



The leading platform for capitalising on Industry
4.0 solutions in China

Exhibitor Manual

1 – 3 March 2017

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

www.spsinchina.com



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 2017!

This manual is designed to give you maximum information regarding your participation in SIAF 2017 taking place in China Import and Export Fair Complex (Pazhou) from **1 - 3 March 2017**. 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 **22 Jan. and 17 Feb., 2017** will be subject to a surcharge of 20%.

After 18 Feb., 2017, 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
E-mail: 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
E-mail: alexander.kaiser@mesago.com

We look forward to having you in SIAF 2017 and wish you all three successful and satisfying show days!

Yours sincerely,

Guangzhou Guangya Messe Frankfurt Co., Ltd.
Mesago Messe Frankfurt GmbH

Section 1	3
General Information	3
Contact Information	3
Important Dates & Show Schedule	4
Exhibition Rules & Regulations	7
Location Information	9
Fairground Map	9
Hall Floorplan	9
Location & Services of Exhibition Hall	10
General Information about China	12
Section 2	13
Information Entry	13
Exhibitor Information Entry	13
Additional Services for the Exhibition Participants	13
Constructing Service	14
Official Contractor	14
Standard Booth	13
Standard Booth Package & Design	14
Important Notes for Standard Booth Exhibitors	13
Transport Insurance and Liabilities	17

List of Forms

Form 1	Exhibitor Badge Pre-registration	18
Form 2	Invitation Letter for Visa Application	19
Form 3	Temporary Staff	21
Form 4	Additional Booth Equipment	20
Form 5	Power & Equipment Supply	20
Form 6	Fascia Board	20
Form 7	Appointment of Forwarder & Transport Order	28
Form 8	Advertisement in Fair Catalog	29

Your Personal Checklist	30
--------------------------------	-----------

Section 1

General Information

Contact Information

Sponsors Guangzhou Guangya Messe Frankfurt Co Ltd

Organizer Guangzhou Guangya Messe Frankfurt Co., Ltd.

Contact 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: sps@china.messefrankfurt.com

Mesago Messemanagement GmbH
Address: Rotebuehlstr. 83-85 70178 Stuttgart, Germany
Tel: 49 711 61946-60
Fax: 49 711 61946-1160
E-mail: alexander.kaiser@mesago.com

Official Contractor 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. Vida Tang
Email: zzvida89@163.com

Official Forwarder 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. Hill Gao / Mr. Chen Xing You
Email: feng@jes.com.hk ; you@jes.com.hk

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	15 Jan, 2017
6		Facial Board	22 Jan, 2017

II. Other forms (OPTIONAL)

2	Exhibitor Staff	Invitation Letter for Visa Purpose	15 Jan, 2017
3		Temporary Staff	

4	Booth Construction Service	Additional Booth Equipment	22 Jan., 2017
5		Power & Equipment Supply	

7	Forwarding Service	Appointment of Forwarder & Transport Order	18 Jan, 2017
---	--------------------	--	--------------

8	Promotion Service	Catalog Advertisement	15 Jan, 2017
---	-------------------	-----------------------	--------------

Show Schedule – Move in, Show Period and Move Out

Move-in

26 – 28 Feb 2017 9:00am – 5:00pm
Raw space booth exhibitors move-in

28 Feb 2017 9:00am – 5:00pm
Standard booth exhibitors move-in

Show Period

1 - 2 Mar 2017 9:30am – 5:00pm
Show opens to trade buyers

3 Mar 2017 9:30am – 3:00pm
Show opens to trade buyers

Move Out

3 Mar 2017 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

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

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 **5:30 pm on 1 - 3 March 2017**. 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 3 March 2017**. 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 **3 March 2017**. 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 3 March 2017**. 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

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 **15 Jan. 2017** 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.

Fairground Map

[illegible]

阅江中路
Yuejiang Zhong Road

N

⑧

asiamold
3D printing asia

6.1

珠江散步道(服务层)
Pearl Promenade (Service Floor)

①

华南印刷包装展

往B区
To Area B

华南印刷包装展

1.1

asiamold
3D printing asia

2.1

3.1

4.1

5.1

SIAF 广州国际工业自动化技术及装备展览会
广州国际工业机器人展览会

⑥

地铁新港东站A出口
Exit A, Xinggangdong Station

⑤

新港东路
Xingang Dong Road

8

Location & Services of Exhibition Hall

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 Hung Hom 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	Order service for train and flight ticket

General Information about China

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.

