PREFACE

Welcome to the 121st session of China Import and Export Fair (hereinafter referred to as the Canton Fair).

Since its 101st session in April 2007, the Canton Fair has established an International Pavilion specially tailored for overseas exhibitors. The International Pavilion of Canton Fair will be held in two phases i.e. Phase 1 and Phase 3 in the 121st session as per exhibit categories. Phase 1 will be held in Hall 9.3 in Area B and Hall 5.2 in Area A of the Canton Fair Complex respectively from April 15-19, 2017, with a total exhibition area of 15,000 square meters. Exhibits will be displayed as per exhibit classification in three sub-sections which include Electronics and Electrical Household Appliance, Building Material and Hardware, Machinery Equipment. Phase 3 will be held in Hall 11.2 in Area B and Hall 15.1 in Area C of the Canton Fair Complex from May 1-May 5, 2017, with a total exhibition area of 5,000 square meters. Food & Drink and Household Items will be exhibited in Hall 11.2 in Area B, and Fabrics and Home Textiles will be in Hall 15.1 in Area C respectively.

Being developed for over 60 years, the Canton Fair has already grown to be a mature trade fair which maintains about 200,000 loyal overseas buyers. It has become a platform for overseas exhibitors to demonstrate company strength, upgrade brand image, and exchange latest information. The Canton Fair will offer grand opportunities for all entrepreneurs to explore market demands, establish face to face contact and cooperation with international buyers, as well as cultivation of the huge potentiality of the Chinese market.

Welcome to the Canton Fair with boundless opportunities!
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1. A Brief Introduction to the Exhibition

1.1 Official Fair Name
The 121st Session of China Import and Export Fair (hereinafter referred to as Canton Fair)

1.2 Hosts
Ministry of Commerce of the People’s Republic of China
People’s Government of Guangdong Province

1.3 Organizer
China Foreign Trade Centre

1.4 Venue
China Import and Export Fair Complex (For details, please refer to Part 7)
Add: No.382 Yuejiang Zhong Road, Guangzhou

1.5 Location of the International Pavilion
Phase 1: Second floor of Hall 5, Area A and Third floor of Hall 9, Area B (abbreviated to Hall 5.2, 9.3) (For details, please refer to Part 7)
Phase 3: Second floor of Hall 11, Area B and First floor of Hall 15, Area C (abbreviated to Hall 11.2, 15.1) (For details, please refer to Part 7)

1.6 Exhibition Time

<table>
<thead>
<tr>
<th>Preparation Time</th>
<th>Phase 1</th>
<th>Phase 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stand Setting-up</td>
<td>Apr. 10-12 8:30-17:30</td>
<td>Apr. 28 10:00-24:00</td>
</tr>
<tr>
<td>Move-In Exhibits of Standard and Custom-built Stand</td>
<td>Apr. 13 8:30-24:00</td>
<td>Apr. 29 16:00-24:00</td>
</tr>
<tr>
<td>Stand Dismantling</td>
<td>Apr. 14 8:30-12:00</td>
<td>Apr. 30 8:30-22:00</td>
</tr>
</tbody>
</table>

Exhibitors should have their stand construction accomplished by 12:00 at noon on Apr. 14 when the entire complex is closed.
Exhibitors should have their stand construction accomplished by 22:00 at night on Apr. 30 when the entire complex is closed.

<table>
<thead>
<tr>
<th>Exhibition Time</th>
<th>Phase 1</th>
<th>Phase 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Entrance for Exhibitors</td>
<td>Apr. 15-19 9:00-18:00</td>
<td>May 1-May 5 9:00-18:00</td>
</tr>
<tr>
<td>Entrance for buyers</td>
<td>Apr. 15-19 9:30-18:00</td>
<td>May 1-May 5 9:30-18:00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Time for Stand Dismantling</th>
<th>Phase 1</th>
<th>Phase 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stand Dismantling</td>
<td>18:00, Apr. 19 to 10:00 Apr. 20</td>
<td>18:00, May 5 to 17:30, May 6</td>
</tr>
<tr>
<td>The complex will be open for 24 hours Apr. 19</td>
<td>The complex will be open for 24 hours May 5</td>
<td></td>
</tr>
</tbody>
</table>
## Participation Timeline and Contact Details of the International Pavilion

### 2.1 Participation Timeline of the International Pavilion of the Canton Fair

<table>
<thead>
<tr>
<th>Procedures</th>
<th>Deadline</th>
<th>Relevant Activities</th>
<th>Contacts</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Stand application</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Booking</td>
<td>Jan., 15th</td>
<td>Contact the Project Team of the International Pavilion for qualification of exhibitors, submission relevant documents and confirmation of stand quantity and locations.</td>
<td>The Project Team of the International Pavilion</td>
</tr>
<tr>
<td>Stand confirmation</td>
<td>Jan., 30th</td>
<td>Confirmation with the Project Team for exhibition stand and arrangement for payment. Obtain stand number, layout and the service guide.</td>
<td></td>
</tr>
<tr>
<td>Registration via website</td>
<td></td>
<td>Visit official webpage of Canton Fair via <a href="http://www.cantonfair.org.cn/cn/">www.cantonfair.org.cn/cn/</a> international/index.aspx To apply directly via online Easy Exhibitor system. Have your company and products registered through the system.</td>
<td></td>
</tr>
<tr>
<td>Visa application</td>
<td>Immediately after confirmation of stands</td>
<td>Exhibition invitation will be generated via the Easy Exhibitor system once on-line application is approved. Relevant visa application will be accomplished via this invitation.</td>
<td>China Embassy to various countries</td>
</tr>
<tr>
<td>Haulage of exhibits</td>
<td>Mar., 15th</td>
<td>Please do contact nominated forwarders of the Canton Fair to ensure custom clearance (Details: <a href="http://www.cantonfair.org.cn/html/cantonfair/cn/">http://www.cantonfair.org.cn/html/cantonfair/cn/</a> exhibitor/2012-09/24857.shtml)</td>
<td>Shipping agent</td>
</tr>
<tr>
<td>Decoration design for custom-built stands</td>
<td>Mar., 30th Apr., 10th</td>
<td>Contact qualified constructors for stand design via: (<a href="http://www.cantonfair.org.cn/cn/exhibitor/exhibition/index.aspx">http://www.cantonfair.org.cn/cn/exhibitor/exhibition/index.aspx</a>)</td>
<td>Stand Constructors</td>
</tr>
<tr>
<td>Badge application</td>
<td>Apr., 17th May, 3rd</td>
<td>Relevant badges and certificates will be applied on-line via Easy Exhibitor System. Refer to Chapter 1 in Part 2 of Service Guide for details.</td>
<td>The Project Team of the International Pavilion</td>
</tr>
<tr>
<td>Advertisement</td>
<td></td>
<td>If you need to put up advertisement inside the Complex, please contact Canton Fair Advertisement Co.</td>
<td>Advertisement Co.</td>
</tr>
<tr>
<td>Travelling</td>
<td>Immediately after stand confirmation</td>
<td>Various services such as hotel reservation, train tickets inquiry, restaurant booking, traveling and transportation will be provided to exhibitors. Details will be found via the official website of the Canton Fair and chapter 10 of the Service Guide.</td>
<td>Travel Agency Co., Ltd</td>
</tr>
<tr>
<td>On-site services</td>
<td></td>
<td>On-site Service Spot provides services including leasing of exhibition facilities and flowers, application for water and electricity, installation of facilities, renewal of filed documents and editing, storage and transportation of exhibits and samples, portage service, international call and Internet service etc. Please refer chapter 2 of the Service Guide for details.</td>
<td></td>
</tr>
<tr>
<td>Preparation (Stand Arrangement and Exhibit Setting)</td>
<td>12:00, 13-14, Apr. 29-30, Apr.</td>
<td>Contractors will handle procedures with Drawing Verification Team of the Canton Fair. Find details in Chapter 3 Custom-built Construction Management Provisions of Part 2 of this Guide</td>
<td>Contractor Forwarder</td>
</tr>
<tr>
<td>Fair participation</td>
<td>15-19, Apr. 1-5, May</td>
<td>On site negotiation, statistical work for import and transaction, IPR protection etc. Refer to chapter 7 of the Service Guide for details of IPR protection and trade disputes.</td>
<td></td>
</tr>
<tr>
<td>Stand Dismantling (apply for badge of stand dismantling)</td>
<td>Apr., 19th May, 5th</td>
<td>Apply for badges for stand dismantling and Release Note for Exhibits and Samples; Removal of Exhibits and Samples. For charge criteria, please refer to Chapter 1 of Part 2, and for time of stand dismantling, please see Chapter 6 of Part 2</td>
<td>The Project Team of the International Pavilion</td>
</tr>
</tbody>
</table>
### 2.2 Contact Details of the International Pavilion of the 121st Session of the Canton Fair

<table>
<thead>
<tr>
<th>Department</th>
<th>Contact person</th>
<th>Main responsibilities</th>
<th>Telephone</th>
<th>E-mail</th>
<th>Fax</th>
</tr>
</thead>
<tbody>
<tr>
<td>International Pavilion</td>
<td></td>
<td>Expositor Recruitment and promotion for the international pavilion</td>
<td>86-20-89138585</td>
<td><a href="mailto:yr@cantonfair.org.cn">yr@cantonfair.org.cn</a></td>
<td>86-20-89138550</td>
</tr>
<tr>
<td>Northeast Asia</td>
<td>Mr. Yang</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Southeast Asia</td>
<td>Mr. Huang</td>
<td></td>
<td>86-20-89138583</td>
<td><a href="mailto:andyhuang@cantonfair.org.cn">andyhuang@cantonfair.org.cn</a></td>
<td></td>
</tr>
<tr>
<td>America, West and Central Asia</td>
<td>Mr. Cai</td>
<td></td>
<td>86-20-89138580</td>
<td><a href="mailto:czl@cantonfair.org.cn">czl@cantonfair.org.cn</a></td>
<td></td>
</tr>
<tr>
<td>Eastern &amp; Northern Europe</td>
<td>Miss Peng</td>
<td></td>
<td>86-20-89138568</td>
<td><a href="mailto:wp@cantonfair.org.cn">wp@cantonfair.org.cn</a></td>
<td></td>
</tr>
<tr>
<td>Western &amp; Southern Europe</td>
<td>Miss Xu</td>
<td></td>
<td>86-20-89138589</td>
<td><a href="mailto:clairexu@cantonfair.org.cn">clairexu@cantonfair.org.cn</a></td>
<td></td>
</tr>
<tr>
<td>South Asia</td>
<td></td>
<td>Badges for exhibitors</td>
<td>86-20-89138585</td>
<td><a href="mailto:yr@cantonfair.org.cn">yr@cantonfair.org.cn</a></td>
<td></td>
</tr>
<tr>
<td>Hong Kong, Macao and Taiwan</td>
<td>Mr. Huang</td>
<td>Translation service</td>
<td>86-20-89138580</td>
<td><a href="mailto:czl@cantonfair.org.cn">czl@cantonfair.org.cn</a></td>
<td></td>
</tr>
<tr>
<td>Media</td>
<td>Mr. Yang</td>
<td></td>
<td>86-20-89138568</td>
<td><a href="mailto:wp@cantonfair.org.cn">wp@cantonfair.org.cn</a></td>
<td></td>
</tr>
<tr>
<td>Chinese Buyer Service</td>
<td>Miss Peng</td>
<td></td>
<td></td>
<td><a href="mailto:andyhuang@cantonfair.org.cn">andyhuang@cantonfair.org.cn</a></td>
<td></td>
</tr>
<tr>
<td>Security Department</td>
<td>Shen Wei</td>
<td>Translation service</td>
<td>0086-20-89138662</td>
<td><a href="mailto:lsc@cantonfair.org.cn">lsc@cantonfair.org.cn</a></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>0086-20-89138708</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Exhibition Service Department</td>
<td>Luo Wei</td>
<td>Haulage and custom clearance</td>
<td>0086-20-89139565</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Drawing Verification team</td>
<td>Ye Yueshan</td>
<td>Consultant on Drawing verification</td>
<td>0086-20-89124229</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Service Center for Exhibitors</td>
<td>Relevant person in-charge</td>
<td></td>
<td>0086-20-89124242</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Relevant person in-charge</td>
<td></td>
<td>0086-20-89124235</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Xu Zhihao &amp; Guan Ying</td>
<td>Advance application for modification of standard stand</td>
<td>0086-20-89139719</td>
<td><a href="mailto:gz510014@126.com">gz510014@126.com</a></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>On-site consultant service</td>
<td>0086-20-89130080</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Canton Fair Advertisement Co., Ltd</td>
<td>Liu Xiang</td>
<td>Advertisement service</td>
<td>0086-20-89268255</td>
<td><a href="mailto:liuxiang@cantonfairad.com">liuxiang@cantonfairad.com</a></td>
<td>0086-20-89268285</td>
</tr>
<tr>
<td></td>
<td>Huang Xiaoying</td>
<td></td>
<td>0086-20-89268200</td>
<td><a href="mailto:huangxiaoying@cantonfairad.com">huangxiaoying@cantonfairad.com</a></td>
<td>0086-20-89268285</td>
</tr>
<tr>
<td>Canton Fair International Travel Agency Co., Ltd</td>
<td>Zhang Yonggang</td>
<td>Flight ticket</td>
<td>0086-20-89268100</td>
<td><a href="mailto:cantonfair.tour@163.net">cantonfair.tour@163.net</a></td>
<td>0086-20-89268462</td>
</tr>
<tr>
<td></td>
<td>Huang Jianfeng</td>
<td>Room booking, car leasing etc.</td>
<td>0086-20-89268103</td>
<td><a href="mailto:1817128480@qq.com">1817128480@qq.com</a></td>
<td>0086-20-89268103</td>
</tr>
<tr>
<td>Call Center</td>
<td>Customer service representative</td>
<td>Consultant and complaint</td>
<td>4000-888-999 (The Chinese Mainland)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>0086-20-28-888-999</td>
<td><a href="mailto:Info@cantonfair.org.cn">Info@cantonfair.org.cn</a></td>
<td></td>
</tr>
</tbody>
</table>

(Outside the Chinese Mainland)
3. Badge Registration Service
The Registration Service Centre shall issue exhibitor badges and passes of various kinds.

3.1 Location of Registration Service Centre
Sidewalk of Exit A to Xingangdong Station of Metro Line 8 for Exhibitor Badge, Stand Construction Badge, Stand Dismantling Badge, Vehicle Pass application and exhibitor badge replacement.

3.2 Types of Certificate and Issuing Criteria

3.2.1 Exhibitor Badge—applicable for exhibitors entering the exhibition halls (Exhibitor Badge is also valid during the periods of stand construction and dismantling). The badge can be applied on-line by exhibitors, agents, or the organizer through the Easy Exhibitor of the official website of Canton Fair.

<table>
<thead>
<tr>
<th>Period of validity</th>
<th>Phase 1: Apr. 10 – 10:00, Apr. 20</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Phase 3: 10:00, Apr. 28 – May 5</td>
</tr>
</tbody>
</table>

Issuing Criteria: 3 Exhibitor Badges (free) can be applied for every standard stand (9 m²). Exhibitor Badges can be used for multi-sessions (have to be registered every phase of every session), please keep it safe.

3.2.2 Stand Construction Badge—applicable for people assisting exhibitors in stand construction. To apply, please fill in Form A1.

<table>
<thead>
<tr>
<th>Period of validity</th>
<th>Phase 1: Apr. 10-14.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Phase 3: Apr. 28-30</td>
</tr>
</tbody>
</table>

Issuing Criteria: 2 Stand Construction Badges can be applied for 1 standard stand (9 m²).

Charge: RMB 20 Yuan/Day + Card Fee 10Yuan/Badge

3.2.3 Stand Dismantling Badge——applicable for people assisting exhibitors in stand dismantling. To apply, please fill in Form A2.

<table>
<thead>
<tr>
<th>Period of validity</th>
<th>Phase 1: 18:00, Apr. 19 - 10:00, Apr. 20,</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Phase 3: 18:00, May 5 – 17:00, May 6.</td>
</tr>
</tbody>
</table>

Issuing Criteria: 1 Stand Dismantling Badge shall be allocated for every 9 m² of standard stand

Charge: RMB 20 Yuan/Day + Card Fee 10Yuan/Badge

3.2.4 Parking Permit —applicable for agents’ vehicles entering the complex. To apply, please fill in Form A4.

Arranging Criteria:
· One Parking Permit (sedan) in the underground parking lot of the Fair Complex is arranged for one Agent. (RMB 15 Yuan/Day/Permit);
· One Coach Parking Permit is arranged for every 40 exhibitors, and 1 parking space is arranged for every 3 coaches. (RMB 45 Yuan/Day/Parking space). No parking within the complex, and no waiting for passengers.
· *If the Coach Parking Permit is needed, please apply from the Organizer through your agent before 1st April.

3.2.5 Stand Construction Vehicle Pass and Stand Dismantling Vehicle Pass—applicable for exhibitors’ vehicles during the Stand Construction and Dismantling when the vehicles carrying exhibits move in and out of the city of Guangzhou and the Fair Complex. Should exhibitors require the Passes, please fill in Forms A5 and A6. During the Stand Construction and Dismantling, vehicles shall leave the complex after loading or unloading exhibits. No parking within the complex, and waiting for loading within the complex is not allowed. The driver should not leave the car. For those who intend to apply for the Stand Construction Vehicle Pass, please make the application 3 days in advance.

Charging Criteria:
Stand Construction Vehicle Pass: 20 Yuan / Pass
Stand Dismantling Vehicle Pass: 20 Yuan / Pass

3.3 Application Time

- Exhibitor Badge:
  Phase 1: Apr. 10-17 9:00-17:00
  Phase 3: Apr. 28- May 3 9:00-17:00

- Stand Construction Badge:
  Phase 1: Apr. 7-13 9:00-17:00
  Apr. 14 9:00-12:00
  Phase 3: Apr. 25- 29 9:00-17:00
Apr. 30  9:00-12:00

- Stand Dismantling Badge:
  Phase 1: Apr. 17-18  9:00-17:00  
  Apr. 19  9:00-16:30  
  Phase 3: May 3-4  9:00-17:00  
  May 5  9:00-16:30

- Parking Permit:
  Apr. 7- May 5  9:00-17:00

- Stand Construction Vehicle Pass
  Phase 1: Apr. 7-13  9:00-17:00  
  Phase 3: Apr. 25-30  9:00-17:00

- Stand Dismantling Vehicle Pass
  Phase 1: Apr. 17-19  9:00-17:00  
  Phase 3: May 3-5  9:00-17:00

Copy version of all the forms is acceptable, and the forms can also be downloaded from http://www.cantonfair.org.cn/cn/download/index.aspx

*Generally, all badges should be collected and delivered by agents. Individual companies should contact the organizer to collect their badges.

3.4 Application and Collection Methods

1. Exhibitor Badge—In order to distribute and make the badges available on time, the exhibitors can log on the Easy Exhibitor (http://exhibitor.cantonfair.org.cn/en) before Apr. 15th, to submit application for Exhibitor Badge (including replacement and reapplication). Or exhibitors can submit all materials to agents or the organizer for verification and approval. The agents shall be responsible for verification of all IDs registered through the network. All original copies of the IDs for first-time participant must be checked by the agents. Only qualified exhibitors can be allocated with an exhibition badge.

Digital Photo Requirements:

The digital photo for applying a badge has to be recent-taken and hatless full-faced without frame. Re-shoot, Selfie and casual photo are not allowed. Only the formal certificated photo with blue/white background can be accepted. The photos failing in meeting the requirements shall be rejected.

- Photo Size: 40mm*50mm. The head shall cover two third of the whole photo. (the distance between pic’s bottom and jaw shall be 3-5 mm, and that between pic’s top and head shall be 2 mm)

- Photo dimensions:
  ✓ The digital picture shall be in the jpg format and less than 100k.
  ✓ The ratio of the photo for height and width is 5:4, photo resolution of 200 * 250 is better.
  ✓ The background of the photo should be blue or white.

Passport requirement:

✓ The provided passport (or ID card) must be valid. The picture and letters on the copied or scanned passport (or ID card) shall be clearly recognizable.

3.4.2 Stand Construction Badge, Stand Dismantling Badge, and Vehicle Passes—shall be submitted and collected on-site in the Registration service Centre by full-time certificate personnel. Please find detailed requirements in Form A1-A5 of the related badges.

3.4.3 Only after the payment of all the exhibition fees has been received shall the exhibitor eligible to collect related badges.

3.4.4 In case exhibitors fail to submit application materials through Registration System due to force majeure, personnel from the organizer can submit application materials on the spot with the approval of the person in-charge from the Registration Centre. Any failure in timely reception of exhibition badge due to delay in submission of application material should be responsible by the exhibitors.

3.4.5 When an exhibitor submits its registration materials to the organizer or recruitment agent, the copy of passport or ID card on the Application Form shall only be accepted with a seal of the exhibitor’s on the perforation.

3.4.6 Please refer to Application Form A1-A7 for Requirements of Registration Application and Collection.

3.5 Reminders
3.5.1 During the Canton Fair, all participants shall use the IC cards of plastic or paper materials. Staff badge and Exhibitor badge are plastic cards which can be used for multiple sessions after registration. Please keep it safe and do not bend or get close to strong magnetic field. The same card must be brought and registered again for continued use on subsequent Fair sessions. In future sessions, if staff or exhibitors have a different employer, title or identity, registration for new cards is required, with RMB 50 Yuan charged on each card.

3.5.2 To strictly implement the ‘one person, one card’ principle, for participants with multiple plastic cards, only the most recently handled badges can be retained, while other badges shall be prohibited.

3.5.3 If the replacement of Exhibitor Badge is needed, please apply online. Replacement proposed prior to 00:00 inclusive Apr. 15 (Phase 1)/ May 1 (Phase 3) is free; replacement application after 00:00 of Apr. 15 (Phase 1) and 00:00 of May 1 (Phase 3) shall be charged RMB 100 Yuan/card.

Deadlines for badge replacement:
- 17:00, Apr. 17 (Phase 1)
- 17:00, May 3 (Phase 3)

3.5.4 Any badge that has been borrowed, sold, altered or counterfeited shall be confiscated and shall not be reregistered. The holder shall be handed over to the police and shall be placed on record. People involved in the above activity shall not be eligible for registration for the next session or future sessions of the Canton Fair.

3.5.5 If any Badge of Canton Fair is lost, including Exhibitor Badge or Staff Badge, the party concern shall report to the security department immediately, and then register loss and reapply at the Registration Service Centre with the documentary evidence issued by the exhibition organizer or recruitment agent. The charge is RMB 200 Yuan/document. Any false ID badge, i.e., through manipulated ID photos, shall be confiscated. Without declaring the loss of the card beforehand, the holder shall be put on record and shall, in principle, be ineligible for card re-application.

