

# **PGIE&CIFA2024**

## **Manual for Exhibitors**

**June 03-05, 2024 | ZZICEC-HENAN**

**ORGANIZING**  
**Golden Conference & Exhibition Group**  
**Shanghai Supervip Exhibition Co.,Ltd.**

**Contact List of Exhibition Services:**

**Organizing Committee:**

**Golden Conference & Exhibition Group-Shanghai Supervip Exhibition Co.,Ltd.**

Add: Room 1006, Block C, North Building, Senlan Meihuan, No.519, Qifan Road, Pudong New District, 201208, Shanghai, PRC

Tel: +86-021-64396190 /50131760 Fax: +86-021-5013-1761

E-mail: info@goldenexpo.com.cn

**International Marketing**

Mobile: +86-18221431825 Contact: Yan Yaoyao

E-mail: marketing@goldenexpo.com.cn

**Official Booth Constructor: Shanghai Haibo Exhibition Service Co., Ltd.**

Add: Room 401, No. 3, Lane 251, Songhuajiang Road, Yangpu District, Shanghai

Contact: Mr Zhang

Tel: +86-21-65685037/65677157 Fax: +86-021-6568-5015

Mobile: +86-13564063679 E-mail: haiboshow@163.com

**Recommended Special Booth Constructor 1:**

**Shanghai Top Sequoia Exhibition Co., Ltd.**

Contact: Mr. Hu Mobile: +86-13472732183

E-mail: 1513308917@qq.com

**Recommended Special Booth Constructor 2:**

**Shanghai Haibo Exhibition Service Co., Ltd.**

Contact: Mr. Wen Mobile: +86-13482410499

E-mail: weipengfei1015@163.com

**Refrigerator Rental: Shanghai Zhuhua Exhibition Service Co., Ltd.**

Contact: Mr Huang Tel: +86-13916324629

E-mail: huangjie7745@163.com

**Official Freight Forwarder: APT Showfreight Shanghai Co., Ltd.**

R.12B3, Oriental Viking Building, 333 Xian Xia Road, Shanghai 200336 China

Tel: +86 (21) 6124 0090 Ext. 310 Fax: +86 (21) 6124 0091

Contact: Ms Irene Wang Email: irene.wang@aptshowfreight.com

**Accommodation: Shanghai Mengxuan Exhibition Services Co., Ltd.**

Contact: Mrs. Xu Phone: +86-13761531951

Tel: +86-4001148966 E-mail: xuweiwei@mxydt.com

**Translation Service: Shanghai Youde Business Services Co., Ltd.**

Contact: Mrs. He Phone: +86-18616609287

E-mail:1072912183@qq.com

## **1. Exhibition information**

**1) Venue:** Zhengzhou International Convention and Exhibition Center (No.1 Central Park, Business Inner Ring Road, Zhengdong New District, Zhengzhou, China)

### **2) Traffic Direction to ZZICEC (Zhengzhou):**

#### **From outside the city to ZZICEC**

•From Zhengzhou Xinzheng International Airport

By airport bus: Distance: 32 kilometers; Time: About 1 hour and 50 minutes.

•From Zhengzhou Xinzheng International Airport

By Metro Line 2 or taxi: Distance: 32 kilometers; Time: about 40 minutes.

•From Railway Station

By Metro Line 1 or No. 26 Bus line: Distance: 9 km; Time: about 50 minutes.

•From High-speed rail station

By Metro Line 1 or No. 162 Bus line: Distance: 4.6 kilometers; Time: about 1 hour.

#### **In the city to ZZICEC**

•Zijingshan ( By Metro Line 1, No. 205, No. 919 or No. 195 Bus line) Distance: approximately 5.5 kilometers.

•Erqi Square ( By Metro Line 1, No. 26, and No. 312 Bus line) Distance: approximately 7.5 kilometers.

•Lvcheng Square ( By Metro Line 1, No. 919 Bus line) Distance: about 13 kilometers.

•Metro Line 1: Take Line 1 to Convention and Exhibition Center Station.

•Metro Line 4: Take Line 4 to Convention and Exhibition Center Station.

•Metro Line 5: Take Line 5 to Central Business District, and then transfer to Line 4 to Convention and Exhibition Center Station.

### **3) Registration and Exhibit Move-in:**

Exhibitors should register at the specified date, and to get the Exhibitor Badges with name cards at the On-site Reception of Organizing Committee in ZZICEC. The date is June 01-02, 2024 (09:00 am-17:00 pm is valid)

### **4) Exhibit Move-out:**

The exhibits should be moved out from 14:00 pm-18:00 pm on June 05, 2024. Please applying for the Move-out Card at the On-site Reception of the Organizing Committee, and moving out completed within the stipulated period.

### **5) Detailed Schedule:**

|                |                  |                   |
|----------------|------------------|-------------------|
| Move-in:       | June 01-02, 2024 | 09:00 am-17:00 pm |
| Opening hours: | June 03, 2024    | 09:00 am-17:00 pm |
|                | June 04, 2024    | 09:00 am-17:00 pm |
|                | June 05, 2024    | 09:00 am-14:00 pm |
| Move-out:      | June 05, 2024    | 14:00 pm-18:00 pm |

### **3. Exhibition hall-related technical data**

The Zhengzhou International Convention and Exhibition Center has a construction area of 226,800 square meters. Its facilities include a conference center, an exhibition center, an outdoor exhibition venue of 17,000 square meters, and an outdoor parking lot of 45,000 square meters. With a area of 33,000 square meters, Hall 1 set up 1,772 standard booths, with a clear height of 14 meters and a floor load of 5 tons/m<sup>2</sup>. The area of Hall 2 reaches 32,000 square meters, can own 1,622 standard booths, with a clear height of 17.6 meters as well as a ground load of 1.5 tons/m<sup>2</sup>. There is a three-story corridor (240mx26m), and the outdoor exhibition area reaches 38,000 square meters. Outdoor parking covers 45,000 square meters in size, can accommodate 1,800 cars.