Section 2

Information Entry

Exhibitor Information Entry

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

Additional Services for the Exhibition Participants

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

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 22 Jan., 2017.**

Please be aware that orders **between 23 Jan., and 17 Feb., 2017** will be subject to a 20% surcharge. Orders received **after 18 Feb., 2017** 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:

Guangzhou Chebei Branch of Agricultural Bank of China

Account No.

44-056401040003256

2. Late orders:

20% surcharge will be charged for any order/payment received **between 23 Jan. and 18 Feb., 2017.**

30% surcharge will be charged for any order/payment received **after 18 Feb., 2017.**

3. Cancel orders:

50% of the order amount will be charged for any cancellation order received after 12 Jan., 2017.

No cancellation will be accepted after 18 Feb., 2017.

Standard Booth

Standard Booth Package & Design

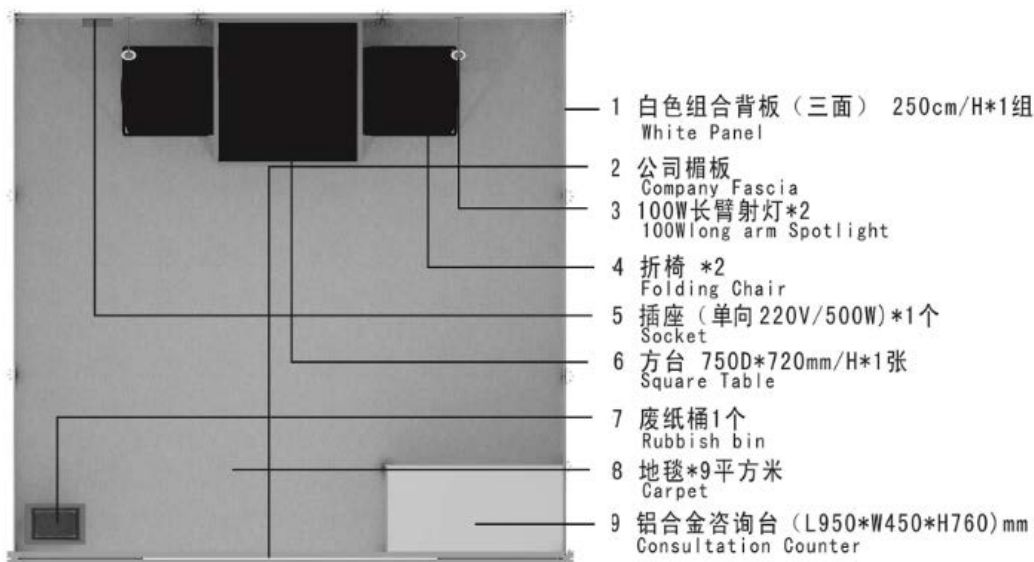
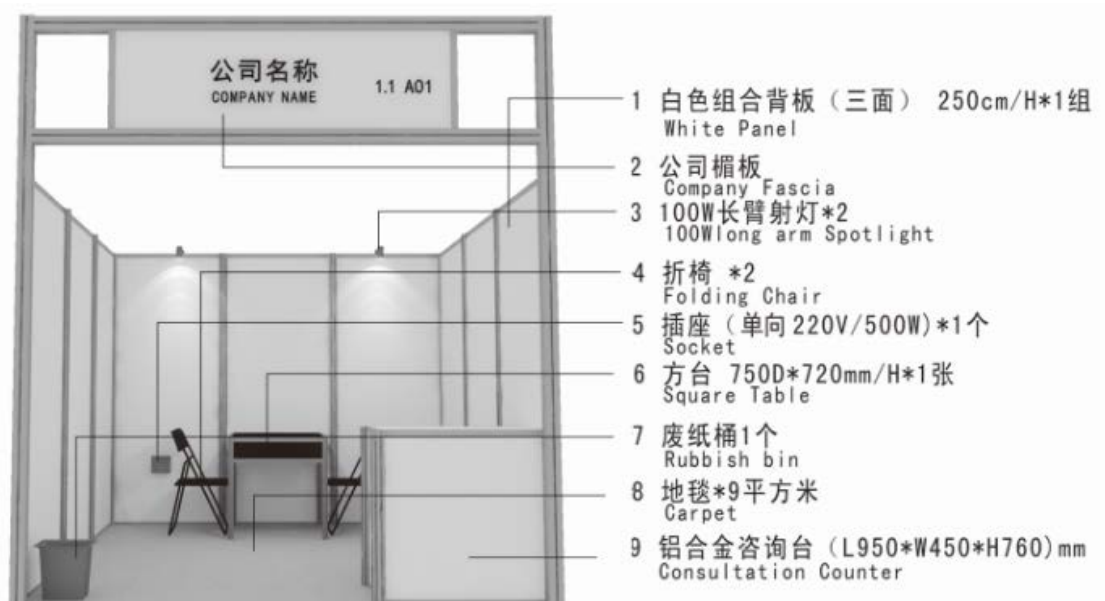
Booth facilities included in participation fee for 9sqm (3mx3m) are as follows:

(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 22 Jan., 2017**. 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 22 Jan., 2017**, 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 22 Jan, 2017** 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 3, Form 4 or Form5** for placing their orders. The order forms must be submitted latest by **22 Jan., 2017** 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 1 March, 2017, the Organizer has the right to use the booth for any purpose without the exhibitor's permission and refund.

Official Forwarding Agent & Schedule

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

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. Hill Gao / Mr. Chen Xing You

Email: feng@jes.com.hk / 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.

Official Forwarding Agent & Schedule

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 .18, 2017
B.	Shipping Instructions	Jan .18, 2017
<u>Timetable for Exhibits</u>		
A.	Via Hong Kong to Guangzhou	
	d) Overseas exhibits arrive HK by sea	Feb . 6-7, 2017
	b. Overseas exhibits arrive HK by air	Feb . 6-7, 2017
B.	Printed matter, CD ROM, Video Tape Submit to JES Logistics Limited office for customs Censorship	Jan .10, 2017
C.	Inbound payment to JES Logistics Limited	Jan . 25 , 2017

Transport Insurance and Liabilities

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 2017 Guangzhou

DESCRIPTION OF GOODS

Please state in the OBL or AWB: Exhibition Goods. (for SIAF 2017 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 2017" 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

This form should be returned to

vincy.zhang@china.messefrankfurt.com

before 15 Jan., 2017

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:** _____

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

This form should be returned to

vincy.zhang@china.messefrankfurt.com

before 15 Jan., 2017

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.

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

Company Name: _____ **Booth No:** _____

Contact Person: _____ **Title:** _____

Tel: _____ **Fax:** _____ **E-mail:** _____

Form 3 Temporary Staff

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

This form should be returned to

vincy.zhang@china.messefrankfurt.com

before 15 Jan., 2017

Interpreter and Booth Assistant					
Item No.	Date	Description	Price RMB/Day*	Quantity/Day	Total
1		Interpreter (Chinese – English)**	300		
2		Interpreter (Chinese – French, German or Russian)	800		
3		Interpreter (Chinese – Japanese or Korean)	500		
4		Interpreter (Chinese – Italian or Spanish)	1,000		
5		Booth Attendant	350		

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 15 Jan., 2017**. 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 the Organizer.

Terms of payment: onsite cash payment

Company Name: _____ Booth No: _____

Authorized Person: _____ Title: _____

Tel: _____ Fax: _____ E-mail: _____

Authorized Signature: _____ Date: _____

Form 4 Additional Booth Equipment

Guangzhou Zhuangzhan Exhibition Service Co., Ltd.

Rm.628, Huicheng Building, No.130 Zhongshandadao Road

Tianhe District, Guangzhou, P.R. China

Postcode: 510660

Tel: (86) 20-32370249

Contact: Ms. Meiyang Huang

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.

