificate.
- l) All construction materials and exhibits must be moved out of the fairground and disposed of properly **before 16:00 on 1 April 2024**; Any application for overtime during move-out will not be entertained.
- m) 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.
- n) 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.
- o) 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.

### 9.2 Independent Contractor (Stamp of Contractor)

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

Stand Contractor: \_\_\_\_\_

Address: \_\_\_\_\_

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

Contact: \_\_\_\_\_

Authorized Signatory: \_\_\_\_\_

### 9.3 Submitting of Forms

Detailed booth construction plans should be submitted **on or before 6 February 2024**. This includes **detailed drawings of Layout, Elevation, Steel structure perspective, Electricity, layout plan, Electrical distribution plan, Material description and copy of Chinese Electrician certificate**. 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 login Stand Contractor online system to submit the forms. Please contact Stand contractor to get your login account and passwords.

**\*New\*Important\* Overdue submission of drawings fee: If the drawing is to be submitted after 20 February 2024, a surcharge of RMB2,000 is required.**

<b>Authorised by:</b> Exhibiting Company: _____ Stand No: _____ Contact: _____ Position: _____ Tel: _____ Fax: _____ Email: _____ Signature: _____ Date: _____	<b>Please complete and submit to stand contractor online system:</b> <b>Milton Exhibits &amp; Engineering (Shanghai) Ltd. Guangzhou Branch</b> Contact: Mr. Zero Huang Tel.: +86 20 8128 3112 Fax: +86 20 8128 3150 E-mail: <a href="mailto:itg@milton-gz.com">itg@milton-gz.com</a>
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## Form-9 Raw Space Exhibitors

Deadline: 6 February 2024

### 9.4 Electricity & Water Main Connection

The contractor has to order all necessary electricity, water supply, compressed air, etc with the Stand Contractor for International Halls: **Milton Exhibits & Engineering (Shanghai) Ltd. Guangzhou Branch. Please refer to Form 10 & Form 11.**

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.

### 9.5 Hall Clearance Deposit & Hall Management Fee

**Hall Clearance Deposit:** 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)
200 m <sup>2</sup> and below (includes 200 m <sup>2</sup> )	20,000
201-300 m <sup>2</sup> (includes 300 m <sup>2</sup> )	30,000
301-400 m <sup>2</sup> (includes 400 m <sup>2</sup> )	40,000
401-500 m <sup>2</sup> (includes 500 m <sup>2</sup> )	50,000
501 m <sup>2</sup> and more	60,000

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

#### 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 Hall account on before 20 February 2024.

- A/C Name: Milton Exhibits And Engineering (Shanghai) Ltd Guangzhou Branch Company
- A/C No: 82101 4553 0000 0035 (USD)
- Name of Bank: Shanghai Pudong Development Bank Guangzhou Branch Dong Feng Sub-branch
- Address of Bank: First Floor B, YueCai Building, No.481 Dongfengzhong Road, Guangzhou, China
- Swift Code : SPDBCNSH010

<b>Authorised by:</b> Exhibiting Company: ..... Stand No: ..... Contact: ..... Position: ..... Tel: ..... Fax: ..... Email: ..... Signature: ..... Date: .....	<b>Please complete and submit to stand contractor online system:</b> <b>Milton Exhibits &amp; Engineering (Shanghai) Ltd. Guangzhou Branch</b> Contact: Mr. Zero Huang Tel.: +86 20 8128 3112 Fax: +86 20 8128 3150 E-mail: <a href="mailto:itg@milton-gz.com">itg@milton-gz.com</a>
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## Form-9 Raw Space Exhibitors

Deadline: 6 February 2024

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

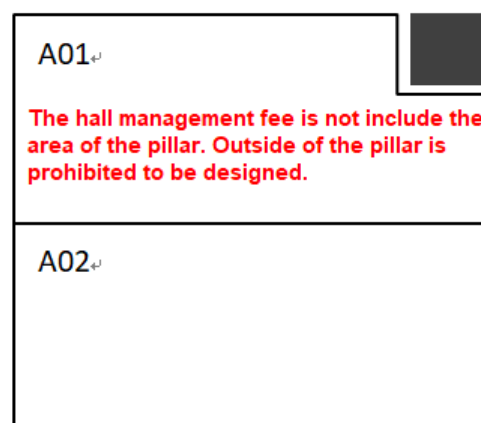
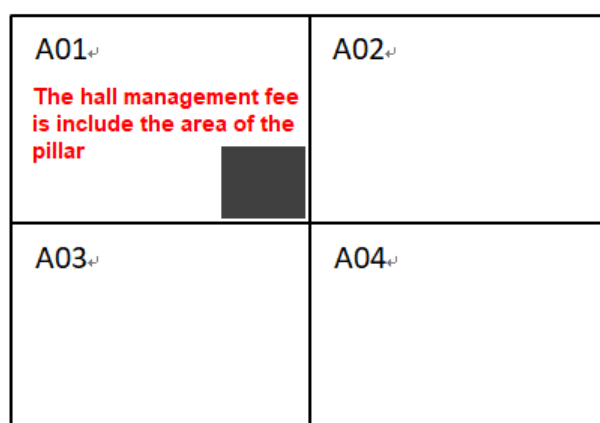
Please pay Hall Clearance Deposit to the Stand Contractor for international Halls Milton on-site before move-in. Should the construction obey the rules and regulation made by organizer and exhibition hall, the back wall is covered according to the request, all walls on open side should be 1/3 open at a minimum for island booth and 2 sides open booth and 3 sides open booth, 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.

