



SIAF GUANGZHOU

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

Empowering the Intelligent Manufacturing
industry in China

26 – 28 February 2020

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 2020!

This manual is designed to give you maximum information regarding your participation in SIAF 2020 taking place in China Import and Export Fair Complex (Pazhou) from **26 - 28 February 2020**. 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 fulfil your requirements. All forms should be filled clearly in block capitals.

Please Note

After deadlines, orders related to construction services received between 10 **Jan to 31 Jan, 2020** will be subject to a surcharge of 20%.

After 1 Feb, 2020, 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 B3107, 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

Guangzhou Overseas Trade Fairs Ltd.

Tel: 86-20-38823660/1
Fax: 86-20-38823677
Website: www.fuyang.com.cn
E-mail: gzfuyang@126.com

China Foreign Trade Guangzhou Exhibition General Corporation

Tel: 86-20-89128350
Fax: 86-20-89128222 ext. 8406
Website: www.fairwindow.com
E-mail: fengxl@fairwindow.com.cn

We look forward to having you in SIAF 2020 and wish you all three successful and satisfying show days!

Yours sincerely,

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

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Section 1

General Information

Contact Information

Sponsors	Guangzhou Guangya Messe Frankfurt Co Ltd
Organizer	Guangzhou Guangya Messe Frankfurt Co., Ltd. China Foreign Trade Guangzhou Exhibition General Corporation
Contact	<p>Guangzhou Guangya Messe Frankfurt Co., Ltd. Address: Unit B3107, 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</p> <p>Guangzhou Overseas Trade Fairs Ltd. Tel: 86-20-38823660/1 Fax: 86-20-38823677 Website: www.fuyang.com.cn E-mail: gzfuyang@126.com</p> <p>China Foreign Trade Guangzhou Exhibition General Corporation Tel: 86-20-89128350 Fax: 86-20-89128222 ext. 8406 Website: www.fairwindow.com E-mail: fengxl@fairwindow.com.cn</p>
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. Meiyang Huang Email: mayhwong@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. Chen Xing You Email: 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	17 Jan, 2020

II. Other forms (OPTIONAL)

2	Exhibitor Staff	Invitation Letter for Visa Purpose	31 Dec, 2019
3		Temporary Staff	10 Feb, 2020

4	Booth Construction Service	Additional Booth Equipment	10 Jan, 2020
5		Power & Equipment Supply	
6		Facial Board	
7		Raw Space Exhibitors Submission Form	
12			

8	Forwarding Service	Appointment of Forwarder & Transport Order	11 Jan, 2020
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9	Promotion Service	Catalog Advertisement	10 Jan, 2020
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Show Schedule – Move in, Show Period and Move Out

Move-in

23 – 25 Feb 2020 9:00am – 5:00pm
Raw space booth exhibitors move-in

25 Feb 2020 9:00am – 5:00pm
Standard booth exhibitors move-in

Show Period

26 - 27 Feb 2020 9:30am – 5:00pm
Show opens to trade buyers

28 Feb 2020 9:30am – 3:00pm
Show opens to trade buyers

Move Out

28 Feb 2020 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 **5:00 pm on 26 - 28 February 2020**. 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 28 February 2020**. 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 **28 February 2020**. 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 28 February 2020**. 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 **31 Jan. 2020** 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.