**This form should be returned
before 22 Jan., 2017
by Email: mayhwong03@163.com or
Fax: (86) 20-8252 9164**

No.	Facility	Size	Unit price/RMB	Quantity	Total Fee/RMB	Remarks
F1	Showcase with wooden shelves	L990xw495xH2000	270			Without panel
F2	Showcase with glass shelves	L990xW495xH2000	320			
F3	Shelves stand of aluminum alloy	L990xW495xH2000	270			
F4	Shelves stand of aluminum alloy	L990xW495xH2000	320			
F5	Tall Glass counter (no light inside)	L990xW495xH2000	580			order in advance
F6	Bulletin Board	L990xH2480	190			
F7	Hanger Stand	L990xW495xH2480	140			
F8	Register counter	L990xW495xH1000	230			
F9	Cabinet	L990xW495xH750	210			
F10	Short display counter	L990xW495xH1000	320			order in advance
F11	Show Counter	L990xW495xH300	160			
F12	High-low-cabined display counter (A)	L990xW495/495xH1000/750	300			
F13	High-low-cabined display counter (B)	L990xW495/495xH750/300	300			
F14	Flat Shelf	L990xW310	45			
F15	Inclined Shelf	L990xW310	55			
F16	Install aluminum door	L1000xH2400	120			
F17	Small show counter	L495xW495xH500	140			
F18	Steel Grid	L1000xH1500	100			
F19	Pannel Board	L990xH2480	55			
F20	Groove Plate	L1000xH2400	400			
F21	Peg Board	L968xH1188 8, hole width (mm)	190			
F22	Square Table of Aluminum Alloy	L650xW650xH680	140			
F23	Glass Round Table	R400xH800	160			
F24	Consultation Counter	L950xW450xH760	160			
F25	Folding Chair		40			

No.	Facility	Size	Unit price/RMB	Quantity	Total Fee/RMB	Remarks
F26	Black Folding Chair		40			
F27	Silvery Armchair		55			order in advance
F28	Water Dispenser	One bottle of water is on free	350			
F29	Catalog Stand		230			order in advance
F30	Bar Chair		120			
F31	Plastic Chair		85			order in advance
F32	Single Sofa		450			order in advance
F33	Double Sofa		750			order in advance
F34	Refrigerator (90L)		650			order in advance
F35	Refrigerator (140L)		850			

Please note that:

20% surcharge will be charged for any order/payment received between **23 Jan. and 17 Feb., 2017**.
30% surcharge will be charged for any order/payment received after **18 Feb., 2017** and should be paid by cash.

Company Name: _____ **Booth No:** _____

Contact Person: _____ **Title:** _____

Tel: _____ **Fax:** _____ **E-mail:** _____

Authorized Signature: _____ **Date:** _____

展具/家具 Facilities and Furniture



F1
展柜 (木层板)
Showcase (with wooden shelves)
L990 × W495 × H2000 (MM)



F2
展柜 (玻璃层板)
Showcase (with glass shelves)
L990 × W495 × H2000 (MM)



F3
展架 (木层板)
Shelves Stand of Aluminum Alloy
L990 × W495 × H2000 (MM)



F4
展架 (玻璃层板)
Shelves Stand of Aluminum Alloy
L990 × W495 × H2000 (MM)



F5
玻璃高柜
Tall Display Counter (no light inside)
L990 × W495 × H2000 (MM)



F6
前言牌
Bulletin Board
L990 × H2480 (MM)



F7
挂架
Hanger Stand
L990 × W495 × H2480 (MM)



F8
报到台
Register Counter
L990 × W495 × H1000 (MM)



F9
地柜
Cabinet
L990 × W495 × H750 (MM)



F10
玻璃矮柜
Short Display Counter
L990 × W495 × H1000 (MM)



F11
展台
Show Counter
L990 × W495 × H300 (MM)



F12
高低展柜 (A)
High-low-combined Display Counter (A)
L990 × W495/495 × H1000/750 (MM)



F13
高低展柜 (B)
High-low-combined Display Counter (B)
L990 × W495/495 × H750/300 (MM)



F14
平隔板
Flat Shelf
L990 × W310 (MM)



F15
斜隔板
Inclined Shelf
L990 × W310 (MM)



F16
铝合金门
Install Aluminum Door
L1000 × H2400 (MM)



F17
小展示台
Small Show Counter
L495 × W195 × H500 (MM)



F18
网片
Steel Grid
L1000 × H1500 (MM)



F19
展板
Panel Board
L990 × H2480 (MM)



F20
槽板
Groove Plate
L1000 × H2400 (MM)



F21
洞洞板
Peg Board
L968 × H1188 (MM) 洞距 8 (MM)



F22
铝合金方台
Square Table of Aluminum Alloy
L650 × W650 × H680 (MM)



