



# SIAF GUANGZHOU

SPS – Industrial Automation Fair Guangzhou  
广州国际工业自动化技术及装备展览会

Capturing the pulse of intelligent  
manufacturing solutions in China

## Exhibitor Manual

10 – 12 March 2019

China Import and Export Fair Complex (Pazhou)  
Guangzhou, China

[www.spsinchina.com](http://www.spsinchina.com)



PROGRAM  
400  
GO G28 U0 ;  
GO T0101 ;  
GO G53 Z-360 G97 M3 S1000 ;  
GO G53 X-400 Z-160 ;  
GO G53 X7 ;  
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GO G53 X-400 Z-250 ;  
  
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(PROGRAM)

ROGRAM  
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中国对外贸易广州展览总公司  
CHINA FOREIGN TRADE GUANGZHOU EXHIBITION GENERAL CORP.

OVERSEAS EXPO  
富洋展览

mesago  
Messe Frankfurt Group

messe frankfurt

**Dear Exhibitor,**

**Welcome to SIAF 2019!**

This manual is designed to give you maximum information regarding your participation in SIAF 2019 taking place in China Import and Export Fair Complex (Pazhou) from **10 - 12 March 2019**. This manual contains all the forms you need to order the various related services you may require.

We kindly ask you to return the order forms before the deadlines (please refer to Page 4) in order to enable us to fulfill your requirements. All forms should be filled clearly in block capitals.

**Please Note**

After deadlines, orders related to construction services received between **25 Jan. and 15 Feb., 2019** will be subject to a surcharge of 20%.

**After 16 Feb., 2019**, it will be subjected to a surcharge of 30%, and services will be provided upon availability and on a cash basis only.

Should you have any further questions, please feel free to contact us.

**Guangzhou Guangya Messe Frankfurt Co., Ltd.**

Address: Unit A2001, Center Plaza, No.161 Linhexi Road, Tianhe District, Guangzhou, P.R. China

Tel: 86-20-38251558

Fax: 86-20-38251400

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

E-mail: [sps@china.messefrankfurt.com](mailto:sps@china.messefrankfurt.com)

**Mesago Messemanagement GmbH**

Address: Rotebuehlstr. 83-85 70178 Stuttgart, Germany

Tel: 49-711-61946-60

Fax: 49-711-61946-1160

Website: [www.mesago.de](http://www.mesago.de)

E-mail: [alexander.kaiser@mesago.com](mailto:alexander.kaiser@mesago.com)

**China Foreign Trade Guangzhou Exhibition General Corporation**

Tel: 86-20-89128093

Fax: 86-20-89128222 ext. 8406

Website: [www.fairwindow.com](http://www.fairwindow.com)

E-mail: [zhoujl@fairwindow.com.cn](mailto:zhoujl@fairwindow.com.cn)

**Guangzhou Overseas Trade Fairs Ltd.**

Tel: 86-20-38823660/1/2/3

Fax: 86-20-38823677

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

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

We look forward to having you in SIAF 2019 and wish you all three successful and satisfying show days!

Yours sincerely,

Guangzhou Guangya Messe Frankfurt Co., Ltd.  
Mesago Messe Frankfurt GmbH  
China Foreign Trade Guangzhou Exhibition General Corporation  
Guangzhou Overseas Trade Fairs Ltd

## **Table of Contents**

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<b>Table of Contents</b>	<b>1</b>
<b>Section 1</b>	<b>3</b>
<b>General Information</b>	<b>3</b>
Contact Information	3
Important Dates & Show Schedule	4
Exhibition Rules & Regulations	5
<b>Location Information</b>	<b>8</b>
Fairground Map	8
Hall Floorplan	8
Location & Services of Exhibition Hall	9
General Information about China	10
Travel Arrangement	11
<b>Section 2</b>	<b>12</b>
<b>Information Entry</b>	<b>12</b>
Exhibitor Information Entry	13
Additional Services for the Exhibition Participants	13
<b>Constructing Service</b>	<b>14</b>
Official Contractor	14
Standard Booth	14
Standard Booth Package & Design	14
Important Notes for Standard Booth Exhibitors	15
Raw Space	16
Important Notes for Raw Space Exhibitors	16
Criterion for Raw Space Exhibitors	17
Exhibition Insurance	19
<b>Forwarding Service</b>	<b>20</b>
Official Forwarding Agent & Schedule	21
Transport Insurance and Liabilities	22

## **List of Forms**

Form 1	Exhibitor Badge Pre-registration	23
Form 2	Invitation Letter for Visa Application	24
Form 3	Temporary Staff	25
Form 4	Additional Booth Equipment	26
Form 5	Power & Equipment Supply	30
Form 6	Fascia Board	32
Form 7	Raw Space Exhibitors Submission Form	33
Form 8	Appointment of Forwarder & Transport Order	34
Form 9	Advertisement in Fair Catalog	35

<b>Your Personal Checklist</b>	<b>36</b>
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## Section 1 General Information

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### Contact Information

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<b>Sponsors</b>	Guangzhou Guangya Messe Frankfurt Co Ltd
<b>Organizer</b>	Guangzhou Guangya Messe Frankfurt Co., Ltd. China Foreign Trade Guangzhou Exhibition General Corporation
<b>Contact</b>	Guangzhou Guangya Messe Frankfurt Co Ltd. Address: Unit A2001, Center Plaza, No.161 Linhexi Road, Tianhe District, Guangzhou,China Tel: 86-20-38251558 Fax: 86-20-38251400 E-mail: <a href="mailto:sps@china.messefrankfurt.com">sps@china.messefrankfurt.com</a>
	Mesago Messemanagement GmbH Address: Rotebuehlstr. 83-85 70178 Stuttgart, Germany Tel: 49 711 61946-60 Fax: 49 711 61946-1160 E-mail: <a href="mailto:alexander.kaiser@mesago.com">alexander.kaiser@mesago.com</a>
<b>Official Contractor</b>	Guangzhou Zhuangzhan Exhibition Service Co., Ltd. Rm.628, Huicheng Building, No.130 Zhongshandadao Road, Tianhe District, Guangzhou, China Postcode: 510660 Tel : (86) 20 - 82529044 Fax: (86) 20 - 82529164 Contact: Ms. Meiyang Huang Email: <a href="mailto:mayhwong@163.com">mayhwong@163.com</a>
<b>Official Forwarder</b>	Guangzhou JES Exhibition Services Ltd. Room 2005,Dong Jian Building, West Tower, No.501 Dong Feng Zhong Road, Guangzhou , China Postcode: 510045 Tel: (86) 20 8355 9738 Fax: (86) 20 8355 3765 Contact: Mr. Chen Xing You Email: <a href="mailto:you@jes.com.hk">you@jes.com.hk</a>

## Important Dates & Show Schedule

### Deadlines of returning forms:

#### I. Form 1 is required, please return to the organizer office as stipulated

Forms	Content		Deadline
1	Required Forms	Exhibitor Badges Pre-registration	31 Jan, 2019

#### II. Other forms (OPTIONAL)

2	Exhibitor Staff	Invitation Letter for Visa Purpose	31 Jan, 2019
3		Temporary Staff	
4	Booth Construction Service	Additional Booth Equipment	25 Jan., 2019
5		Power & Equipment Supply	
6		Facial Board	
7		Raw Space Exhibitors Submission Form	
8	Forwarding Service	Appointment of Forwarder & Transport Order	10 Jan, 2019
9	Promotion Service	Catalog Advertisement	31 Jan, 2019

### Show Schedule – Move in, Show Period and Move Out

#### Move-in

7 – 9 Mar 2019                      9:00am – 5:00pm  
Raw space booth exhibitors move-in

9 Mar 2019                              9:00am – 5:00pm  
Standard booth exhibitors move-in

#### Show Period

10 - 12 Mar 2019                      9:30am – 5:00pm  
Show opens to trade buyers

12 Mar 2019                              9:30am – 3:00pm  
Show opens to trade buyers

#### Move Out

12 Mar 2019                              4.00pm – 8.00pm  
Exhibitors move-out

#### Please note:

Should raw space exhibitors want to work beyond the official hours as shown above, please go through the relevant procedures in the Service Desk of the exhibition official contractor **before 3:00pm** on that day in writing. An overtime charge RMB18/sqm/3hours will be charged (min. charge is 100 sqm/3hour). If overtime request is received after 3:00pm on that day, 20% surcharge will be charged.