Hall Management Fee: **RMB 30/sqm**. This fee is un-refundable after show.

- Booth contractor require to pay for the Hall management Fee: RMB 30/sqm (Include the area of the pillar)
- Booth with the pillar that next to the passageways do not require to pay for the area of the pillar. Outside of the pillar is prohibited to be designed.

### Passageways



Contractor Badges and Loading / Unloading Truck Pass: Please refer to page 48-49 for Notice on the Implementation of the New Badge Application Regulations for Daily Exhibitions at the China Import & Export Fair Complex.

## 9.6 Rules and Regulations

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

<b>Authorised by:</b> Exhibiting Company: ..... Stand No: ..... Contact: ..... Position: ..... Tel: ..... Fax: ..... Email: ..... Signature: ..... Date: .....	<b>Please complete and submit to stand contractor online system:</b> <b>Milton Exhibits &amp; Engineering (Shanghai) Ltd. Guangzhou Branch</b> Contact: Mr. Zero Huang Tel.: +86 20 8128 3112 Fax: +86 20 8128 3150 E-mail: <a href="mailto:itg@milton-gz.com">itg@milton-gz.com</a>
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## **Notice on the Implementation of the New Badge Application Regulations for Daily Exhibitions at the China Import & Export Fair Complex**

All exhibitors and constructors:

In order to purify the exhibition environment of the China Import & Export Fair Complex, strengthen the safety and production of the daily exhibition move-in and move-out and meet the requirements of the traffic police authority that the trucks shall enter the Pazhou area by appointment, the China Import & Export Fair Complex (Areas A, B & C) will implement a real-name appointment system for badge application for move-in/out personnel and trucks for daily exhibitions and the timing inspection for trucks starting from the 51st CIFF (Guangzhou). Given below are the relevant process and charging rates:

### **I. Types of Badges, Charging Rates and Validity Period**

#### **(I) Permits for Move-in/out Personnel**

1. Target Users: During the move-in and move-out, those who need to enter the halls for booth installation, goods transportation/loading & unloading and equipment installation shall apply for permits.
2. Charging Rates: RMB40 per badge (free personal accident insurance premium of RMB10).
3. Validity Period of Badges: A permit shall be valid during the move-in and move-out period stated in a badge, and it is not required to reapply for a badge. For the exhibitions to be held in phases, badges are required for each phase.

#### **(II) Badges for Move-in/out Trucks**

1. Target Users: The freight vehicles that transport installation materials, exhibits and equipment to enter the Complex during the move-in and move-out.
2. Charging Rates: RMB50 per badge for a vehicle, RMB300 deposit.
3. Validity Period of Badges and Deposit Refund: Every time a vehicle passes the entrance/exit verification timing points during the validity period of the vehicle permit, it shall be regarded as a validity period (a vehicle permit can only enter and exit once). The free stay time of the current admission is 150 minutes, and the overtime fee shall be deducted from the deposit (RMB50 deducted for every more than half an hour).

### **II. Process for Badge Application**

#### **(I) Badges for Construction Personnel and Move-in/out Vehicle Permits (It is required to get the badges in advance before entering the Complex):**

1. Log in to the website <https://rczl.ciefc.com> for the daily exhibition badge application system of the China Import & Export Fair Complex to register an account.
2. The on-site person in charge of an entity shall bring the real-name authentication materials to the badge service center to activate the account. Apply for a full-time badge staff card.
3. Each badge applicant shall submit the application for permits for move-in/out personnel and move-in/out vehicle permits through the daily exhibition badge application system of the China Import & Export Fair Complex. After the badge service center has reviewed the badge application materials online, a badge applicant shall print the receipt on the Application Form interface, sign and affix the official seal on the receipt. The full-time badge staff shall present the receipt to the badge service center to pay the fees and collect the badges on the site.

#### **(II) Move-in/out Vehicle Permits:**

1. It is strongly recommended to authorize a constructor or self-register to apply for truck permits in advance according to Item (I) so as not to affect the efficiency of move-in/out.

### **III. Establishment of Badge Service Centers**

The China Import & Export Fair Complex will set up the badge service centers to provide services for all entities of daily exhibitions. Given below are the specific locations:

1. Area A: Counters 6-1 & 6-2, Pearl River Promenade.
2. Area B: Badge Service Center on Zhanchang Road East, Exit A of Pazhou Metro Station (Registration Office for Overseas Buyers of Canton Fair).