Any failure in bringing the same old card for re-registration is considered loss of the card, a written application must be submitted and an extra fee of RMB 200 yuan will be charged for renewal after re-registration reviewed by the organizer and approved by the Certificate Service Centre.

3.5.6 Other badges or passes shall not be replaced or reapplied or reregistered except for Staff Badge for Agents and Exhibitor Badge.

3.5.7 The badges will be confiscated and the badge-holder will be not allowed to enter the Canton Fair resulting from badges being used in advance or not being registered or activated. Please check the period of validity of multi-sessional plastic card (Staff Badge and Exhibitor Badge) following the instruction: Visit the Canton Fair official website via PC or APP—enter the Easy Exhibitor—click “Exhibitor Badge”—input the bar code number of your badge.

3.5.8 Entrance time during the exhibition:
- Exhibitor Badge: 9:00
- Buyer Badge: 9:30

3.6 Form A1-A7 for badges service

A1 Application Form for Stand Construction Badge (For persons assisting in stand construction)
A2 Application Form for Stand Dismantling Badge (For Staff Assisting in Stand Dismantling)
A3 Registration Form for Parking Permit Inside Canton Fair Complex
A4 Application Form for Vehicle Pass during Stand Construction (Canton Fair Complex)
A5 Application Form for Vehicle Pass during Stand Dismantling (Canton Fair Complex)
A6 Registration Form for Fork-lift or Crane License
A7 Registration Form for Hotel / Restaurant Vehicle Badge
**Application Form for Stand Construction Badge (For persons assisting in stand construction)**

**Deadline:** 12:00, Apr. 13 (Phase 1)
12:00, Apr. 30 (Phase 3)

This form shall be filled in carefully and submitted prior to the deadline. The overdue submission will not be accepted.

System Application Number: ______________________

Application Form for Stand Construction Badge of 121st Canton Fair (International Pavilion)

Canton Fair No.: ____________________________ Name: ____________________________
No. of Days ____________, from ____________ to ____________.

---

System Application Number: ______________________

Application Form for Stand Construction Badge of 121st Canton Fair (International Pavilion)

Canton Fair Service Center: ______________________

______________ from our company participate in stand construction of Canton Fair. Please verify and issue Stand Construction Badge.

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Canton Fair No.</th>
<th>No. of Days</th>
<th>Period</th>
<th>Signature of Responsible Person</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td>to</td>
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<td>(date)</td>
<td></td>
</tr>
</tbody>
</table>

**Reminders:**

1. When applying for Badges, applicant shall provide his valid original of passport (ID Card for Chinese Residents) for verification and provide one copy of the certificate as well as one recent and bareheaded glossy photo (Size: 40MM×50MM) with blue background. Original copy of certificates shall be submitted for verification in first application of the session. Chinese Residents’ registration with the first generation ID card will no longer be accepted.

2. The photo shall be attached to the specified place of the application form. The photo shall be developed on glossy photo paper, while the photo printed on ordinary printing-paper is not acceptable. The picture shall be clearly recognizable and the head shall cover two third of the whole photo. (i.e. the distance between pic’s bottom and jaw shall be 5-8 mm, and that between pic’s top and head shall be 2-3 mm). Re-shoot, Selfie and casual photo are not allowed.

3. The written exhibition company shall match its Canton Fair No. The application form shall bear an across-page seal between the form and copies of passport or ID Card of the organizer for confirmation, otherwise is not acceptable.

4. Each application is used for only one person. Please sign on the back of the photo.

**Copy of passport (ID Card for Chinese Residents)**

**Photo**

**Year** **Month** **Date**

*[Note: This form can be downloaded at: www.cantonfair.org.cn]*
A2 Application Form for Stand Dismantling Badge (For Staff Assisting in Stand Dismantling)

Deadline: 16:30, Apr. 19(Phase 1)
16:30, May 5(Phase 3)

This form shall be filled in carefully and submitted prior to the deadline. The overdue submission will not be accepted.

System Application Number:

Application Form for Stand Dismantling Badge of 121st Canton Fair (International Pavilion)

Canton Fair No.: __________________________ Name: __________________________
No. of Days __________________________ from ___________ to ___________.

----------

Canton Fair Service Center:
____________________from our company participate in stand dismantling of Canton Fair. Please verify and issue Stand Dismantling Badge.

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Canton Fair No.</th>
<th>No. of Days</th>
<th>Period</th>
<th>Signature of Responsible Person</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>to (date)</td>
<td></td>
</tr>
</tbody>
</table>

Reminders:
1. When applying for Badges, applicant shall provide his valid original of passport (ID Card for Chinese Residents) for verification and provide one copy of the certificate as well as one recent and bareheaded glossy photo (Size: 40MM×50MM) with blue background. Original copy of certificates shall be submitted for verification in first application of the session. Chinese Residents’ registration with the first generation ID card will no longer be accepted.
2. The photo shall be attached to the specified place of the application form. The photo shall be developed on glossy photo paper, while the photo printed on ordinary printing-paper is not acceptable. The picture shall be clearly recognizable and the head shall cover two third of the whole photo. (i.e. the distance between pic’s bottom and jaw shall be 5-8 mm, and that between pic’s top and head shall be 2-3 mm). Re-shoot, Selfie and casual photo are not allowed.
3. The written exhibition company shall match its Canton Fair No. and bear the seal of the organizer. The application will be invalid with any modification.
4. Each application is used for only one person. The application form shall bear an across-page seal between the form and passport or ID Card of the organizer for confirmation. Application shall be carried out by the organizer.

Copy of passport (ID Card for Chinese Residents)  Photo

Note: This form can be downloaded at: www.cantonfair.org.cn
# A3 Registration Form for Parking Permit Inside Canton Fair Complex

<table>
<thead>
<tr>
<th>Vehicle Type (seats)</th>
<th>License Plate No.</th>
<th>Date of Use</th>
<th>Driver's Name</th>
<th>Driver's Mobile Phone No.</th>
<th>ID Number</th>
</tr>
</thead>
<tbody>
<tr>
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<tr>
<td>Phase: ____,</td>
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<td>Phase: ____,</td>
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<td>__ to __</td>
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</tbody>
</table>

Approved by leaders of the Certificate Center: 

Notes:
1. Letter of Recommendation (or officially sealed by the project team of Canton Fair International Pavilion on this form) is required.
2. Vehicle license (original and duplicate) and driving license (original and duplicate) shall be reproduced on one A4 paper with seal.
3. Heavy-polluting vehicles like "yellow label cars" shall not be accepted.
A4 Application Form for Vehicle Pass during Stand Construction (Canton Fair Complex)

<table>
<thead>
<tr>
<th>Organization</th>
<th>Contact Person</th>
<th>Tel</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Stand Construction</th>
<th>Vehicle Capability</th>
<th>License Plate No.</th>
<th>Driver's Name</th>
<th>Driver's Mobile Phone No.</th>
<th>ID Number</th>
<th>Entry Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freight Car (Tons.)</td>
<td>Passenger Car (Seats)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Floor</th>
<th>Hall</th>
<th>Phase</th>
<th>to</th>
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<tbody>
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<table>
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<tr>
<th>Floor</th>
<th>Hall</th>
<th>Phase</th>
<th>to</th>
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<tr>
<th>Floor</th>
<th>Hall</th>
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<tr>
<th>Floor</th>
<th>Hall</th>
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<th>to</th>
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</tbody>
</table>

Notes
1. Letter of Recommendation (or officially sealed by the project team of Canton Fair International Pavilion on this form) is required.
2. Vehicle license (original and duplicate) and driving license (original and duplicate) shall be reproduced on one A4 paper with seal.
3. Original and copy version of “License for Custom-built Stand” shall be provided by custom-built stand contractor.
4. Stand Certificate (Notice for Stand Construction and Receipt of Payment).
5. Heavy-polluting vehicles like “yellow label cars” shall not be accepted.
6. Driver’s original ID card and recent-taken photo in blue background are required.
## A5 Application Form for Vehicle Pass during Stand Dismantling (Canton Fair Complex)

<table>
<thead>
<tr>
<th>Quota: (quantity)</th>
<th>Approved by leaders of the Certificate Center</th>
<th>Verification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Passes for Custom-built Stand: (quantity)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Organization
- Contact Person
- Tel

<table>
<thead>
<tr>
<th>Hall No. and Floor</th>
<th>Vehicle Capability</th>
<th>License Plate No.</th>
<th>Driver's Name</th>
<th>Driver's Mobile Phone No.</th>
<th>ID Number</th>
<th>Entry Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Floor___ Hall____</td>
<td>Freight Car (Tons.)/Passenger Car (Seats)</td>
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<td>Phase: ,</td>
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<tr>
<td>Floor___ Hall____</td>
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<td>Phase: ,</td>
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<tr>
<td>Floor___ Hall____</td>
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<td>Floor___ Hall____</td>
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</tbody>
</table>

### Notes
1. Letter of Recommendation (or officially sealed by the project team of Canton Fair International Pavilion on this form) is required.
2. Vehicle license (original and duplicate) and driving license (original and duplicate) shall be reproduced on one A4 paper with seal.
3. Original and copy version of “License for Custom-built Stand” shall be provided by custom-built stand contractor.
4. Stand Certificate (Notice for Stand Construction and Receipt of Payment).
5. Heavy-polluting vehicles like “yellow label cars” shall not be accepted.
6. Driver’s original ID card and recent-taken photo in blue background are required.
<table>
<thead>
<tr>
<th>Working location</th>
<th>Vehicle Capability Fork-lift (Tons.)/Crane (Tons)</th>
<th>License Plate No.</th>
<th>Driver's Name</th>
<th>Driver's Mobile Phone No.</th>
<th>Valid date of Special equipment operation certificate</th>
<th>Valid date of Vehicle Detection</th>
<th>Entry Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Area 1</td>
<td></td>
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<td></td>
<td>Phase: ,</td>
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<td>Area 2</td>
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<td>Area 3</td>
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<td>Phase: ,</td>
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<td>Area 4</td>
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<td>Phase: ,</td>
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<td>____<strong><strong><strong>to</strong></strong></strong></td>
</tr>
</tbody>
</table>

Notes:
1. Letter of Recommendation (or officially sealed by the project team of Canton Fair International Pavilion on this form) is required.
2. Vehicle license of fork-lift or crane (original and duplicate) and operator certificate (original and duplicate) shall be reproduced on one A4 paper with seal.
## A7 Registration Form for Hotel / Restaurant Vehicle Badge

<table>
<thead>
<tr>
<th>Registration Form for Hotel / Restaurant Vehicle Badge</th>
<th>MM-DD-YY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organization: (Seal)</td>
<td>Star-rating:</td>
</tr>
<tr>
<td>With Vehicle Advertisement or not</td>
<td>Yes ( )</td>
</tr>
<tr>
<td>Vehicle Type (seats)</td>
<td>License Plate No.</td>
</tr>
<tr>
<td>Parking Site</td>
<td></td>
</tr>
</tbody>
</table>

### Notes:
1. Letter of Recommendation (or officially sealed by the project team of Canton Fair International Pavilion on this form) is required.
2. Vehicle license (original and duplicate) and driving license (original and duplicate) shall be reproduced on one A4 paper with seal.
3. Heavy-polluting vehicles like “yellow label cars” shall not be accepted.
4 Services and Stipulations of Exhibit Transportation

Canton Fair recommends SHANGHAI EXPOTRANS LTD, Bondex Logistics Co., Ltd., and Baltrans International Cargo Ltd. Guangzhou branch (hereinafter referred to as the Recommended Transporter of exhibits of the International Pavilion) to provide exhibitors with services such as domestic and overseas transportation of exhibits, customs clearance, quarantine and inspection, portage and storage of exhibits in the International Pavilion of China Import and Export Fair Complex. Canton Fair will work with China Customs and Inspection and Quarantine Bureau to organize, coordinate, supervise and manage the related services provided by the Recommended Transporter. Canton Fair entrusts its Exhibition Service Department of China Foreign Trade Centre (Group) to manage the portage works in the exhibition hall and the Exhibition Service Department of China Foreign Trade Centre (Group) shall be entitled to supervise and handle the breaching portages.

On-site Service Spot of China Customs and Inspection and Quarantine Bureau:

Phase 1: North side of Hall 9.3 North Entrance, Area B, China Import and Export Fair Complex.
Phase 3: Service Desk on West side of North Entrance to Hall 11.2, Area B, China Import and Export Fair Complex.

On-site Service Time of China Customs and Inspection and Quarantine Bureau:
Apr. 15-19 (Phase 1)
May 1-5 (Phase 3)

On-site Service Spot of Recommended Transporters:
North side of Hall 9.3 North Entrance, Area B, China Import and Export Fair Complex for Phase I.
Service Desk on West side of North Entrance to Hall 11.2, Area B, China Import and Export Fair Complex for Phase 3

On-site Service Time of Recommended Transporters:
Apr. 9-20 (Phase I)
Apr. 28-May 5 (Phase 3)

On-site Service Tel.: 0086-20-89131168, 89129445, 89129472, 89129260

According to related provisions of China Customs and China Entry-Exit Inspection and Quarantine Bureau, import declaration procedures such as custom clearance and application for entry and exit, quarantine and inspection shall be conducted in Guangzhou Port in conformity with Managing Regulations on Dependent Territory. Related transfer procedures for exhibits imported from ports other than Guangzhou shall be conducted in the port of entry. Upon the request of China Customs, the site of International Pavilion will follow closed-end management. During the stand construction and dismantling period and throughout the exhibition, the exhibit move in & out service within the range of fair complex will be carried out only by the recommended transporters for International Pavilion of the Canton Fair.

Exhibitors' inbound and outbound of exhibits may be conducted via three approaches as below.

1. The exhibitor will entrust the Recommended Transporter of International Pavilion of the Canton Fair to provide “Gate to Gate” One-Stop Service which will include overseas collection of exhibits, overseas transportation, customs clearance, quarantine and inspection, local transportation, storage, exhibits portage on exhibition stands, related procedures for different methods of disposing exhibits subsequent to exhibition, customs cancellation subsequent to verification, re-transportation of the exhibits out of China to the exhibitors' locality.

2. Exhibitor may entrust his own transporters locally to deliver the exhibits to Guangzhou Port where these exhibits will be transferred to the Recommended Transporter who will offer services such as customs clearance, quarantine and inspection, local transportation, storage, exhibits portage, related procedures for different methods of disposing exhibits subsequent to exhibition, customs cancellation subsequent to verification, re-transportation of the exhibits out of the territory to the exhibitors' locality. Please note that relevant entrust procedure is required in advance.

3. For exhibits imported as personal belongings, exhibitors shall pay attention to relevant Regulations on China Customs. For exhibits that fall out of the categories of personal belongings stipulated by China Customs, one should carry out the import of exhibits with normal customs procedures and pays in relevant duties, or entrust one of the three transporters recommended by the Canton Fair to carry out the customs procedures.

Reminder: Transporter of the International Pavilion does not receive delivery of exhibits. Relevant risks and responsibilities led to by delivery of exhibits such as prohibited import, high tariff or fine, and other customs clearance issues are borne by exhibitors.

Exhibitors shall carry out import and export customs procedures with ATA Certificate for International Exhibits, and the Recommended Transporter could offer assistance.

The exhibitor will be required to pay to the recommended transporter for the International Pavilion of the Canton Fair relevant fees in accordance with the chosen service scope. Basic rate will be determined as per relevant criteria specified (refer to Appendix 2). Extra administrative fees charged by the government sectors will be paid by the exhibitor as per real situation including relevant procedure fees. Fees for special services shall be paid by the exhibitor to the Recommended Transporter.

If in any needs, exhibitors would be welcome to contact with one of the following four recommended transporters for the International Pavilion: (For contact information, please refer to Service Guide of Exhibit Transportation. You can also make an inquiry at www.cantonfair.org.cn)

4.1 Company Name: Bondex Logistics Co., Ltd.
Add: 3/F, Goldsland Building, No.22-26 Minden
Avenue, Tsim Sha Tsui, Kowloon, Hong Kong.
Contact Person : Mr. Huang Guojie
Ms. Chen Shaoli
Mobile: 18665050384, 13143734941
E-MAIL : jackie_huang@baltrans.com.cn,
murron_chen@bondex.com.cn

4.2 Company Name: SHANGHAI EXPOTRANS LTD (Guangzhou Branch)
Address: Room 1018, Garden Tower, Garden Hotel,
No.368 Huanshi Dong Lu, Guangzhou, China
Tel: 0086-20-83524315
Fax: 0086-20-83524315
Website: http://www.xptrs.com.cn/
E-mail:
ruanweijian@xptrs.com.cn
pengzixi@xptrs.com.cn
Contact : Mr. Peng/Mr. Ruan
Mobile: 0086-18927529738/ruanweijian@xptrs.com.cn

4.3 Company Name: BALtrans International Cargo Ltd.,
Guangzhou branch
Address : Unit A, 1/F., Sunshine Kowloon Bay Cargo
Centre, 59 Tai Yip Street, Kowloon Bay,
Kowloon, Hong Kong
Tel: (852) 2798 6628
Fax: (852) 2796 5606
Website: http://www.baltrans-exhibition.com
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4.4 Reminders:
1. No matter what approach to be chosen for exhibits transportation to China, the exhibitor will be required to contact in advance with relevant Recommended Transporter for the International Pavilion of the Canton Fair with more attention to the deadline of arrival of exhibits and submission of customs application documents (subject to the notice given by the Recommended Transporter).

Exhibition Documents (subject to the notice of Recommended Transporter)
(1) List of Temporary Import Exhibits [Please refer to C1]
This list will be a compulsive customs clearance form stipulated by China Customs and shall be filled in by all exhibitors and be submitted to the Recommended Transporter.
(2) Exhibit Delivery Confirmation to Recommended Transporter [refer to C2]
All exhibitors will be requested to fill in this Entrust Letter and return the same to the transporter prior to the deadline to enable the transporter to thoroughly understand the transportation requirements of every exhibitor so as to make appropriate arrangements.
(3) As for brochures, souvenirs, gifts, consumables and video tapes, CDs, slides to be demonstrated in the exhibition and to be submitted to the customs for inspection, the exhibitor shall furnish two samples of each to the Recommended Transporter beforehand.
(4) Original Bill of Lading, Copy of Master Air Way Bill, and various Shippers’ Papers.
(5) Original Certificate of Origin, Certificate of Fumigation and Disinfection or Non-wood packing certificate.
(6) Product specification of machinery and equipment and high-tech products shall be submitted.
(7) ATA Certificate for International Exhibits (The exhibitor use this certificate for importing exhibits)
The exhibitor will be required to bring the List of Temporary Import Exhibits, copy of Delivery Confirmation to Transporter, Certificate of Origin, Customs Declaration as General Import and Certificate for Taxation to the exhibition hall for reference.
2. The exhibitor must apply to the Recommended Transporter within the time specified and provide the required documents and exhibits. The exhibits applied will be consistent with relevant documents; otherwise, the exhibitor will be responsible for any deferment in customs clearance and delivery caused by inconsistency of goods and documents, incomplete application and delay in application.
3. Approval of Duty-free Exhibits
The transporter will apply in written to the customs for duty-free consumables with a list furnished by the exhibitor in the registration time of Canton Fair or prior to the opening of the Canton Fair.

Duty-free goods scope:
(1) A small package of samples, including imported food and beverage samples or those samples made by imported bulk materials during the period of the fair, but should match the following conditions:
Those provided and distributed free by exhibitors during the exhibition period among visitors only for their personal use or consumption;
Those clearly used as advertising samples with a very low unit price;
Those which are not suitable for commercial use and in which per unit content is distinctly less than the minimum packing content for retail;
Those samples of food or beverage which have really consumed in the course of exhibition although have not distributed according to minimum packing regulation stipulated in.
(2) Goods and materials consumed or damaged in the course of demonstration;
(3) Cheap goods used for setting up or decorating their exhibition stands;
(4) Promotional printing materials freely distributed during the course of exhibition;
(5) Archives, records, forms and other documents to be used in fair;
The above scope shall not be applicable to alcoholic beverage, tobacco products and fuel. Duty shall be imposed on other items exceeding above-mentioned scope.
4. Packing of Exhibits
All import wooden packing materials should be treated by Heat Treatment (HT) or Methyl Bromide (MB) fumigation at the origin, and put the Mark of IPPC on two opposite sides of the wooden packing material. The Mark should contain the valid symbol approved by IPPC, country code, unique number of producer / treatment designated by the National Plant Protection Organization (NPPO) of exporting countries and treatment methods (HT, MB). In case that the wooden packing material shall be without the approved mark or with approved mark but intercepts the live harmful pest, then the cargoes will be disposed or returned to the origin (observed areas: all countries/cities including Hong Kong, Macao and China Taiwan).

Furthermore, according to the Chinese regulation on inspection and quarantine, it’s forbidden to take used carton into the Chinese territory. Exhibitors shall not use used carton for the packing of the exhibits in the International Pavilion.

The exhibitors shall be responsible for all consequences arising from inadequate packing of the exhibits. The exhibitors will therefore be required to pay more attention on this issue.

(1) Damages prevention and water-proofing for outer packing
The packing cases will be inevitably shaken and collided in multiple loading and unloading during the long way haulage. The packing cases should therefore be firm enough to resist such events. The exhibitors must take adequate water-proofing measures to prevent damages to the outer packing of the exhibits.

Cartons will not be appropriate for exhibit packing especially not suitable for precious or fragile instruments. The exhibitors must be more precautious in case that they tend to pack the exhibits to be returned with the original packing materials (cardboard, aluminum foils, plastics etc.) which might have been damaged when opened. The exhibitors will hence be ensured to have adequate packing materials for returning exhibits. No free packing materials will be provided by the transporter of International Pavilion.

(2) Dimension, gross weight and ground load of the case
Owing to container or truck transportation and condition of the exhibition hall, the exhibitor must pay attention to the following limits to each case of exhibit:

Length = 6000 MM ; Width= 2200 MM ; Height =2200 MM

The exhibitor shall be responsible for all consequences in case that he ships the exhibits of over above-mentioned limits to the Recommended Transporter without prior contact with the Recommended Transporter and proper arrangements.

(3) Heavy Exhibits
Packing case for heavy exhibits should be fixed by bolts not nails or screws so as to prevent damages and save time especially in re-packing at stand dismantling. Clear signs are required on both sides of the case to ensure loading on correct directions. Exhibitors with heavy exhibits are required to arrive in the exhibition hall in advance to instruct proper emplacement of the exhibits. In case that a crane or a forklift is needed, the exhibitor will be requested to notify the Recommended Transporter in written and provide the Recommended Transporter with detailed stand layout (Please refer to Form C3) to facilitate works at site.