We strongly recommend that all exhibitors arrive at their booths half an hour before the fair opens for security reasons.

## Exhibition Rules & Regulations

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### 1. Governing Law

Exhibitors are required to observe and comply with all the laws of PR China.

### 2. Visa Application

- a) All foreign visitors to PR China **must** apply for visa and comply with the health requirement on entering into China. Please ensure that all your colleagues have already obtained the relevant visa prior to departure.
- b) The Organizer will provide assistance but is not responsible for obtaining visa for exhibitors.
- c) Unsuccessful visa applications will not constitute a basis for cancellation of exhibitor contract.

### 3. Promotional Materials Censorship

All promotional materials (including presentation materials and samples), such as printed matters, films, video-cassettes, slides to be shown to the visitors during the exhibition must be pre-censored by the Chinese authorities. And the quantity of films, video-cassettes, slides is highly strict with. Exhibitors may appoint the Official Forwarding Agent to arrange the procedures on their behalf.

### 4. Sales Of Exhibits

All the shipments will be Customs cleared on **temporary basis** only for showing in the exhibition and exhibitors are **not allowed to on-spot sell or give away exhibits** subject to Chinese Customs Regulations. Exhibits should be sold under signing a general contract with the buyer. Before collecting the exhibits, the buyer should finalize Customs formalities and pay the duty / tax as well. If necessary, the Official Forwarding Agent may give assistance to the buyer for processing the Customs formalities, or provide information to exhibitors.

### 5. Customs Clearance

Exhibition hall is regarded as Bonded Area. All goods inside the exhibition halls are tax exempted for temporary import during the exhibition. No goods are allowed to be taken out of the halls without prior approval of the Customs. Exhibitors are requested to:

- a) Inform the Official Forwarding Agent for customs clearance of exhibits by completing and returning the "Combined Commercial Invoice and Packing List" enclosed with the Freight Forwarder Manual to be supplied by the Official Forwarding Agent.
- b) Giveaway & souvenir items are permitted but are subject to import duty. Exhibitors should submit the packing list with quantity and prices to customs office via the Official Forwarding Agent before giving the souvenir away.
- c) Exhibitors are strongly advised not to hand-carry goods for this exhibition as it could be detained by the Guangzhou Customs at the airport / railway terminal. The process of transferring the exhibits from the airport / railway terminal to the exhibition required complicated documentation, and additional handling fee.

## Exhibition Rules & Regulations

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### 6. General Rules

- a) All exhibitors must abide by the site regulations.
- b) No person under 18 years of age will be permitted to enter the hall. Please remind your buyers not to bring children or anybody under 18 years old
- c) During fair dates, exhibitors are allowed to enter the exhibition hall half an hour before show opens, and must leave the exhibition hall on time by **5:00 pm on 10 - 12 March 2019**. Electricity will be disconnected at this time. If 24 hours electricity supply at the booth is required, please contact the Organizer.
- d) Without the written permission from the Organizer, exhibitor is not allowed to sublet their stand to other party.

### 7. Fire & Safety Regulations

- a) Smoking is prohibited in the exhibition hall.  
No fire is allowed in the exhibition hall.
- b) Any flammable and explosive materials being brought into the exhibition hall should be applied to and approved by the Fire Protection Department beforehand.
- c) The Organizer may, upon instruction from the related authority, issue other guidelines.

### 8. Insurance

The Organizer is responsible for the general security of the entire venue but will not undertake any financial or legal responsibility for any type of risk concerning or affecting the exhibitors, their personal belongings and exhibits. Exhibitors are therefore responsible for effecting all necessary insurance which should include (but not limited to) their displays, exhibits, stand fittings and fixtures, and other third parties against loss or damage by theft, fire, public (including occupier's liability) and other natural causes.

### 9. Photographing, Video Shooting And Sound Recording

No photographing, video shooting or sound recording is allowed outside your booth in the exhibition hall except those who get the official confirmation from the Organizer.

### 10. Delivery of Exhibits

The Organizer will not accept or sign for any goods, exhibits or other materials on behalf of any exhibitor. Exhibitors should make sure that a representative from their companies will be at the stand or assign to official forwarder to receive the goods.

### 11. Removal of Exhibits

Removal of exhibits may commence only **after 4:00 pm on 12 March 2019**. Exhibitor should comply with the working time table as stipulated. No early move-out will be permitted if application is not submitted to the Organizer before **12 March 2019**. The Organizer is not liable for any loss or damage to the exhibits or booth materials left behind at the exhibition venue **after 6:00 pm on 12 March 2019**. All such materials shall be deemed abandoned and shall be disposed of at the expense of the exhibitor concerned.

### 12. Booth Decoration

- a) All decorative items must be placed inside the booth.
- b) Any TV screen / computer monitor facing the public aisle that could potentially cause crowding in the public areas is required to set back 1 meter inside their booths.

### 13. Electricity Supply

For safety reasons, all electrical installation work connecting to the main electric network at the exhibition venue must be carried out solely by the Contractor that the Organizer appointed. Exhibitors may order lighting and electrical items according to the order forms in this manual.



## Exhibition Rules & Regulations

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### 14. Sound Control

During the exhibition, the exhibitor should control the booth artificial sound below 75db to ensure a quiet environment for business discussions in the exhibition halls. Exhibitors should comply with the rules and regulations as set by the Organizers related to onsite noise control. The Organizers will implement the following rules and regulations related to onsite sound control and would appreciate to have your kind compliance and cooperation on this matter:

General Rules and Regulations:

1. The maximum noise level allowed at booth for instrument / product testing is 75 db
2. If the noise level exceeds 75 db without the prior approval from the Organizer, the exhibitor will receive a verbal warning and will be requested to lower the volume.
3. If the exhibitor did not comply after the verbal warning, the Organizers will issue an official written warning.
4. If the exhibitor did not comply after receiving the written warning, the Organizers will cut the electricity supply to the exhibitor's stand for 2 hours as penalty.

Exhibitors who are going to have onsite performance at their booth must notify the Organizers before **31 Jan. 2019** to obtain prior approval from the Organizers and agree to play according to the schedule as approved or assigned by the Organizers. Any unauthorized performance will not be permitted. The Organizers reserve the right to impose a fine of **RMB 5,000** for any unauthorized performance by exhibitors. Uncooperative exhibitors may be banned from having performance at their booth in SIAF in future.

### 15. Authority of Premises

In the event of any problems or disputes on-site, the decision of the Organizer, being leaseholder of the premises, will be final. The Organizer also reserves the right to amend any earlier decision made in order to meet and satisfy any unforeseen or prevailing circumstance for the benefit of the Exhibition and concerned parties.

### 16. Intellectual Property Rights / Copyright

The exhibitor warrants that the exhibits and packages thereof and the related publicity materials do not in any way whatsoever violate or infringe any third party's rights including trade marks, copyrights, designs, names and patents whether registered or otherwise, and agree to fully indemnify the Organizer and its agents and contractors against all costs, expenses and damages arising from any third party's claim of infringement by an exhibitor and / or the Organizer of such third party rights.

The Organizer has the right to require exhibitors to remove exhibits which are suspected to be violating intellectual property rights or copyright. The Organizer has the right to refuse participation of any exhibitors found guilty of infringement of intellectual property rights at any future trade fairs.

### 17. Political Issue

All exhibitors, especially Taiwanese companies, please note that no sensitive political wordings should appear in all the advertising or promotional materials as well as name cards. This issue is very sensitive in the mainland China. Police will check on site and any materials containing these wordings are not allowed for distribution or will even be confiscated.

### 18. Unforeseen Circumstances

In the event of any occurrence not foreseen in these "Rules and Regulations" and the terms stated in the contract, the decision of the Organizer shall be final.