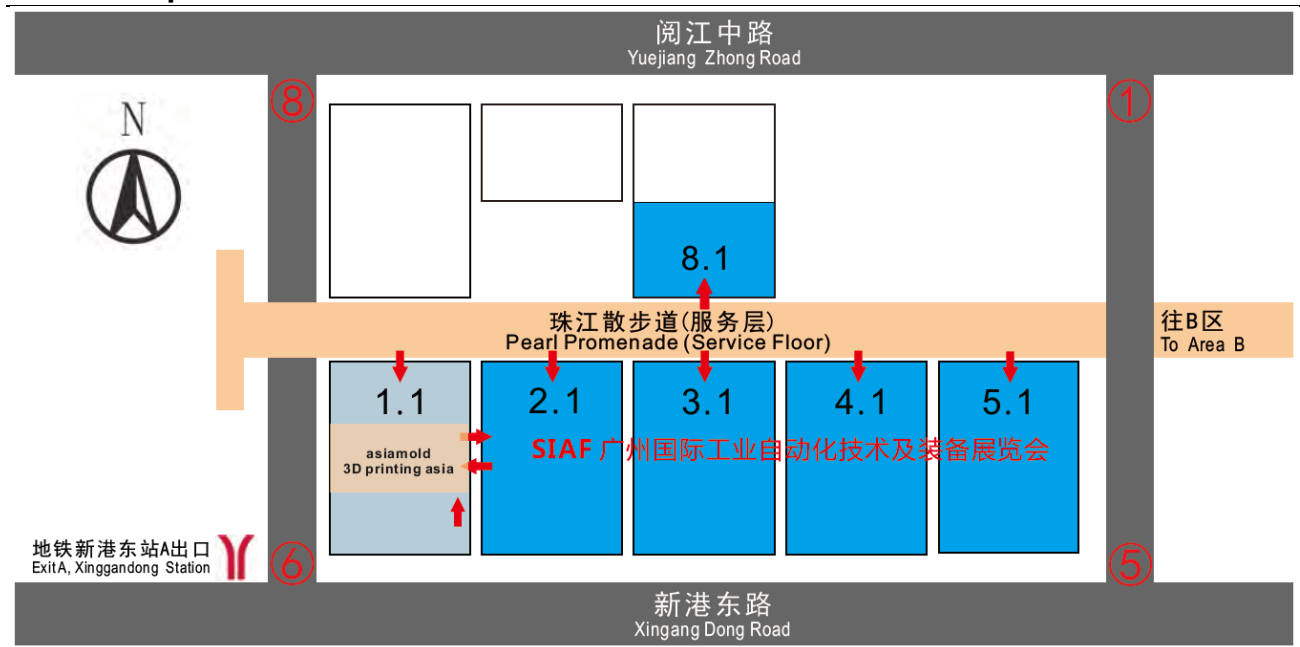
Location Information

Fairground Map

Traffic Direction Map



Hall Floor plan



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

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

Travellers 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

Shenzhen JL Exhibition Service Co., Ltd.

Contact: Suhua Zhu / Jiao Deng

Tel: +86-755-82880055 / 89

Fax: +86-755-88364202

QQ: 2232441819 / 2459618332

E-mail: service@bestmeeting.net.cn



Scan the QR code for online hotel reserved

Grade	Hotel Name	Room Type	Rate	Breakfast	Address
Five Stars	The Westin Pazhou	Deluxe Single Room	1000	Included	Area C, Canton Fair Complex, 681 Fengpu Zhong Rd., Haizhu District Guangzhou
		Deluxe Double Room	1050	Included	
	Langham Place Guangzhou	Superior Single Room	950	Included	638 Xingang East Road, Haizhu District, Guangzhou
		Superior Double Room	1000	Included	
Four Stars	Poly Yueya Hotel	Deluxe Room	468	None	No.19 Xuanyue East Street, Haizhu District, Guangzhou
	Kairuodu International Hotel	Superior Room	438	None	No.3 Shiliugang Road, Jianghai Avenue, Haizhu District, Guangzhou
	Clayton Hotel	Superior Single Room	400	Included	No.9 Yelin Road, Siheng Road, Yuancun Tianhe District Guangzhou
		Superior Double Room	400	Included	
Three Stars	Yi-Wu Commatrel Hotel	Business Single Room	400	Included	1F, Building A, No.1066 Xingang East Road (Continental Center South Tower) Haizhu District Guangzhou China
		Business Double Room	450	Included	
	Well Gold Hotel (Pazhou)	Superior Room	408	Included	No.84 Xingang East Road, Haizhu District, Guangzhou
		Business Room	488	Included	
	Wassim Hotels (Guangzhou Chigang)	Superior Room	368	Included	No.13-2 Shiliugang Road, Haizhu District, Guangzhou

Reminder:

1. 15% service charge and tax are included in all the price above. All fees will be settled in RMB.
2. The price above are the pre-paid price. The first night room fee or full room fee will be charged as guarantee deposit. The room will not be reserved without any pre-payment.
3. Discount is valid from 23 Feb, 2020 to 1 Mar, 2020. If the price list is different from the reservation, it will be subject to the reservation.

The discount will be validated for exhibitor who submit this application before 21 Feb, 2020 via Fax or E-mail to Shenzhen JL Exhibition Service Co., Ltd.

Company Name			Contact Name	
Tel			Mobile	
Fax			E-mail	
Hotel Name				
Guest Name	Check-in Date	Check-out Date	Room Type	
			Single Room <input type="checkbox"/> Double Room <input type="checkbox"/>	
			Single Room <input type="checkbox"/> Double Room <input type="checkbox"/>	

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.