### **4. The Rule of Using Hall**

- 1) Exhibits transportation, installation and operation of presentation can not exceed the floor load capacity. Any oversized, overweight objects operation should be declared in advance organizer. It can bring into the hall after approved.
- 2) Maximum booth height is **4.4m**. Any part of the exhibition hall could not break into the nails, screws, or drill holes, the suspension, plaster without authorization.
- 3) All machines should be installed safety devices during operation. Only when the machine was cut off power supply, the safety device can be removed.
- 4) Exhibitors can only operate machines, apparatus at the leased area, and it need qualified personnel to operate. It is not allowed to operate without supervision by qualified personnel. Visitors must maintain a relatively safe distance from the machine, and suggested that use safety protective equipment.
- 5) The following exhibits must obtain written approval from the relevant departments:
  - 5.1. As exhibits on display or apply any heat, iron grills, heaters or open flame devices, candles, lanterns, torches, welding equipment, or other smoke substances.
  - 5.2. Display and use any deemed hazardous wiring, mechanism and chemical device. For the doubtful device or the device may be treated as hazardous material, should be submitted to the relevant departments.
  - 5.3. The toxic or dangerous materials, including flammable liquids, compressed gases and hazardous chemicals.

### **5. Other matters**

- 1) Catalog will freely publish Profile of the company within 200 words for all exhibitors. Please send your company profile to the organizers before May 05, 2024.
- 2) Organizers offer free tickets for exhibitors to invite customers, please contact organizers if you need this service.
- 3) Please pay the remaining costs before April 30, 2024. Otherwise the organizer treats as a waiver. The paid fee cannot be returned.
- 4) Exhibits are required to transport in the hall before June 03, 2024. Otherwise, you need take on the aftermath by yourselves.
- 5) Exhibitors should bring business license and proof of product-related materials in order

to safeguard consumer interests. It is strictly prohibited exhibit fake and shoddy products.

- 6) In order to ensure the overall image of the exhibition, the organizers reserve the authority of negotiating with the exhibitors and ultimately adjust the booths. We hope the exhibitor agree with our work.
- 7) Exhibitors booth shall not be privately leased, transferred, shall not be displayed unrelated products with this exhibition, shall not be sold at the exhibition venue. Otherwise treated as disturb the order of exhibition and withdraw its exhibition booth, the paid costs are not refunded.
- 8) Exhibitor representatives should strictly abide by the opening (09:00 am) closed (17:00 pm) time, arrive at their posts at 08:50 am every day. You need take on the aftermath by yourselves if you did not arrive the posts on time.
- 9) If you have other demands, please contact us and we will do our best to serve you.

**Organizing committee office:**

**Golden Conference & Exhibition Group**

**-Shanghai Supervip Exhibition Co.,Ltd.**

Add: Room 1006, Block C, North Building, Senlan Meihuan, No.519, Qifan Road, Pudong New District, 201208, Shanghai, PRC

Tel: +86-021- 64396190/50131670

Fax: +86-021-5013-1761

E-mail: [info@goldenexpo.com.cn](mailto:info@goldenexpo.com.cn)

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



**【 Form 2 】 LEASE OF ADDITIONAL FURNITURE 【Deadline: June 03-05, 2024】**

| No.    | Item                                       | UOM | U/P (¥) | QTY. | Remark   |
|--------|--|-----|---------|------|----------|
| H-01   | Information Desk(1030L*535W*800Hmm)        | ea  | 150.00  |      |          |
| H-02   | Lockable Cupboard(1030L*535W*800Hmm)       | ea  | 180.00  |      |          |
| H-03   | Glass Round Table (750φ*750Hmm)            | ea  | 120.00  |      |          |
| H-04   | Reception Counter (90°1980φ-1200Hmm)       | ea  | 850.00  |      |          |
| H-05   | Conference Chair (500W*450D*450SHmm)       | ea  | 60.00   |      |          |
| H-06   | Folding Chair (460W*400D*455SHmm)          | ea  | 30.00   |      |          |
| H-07   | Bar Stool (300φ*750SHmm)                   | ea  | 80.00   |      |          |
| H-08   | Low Glass Showcase (1030L*535W*1000Hmm)    | ea  | 350.00  |      |          |
| H-09   | Tall Glass Showcase (535L*535W*2000Hmm)    | ea  | 550.00  |      |          |
| H-10   | Tall Glass Showcase (1030L*535W*2000Hmm)   | ea  | 600.00  |      |          |
| H-11   | Low Display Cube (535L*535W*500Hmm)        | ea  | 120.00  |      |          |
| H-12   | Tall Display Cube(535L*535W*800Hmm)        | ea  | 150.00  |      |          |
| H-13   | Sloped/Flat/Glass Shelf (1000*300)         | m   | 60.00   |      |          |
| H-14   | Clothes Rack (1800L*450W*1520Hmm)          | ea  | 80.00   |      |          |
| H-15   | Folding Door (950W*2000Hmm)                | ea  | 200.00  |      |          |
| H-16   | Aperture Board (2353L*963W)                | ea  | 250.00  |      |          |
| H-16-1 | Aperture Board (1400L*970W)                | ea  | 200.00  |      |          |
| H-17   | Net Piece (900L*1200Hmm)                   | ea  | 35.00   |      |          |
| H-18   | Long Arm Spotlight                         | ea  | 100.00  |      |          |
| H-19   | Short Arm Spotlight                        | ea  | 100.00  |      |          |
| H-20   | Fluorescent Lamp                           | ea  | 120.00  |      |          |
| H-21   | HQI Floodlight                             | ea  | 280.00  |      |          |
| H-22   | Socket                                     | ea  | 80.00   |      |          |
| H-23   | Barricade                                  | m   | 100.00  |      |          |
| H-24   | PDP 42/                                    | ea  | 1000.00 |      | Per expo |
| H-24-1 | LCD 42/                                    | ea  | 1500.00 |      |          |
| H-25   | Fridge                                     | ea  | 1500.00 |      |          |
| H-26   | Document Shelf                             | ea  | 180.00  |      |          |
| H-27   | Water Dispenser (including barreled water) | ea  | 200.00  |      |          |

\* Rental is for the whole show period. For more requirement, please contact us.