5. Opening and Re-packing of Exhibits
Manpower and equipment will be provided by the Recommended Transporter to the exhibitor for case opening, installation and re-packing works subsequent to conclusion of Canton Fair. The exhibitor must stay at site to give instructions to those works especially for precision instruments or heavy items. The exhibitor must be responsible for all risks related to those works. In the event that the exhibitor withdraws from the exhibition hall prior to accomplishment of related transference works and leave in the hall un-repacked exhibits, those exhibits will be treated as abandoned articles which will be handed over to the customs for settlement and the exhibitor shall bear all expenses incurred therefrom and be liable to all consequences.

6. Insurance
In order to be compensated for all losses arising from risks during exhibit transportation and the exhibition, the exhibitor will be advised to purchase a whole insurance policy (exhibition period included) with Full Coverage. The exhibitor may also entrust the transporter to purchase special insurance for his exhibits.

7. Stand Dismantling Works
Prior to conclusion of Canton Fair, following documents will be distributed by the Recommended Transporter to all exhibitors:

(1) Notice for Stand Dismantling Procedures;
(2) Copies of exhibit-list furnished by exhibitors;
(3) Entrust Letter for Exhibit Disposal which will be filled in by exhibitors and submitted to the transporter.
(4) Authorized Exhibit Exit Permit.

On the conclusion date of Canton Fair, the Recommended Transporter will carry all empty cases to the stands as per time schedule specified by Canton Fair and assist the exhibitor in packing up the exhibits and executing relevant customs clearance on behalf of the exhibitor. Detailed arrangements will be notified by the representative of the Recommended Transporter to the exhibitor.

On closure of the fair, exhibitor must declare to the customs of its mean of exhibit disposal and pay any due tax. Means of disposal include the following:
①Sold  ②To be Returned  ③Abandoned/ consumed  ④Given away

Exhibitor will be required to fill in the Entrust Letter of his disposal modes received prior to stand dismantling and furnish the form and list of exhibits to the nominated person of the Recommended Transporter in the exhibition hall.

The exhibits will be temporarily detained by the Recommended Transporter until the Recommended Transporter receives relevant documents from the exhibitor. All expenses thus incurred will be paid by the exhibitor.
Following regulations shall be strictly abided by the exhibitor in stand dismantling and applying to the customs:

--- Each case of exhibits sold and to be returned must be declared clearly, accurately and separately.

--- Except for the declared exhibits to be outbound, no other private goods (luggage and souvenirs for example) shall be allowed in the packing cases.

Penalty and confiscation shall be imposed upon violations of above-mentioned regulations.

The exhibitor will not be allowed to leave the exhibition hall prior to completing and furnishing aforesaid documents, conducting customs clearance and appropriately transferring exhibits. The exhibit disposal mode cannot be further altered once relevant documents have been submitted to the customs and the transportation sectors and the exhibits have been transferred.

All exhibits will be outbound within 6 months from the date of entering China’s border. The exhibitor will apply to the superintended customs in case that an extension of such time is required however, which will not be longer than 6 months.

8. The use of ATA Certificate during handling the import and export customs clearance is acceptable for the Chinese Customs. Products whose import is restrained according to laws and Regulations on P.R.C., printed materials which will be exhibited or used during the exhibition, audio-visual products, and other products that need investigated by the Chinese Customs, shall go through inspection and approval procedures in advance according to related rules and regulations.

Reminder:

According to relevant Regulations on Provisional Regulations on the Access Control of Materials in the International Pavilion of the 121th Session of Canton Fair and Service Guide for International Exhibits Transportation (you may refer to www.cantonfair.org.cn), the Exhibitors shall submit copies of Certificate of Origin and Exhibit List of the International Pavilion of the 121th Session of the Canton Fair and other relevant documents to the organizer or the exhibitor recruitment agents in time (those enterprises applying directly shall submit those materials to China Foreign Trade Guangzhou Exhibition Company in time), so as to cooperate with the organizer and exhibit contractors of International Pavilion to facilitate smooth participation.

Any stipulations or arrangements between the exhibitor and transporter shall be mere agreement of both parties. Canton Fair will not be responsible for any unexpected consequences or disputes such as damages to the exhibits and the like. Such cases shall be subject to legal procedures by both parties.

The exhibitor may lodge a complaint to Canton Fair provided that he will be dissatisfied with the services provided by the recommended transporter. Canton Fair will endeavor to assist the exhibitor in settling such issue.
Contact number for inquiry and complaint: Telephone: 0086-20-89129668

4.5 Stipulations of Exhibit Transportation

Regulations on Exhibit Management:

1. The China customs shall treat all import exhibits as temporary import and export goods. The exhibitor shall therefore accept the supervision of the Chinese customs and carry out specified customs procedures. Exhibits under the supervision of China Customs include:

   (1) Goods and articles displayed or demonstrated in the International Pavilion of this session of the fair.

   (2) Imported goods and articles required for demonstrating machines and apparatus.

   (3) Imported constructional and decoration materials used by the overseas exhibitor to setup temporary stand.

   (4) Imported films, slides, video tapes, tapes, specifications, advertisements, discs, and display equipment used by the exhibitor for demonstration and publicity.

   (5) Other imported goods and articles displayed or demonstrated in the exhibition hall.

2. Guangzhou Customs is the local customs of exhibits in the International Pavilion of the Canton Fair. During the Canton Fair, Guangzhou Customs shall adopt concentrating supervision of port transfer, declaration and inspection of exhibiting place. In principle, exhibitors shall conduct the import declaration procedures in Guangzhou Customs. Transfer procedures of exhibits imported from ports other than Guangzhou port shall be conducted in entry customs.

3. Exhibits of the International Pavilion of the 121th Session of Canton Fair fall into the scope of the custody of China Customs, and shall enjoy such special treatments as exempt from getting import permit, exempt from pay for import tariff and other taxes. Transporter and overseas exhibitors of the International Pavilion are required by the China Customs to be responsible and assure of every articles of imported exhibits. Exhibits imported under customs bonds shall strictly comply with relevant Chinese customs regulations, include but not limit to the following:

   (1) No exhibits shall be allowed to be sold or presented to others, or to be removed from the hall within the Chinese territory by the exhibitor without permission from the Chinese customs.

   (2) With the approval of China Customs, exhibits sold to or presented to individuals or companies within the Chinese territory shall go through customs clearance and pay in relevant tariff and duties subsequent to stand dismantling. International exhibits within the scope of Compulsory Certification and strict control of China Customs (for details, please refer to Service Guide of Exhibit Transportation of www.cantonfair.org.cn or ask for materials from the four recommended transporters). The exhibitor shall not be authorized to remove any exhibits out of the exhibition hall or any controlled places nominated by the Chinese customs prior to completion of all import procedures. The service charge rate of the purchasing and presenting exhibits shall be equal to the return service charge rate. Other charges such as related tariff, transport charge and storage charge arisen there from shall be collected in addition.
(3) Disposed exhibits shall be reported to the recommended transporter in advance. Those exhibits shall not be casually disposed by the exhibitor per se and shall be handed over to the recommended transporter to transfer the same to the Chinese customs for settlement.

(4) Canton Fair hereby reminds all exhibitors to keep their exhibits properly. Loss or damaged exhibits may need to render relevant tariff to the Chinese customs.

(5) All exhibits shall be well packed and handed over to the recommended transporter to transit to controlled venues appointed by the Chinese customs so as to carry out procedures of repatriation except for those have been allowed to be imported, disposed, and presented as free gifts or promotional materials approved by the Chinese customs.

4. All promotional materials and technical data to be used or demonstrated including films, slides, tapes, video tapes, CD-ROMs, pictures, descriptions and advertisements should be submitted to Guangzhou customs by the exhibitor for prior approval. Without permission from the customs, the aforesaid items shall not be used or distributed. All printing materials and audio-visual products harmful to the politics, economy, culture and morality of the People's Republic of China and infringing any IPRs shall not be used or demonstrated. Otherwise, they shall be confiscated, returned by the customs as per real situation or be forcibly modified prior to any kinds of utilization.

5. In accordance with laws and Regulations on Entry-Exit Inspection and Quarantine Bureau of China, temporary import and export goods shall be exempted from inspection unless otherwise specified by laws and other administrative regulations (Entry of exhibits such as animals and fruits shall be approved after the quarantine). Inspection is conducted free of charge, and quarantine is charged according to the categories and requirements. Related charges are paid in accordance with national standards. Exhibitors who conduct the entry and exit procedures with ATA certificate shall enjoy the exemption or special treatment in terms of inspection and quarantine.

6. Overseas animal, vegetation and foodstuff exhibits shall be validated/approved by Chinese Entry-Exit Inspection and Quarantine authorities prior to entry to China. The exhibitor shall be required to furnish to the recommended transporter with exhibits/samples/list of exhibits for approval from related authorities 20 days prior to import of such goods. Guangzhou Entry-Exit, Inspection and Quarantine Bureau is responsible for the inspection and quarantine of exhibits of the International Pavilion of the 121th Session of Canton Fair.

For exhibits, according to related laws and regulations, which are forbidden to enter or exit, be carried, or posted, exhibit list and conditions for inspection and approval for animal and vegetation, documents and materials for related procedures, please refer to Appendix 7 “ENTRY-EXIT AND QUARANTINE SERVICE FOR IMPORT EXHIBITIONS”. This service guideline is provided by Guangzhou Entry-Exit Inspection and Quarantine Bureau which reserves the right of final explanation of this service guideline.

Service Guide of Exhibit Transportation at www.cantonfair.org.cn. 7. In case farm products is found not in conformity with related Regulations on China Entry-Exit, Inspection and Quarantine and with safety hazard, the exhibitors shall destroy these products immediately and buried or burned in the landfill nominated by Bureau of City Appearance Environment and Sanitation of Guangzhou Municipality. The expense occurred therefrom shall be borne by the exhibitors.

8. Only exhibits stipulated in the Participation Provision or with written consent by Canton Fair shall be exhibited by the exhibitor in the stand. The exhibitor shall bring along and submit the following documents in advance to Canton Fair for inspection:

(1) Documents listed by the Exhibitor Notices of the Services and Stipulations of Exhibit Transportation, as well as the Exhibit List for the International Pavilion of the 121th Session of Canton Fair.

(2) All exhibits involving IPRs such as trademark, patent and copyright and quality attestation should be attached with “List of Files for Trade Mark, Patent, Copyright & Quality Attestation” (please fill in schedule D1) and copies of legal certificates of such trademark, patent and copyright and quality attestation.

(3) For exhibits not produced directly by the exhibitor, agreement should be reached and signed with the suppliers on the exhibits’ participation in the Fair.

(4) In case that exhibitor entrusts other transporters than the recommended ones to carry out the transportation of exhibits, exhibitor should provide the copies of letter of confirmation on transportation from the trusted transporter to organizing committee of the International Pavilion for the purpose of inspection and registration.

9. According to the regulation of China Customs, exhibitors from Taiwan region shall be filed for record. Subsequent to the confirmation of participation, Taiwan exhibitors shall receive from the agent of exhibitor recruitment and fill in the Registration Form of Participation by Taiwan Exhibitors at Main-land Exhibition, with which the agent will carry out the relevant registration procedures at China Customs. Without the above registration procedures, the recommended transporter will fail to fulfill the one-stop exhibit transportation service entrusted by the Taiwan exhibitors.

10. Exhibits fall into one of the following categories shall be treated as breach exhibits and shall be disposed as breach products.

(1) Exhibits do not include in the exhibit scope specified in the Participation Provision or exhibit scope approved by written consent of Canton Fair.

(2) Exhibits involving IPRs such as trademarks, patent, copyright and quality attestation being without relevant legal certificates.

(3) Exhibits not directly produced by the exhibitor being without signed Participation Agreement with the manufacturer.

(4) Exhibits, which shall go through the procedures of inspection and quarantine according to Chinese laws and regulations, are not inspected or quarantined.

(5) Exhibits, without the consent of China customs and Entry-Exit, Inspection and Quarantine Authorities,
are sold or eaten on a trial basis during the Fair.
(6) Other exhibits without legal origins.
11. No exhibits shall be sold in the hall.
12. The exhibitor per se shall not be allowed to display, demonstrate and publicize any materials of the exhibition in any format in the hall or carry out any kind of publicity for the exhibition in any forms without prior written consent of Canton Fair.

4.6 Appendix of Exhibit Transportation
## Appendix 1 Transport Rates for Import Exhibits

<table>
<thead>
<tr>
<th>Service Item</th>
<th>Service</th>
<th>Charge Criteria</th>
</tr>
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</table>
| Delivering exhibits from Guangzhou Port to exhibition stand in the Canton Fair | 1. Commodity inspection declaration at Guangzhou Customs for permit.  
2. Custody vehicle fee for exhibits delivering from Guangzhou Port to exhibition stand in the International Pavilion of the Canton Fair  
3. Discharge exhibits in the exhibition venue and allocate exhibits to the appointed stands.  
4. Assist in unpacking and exhibits portage  
5. Clear up the package garbage and remove it to the depositary outside the Complex for storage. | RMB 420 / cubic meter / ton |
| Delivering exhibits from Guangzhou International Airport to exhibition stand in the Canton Fair | 1. Commodity inspection declaration at Guangzhou Customs for permit.  
2. Custody vehicle fee for exhibits delivering from Guangzhou Port to exhibition stand in the International Pavilion of the Canton Fair  
3. Discharge exhibits in the exhibition venue and allocate exhibits to the appointed stands.  
4. Assist in unpacking and exhibits portage  
5. Clear up the package garbage and remove it to the depositary outside the Complex for storage. | RMB 7 / kg |
| Delivering exhibits from Hong Kong marshalling storehouse to exhibition stand in the Canton Fair | 1. Marshalling service in the Hong Kong marshalling storehouse  
2. Commodity inspection declaration at Hong Kong and Guangzhou Customs for permit.  
3. Custody vehicle fee for exhibits delivering from Hong Kong marshalling storehouse to exhibition stand in the International Pavilion of the Canton Fair  
4. Discharge exhibits in the complex and allocate exhibits to the appointed stands.  
5. Assist in unpacking and exhibits portage  
6. Clear up the package garbage and remove it to the depositary outside the Complex for storage. | RMB 490 / cubic meter / ton |
| Outbound transportation service for imported exhibits | Same as the inbound transportation services mentioned above with the same prices. | |
| Basic service charge | Including round trip | RMB 350 / exhibitor / consignment |
| Charge for taxed exhibit | 1. Take over and discharge exhibits within the Canton Fair exhibition halls  
2. Distribute exhibit to exhibitor's stand and put it in the right place  
3. Carry the exhibit from stand to the picking up area for exhibitors at the gate of the complex | RMB 150 / cubic meter / ton / exhibitor / consignment |
| Registration Fee for exhibitors who arrange exhibit transportation on its own or carry exhibits as personal belongings | 1. On-site Exhibit Registration for exhibitors who arrange exhibit transportation on its own at the International Pavilion  
2. On-site Exhibit Registration for exhibitors who carry exhibits as personal belongings | Free of charge |
| Charge for taxed packing materials of exhibit | 1. Pick up packing materials from the stand  
2. Carry back packing materials to the stand during stand dismantling  
3. Storage duration lasts for one phase of the Canton Fair | RMB 150 / cubic meter |

Notes:
1. The above-mentioned rates do not include the following items:
   (1) Actual fees incurred at the port for exhibits during the round trip between the exhibition venue and the port or airport in Guangzhou or Hong Kong; (unlimited to the following fees: Devanning charge, port construction fee, port registration fee, charges at the air cargo complex, overdue storage fee at airport or port, document charge for shipping company and airways, commodity inspection fee and other government charges);
   (2) Relevant exit and entrance fees for the Government of Hong Kong Special Administrative Region;
2. In case of any empty container delivery between Guangzhou Port and Canton Fair exhibition premises, it will be charged in accordance with the actual circumstance;
3. Local withdrawal and delivery service in Hong Kong will be charged RMB 700 / consignment. (Unit of calculation: 500 kg);
4. The nominated transporters will offer their round trip exhibitor client free storage of 5 days. Overdue storage will be charged RMB 7 / cubic meter / ton / day;

5. Nominated transporters will offer their round Charge for air transportation will be conducted in accordance with international cargo delivery standard, namely: 1 cubic meter - 167 kg;

6. Minimum charge rate for each consignment of exhibits: 3 cubic meters. Minimum for 20ft container is 24 cubic meters. Minimum for 40ft container is 48 cubic meters. Open top container and flat rack container will be charged 30% more for service fee.

Appendix 2 Entry-Exit Inspection and Quarantine Service Guide for Import Exhibitions

This service guide is formulated, in accordance with Law of the People's Republic of China on Import and Export Commodity Inspection, Law of the People's Republic of China on the Entry and Exit Animal and Plant Quarantine, Frontier Health and Quarantine Law of the People's Republic of China, Food Hygiene Law of the People's Republic of China, for the purpose of standardizing inspection and quarantine on import exhibitions and making entering and exiting the country convenient for exhibitors from all around the world. This guide only applies to exhibitions imported through ports of entry in Guangzhou.

Part I Mode and Working Procedure of Inspection and Quarantine of Import Exhibitions

1. Mode of Inspection and Quarantine

Guangzhou Entry-Exit Inspection and Quarantine Bureau (hereinafter referred to as GZCIQ, for short) stipulates that exhibitions shall be applied for inspection and quarantine, be quarantined at ports and be inspected and supervised at exhibition halls.

2. Working Procedure of Inspection and Quarantine of Import Exhibitions (refer to the following sketch map)
exhibitors or their agents provide lists of exhibitions to be put on records

Whether the exhibitions need import permits or not

submit for import permits following the procedure

N

apply to port inspection and quarantine bureaus for inspection and quarantine

fail to pass the quarantine

to be returned or destroyed

to be disinfested

Pass

spot quarantine at port

Pass the quarantine

to be examined and inspected by the Spot Office

whether the exhibitions are in accordance with regulations no not

Y

whether the exhibitions are for sale or not

Y

indecision

whether the exhibitions are for sale or not

N

exhibited in exhibition hall

inspection

Y

inspection passed or not

distribution of the exhibitions
to be returned or destroyed

disposal of exhibitions after exhibition

apply to exit the country

approved by entry-exit inspection and quarantine bureaus for alternative use

N
Part III

Supervision and Administration of the Import Exhibitions

1. “Exhibitions” means goods used only for the Fair. Agents for exhibitors shall apply for inspection and quarantine to port inspection and quarantine bureaus when the exhibitions enter the country, submit exhibition attending documents, lists of exhibitions, bill of lading, waybills, etc., and indicate ways of disposal after the exhibition.

2. Exhibitions shall be released after passing quarantine conducted by port inspection and quarantine bureaus. Releasing notices and inspection and quarantine certificates shall be issued if necessary.

3. Exhibitions shall be transferred to surveillance storehouses or interim storehouses at the exhibition hall for examination and inspection.

4. Quality inspection shall be exempted for exhibitions not for sale, heavy metal mine products and rock products excluded.

5. If the exhibitions are animals and animal products, plants and plant products, animal quarantine certificate, plant quarantine certificate and veterinary health certificate issued by the export countries shall be submitted when applying for inspection and quarantine. For those import permits of quarantine required, Import Permits of Quarantine for Animals and Plants of the People’s Republic of China approved and issued by AQSIQ or GDCIQ or import permits issued by department of agriculture administration or department of forestry administration under the State Council shall be submitted.

6. If the exhibitions are food or cosmetics, statements shall be made to whether the exhibitions will be used for foretaste or tryout during the exhibition or will be eaten, used or sold after the exhibition when applying for inspection and quarantine. Official inspection (health) certificates or relevant health documents issued by the country (district) of origin shall be provided. After accepting the application, the inbound port inspection and quarantine bureau shall examine and verify the relevant documents. Those only for exhibition (not to be eaten, used or sold) shall be exempt from sample tests and tag verification after the exhibitors provide relevant written warranty; those to be eaten or used during the exhibition shall be tested by samples based on results of examination and verification; those to be eaten, used or sold after the exhibition shall be inspected and supervised as ordinary import food and cosmetics.

7. If the exhibitions are special articles such as microbes, biological products, blood and blood products, Import Permits for Health Quarantine for Special Products issued by GDCIQ shall be submitted when applying for inspection and quarantine.

8. If the exhibitions are listed on the catalogue of objects subject to compulsory certificate, exhibition-attending documents issued by the organizer of the Fair and lists of exhibitions shall be submitted when applying for inspection and quarantine. The port inspection and quarantine bureau put them on record. When the exhibitions have to be returned after the Fair, the records shall be cancelled after verification by the port inspection and quarantine bureaus based on customs declaration forms. Only in the following case can exhibitions be left over in China and be exempt from being returned: exhibitions meet the requirements stated in Bulletin 3 in 2005 of Certification and Accreditation Administration of the People’s Republic of China (CNCA) and exhibitions exemption certificate shall be submitted. If the exhibitions are packed in wooden packing materials, the wooden packing materials shall be disinfested at the county or region of export and stamped with special seal of IPPC in accordance with Standards NO. 15 for measures of plant quarantine of International Plant Protection Committee (IPPC). Only after that, can the exhibitions be imported.

9. If the exhibitions are special products such as microbes, biological products, blood and blood products, Import Permits for Health Quarantine for Special Products issued by GDCIQ shall be submitted when applying for inspection and quarantine.

10. If the exhibitions are imported within ATA Carnet, the ATA Carnet shall be produced as certifying documents when applying for inspection and quarantine. Quality inspection and compulsory accreditation can be exempt.

II. In order to enhance releasing speed, exhibitors or their agents shall apply inspection and quarantine in advance. Upon arriving at the port of entry, the exhibitions will be released as soon as essential quarantine is finished.

Part III

Relevant Regulations of China on Import Exhibitions

1. The following objects are prohibited from entering the country:
   - Pathogenic micro-organisms (including seed cultures of bacteria and viruses) of animals and plants, insect pests and other harmful organisms; animal carcasses; soil; relevant animals and plants, their products and other quarantine objects from countries or regions with prevalent epidemic animal or plant diseases. Lists of animals and animal products from countries or regions with prevalent animal epidemic prohibited from entering the country and Lists of plants prohibited from entering the country of the People’s Republic of China in the column Animal and Plant Quarantine on website www.aqsiq.gov.cn publicized by AQSIQ shall be referred to for the lists of the above-mentioned objects.