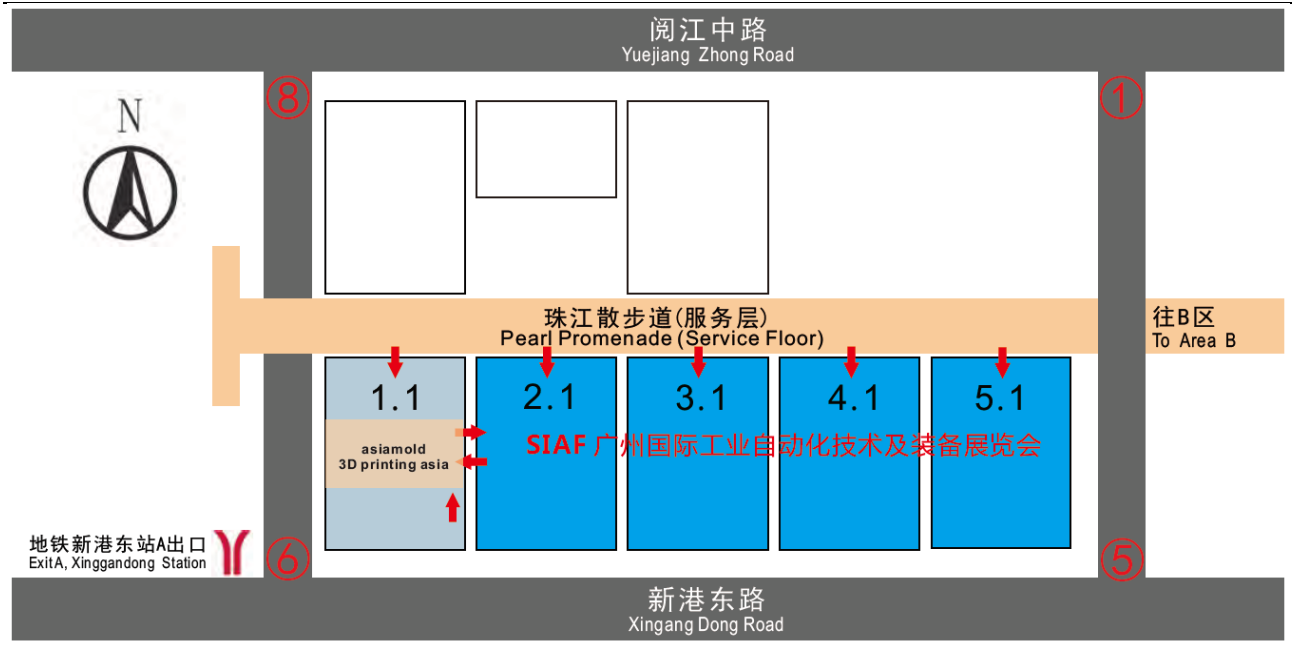
# Location Information

## Fairground Map

### Traffic Direction Map



### Hall Floorplan



PS: Numbers with red tag represent gates in different direction.

## Location & Services of Exhibition Hall

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### China Import and Export Fair Complex (Pazhou)

**Address** No.380, Yuejiangzhong Road,  
Haizhu District, Guangzhou, China

#### How to Get There

##### 1. From HongKong by KCRC through Train Station

KCRC Intercity Passenger Services Centre (Tel: 852-29477888)

Travel Time 1 hour 45 mins (approx)

Fare HKD230 / person / trip (Premium Class)

HKD190 / person / trip (First Class / Standard Class)

Pick-up Point KCRC's Hunghom through Train Station

Drop-off Guangzhou East Rail Station and take taxi (20 mins) or by subway (20 mins) to exhibition venue

##### 2. From HongKong International Airport by cross-border coach

China Travel Tours Transportation Services Ltd (Tel: 852-23650118)

Travel time 4 hours approx.

Fare HKD250 / person / trip

Drop-off at China Hotel (final bus stop) in Guangzhou and take taxi (20 mins) to exhibition venue

##### 3. From Guangzhou East Rail Station by subway or taxi

Travel Time 20 mins (by taxi) or 15 mins (by subway, departs at **Xingangdong Station Exit A**)

Fare RMB 50.00 approx. (by taxi), RMB 4.00 (by subway)

##### 4. From Guangzhou Baiyun International Airport by taxi

Travel Time 50 minutes (by taxi) or 60 mins (by subway, departs at **Xingangdong Station Exit A**)

Fare RMB 150.00 approx. (by taxi), RMB 8.00 (by subway)

#### The following services are available at the exhibition centre:

<u>Service</u>	<u>Location</u>	<u>Service Detail</u>
Business centre	Pearl Promenade (Service floor) Entrance of Hall 2.1 and 5.1	Fax, photocopy, internet access, printing & telephone card services
Post office	Pearl Promenade (Service floor) Entrance of Hall 1.1	Common mail, courier service
Travel agency	Pearl promenade (Service floor) Entrance of Hall 3.1	Oder service for train and flight ticket

## General Information about China

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We would like to provide you with some general information, which might be useful to you.

### Weather

In March: mostly wet, around 15°C to 25°C during daytime, chances of rain.

### Money exchange

It is possible to change money in the hotels at the daily exchange rate.  
Cash withdrawal by credit card is possible at the Bank of China.

### Airport tax

Travelers are required to pay an airport tax when leaving China for overseas (please check the exact tax from your flight; and to pay an airport tax of RMB 50.00 when leaving Guangzhou for other provinces within the mainland.

### Electricity

The voltage in China is 220 Volt / 50 Hertz.  
The Chinese sockets in the exhibition halls look like this:



5 Amp / 220 Volt

### Communication

**Interpreter and business cards – An interpreter is strongly recommended** because not many Chinese business partners speak English. Furthermore, business cards are very important means of communication. They should be translated into Chinese. It is very important for business associates to exchange business cards. Cards are always offered and received with both hands after the initial greeting.

**Some communication habits** – Address Chinese officials as Mister, Miss or Madam – Chinese women do not use their husband's surname and therefore should not be addressed as Mrs. The Chinese surname comes first and the given names last, e.g. Mr. Wang Zhongming should be addressed as Mr. Wang.

## Travel Arrangement

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Special arrangements and information are exclusively provided for SIAF- SPS Industrial Automation Fair:  
**Recommended hotels in Guangzhou will be** announced soon.

## Section 2

### Information Entry

#### Exhibitor Information Entry

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For all the exhibitors, please fill in the **Form 1 “Exhibitor Badge Pre-registration”**

#### Additional Services for the Exhibition Participants

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Additional forms are available for the exhibition participants

- Visa Service
  - **“Invitation Letter for Visa Application”**, refer to **Form 2**.
  - Visa formalities: VERY IMPORTANT! Please do apply your VISA earlier (better one month in advance) and the embassy also need your show period hotel booking information when applying your VISA. Passport holders of most countries can obtain their invitation letter for applying VISA through the travel agent. Please contact travel agent directly.
- For temporary staff, please fill and return **Form 3 “Temporary Staff”**

## Constructing Service

### Official Contractor

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#### Additional Exhibition Equipment

Should you need to order additional exhibition equipment, please contact the appointed official contractors for detail information. Please also refer to the following sample display and return the order form **Form 4 Additional Booth Equipment before 25 Jan., 2019.**

Please be aware that orders **between 25 Jan., and 15 Feb., 2019** will be subject to a 20% surcharge. Orders received **after 16 Feb., 2019** and on site orders will be subject to an additional surcharge of 30% and service will be provided on a cash basis only.

#### Payment details for all additional exhibition equipment:

Invoice will be issued upon receiving of confirmed order.

1. Payment terms:

Payment should be made to:

**Name of Account:**

Guangzhou Zhuangzhan Exhibition Service Co., Ltd.

**Name of Bank:**

INDUSTRIAL AND COMMERCIAL BANK OF CHINA,  
GUANGZHOU HUANGPU DISTRICT BANKCH

**Account No.**

3602115509100008009

**SWIFT Code With Beneficiary Bank:**

ICBKCNBJGDG

2. Late orders:

**20% surcharge** will be charged for any order/payment received **between 25 Jan. and 15 Feb., 2019.**

**30% surcharge** will be charged for any order/payment received **after 16 Feb., 2019.**

3. Cancel orders:

50% of the order amount will be charged for any cancellation order received after 25 Jan., 2019.

No cancellation will be accepted after 15 Feb., 2019.