\* All items are on rental based and any cancellation of orders will not be refunded.

\* The payment must be made before the deadline, otherwise your order would not be valid.

Please send us the remittance proof with your company's name and booth number.

**EXHIBITOR'S ACKNOWLEDGE**

Contact Person: \_\_\_\_\_ Position: \_\_\_\_\_

Company Name: \_\_\_\_\_

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

Booth Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Date: \_\_\_\_\_ Signature & Company Chop: \_\_\_\_\_

**【 Form 3 】Lease of Supporting Facilities (Electricity) 【Deadline: June 03-05, 2024】**

※ Power for Lighting and monitor for electric fire (The rates for facilities outside the venue are 50% of the basic rates )

| No    | Specifications                            | U/P (¥)  | QTY | Amount |
|-------|---|----------|-----|--------|
| 1     | 16A 380V three-phase power supply (7.5KW) | 1,500.00 |     |        |
| 2     | 32A/380V three-phase power supply (15KW)  | 2,600.00 |     |        |
| 3     | 63A/380V three-phase power supply (30KW)  | 5,000.00 |     |        |
| 4     | 100A/380V three-phase power supply (50KW) | 6,000.00 |     |        |
| 5     | Temporary electricity consumption         | 500      |     |        |
| 6     | Carton deposit (Matching application)     | 800      |     |        |
| Total |   |          |     |        |

※ Power for Machinery and Monitoring Box (The rates for facilities outside the venue are 50% of the basic rates )

| No    | Specifications                            | U/P (¥)  | QTY | Amount |
|-------|---|----------|-----|--------|
| 1     | 16A/380V three-phase power supply (7.5KW) | 1,600.00 |     |        |
| 2     | 32A/380V three-phase power supply (15KW)  | 2,700.00 |     |        |
| 3     | 63A/380V three-phase power supply (30KW)  | 5,100.00 |     |        |
| 4     | 100A/380V three-phase power supply (50KW) | 6,100.00 |     |        |
| 5     | Carton deposit (Matching application)     | 800      |     |        |
| Total |   |          |     |        |

We will charge 50% of the basic rates for late applications, 100% of the basic rates for onsite application, 50% of the basic rates for 24h power supply, and electric box displacement onsite will be charge 100% displacement fee.

**Be sure to prepare the secondary electrical box and cables in advance. All electrical boxes must not be placed in a closed space**

**Note:**

- ① Level I circuit boxes are counted by official constructor
- ② Level II circuit boxes (lighting part) are replaced by electric fire monitor, exhibitors or constructors don't need bring their own Level II circuit boxes, application method is same as level I circuit box, official constructor counts the quantity and report to NECC.

All lease orders shall be provided and installed by designated supplier.

The raw space exhibitors shall rent a three-phase power supply for lighting. If you require electricity supply for both lighting and power circuits, individual applications for each shall be separately submitted.

The exhibitors or constructors renting a three-phase power supply shall email us appropriate location of the circuit boxes by June 03-05, 2024, otherwise we will stall it anywhere inside your booth.

The low-voltage power supply system at the venue is a three-phase five-wire 380V 50Hz system. Power distribution at the booths shall comply with the same standards. If any exhibit requires different voltage or frequency, the exhibitor or constructor shall bring their own power converters to resolve the issue.

All orders shall be fully paid, we will charge 50% of full payment if you cancel the order. It is not acceptable for cancellation onsite and no refund. Please contact us for any other items that are not mentioned.

**Payment methods: All orders shall be paid in full.**

- (1) Cash
- (2) T/T to follows account:

**Beneficiary Name:** SHANGHAI HAIBO EXHIBITION SERVICE CO., LTD.

**Beneficiary Bank:** Bank of Shanghai Dinghai Sub-branch

**Beneficiary account number:** 31668303000335664

**SWIFT CODE:** BOSH CNSH    **CNAPS:** 325290004312

**The payment shall be paid by deadline, then the orders will be valid.**

Contact: Mr. Zhang

Tel: +86-021-65685037/65677157

E-mail: haiboshow@163.com

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**EXHIBITOR'S ACKNOWLEDGE**

Contact Person: \_\_\_\_\_ Position: \_\_\_\_\_

Company Name: \_\_\_\_\_

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

Booth Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Date: \_\_\_\_\_ Signature & Company Chop: \_\_\_\_\_

**【 Form 4】Lease of Supporting Facilities (Water & Gas)【Deadline: June 03-05, 2024】**

※ **Internet**(Must declare in advance) (The rates for facilities outside the venue are 50% of the basic rates)

| No    | Specifications  | U/P (¥)  | QTY | Amount |
|-------|---|----------|-----|--------|
| 1     | LAN access(50M exclusive Internet access)                     | 3,000.00 |     |        |
| 2     | LAN access(100M exclusive Internet access)                    | 4,500.00 |     |        |
| 3     | LAN access(200M exclusive Internet access)(Public IP address) | 6,500.00 |     |        |
| 4     | LAN access(300M exclusive Internet access)(Public IP address) | 9,000.00 |     |        |
| Total |   |          |     |        |

We will charge 50% of the basic rates for late applications, 100% of the basic rates for onsite application, 30% of the basic rates for 24h power supply, and electric box displacement onsite will be charge 100% displacement fee.

Remark: The exhibitors shall not bring their own above Facilities. Please contact official constructor for special requirements.

1. Exhibitors shall in charge of appropriate compatible devices depending on their own equipment.
2. Payment shall be made after receiving the payment notice from the official constructor.
3. Exhibitors shall guarantee that the leased items are returned intact and shall compensate for any loss or damage, if any. The deposit will be returned within 30 working days after the exhibition.
4. Please indicate the appropriate location to install the supporting facilities, otherwise the official constructor will install anywhere inside your booths.
5. Once the order is confirmed, there is no refund policy.