2. The following objects must be submitted for import permits of quarantine:
   1. List of animals required for import permits of quarantine:
      - Live animals: animals (whether domesticated or wild, such as livestock, poultry, beasts, snakes, tortoises, fishes, shrimps and prawns, crabs, shellfishes, silkworms and bees), embryos, semen, oosperm, propagating eggs, and other animal hereditary materials;
      - Animal products used for food: meat and meat products (including the viscera), fresh eggs, fresh milk; artificial cultured aquatic products, aquatic mammals products, Japanese Products; Amphibians and reptiles products.
      - Animal products not used for food: bones, hoofs, horns and their products, glutin, cocoons, feedstuff from animals and foodstuff additive, fishmeal, meat meal, bone meal, meat and bone meal, grease, blood meal, blood, etc., organic fertilizers containing elements from animals.
   2. List of plants required for import permits of quarantine:
      - Plant propagating materials: seeds, seedlings and other live plants;
      - Fruits and vegetables: fresh fruits, tomatoes, eggplants, fruit of capsicum;
      - Tobaccos: tobacco leaves and tobacco flakes;
Grains and cereals: wheat, corns, paddies, barleys, ryes, oats, broomcorns, and processing products, such as malt, etc. (except rice flour, rice flour, starch)
Beans: Soybean, mung bean, pea, adzuki bean, broad bean, chickpea, etc.
Tuber crops: potatoes, cassavas, sweet potatoes and processing products (except potato flour)
Feedstuff: millet feed, bean cakes, bean hull, peanut hull, vegetable seed hull, etc.
Others: plant culture materials

The following kinds of exhibitions are exempt from import permit of quarantine: dry inactivation plant or insect specimen; soil-free mineral and rock.

(3) Carriers of the above-mentioned animal and plant products shall apply to GDCIQ for import permits of quarantine. Lists of exhibitions and relevant exhibition documents shall be submitted. GDCIQ shall be in charge of verification, and AQSIQ shall be in charge of approval. The application procedure is as follows:

In case of any question, please refer to the special column about supervision of animal and plant on the website of GDCIQ: www.gdciq.gov.cn

3. The following objects are listed on the catalogue of objects subject to compulsory certificate:
electrical wire and cable, electrocircuit switch, electronic sets used for protection or connection, low-voltage electrical appliances, low-power electromotors, electric tools, electric welding, appliances for home use or similar use, audio-video equipments, information technology equipments, illuminating equipments, tele-communication terminal equipments, automobiles and parts, tyres for automobiles, safety glass, farm equipments, security technology and protection products, medical equipments, fire equipment decorative products, wireless local networks and baby products.


4. The following special articles must get import permits for health quarantine before applying for inspection and quarantine:
Special articles such as microbes, biological products, blood and blood products, human tissues, etc.
Exhibitors or their agents shall apply to GDCIQ for import permits for health quarantine at least 7 workdays before consignation for delivery. Import permits for health quarantine for biological products and blood products shall be based on certifying documents issued by organizer of the Fair and warranty for returning all the exhibitions after the Fair. For import permits for health quarantine for human tissues and its products and microbes, relevant certifying documents issued by provincial administration departments of public health shall also be provided in addition to the above-mentioned
**Part IV Disposal of Exhibitions after Exhibition**

1. Basic requirements of disposal of exhibitions after the Fair
   For exhibitions to be sold in China after the fair, exhibitors or their agents have to fill out Application Form for Inspection and Quarantine for Import Goods, complete relevant procedures and submit relevant certificates and documents issued by entry-exit inspection and quarantine bureaus when entering. Exhibitions can only be sold after passing inspection and quarantine. For exhibitions to exit after the fair, exhibitors or their agents have to fill out Application Form for Inspection and Quarantine for Export Goods, and apply to entry-exit inspection and quarantine bureaus relevant inspection and quarantine certificates attached. Entry-exit inspection and quarantine bureaus issue releasing forms in accordance with the law.

2. Disposal of animals and animal products, plants and plant products after the Fair
   Usually, animals and animal products, plants and plant products are returned to the Fair attending countries or destroyed after the Fair. If exhibitors or their agents request to keep the exhibitions, the requests have to be approved by GDCIQ, and inspection and quarantine have to be conducted in accordance with the law. Those that pass the inspection and quarantine can be kept, and those that fail to pass the inspection and quarantine have to be disinfested or destroyed.

3. Disposal of food and cosmetics after the Fair
   For food and cosmetics that will be sold after the Fair, inspections such as quality inspection, safety and health inspection and tag verification have to be applied when entering. Those that pass the inspection and quarantine can be sold. Those that fail to pass the inspection and quarantine cannot be sold, and have to be returned or destroyed instead after the Fair.

4. Disposal of exhibitions subject to “3C” compulsory certificate administration
   Exhibitions subject to “3C” compulsory certificate administration that have already obtained the “3C” compulsory certificates and have been added with “3C” signs can be sold after the Fair; those that have not obtained “3C” compulsory certificates or certificates of exemption issued by GDCIQ can not be sold in China and have to be returned or destroyed after the Fair.

**Part V Inspection and quarantine regulations of objects carried by inbound personnel**

Objects carried by inbound personnel shall be administrated in accordance with regulations for import exhibitions. Those exhibitions without import permit and quarantine are not allowed to be exhibited on the fair.

According to the List of Animals, Plants and the relevant products prohibited from entering People’s Republic of China by Hand carry or post, Bulletin 1712 of AQSIQ and Ministry of Agriculture, The following objects are not allowed to be imported or exhibited on the fair. If you carry the above-mentioned objects, please hand them over to the animal and plant quarantine officials for disposal.

**Animals or animal products**

1. Live animals (Except Dogs and Cats): including all kinds of mammals, birds, fishes, amphibians, reptiles, insects and other invertebrate animals, animal genetic material.
2. (Raw or Cooked) Meats (including the viscera) and meat products; Aquatic animal products.
3. Milk and Dairy products of animal origin: including raw milk, fresh milk, acidophilus milk; cream, butter and cheese of animal origin; other dairy products.
4. Egg and its products: including fresh egg, preserved egg, salted egg, egg liquid, egg shell, mayonnaise and other egg products.
5. Bird-nest (except canning bird-nest)
6. Oil and Fat: pelt, fur, hoof, bone, horn and others.
7. Foodstuff from animal (including meat powder, bone powder, fish powder, whey powder, blood meal and other single feed.), Traditional Chinese medicine of animal origin, fertilizer of animal origin.
8. Fresh fruit and vegetable
9. Tobacco leaves (without tobacco shred)
10. Seeds (seedlings), Nursery stock and other plants with fecundity.
11. Organic culture medium

**Plants and plants products**

2. Seeds (seedlings), Nursery stock and other plants with fecundity.
3. Organic culture medium

**Others**

12. Pathogenic micro-organisms (including seed cultures of bacteria and viruses) of plants, insect pests, harmful organisms, and other genetically-modified biological materials
14. Soil
15. Transgenic biomaterial
16. Other animal, plants, relevant products and other quarantine objects specified by the country that are prohibited from entering the country.

Beside those objects prohibited from entering the country specified on the List, if you carry other animals, plants or relevant products, you must declared to the Customs and receive quarantine by the inspection and quarantine bureau.

If you carry the following objects, you must be declared to the Customs and receive quarantine by the inspection and quarantine bureau:
(17) Pets, such as cats and dogs (One person is limited to bring only one pet and must hold quarantine certificate issued by the animal and plant quarantine office of the exporting country or region and rabies immunity certificate. Pets are required to be quarantined in the designated area by the inspection and quarantine bureau for 30 days upon entry.);
(18) Human blood, human blood products, microbes, human tissues and biological products imported with special permit.

Part VI Legal Liability
To those who fail to declare truthfully, who evade inspection, quarantine and supervision, and who cause the spread of a communicable disease, the inspection and quarantine bureau shall investigate their legal responsibilities in accordance with relevant laws and regulations. The personnel of the inspection and quarantine bureau must perform duties faithfully and impartially. Those who violate the law or are derelict in their duties shall be given disciplinary sanctions; and those who commit a crime shall be investigated for criminal responsibility in accordance with the law.

4.2.7 Form C1-C4 for exhibit transportation service.
DECLARATION FORM FOR TEMPORARY IMPORT EXHIBITS

Name of Exhibition: The 121st Session of China Import and Export Fair
Duration: Apr. 15-19, 2014 (Phase 1); May 1-5 (Phase 3)
Venue: Guangzhou, China

<table>
<thead>
<tr>
<th>Exhibitor</th>
<th>Country/Region</th>
<th>Hall/Booth no.</th>
<th>Original</th>
<th>TTL pkgs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>C/NO.</td>
<td>L x W x H(cm)</td>
<td>G.W</td>
<td>N.W</td>
<td>a. Sold</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Description of Contents in English</td>
<td>Description of Contents in Chinese</td>
<td>b. To be returned</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Quantity/Unit</td>
<td>(USD)Unit Price (CIF)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(US $) Total(CIF)</td>
</tr>
<tr>
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<td>H.S.No.</td>
</tr>
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</tr>
</tbody>
</table>

Signature & Company Stamp

Remark: The brand name, model nos, serial nos, must be declared if exhibits is machine, electric appliances or computer. Also, it must be shown on outside packing surface.

Total CIF Value(USD)

No liability shall be accepted for incorrect, incomplete or omitted entries. Transporter shall not be responsible for it. Exhibitor shall be responsible for the contents of the entries.

Notes: This form can be downloaded from www.cantonfair.org.cn
C2 Exhibits Delivery Confirmation

Deadline: Apr. 1, 2014 (Phase 1) / Apr. 15 (Phase 3)

The 121st Session of China Import and Export Fair
Guangzhou, China

ENTRUSTED FREIGHT SERVICE LETTER

Exhibitor: ___________________________ Stand No.: ___________________________

Our company intends to participate in the 121st session of China Import and Export Fair, and hereby grants full authority to ☐ SHANGHAI EXPOTRANS LTD Guangzhou Branch ☐ BONDEX LOGISTICS CO., LTD. ☐ BALtrans International Cargo Ltd. to deal with all affairs concerning the transportation of our exhibits. We are enclosing herewith Declaration Form for Temporary Import Exhibits, which are hereby declared by us to be true and correct. In case that the contents of this form are inconsistent with the real situation, we shall be responsible for all consequences arising therefrom and compensate for all additional surcharges relevant.

And we shall accept the service provided by the ____________________ freight agent and execute all necessary procedure required by it. We understand that exhibits shall not be delivered before all relevant fee paid off. And service fee is based on weight and volume of exhibits, not relative to the value and insurance of exhibits. The ____________________ freight agent shall not be responsible for counterclaim for the exhibits.

☐ Our company shall arrange by ourselves/purchase insurance
☐ Our company shall consign ____________________ for the exhibits deliver to the appointed stand of the International Pavilion in China Import and Export Fair Complex in the following modes: (could be multiple choice)

☐ From Hong Kong ☐ Import by air via Hong Kong ☐ Import by sea via Hong Kong to the stand of the International Pavilion in China Import and Export Fair Complex
Total cubic meters/kgs _____________ Total Pieces____________

☐ From the entrance of the complex to the stand
Total cubic meters/kgs _____________ Total Pieces____________

☐ From the Guangzhou seaport to the stand
Total cubic meters/kgs _____________ Total Pieces____________

☐ From the Guangzhou airport to the stand
Total cubic meters/kgs _____________ Total Pieces____________

☐ Exhibits need to be returned ☐ exhibits need to be sold
☐ Part of the exhibits need to be returned ☐ Others_________________

To take charge of dismantling cases and clearing customs before the exhibition, Mr./Ms. __________ of our company will arrive at site on ________( Day) ____________ (Month), 2017. He/she can be reached at the phone/mobile number ____________ , or other means of contacting him/her ____________.

Our company hereby entrust ____________________ for cases opening and customs clearance. Our company shall not claim from ____________________ for compensation by reasons as damages or losses of exhibits.

Seal and Signature of the Company: ____________________
Signature (in bold letters): ____________________
Date: ____________________

Notes: This form can be downloaded at: www.cantonfair.org.cn
C3 Stand Layout Plan

Deadline: Apr. 1, 2016 (Phase 1) / Apr. 15 (Phase 3)

(Applicable for heavy and large exhibits)

**STAND LAYOUT PLAN**

Exhibitor: ___________________________ Stand No. ___________________________

A) Please list below the exhibit(s) exceeding 1,000kgs in weight, or 5.0m in Length, or 2.0m in width or 2.0m in height per single piece:

<table>
<thead>
<tr>
<th>Case No</th>
<th>Description</th>
<th>Gross Weight (in KGS)</th>
<th>Net Weight (in KGS)</th>
<th>L x W x H (in Meter)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

B) Please point out the right position of the above mentioned exhibits where placing inside your stand:

Dimension of Wall Panel  (Drawings of exhibit position can be attached.)

**Note:**

1. Please pre-register if any special equipment (like crane) is necessary for handling the exhibits.
2. Please come to the exhibition ground on the first day of move-in period for moving the above mentioned exhibits or booking in advance with for the moving date. Your delegate(s) Mr./Ms. _________________________ will come to the site on (date) ____________ for supervising the portage.
3. If there has any special instruction for handling the above mentioned exhibits, please specify in below:

_________________________________________________________________________

_________________________________________________________________________

_________________________________________________________________________

Notes: This form can be downloaded at: www.cantonfair.org.cn
<table>
<thead>
<tr>
<th>参展商名称</th>
<th>Exhibitor Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>所属招商代理</td>
<td>Agents of Exhibitor Recruitment:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>国别地区</th>
<th>Country/Region</th>
</tr>
</thead>
<tbody>
<tr>
<td>原产地</td>
<td>Original</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>箱号/C/NO.</th>
<th>展品名称/Exhibits Name</th>
<th>展品类别/Exhibit Category</th>
<th>毛重/克</th>
<th>G.W. (kg)</th>
<th>原产地/Original</th>
<th>展馆/展位号/Hall/Stand No.</th>
<th>总件数/TTl pkgs:</th>
<th>展后处理/Treatment after the show:</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.已售</td>
<td>sold</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B.回运</td>
<td>to be returned</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C.放弃/消耗</td>
<td>abandoned/consumed</td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
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<tr>
<td>D.赠送</td>
<td>given away</td>
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<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>离馆时间/Leaving Time</th>
<th>备注/Remarks</th>
</tr>
</thead>
</table>

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<tr>
<th>箱号/C/NO.</th>
<th>展品名称/Exhibits Name</th>
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<tr>
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<th>备注/Remarks</th>
</tr>
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</table>

申报人(签章)/Signature & Seal by Applicant:  
审批意见/Approval Views:  
展馆保卫验放/Verified by secure staff in the exhibition complex:  
大会承运商(签章)/Signature & Seal by Recommended Transporter:  

*注意/Attention:  
1. 请在备注栏填写每件参展展品的运输承接方，例如大会推荐承运商公司名/非大会推荐承运商公司名/随身携带。  
Please fills in transporter of each exhibit in the remarks, for example, name of the recommended transporter/name of other transporter/imported as personal belongs.  
2. 本表作参展展品信息统计之用，同时还作参展展品进出馆查验之用，请参展商在填写好本表后复印留底以备现场核对、查验。  
This form is for the purpose of collecting exhibits information, as well as for control of the exhibits move in and out. Do fill in the form carefully and backup for checking.

注：本表可在网站 www.cantonfair.org.cn 上下载  

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5 Stand Constructing and Equipping

The Service Center for Exhibitors of the International Pavilion is set up at site of Canton Fair to provide exhibitors with convenient service of application for items associated with exhibition stands. The Centre has several project teams such as Recommended Contractor, Service Consultation, On-site Service, Standard Stand Setting-up, and Transportation. All of the services are proving the exhibitors of the convenient and swift access to the admission and registry.

5.1 Official Contractor:

5.1.1 Official Contractor
Canton Fair Exhibition Design and Construction Co., Ltd
Exhibitors of Custom-built stands shall choose contractors with qualification certification issued by the Canton Fair. (For details see 5.2.2)

Service: Application for modification of standard stands
Address: 1+002, Area A, China Import and Export Fair Complex, No.380 Yuejiang Zhong Road, Guangzhou.
Time: Mar. 1–May 5 8:30-17:30 for each day
Hotline: 0086-20-89139719 89139784
E-mail: gz510014@126.com

5.1.2 Customer Service Center On-site office
Phase 1:
Location: Counter No. 3, Hall 2, Pearl Promenade, Area A, Canton Fair Complex
West side to the north gate of Hall 9, Area B, Canton Fair Complex
Time: Apr. 10-12 8:30-17:00
Apr. 13 8:30-20:00
Apr. 14 8:30-12:00
Apr. 15-19 9:00-18:00
Apr. 19 Open for the whole night until the conclusion of Stand Dismantling

Phase 3:
Location during exhibition production:
North Counter On-site Office of Customer Service Centre, outside Hall 11;
North Counter, Second Floor of Hall 16, Area C.
Time: Apr. 28 11:00-24:00
Apr. 29 8:30-24:00

Apr. 30 8:30-22:00
Location during the exhibition:
No.1 Counter at Hall 10, Pearl Promenade, Area B;
North Counter, Second Floor of Hall 16, Area C.
Time: May 1- 5 9:00-18:00
May 5 Open for the whole night until the conclusion of the Stand Dismantling

Services at Exhibitor Service Centre:
1. Procedures of Move-in Custom-built Stands
Please refer to Stipulations of Construction Management for Custom-built Stands in 5.2 herein for detailed procedures.

2. Modification of Standard Stand
(1) Application deadline:
10:00am, 14 Apr. (Phase 1);
10:00am, 30 Apr. (Phase 3)
(2) Please refer to Services and Stipulations of Standard Stand Construction in 5.3 herein for the application scope and relevant stipulations.

3. Rental of Stand Equipment and Supply of Electricity
(1) Please refer to Form B5-2 for the specifications, charge criteria and relevant stipulations of the services.
(2) The rental of table and chair can be cancelled on the same day of its arrival at the stand. Charge for such cancellation shall be RMB 20. From the second day of the arrival of the stand equipment at the stands, no cancellation of rental will be accepted.

4. Rental of Flowers
Please refer to Form B6 for service charges.

5. Re-input of Exhibitors’ Information and Calligraphy Services
Canton Fair will make fascia boards in accordance with the exhibitors’ information input in “Registration System of Participation in the International Pavilion”. Exhibitors shall not cover or rectify the scripts on the fascia board without prior consent of Canton Fair. In case that the exhibitor is late in inputting information then requires for remedy or he may need to change the scripts on fascia board, the exhibitor shall apply to concerned department of Canton Fair for written approval and pay relevant fees.

6. Telephone allocation
Wireless Telephones are equipped in International Pavilion of the 121th session of Canton Fair, please keep it safe. Telephone Allocation: For custom-built stand, 1
telephone is equipped for the area within 4 connecting standard stands of a same company, 2 telephones for the area of 5-7 connecting standard stands, 3 telephones for 8-10, and 4 telephones for the area of more than 10 connecting standard stands. If extra telephones are required by custom-built stand, please fill in Application Form for Wireless Telephones of the X session of Canton Fair (see B8 of relevant forms in the attachment) and apply to On-site Office of Customer Service Centre or Communication Section (Address: A618 of Administration Office) 5 days prior to the opening date. (For inquiry:020-89139468) For standard stand, with regardless of the stand modification, the number of telephones is equipped according to the number of the standard stands within the scope, and telephone is installed in the stand of the smallest sequence number. The telephone service is provided as a package including local call and domestic call.

Telephones communication will be available during 9:00-18:00 each day, among which only available from 9:00-15:00 on Apr. 19 and May 5. Please don’t separate the telephone from the original stand due to the wireless telephone number already bond with the stand number.

The stand telephone will be returned at 15:00. Please do not take away the wireless telephones, and do kindly return them to our staff.

7. Application for Internet Service
   Please refer to Form B7 for the specifications, charge criteria and relevant stipulations for such services.

8. Application for Overtime Work
   Stipulations on the overtime work during the period of Stand Construction and Dismantling:
   (1) With the Construction Certificate, contractors of custom-built stands can apply for Stand Construction Vehicle Pass and Stand Construction Badge usable on the date of Apr. 8th (Phase 1), as well as for the overtime work of the day. It is permitted to move in the materials used for setting up custom-built stands between 17:00 to 22:00 on Apr. 8th, however advance construction shall not be allowed on that day.
   (2) During the Phase 1 of Stand Construction, exhibitors or contractors of custom-built stands should submit written application for overtime work to International Pavilion of the Service Centre before 16:00. The overtime work will not be permitted without prior consent of the Service Centre. From Apr. 10-12th, overtime work is permitted until 22:00. On Apr. 13th, the Complex will open until 24:00. The Phase 3 preparation will run night operation that does not apply for overtime.

   Reminders:
   (1) All materials for stand setting up and all exhibits shall be moved out of the exhibition halls prior to 10:00, 20 Apr.. Stand construction materials and exhibits to be returned shall be delivered to supervised locations nominated by the customs.
   (2) No application for postponing Stand Dismantling after 10:00, 20 Apr. shall be accepted by Canton Fair who will reserve the right to claim from the exhibitors for any damages or losses caused by such delay.

9. Payment
   Only RMB in cash or payment by credit card shall be accepted in the Service Center for Exhibitors of International Pavilion.

   Stipulations of Service
   1. Parts of the services may not be provided due to insufficient stocks, the lack of resources or demand overtops the warning limit.
   2. The services available shall be fulfilled within two hours after full payment has been made by the exhibitor (except for the peak hours on Apr. 13-14 for Phase 1 and Apr. 29-30 for Phase 3).
   3. During the busy hours on 13-14 Apr. and 29-30 Apr., it may take longer time to fulfill the required services. The exhibitors are therefore advised to wait patiently and try to avoid applying at peak hours.
   4. Exhibitors dissatisfied with the on-site service could lodge a complaint by dialing the service and complaint numbers.
   5. Deadline for applying for the aforesaid services will be 19 Apr. for Phase 1 and 5 May for Phase 3, except for those whose application deadlines have been specified.

   Services of Stand Dismantling: Refund of Deposit
   After returning the rented equipment or clearing the stand, the exhibitors should submit the deposit bills to the concerned staff of Canton Fair for confirmation in signature.
   1. Distribution box: Electricians assigned and authorized by the Canton Fair will dismantle the distribution boxes and sign on the deposit bills held by exhibitors or contractors of custom-built stands for confirmation. Should exhibitors have any inquiries, please contact the Service Center for Exhibitors of the International Pavilion.
   2. Deposit for stand clearance: Exhibitors or contractors of custom-built stands should notify the Service Center in the International Pavilion upon the completion of stand clearance. Canton Fair will accordingly assign relevant staff to inspect the cleared stands and confirm the accomplished work by signing on the deposit bills. Only if the relevant staff signs on the deposit bill, can the exhibitor or contractor apply for the refund of deposit for stand clearance.

   With the deposit bills confirmed and signed by the authorized persons, the exhibitors or contractors of custom-built stands could be refunded the deposit at the Service Center for Exhibitors of the International Pavilion from 17:00 Apr. 19 to 10:00 Apr. 20 (Phase 1), 17:00 May 5 to 11:00 May 6 (Phase 3). Failing in execution of such procedures in the specified service time, the exhibitors and contractors could contact the Service Center for Exhibitors of the International Pavilion and withdraw the deposit as per their instructions.