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 10 Jan. and 31 Jan, 2020.**

30% surcharge will be charged for any order/payment received **after 1 Feb, 2020.**

3. Cancel orders:

50% of the order amount will be charged for any cancellation order received after 10 Jan, 2020.

No cancellation will be accepted after 7 Feb, 2020.

Standard Booth

Standard Booth Package & Design

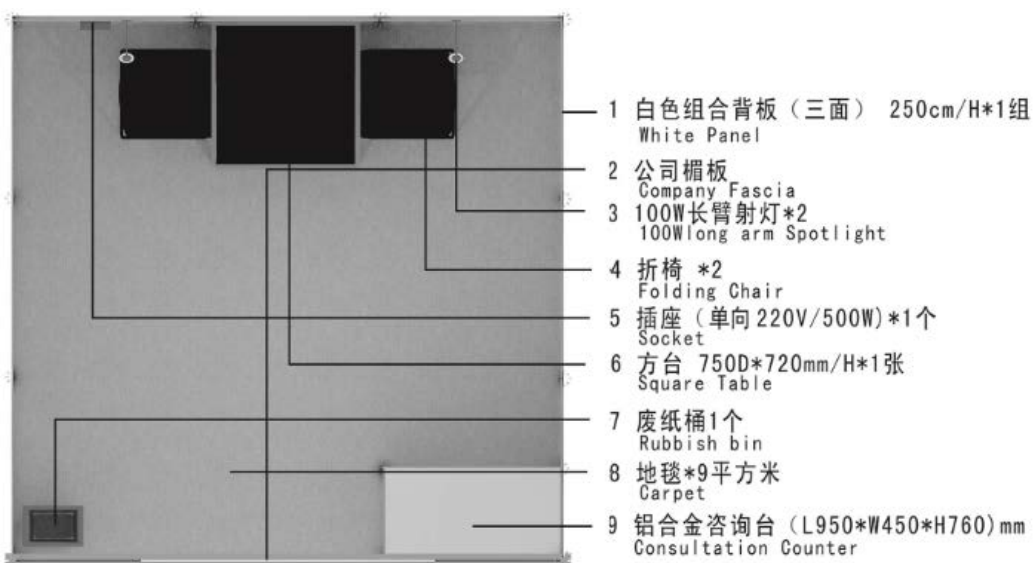
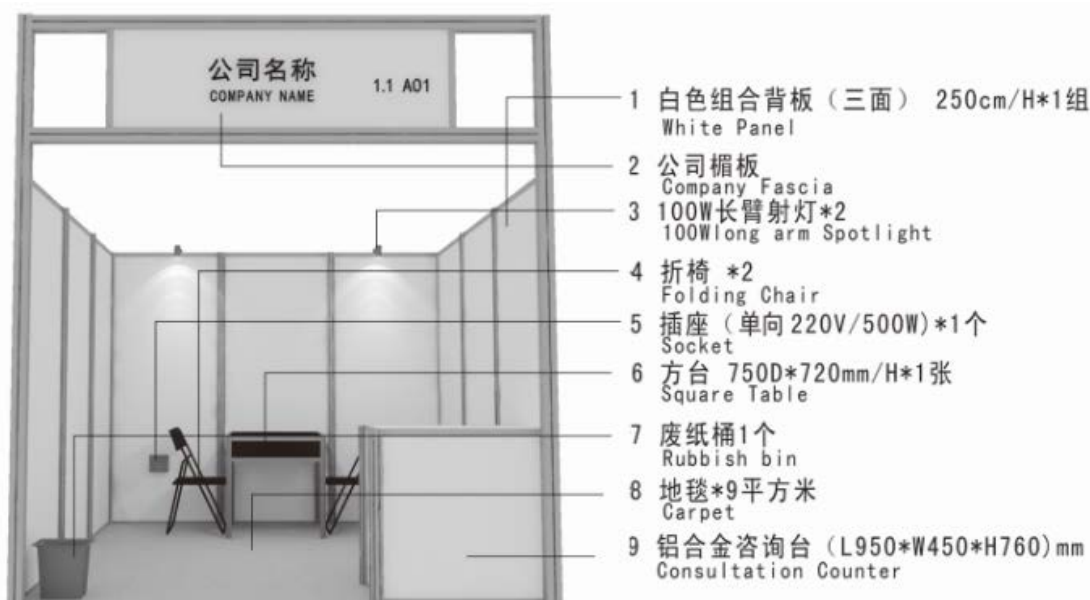
Booth facilities included in participation fee for 9sqm (3mx3m) are as follows:

(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 10 Jan, 2020**. 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 10 Jan, 2020**, 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 10 Jan, 2020** 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 **10 Jan, 2020** 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 26 February, 2020, the Organizer has the right to use the booth for any purpose without the exhibitor's permission and ref
13. The rental application is verified after the payment is paid in advance the deadline. The application is not be accepted which is not been paid. Even if the payment voucher received by the official contractor, the payment is on processed, the official contractor has the right not to process the application.
14. Helmet is required for everyone entering the exhibition hall during the construction time. Helmet wearing requirement is following:
 - a) Everyone entering the exhibition hall must wear a helmet during construction or withdrawal period.
 - b) The helmet must reach the national quality standard "Hard Cap (GB2811-2007)", "Safety Technical Specifications for Construction High Elevation (JGJ80-2016)", etc., with the certificate of factory certificate or safety certification, and in the warranty period.
 - c) The helmet must be adjusted to the tightness, fasten the belt to prevent falling off, and avoid it falling off when the human body falls.

Raw Space

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 **10 Jan, 2020** 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 **10 Jan, 2020**. 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, design layout, and elevation (including plane dimensions, elevation size and material description)
 - 2) The power distribution system diagram (Describe total power, Main switch rated current/voltage, wire specifications and laying way)
 - 3) Electrical distribution (Describe lamp, socket, standard, species , installation site, specific power box installation location)
 - 4) Complete **Form 5 “Power & Equipment Supply”** with exhibitor company seal and construction company seal.)
 - 5) Complete **Form 7 “Raw space exhibitor submission form”** with company official seal and construction company official seal.
 - 6) The duplicate of the business license of construction company with company official seal.
 - 7) The duplicate of Contact person ID on construction site with company official seal.
 - 8) The duplicate of Exhibition Insurance.

Reminder: The application will be failed if any these forms is missing.

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 25 Feb, 2020, 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 **90m²** 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 20m² and two for 20-30m², 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.
12. Helmet is required for everyone entering the exhibition hall during the construction time. Helmet wearing requirement is following:
 - a) Everyone entering the exhibition hall must wear a helmet during construction or withdrawal period.
 - b) The helmet must reach the national quality standard "Hard Cap (GB2811-2007)", "Safety Technical Specifications for Construction High Elevation (JGJ80-2016)", etc., with the certificate of factory certificate or safety certification, and in the warranty period.
 - c) The helmet must be adjusted to the tightness, fasten the belt to prevent falling off, and avoid it falling off when the human body falls.

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**

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, 17-22 Feb., 2020

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

Construction management regulations of Raw Space

Working at Heights

1. The limited height of step ladder is 2 meters with only one person is on work. And at least one person who should hold the ladder on the ground. It is prohibited to work on the top of the ladder or the ladder is moving.
2. It is required to use the scaffolding over 2 meters height operation but the scaffolding can't be more than 2 floors. Maximum two persons are allowed on the scaffolding and safety belt must be fastened on the scaffolding during operation. If there is pulley under the scaffold, one or two persons should hold the ladder on the ground.
3. It is required to use the engineering lift truck when the operation height exceeds 2 floors' scaffold.
4. It is prohibited to climb or stand on the stand of the booth. And it is prohibited to throw the tools while working at height.
5. All persons should wear the safety helmet while entering the venue during the assembly and dismantling periods. The safety helmet must be adjusted to fit the elastic size, fasten the lower jaw band, and prevent falling off.
6. Assembling workers must wear labor shoes during the during the assembly and dismantling periods. Slippers, sandals and other shoes are not allowed. Who is drunk, sick or unwell is strictly forbidden to enter the venue.