**Payment methods: All orders shall be paid in full.**

(1) Cash (2) T/T to follows account:

**Beneficiary Name:** SHANGHAI HAIBO EXHIBITION SERVICE CO.,LTD.

**Beneficiary Bank:** Bank of Shanghai Dinghai Sub-branch

**Beneficiary account number:** 31668303000335664

**SWIFT CODE:** BOSH CNSH **CNAPS:** 325290004312

The payment shall be paid by deadline, then the orders will be valid. There is a 50% extra charge if application overdue. Contact: Mr. Zhang Tel: +86-021-65685037/65677157

E-mail: haiboshow@163.com

**EXHIBITOR'S ACKNOWLEDGE**

Contact Person: \_\_\_\_\_ Position: \_\_\_\_\_

Company Name: \_\_\_\_\_

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

Booth Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Date: \_\_\_\_\_ Signature & Company Chop: \_\_\_\_\_

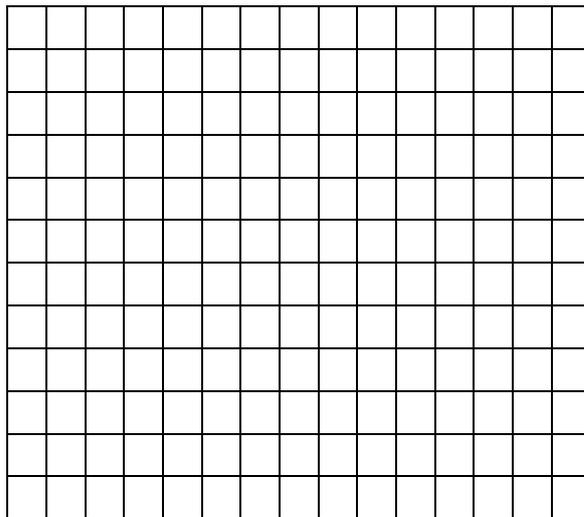
**【Form 5】 FACILITY LOCATION**

If you have ordered special service, please fill in completely and send it back to haiboshow@163.com by May 05, 2023.

All items must be marked on the location plan as follows.

1. Whether there are other booths or passageways around your booths shall be marked in the figure.
2. Circuit boxes and specification of electricity shall be marked in the figure.
3. Exhibitor's name and booth No. Shall be marked in the figure.

(Scale:1 grid =1 square meter)



|  |                              |
|--|------------------------------|
|  | 100W Spotlight 短臂射灯          |
|  | 100W Longarm Spotlight 长臂射灯  |
|  | 40W Fluorescent tube 日光灯     |
|  | Shelf (Flat/Slope) 层板 (平/斜)  |
|  | 13Amp/220V power point 单相插座  |
|  | 15Amp/220V power point 单相插座  |
|  | 3Amp/380V 3-phase power 三相电源 |
|  | Air compressor 空气压缩机         |
|  | Water in/out 来去水             |
|  | Telephone 电话                 |

**REMARKS:**

\*Exhibitors shall guarantee that the leased items are returned intact and shall compensate for any loss or damage, if any.

\*All items are exclusively for rent and shall not be swapped, transferred or exchanged.

\*Exhibitors are not permitted to fix their own light or socket. If any special lighting requirement, please contact the constructor to deal with.

Exhibitors are required to mark the position of their positioning requirement on the above location plan. If exhibitors don't send this plan to us, we will set the equipment in proper position. If any exhibitor wants to change the position on-site, additional 100% surcharge will be imposed for relocation.

Contact: Mrs. Zhao/Mrs. Hu

Tel: +86-021-65685037/65677157

E-mail: haiboshow@163.com

**EXHIBITOR'S ACKNOWLEDGE**

Contact Person: \_\_\_\_\_ Position: \_\_\_\_\_

Company Name: \_\_\_\_\_

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

Booth Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Date: \_\_\_\_\_ Signature & Company Chop: \_\_\_\_\_

**【Form 6】 Lease of Fridge 【Deadline: May 20, 2023】**

| Picture   | Size(cm)<br>Storage (L)  | Temp              | Power     | Price (¥)       | QTY | Total |
|---|--------------------------|-------------------|-----------|-----------------|-----|-------|
|    | 200*100*78<br>cm<br>580L | -<br>18° ~<br>-5° | 400W      | ¥ 1,800/es/expo |     |       |
|    | 180*80*90c<br>m<br>500L  | -<br>18° ~<br>-5° | 400W      | ¥ 1,600/es/expo |     |       |
|    | 156*70*90c<br>m<br>300L  | -<br>18° ~<br>-5° | 400W      | ¥ 1,400/es/expo |     |       |
|   | 108*55*84c<br>m<br>208L  | -<br>18° ~<br>-5° | 400W      | ¥ 1,000/es/expo |     |       |
|  | 120*80*120<br>cm<br>300L | 2° ~ 8°           | 1000<br>W | ¥ 1,800/es/expo |     |       |
|  | 180*58*55c<br>m<br>200L  | 0° ~ 8°           | 400W      | ¥ 1,000/es/expo |     |       |

**Remark:**

1. Exhibitor with own refrigerator has to pay \$50/set/expo for 24hs power supply
2. Order deadline: **May 20, 2023**. There will be a 50% surcharge for late order.
3. Rental fee should be paid in full with confirmation.