5.2 Stipulations of Construction Management for Custom-built Stands
(For raw-space-exhibitors and their entrusted contractors of custom-built stands)

5.2.1 Custom-built Stands
   Refer to the stands, on rental raw space (minimum 36 m²), that exhibitor entrusts the contractor with
qualification certification of the Canton Fair to set up and decorate either in the wooden structure or with materials which are different from those used in the standard stands.

5.2.2 Contractor of Custom-built Stands
Exhibitor shall entrust the contractors with qualification certification of the Canton Fair to design and set up the stands. Contractor without qualification certification of the Canton Fair shall be prohibited to undertake such project or construction works. The design and drawings submitted by such contractor without qualification certification will be rejected by the Drawings Verification Team of Canton Fair. Contractors with qualification certification are listed “Construction of Custom-Built Stands” of Canton Fair official website.

Reminders
Any Agreements between the exhibitor and his entrusted contractor shall be deemed to be contracts of the two parties only. Any incidents, accidents or disputes hence arising shall be subject to the legal procedures by the two parties involved, and Canton Fair shall assume no responsibilities for such consequences.

5.2.3 Submitting Time and Contact Office
1. Submission Time
   Phase 1 Mar. 20-30;
   Phase 3 Mar. 20- Apr. 10
   The submission is due on Mar. 30 for Phase 1 and Apr. 10 for Phase 3. Please submit through Easy Exhibitor; submissions in paper or email are not accepted.

2. Contact Office (Drawing Verification Team)
   Service covered: Custom-built Verification
   Location: Registration Center, Area A, China Import and Export Fair Complex, near Xingangdong Metro station
   Time: Phase 1: Mar. 20- Apr. 12 8:30-17:00
   Apr. 13 8:30-20:00
   Apr. 14 8:30-12:00
   Apr. 15-19 9:00-18:00
   Phase 3: Apr. 28-30 8:00-18:00
   May 1- 5 9:00-18:00
   Service contact: 0086-20-89124229, 89124230, 89124239, 89124245

Reminders:
(1) The Drawings Verification Team is responsible for providing contractors of custom-built stands with consultation service and drawings submission service, verifying drawings of custom-built construction, collecting constructional management fees, and issuing relevant construction certificates.
(2) Exhibitors of custom-built stands, after receiving the stand plan, shall contact directly with the contractors with qualification certification of Canton Fair and visit Easy Exhibitor of the official website of the Canton Fair to entrust the qualified contractor to set up the stand. The Drawings Verification Team of Canton Fair will not accept exhibitors’ direct submission of drawings.

5.2.4 Application Procedures for Custom-built Stands
1. One-storey Structure
   Contents of Application
   (1) Application Form for Drawings of Custom-built Stand (Form B1);
   (2) Three-dimensional color drawings of design proposals;
   (3) Plan and elevation of design proposals (including detailed dimensions and material specifications);
   (4) Application for electricity supply in custom-built stand should attach the following materials:
      (i) Clear and detailed drawings of Electric Distribution System indicating the gross power, current rating, voltage (220V/380V) of the master switch and model of leakage protection switch, as well as the wire model and laying-out pattern and electric equipments.
      (ii) Accurate Plan of Electric Distribution indicating the location of the main distribution box as well as the types, power and locations of lightings.
      (iii) The copies of valid operation certificates of electricians who work for the custom-built contractor and the list of on-duty electricians as well as their operation certificate codes and telephone numbers. (Form B1-3)
      (iv) Letter of Undertaking on Safe Use of Electricity in Custom-built Stands (Form B1-1)
      (v) Letter of Undertaking of Safe Construction in Custom-built Stand (Form B1-2)
   (5) The construction drawings (including the structure and panel point drawings) shall be provided by construction and design institution (office) with qualification certification of structure designs (Note: only applicable to the two-storey custom-built stand setup).
   6. Application for table and chair accessories for Custom-built Stands:
      (1) Criteria:(table and chair shall be arranged as per area of the custom-built stand ) :
         Areas smaller than 3 standard stands: one set of table and chair;
         Areas between 4 and 5 standard stands: two sets of table and chair;
         Areas between 6 and 8 standard stands: three sets of table and chair;
         Areas between 9 and 12 standard stands: 4 sets of table and chair;
         Areas of 13 or greater than 13 standard stands: five sets of table and chair.
      Please refer to table B1-4 for details of tables and chairs
      (2) Mode of Application: The constructor of Custom-built Stands shall choose the style and quantity
when submitting drawings on line.

**Reminders**

All the above mentioned drawings and written instructions shall be submitted by the applicants through Easy Exhibitor online, but the paper drawings of two-storey stands shall be submitted at the same time according to the Canton Fair’s management requirements for the two-storey stand.

**Verification Procedures**

(1) The custom-build contractor’s response will be given within 5 working days after the Drawings Verification Team received the application materials. The qualified of declaration materials will report to Drawing Verification Team by custom-built contractor for audit record.

(2) The Drawing Verification Team will release the verification results on Canton Fair’s website where submission units can inquire those results via Easy Exhibitor at www.cantonfair.org.cn.

(3) For those unqualified drawings, within five days after receiving the verification paper, the contractor should re-submit them pursuant to the verifying suggestions.

**Notes:** For the stands whose design drawings are not approved in due time, the contractors shall not be permitted to commence relevant construction works.

**Move-In Procedures and Formalities of Stand Construction**

(1) Inquiry on-line or refer to the Drawings Verification Team to confirm that the custom-built stands drawings have been approved.

(2) According to your Drawing Approval Number, Name of your Contractor Company and the name of your Exhibitor Company, to pay up the construction management fees, cleaning and collection of materials trash and electricity fee to the Drawings Verification Team.

**Charge Criteria**

- Construction management fee: RMB 25 Yuan/Phase/M² (net area of stands)
- Construction management fee: RMB 45 Yuan/Phase/M² (N net area of stands)
- Electricity fee: refer to B2
- Fees for unified cleaning and collection of materials trash: RMB500/9M²
- (3) Apply for Construction Certificate.
- (4) Apply for Stand Construction Badge and Vehicle Pass for Stand Construction.

Procedures shall be carried out in the Registration service Centre with the Construction Certificate and completed Form A4.

(5) Verification for Stand Fire-prevention

Subsequent to completion of stand construction, the stand shall be under joint inspection of personnel from Fire-prevention Department of Canton Fair, professional electricians and personnel of Guangzhou Public Security and Fire-prevention Bureau. Once meeting the standard, the stand can be electricity connected and then be put into use.

(6) Formalities of electric connection

Upon completion of stand construction and approval of fire-prevention and power safety inspection, Canton Fair will assign electricians to confirm “Registration Form for Use of Electricity in Custom-built Stands” and to guide the electrician of the contractor to connect wire to the nominated distribution box. Electric connection shall only be carried out by the electricians of Canton Fair. And the electricians of Canton Fair will be responsible for electric connection.

**Relevant Requirements**

(1) Designed and setting-up height of the stand shall not exceed 4.5 meters and its vertical projection shall not overrun the rented raw space.

(2) Stand structure shall be designed to be firm and safe in order to avoid any accident arising from stand collapse.

**2. Two-storey Structure**

**Applicable Scope**

Only the following requirements are met simultaneously shall the exhibitor be allowed to apply for setting up two-storey stand:

(1) The height (from ground to device layer) of the exhibition hall in which the stand locates shall be above 7.5 meters (7.5 meters included).

(2) The stands shall be located in the custom-built zone.

(3) The net area of stand shall be above 72 M² (including 72 M²), i.e., above 8 standard stands (including 8).

(4) The stand shall not directly adjoin the other stands (to be isolated) or open at three sides.

For other formalities and charge criteria concerning application content, verification procedures and move-in procedures, please comply with the corresponding regulations stipulated in construction of one-storey custom-built stand.

**Relevant Requirements**

(1) Maximum height for one-storey stand and two-storey stand shall be 4.5 meters and 6 meters respectively in Area A and B; two-storey stands shall not be allowed in Area C and height of one-storey stands shall not be over 4.5 meters. Vertical projection of all stands shall not overrun the raw space.

(2) Design and setting-up area of the second storey shall not exceed that half of the bottom storey and shall not be less than 27 M².

(3) The total of designed dead loading and live loading of the stand shall not exceed the maximum floor loading limit of 1500KGS/M².

(4) Stand structure shall be designed to be firm and safe in order to avoid any accident arising from stand collapse.

(5) The bottom storey shall be equipped with hung 6-kilogram powder fire extinguisher in a criterion of every 20 M² with one fire extinguisher, 20-30 M² with two, and so on.

**5.2.5 Application and verification process for Green custom-built stands**

(1) Application: Custom-built Stands constructors shall decide whether to choose Green Custom-built Stands when submitting drawings on-line and fill in relevant forms. Custom-built Stands constructors can participate in award contest on recommendation of the exhibitors.
and choose ‘Award of Green Custom-built Stands ’ in the application web page.

(2) **Primary verification:** All drawings shall be verified by the Primary Verification Team, the Power-consumption Verification Team and the Fire-proof Verification Team from their respective perspectives pursuant to criteria stipulated for Green Custom-built Stands by the Canton Fair. Candidate for Green Custom-built Stands award can only be recommended provided that these three teams are all consent.

(3) **Verification:** The on-site investigation team for Custom-built Green Stands shall carry out on-site investigation in the exhibition halls to these stands according to the name list offered by the Drawing verification system during periods of stand preparation and stand dismantling.

(4) **Confirmation:** The drawing verification team shall confirm the list of Green Custom-built Stands through the drawing verification system according to the on-site investigation results.

(5) **Result announcement:** The proportion of Green Custom-built Stands shall be announced on the official website of the Canton Fair on the second day after closure of every session. The Green custom-built stand rate of each constructor shall also be disclosed on closure of the Canton Fair.

### 5.2.6 Safety Guidance for structure of custom-built stands

Strength of the structure of custom-built stands should be able to meet the required loading capacity to ensure the overall structure integrity, rigidity, stability and fastness of all joinings. Details are as follows:

1. **General requirements** (applicable to both one-storey and two-storey custom-stands)

   1) The bottom width of the main wall of the structure should be wider than 120 mm to ensure the connection area between the wall and the ground; crossbeam should be installed on top of large span walls over 6 meters and the steel frame as well as a supporting pillar underneath.

   2) The drawings of detailed connections between tops and crossbeams should be provided for all custom-stands which require crossbeam joining on tops. The structure strength should meet the required loading capacity. The crossbeam must be fabricated in steel and joined tightly. The joinings for the pillars should be fastened with bolts and nuts where pilling-up or colligation are forbidden.

   3) Toughened glass should be used for stands decorated by glass and the strength and thickness (screen wall glass must be thicker than 8 mm ) should be guaranteed. The fabrication modes should be reasonable and reliable and steel frames or professional metal frames must be used to install all the glass components. Elastic bearings should be employed amongst the frames, metal parts and glass materials to ensure safe use of these items; Clear signs must be put on all large glass to avoid collisions; Structure supporting pillars and walls of all glass platforms should be fixed beneath the platforms and stands structures should not be installed directly upon the smooth surface of the glass.

   4) Steel pillars should be of over 100 mm diameter un-welded materials and their bottom to be welded on the base. The upper portion should be welded to flanges so as to increase the bearing areas of the pillars.

2. **Special requirements for two-storey stands**

   1) The construction detailed drawings of two-storey stands should be provided by qualified Construction and Design Institution (Office) with seals from structure engineer of lst grade national level and relevant verification report. Further materials include:

      ① Layout: plan of power distribution (indicating the location, types, and laying-out patterns of lamps, lights, and the main distribution box).

      ② Power distribution system (indicating the gross power, current rating and voltage of the master switch, as well as the wire model and laying-out pattern).

      ③ Structure drawings of pillar for two-storey stands (indicating static and dynamic technical loading data).

      2) Steel structural materials should be employed for the two-storey stands to fasten the stands especially for the bearing components and connect to the ground for protection.

      3) Ground-beam connection modes should be used for the pillar base of the two-storey stands which should be fastened by high-strength bolts and nuts with hard plastic bearing to the ground as to prevent horizontal sliding.

      4) The railings height of the two-storey stands should be higher than 1.5 meters and the handling sides of the railings should be arc-shaped to prevent goods from sliding down from the railings.

      5) The bearing capacity of the upper part of the two-storey stands should be greater than 400kg/㎡ and only used for business negotiation or rest purposes. Its main function is not for exhibit display. Number of people on the stands should be strictly controlled.

### 5.2.7 Provisions of Construction Management

1. Stand construction should be executed in times stipulated herein. Advance application shall be made in case that overtime work is needed. Such works can be executed provided that approval has been granted by the Drawing Verification Team of the Canton Fair.

2. Stand construction shall be executed strictly in accordance with the verified design drawings. No variation of the stand shall be allowed unless prior consent is given by fire-prevention personnel of Canton Fair.

3. The Construction Certificate shall be displayed at a prominent place in the stand. Construction works shall not overtop the scope specified in the aforesaid certificate.

4. The design and setting-up materials should be A-level (non-combustible) or or BI-level material (fire-retardant). The carpet should be the BI-level (fire-retardant). Materials, such as grass, bamboo, vine, paper, bark, foam, reed, inflammable plastic board, cloth and board, will not be permitted to use as building materials. In case that inflammable material must be used due to special reasons, the contactor shall obtain prior written approval from Canton Fair and adopt
appropriate fire-prevention measures in this case. The material shall only be used upon acceptance by Canton Fair.

5. Cutting machines, electric saw and paint spraying machines are not allowed on the construction site. In case the operations actually need to use flammable and explosive goods such as thinner, alcohol and chloroprene glue, the quantity of one day's dose shall be taken into the site and out of the site after the construction finishes on that day.  

6. Operations that involve welding (electric welding and gas welding) and open fire are not allowed within the complex.  

7. It is not permitted during the construction to damage or alter any fixed facilities inside or near the stand. Fixation or suspension on any fixed installations in the hall shall be forbidden. No decoration or hangings on ceilings over the stands shall be allowed.  

8. Fire-prevention facilities, power supply facilities, communication facilities and the like within the confines or vicinity of the stands shall not be covered during the construction, and shall be kept in safe or operable of a minimum distance of 60 CM with indicating labels stick in proper positions.  

9. Distribution box shall not be covered by Stand construction settings unless a manhole larger than the distribution box is reserved for opening distribution box and handling failure.  

10. No part or full capping to the stand will be allowed during stand construction unless prior approval is obtained from the Fire Prevention Department of the Canton Fair and proper security measures are adopted. The fire prevention measures include, for instance, capping with leakage materials and equipping a 6-kilogram extinguisher of palace-lantern style in every 20 M².  

11. The exposed parts of the stand's back and side should be subject to interior-exterior surface decoration with no advertisement painted on the exterior surface.  

12. Temporary use of electricity during the period of stand construction shall be subject to regulations on temporary use of electricity.  

13. The electric materials, facilities and equipment applied in the stand design shall have been certified by the mandatory 3C of the People's Republic of China. All electric facilities and equipment inside the stands shall be installed by electricians recorded on files of Canton Fair, and such operations shall comply with the fire prevention provisions of the People's Republic of China as well as the following requirements of Canton Fair:  

1. Distribution box inside the stand shall be equipped with 30mA earth leakage protective device and be installed at a conspicuous and safe place of above 20 cm distance from the ground.  

2. Protective switches of different levels shall be installed for non-machinery electricity supply with three-phase whose load should exceed 20A; as for non-machinery electricity supply with single-phase whose load should exceed 16A, a three-phase-five wire electricity supply shall be applicable. Electricity load in stands shall be balanced in case a three-phase electricity supply is adopted.  

3. The maximum electricity load of 63A socket shall be of 80% (50A) of its designed capacity. Therefore, a special notice should be given in the time of application for electricity supply in case that the rating electricity in the distribution box of the stand is greater than 50A, or, electricity consumption by single machine is greater than 50A. Canton Fair shall consequently allocate power as per application condition.  

4. Explanation should be given to electricity supply used by frequency converters, silicon controlled controllers, stage light modulators and amplifiers, and peak value current must be indicated. Power capacity of machinery shall be provided and start-up current must be noted. The above mentioned equipment shall adopt independent circuit electricity supply.  

5. 24 hours electricity supply for exhibition equipment should be separately applied. Special line must thus be arranged in the stand without any hidden troubles and equipped with appropriate and reliable protective switches. Canton Fair shall not be responsible for any consequences arising from any breakdown of the protective switch in the venue caused by errors of the equipment and lines in the stand; Insurance should be purchased for all precious exhibits and be guarded by professional persons.  

6. Wires used should be of ZR-BVV (flame-retardant double-plastic-coated copper wire) and shield wire. Twisted and aluminum wires are forbidden.  

7. Cable wire passing through the aisles inside the venue must be captured in metal tube and non-inflammable plastic tube and covered. There should be distinct warning signs for such arrangement.  

8. Wires should not be exposed. There must be no interfaces on the wires passing through floor and carpet in the stand and hidden inside the decorating materials of the stand. Those wires shall be kept in metal tube and non-inflammable plastic tube.  

9. All electric return circuits shall be equipped with protective ground wire. Effective electric bridge must be installed for lightings in the stands and electric appliances which may directly contact to leakage metal protective tube and components. Those electric devices should also be safely earthen.  

10. The ballast and trigger of lightings such as cylindrical lamps, quartz lamps and daylight lamps shall be certified by the mandatory 3C of the People's Republic of China. Fire-prevention and heat insulation measures shall be adopted for separate ballast.  

11. Convectors should be reserved for advertising light cases and lamp stands installed in the stands.  

12. High-power lightings with a power rate above 500W shall not be used in the stands. Use of high-power lightings with a power rate below 500W (iodine-tungsten lamps with a power rate above 100W for example) shall be equipped with shields complying with fire-prevention safety requirements of P. R. C. and such lightings shall be installed on incombustible stand components.  

13. As for concealed electric parts of the stand, contractors shall actively contact professional electricians assigned by Canton Fair for safety inspection before covering.  

14. The current rating of master switch in the
distribution box shall be identical to or below the current amount applied in B1-3

(15) The number of electrical installations (include luminary and socket) under each protection loop in the lighting power distribution shall not be more than 25, and the total volume shall be less than 3KW or 16A current.

(16) Equipment such as computer and precision instrument are suggested to come with an ups protection. Exhibitors are at their own risk of any data lost or equipment damage caused by power interruption.

14. All stand construction works shall be subject to the supervision and inspection of personnel of Fire-prevention and Security Department of Canton Fair, nominated professional electricians and personnel of Guangzhou Public Security and Fire-prevention Bureau pursuant to the Fire-prevention Document, relevant regulations herein defined and Provisions of Safety and Fire-prevention in Chapter 1 of Part Three herein. For those who do not comply with the safety requirements or embracing any hidden safety troubles, the contractor shall carry out related remedy works in accordance with the rectification suggestions provided by concerned inspectors.

15. Upon completion of construction, all constructional tools and materials shall be removed out of the exhibition venue prior to closure of the exhibition without storing inside or at back (side) of the stands.

16. Contractors shall comply with all regulations stipulated in Regulations on Safety and Fire-Prevention in Chapter 1 of Part Three herein.

17. All cutting tools displayed in the custom-built stands shall be kept into a lockable cabinet or fixed through other protection means. All of these must be demonstrated on submission of custom-built drawings.

18. The implementation of Green Canton Fair Program shall be strengthened. All booths in pavilion should reach 100% environment friendly constructing

5.3 Services and Stipulations of Standard Stand Construction
(For the standard stand exhibitors)
Recommended Contractor—Canton Fair Exhibition Design and Construction Co., Ltd is in charge of setting up all standard stands, distributing electricity, and configuring stand equipment.

5.3.1 Standard Stands
The unified standard pattern provided by the Canton Fair include Standard Stand and Luxurious Standard Stand.

(1) Basic Configuration for Standard Stand
As is shown in the picture, the Standard Stand includes Three-side walls, one fascia board, four spotlights five shelves, one aluminum table, four chairs, and one box of mineral water, one wireless telephone, a rubbish cabin and carpet.

Configuration for Standard Stand of the 121th Session of Canton Fair

Stand Dimension
2970MM × 2970MM, height of walls: 2500MM, lowest distance between the nadir point of fascia board and floor: 2450MM, height of fascia board: 4000 MM.

(2) Basic Configuration for Premium Booth
As shown in the picture, It includes three-side walls, light-box fascia board, an aluminum alloy square table, four folding chairs, a lockable floor cabinet, a reception counter, five shelves, four spotlights, one socket, one box of mineral water, one wireless telephone, one rubbish cabin and carpet.

Configuration for Premium Booth of the 121th Session of Canton Fair

Stand Dimension
2970MM × 2970MM, height of walls: 2500MM, lowest distance between the nadir point of fascia board and floor: 2450MM, height of fascia board: 4500 MM.

(3) Setting-up Specifications:
(1) The spotlight and the F/L light shall be installed at the positions indicated in the above picture.

(2) For stands located at corners, panels will only be set up at two sides of the stands with other two sides facing the aisle open.

(4) Remarks:
(1) No variations of wall, fascia board and main framework will be allowed unless the approval of the Canton Fair is obtained. In case that the increase of stand equipment, the dismantling of partition panels between adjacent stands and separate application for increasing electric equipment is needed, please contact Canton Fair Exhibition Design and Construction Co., Ltd. in advance.
5.3.2 Stipulations on and Submission Guide for Modification of Standard Stand

1. Stipulations on Modification of Standard Stand

Acceptable Modification Scope:
(1) In case the exhibitor has booked two or more than two consecutive standard stands, the contractor will dismantle the boards among those stands unless special request has been put forth by the exhibitor. The corner stands booked by the exhibitor shall only be equipped with enclosure walls on two sides and two fascias.

(2) Increasing stand equipment such as show case and shelf stand provided that the installation is feasible;
(3) Increasing lightings and sockets provided that the power consumption will not exceed the designed capacity and the installation is feasible;
(4) Increasing quantity of furniture under the condition that the storage is available.

Scope of Unacceptable Modification:
(1) Dismantling fascia board;
(2) Dismantling panels at the back and exterior sides of the stand;
(3) Separating one standard stand into two stands.

Stipulations:
(1) For the submission of stand modification prior to Mar. 25 (Phase 1) and Apr. 10 (Phase 3) in case that the involved stand equipment, lights and furniture are not exceeding the basic configurations of the standard stand in quantity, the service will be free of charge; in case of an excess, the exceeding amount shall be separately charged.

(2) For any submission later than Mar. 25 (Phase 1) and Apr. 10 (Phase 3), no matter to increase or decrease the basic configurations, modification fee shall be charged.