## Standard Booth

### Standard Booth Package & Design

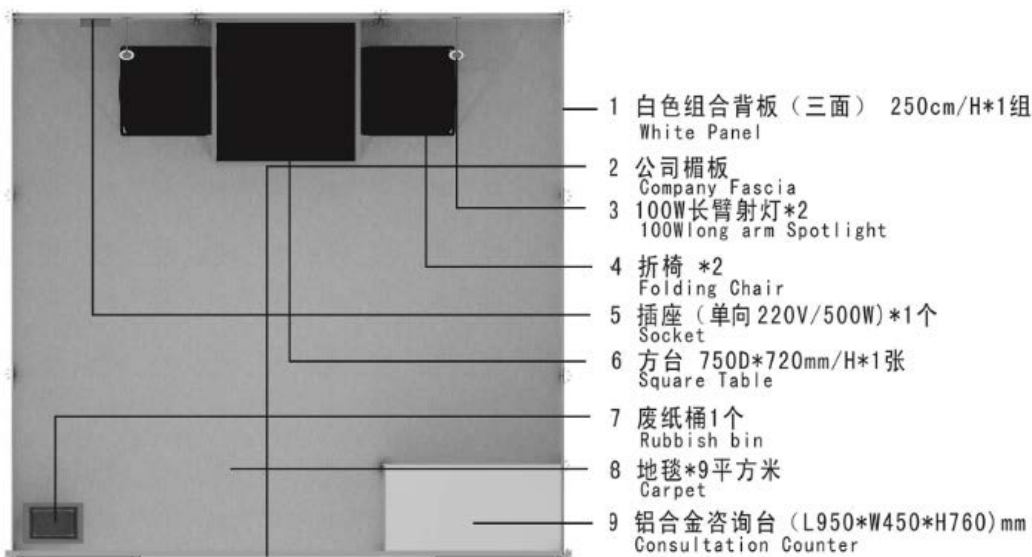
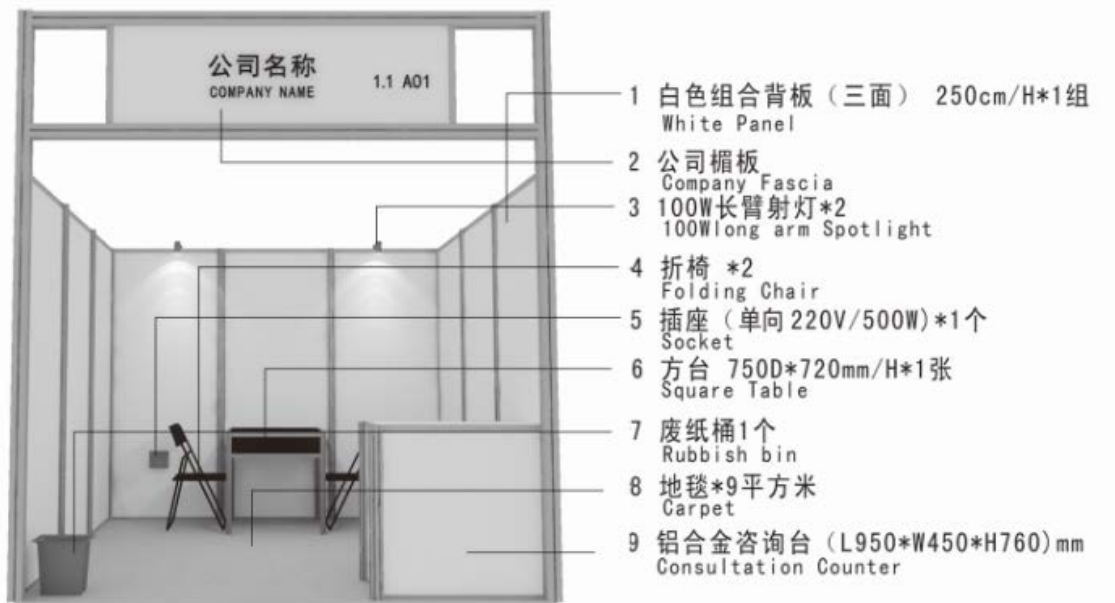
Booth facilities included in participation fee for 9sqm (3mx3m) are as follows:

(Facilities will be multiplied according to your booth size)

- Fascia board with company.name & booth number in both Chinese and English
- Completed booth construction
- Stand partitions (white, 2.5m height)
- 1 table
- 2 folding chairs
- 1 Consultation Counter
- 2 long-arm spot light (100W)
- 1 socket (5A, 220V, 500W)
- 9 sqm Wall-to-wall carpet
- Daily stand cleaning and security
- Waste paper basket x 1
- Venue management fee

The following is the standard booth design and the configuration, 3m x 3m = 9sqm

(The Organizer reserves the right to change the configuration if necessary)





## Important Notes for Standard Booth Exhibitors

1. Please refer to the basic equipment & booth design of the standard furnished booth. All package booths shall be designed and built by the Contractor that Organizer appointed.
2. All furnished booths are on rental basis.
3. Exhibitors are not allowed to make any alterations to the structure of the booths or remove any integral parts from the booths. Exhibitors wish to remove or change the location of any standard equipment (e.g. long-arm spot light) within the booths should indicate clearly on the booth design plan on page 14 and forward it together with clear instructions to the official contractor **before 25 Jan., 2019**. Notification of booth equipment alteration / removal received after the deadline will not be considered.
4. No additional booth-fitting or display may be attached to the shell booth structure.
5. The sockets provided in the standard booths are only used for household equipment such as televisions, computers and water dispensers, and it is prohibited for connections/transportation to machinery and lighting equipment. Exhibitors should apply lighting power switch box with own lighting equipment; Exhibitors should apply additional power supply with display/machinery equipment. Lighting power supply and power supply must be used separately, and one socket to one equipment. Multi-function sockets are not allowed to prevent the short circuit caused by overload. Used.
6. Standing booth-fitting or display **cannot exceed a height of 2.5 meters** (the height of the standard booth) or extend beyond the boundaries of the site allocated. This includes company names, advertising materials and logos provided by the exhibitor.
7. No tape, nail or fixture of any kind is allowed to be affixed to the partitions, floor or ceiling. Exhibitors are liable to any damage caused to their booth fixtures or fittings at the fair.
8. An exhibitor occupying a booth at the corner has the choice to open it on the additional side(s) with a fascia including name and booth number. Unless informed otherwise by the exhibitor in writing **before 25 Jan., 2019**, the Organizer will assume that exhibitors occupying corner booths would like to open on the additional side(s).
9. Unless requested otherwise by the exhibitor, the Organizer shall assume that exhibitors occupying two or more adjoining standard booths will choose to take out the partitioning panels in between. Exhibitors should notify the official contractor **in writing before 25 Jan, 2019** if they want to retain the partitioning panels.
10. No decoration logos or any other alteration are allowed on the facial.
11. Standard booth exhibitors requiring additional equipment such as telephone, furniture, power supply, etc. should use **Form 4 or Form5** for placing their orders. The order forms must be submitted latest by **25 Jan., 2019** to the official contractor. Payment should be made according to the contractor that Organizer appointed.
12. If no representative has ever shown up at the booth until 12:00pm at noon on 10 March, 2019, the Organizer has the right to use the booth for any purpose without the exhibitor's permission and refund.

## Raw Space

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### Important Notes for Raw Space Exhibitors

Raw space exhibitors will be provided with floor space only. Exhibitors have to design and construct their own booths and comply with the Rules and Regulations of the venue as well as any conditions, which the Organizer may specify before, or during the Exhibition.

#### Contractor

Raw space exhibitors may appoint any competent stand contractor to design and construct their booths. Details such as name and address of their appointed contractor must be provided by filling in **Form8** and submitting to the official contractor appointed by the organizer – Guangzhou Zhuangzhan Exhibition Service Co., Ltd. no later than **25 Jan., 2019** for approval. The Organizer reserves the right to withhold granting approval to any contractor appointed by the exhibitor concerned without giving any reason.

Exhibitor is required to submit to official contractor appointed by the organizer –Guangzhou Zhuangzhan Exhibition Service Co. Ltd. the hall management fee before booth construction. Exhibitor fails to pay will not be allowed to construct.