**Beneficiary:** Shanghai Zhuhua Exhibition Service Co., Ltd.

**Bank:** Shanghai Rural Commercial Bank

**SWIFT CODE:** SHRCCNSH

**Account No.:** 50131000615693765

**Add:** INTERNATIONAL DEPARTMENT ROOM1708, 17TH FLOOR ZHONGRONG JASPER TOWER, 8 YINCHENG RD(M), PUDONG DISTRICT, SHANGHAI, CHINA

|                                |   |
|--------------------------------|---|
| <b>Exhibitor Information:</b>  | <b>Please send the form to below address and keep a copy for recording</b>                          |
| Company Name: .....            | Shanghai Zhuhua Exhibition Service Co., Ltd.<br>Tel: +86-13916324629<br>Email: huangjie7745@163.com |
| Stand No.: ..... Contact:..... |   |
| Tel : ..... Mobile:.....       |   |
| Email:..... Date:.....         |   |

## SPECIAL DESIGN BOOTH GUIDE

All construction suppliers:

Official Constructor (Haibo Exhibition Service Co., Ltd.) will charge exhibition hall management fee from all raw space constructors. (Recommended Special Booth Constructors: ¥ 40/m<sup>2</sup>, non designated constructors: 62/m<sup>2</sup>), which is not refundable. Please note, the official constructors have the right to prohibit access if you do not pay in full before move-in.

During move-in and move-out, construction suppliers shall provide employee cards to all of its staff. construction suppliers shall apply work permits to NECC, application fee is as follows:

Construction License (used during move-in and move-out) : ¥ 30/piece, all working staff shall regist it with real name by May 5, 2023.

Please log in <http://cc.neccsh.com/> for registration.

Contact: NECC(SHANGHAI) Tel: +86-021-64008487

Construction Deposit shall be paid to official constructors when submitting the construction drawing:

| Special Design Booth | Construction Deposit |
|----------------------|----------------------|
| <=100 m <sup>2</sup> | ¥ 20,000/booth       |
| >101 m <sup>2</sup>  | ¥ 30,000/booth       |

During move-in and move-out, exhibitors may work until 20:00 (8:00 p.m.) each day. In case of any need to work after 20:00, the exhibitor shall submit an application to Haibo Exhibition Service Co., Ltd. before 15:00 (3:00 p.m.) of the same day. There is a 50% of surcharge for overdue. We will charge ¥ 2,000.00/booth/h from 21:00-22:00, the surcharge will be double if later.

**Payment methods: All orders shall be paid in full.**

(1) Cash

(2) T/T to follows account:

**Beneficiary Name:** SHANGHAI HAIBO EXHIBITION SERVICE CO.,LTD.

**Beneficiary Bank:** Bank of Shanghai Dinghai Sub-branch

**Beneficiary account number:** 31668303000335664

**SWIFT CODE:** BOSH CNSH CNAPS: 325290004312

The payment shall be paid in full by deadline, then the orders will be valid. There is a 50% extra charge if application overdue.

Contact: Mr. Zhang

Tel: +86-021-65685037/65677157

E-mail: haiboshow@163.com

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## ELINES ON FREIGHT FORWARDING ARRANGEMENTS

**APT is nominated as official freight forwarder for exhibition named “PGIE&CIFA” who is responsible to handle all exhibits at mentioned exhibition, as well as on-site services exclusively. To ensure smooth handling of exhibits, please consult us with following all points in this guideline when they are shipping to exhibition. Failure to comply with these points is likely to create problems and additional expenses.**

### Communication

Exhibitors are kindly requested to direct all shipping inquiries, information and documents to:

**APT Showfreight Shanghai Co., Ltd.**

R.12B3, Oriental Viking Building, 333 Xian Xia Road,  
Shanghai 200336 China

Tel: +86 (21) 6124 0090 Ext. 310

Fax: +86 (21) 6124 0091

Contact: Ms Irene Wang

Email: irene.wang@aptshowfreight.com

### **TIME SCHEDULE**

List of Exhibits (LOE) Submit Date By Email

LOE deadline for customs endorsement by email to APT ..... 26 Apr 2024 on foodstuff/alcohol  
02 May 2024 on general cargo

Copy Certificate Deadline ..... 03 May 2024 on foodstuff / alcohol

Seafreight to Shanhai Port

Exhibits Arrival Deadline ..... 08 May 2024

Airfreight to Shanghai PVG Airport

Exhibits Arrival Deadline .....12 May 2024

### DOCUMENT REQUIREMENT

- 1 original Bill of Lading or 1 copy of Express Bill of Lading or 1 copy of Master Air Waybill and 1 copy of House Air Waybill
- 1 copy of List of Exhibits (the legitimate document accepted by Customs, refer to the appendix) or ATA Carnet with POA / 1 copy of Insurance Policy (if insured)
- ORIGINAL Certificate of Origin and Health Certificate** (analysis certificate) is **mandatory** for the customs clearance and quarantine declaration on all food, wine, spirit & beverage, etc. and additional certificates may be required for some kinds of foodstuff. Please **check with APT Showfreight before** shipment sending out.

\*\* If any machine or display model, please provide correct model or serial number on LOE or

ATA.

**Photo of each item declared on ATA Carnet should be attached with ATA general list page.**

### **CONSIGNMENT INSTRUCTION**

All cargoes must be consigned “**Freight Prepaid**” to the following consignee, otherwise a 5% outlay commission will be imposed on all “Freight Collect” consignments. Each **AIR** shipments should be under **ONE MASTER Air Waybill with ONE back to back HOUSE Air Waybill** (not for each exhibitor) and the HAWB must be manifested by airline. Additional charges will be incurred for wrong consignee details.

#### **SEAFREIGHT to Shanghai Seaport**

**Consignee:**

APT Showfreight Shanghai Co., Ltd  
R.12B3, Oriental Viking Building,  
333 Xian Xia Road,  
Shanghai 200336 China  
USCI: +91310116674641664W  
Tel: +86 21 6124 0090

**Notify:**

APT Showfreight Shanghai Co., Ltd  
Tel: +86 21 6124 0090

#### **AIRFREIGHT to Shanghai PVG Airport**

**Consignee on both Master AWB & House AWB:**

Jiangsu Feiliks International LogisticsInc.Shanghai  
branch  
Rm. A615, NO.1333, Wenju Road,  
PuDong New Area, Shanghai,China. (201207)  
TEL:86-2150962008 FAX:86-2168852953  
ATTN: CALLINZHAO  
T: USCI91310115X07304429N