3. Area C: Hall 16.1, Exit C of Pazhou Metro Station (Registration Office for Overseas Buyers of Canton Fair).

4. Area D: Counters 17-2& 17-3, Pearl River Promenade.

#### **IV. Badge Service Time**

Starting 10 days before entering the venue, 9:00-18:00 each day.

#### **VII .Traffic hours and road sections of the exhibition trucks**

1. Traffic hours:

(1)From 22:00 in the evening before the day of arrival to 7:00 in the day of arrival and from 9:00 to 15:00 every day during the day of arrival.

(2)From 22:00 in the evening before the day of the withdrawal to 7:00 in the day of the withdrawal and from 16:00-22:00 every day during the withdrawal.

2. Road section:

During the above period, trucks that have applied for the removal of exhibition trucks permit are allowed to enter and exit the exhibition hall on Xingang East Road (Xinhua Express Road to Modisha Road), Yuejiang Road (East Exhibition Road to Modisha Road), East Exhibition Road, East Nanfeng Road, Middle Fengpu Road and South Exhibition Road.

Goods vehicles that have already applied for the registration and removal of goods vehicles will be fined by the traffic police for taking photos during the remaining hours or on the road.

Note: Certification Center consulting tel: 020-89130186,89071064; Zhu Lu 13570937019, Huang Guoyong 13922252004.

The 53<sup>rd</sup> China International Furniture Fair (Guangzhou)

December, 2023

Please return by February 6, 2024

Raw Space Construction Application

**B4**

Booth No : \_\_\_\_\_

Booth Location:		Net Area:	
Name of Exhibitor:			
Contact Person:	Mobile:	Tel:	
Name of Contractor:			
Mobile:		Fax:	
Tel:		Email:	
Contact Person:		Position:	
Equipment being used:			
Construction Plan ( Plan & isometric view, electric illustration.)		<b>Must Enclose</b>	

Company Name : \_\_\_\_\_ Zip Code: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person : \_\_\_\_\_ Date: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail : \_\_\_\_\_

Company Chop : \_\_\_\_\_

Please return by February 6, 2024

## Safety Responsibility Agreement

# B7

Booth No : \_\_\_\_\_

### Exhibitor's Promise

We promise to have understood the *Service Manual* in detail, conscientiously manage and supervise the construction company to design and do construction in accordance with the state related compulsory technical specifications & standards for construction engineering and the requirements of the *Service Manual*, obey the management of the CIFF departments concerned on the construction site, provide fire extinguishing appliance according to rules and wear safety helmets to access the site. We shall be held responsible for any violation. In the event of self-construction, we shall sign and assume responsibility for safety of the construction company.

Principal's Signature: \_\_\_\_\_ (Company Seal)

### Construction Company's Promise

We promise to have understood the *Service Manual* in detail. Upon signature of the Agreement, we shall automatically become a person-in-charge for safety of booth construction, water & electricity use, fire and public security and manage the booth production & construction safety, fire safety and exhibition safety & move-out safety during the CIFF. We manage and do construction in the light of the safe, civilized, economic and effective principle, avoid casualties and property damage accidents in the course of construction and promise as follows:

- ① Be held responsible for safety of our own property and staff, conduct safety production education for the staff beforehand, provide necessary safety measures and buy insurance for them and bear the cost arising therefrom.
- ② Ensure the compliance with all safety rules and assume all responsibilities for booth related safety fire accidents and accidents and for all consequences arising from booth construction quality problems during the exhibition.
- ③ In the event of any booth related casualties and accidents, we shall assume all related loss arising therefrom.
- ④ We promise to accept the supervision and management of the Official Contractor and Convention & Exhibition Center, implement the safety guarantee & rectification measures, eliminate potential hazards any time and guarantee the Complex safety. In the event of any potential safety hazard, we shall conscientiously obey the compulsory management means of the Official Contractor.
- ⑤ In the event of accidents, we shall spare no effort to cooperate with the Organizer in emergency measures and all the aftermaths such as medical and compensation work.

Principal's Signature: \_\_\_\_\_ (Company Seal)

Company Name: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Date: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Company Chop: \_\_\_\_\_

## Form-10 Electricity & Lighting

Deadline: 20 February 2024

### 10.1 Electricity: Electrical Items

Item B1-B3 are for Shell Scheme ONLY.