(3) Different charge criteria will be placed on the advance and on-site application respectively. Application prior to Mar. 25 (including Mar. 25) shall be treated as an advance one while an application after Mar. 25 shall be regarded as an on-site submission. Relevant charge criteria and the application form are illustrated in Form B3-2.

(4) In case that dismantling the panels would affect the installation location of lightings, those lights will be shifted toward the nearest places unless the exhibitor has particular requirements in his application.

(5) In case that there has been stand equipment installed on either side of the show shelf dismantled, the equipment will not be re-installed after the dismantling of the show shelf unless the exhibitor requires to do so during the application.

(6) The additional power sockets applied will be installed at the left side or the right side of the stand near to the aisle.

(7) Walls of standard stands are 2500 MM, while the stand height shall be below 2430 MM.

(8) Power will be supplied starting at 9:30, Apr. 13 (Phase 1), 9:30 Apr. 30 (Phase 3) for the spotlights, F/L lights and rented power outlets installed at all standard stands in the International Pavilion. Tables and chairs for standard stands will be delivered starting at 13:00, Apr. 13 (Phase 1), 13:00 Apr. 30 (Phase 3).

2. Advance application Guide for Modification of Standard Stand

Contents of Application
(1) Application Form for Modification of Standard Stand. Please fill in Form B3, B4.
(2) Modification Plan and Descriptions for Standard Stand. Please fill in Form B5-1.
(3) As for additional stand equipment, please fill in Form B5-2.
(4) Concerning the rental of distribution box, please fill in Form B2.

Application Time and Contact
(1) Application Time
Mar. 1-25
(2) Contact
Recommended Contractor: Canton Fair Exhibition Design and Construction Co., Ltd.
Address: 1+002, Area A, China Import and Export Fair Complex, No.380 Yuejiang Zhong Road, Guangzhou.
Tel.: 0086-20-89139719 89139784
Email: gz510014@126.com

Procedures
Response will be given within 5 working days after reception of the application materials by the Contractor.

(1) The applicant is required to re-submit the application within 5 working days after receiving the feedback from the contractor in case such modification is not feasible.

(2) For the modification applied that is feasible, the contractor will inform the applicant that their drawings have been approved by e-mail together with the fees requirement those applicants are supposed to pay.

Reminders:
(1) After the application for stand modification is confirmed, the exhibitor shall submit the confirmation form of stipulated fees prior to 30th Mar.(sealed or signed). In case of overdue payment, the confirmation will be invalid and no modification work will be arranged by Canton Fair. The exhibitor shall bear all the consequences arising therefrom. The confirmation fees shall be paid in lump sum before the opening of the Fair.

(2) In case exhibitors require to retain the framework (including fascia board and three-side walls) of the standard stand while conduct unsophisticated self-decoration which involves the use of power, such decoration shall be treated as the decoration of custom-built stand. The exhibitor shall therefore be required to apply for such works pursuant to Provisions of Construction Management for Custom-built Stand in Chapter 3 herein. Concerned works shall be executed by the contractor entrusted by the exhibitor.

3. On-site Submission Guide for Modification of Standard Stand
In the event that the modification of stand is needed,
exhibitors shall submit the application in advance at the earliest. Failing to apply in advance due to special reasons, the applicant can acquire the same service at the Service Center for Exhibitors of the International Pavilion of Canton Fair.

Reminders:

(1) Additional fees will be required for most services herein on the basis of charge criteria for advance application. For details, please refer to Appendix B5-2.

(2) The service time will be determined by the amount of on-site service. Especially during the peak hours, the service may not be provided on time. In this case, please wait patiently.

(3) Parts of the services may not be provided due to insufficient stocks or overtopping the warning limit.

5.3.3 Stipulations of Use of Standard Stand

I. Under no circumstances shall the exhibitor dismantle or modify the configured fascia board, show shelves, stand equipment and lighting lamps without authorization. In case any modification is needed, the exhibitor shall apply for it to Recommended Contractor in advance or submit the application at the Service Section in International Pavilion. Upon approval by Canton Fair and full payment made by the exhibitor, certain personnel will be assigned by Recommended Contractor to execute the modification works.

2. In case that any distribution box is installed inside the stand, exhibitors are not allowed to remove it. Exhibitors, during the course of stand decoration, are reminded to avoid it.

3. The electrician from the Canton Fair organizer is responsible for installing the distribution box rented by exhibitors at the proper stand. Any power connection beyond the switch of the distribution, including connection between the box and exhibitors’ own equipment, should be done by exhibitors themselves, under the supervision of the organizing host’s electrician. The Fair does not provide such power connection service beyond the switch.

4. Spotlights and F/L lamps additionally rented at the standard stand shall not be installed on the exterior side of the stand and the exhibition tools/accessories brought by exhibitors.

5. The configured fascia board, stand equipment and lighting lamps in standard stands are properties of China Foreign Trade Centre (Group). Exhibitors shall not take any of the properties out of the exhibition hall. Exhibitors shall by no means damage any configurations of the stand, cut the show shelves and aluminum products, or paint, drill and nail on the show shelves, the aluminum products, stand equipment and the like.

6. No sticking on the show shelves will be permitted. In case that the sticking is needed, exhibitors shall furnish to the Service Center for Exhibitors of the International Pavilion for approval and thereafter operate without damaging the show shelves.

7. No lighting lamps brought by exhibitors will be permitted to install in the standard stand; no identical or similar setting-up materials will be permitted to bring to the exhibition for installation.

5.4 Arrangements and Stipulations of Stand Dismantling

The entire stand dismantling of the International Pavilion of Canton Fair will be from 18:00, Apr. 19 to 10:00, Apr. 20 (Phase 1); 18:00 May 5 to 17:30 May 6 (Phase 3). The hall will be opened overnight on the Apr. 19 and May 5. In respect of the tight time schedule for dismantling, all exhibitors and contractors are required to carry out timely dismantling without influencing construction works for the next phase of exhibition.

Following arrangements and stipulations of dismantling works determined by Canton Fair should be abided by all exhibitors:

1. The Recommended Transporter will distribute packing cases to each stand and return stand telephones from 16:00, Apr. 19 (Phase 1) and May 5 (Phase 3). All exhibitors must therefore be ready for dismantling works. Nevertheless, no exhibitors will be allowed to pack up exhibits prior to 18:00, Apr. 19 (Phase 1), May 5 (Phase 3) and dismantle in advance. Those who dismantle and pack in advance and not obey instructions shall be blacklisted by Canton Fair and their application for next Canton Fair shall accordingly be rejected.

2. Stand dismantling will commence on 18:00, Apr. 19 (Phase 1), May 5 (Phase 3). The Recommended Transporter will arrange concerned persons to assist the exhibitor in packing up the exhibits which will be kept in the stand subsequent to packaging. The exhibitor will carry out timely procedures for exhibits delivery and outbound with the transporter.

3. The exhibitor shall be allowed to move out exhibits only with an import permit. However, the exhibitor must apply to the Recommended Transporter for Discharge Notice which will serve as a pass for the hall guards. All exhibits with import permit will be moved out of the exhibition venue prior to 23:00, Apr. 19 (Phase 1) and May 5 (Phase 3).

4. All import exhibits to be returned, sold, given away and abandoned without customs clearance and cancellation subsequent to verification will be packed up and handed over to the Recommended Transporter prior to 20:00, Apr. 19 (Phase 1) and May 5 (Phase 3). Such exhibits will be delivered by the transporter to the supervised locations specified by the customs prior to 6:00, Apr. 20 (Phase 1) and May 5 (Phase 3).

5. No persons other than staff of Canton Fair, the custom-build contractor staff, exhibitors of the International Pavilion, the Recommended Transporter will be allowed to enter the International Pavilion prior to 23:00, Apr. 19 (Phase 1) and May 5 (Phase 3).

6. Dismantling workers of the contractor for the custom-built stand must commence dismantling works subsequent to 23:00, Apr. 19 (Phase 1) and May 5 (Phase 3) and all decoration materials shall be moved out of the exhibition venue prior to 10:00, Apr. 20 (Phase 1) and May 6 (Phase 3). The disposed materials shall be together moved out and they shall not be discarded on spaces or nearby road sides of the China Import and Export Fair Complex. In case of a disposal of inbound materials, the exhibitor will entrust the Recommended transporter to carry out relevant customs clearance procedures prior to such disposes, otherwise, such materials shall be disposed of as abandoned imported materials (i.e. to be
carried to the location designated by the Customs).

7. The exhibitor and his contractor are required to keep their exhibits and the construction tools and materials safe. Subsequent to 6:00, Apr. 20 (Phase 1) and May 6 (Phase 3), all kinds of un-dismantled stands and un-attended stands without guards will be moved out by Canton Fair without returning the clearance deposit to the exhibitor.

8. Transporting vehicles for customs-built stand materials will only be allowed to enter the exhibition venue in turns subsequent to 23:00, Apr. 19 (Phase 1) and May 5 (Phase 3). These vehicles will drive on specified routes and park at specified locations and obey instructions given by the traffic administrators. Materials shall be rapidly loaded subsequent to entering the venue and rapidly withdraw from the venue.

9. Vehicles to the access of the second floor of the exhibition hall shall not be longer than 10 meters (10 meters included) and heavier than 1 ton (1 ton included). Non-wagon and wagons lighter than 1 ton used by the exhibitors for transportation shall go through the underground Parking Lot PI (maximum height 2.2 meters ) or the truck passage of the ground floor of the hall by elevator loading. All drivers shall stay in the driving cabin during exhibit unload so as to withdraw punctually and respond to temporary vehicle arrangement.

10. Dismantling scope for customs-built stand shall not go beyond the area of the stand. The walls shall not be pushed to the neighboring stands to avoid any unexpected damages. Exhibits, decoration materials and tools will not be stored on the aisle so as to avoid a disturbance to the dismantling works.

**Reminders:**

1. In order to provide better services to the exhibitors and expedite the stand dismantling process, Canton Fair will put forth more detailed arrangements for the dismantling works of the International Pavilion and a Notice on Dismantling Works of the International Pavilion will be separately issued to the exhibitors, Recommended transporter and contractors of the customs-built stands.

2. Any dismantling works later than Apr. 20 (Phase 1) and 10:00 May 6 (Phase 3) will cause losses to Canton Fair, who shall therefore reserve the right to claim from the exhibitor or his contractors for such losses.

3. Contractors of custom-built stands shall contact Canton Fair’s staff immediately to handle the on-site confirmation and registration procedures after dismantling the stands and returning the pre-installed or rented distribution box. Those who cannot finish procedures in time or finish procedures incompletely shall be regarded as violations. The Fair shall be entitled to deduct RMB 1000 per standard stand for not dismantling in time, and fine RMB 1000 per distribution box for those who do not return the distribution box. The on-site signature confirmation and registration procedures are as follows:

   (1) On-site signature to confirm the completion of stand dismantling. The contractors shall contact immediately the on-site management staff to check the stand after the contractors remove the decorative materials prior to 10:00, Apr. 20 (Phase 1) and 10:00 May 6 (Phase 3). The staff of on site management shall sign to confirm on the “Payment Note of Construction Management of Custom-built Stand” (yellow customer copy).

   Service Time:
   22:00, Apr. 19- 10:00, Apr. 20 (Phase 1),
   22:00, May 5 - 11:00, May 6 (Phase 3).

   Service Tel: 89120500, 89120503.

   (2) On-site sign to confirm return of the distribution box. In the evening of Apr. 19 (Phase 1) and May 5 (Phase 3) when power distribution staff collects the distribution box of the stand, a person nominated by the contractor shall stay behind in the stand and require the power distribution staff to paste special label on the “Confirmation Slip for Preinstalled Distribution Box in Custom-built Stand” or “Leased Equipment Note of Custom-built Stand” (yellow customer copy) The electrician of exhibition hall on duty shall sign to confirm on the “Confirmation Slip for Preinstalled Distribution Box in Custom-built Stand” or “Leased Equipment Note of Custom-built Stand” against that special label.

   Service Time:
   18:00, Apr. 19- 10:00, Apr. 20 (Phase 1);
   18:00, May 5 - 11:00, May 6 (Phase 3).

   (3) On-site procedure to return telephones: The Fair staff will collect the stand’s wireless telephones from 15:00 on the closure day. Please do not take away the wireless telephones, and do kindly return them to our staff.

   Neither procedure is dispensable. The contractors shall handle them on time. According to relevant Regulations on the Canton Fair, after the closure of the Canton Fair, Finance Department of China Foreign Trade Centre shall return the deposit to the contractors who finish procedures completely and in time.

   For those stands declaring decoration and leasing distribution box on site, the contractors shall bring the ‘Deposit Note’ and handle relevant signed confirmation procedures according to the above mentioned procedures and during the above mentioned period, and they shall take their deposit back at the Service Center for Exhibitors of the International Pavilion from 18:00 Apr. 19 - 10:00, Apr. 20 (Phase 1), 18:00 May 5– 11:00 May 6 (Phase 3).

5.5 Regulations on Safety and Fire-prevention

The following safety and fire-prevention provisions have been formulated by Canton Fair in accordance with Fire-prevention Laws of P.R. China, Chinese Customs Supervision Regulations and relevant Laws and Regulations on social security administration as well as safety requirements of Canton Fair, which shall be strictly abide by all exhibitors.

1. The exhibitor shall reinforce and enhance the safety and fire-prevention awareness of his participants and proactively cooperate with the fire-prevention and security sectors of Canton Fair to maintain its good order and safety.

2. The exhibitor shall notify and restrict his participants to strictly comply with the Laws and Regulations on the People’s Republic of China without conducting any illegal activities during the course of Canton Fair especially in the exhibition hall.
3. The exhibitor shall only be allowed to enter the exhibition hall with a valid badge wearing in front during his stay in the exhibition hall for the inspection of the security guards of Canton Fair at any moment. One person can only apply for one badge, and the badge shall only be used by the owner and not be allowed to be transferred to any other people or sold out or revised. If otherwise, the badge will be confiscated, and the person violating this rule will be added to a blacklist.

4. Except for those who have been specially exempted by Canton Fair, all other exhibitors shall accept the safety inspection conducted by the guards of Canton Fair.

5. The exhibitor shall pay special attention to guarding against theft and safekeeping his personal properties (including laptops) and exhibits.

   (1) Exhibitor with laptop shall apply from the guard at the hall for computer lock to have the laptop protected.

   (2) The exhibitor shall enter the hall in time as soon as the exhibits have been exhibited in the stand and shall not leave the hall before closing time. At least one person shall stay in the stand to look after the exhibits during the opening time to prevent any pilferage. All exhibits shall be managed strictly in accordance with the custody provisions of the inbound and outbound cargoes under the Customs Law of P.R.China.

   (3) All valuable exhibits shall be safely kept in the cabinet, safe or protected through other effective measures prior to the closing time of the exhibition every day.

   (4) All controlled cutting tools and weapons being approved by Canton Fair to exhibit shall be kept in the lockable exhibition cabinets or fixed up on the exhibition panels, which shall also be guarded and managed by specially assigned persons.

   (5) At times of opening and closing every day, the exhibitor shall conduct timely check-up of the exhibit quantities and report to the security sector of Canton Fair Complex (security section of Canton Fair Security Office) in case of any losses.

6. No poisonous, inflammable and explosive and radiation exhibits shall be directly displayed in the exhibition hall. Those exhibits shall only be displayed through pictures, copy substitute or models. Goods fall into this category include fireworks, cracks, gasoline, spirits, thinner, hydrogen lighter and other items may be treated by the security sector as threatening to the safety of the exhibition hall.

7. Except for specified places, smoking shall be forbidden in the exhibition areas such as exhibition halls, lounges, dining areas, cafe, toilets, meeting rooms and so forth.

8. The fire-prevention aisles shall be accessible under any circumstances.

   (1) The exhibitor shall not pile up any exhibits and constructional materials at the hall entrances or aisles during period of stand construction.

   (2) The exhibitor shall not keep any tables, chairs and exhibits on the aisles of the hall, or distribute any product catalogs, brochures, promotional materials or any other gifts at the aisles or any public areas in the exhibition hall during the course of exhibition.

9. Collocation and arrangement of the exhibits shall be stable and safe. Exhibitors shall submit written applications to the Fair in advance for demonstration of the exhibits or other items. And these demonstrations shall not be arranged before being approved. During demonstration, exhibitors shall be in considerations of safety and good orders within the exhibition hall without any potential dangerous outcomes or disturbance to the visitors and any third parties.

   (1) All exhibits and inflammable decorations shall be located at a minimum space of 30 CM away from the lightings in the stand or other heating electronic apparatus.

   (2) All exhibits, especially the mobile large-scale machinery, shall be fasten upon safe locations to prevent slides.

   (3) Demonstration of machinery shall be performed by professionals or under the direction of such professionals. Those machines shall be equipped with anti-startup devices to stop casual mal-operations of the visitors or non-professional persons.

   (4) The Exhibitor shall submit written application in case flammable materials such as gasoline and alcohol are needed in the demonstration. The application needs to be approved and those materials could be used after the on-site check of the public security and fire-fighting personnel.

   (5) High decibel acoustics shall not be used for any kinds of demonstrations. The decibel of demonstration shall be strictly limited to a scale below 70.

10. All exhibits shall be under the control of the China customs. The exhibitor shall give timely report to the China customs concerning any inability of the exhibitor to return any exhibits to original countries/regions because of damages, losses or pilferages. As for the damaged exhibits, the customs shall levy a tariff on basis of the extent of such damages. A tariff shall accordingly be levied on lost or pilfered exhibits in accordance with relevant regulations.

11. Stand shall be set up on basis of completion of relevant application and entry procedures. Setup works shall then be executed in accordance with relevant regulations stipulated in Chapter 3, Part II herein, i.e. Stipulations of Construction Management for Custom-built Stand, since this regulation shall be an integral part of the regulations.

12. During the course of exhibition, the exhibitor as well as his entrusted contractor shall arrange electricians who are recorded on files of Canton Fair to be on duty so as to eliminate any kinds hidden safety trouble at any moment.

13. The exhibitor shall pay special attention to safety in electricity usage and shall not utilize any unqualified or malfunction electric devices or violate rules during operations.

   (1) Stand electricity consumed shall be applied as per actual situation. The exhibitor shall not introduce from or connect to the electricity distributor or sockets inside the hall without permission or instruction from the electrician of Canton Fair.

   (2) Machinery exhibits or other exhibits which need 24-hours power supply shall be equipped with appropriate and reliable protection switches and be free
from any hidden breakdowns. Canton Fair shall not be responsible for any breakdowns caused by errors of the distributor switch due to defaults of the exhibitor’s devices. In case that exhibits and relevant equipments need 24-hour electricity supply, exhibitor should provide a written application that is sealed by the organizer or its own agent of exhibitor recruitment of the International Pavilion and carry out the application procedure at the Exhibitor Service Centre of the International Pavilion.

(3) In case of a power breakdown caused by protection error of the distributor switch, the exhibitor shall report to Canton Fair through the Service and Complaint Call and Canton Fair shall accordingly dispatch an electrician to site for inspection and remedy works. The exhibitor shall not switch on the electricity per se.

(4) Exhibitor who rents the standard stand shall not be allowed to increase the lighting numbers in the stand per se. Neither shall he be allowed to connect to power supply with his own sockets.

(5) Exhibitor who uses standard stand shall pay timely attention to the lightings in the stand. In case of falling off of the spotlights, the exhibitor shall notify Canton Fair immediately or call the phone of Service and Complaint so as to enable Canton Fair to arrange an electrician to remedy the situation.

(6) Utilization of high-power devices such as electric water jug, cooker, and iron in the stands shall firstly gain approval from Canton Fair by submitting to Canton Fair a written application form.

14. Special Safety Regulations for Two-storey Structures
(1) Maximum height for one-storey stand and two-storey stand shall be 4.5 meters and 6 meters respectively in Area A and B; two-storey stands shall not be allowed in Area C and height of one-storey stands shall not be over 4.5 meters.

(2) No heating electronic devices shall be allowed on the second storey of the stand.

(3) No demonstration and other activities which may be unsafe in accordance with the Regulations on the security and fire-prevention sectors of P.R. China shall be allowed on the second storey of the stand.

(4) Negotiation persons on the second storey of the stand shall not be greater than 0.5 person per square meter. Similarly, the total weights of the negotiation persons and exhibits and average weight on unit area shall not be greater than the total designed loading capacity of this storey.

(5) Canton Fair shall arrange guards to go on inspection tours timely. The exhibitor shall proactively cooperate with these guards and ensure only acceptable exhibits weight and person numbers are allowed on the second storey of the stand.

15. All constructional tools, surplus constructional and packing materials and accessories shall be cleared out of the exhibition hall prior to closure and subsequent to completion of construction works. The aforesaid items shall not be stored in the stand or any spaces behind (or beside) the stand. The exhibitor shall contact the recommended transporter in case of any temporary storage of such items. Constructional tools, surplus constructional and packing materials and accessories brought from overseas by exhibitors shall be managed equal to import exhibits, and shall go through related procedures under the instructions of the Chinese Customs.

16. The exhibitor shall proactively cooperate with the guards at site to carry out clearance work during the course of exhibition.

(1) Clear all rubbish in the stand, extinguish kindling and other possible safety troubles.

(2) Switch off the electricity supply in the stands.

(3) Safekeeping valuables (exhibits) and lock up the exhibition cabinets.

5.6 Technical Data

1. According to the design criteria of the Complex, loading capacity is 1.5 ton per square meter.
2. Height limit for two-level stands is 6 meters in the Custom-built area in the exhibition hall, and 4.5 meters for the single-level stands.
3. The size of complex main entrance: Area A : 8.5m in width, 5.5m in height, Area B: 7.6m in width, 5.3m in height, Area C: 6.98m in width, 4.19m in height.
4. The electricity supply mode of the exhibition hall is three-phase 5-line system and 350V/220V/50HZ, with 2250 kW, and average lumina of 250LX.
5. There is no gas supply equipment in the exhibition hall.

5.7 Green Development Program of the Canton Fair

Item 1. The Green Development Scheme of the Canton Fair

In accordance with The Green Development Scheme for the Canton Fair (Document No. 69 2014) issued by the General Office of the Ministry of Commerce of China, a target of 100% coverage of Green Stands in the 121th session of Canton Fair has been established.

Item 2. Criteria for the Green Custom-built Stand of Canton Fair

The criteria herein define the design, structure, material, workmanship of stand setting-up and dismantling as well as the display effect, which shall be applicable for all custom-built stands in the Canton Fair.

1. Meanings

The Green Stands shall comply with trends of conciseness, standardization and environmental protection. Design should follow the reduce, reuse and recycle principle. The structures should be modular and component-based. Regeneration and recycling materials should be key materials for these stands. The display effects should well demonstrate the corporate philosophy, and image of the corporate and its products.

2. Criteria

The stands should be fabricated following the basic requirements and green requirements set herein.