#### Plans & Design Proposals

1. Booth plans and design proposals must be submitted in duplicate to reach the official contractor appointed by organizer - Guangzhou Zhuangzhan Exhibition Service Co., Ltd. for approval no later than **25 Jan., 2019**. Drawings submitted must be to a reasonable scale of not less than 1:100, fully dimensioned and must contain information such as floor plan, stand elevation, fittings, colours and materials to be used, moving exhibits, audio-visual equipment, weights and point loading of exhibits.
2. Raw space exhibitors or construction organization need to submit materials below (Cover construction company seal):
  - 1) Colorful design proposals
  - 2) Design layout, and elevation (including plane dimensions, elevation size and material description)
  - 3) The power distribution system diagram (Describe total power, Main switch rated current/voltage, wire specifications and laying way)
  - 4) Electrical distribution (Describe lamp, socket, standard, species , installation site, specific power box installation location)
  - 5) Complete **Form 5 “Power & Equipment Supply”** with exhibitor company seal and construction company seal.)
  - 6) Complete **Form 7 “Raw space exhibitor submission form”** with company official seal and construction company official seal.
  - 7) The duplicate of the business license of construction company with company official seal.
  - 8) The duplicate of Contact person ID on construction site with company official seal.

Delivery materials in A4 paper size by mail. Materials need noted: Exhibition name, date, Booth Number, Exhibitor company name, construction company name, contact person name of construction company and contact number.

3. If drawings are not submitted to official contractor appointed by organizer before the deadline, custom design will not be allowed and a standard booth will be built by the Contractor that Organizer appointed.
4. Please note: If no construction work takes place after 3:00 pm on 9 Mar, 2019, a standard booth will be built at the expenses of the exhibitor.

**Approval of design proposals**

The Organizer may require amendments or variations to be made to the design plan or proposals before approval, or may withhold approval at its discretion. No custom-built booth shall be permitted at the exhibition unless the Organizer has approved the plan and design proposals in writing.

Special design booth exhibitors must ensure that they and their contractors are fully aware of the following points when preparing design proposals. Failure to observe these rules may result in costly on site alterations required by the Organizer and / or the exhibition hall at the exhibitor's expense.

## Criterion for Raw Space Exhibitors

1. Site measurements are given in metric measurements. Exhibitors, upon arrival and before commencing construction work, are required to check if the site is set out as per the floor plan issued by the Organizer, and to report any errors to the Organizer immediately. The Organizer will not be liable for any errors that are not reported before construction begins.
2. No part of any structure may extend beyond the boundaries of the site allocated. This includes spotlights and exhibitor's name or logo. No stand decoration, stand fittings or exhibit shall exceed **2.5m** in height for the standard booth. (Raw space height limit for the single floor is **4.5m**, while double floor is **6m**).
3. Guidelines for constructing double-floor booth: the constructing of this kind of booths can only be allowed after declaring to the Fire Fighting Bureaus, furthermore, the net area of the booth should be at least **90m<sup>2</sup>** and not be adhere to other booths. The total height cannot over 6 meters; the second floor can only be used as the bargaining room, and its area can only be a half of the first floor at most. For the concerning of firefighting, the exhibitor must deploy hanging fire extinguisher of 6kg by himself, one for 20m<sup>2</sup> and two for 20-30m<sup>2</sup>, and so on.
4. No suspensions are to be made from the ceiling of the exhibition hall, nor may any fixing be made to the floor, walls or any other parts of the building.
5. The name and booth number of the exhibitors must be prominently displayed and faced to the aisle. The Organizer reserves the right to affix them as they see fit and to charge the cost incurred to the exhibitor.
6. All surfaces of booth construction exposed to the public view shall be decorated to a finish approved by the Organizer (inclusive of backside panels / parts of booth adjoining other booths or aisles).
7. Paint spraying, welding and the use of electrical saws are strictly prohibited inside the exhibition hall.
8. Exhibitors must provide approved protection between carpet and any raised platform. All materials used in the construction and decoration of exhibition stands or set-ups must be flame-retardant and be subject to inspection by the Exhibition Venue and / or the Organizer. They should also conform to the rules and regulations of the Exhibition Venue and those of any public authority or department of the Chinese Government.
9. The transporting, assembling, dismantling and the removing of stands of raw space exhibitors are the responsibility of the exhibitor themselves. All such work must be carried out according to arrangements and within the time limits specified by the Organizer.
10. Exhibitors are responsible for insurance, which indemnifies the Organizer from all claims caused by on site operatives working directly or indirectly for the exhibitors.
11. Construction waste and surplus materials must be cleared from the exhibition site by the exhibitor.

## Electricity

1. Only electricity can be used as a source of light or power in the Exhibition Venue.
2. The Organizer's Appointed Contractor must carry out all electrical works at the exhibitors' expense. Design plans or proposals for electrical installations must be submitted to Organizer for approval together with the booth design proposal. Electricity can be supplied in 380V / 220V / 50Hz (+/-6%), single phase. Electric current of a higher voltage three phases will be supplied subject to prior arrangement with official contractor. **No multi-plug or adapter is permitted.**
3. Electricity supply, its final connection and safety inspection of circuit will be carried out by the Organizer's Appointed Contractor. Inspection can only be performed when construction works at the exhibition booth and installation of all electrical items are completed.

4. All electrical fittings and wiring must be installed in compliance with the electricity regulation of the exhibition hall. Switches and all electricity distribution panels must be installed within booth area as contracted.

## Exhibition Insurance

Exhibitors must provide insurance to every related personnel and exhibits. It's exhibitors' responsibility to contact the insurance company to insure their own exhibits and related materials and public obligations. Exhibition booth construction also need to be insured by the exhibitors through the insurance companies advised by the exhibition organizer with public liability insurance, employers' liability insurance, booth property insurance, full project insurance and etc. Exhibitors or construction units must provide all the relevant documents to the official contractors appointed by organizer before all the construction work.

Organizers will not responsible for any damage or lost happened to exhibits and related materials also safety of related workers and personnel.

### The insurance fee would be accounted according to

Booth Size	Insurance Fee
1 sqm to 50 sqm	RMB350
50 sqm to 100 sqm (100 sqm included)	RMB680
100 sqm to 150 sqm (150 sqm included)	RMB900
100 sqm to 200 sqm (200 sqm included)	RMB1,020
Above 200 sqm	RMB1,360

For more details, please contact:

China Pacific Life Insurance Co., Ltd.

Address: Pacific Building, No. 559, Tianhe South Road, Tianhe District, Guangzhou, P. R. China

Contact: Ms. He Jun

Tel: (86) 18665044296

### Method of Payment:

#### Name of account:

Guangzhou Branch Company of China Pacific Property Insurance Co., Ltd.

#### Name of Bank:

Yuexiu Branch of Industrial and Commercial Bank of China

#### Account No.:

3602 0150 1920 0953 910

Please submit the copy of Organization Code Certificate of the insured company to

[945724461@qq.com](mailto:945724461@qq.com)

### Process of Construction Certificate

Pay related fees to Guangzhou Zhuangzhan Exhibition service Co., Ltd. with Notice of payment (cover official seal), after approved, official contractor will apply for construction permit. (For details, please consulting Guangzhou Zhuangzhan Exhibition Service Co., Ltd.)

- (1) Related materials for collect raw space decoration certificate:
  - Confirmation of payment and evidence. (Incl. management fee, electric fee.)
  - The site electrician qualified electrician certificate
  - Exhibition Insurance Receipt

- (2) Collection date and place

Date: 9:30 – 18:00, 1-6 Mar ., 2019

Place: **Guangzhou Zhuangzhan Exhibition Service Co., Ltd.** (Rm.628, Huicheng Building, No.130 Zhongshandadao Road, Tianhe District, Guangzhou, P.R. China)

## Official Forwarding Agent & Schedule

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The following forwarder is appointed as the Official Forwarding Agent for transport of exhibits:

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### Official Forwarding Agent

#### JES Logistics Limited

26/F, Winsan Tower, 98 Thomson Road, Wanchai, Hong Kong

Tel: +852 2563 6645

Fax: +852 2597 5057

Ctc: Mr. Samson Ng

E-mail: samson@jes.com.hk

### Local Branch

#### Guangzhou JES Exhibition Services Limited

Room 2005, Dongjian Building, West Tower, No. 501 Dongfeng Zhong Road, Guangzhou 510045, China

Tel: +86 20 8355 9738 / 8354 8443

Fax: +86 20 8355 3765

Ctc: Mr. Chen Xing You

Email: [you@jes.com.hk](mailto:you@jes.com.hk)

Detailed terms and order forms will be mailed to exhibitor individually by **JES Logistics Limited** directly. Please get in contact with their agents / representative offices in your country. If no address is available, Please contact **JES Logistics Limited** directly.