No.	Description	Rental (EUR)	Rental (RMB)	Qty	Amount (EUR)	Amount (RMB)
B1	100W Longarm Spotlight	17.00	120.00			
B2	40W Fluorescent Tube	17.00	120.00			
B3	13A / 220V Single Phase Socket (max 500W, NOT for lighting connection)	23.00	170.00			
Total Cost						

### For Lighting / Machine Use (Raw Space Exhibitors are compulsory)

No.	Description	Lighting	Machine	Rental (EUR)	Rental (RMB)	Qty	Amount (EUR)	Amount (RMB)
B4	6A/220V (<1.3KW) Single Phase Main Power		No Applicable	64.00	500.00			
B5	10A/220V (<2.2KW) Single Phase Main Power		No Applicable	81.00	630.00			
B6	16A/220V (<3.5KW) Single Phase Main Power		No Applicable	109.00	850.00			
B7	16A/380V (<8KW) Three Phase Main Power			190.00	1,480.00			
B8	25A/380V (<13KW) Three Phase Main Power			286.00	2,230.00			
B9	32A/380V (<16KW) Three Phase Main Power			321.00	2,500.00			
B10	50A/380V (<25KW) Three Phase Main Power			510.00	3,980.00			
B11	63A/380V (<32KW) Three Phase Main Power			641.00	5,000.00			
B12	100A/380V (<50KW) Three Phase Main Power			940.00	7,335.00			
B13	150A/380V (<75KW) Three Phase Main Power			1372.00	10,700.00			
B14	200A/380V (<100KW) Three Phase Main Power			1882.00	14,680.00			
B15	250A/380V (<125KW) Three Phase Main Power			2346.00	18,300.00			
B16	10A/220V(<2.2KW) (Temporary Use Only) Single Phase Main Power			27.00	200.00			
Total Cost								

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

### Notes:

- Please log in Stand Contractor online system: <https://interzumgz.milton-exhibits.cn/> to submit the orders before 6 Feb 2024.
- Orders received on and after 21 February 2024 will be subjected to availability and a surcharge of 30%
- Orders received on and after 18 March 2024 and on-site will be subjected to a surcharge of 50%
- 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 **Milton Exhibits & Engineering (Shanghai) Ltd. Guangzhou Branch**.
- **Orders & Facility questions, please contact:**  
Milton Exhibits & Engineering (Shanghai) Ltd. Guangzhou Branch  
Contact: Mr. Terry Shen / Ms. Yannis Ye  
Tel.: +86 20 8128 3147 / 8128 3143  
E-mail: [terryshen@milton-gz.com](mailto:terryshen@milton-gz.com) / [yannisye@milton-gz.com](mailto:yannisye@milton-gz.com)

## Form-11 Water & Compressed Air

Deadline: 20 February 2024

### 11.1 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)	270.00	1,980.00			
D2	Water pipe per meter	7.00	50.00			
Total Cost						

### 11.2 Compressed Air

No.	Motor Cap	Rental (EUR)	Rental (RMB)	Qty	Amount (EUR)	Amount (RMB)
D3	1 HP / 7.5 bar pressure, 75/liter/minute	281.00	2,189.00			
D4	2 HP / 7.5 bar pressure, 155/liter/minute	354.00	2,759.00			
D5	3 HP / 8 bar pressure, 260/liter/minute	390.00	3,038.00			
D6	5 HP / 8 bar pressure, 420/liter/minute	633.00	4,935.00			
D7	10 HP / 8 bar pressure, 850/liter/minute	1117.00	8,712.00			
D8	15 HP / 8 bar pressure, 1,220/liter/minute	1,688.00	13,168.00			
D9	30 HP / 8 bar pressure, 3,000/liter/minute	3,264.00	25,462.00			
Total Cost						

#### Notes:

- Please log in Stand Contractor online system: <https://interzumgz.milton-exhibits.cn/> to submit the orders before 6 Feb 2024.
- Orders received on and after 21 February 2024 will be subjected to availability and a surcharge of 30%
- Orders received on and after 18 March 2024 and on-site will be subjected to a surcharge of 50%
- Please provide us with a simple sketch of your stand ⇨ See Form 7.
- Price quoted exclude labour and material cost for machine connection.
- The above items are subjected to availability. No application for items D1-D2 on site. Please submit the order for the rest items on or before 20 March 2024.
- 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 **Milton Exhibits & Engineering (Shanghai) Ltd. Guangzhou Branch**.
- **Orders & Facility questions, please contact:**  
Milton Exhibits & Engineering (Shanghai) Ltd. Guangzhou Branch  
Contact: Mr. Terry Shen  
Tel.: +86 20 8128 3147  
E-mail: [terryshen@milton-gz.com](mailto:terryshen@milton-gz.com)

## Form-12 Telephone & Internet

Deadline: 20 February 2024

### 12.1 Telephone & Internet

No.	Description	Unit Price (EUR)	Unit Price (RMB)	Qty	Amount (EUR)	Amount (RMB)
E1	Local Telephone Line Installation (incl. local communication fee.)	113.00	830.00			
E2	DDD/IDD Installation	136.00	1,000.00			
	Deposit of DDD/IDD Line (domestic long-distance communication fee or international communication fee will be deducted from the deposit.)	273.00	2,000.00			
E3	ADSL (Download 5m/s)	259.00	1,900.00			
E4	ADSL (Download 15m/s)	546.00	4,000.00			
E5	Fiber-optic Network (Download 10 m/s)	955.00	7,000.00			
Total Cost						