(1) Basic requirements

a. Design

Pass the design verification of custom-built stand of the Canton Fair.

b. Fire-protection and structure safety
(i) Pass the fire-protection and structure safety verification of the Canton Fair.
(ii) Ensure the entire strength, rigidity, stability and join stability of the stand structure.
(iii) Stand design and construction should strictly comply with relevant national imposed technical specifications, standards and regulations.

(c) Safety of power usage
(i) Pass the safety of power usage verification of the Canton Fair.
(ii) Stand construction should strictly comply with relevant national imposed technical specifications, standards and regulations.

(d) Refer to the manual book of the Canton Fair for details.

(2) Green requirements
(a) Design
3R principle shall be followed, they are:
A. Reduce: minimize materials to realize the stand function.
B. Reuse: materials should be reused as the original.
C. Recycle: Economically recycle and reuse materials which help to realize the stand function.

(b) Materials
(i) Regeneration, recycle, Non-toxic environmental protection material or recycling materials should be employed in the construction. They should comply with standards set in A and B of this item.
A. Quantity of decoration materials used for full-metal structures should be less than 10% of the total cubage of the structure itself (as per cubage of the structure). Only non-timber materials shall be allowed for this purpose. The constructional materials must be 100% recyclable.
B. Quantity of timber materials used for mixed structures should be less than 30% of the total cubage of the structure itself (as per cubage of the structure). The constructional materials must be 100% recyclable.

(ii) Light, easy for dismantling, loading and haulage.

(iii) Efficient light bulb used in the lighting system should not be lower than 80%.

(c) Setting-up and dismantling
(i) On-site fabrication should be modular and component-based. Construction and dismantling should be in good order, controllable, convenient, safe and expedited.

(ii) No adverse impact should be resulted to persons, exhibition halls and facilities in the complex. No dust, noise, toxin gas and discarded materials should be left in the halls. No violations of any regulations should be allowed.

(d) Effects
(i) Demonstrate the corporate philosophy, image of corporate and products.

(ii) The stands should be transparent and well structured. No timber materials should be used for capping.

(iii) Display should be concise, harmonious and beautiful.

3. The criteria herein defined should be used internally by the Canton Fair. China Foreign Trade Centre shall be responsible for interpretation of the criteria.

4. These criteria should take effect from the 115th session of the Canton Fair.

**Item 3 Selection Methods for Green Custom-built Stand Award**

**Chapter 1 General**

**Clause 1** Award for Green Custom-built Stand is initiated for promoting the green development of the Canton Fair to enhance its structural upgrading and gradually eliminate its non-green and non-environmental protection issues.

**Clause 2** This provision shall be in accordance with the Green Development Scheme of the Canton Fair.

**Chapter 2 Scope of selection**

**Clause 3** All green custom-built stands in the Canton Fair.

**Chapter 3 Prizes**

**Clause 4** Selection shall be conducted in the three phases for every session of the Canton Fair. 10% of the total applicants shall be awarded.

**Chapter 4 Selection Criteria**

**Clause 5 Criteria**

(a) Design: (30%)
Innovative: new and original, distinctive with special characteristics; new and environmental friendly materials are employed; displaying through advanced IT approaches.
(b) Materials: (15%)
Environmental Protection: regeneration, recycle and low emission; regeneration materials.
(c) Setting-up and dismantling: (15%)
Scientific: On-site fabrication to be modular and component-based; standardized and environmental friendly workmanship.
Safety: safe and expedite in fabrication and dismantling which comply with relevant national criteria and regulations.
(d) Effect: (40%)
Function: demonstrate the philosophy and image of the corporate.
Aesthetic: concise, harmonious and beautiful.

**Chapter 5 Judging Panel**

**Clause 6** A judging panel for the green custom-built stands in Canton Fair (hereinafter referred to as Judging Panel) shall be established to verify the awarding process; an executive selection team shall be established to deal with particular routines.

**Clause 7** The Judging Panel shall be consisted by representatives from various delegations (one from each leading group office of the Canton Fair), chamber of
Chapter 6 Selection Process

Clause 9 Selection Process

( a ) Application
1. Applicant: Exhibitor or those recommended by trade delegations.
2. Mode of application: exhibitor entrusts custom-built stand constructor to apply for such award while submitting drawings on-line.

( b ) Review
1. Drawing verification
   The drawing verification team of the Canton Fair (including design group, power-usage group and fire-protection group) shall verify if relevant drawings are complying with requirements of the Canton Fair.
2. On-site inspection during stand preparation
   CFTC shall organize a third party and the Fair inspection teams to carry out anon-site inspection of the stands during the preparation period.
3. Primary review
   The third party shall organize the combine verification team for custom-built stands of the Canton Fair (formed by six parties i.e. the Canton Fair Operation Department, Discipline and Supervision Department of CFTC, Integrated Management Department, Technology and Equipment Department, Security Department of Customer Service Center, and Canton Fair Exhibition Design and Construction Co.,Ltd) to inspect all stands in the exhibition halls to nominate the shortlisted candidates for the award. Primary candidate shall be 20% of the applicants of the very phase of each session (Area A, B and C shall be elected separately).
4. Re-evaluation
   With reference to the Evaluation Form (appendix 11), the candidates shall be nominated by the expertise team on the basis of the shortlist through removing the highest and lowest scores. The expertise shall be entitled to recommend excellent Green Stands which have been missed in the primary evaluation stage to the shortlist during the investigation. Only 10% of the total exhibitor applicants shall be awarded in every phase.
5. Examination
   The review result shall be finally examined by the Judging Panel. In case there is a disagreement on such results, a supplement or deletion on 10% of the total stands shall be recommended. The supplemented stands shall be on the shortlist, which shall be voted for finalization. Only an agreement greater than two-thirds of the panel members should be considered as effective.
6. Examination during stand dismantling
   All candidate stands shall be re-examined during stand dismantling phase by the third party and the Fair inspection team. In case that any candidate shall be discovered not to have their constructional materials 100% recycled, the award qualification shall accordingly be cancelled.

Clause 8 The expertise selection team shall be formed by five members from areas of design, material, structure and construction.
justice and fairness of the activity. CFTC shall also responsible for inviting judging panel members and promotion of the awarding initiative as well as dealing with rewarding process with the winners. CFTC shall be obliged to organize the modification of the selection methods.

Chapter 9 Supplementary clauses

Clause 21 This provision shall be implemented internally in Canton Fair and interpreted by CFTC.

Clause 22 This provision shall take effect from the 116th session of Canton Fair and prevail all other previous provisions.

5.8 Relevant Forms for stand constructing
### BI Application Form for Drawings of Custom-built Stand

**Deadline: Mar. 30 (Phase 1) / Apr. 10 (Phase 3)**

Construction contractors of custom-built stand entrusted by exhibitors shall fill in this form. The service herein is free of charge.

- This form can only be submitted through Easy Exhibitor of Cantor Fair website. Fax or E-mail is not accepted. Any questions, please contact drawing verification team. Tel: 86-20-89124229 89124230

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<th>Stand No.</th>
<th>Exhibition Area</th>
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<td>□ One-storey Construction</td>
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<td>□ Two-storey Construction</td>
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<td>□ 3D Color Drawings</td>
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<td>□ Plan and Elevation Drawing</td>
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<tr>
<td>□ Drawing of Electricity Distribution System</td>
<td>(Specifying switch specification and wire diameter)</td>
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<tr>
<td>□ Application Form for Electricity Supply in Custom-built Stand</td>
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<tr>
<td>□ Letter of Undertaking on Safe Use of Electricity in Custom-built Stand</td>
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<th>Style of Stand Setting-up</th>
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<tr>
<td>□ Two-storey Construction Working Drawing</td>
<td>(Including structure and panel point drawings) provided by construction and design institutions (offices)</td>
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Notes: Please use A4 paper for the above-mentioned drawings and written descriptions.

**Approved by organizer or relevant agent:**

- Seal of the concerned unit: Date: (Day) / (Month) / 20 (Year)

**Exhibitor’s Undertaking:**

We hereby undertake that we shall supervise parties to execute stand design and setting up in accordance with the mandatory technical specifications and standards in construction set by the People's Republic of China, the Security and Fire-prevention Provisions and the Agreement on Management in the Setting-up of Custom-built Stand set by the China Import and Export Fair. We shall also install fire extinguisher as required by the aforesaid provisions and bear full responsibilities for violating any of these provisions.

Signature of the person in charge: Seal of the concerned unit: Date: (Day) / (Month) / 20 (Year)

**Designer’s Undertaking:**

We hereby undertake that this design has been primarily approved and we shall ensure that design of stand setting up has tallied with mandatory technical specifications and standards in construction set by the People's Republic of China, the Security and Fire-prevention Provisions and the Agreement on Management in the Setting-up of Custom-built Stand set by the China Import and Export Fair. We shall bear full responsibilities for violating any of the aforesaid provisions.

Signature of the person in charge: Seal of the concerned unit: Date: (Day) / (Month) / 20 (Year)

**Stand Construction Contractor’s Undertaking:**

We hereby undertake that this design is primarily approved, and shall execute stand setting up in accordance with mandatory technical specifications and standards in construction set by the People's Republic of China, the Security and Fire-prevention Provisions and the Agreement on Management in the Setting-up of Custom-built Stand set by the China Import and Export Fair. And we undertake to guarantee the firmness and safety of the construction and install fire extinguisher as required by the aforesaid provisions. We shall bear full responsibilities for violating any of these provisions or encountering any accidents during the construction.

Qualified Stand Construction Contractor (seal): Date: (Day) / (Month) / 20 (Year)

Notes: This form can be downloaded at: www.cantonfair.org.cn
Bi-1 Letter of Undertaking of Safe Use of Electricity in Custom-built Stand

Deadline: Mar. 30(Phase 1) / Apr. 10(Phase 3)

Raw space exhibitors and their entrusted contractors of custom-built Stands shall fill in this form and submit it prior to the deadline.

Please reply to: Drawing Verification Section

Contact Person: Chen Junying
Tel.: 0086-20-89124229 89124242 89124243 Fax: 0086-20-89124244

To coordinate with the 121st Session of China Import and Export Fair (hereinafter referred as Canton Fair) on managing the safe use of electricity in the custom-built stands, and to clarify responsibilities, specify management and guarantee the security of the Canton Fair in an attempt to provide all participants with a secure environment for trade, this company ________________________ (Company Name), as the user of custom-built stand__________ (Stand No.) of the International Pavilion the 121st session of Canton Fair, along with the construction contractor of the aforesaid custom-built stand_____________________(Contractor Name), in accordance with the requirements of Canton Fair’s security management, execute the following undertakings to the China Foreign Trade Centre (Group), organizer of Canton Fair:

1. To strictly comply with the Security and Fire-prevention Provisions, and Agreement on Management in the setting up of Custom-built Stand of the 121st Session of the Canton Fair, and to bear the principal responsibility for all consequences arising from any electrical construction or electricity usage that may violate to the aforesaid regulations throughout the period of Stand Construction, Stand Dismantling and Exhibition, meanwhile, to accept the investigation of China Foreign Trade Centre (Group) into the breaching liabilities stipulated in the contract signed by both parties.

2. To nominate a certain person to be responsible for the safe use of electricity of this company throughout the course of Canton Fair, by maintaining the site operation during the period of stand construction, exhibition, and stand dismantling, and removing any hidden peril from time to time to guarantee the security of exhibition halls.

3. To accept the supervision and management of the concerned departments of Canton Fair and to carry out relevant security and rectification measures.

4. To clarify the security responsibilities of electrical constructors and electricity users, and to set up and carry out the interior regulation of security responsibility in the exhibition.

This Letter of Undertaking shall be executed in triplicate, with China Foreign Trade Centre (Group), the user of the custom-built stand and the contractor of the custom-built stand retaining one original respectively, and shall take effect on the date signed by concerned parties. This Letter of Undertaking shall be deemed to be an indispensable appendix of Application Form for Safe Use of Electricity in Custom-built stand of the 121st session of the Canton Fair.

Undertaker (User of custom-built stand)          Undertaker (Contractor of custom-built stand)

(Official seal)                                (Official seal)

Statutory Representative or Person in Charge
Of Security (Signature):

Statutory Representative or Person in Charge of
Security (Signature):

Person in Charge of Safe Use of Electricity
of the Stand:

Person in Charge of Safe Use of Electricity
of the Stand:

Tel:                                        Tel:

Date:

Notes: This form can be downloaded at: www.cantonfair.org.cn. Please scan and upload it through Easy Exhibitor after filling it; fax or email is not accepted.
To coordinate with the 121\textsuperscript{th} Session of China Import and Export Fair (hereinafter referred as Canton Fair) on managing the safe construction in the custom-built stands, and to clarify responsibilities, specify management and guarantee the security of the Canton Fair in an attempt to provide all participants with a secure environment for trade, this company ____________________________ (Company Name), as the user of custom-built stand_______________ (Stand No.) in Phase_______ (Phase No.) of the International Pavilion of the 121\textsuperscript{th} session of Canton Fair, along with the construction contractor of the aforesaid custom-built stand___________________ (Contractor Name), in accordance with the requirements of Canton Fair’s security management, execute the following undertakings to the China Foreign Trade Centre (Group), organizer of Canton Fair:

1. To strictly comply with the Security and Fire-prevention Provisions, and Agreement on Management, and to bear the principal responsibility for all consequences arising from the construction of stand throughout the period of Stand Construction, Stand Dismantling and Exhibition, meanwhile, to accept the investigation of China Foreign Trade Centre (Group) into the breaching liabilities stipulated in the contract signed by both parties.

2. To nominate a certain person to be responsible for the safe construction of stand of this company throughout the course of Canton Fair, by maintaining the site operation during the period of stand construction, exhibition, and stand dismantling, and removing any hidden peril from time to time to guarantee the security of exhibition halls.

3. To accept the supervision and management of the concerned departments of Canton Fair and to carry out relevant security and rectification measures.

4. To clarify the security responsibilities of stand constructors and stand users, and to set up and carry out the interior regulation of security responsibility in the exhibition.

This Letter of Undertaking shall be executed in triplicate, with China Foreign Trade Centre (Group), the user of the custom-built stand and the contractor of the custom-built stand retaining one original respectively, and shall take effect on the date signed by concerned parties. This Letter of Undertaking shall be deemed to be an indispensable appendix of Application Form for Safe Construction in Custom-built Stand of the 121\textsuperscript{th} session of the Canton Fair.

Undertaker (User of custom-built stand) Undertaker (Contractor of custom-built stand)

(Official seal) (Official seal)

Statutory Representative or Person in Charge of Security (Signature): Statutory Representative or Person in Charge of Security (Signature):

Person in Charge of Safe Construction of the Stand: Person in Charge of Safe Construction of the Stand:

Tel: Tel:

Date:

Notes: This form can be downloaded at: www.cantonfair.org.cn. Please scan and upload it through Easy Exhibitor after filling it; fax or email is not accepted.
### BI-3 Application Form for 24-hour Electricity Supply in Custom-built Stand

**Deadline:** Mar. 30 (Phase 1) / Apr. 10 (Phase 3)

Exhibitors who need the 24-hour electricity supply shall fill in this form and submit it prior to the deadline.

Please reply to: drawing verification team

Tel: 0086-20-89124229 89124242 89124243  
Fax: 0086-20-89124244

<table>
<thead>
<tr>
<th>Applicant</th>
<th>Contact Person</th>
<th>Contact Tel</th>
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<tbody>
<tr>
<td>Contractor (Installer)</td>
<td>Person In charge</td>
<td>Tel</td>
</tr>
<tr>
<td>Supply Time applied</td>
<td>From o'clock, M D Y to o'clock, M D Y</td>
<td></td>
</tr>
</tbody>
</table>

### Location and Capacity for 24-hour Electricity Supply

<table>
<thead>
<tr>
<th>Hall No</th>
<th>Stand No.</th>
<th>Name of Exhibit(product)</th>
<th>Name of Electrical Equipment</th>
<th>Quantity</th>
<th>Aggregate Power/Voltage Grade</th>
<th>Model of Current Leakage Protector</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

Examination and Approval Comments:

D M Y

Notes: This form can be downloaded at: www.cantonfair.org.cn. Please scan and upload it through Easy Exhibitor after filling it; fax or email is not accepted.

### BI-4 Charge criteria for tables and chairs in the International Pavilion

**Unit**: yuan (RMB)
<table>
<thead>
<tr>
<th>Area</th>
<th>S.N.</th>
<th>Specification</th>
<th>Dimension (cm)</th>
<th>Unit</th>
<th>Advance</th>
<th>Late</th>
<th>Late</th>
<th>On-site</th>
<th>Figure</th>
</tr>
</thead>
<tbody>
<tr>
<td>A1</td>
<td>1</td>
<td>1 aluminum alloy square table and 4 plastic chairs</td>
<td>65<em>65</em>68</td>
<td>set</td>
<td>145</td>
<td>160</td>
<td>175</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A2</td>
<td>1</td>
<td>1 glass table and 4 aluminum wooden chairs</td>
<td>70<em>70</em>66</td>
<td>set</td>
<td>150</td>
<td>165</td>
<td>180</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A3</td>
<td>1</td>
<td>1 glass table and 4 rattan chairs</td>
<td>70<em>70</em>66</td>
<td>set</td>
<td>170</td>
<td>180</td>
<td>200</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A4</td>
<td>1</td>
<td>1 round wooden table and 4 white wooden chairs</td>
<td>Φ70*66</td>
<td>set</td>
<td>170</td>
<td>180</td>
<td>200</td>
<td></td>
<td></td>
</tr>
<tr>
<td>B1</td>
<td>1</td>
<td>1 aluminum alloy square table and 4 black leather folding chairs</td>
<td>65<em>65</em>68</td>
<td>set</td>
<td>145</td>
<td>160</td>
<td>175</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Model</td>
<td>Description</td>
<td>Dimension</td>
<td>Price Options</td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B2</td>
<td>1 glass square table and 4 stainless chairs</td>
<td>70<em>70</em>66 set</td>
<td>150 165 180</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B3</td>
<td>1 glass square table and 4 rattan chairs</td>
<td>70<em>70</em>66 set</td>
<td>170 180 200</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B4</td>
<td>1 round wooden table and 4 white wooden chairs</td>
<td>Φ70*66 set</td>
<td>170 180 200</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C1</td>
<td>1 aluminum alloy square table and 4 plastic chairs</td>
<td>65<em>65</em>68 set</td>
<td>145 160 175</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C2</td>
<td>1 glass round table and 4 stainless chairs</td>
<td>Φ70*66 set</td>
<td>150 165 180</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td>---</td>
<td>---</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>C3</strong></td>
<td>1 glass square table and 4 rattan chairs</td>
<td>70<em>70</em>66</td>
<td>set</td>
<td>170</td>
<td>180</td>
<td>200</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>C4</strong></td>
<td>1 round wooden table and 4 white wooden chairs</td>
<td>Φ70*66</td>
<td>set</td>
<td>170</td>
<td>180</td>
<td>200</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**B2 Electricity Tariffs in Custom-built and Standard Stand**

Deadline: Mar. 30(Phase 1) / Apr. 10(Phase 3)

For custom-built stands, please submit this through Easy Exhibitor of official website, fax or email is not accepted.

For standard stands, please email this application form prior to the deadline to the Recommended Contractor nominated by the Fair.

**Email:** gz510014@126.com

---

**Application**

**B2**

(Application of Exhibits and Electronics)

<table>
<thead>
<tr>
<th>S.N.</th>
<th>Item</th>
<th>Master Switch (Specifications)</th>
<th>Unit</th>
<th>Charge Criteria</th>
<th>Qty.</th>
<th>Deposit Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>E1</td>
<td></td>
<td>6A/220V ≤1.3KW</td>
<td>1</td>
<td>545</td>
<td></td>
<td></td>
</tr>
<tr>
<td>E2</td>
<td></td>
<td>10A/220V ≤2.2KW</td>
<td>1</td>
<td>920</td>
<td></td>
<td></td>
</tr>
<tr>
<td>E3</td>
<td></td>
<td>16A/220V ≤3.5KW</td>
<td>1</td>
<td>1465</td>
<td></td>
<td></td>
</tr>
<tr>
<td>E4</td>
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<td>6A/380V ≤3KW</td>
<td>1</td>
<td>1680</td>
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</tr>
<tr>
<td>E5</td>
<td></td>
<td>10A/380V ≤5KW</td>
<td>1</td>
<td>2770</td>
<td></td>
<td></td>
</tr>
<tr>
<td>E6</td>
<td></td>
<td>16A/380V ≤8KW</td>
<td>1</td>
<td>4620</td>
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<tr>
<td>E7</td>
<td></td>
<td>20A/380V ≤10KW</td>
<td>1</td>
<td>5540</td>
<td></td>
<td></td>
</tr>
<tr>
<td>E8</td>
<td></td>
<td>25A/380V ≤13KW</td>
<td>1</td>
<td>6930</td>
<td></td>
<td></td>
</tr>
<tr>
<td>E9</td>
<td></td>
<td>32A/380V ≤16KW</td>
<td>1</td>
<td>8828</td>
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<td></td>
</tr>
<tr>
<td>E10</td>
<td></td>
<td>40A/380V ≤20KW</td>
<td>1</td>
<td>11090</td>
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<td></td>
</tr>
<tr>
<td>E11</td>
<td></td>
<td>50A/380V ≤25KW</td>
<td>1</td>
<td>13860</td>
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<td></td>
</tr>
<tr>
<td>E12</td>
<td></td>
<td>60A/380V ≤30KW</td>
<td>1</td>
<td>16630</td>
<td></td>
<td></td>
</tr>
<tr>
<td>E13</td>
<td></td>
<td>100A/380V ≤50KW</td>
<td>1</td>
<td>27720</td>
<td></td>
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</tr>
<tr>
<td>E14</td>
<td></td>
<td>6A,10A,16A/220V</td>
<td>1</td>
<td>315</td>
<td>1000</td>
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<tr>
<td>E15</td>
<td></td>
<td>6A,10A/380V</td>
<td>1</td>
<td>365</td>
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<tr>
<td>E16</td>
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<td>16A,20A,25A,32A/380V</td>
<td>1</td>
<td>415</td>
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<tr>
<td>E17</td>
<td></td>
<td>Replacement of electric box</td>
<td>1</td>
<td>105</td>
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<tr>
<td>E18</td>
<td></td>
<td>Outer Exhibition Space</td>
<td>25/ m²</td>
<td></td>
<td>Total:</td>
<td></td>
</tr>
</tbody>
</table>

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**Note:**

1. Exhibitors who have applied the electricity are required to rent our electricity distribution box. All of the electricity distribution box will be installed by our electricians. Any power connection beyond the switch of the distribution, including connection between the box and exhibitors' own equipment, should be done by exhibitors themselves, under the supervision of the organizing host's electrician. The Fair does not provide such power connection service beyond the switch.