### JES Logistics Limited Freight Deadline schedule

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

The following deadlines for documents and exhibits must be observed. We will not be responsible for any consequences due to the late arrival of documents or exhibits.

<u>Timetable for documents</u>		<u>Deadlines</u>
A.	List of Exhibits	Jan .15, 2019
B.	Shipping Instructions	Jan .11, 2019
<u>Timetable for Exhibits</u>		
A.	Via Hong Kong to Guangzhou	
	d) Overseas exhibits arrive HK by sea	Feb . 14-15, 2019
	b. Overseas exhibits arrive HK by air	Feb . 14-15, 2019
B.	Printed matter, CD ROM, Video Tape Submit to JES Logistics Limited office for customs Censorship	Jan .11, 2019
C.	Inbound payment to JES Logistics Limited	Jan . 25 , 2019

## Transport Insurance and Liabilities

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### **JES Logistics Limited recommends:**

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 Region).
2. Overseas exhibitors can obtain essential information from our nominated agents. (i.e. deadlines & freight charges, etc.)
3. Cargoes sent from Hong Kong SAR, Macau SAR, and Taiwan are also treated as overseas shipments.

### **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 (air / sea)**  
**JES Logistics Limited**  
26/F., Winsan Tower  
98 Thomson Road  
Wanchai, Hong Kong  
Tel: (852) 2563 6645  
Fax: (852) 2597 5057

**Notify Party**  
**JES Logistics Limited**  
**c/o SIAF 2019 Guangzhou**

### **DESCRIPTION OF GOODS**

Please state in the OBL or AWB: Exhibition Goods. (for SIAF 2019 Guangzhou)

Otherwise, **JES Logistics Limited** cannot be responsible for any delay or complication.

Also on all shipping documents, exhibitors must declare "EXHIBITION GOODS" as the description and remark. The name of the exhibition "SIAF 2019" and a pre-advice fax of shipment details is also expected.





**Form 1 Exhibitor Badge Pre-registration**

**Guangzhou Guangya Messe Frankfurt Co., Ltd.**  
 Unit A2001, Center Plaza  
 No. 161 Linhexi Road, Tianhe District  
 Guangzhou, 510620, P.R.China  
**Tel:** (86) 20 38251558 ext.242  
**Contact: Ms. Vincy Zhang**  
**Email: [vincy.zhang@china.messefrankfurt.com](mailto:vincy.zhang@china.messefrankfurt.com)**

**This form should be returned to [vincy.zhang@china.messefrankfurt.com](mailto:vincy.zhang@china.messefrankfurt.com) before 31 Jan., 2019**

Each exhibitor is entitled 5 badges for every 9sqm exhibition size. Should you require additional badge(s), please make copy of the form.

Exhibitor badges will be provided to exhibitors at the exhibitor registration counter (Please find the location from the onsite map) of the exhibition hall during move-in period.

**We need \_\_\_\_\_ badge(s) during move-in and fair period. (5 badges for every 9sqm exhibition size)**

	Name of Personnel	Job Title
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

Should you require additional badges, please duplicate this form to provide us more personnel information.

**Company Name:** \_\_\_\_\_ **Booth No:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_ **Title:** \_\_\_\_\_

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



# SIAF GUANGZHOU

SPS – Industrial Automation Fair Guangzhou  
广州国际工业自动化技术及装备展览会

## Form 2 Invitation Letter for Visa Application

**Guangzhou Guangya Messe Frankfurt Co., Ltd.**

Unit A2001, Center Plaza

No.161 Linhexi Road, Tianhe District

Guangzhou, 510620, P.R.China

Tel: (86) 20 38251558 ext. 242

Contact: Ms. Vincy Zhang

Email: [vincy.zhang@china.messefrankfurt.com](mailto:vincy.zhang@china.messefrankfurt.com)

This form should be returned to  
[vincy.zhang@china.messefrankfurt.com](mailto:vincy.zhang@china.messefrankfurt.com)  
before 31 Jan., 2019

**Please tick below whether you need VISA invitation letter from Organizer, please print or type clearly!**

- I will apply VISA through travel agent
- I will apply VISA invitation letter only (pls fill in the table below)

We will provide you with an invitation letter in order to expedite your visa application. All the following personal data is required. Inaccurate information may cause delay or failure of invitation issuance. Therefore, please type or print clearly and correctly. Please copy this form in case you need to apply for more than one person.

<b>Surname</b>			
<b>First Name</b>			
<b>Nationality</b>			
<b>Date of Birth</b>		<b>Sex</b>	
<b>Passport No</b>			
<b>In PRC Date</b>		<b>Out PRC Date</b>	
<b>Job Title</b>			
<b>Company Name</b>			
<b>Company Address</b>			
<b>Tel No</b>		<b>Fax No</b>	
<b>Desired city to get the VISA in your country</b>			

**Company Name:** \_\_\_\_\_ **Booth No:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_ **Title:** \_\_\_\_\_

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



# SIAG GUANGZHOU

SPS – Industrial Automation Fair Guangzhou  
广州国际工业自动化技术及装备展览会

## Form 3 Temporary Staff

### Hengjin Exhibition Services Co., Ltd.

Room 415, Haijun Building,  
N18 Donglang Street, Liwan District  
Guangzhou, P.R.China  
Tel: (86) 13119500750  
Contact: Ms. Angela Zou  
Email: [214100954@qq.com](mailto:214100954@qq.com)

This form should be returned to  
[214100954@qq.com](mailto:214100954@qq.com)  
before 31 Jan., 2019

Interpreter and Booth Assistant					
Item No.	Date	Description	Price RMB/Day*	Quantity/Day	Total
1		Interpreter (Chinese – English)**	500		
2		Interpreter (Chinese – French, German or Russian)	1,000-1,100		
3		Interpreter (Chinese – Japanese or Korean)	700-800		
4		Interpreter (Chinese – Italian or Spanish)	1,200-1,300		
5		Booth Attendant	400-500		

**Note:** \* The service is available only during the fair opening hours. Half price will be charged if the service time is less than 4 hours.  
\*\* The interpreters usually speak English and Mandarin only.

All orders for temporary staffs must be submitted **before 31 Jan., 2019**. Should there be any cancellation after the submission of the completed request after the deadline, the exhibitors should pay 4 hours standard rate per cancellation to **Hengjin Exhibition Services Co., Ltd.**

Terms of payment: onsite cash payment

Company Name: \_\_\_\_\_ Booth No: \_\_\_\_\_

Authorized Person: \_\_\_\_\_ Title: \_\_\_\_\_

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

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# SIAF GUANGZHOU

SPS – Industrial Automation Fair Guangzhou  
 广州国际工业自动化技术及装备展览会

## Form 4 Additional Booth Equipment

### Guangzhou Zhuangzhan Exhibition Service Co., Ltd.

Rm.628, Huicheng Building, No.130 Zhongshandao Road  
 Tianhe District, Guangzhou, P.R. China  
 Postcode: 510660

Tel: (86) 20-32370249

Contact: Ms. Meiyang Huang

This form should be returned  
 before 25 Jan., 2019  
 by Email: [mayhwong03@163.com](mailto:mayhwong03@163.com) or  
 Fax: (86) 20-8252 9164

### Furniture Rental

(All prices include supply & set up.)

If you wish to order booth equipment in addition to the items which we have already included in the standard booth package, please fill in the form below and return to the official contractor.