**Notify on both Master AWB & House AWB:**

APT Showfreight Shanghai Co., Ltd  
Tel: +86 21 6124 0090

**Please be noted that if only MAWB is issued, the shipment may not be distributed to our assigned warehouse right after the shipment arriving Shanghai airport. Therefore, a HAWB which is manifested by airline for the whole shipment must be issued in addition so as to avoid any extra terminal and/or storage charges levied.**

### **FOOD PRODUCTS/BEVERAGE ATTENTION**

Due to the complicated import permit regulations and approvals required from the Beijing Health & Quarantine Authorities we strongly advise overseas forwarding agents acting on behalf of national pavilions or more than one exhibitor (from country of origin) **NOT** to arrange consolidated air shipments. Whilst this may be more expensive, it is also much safer as it only takes a problem on one exhibitor to hold-up an entire MAWB consolidation, thus effect a multitude of participants. Please avoid consol shipments as the consequences may be far reaching and damaging to all concerned. **SHIP CONSOLIDATIONS AT YOUR OWN RISK!**

**All Chilled & Frozen products must be shipped by air on an individual Master Airway Bill direct to Shanghai Airport (PVG). The Airway Bill must state the storage**

**temperature clearly in degrees Celsius.**

- ☆ We shall NOT ACCEPT perishable cargo of different storage temperatures combined on one MAWB
- ☆ DO NOT mix dry, frozen or chilled food

**STORAGE TEMPERATURE:**

Please note that you are shipping your products into the People's Republic of China and the systems and facilities may not be as advanced as you would expect in your own country. For this reason, we are only able to offer two storage temperatures for choice.

- ☆ Chilled at : +04 Degrees Celsius
- ☆ Frozen at : -18 Degrees Celsius

As the food stuff can be present at exhibition ONLY. No any food stuff is allowed to be taken away from exhibition. **All food products which are not consumed at exhibition MUST be handed over to** APT Showfreight in order to submit to the Chinese Authorities department at end of exhibition for destroy purpose.

**IMPORTANT NOTICE**

As per customs rule effective from 1 Jan 2022, all the foodstuff and wine/alcohol to China must provide China registration No. All the exhibitors as overseas manufacture/enterprise who will send foodstuff/wine & alcohol to China need to apply for this China registration No (in short GACC No or CIFER No) as per customs rule and provide China registration No for customs clearance purpose. Kindly ensure to provide list of exhibit (LOE in short) with GACC No for approval before sending the cargo. This number is like C+ country code \*\*\*\*\* which includes 4 letters + 14 digits, total 18 digits. Without this registration number, the cargo can NOT be cleared as per customs rule.

**FOOD SAMPLES FOR QUARANTINE INSPECTION**

Please ensure you pack separately from your exhibits and clearly mark the samples as "customs censorship". Quantity of samples for CIQ inspection:

**Less than 6 bottles/units per variety: 1 bottle/unit per variety as testing sample**

**6-24 bottles/units per variety: 2 bottles/unit per variety as testing sample**

**Over 24 bottles/units per variety: 10% based on total quantity**

## **CUSTOMS DUTIES**

### Food Products

Food products and soft drinks will also incur duties & tax, at the time of writing we would expect that a rate of between 35-60% will be levied against the values declared.

### Alcoholic Beverages

At the time of writing we expect customs to levy duties and tax on all alcoholic beverages imported for display at BIOFACH CHINA 2024. Duties are likely to exceed 50% of the declared value and are non-refundable. If exhibitors set what customs feel is an unreasonably low value, the Chinese Customs Authorities reserve the right to set a basic rate across all commodities for the estimate duty and tax assessment at the following levels for the various commodities.

Wine (750ml) – CNY20.00 per bottle

Spirit (whiskey, vodka etc) – CNY80.00 per 700 ml bottle, or CNY10.00 per piece for miniatures.

Brandy – CNY130.00 per 700ml per bottle

Beer (standard can / bottle) – CNY3.00 per piece

Champagne/Sparkling Wine/Sake/Rice Wine/Ratefe (750ml) – CNY22.00/bottle

All duties will be prepaid on the exhibitors' behalf and passed on after the close of the show, unless particularly large quantities are imported, in which case we may request the advance of funds covering full prepayment to the Shanghai Customs Authorities.

Individual receipts may not be available, as past experience has shown that full commodity assessment will take place against only one official duty receipt for the entire show.

## **TEMPORARY IMPORTATION**

The Chinese Authorities permit exhibits to be imported into China on temporary importation basis on approved trade shows. Temporary import is allowed for 1 month from the date of entry and must be re-exported after show closing. Extension of temporary import is allowed subject to Customs' approval.

**ATA Carnet is accepted for temporary import in China, but ONLY for purpose as 'Exhibition & Fairs'. Customs Bond Fee will be levied for temporary import shipment without ATA Carnet.**

**All exhibition goods by temporary import are under Customs control. Exhibitors should not allow their exhibits to be sold, abandoned or taken away from the fairground without prior agreement with the China Customs through APT Showfreight, otherwise exhibitors will get severe punishment by the China Customs.**

## **LATE ARRIVALS**

A late arrival surcharge, 30% based on basic handling rate, will be applicable if the shipment arrives after the stipulated deadline.

In the event of late arrivals, APT Showfreight will make all reasonable efforts to ensure

delivery before the show opens; however, no guarantee can be given. The surcharge will apply regardless of delivery date to the show site. APT Showfreight also reserves the right to reject handling any cargo that arrives at the Shanghai seaport / airport only 7 days prior to the show open date. All additional charges incurred due to the late arrivals shall be borne by the exhibitors.

### **CASE MARKINGS**

For easy identification of exhibits, all packages must be marked as follows:

Exhibition name 2024

C/O APT Showfreight Shanghai Co., Ltd

Name of Exhibitor : \_\_\_\_\_

Stand Number : \_\_\_\_\_

Case Number : \_\_\_\_\_

Gross Weight/Net Weight : \_\_\_\_\_

Dimensions : \_\_\_\_\_

### **CONTROLLED ITEMS CHINA**

In case the shipment contains any controlled items by the Chinese Government, we strongly recommend that the list of exhibits should be e-mailed or faxed to APT Showfreight for checking prior to the shipment departure from the country of origin.