Electricity safety

1. Main controlling electrical box is required for every raw space booth and equipped with safe and reliable air circuit breaker and leakage protector (30mA, operation time less than 0.1s). The Main controlling electrical box is required to install in a safe, obvious, convenient position for operation and inspection.
2. If construction electricity needed during booth construction, a construction electric box need to be applied from the official contractor, at the same time, the booth contractor must install a construction distribution box (including disconnection switch, air switch, leakage protection switch) to the construction electric box of the exhibition hall. All the electric installation should be carried out by an electrician holding a valid verification. The electric tools used for construction should be reached the safety requirement. The temporary power supply cable should be constructed with a sheathed copper core cord, with no connection in the middle, a protection switch must be provided. Plug the power cord directly into the power socket or hang it on the blade switch is strictly forbidden, it must be connected with the plug and fasten in the screw port.
3. The exhibitor and the booth contractor should self-check the power system after the electrical installation, before the formal power supply. The power will be provided after verification by the electricians from the venue side and the official contractor side.

Fire safety

1. Keep the passageway unblocked, the main gallery of the exhibition hall is set at 6 meters and the other gallery is 3 meters. The evacuation door should be kept open and with no locked. Product display is strictly forbidden on the passageway and in front of the stairs, elevators and escalators. Otherwise, it will be ordered to remove.
2. The fire equipment and facilities should not be blocked, occupied or damaged during the construction and decoration.
3. Height limit of single layer booth is 4.5 meters, and the double layer booth is 6 meters. At least 2 portable fire extinguishers are required during the booth construction, 5KG dry powder fire extinguisher is recommended.
4. The packing boxes, sundries, paper scraps and excess display samples should be moved out of the exhibition hall. Stored them in the booth, on the top the counter or the back of the booth panel are forbidden, otherwise, the securities and cleaners have right to clean up of them.

Smoking is strictly forbidden in the exhibition hall. The punishment will be given depending on the circumstances.

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. Chen Xing You

Email: 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, 2020
B.	Shipping Instructions	Jan .11, 2020
<u>Timetable for Exhibits</u>		
A.	Via Hong Kong to Guangzhou	
	d) Overseas exhibits arrive HK by sea	Feb. 09-10, 2020
	b. Overseas exhibits arrive HK by air	Feb. 09-10, 2020
B.	Printed matter, CD ROM, Video Tape Submit to JES Logistics Limited office for customs Censorship	Jan .11, 2020
C.	Inbound payment to JES Logistics Limited	Feb. 15 , 2020

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 2020 Guangzhou

DESCRIPTION OF GOODS

Please state in the OBL or AWB: Exhibition Goods. (for SIAF 2020 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 2020" and a pre-advice fax of shipment details is also expected.

Form 1 Exhibitor Badge Pre-registration

Guangzhou Guangya Messe Frankfurt Co., Ltd.

Unit B3107, Center Plaza

No. 161 Linhexi Road, Tianhe District

Guangzhou, 510620, P.R.China

Tel: (86) 20 38251558 ext.242

Contact: Mr. Load Lu

Email: load.lu@china.messefrankfurt.com

This form should be returned to
load.lu@china.messefrankfurt.com
before 17 Feb., 2020

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 B3107, Center Plaza

No.161 Linhexi Road, Tianhe District

Guangzhou, 510620, P.R.China

Tel: (86) 20 38251558 ext. 242

Contact: Mr. Load Lu

Email: load.lu@china.messefrankfurt.com

This form should be returned to
load.lu@china.messefrankfurt.com
before 31 Dec. 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.

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

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

This form should be returned to
214100954@qq.com
before 10 Feb, 2020

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 10 Feb, 2020**. Should there be any cancellation after the submission, in order to coordinate work arrangement, the cancellation should be raised to **Hengjin Exhibition Services Co., Ltd. before 17 Feb, 2020**

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 Zhongshandao Road
Tianhe District, Guangzhou, P.R. China

Postcode: 510660

Tel: (86) 20-32370249

Contact: Ms. Meiyan Huang

**This form should be returned
before 10 Jan, 2020**

by Email: mayhwong03@163.com

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	L1000×W300×H2000	320			order in advance
F2	Tall Glass counter (no light inside)	L1000×W300×H2000	580			
F3	Register counter	L990×W495×H1000	230			
F4	Lockable showcase	L990×W495×H750	210			
F5	Low glass counter (no light inside)	L990×W495×H1000	320			
F6	Showcase	L990×W495×H300	160			
F7	High-low-cabined display counter (A)	L990×W495/495×H1000/750	300			
F8	High-low-cabined display counter (B)	L990×W495/495×H750/300	300			
F9	Flat Shelf	L990×W310	45			
F10	Inclined Shelf	L990×W310	55			
F11	Install aluminum door	L1000×H2400	120			
F12	Pannel Board	L990×H2480	55			
F13	Aluminum square table	L650×W650×H680	140			
F14	Glass round table	R400×H800	160			
F15	Aluminum square table	L950×W450×H760	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			order in advance
F20	Catalog Stand		230			
F21	Bar Chair		120			
F22	Single Sofa		450			
F23	Double Sofa		750			
F24	Refrigerator (90L)		650			
F25	Refrigerator (140L)		850			
F26	Helmet		20			

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 **10 Jan to 31 Jan, 2020**.