#### Notes:

- Please log in Stand Contractor online system: <https://interzumgz.milton-exhibits.cn/> to submit the orders before 6 Feb 2024.
- Orders received on and after 21 February 2024 will be subjected to availability and a surcharge of 30%
- Orders received on and after 18 March 2024 and on-site will be subjected to a surcharge of 50%
- Please provide us with a simple sketch of your stand ⇨ See Form 7.
- No application for items E1- E5 after 20 February 2024.
- Please note that all confirmation and invoices are sent by Milton Exhibits & Engineering (Shanghai) Ltd. Guangzhou Branch.
- According to the latest regulations of the exhibition hall,
  - For broadband network, only one computer is allowed to connect.
  - For Wi-Fi, only one laptop / desktop computer is allowed to land.
- **Orders & Facility questions, please contact:**  
 Milton Exhibits & Engineering (Shanghai) Ltd. Guangzhou Branch  
 Contact: Mr. Terry Shen  
 Tel.: +86 20 8128 3147  
 E-mail: [terryshen@milton-gz.com](mailto:terryshen@milton-gz.com)

## Form-13 Heavy & Large Exhibits

Deadline: 8 March 2024

### 13.1 Heavy & Large Exhibits

**Heavy Exhibits** : Any single exhibit exceeding 3000 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:

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

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

\*Please make copies if necessary

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

\*Backwall / Open

*(delete accordingly)*

\*Sidewall / Open

*(delete accordingly)*


\*Sidewall / Open

*(delete accordingly)*

Open Front

<b>Authorised by:</b> Exhibiting Company: _____ Stand No: _____ Contact: _____ Position: _____ Tel: _____ Fax: _____ Email: _____ Signature: _____ Date: _____	<b>Please complete and return to:</b> <b>Guangzhou Zhuoyi Logistics &amp; Forwarding Co., Ltd.</b> Contact: Mr. Herry Hu Tel: +86 139 2227 9697 Email: <a href="mailto:exhibition@zhuoyiwuliu.com">exhibition@zhuoyiwuliu.com</a>
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## Form-14 Freight Forwarding (Area B and Area C)

Deadline: 23 February 2024

### Oversea Exhibits

Guangzhou Zhuoyi Logistics & Forwarding Co., Ltd.  
Contact: Mr. Matt Xiang  
Tel: +86 131 4374 9974 / Fax: +86 20 8228 6935  
Email: Matt\_xiang@zhuoyiwuliu.com

### Domestic Exhibits

Guangzhou Zhuoyi Logistics & Forwarding Co., Ltd.  
Contact: Mr. Herry Hu  
Tel: +86 139 2227 6967 / Fax: +86 20 8228 6935  
Email: exhibition@zhuoyiwuliu.com

## 14.1 Freight Instructions

The Organizer has appointed **Guangzhou Zhuoyi Logistics & Forwarding Co., Ltd** as the official forwarder (Area B & C) for **CIFM / interzum guangzhou 2024**, 28-31 March 2024. Exhibitors are therefore requested to consult them for any matter concerning forwarding of exhibits and on-site co-ordination.

## 14.2 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:

Consignee:

Unit 03, 5/F, Texwood Plaza, No. 6 How Ming Street, Kwun Tong, Kowloon, Hong Kong  
Tel: +852-29500353  
Fax: +852-29500525  
Email: leo@globalnet.com.hk  
exhibition@zhuoyiwuliu.com  
Contact: Mr. Leo Yam

Notify Party:

SAME AS CONSIGNEE

Otherwise, we cannot be responsible for any delay or complication. Draft BL should be sent to us before issue final BL.

## 14.3 TIME SCHEDULE

## ARRIVAL TIME

### (1) CARGO RECEIVING DEADLINES-OVERSEAS SHIPMENTS

- EXHIBITS ARRIVE IN HONG KONG
- SEA SHIPMENT
- AIR SHIPMENT

**Mar. 1– 2, 2024**  
**Mar. 3 – 4, 2024**

### (2) DOCUMENT DEADLINES FOR APPENDIX I – II

- APPENDIX I - TRANSPORT ORDER TO Guangzhou Zhuoyi Logistics & Forwarding Co., Ltd.
- APPENDIX II - "DECLARATION FORM FOR TEMPORARY IMPORT EXHIBITS"

**BEFORE Feb. 23, 2024**

### (3) CENSORSHIP ITEMS (PROMOTIONAL MATERIALS) to

Guangzhou Zhuoyi Logistics & Forwarding Co., Ltd. HONG KONG for customs censorship

**BEFORE Feb. 23, 2024**

### (4) INBOUND PAYMENT TO

GuangZhou Zhuoyi Logistics & Forwarding Co., Ltd.