F23
玻璃圆台
Glass Round Table
R400 × H800 (MM)



F24
铝合金咨询台
Consultation Counter
L950 × W450 × H760 (MM)



F25
折椅
Folding Chair



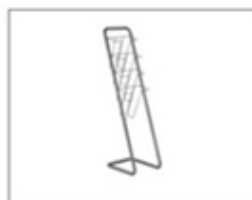
F26
黑皮折椅
Black Folding Chair



F27
银扶手椅
Silvery Armchair



F28
饮水机 (含1桶水)
Water Dispenser
(one bottle of water is on free)



F29
资料架
Catalog Stand



F30
吧椅
Bar Chair



F31
塑料椅
Plastic Chair



F32
单人沙发
Single Sofa



F33
双人沙发
Double Sofa



F34
冰箱 (90L)
Refrigerator (90L)



F35
冰箱 (140L)
Refrigerator (140L)

Form 5 Power & Equipment Supply

(Page 1 of 2)

Guangzhou Zhuangzhan Exhibition Service Co., Ltd.

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

Tel: (86) 20-82529044

Contact: Ms. Meiyang Huang

Email: mayhwong03@163.com

This form should be returned by
Email: mayhwong03@163.com or
Fax: (86) 20-8252 9164
before 22 Jan., 2017

All prices include supply and set-up.

ITEM	UNIT PRICE in RMB	Quantity	Amount	Remarks
40W fluorescent tube	100			
100W long-arm spotlight	100			
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			<ol style="list-style-type: none"> For a 24-hour power supply, then three times the total tariff collection. pay extra RMB 20/meter for cables, once over 30-meter cables are used for 63A-100A power capacity 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)	1900			
32A/380V three phase power point (machine only)	2,300			
50A/380V three phase power point (machine only)	3300			
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 ²)	4,500			The prices does not include the fee of the trachea, accessories and connected to the booth. For the details of additional fees, please contact the official contractor.
7.5 horse compressed air (diameter: 25mm,press: ≤ 0.6 sqm/min, flow rate: 6-8 kg/cm ²)	5,800			
10 horse compressed air (diameter: 25mm, press: ≤ 0.9 sqm/min, flow rate: 6-8 kg/cm ²)	7000			
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

Form 5 Power & Equipment Supply

(Page 2 of 2)

Notice:

- 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.
- 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.

- Payment terms according to the contractor that Organizer appointed.
Name of Account:
Guangzhou Zhuangzhan Exhibition Service Co., Ltd.
Name of Bank:
Guangzhou Chebei branch of Agriculture Bank of China
Account No.
44-056401040003256
- Late orders:
20% surcharge will be charged for any order/payment received between 23 Jan. and 17 Feb., 2017.
30% surcharge will be charged for any order/payment received after 18 Feb., 2017 and should be paid by cash!
- Cancel orders:
50% of the order amount will be charged for any cancellation order received after 22 Jan., 2017.
No cancellation will be accepted after 18 Feb., 2017

Additional Booth Equipment – Conditions

The condition for rental of furniture and electrical installation are:

- All items ordered are on rental basis and exhibitors will therefore have to make good of any damages or losses.
- Exhibitors with very sensitive equipment are advised to bring their own stabilizer to cater for voltage fluctuation.
- 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.
- 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 7 Appointment of Forwarder & Transport Order

Guangzhou JES Exhibition Services Ltd.

Tel: (86)20 – 8355 9738

Ctc: Mr. Hill Gao ; Mr Chen Xin You

Email: feng@jes.com.hk ; you@jes.com.hk

This Form should be returned by
18 Jan 2017 (both sea & air freight)
JES Logistics FAX: (86) 20 8355 3765

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 2017 (Go to 2)

☐ We will NOT appoint JES Logistics Limited to transport our exhibits to / from SIAF 2017, 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 _____, 2017.

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:** _____

Form 8 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

This form should be returned to
vincy.zhang@china.messefrankfurt.com
before 15 Jan., 2017

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:

- Trim size: 130mm (W) x 210mm (H) (+3mm bleed if necessary, 300 dpi in accuracy or up)
- Advertising design in color should be submitted by Digital format (JPG or PDF, etc.) to Organizer before **15 Jan., 2017.**

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.