If required, APT Showfreight will apply necessary license/ permit on behalf of the exhibitors, but under no circumstances that APT Showfreight can guarantee such license will be granted.

**The importation of below commodities is under Customs strict control even for exhibition purpose and subject to special permit in China:**

- All tableware / kitchenware such as (paper, glass) cup, mug, tissue/wipe & bowl etc.,
- Watches, toys
- Cosmetics / Skin care items
- Any items / materials with Endangered Species
- Animal, plant
- Art articles, Antiques, Jewelry and etc.,
- Solid wood or plywood full set of furniture. All stand building material such as wooden or plywood or MDF floor / panel and etc., or furniture component /accessory
- All electric products such as mobile charger, portable battery charger/bank, lamp, wire, cable, plug and etc.
- Glass or plastic products such as glass panel for stand building material

- Chemical products such as glue, paint and etc.,
- Medical products such as Medicine, First-aid kit and etc.

**Without Chinese Customs' approval, these items can't be imported, distributed/ tasted/ sold and/or consumed during the exhibition.**

If exhibitors need to ship any controlled items to China, exhibitors are required to submit to APT Showfreight the following documents / information for application of import permit to China at least **60 (Sixty) days** prior to the shipment departure from the country of origin:

- Catalogue / Brochure of commodities
- Export Permit Issued by the Products' Originating Country/ Place
- Certificate of origin and/or Health Certificate (if required)
- Commercial Invoice and Packing List / List of Exhibits

Relevant guidelines and permit application fee in China for controlled items will be quoted upon request.

### **PRINTED / PUBLICITY MATERIALS RESTRICTIONS**

All exhibitors are advised that all promotional materials to be imported or giveaways during the exhibition must not indicate or deem to indicate that Taiwan or Tibet is a Country such as 'ROC'.

All book / magazine with ISBN / ISSN code can't be imported under the show but through a book trader agent instead, which will cost additional 12% on CIF value, min. CNY 3360.00/shipment.

**Films/ slides/ video tapes/ CDs, VCDs, DVDs/ USB disk with data or content, map and globe are not allowed to display, distribute & consume during the show due to import license restriction, so please DO NOT send any above items with shipment.** APT will not take any responsibility of the shipment detained/delayed due to lack of import license.

**In addition, exhibitors are advised that brochures, giveaways and souvenirs are subject to import duties as assessed by the Chinese Customs which must be payable on entry.**

### **HAND-CARRY EXHIBITS**

Exhibitors are strongly advised not to hand-carry goods for this exhibition as it could be detained by the Chinese Customs at the airport, and APT could not clear hand-carry goods once it is detained by customs.

### **COURIER SERVICE**

We do not recommend to send it via courier service (DHL, FedEx, UPS) as the cargo might be detained by customs and it still need to do the customs clearance as normal airfreight shipment, unless the shipment is very small and low value otherwise airfreight is a better choice. Please contact with us before sent out shipment by courier.

If exhibitor insist to send by courier service (there is a risk that the cargo might be detained and can't be delivered in time which is beyond our control), please send it to our contact as follows:

APT Showfreight Shanghai Co., Ltd.  
R.12B3, Oriental Viking Building, 333 Xian Xia Road, Shanghai 200336 China  
Tel: 86-21-61240090-310  
Contact: Ms Irene Wang

Please let us have air waybill copy once available. Please also note that even shipment is not detained by customs, handling charges from free arrival our office upto your booth will still incur **CNY 1000.00/shipment +duty/tax (as per outlay+10% handling fee)**, but if shipment is detained by customs, handling charges will be the same as normal airfreight shipment as per tariff.

### **HEAVY AND OVERSIZE EXHIBITS**

If exhibitors have heavy and oversize exhibits, exhibitors must be on-site early to direct the operation of uncrating and positioning. If crane or forklift is required for installation of equipment, please send your requirement to us as early as possible so that we could arrange contracting such equipment in advance. A quote will be given after receiving your enquiry.

### **VALUABLE OR DANGEROUS CARGO**

Exhibitors have to send us a special form for valuable and dangerous cargo. These forms will be provided upon request and the completed forms should reach us before shipment dispatched, relevant charges will be quoted upon request.

### **PACKING OF EXHIBITS**

Exhibitors shall be responsible for the consequences of improper packing.

#### A. Protection against Damage and Rain

As the exhibits are repeatedly loaded and unloaded during transportation, shocking/bumping will sometimes be inevitable. Moreover, exhibits will be placed outdoors many times, including open-air storage at the exhibition centre before and after the exhibition. Therefore, exhibitors must take necessary precautions against damage and rain, since we cannot assume any responsibility for the damage, especially when the return exhibits are to be packed with used-packing materials (the case as well as aluminium foil, plastic covers, etc., very often would have been damaged already during unpacking).

#### B. The Case

The case must be strong enough to avoid damage during transportation as well as

unpacking, and in particular, be suitable for repacking and for sale for return movement after the exhibition. Packing in cartons is not considered suitable for repeated handling, especially for valuable or delicate equipment.

#### C. Vacuum Packing Service

APT can provide Vacuum Packing Service. Please order it to APT at least 2 days before required service.

### **MOVE-IN DAYS**

Exhibits will be transferred to the exhibition venue during the move-in days. Representatives of APT Showfreight will be available to help the exhibitors with the move-in logistics including unpacking and storage of empties as applicable. However, a responsible representative of the exhibitor must be available on-site during the move-in period for supervision. In some circumstances, however, the customs at the ports or fair site may inspect the case without your presence.

### **MOVE-OUT DAYS**

Prior to the move-out days, exhibitors will be given a 'Return Shipping Instructions' to fill in based on the List of Exhibits given at time of entry of goods into China. Exhibitors are required to advise APT Showfreight if the goods will be re-exported, sold or disposed, as applicable.