**BEFORE Mar. 21, 2024**

### 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 **23 Feb 2024**, 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

#### 14.4 CUSTOMS & EXHIBITION DOCUMENTS REQUIREMENT

- 1 set of "Declaration Form for Temporary Import Exhibits" (Enclosed Appendix II)
- 1 copy of "TRANSPORT ORDER TO Guangzhou Zhuoyi Logistics & Forwarding Co., Ltd" (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 Guangzhou Zhuoyi Logistics & Forwarding Co., Ltd. Hong Kong. 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 Tel no. +86 13143749974 or email to: Matt\_xiang@zhuoyiwuliu.com

#### 14.5 SERVICES AND RATES FOR HANDLING OF EXHIBITS

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

Receiving exhibits at Guangzhou Zhuoyi Logistics & Forwarding Co., Ltd 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	USD57 / CBM OR 1000KGS
Over 3CBM ~ 6CBM	USD57 / CBM OR 1000KGS
Over 6CBM	USD56 / CBM OR 1000KGS

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

MIN. 1CBM/EXHR/CONSIGNMENT

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

Shipment under 6 cbm	USD16 / CBM OR 1000KGS/EXHIBITOR
Shipment over 6 cbm (includeing 6cbm)	USD14 / CBM OR 1000KGS/EXHIBITOR

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

<b>HANDLING RATE:</b>	USD35 / consignment/exhibitor
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**IV) RETURN MOVEMENT FROM EXHIBITION BOOTH TO HONG KONG SEAPORT/AIRPORT**

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

**V) INPUT OF "DECLARATION FORM OF TEMPORARY IMPORT EXHIBITS" INTO CUSTOMS COMPUTER**

SERVICE FEE	USD5 / page/exhibitor
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**VI) EDI CUSTOMS FEE (Applicable to both inbound and outbound shipment)**

- Container	USD5 /cbm/1000kgs/exhibitor (min.23cbm/20'GP & min.46cbm/40'GP)
- LCL / BREAK BULK	USD45 /consignment/ exhibitor

**VII) Hong Kong Local Pick up / Delivery (at ground floor warehouse) charge**

Service Rate	USD10.00/CBM
Plus additional heavy-lift surcharges for individual package	
- 151 ~ 2,000KGS / PKG	USD120/consignment/time
- 2,001 ~ 5,000KGS / PKG	USD180/consignment/time

**VIII) TRANSLATION OF "DECLARATION FORM FOR TEMPORARY IMPORT EXHIBITS" FROM ENGLISH TO CHINESE**

Service Rate	USD5 /page Min. USD10/consignment
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**IX) WAREHOUSE STORAGE CHARGES**

Exhibits arrive before deadline	USD10.00/CBM/1000KG
Exhibits stay at HK after free storage	USD10.00/CBM/1000KG

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

FOR INDIVIDUAL PACKAGE				RATES OF THE SURCHARGES	
PARAMETER					
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.

**XII) REMARKS**

1. Above rates exclude THC, D/O fee, 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 GuangZhou Zhuoyi Logistics & Forwarding Co., Ltd. for the cost if they incur.
2. Minimum charge: -
  - a) 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.
- Flat rack, open top or high-cube container	: Minimum 25 FREIGHT TONS per 20' container.
	: Minimum 50 FREIGHT TONS per 40' container.
  - b) Air consignment - 120 freight kilos / every exhibitor / every air freight consignment
3. Volume and weight conversion in airfreight rate is 6 cbm = 1000 kilo.
4. Above rates exclude, port security manage fee pay to China Government **(0.2% 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.
5. Customs tax / duty  
All exhibits are arranged as temporary imported goods. If an exhibit is only for display or demonstration in the fair, there is no any tax / duty will be charged by customs. But if after the fair closing, any exhibit is sold, abandoned or given to domestic company etc., according to the Chinese Custom regulation, tax / duty and storage fee will be charged. Moreover, for souvenir (i.e. pen, clock, watch, key chain, etc.), Chinese Customs will consider to charge tax / duty according its actual quantity and value.
6. Cargo arrived beyond deadline, **an additional handling surcharge 30% (Min.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.
7. All freight charge must be settled in accordance with our schedule mentioned on attachment **(TIME SCHEDULE)**. A **2.5% outlay commission** will be added for unpaid invoice beyond fair open date.
8. Above rates are based on General Cargoes (packed or unpacked) only. For specialized cargoes which need hiring of floating cranes, lighters etc., additional charges will be levied in accordance with actual outlays.
9. Return exhibits can only be shipped out after the completion of customs clearance, which normally takes 14 working days, counting from the first working day after the move-out operation is done, to finish. Should exhibitor ask for priority or express service to accommodate its needs, a 50% additional charge on top of the official tariff will be requested to cover the extra effort spent; and the final decision is subject to the Customs' approval.
10. Unpacked cargo without container is not accepted.
11. Our fees and charges are subject to revision so as to reflect any increase in our costs caused by exchange rate variations, increased freight or fuel charges, adjustments in insurance premium, revise of the tariff of our agent at exhibition city, or increases of any other charges pertaining to the shipment of this consignment beyond the control of this company which come into effect after acceptance of your order and prior to delivery to the consignee.
12. All inbound and outbound shipments (sea freight, air freight, or land/rail freight) must be consigned as per our consignment instruction and on **"FREIGHT PREPAID"** basis; otherwise we shall levy **5% commission** on the freight, which we pay on your behalf to the local carriers. The willingness of paying 5% commission, by exhibitors, is not the only criterion factored in Guangzhou Zhuoyi Logistics & Forwarding Co., Ltd. discretion of accepting this request, all