No.	Facility	Size	Unit price/RMB	Quantity	Total Fee/RMB	Remarks
F1	Showcase with glass shelves	L1000xW300xH2000	320			<b>order in advance</b>
F2	Tall Glass counter (no light inside)	L1000xW300xH2000	580			
F3	Register counter	L990xW495xH1000	230			
F4	Lockable showcase	L990xW495xH750	210			
F5	Low glass counter (no light inside)	L990xW495xH1000	320			
F6	Showcase	L990xW495xH300	160			
F7	High-low-cabined display counter (A)	L990xW495/495xH1000/750	300			
F8	High-low-cabined display counter (B)	L990xW495/495xH750/300	300			
F9	Flat Shelf	L990xW310	45			
F10	Inclined Shelf	L990xW310	55			
F11	Install aluminum door	L1000xH2400	120			
F12	Pannel Board	L990xH2480	55			
F13	铝合金方台	L650xW650xH680	140			
F14	Glass round table	R400xH800	160			
F15	铝合金方台	L950xW450xH760	160			
F16	Folding Chair		40			
F17	Black Folding Chair		40			
F18	Silvery Armchair		55			
F19	Water Dispenser	One bottle of water is on free	350			<b>order in advance order in advance</b>
F20	Catalog Stand		230			
F21	Bar Chair		120			
F22	Single Sofa		450			
F23	Double Sofa		750			
F24	Refrigerator (90L)		650			
F25	Refrigerator (140L)		850			

**Payment details for all additional exhibition equipment:**

Invoice will be issued upon receiving of confirmed order.

Payment terms:

Payment should be made to:

**Name of Account:**

Guangzhou Zhuangzhan Exhibition Service Co., Ltd.

**Name of Bank:**

INDUSTRIAL AND COMMERCIAL BANK OF CHINA,  
GUANGZHOU HUANGPU DISTRICT BANKCH

**Account No.**

3602115509100008009

**SWIFT Code With Beneficiary Bank:**

ICBKCNBJGDG

**Please note that:**

20% surcharge will be charged for any order/payment received between **25 Jan. and 15 Feb., 2019.**

30% surcharge will be charged for any order/payment received after **16 Feb., 2019** and should be paid by cash.

**Company Name:** \_\_\_\_\_ **Booth No:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_ **Title:** \_\_\_\_\_

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

**Authorized Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## 展具/家具



**F1**  
展柜 (玻璃层板)  
L1000×W300×H2000



**F2**  
玻璃高柜 (不含灯具)  
L1000×W300×H2000



**F3**  
报到台  
L990×W495×H1000



**F4**  
地柜 (配锁)  
L990×W495×H750



**F5**  
玻璃矮饰柜 (不含灯具)  
L990×W495×H1000



**F6**  
展台  
L990×W495×H300



**F7**  
高低展柜 (A)  
L990×W495/495×H1000/750



**F8**  
高低展柜 (B)  
L990×W495/495×H750/300



**F9**  
平搁板  
L990×W310



**F10**  
斜搁板  
L990×W310



**F11**  
铝合金门  
L1000×H2400



**F12**  
展板  
L990×H2480



**F13**  
铝合金方台  
L650×W650×H680



**F14**  
玻璃圆台  
R400×H800



**F15**  
铝合金咨询台  
L950×W450×H760



**F16**  
折椅



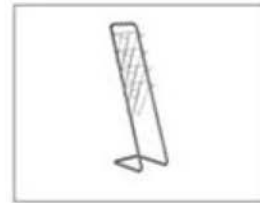
F17  
黑皮折椅



F18  
银扶手椅



F19  
饮水机  
展会期间含配一桶水



F20  
资料架



F21  
吧椅



F22  
单人沙发



F23  
双人沙发



F24  
90升冰箱



F25  
140升冰箱



# SIAF GUANGZHOU

SPS – Industrial Automation Fair Guangzhou  
 广州国际工业自动化技术及装备展览会

## Form 5 Power & Equipment Supply

(Page 1 of 2)

**Guangzhou Zhuangzhan Exhibition Service Co., Ltd.**

Rm.628, Huicheng Building, No.130 Zhongshandao Road,  
 Tianhe District, Guangzhou, 51066, P.R. China

Tel: (86) 20-82529044

Contact: **Ms. Meiyang Huang**

Email: [mayhwong03@163.com](mailto:mayhwong03@163.com)

This form should be returned by  
 Email: [mayhwong03@163.com](mailto:mayhwong03@163.com) or  
 Fax: (86) 20-8252 9164  
 Before 25 Jan., 2019

All prices include supply and set-up.

ITEM	UNIT PRICE in RMB	Quantity	Amount	Remarks
40W fluorescent tube	130			
100W long-arm spotlight	130			
150W halogen floodlight	200			
3A/220V single phase socket (max. 500W, only for shell scheme)	250			
6A/220V Single Phase power point (lighting only)	450			
16A/220V single phase power point (lighting only)	750			1. For a 24-hour power supply, then three times the total tariff collection. 2. pay extra RMB 20/meter for cables, once over 30-meter cables are used for 63A-100A power capacity 3. The deposit for the electric box is RMB 500 per one.
16A/220V three phases power point (lighting only)	1,400			
32A/380V three phase power point (lighting only)	2,550			
16A/380V three phase power point (machine only)	1,350			
25A/380V three phase power point (machine only)	1,900			
32A/380V three phase power point (machine only)	2,300			
50A/380V three phase power point (machine only)	3,300			
63A/380V three phase power point (machine only)	3,850			
100A/380V three phase power point (machine only)	6,500			
5.5 horse compressed air (diameter: 25mm, press: ≤0.4 sqm/min, flow rate: 6-8 kg/cm <sup>2</sup> )	4,500.			
7.5 horse compressed air (diameter: 25mm,press: ≤0.6 sqm/min, flow rate: 6-8 kg/cm <sup>2</sup> )	5,800.			
10 horse compressed air (diameter: 25mm, press: ≤0.9 sqm/min, flow rate: 6-8 kg/cm <sup>2</sup> )	7,000.			
Local telephone line (direct)	700			RMB1,000 should be paid as deposit
DDD line (including refundable deposit)	2,000			RMB2,000 should be paid as deposit
IDD line (including refundable deposit)	2,000			RMB2,000 should be paid as deposit
17" LCD monitor	1,000			RMB2,000 should be paid as deposit
42" plasma	1,300			RMB2,000 should be paid as deposit
Wireless internet service	700			RMB1,000 should be paid as deposit
Cable broadband internet service	800			RMB1,000 should be paid as deposit





# SIAG GUANGZHOU

SPS – Industrial Automation Fair Guangzhou  
广州国际工业自动化技术及装备展览会

## Form 5 Power & Equipment Supply

(Page 2 of 2)

### Notice:

1. Exhibitors must bring own power electric control box and outfit with the safe and reliable air circuit break and leakage protection (30mA, movement is minor 0.1S). Please set up these devices in a safe and obvious place where is easy to operate and exam. The maximum of switching setting protection value should not be over 80% of the total halls' switching protection value in order to maintain the operation of total electronic system safely. Please make sure the switching setting protection value is matched to the requirement by suitable adjustment.
2. Application of compressed air, telephone line, and ADSL on site will be allowed, please return the application form to official contractor in advanced.

### Method of payment:

Invoice will be issued upon receiving of confirmed order.

1. Payment terms according to the contractor that Organizer appointed.

**Name of Account:**

Guangzhou Zhuangzhan Exhibition Service Co., Ltd.

**Name of Bank:**

INDUSTRIAL AND COMMERCIAL BANK OF CHINA,  
GUANGZHOU HUANGPU DISTRICT BANKCH

**Account No.**

3602115509100008009

2. Late orders:

20% surcharge will be charged for any order/payment received between 25 Jan. and 15 Feb., 2019.  
30% surcharge will be charged for any order/payment received after 16 Feb., 2019 and should be paid by cash!

3. Cancel orders:

50% of the order amount will be charged for any cancellation order received after 25 Jan., 2019.  
No cancellation will be accepted after 15 Feb., 2019

### Additional Booth Equipment – Conditions

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The condition for rental of furniture and electrical installation are:

1. All items ordered are on rental basis and exhibitors will therefore have to make good of any damages or losses.
2. Exhibitors with very sensitive equipment are advised to bring their own stabilizer to cater for voltage fluctuation.
3. Any complaint regarding rental furniture / installation must be lodged the day before the exhibition commences. Otherwise all items are deemed that be received in good order.
4. Exhibitors are required to mark on the location plan position with their electrical requirements. The official contractor will install at our discretion according to standard booth layout if they do not receive any instruction before move in. Requests for repositioning will be subject to relocation charge.