During move-out days, representatives of APT Showfreight will be on-site to help exhibitors with return of empty cases, repacking, re-export, etc. as applicable. In order to ensure the closing of the exhibition can be operated smoothly, those exhibitors having heavy and oversized exhibits may be required to repack their exhibits on the next day. Our on-site operational staff will inform exhibitors the exact arrangements. Similarly, during exhibition closing, exhibitors must also supervise the dismantling and repacking of exhibits, especially for delicate or heavy equipment. When used-packing materials repack exhibits, the packing is regarded as no longer suitable to protect the equipment against damage/moisture compared with the original. Exhibitors shall therefore bear the responsibility for the consequences arising therefrom.

In the event of non-compliance of return instructions, all goods left at the exhibition venue shall be subject to disposal by the Chinese Customs and all charges relating to the disposal including duties and taxes if any, shall be borne by the exhibitor.

Exhibitors must pay special attention to the following Customs' regulations:

- Items other than those declared exhibits (e.g. personal effects, souvenir bought in China) are absolutely not allowed to be returned together with exhibits.
- Violations of these regulations will result in confiscation and heavy fines imposed by the Customs.
- **Battery, powder, liquid and gel are controlled items by airline. If exhibitors can't provide certificate for safe transport of chemical goods, please take out above items before re-pack.**

### **RE-EXPORT**

The re-export formality will require about 2 weeks prior to the re-export shipment out of China. If the exhibitor needs the goods to be re-exported urgently, please advise representatives of APT Showfreight on-site of your request as applicable.

## **SOLD GOODS / DISPOSAL**

All goods sold or disposed or given away or not re-exported shall be subject to import duty and taxes of the CIF value or appraised value by Customs whichever is greater. The duty varies with commodities and the VAT is 17% of CIF value. The Procedures for Sold Goods are as follows:

- Exhibitors are required to send confirmation by written with LOE marked which exhibits to be sold (with correct HS code and cargo description such as functional etc.) before shipment arrival that exhibits will be sold to local buyer and need APT to handle as permanent import formalities.
- After confirmation from exhibitor, APT will submit application to the customs and the customs will arrange on-site inspection during show opening at exhibition booth. Only after that, the customs will accept application for transfer from temporary import into permanent importation.
- The buyer is required to present to Customs the invoice/packing list and sales contract for the processing of permanent import and payment of duty and taxes.
- After the duties and taxes are paid, buyer will be allowed to take delivery of the goods from the Customs bonded warehouse.

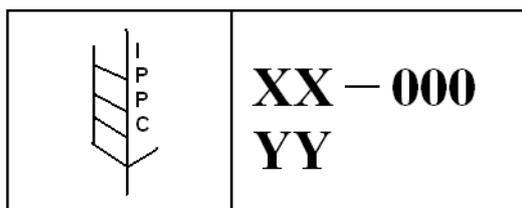
For sold exhibits, all duties and taxes must be paid and all import formalities must be completed within one month. Failure to comply, cargo will be forfeited by the Customs. Sold goods pending conversion to permanent import shall be transferred to Customs bonded warehouse for storage. Additional charges shall be for account of the exhibitor unless assigned to the buyer.

## **FUMIGATION RULES IN CHINA**

**ALL CARGOS WITH SOLID WOOD PACKING MATERIAL (WPM) to China (such as wood block cases, lath cases, pallets, frames, drums, axes, chocks, stow-wood, crossties and so on), fumigation must be arranged in the country of origin before sending the cargo to China.**

To ensure the WPM is properly treated either by Heat Treatment (HT) or Methyl Bromide (MB), following information **MUST** be marked or stamped on the outside packing as the below sample:

**WOOD PACKING MATERIALS WITHOUT ACCEPTABLE STAMP OR NOT IN COMPLIANCE WITH THE ABOVE REQUIREMENTS WILL BE DESTROYED.** If the IPPC stamp was unclear/ half-printed/ hidden, the CIQ department will force to destroy the case with penalty before our delivery.



Where:  
 IPPC - Abbreviation of "International Plant Protection Convention";  
 XX - International Standardization Organization (ISO) two letter country code;  
 000 - Wood packing producing enterprise code approved by official plant quarantine authorizations in export counties or territories;  
 YY - The phytosanitary treatment measures, Methyl Bromide Fumigating - MB, Heat Treatment - HT

## **HIRE OF LABOUR OR EQUIPMENT ETC**

If additional labor or equipment required, please contact us for quotation at least 48 hours before move-in.

## **INSURANCE**

It is the responsibility of each exhibitor to arrange Marine (Transport) Insurance covering transport to the exhibition, during the exhibition, till the return of the exhibits to domicile/ exhibits sold locally, including the period the exhibits are handled by APT Showfreight Limited. Our tariff is computed on the basis of volume and weight and has no correlation with the value of exhibits which means the cost of insurance cover is not included in our charges.

## **TERMS OF PAYMENT**

**Inward** : Upon uplift of goods, prior to delivery to stand.

**Outward** : Upon presentation of invoice/prior to delivery to premises.

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

Details of our bank account:

Beneficiary Bank Name: HSBC Hong Kong

Beneficiary Bank Code: 004

SWIFT Address: HSBCHKHH

**Account Number: 813-221496-838**

**Account Name: APT SHOWFREIGHT LIMITED**

Bank Address: No. 1 Queen's Road Central, Hong Kong

(Remitting bank charges are to be borne by the exhibitor)

## **TERMS AND CONDITIONS**

APT Showfreight Limited does not take any responsibility for:

- a) Exhibits which are not allowed by the organizer or Chinese Customs to be sold or displayed at the fairground.
- b) Any tax/duty for sold exhibits
- c) Loss of goods whilst on display at the venue

All business is only transacted in accordance with our Standard Trading Conditions. A copy is available upon request.

Use of APT Showfreight Limited's services – be it partly or in full – and any requirement for additional services at any time before, during or after the exhibition express orally and/or in writing and/or by conduct, implies acknowledgement and acceptance of the foregoing.