30% surcharge will be charged for any order/payment received after **1 Feb, 2020** and should be paid by cash.

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

Contact Person: _____ **Title:** _____

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

Authorized Signature: _____ **Date:** _____

Available for renting furniture (Next page)

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
报到处
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
平隔板
L990×W310



F10
斜隔板
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



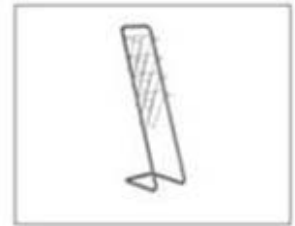
F17
黑皮折椅



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



F26
安全帽



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

Form 6 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) 20-32370249
Contact: Ms. Meiyan Huang
Email: mayhwong03@163.com

All prices include supply and set-up.

1)Standard booth: This form should be returned by Email:

mayhwong03@163.com

Before 10 Jan, 2020

2)Raw space: This form should be sent express delivery with booth design proposal to official contractor.
Address: Rm.628, Huicheng Building, No.130 Zhongshandadao Road, Tianhe District, Guangzhou, 51066, P.R. China

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			<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 800 per one. Lighting and machine power must be applied separately.
16A/220V single phase power point (lighting only)		750			
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			
Temporary power supply	10A/220V	150			The power supply only for the electric tools during the construction, not for the display trial or other usage.
	10A/380V	200			
42" plasma		1,300			RMB2,000 deposit
55" plasma		1,700			RMB2,000 deposit
Wireless internet service		700			RMB1,000 deposit
Cable broadband internet service	5M broadband (5 terminals capable, self-wired networking)	1,500			RMB1,000 deposit
	10M broadband (10 terminals capable, self-wired networking)	2,900			RMB1,000 deposit
	30M broadband (20 terminals capable, self-wired networking)	5,500			RMB1,000 deposit
Water supply		1200			RMB1,000 deposit

Form 6 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:

INDUSTRIAL AND COMMERCIAL BANK OF CHINA,
GUANGZHOU HUANGPU DISTRICT BANKCH

Account No.

3602115509100008009

- Late orders:

20% surcharge will be charged for any order/payment received between 10 Jan and 31 Jan, 2020.
30% surcharge will be charged for any order/payment received after 1 Feb, 2020 and should be paid by cash!

- Cancel orders:

50% of the order amount will be charged for any cancellation order received after 10 Jan, 2020.
No cancellation will be accepted after 7 Feb, 2020

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

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

Contact Person: _____ **Title:** _____

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

Authorized Signature: _____ **Date:** _____

before move in. Requests for repositioning will be subject to relocation charge.

Form 7 Raw Space Exhibitors Submission Form

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

Please express this form with official seal and original booth design layout in duplicate to the contractor office before 10 Jan, 2020 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 20 Jan, 2020.

Raw space exhibitor is liable to pay fee **(RMB 20,000 for raw space booth NO LESS THAN 100 sqm, RMB 30,000 for raw space booth MORE THAN 101 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 **10 Jan, 2020**.

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 **10 Jan, 2020** 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**.

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

This Form should be returned by
11 Jan 2020 (both sea & air freight)
FAX: (852) 2597 5057
Or email to: 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 2020 (Go to 2)

☐ We will NOT appoint JES Logistics Limited to transport our exhibits to / from SIAF 2020, 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 _____, 2020.

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 9 Advertisement in Fair Catalog

Guangzhou Guangya Messe Frankfurt Co., Ltd
Unit B3107, Center Plaza
No. 161 Linhexi Road, Tianhe District
Guangzhou, 510620, P.R. China
Tel: (86) 20 38251558 ext.242
Contact: Mr. Load Lu
Email: load.lu@china.messefrankfurt.com

This form should be returned to
load.lu@china.messefrankfurt.com
before 10 Jan. 2020

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

Advertising rates:

Catalog Advertiseme nt	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 17 Feb., 2020.

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.