subject to Guangzhou Zhuoyi Logistics & Forwarding Co., Ltd. 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 Guangzhou Zhuoyi Logistics & Forwarding Co., Ltd. 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 GUANGZHOU ZHUOYI LOGISTICS & FORWARDING CO., LTD. all related shipping documents according to the **Time Schedule and Consignment Instruction**.
17. GUANGZHOU ZHUOYI LOGISTICS & FORWARDING CO., LTD. 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. GUANGZHOU ZHUOYI LOGISTICS & FORWARDING CO., LTD. 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 GuangZhou Zhuoyi Logistics & Forwarding Co., Ltd.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. Guangzhou Zhuoyi Logistics & Forwarding Co., Ltd. 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 Guangzhou Zhuoyi Logistics & Forwarding Co., Ltd (copies available on request from the company) and which, in certain cases, exclude or limit the company's liability.

**Note: To ensure smooth handling of exhibits, please contact Guangzhou Zhuoyi Logistics & Forwarding Co., Ltd. for the Official Shipping Manual. Failure to comply with the points in manual is likely to create problems and additional expenses.**

## Form-15 Exhibition Staff

Deadline: 8 March 2024

### Exhibition Staff

#### 15.1 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						180	1,300		
Japanese / Chinese						280	2,100		
Korean / Chinese						280	2,100		
German / Chinese						290	2,200		
French / Chinese						290	2,200		
Italian / Chinese						310	2,400		
Spanish / Chinese						310	2,400		
Others: (Please specify)						upon request			
Receptionist						160	1,200		

#### 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.

<b>Authorised by:</b>		<b>Please complete and return to</b>	
Exhibiting Company: .....	Stand No: .....	<b>Koelnmesse (Beijing) Co., Ltd. Guangzhou Branch</b>	
Contact: .....	Position: .....	Contact: Mr. Kevin Cai	
Tel: .....	Fax: .....	Tel.: +86 20 8755 2468*317	
Email: .....		Fax: +86 20 8755 2970	
Signature: .....	Date: .....	E-mail: <a href="mailto:kevin.cai@koelnmesse.cn">kevin.cai@koelnmesse.cn</a>	

## Form-16 Hotel Reservation

Deadline: 13 March 2024

### 16.1 Hotel List

To ensure that you have a pleasant trip at **CIFM / interzum guangzhou 2024**, 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.

[Online hotel booking system](#)

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>The Westin Pazhou (5*)</b> Deluxe Room	5 Minutes By Walk	RMB1,800 NET	RMB1,900 NET	Breakfast Included Free Internet Service
<b>Shangri-La Hotel Guangzhou (5*)</b> Premier Room	10 Minutes By Walk	RMB1,500 NET	RMB1,600 NET	Breakfast Included Free Internet Service
<b>Langham Place Guangzhou (5*)</b> Deluxe Room	8 Minutes By Walk	RMB1050 NET	RMB1150 NET	Breakfast Included Free Internet Service
<b>Four Points By Sheraton Guangzhou Dongpu (4*)</b> Comfort Room	20 Minutes By Vehicle	RMB950 NET	RMB1,050 NET	Breakfast Included Free Internet Service
<b>La Yada Hotel (4*)</b> Deluxe Room	8 Minutes By Vehicle / Wanshengwei Station (line 8)	RMB660 NET	RMB740 NET	Breakfast Included Free Internet Service
<b>GHIC The Mulian Hotel of Bio-Island Guangzhou (4*)</b> Deluxe Room	10 Minutes By Vehicle / Guanzhou Station (line 4)	RMB600 NET	RMB650 NET	Breakfast Included Free Internet Service
<b>Someset Bio-Island Guangzhou (4*)</b> Deluxe Room	10 Minutes By Vehicle / Guanzhou Station (line 4)	RMB500 NET	NIL	Breakfast Included Free Internet Service
<b>Pazhou Hotel (3*)</b> Standard Room	8 Minutes By Vehicle / Modiesha Station (Line 8)	RMB560 NET	RMB520NET	Breakfast Included Free Internet Service
<b>Gondola Taikoo Hotel (3*)</b> Standard Room	30 Minutes By Vehicle / Shayuan Station (Line 8)	RMB418 NET	RMB448 NET	Breakfast Included Free Internet Service