**Company Name:** \_\_\_\_\_ **Booth No:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_ **Title:** \_\_\_\_\_

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

**Authorized Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



**Form 6 Fascia Board**

**Guangzhou Zhuangzhan Exhibition Service Co., Ltd.**  
 Rm.628, Huicheng Building,  
 No.130 Zhongshandadao Road,  
 Tianhe District, Guangzhou, 510660, P.R. China  
**Tel:** (86) 20-32370249  
**Contact: Ms. Huang Meiyan**  
**Email:** [mayhwong03@163.com](mailto:mayhwong03@163.com)

**This form should be returned by**  
**Email:** [mayhwong03@163.com](mailto:mayhwong03@163.com) **or Fax:**  
**(86) 20-8252 9164 before 25 Jan., 2019**

**FASCIA BOARD**

- 1) All exhibitors who have booked the standard shell scheme should indicate in the space below the company name which will appear on the fascia.
- 2) If the exhibitor has a standard Chinese name, it is necessary to indicate on this form. Otherwise, only English company name will appear on the fascia board.

**ENGLISH: PLEASE USE BLOCK LETTERS (MAX 40 LETTERS, one blank space between 2 words)**

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**CHINESE: PLEASE WRITE CLEARLY (MAX 20 CHARACTERS)**

--	--	--	--

**COUNTRY:** \_\_\_\_\_

**Please note:**

- If your fascia name details are not received by the above deadline, the company name and details in the application form will be used. In all cases, abbreviations will be used, e.g. **Limited=Ltd**
- The length of your fascia name is subject to space availability
- No decoration logo or any other alteration is allowed on the fascia. If any alteration is found, you will be charged RMB1, 000 as penalty.

**Company Name:** \_\_\_\_\_ **Booth No:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_ **Title:** \_\_\_\_\_

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

**Authorized Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Form 7 Raw Space Exhibitors Submission Form**

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**Guangzhou Zhuangzhan Exhibition Service Co., Ltd.**  
Rm.628, Huicheng Building,  
No.130 Zhongshan Ave, Tianhe District,  
Guangzhou, 510660, P.R. China  
**Tel:** (86) 20-82529044  
**Contact: Ms. Ella Long**  
**Email:** [zzella88@163.com](mailto:zzella88@163.com)

**Please express this form with official seal and original booth design layout in duplicate to the contractor office before 25 Jan., 2019 for approval!**

**Please inform Organizer about the name and contact details of your stand contractor:**

Company Name: \_\_\_\_\_ Booth No: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_  
Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Appointed Contractor:**

Contractor Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
Contact Person: \_\_\_\_\_

Booth design without Organizer's and contractor's approval will not be permitted in the exhibition. The Organizer and contractor reserve the right to request the exhibitor to alter their booth design if their booth construction and / or design causes obstruction to other exhibitors. For approval of your stand construction, please send the layout of your booth to official contractor before 25 Jan, 2019.

Raw space exhibitor is liable to pay fee **(RMB 20,000 for raw space booth NO LESS THAN 36 sqm, RMB 10,000 for raw space booth LESS THAN 36 sqm)** for refundable construction deposit. Exhibitor who fails to settle the construction deposit will take risk that their stand construction will not be permitted. Please pay in advance to the official contractor - Guangzhou Zhuangzhan Exhibition Service Co. Ltd. before **25 Jan., 2019**.

Please notice that RMB28 per sqm hall management fee, and RMB10 per constructor badge fee must be paid also to the official contractor – Guangzhou Zhuangzhan Exhibition Service Co. Ltd. before **25 Jan, 2019** No construction would be permitted without this payment.

**Power supply**

Please order your electrical equipment according to your needs, because it is not included in the participation fee. For this service please complete the **Form 5**.



# SIAF GUANGZHOU

SPS – Industrial Automation Fair Guangzhou  
广州国际工业自动化技术及装备展览会

## Form 8 Appointment of Forwarder & Transport Order

### JES Logistics Limited.

Tel: (852) 25636645

Fax: (852) 2597 5057

Ctc: Mr. Samson

Email: [samson@jes.com.hk](mailto:samson@jes.com.hk)

This Form should be returned by  
11 Jan 2019 (both sea & air freight)  
FAX: (852) 2597 5057  
Or email to : [samson@jes.com.hk](mailto:samson@jes.com.hk)

### Please print or type clearly!

For exhibitors who may want to have their own agent to transport exhibits to Guangzhou, please be advised that **JES Logistics Limited** are the forwarders permitted to deliver goods to your booth.

Your nominated forwarder should liaise with **JES Logistics Limited** for delivery of goods.

### 1. Appointment of Forwarder

We will appoint JES Logistics Limited to transport our exhibits to / from SIAF 2019 (Go to 2)

We will NOT appoint JES Logistics Limited to transport our exhibits to / from SIAF 2019, our appointed agent is as follows:

**Appointed Forwarder:** \_\_\_\_\_

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

**Authorised Person:** \_\_\_\_\_

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

**Email:** \_\_\_\_\_

2.  Inbound  Outbound  
 Sea freight  Sea freight  
 Air freight  Air freight

Number & description of packages	Gross weight per package	External measurement per package in CM (L x W x H)	Cubic measurement CBM

Our contact at the fairground is: Mr/Ms/Mrs \_\_\_\_\_ who will be present on-site on \_\_\_\_\_, 2019.

We hereby authorize **JES Logistics Limited** to unpack our exhibits & clear customs on our behalf.

**JES Logistics Limited** will not be liable for any damage and / or loss of any items of exhibits in each package because of undertaking such procedures.

**Company Name:** \_\_\_\_\_ **Booth No:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_ **Title:** \_\_\_\_\_

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

**Authorized Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



# SIAF GUANGZHOU

SPS – Industrial Automation Fair Guangzhou  
广州国际工业自动化技术及装备展览会

## Form 9 Advertisement in Fair Catalog

**Guangzhou Guangya Messe Frankfurt Co., Ltd**  
Unit A2001, Center Plaza  
No. 161 Linhexi Road, Tianhe District  
Guangzhou, 510620, P.R. China  
Tel: (86) 20 38251558 ext.242  
**Contact: Ms. Vincy Zhang**  
Email: [vincy.zhang@china.messefrankfurt.com](mailto:vincy.zhang@china.messefrankfurt.com)

This form should be returned to  
[vincy.zhang@china.messefrankfurt.com](mailto:vincy.zhang@china.messefrankfurt.com)  
before 31 Jan., 2019

**IMPORTANT:** It is advisable to translate your advertisement into Chinese or print it in English / Chinese.

### Advertising rates:

Catalog Advertisement	Position	Head page	Second page	Third page	Opposite contents page	One page ROP
	Price (RMB)	6,000	8,000	8,000	9,000	5,000

### Technical specifications:

1. Trim size: 130mm (W) x 210mm (H) (+3mm bleed if necessary, 300 dpi in accuracy or up)
2. Advertising design in color should be submitted by Digital format (JPG or PDF, etc.) to Organizer before **31 Jan., 2019.**

### Please note:

- The Organizer reserves the right to decline any advertisement.
- Reservation of advertisement space will be arranged on 'First-Come-First-Served' basis.
- The Organizer is not responsible for any error, loss, damage or claim resulting from failure of any advertisement.
- Late arrival will be liable to omission of the advertisement and the cost paid will not be refunded.

**Company Name:** \_\_\_\_\_ **Booth No:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_ **Title:** \_\_\_\_\_

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

**Authorized Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Your Personal Checklist

The most important things to do!

- Do you have a valid passport?
- Have you applied for a visa?
- Have you registered for all on-site staffs for exhibitor badges?
- Have you made your travel arrangements?
- Have you printed Chinese business cards?
- Have you printed necessary information in Chinese?  
(eg. product / company description, posters)
- Have you checked all the forms and regulations?
- Have you arranged the shipment and custom of your goods?
- Have you checked your booth equipment?
- Have you ordered an interpreter or booth assistant?
- Have you sent the Catalog entry with product groups?
- Have you thought about advertising in the fair Catalog?
- Have you thought about planning your product presentation during the fair period?

**Note:** Any inconvenience caused by not adhering to deadlines and / or not following the rules and regulations will not be the responsibility of the Organizer.