#### Notes:

1. Room rates are inclusive of 15% government tax and service charge.
2. Additional 3.2% admin fee will be levied if pay by credit card.
3. Your room booked will be held till **6pm** unless requested for late check in.
4. Cancellation must be made before **13 March 2024**. Later than this date will cost full room charge as cancellation fee.
5. **Booking deadline: 13 March 2024**

<b>Authorised by:</b> Exhibiting Company: ..... Stand No: ..... Contact: ..... Position: ..... Tel: ..... Fax: ..... Email: ..... Signature: ..... Date: .....	<b>Please contact travel agent for your hotel reservation</b> <b>Burnaby Solutions Guangzhou</b> Contact: Mr. Peter Tang Tel.: +86 134 1641 6688 Fax: +86 20 3401 7093 E-mail: <a href="mailto:peter@burnaby.com.cn">peter@burnaby.com.cn</a> <a href="#">Online hotel booking system</a>
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## Form-16 Hotel Reservation

Deadline: 13 March 2024

### 16.2 Hotel Reservation

#### 1. 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: \_\_\_\_\_

#### 2. Local Tours:

Guangzhou one day Tour (seat-in-coach) – RMB600 net per person including interpreter and group lunch

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

#### 3. 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): \_\_\_\_\_

#### 4. Booking guaranteed by CREDIT CARD

I hereby guarantee my booking by my following valid Credit Card (3.2%admin fee) :

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

Online hotel booking system:

<http://guangzhou.burnaby.com.cn/interzum>

<b>Authorised by:</b> Exhibiting Company: _____ Stand No: _____ Contact: _____ Position: _____ Tel: _____ Fax: _____ Email: _____ Signature: _____ Date: _____	<b>Please contact travel agent for your hotel reservation</b> <b>Burnaby Solutions Guangzhou</b> Contact: Mr. Peter Tang Tel.: +86 134 1641 6688 Fax: +86 20 3401 7093 E-mail: <a href="mailto:peter@burnaby.com.cn">peter@burnaby.com.cn</a> <a href="http://guangzhou.burnaby.com.cn/interzum">Online hotel booking system</a>
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## Form-17 Insurance and Liabilities

Deadline: 6 February 2024

### 17.1 Letter of Commitment for Insurance and Liabilities

In order to protect the safety of staff working on-site and insure against any risk of liability to any exhibitor. Its respective appointed contractor arising from the use or construction of each raw space during the move-in days, each raw space exhibitor is required to purchase a liability insurance plan. Each liability insurance plan should be reviewed and approved by our officially appointed insurance company, **21st Century Insurance Broker Co., Ltd.** before processing its application such as getting booth design approval, ordering electricity and settling hall management fees, etc prior to moving-in.

As the officially appointed insurer for the Exhibition, **21st Century Insurance Broker Co., Ltd** will provide the most preferential conditions and insurance services to the Exhibition, including on-site insurance applications, on-site supervision on safety, dealing with insured accidents and claim payments etc. Below is the contact detail for your good reference.

Exhibitors shall submit the public liability insurance policies to **21st Century Insurance Broker Co., Ltd** the recommended insurance provider of the exhibition, for review of the relevant terms and conditions **on or before 6 February 2024**. Not pass the examination cannot obtain the construction personnel's entry certificate.

#### 21st Century Insurance Broker Co., Ltd.

Suite 707, Hongqiao Yincheng Tower,  
No.933 Zhongshan West Road,  
Shanghai, 200051, P.R.China  
Tel: +86 21 5111 3250  
Mobile: +86 138 1887 2429  
Attn: Ms. Kaelyn Zhu  
Email: yzerm2@163.com

1. All raw space contractors, exhibitors should be named as the insured under such liability insurance plan.
2. The liability insurance plan of each raw space exhibitor should cover the following:
  - 1) All the buildings in the exhibition venue, all kinds of fixed equipment, the ground and the foundation in the exhibition area. Cumulative compensation shall not exceed RMB1,000,000;
  - 2) All compensation, medical expenses and any other related fees caused by personal injury suffered by any insured staff, any workers; Cumulative compensation shall not exceed RMB3,000,000; and the cumulative compensation per person shall not exceed RMB1,000,000;
  - 3) All compensation, medical expenses and any other related fees caused by personal injury suffered by any third party; Cumulative compensation shall not exceed RMB 4,000,000 and the cumulative compensation per person shall not exceed RMB1,000,000;
  - 4) The insurance premium for such liability insurance plan shall be no less than USD 100.

<b>Authorised by:</b> Exhibiting Company: ..... Stand No: ..... Contact: ..... Position: ..... Tel: ..... Fax: ..... Email: ..... Signature: ..... Date: .....	<b>Please complete and return to the Risk Consultant</b> <b>21st Century Insurance Broker Co., Ltd.</b> Contact: Ms. Kaelyn Zhu Tel.: +86 21 5111 3250 Mob: +86 138 1887 2429 E-mail: <a href="mailto:yzerm2@163.com">yzerm2@163.com</a>
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