2. Personnel from the exhibitors shall stay at their stands until our electricians collected the electricity distribution boxes on the closing day of Canton Fair. By the autographs of our electricians, together with the Deposit Notes with Return Confirmation sticked on them, exhibitors can acquire their deposit at the International Pavilion Service Centre.

3. There is a 30m cable wire within rental electricity distribution box, excess wires are charged additional fees: 63-100A: RMB50/m; 150A: RMB80/m; 200A: RMB100/m; 250A: RMB140/m.

4. Deadline for the remittance of advanced application: 30th, Mar. (Phase 1) and 10th Apr. (Phase 3). Please do not remit the fees under private names in case the names on the invoices do not match with your companies. Canton Fair only arranges exhibition appliance deliveries for those remittance confirmed companies. Fees for dismantling the allocated exhibition appliances shall be charged. 

Please contact the nominated Recommended Contractor: Canton Fair Exhibition Design and Construction Co., Ltd

Address: 1+002, Area A, China Import and Export Fair Complex, No.380 Yuejiang Zhong Road, Guangzhou

Contact Person: Ms. Chen(13922279953), Mr. Xu (13825020842), Ms. Guan (13711187356)

Tel: 86-020-89139719, 89139784

E-mail: gz510014@126.com

Payee: Canton Fair Exhibition Design and Construction Co., Ltd

A/C with Bank Address: Guangzhou, Guangdong

Opening Bank: Canton Fair Branch, Bank Of China

Account No: 06805774434
B3 Application Form for Modification of Standard Stand

You are requested to fax this application form to the Recommended Contractor nominated by the Fair prior to the deadline:
25th Mar. (Phase 1); 10th Apr. (Phase 3)

Email: gz510014@126.com

Acknowledgement Form for Facilities of Standard Stand

<table>
<thead>
<tr>
<th>B3</th>
<th>Phase</th>
<th>Booth No</th>
</tr>
</thead>
</table>

Effect Chart and Necessary Facilities for Standard Stand

- **External dimension**: 3m×3m; Internal dimension 2.97m×2.97m, Booth height 2.5m, Fascia board height 4 m, Internal dimension 2.48 m
- **Necessary Facilities**: 3 sides panel board, 1 Aluminum alloy square table, 4 chairs, 4 spotlights, 5 shelves, 1 wastepaper bin, 1 fascia board, inside-Booth carpet
- **9 square meters booth will be free equipped with abovementioned facilities; Above numbers will be doubled for 18 square meters booth. The rest can be done in the same manner.**
- **Maximum 5 shelves will be freely provided for the Standard Stands in the international pavilion as per your option. Please indicate if you do not need these items because dismantlement on-site will be charged.**

★ Height: The first board on both sides shall be 90 cm from the ground, the second 130 cm and the middle board 110 cm.

Application for Shelf

- **I needed ☐ pieces of shelves, or I don't need ☐ pieces of selves. Shelves can not be installed in places with dotted line.**
- **Please indicate the location and height of the shelf if you have submitted your application:**
  - Left side facing the stand
  - Front side facing the stand
  - Right side facing the stand

- ★ You are requested to fax this application form to the Recommended Contractor prior to the deadline to enable the Fair to prepare as per your request in advance, it will otherwise be installed as per effect drawings and necessary facilities.

1. Same facilities for 9 square meter stand will be offered to stands larger than standard stand but smaller than 18 square meters. Only stands of multiple area of 9 square meters will enjoy relevant multiple facilities.
2. In case the exhibitor has booked two or more than two consecutive standard stands, the contractor will dismantle the boards among those stands unless special request has been put forth by the exhibitor. The corner stands booked by the exhibitor shall only be equipped with enclosure walls on two sides and two fascias. Special requirements should be indicated in Form B3 and returned.
3. No installation of other types of facilities or nailing upon the installations of the Fair such as enclosure walls, aluminum frameworks should be allowed inside the standard stands. Exhibitors should be responsible for maintaining all properties in the stands or they should be responsible for compensating for all damages arisen.
4. No extra lighting facilities or additional power connections will be allowed inside the stand and other sockets should not be connected to the lighting line which is with a maximum capacity of 300 W. Socket connection by the exhibitors should be strictly forbidden.
5. No electronic devices installed in the standard stands shall be dismantled or removed by any exhibitors or taken out of the Halls.
6. All non-lighting electronics brought in by the exhibitors shall be checked and verified by the main contractor to forbidden improper utilization of unqualified power installations in the exhibition halls.
7. Exhibitors are requested to fill in form B5-2 and return the same to the Main Hall Contractor prior to the deadline in case increased or extra facilities are necessary.

Please contact the nominated Recommended Contractor: Canton Fair Exhibition Design and Construction Co., Ltd
Address: 1+002, Area A, China Import and Export Fair Complex, No.380 Yuejiang Zhong Road, Guangzhou
Contact Person: Ms. Chen(13922279953) Mr. Xu (13825020842) Ms. Guan (18925125368), Ms. Guan (13711187356)
Tel: 86-020-89139719, 89139784
E-mail: gz510014@126.com

Stand No.: _______________ Company Name: __________________________
Contact Person: __________________________ E-mail: __________________________
Tel: __________________________ Fax: __________________________ Company Stamp: __________________________
B4 Application Form for Modification of Premium Booth

You are requested to fax this application form to the Recommended Contractor nominated by the Fair prior to the deadline: Mar. 25th (phase 1); Apr. 10th (phase 3)

Email: gz510014@126.com

Acknowledgement Form for Facilities of Premium Booth

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Contact Person</th>
<th>E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Stand No.</th>
<th>Company Name</th>
<th>Contact Person</th>
<th>E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Effect Chart and Necessary Facilities for Premium Booth

- External dimension: 3m × 3m; Internal dimension 2.97m × 2.97m, Stand height 4.5m.
- Necessary Facilities: 3 wall panel boards, light-box fascia board, 1 Aluminum alloy square table, 4 folding chairs, 1 lockable floor cabinet, 1 reception counter, 5 shelves, 1 rubbish bin, 4 spotlights, 1 socket, 1 trash can, carpet
- Maximum 5 shelves will be freely provided for the Premium Booths in the international pavilion as per your option. Exceeding numbers will be charged. Please indicate if you do not need these items because dismantlement on-site will be charged.
- Height: The first board on both sides shall be 90 cm from the ground, the second 130 cm and the middle board 110 cm

Application for Shelf

- I needed [ ] pieces of shelves, or I don't need [ ] pieces of selves. Shelves can not be installed in places with dotted line.
- Please indicate the location and height of the shelf if you have submitted your application:

<table>
<thead>
<tr>
<th>Left side facing the stand</th>
<th>Front side facing the stand</th>
<th>Right side facing the stand</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1. Same facilities for 9 square meter stand will be offered to stands larger than Premium Booth but smaller than 18 square meters. Only stands of multiple area of 9 square meters will enjoy relevant multiple facilities.
2. In case the exhibitor has booked two or more than two consecutive Premium Booths, the contractor will dismantle the boards among those stands unless special request has been put forth by the exhibitor. The corner stands booked by the exhibitor shall only be equipped with enclosure walls on two sides and two fascias. Special requirements should be indicated in Form B4 and returned.
3. No installation of other types of facilities or nailing upon the installations of the Fair such as enclosure walls, aluminum frameworks should be allowed inside the Premium Booths. Exhibitors should be responsible for maintaining all properties in the stands or they should be responsible for compensating for all damages arisen.
4. No extra lighting facilities or additional power connections will be allowed inside the stand and other sockets should not be connected to the lighting line which is with a maximum capacity of 500 W. Socket connection by the exhibitors should be strictly forbidden.
5. No electronic devices installed in the Premium Booths shall be dismantled or removed by any exhibitors or taken out of the Halls. All non-lighting electronics brought in by the exhibitors shall be checked and verified by the main contractor to forbidden improper utilization of unqualified power installations in the exhibition halls.
6. Exhibitors are requested to fill in form B5-2 and return the same to the Main Hall Contractor prior to the deadline in case increased or extra facilities are necessary.

Please contact the nominated Recommended Contractor: Canton Fair Exhibition Design and Construction Co., Ltd
Address: 1F002, Area A, China Import and Export Fair Complex, No. 380 Yuejiang Zhong Road, Guangzhou
Contact Person: Ms. Chen (13922279953) Mr. Xu (15823020842) Ms. Guan (18925125368), Ms. Guan (13711187356)
Tel: 86-020-89139719, 89139784
E-mail: gz510014@126.com

Stand No. Company Name:
Contact Person: E-mail:
Tel: Fax:
B5-1 Modification Plan for Standard Stands
You are requested to fax this application form to the Recommended Contractor nominated by the Fair prior to the deadline: 25th Mar. (Phase 1); 10th Apr. (Phase 3)

Email: gz510014@126.com

Stand Dismantle, Modification and Location of Rent Facilities  B5-1  Phase  Stand No.

Please kindly indicate the locations of your stand dismantle, modification, rent facilities (exhibits, electronics etc.) and rent shelves (height indicated) in the flowing stand plan including your basic and extra facilities. Please notify your requirement of side-panels in case you booked corner stands.

<table>
<thead>
<tr>
<th>Back</th>
</tr>
</thead>
<tbody>
<tr>
<td>Left</td>
</tr>
<tr>
<td>Front</td>
</tr>
</tbody>
</table>

100W long-arm spotlights
40W fluorescent lamp
220V power socket
Telephone

Stand Plan (Scale: 1 grid = 1m)

Remarks:
1. The Fair will nominate the recommended contractor to install the stand at proper positions in case the exhibitor fails to submit this plan. Extra fee shall be charged upon site modification.
2. Effective facilities indicated by the exhibitor on the above plan shall be submitted with relevant forms prior to the deadline.
3. 100% additional fee shall be charged for late submission or spot-purchasing.

Please contact the Fair’s recommended contractor: Canton Fair Exhibition Design and Construction Co., Ltd

Address: 1002, Area A, China Import and Export Fair Complex, No.380 Yuejiang Zhong Road, Guangzhou
Contact Person: Ms. Chen (13922279053) Mr. Xu (13823020842) Ms. Guan (13711187356)
Tel: 86-020-89139719, 89139784
E-mail: gz510014@126.com
Payee: Canton Fair Exhibition Design and Construction Co., Ltd
Opening Bank: Canton Fair Branch, Bank of China
A/C with Bank Address: Guangzhou, Guangdong
Account No: 68085774434

Stand No. Company: Contact Person: E-mail:
Tel: Fax: Company Stamp:
B5-2 Charge Criteria for Service of Standard Stand

You are requested to fax this application form to the Recommended Contractor nominated by the Fair prior to the deadline: 25th Mar. (Phase 1); 10th Apr. (Phase 3)

Application of Exhibits and Electronics

Email: gz510014@126.com

<table>
<thead>
<tr>
<th>S.N.</th>
<th>Item</th>
<th>Spec (MM)</th>
<th>Unit</th>
<th>Advance Application</th>
<th>On-site/Overdue Application (installation)</th>
<th>On-site Application (dismantle)</th>
<th>Deposit</th>
<th>Qty.</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>F1</td>
<td>Square Table of Aluminum Alloy</td>
<td>650×650×680</td>
<td>One</td>
<td>105</td>
<td>105</td>
<td></td>
<td></td>
<td></td>
<td>210</td>
</tr>
<tr>
<td>F2</td>
<td>Black Folding Chair</td>
<td>One</td>
<td>20</td>
<td>20</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>40</td>
</tr>
<tr>
<td>F3</td>
<td>Flat Shelf</td>
<td>980×310</td>
<td>One</td>
<td>30.00</td>
<td>60.00</td>
<td>15.00</td>
<td></td>
<td></td>
<td>105.00</td>
</tr>
<tr>
<td>F4</td>
<td>Inclined Shelf</td>
<td>980×310</td>
<td>One</td>
<td>315</td>
<td>630</td>
<td>130</td>
<td></td>
<td></td>
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<td>F5</td>
<td>Shell Stand (with wooden shelves)</td>
<td>980×495×2480</td>
<td>One</td>
<td>530</td>
<td>1100</td>
<td>130</td>
<td></td>
<td></td>
<td>160.00</td>
</tr>
<tr>
<td>F6</td>
<td>Showcase (with glass shelves)</td>
<td>980×495×2480</td>
<td>One</td>
<td>155</td>
<td>310</td>
<td>65</td>
<td></td>
<td></td>
<td>220</td>
</tr>
<tr>
<td>F7</td>
<td>Register Counter</td>
<td>990×495×1000</td>
<td>One</td>
<td>155</td>
<td>310</td>
<td>65</td>
<td></td>
<td></td>
<td>220</td>
</tr>
<tr>
<td>F8</td>
<td>Cabinet (with lock)</td>
<td>990×495×750</td>
<td>One</td>
<td>165</td>
<td>330</td>
<td>65</td>
<td></td>
<td></td>
<td>220</td>
</tr>
<tr>
<td>F9</td>
<td>High-low-combined Display Counter</td>
<td>990×495×(990×750)</td>
<td>One</td>
<td>225</td>
<td>450</td>
<td>90</td>
<td></td>
<td></td>
<td>310</td>
</tr>
<tr>
<td>F10</td>
<td>Reticular Rack</td>
<td>1500×1000</td>
<td>One</td>
<td>30</td>
<td>60</td>
<td>15</td>
<td></td>
<td></td>
<td>90</td>
</tr>
<tr>
<td>F11</td>
<td>Tall Display Counter (Advanced Application only)</td>
<td>990×495×2300</td>
<td>One</td>
<td>1200</td>
<td></td>
<td>200</td>
<td></td>
<td></td>
<td>200</td>
</tr>
<tr>
<td></td>
<td>(Electricity included: Upper 30/Mid 125/Lower 75)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>F12</td>
<td>Short Display Counter (Advanced Application only)</td>
<td>990×495×1000</td>
<td>One</td>
<td>530</td>
<td></td>
<td>150</td>
<td></td>
<td></td>
<td>680</td>
</tr>
<tr>
<td></td>
<td>(Electricity included: Upper 30/Mid 125/Lower 75)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>F13</td>
<td>Punching plate</td>
<td>950×1166</td>
<td>One</td>
<td>100</td>
<td>200</td>
<td>40</td>
<td></td>
<td></td>
<td>400</td>
</tr>
<tr>
<td>F14</td>
<td>Removing Shelf</td>
<td>One</td>
<td>10</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>10</td>
</tr>
<tr>
<td>F15</td>
<td>Removing Panel</td>
<td>One</td>
<td>10</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>10</td>
</tr>
<tr>
<td>F16</td>
<td>Installing and Dismantling Ceiling Beam</td>
<td>One</td>
<td>50</td>
<td>100</td>
<td>20</td>
<td></td>
<td></td>
<td></td>
<td>70</td>
</tr>
<tr>
<td>F17</td>
<td>Socket (8 hours electricity supply)</td>
<td>220V/300W</td>
<td>One</td>
<td>230</td>
<td>250</td>
<td>10</td>
<td></td>
<td></td>
<td>480</td>
</tr>
<tr>
<td>F18</td>
<td>Socket (24 hours electricity supply)</td>
<td>220V/300W</td>
<td>One</td>
<td>440</td>
<td>440</td>
<td>10</td>
<td></td>
<td></td>
<td>880</td>
</tr>
<tr>
<td>F19</td>
<td>Long arm Spotlight</td>
<td>100W</td>
<td>One</td>
<td>105</td>
<td>105</td>
<td>10</td>
<td></td>
<td></td>
<td>310</td>
</tr>
<tr>
<td>F20</td>
<td>Horizontal Fridge</td>
<td></td>
<td>One</td>
<td>1800</td>
<td></td>
<td>3000</td>
<td></td>
<td></td>
<td>3000</td>
</tr>
<tr>
<td>F21</td>
<td>42&quot; screen TV &amp; DVD Player</td>
<td></td>
<td>One</td>
<td>1000</td>
<td></td>
<td>3000</td>
<td></td>
<td></td>
<td>3000</td>
</tr>
<tr>
<td>F22</td>
<td>Stainless Steel Clothes Hanger</td>
<td></td>
<td>One</td>
<td>80</td>
<td>160</td>
<td></td>
<td></td>
<td></td>
<td>240</td>
</tr>
<tr>
<td>F23</td>
<td>Rack</td>
<td></td>
<td>One</td>
<td>140</td>
<td>230</td>
<td>35</td>
<td></td>
<td></td>
<td>380</td>
</tr>
<tr>
<td>F24</td>
<td>Water Supply</td>
<td></td>
<td>One</td>
<td>10000</td>
<td>20000</td>
<td>10000</td>
<td></td>
<td></td>
<td>10000</td>
</tr>
</tbody>
</table>

Total: 10000

Notes:
1. Please illustrate your allocation of exhibition appliances in Form B5-1. The Fair will nominate the recommended contractor to install the stand at proper positions in case the exhibitor fails to submit this plan. Extra fee shall be charged upon site modification.
2. Canton Fair would allocate the exhibition appliances for Exhibitors who can not submit Form B5-1. Any alteration requests are to be charged by extra fees.
3. Deadline for the remittance of advanced application: 30th Mar. (Phase 1) and 10th Apr. (Phase 3). Please do not remit the fees under private names in case the names on the invoices do not match with your companies. Canton Fair only arranges exhibition appliance deliveries for those remittance confirmed companies. Fees for dismantling the allocated exhibition appliances shall be charged. 100% additional fee shall be charged for late submission or spot-purchasing.

Please contact the Fair's recommended contractor: Canton Fair Exhibition Design and Construction Co., Ltd

Address: 1-002, Area A, China Import and Export Fair Complex, No.380 Yuejiang Zhong Road, Guangzhou

Contact Person: Ms. Chen (13922279953) Ms. Xu (13825020842) Ms. Guan (13711187356)

Tel: 86-020-89139719, 89139784 E-mail: gz510014@126.com

Payee: Canton Fair Exhibition Design and Construction Co., Ltd

Opening Bank: Canton Fair Branch, Bank Of China

A/C with Bank Address: Guangzhou, Guangdong

Account No: 680857744434

Booth No. Company:__________________________

Contact Person: ___________________________ E-mail: ___________________________

Tel: ___________________________ Fax: ___________________________ Company Stamp: ___________________________
B5-2 Appendix  Figures of Rental Exhibition Appliance for Standard Stands

The Picture of Rental Exhibition Appliance (Pazhou Complex)

项目
F1 铝合金方桌  Meeting table
规格 650X650X680

项目
F2 折椅  Folding chair
规格

项目
F3 马桶  Fertilizer
规格 990 X 310

项目
F5 展柜（木层板）  Display case (with wooden shelves)
规格 990X495X2480

项目
F6 展柜（玻璃层板）  Display case (with glass shelves)
规格 990X495X2480

项目
F7 会议台  Register counter
规格 990X405X900

项目
F8 会议柜  Cabinet
规格 990 X 495X750

项目
F9 铝合金展台（三室）  Display stand (three compartments)
规格 990X495X2480

项目
F10 网片  Steel grid
规格 1500X1000

项目
F11 展示柜  Tall display counter
规格 495X990X2300

项目
F12 布展柜  (仅适用于酒店柜台)
规格 990X495X1000

项目
F13 挂扣板  punched-plate
规格 950x1166

项目
F19 异型展示灯  Long arm spotlight
规格 220v/500w  100W

项目
挂架  Hanger Stand
规格 990X95X2480

项目
不锈钢货架  Hanger
规格 1000X1050

此图表仅供进口展区用
**B5-3 Application Form for Electricity Supply in Standard Stand**

**Deadline:** Mar. 30 (Phase 1)  
Apr. 10 (Phase 3)

Construction contractors of custom-built stand entrusted by exhibitors shall fill in this form and fax or email it prior to the deadline to the Drawing Verification Section.

Please reply to: Drawing Verification Section.
Fax: 0086-20-89124244  Tel: 0086-20-89124229, 89124242

| Name of Exhibitor |  
| Stand No. |  
| Contact Person | Tel (including mobile phone)  
| Fax (including area code) |  

| Name of the Contractor | Fax (including area code)  
| Contact Person | Tel (including mobile phone) |  
| Principal Electrician | Tel (including mobile phone) |  
| No. of Electrician Certificate |  
| Electrician | No. of Electrician Certificate |  
| Electrician | No. of Electrician Certificate |  
| Electrician | No. of Electrician Certificate |  
| Electrician | No. of Electrician Certificate |  
| Electrician | No. of Electrician Certificate |  
| Site Electrician on Duty | No. of Electrician Certificate |  
| Site Electrician on Duty | No. of Electrician Certificate |  
| Site Electrician on Duty | No. of Electrician Certificate |  
| Site Electrician on Duty | No. of Electrician Certificate |  
| Site Electrician on Duty | No. of Electrician Certificate |  
| Site Electrician on Duty | No. of Electrician Certificate |  

**Notes:**

1. Does the Custom-built stand need to rent distribution box? Yes ( ) No ( ), please tick √.

Desired size of the Box:

220V A (Quantity: ___), 220V A (Quantity: ___). Total: ___

2. Electricity Switch Box equipped in the custom-built stand should be subject to the electricity applied by the exhibitor.

Desired size of the Box (An annex may be used if no sufficient space)

220V A (Quantity: ___), 220V A (Quantity: ___). Total: ___

3. Installation of Electricity Switch Box shall be tallied with provisions in this guide. Contractor shall pay deposit for the Box. In case of any replacement of the Box arising from inconsistency between the electricity used and the one applied, contractor shall pay for additional charge.

4. An annex may be used if no sufficient space for filling in all Electricians. The copy of the Electrician Certificate shall be submitted to the Drawings Verification Team of Canton Fair

Seal of the Contractor:

Date:

Notes: This form can be downloaded at: www.cantonfair.org.cn
<table>
<thead>
<tr>
<th>No.</th>
<th>Flower</th>
<th>Size</th>
<th>Rent / Price</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Spathe flower, peace lilies</td>
<td>&lt; 0.5m tall</td>
<td>RMB 15</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Dieffenbachia camilla</td>
<td>&lt; 0.5m tall</td>
<td>RMB 15</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Chrysanthemum</td>
<td>&lt; 0.5m tall</td>
<td>RMB 15</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Dracaena arborea var</td>
<td>&lt;0.7m tall</td>
<td>RMB 15</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Butterfly palm (small)</td>
<td>1-1.2 m tall (white pot)</td>
<td>RMB 20</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Butterfly palm (medium)</td>
<td>1.2-1.5 m tall (red pot)</td>
<td>RMB 30</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Butterfly palm (big)</td>
<td>1.8-2m tall (six-sided pot)</td>
<td>RMB 45</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Epipremnum aureum</td>
<td>1.5m tall</td>
<td>RMB 45</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Dracaena messangena</td>
<td>&lt;0.7m tall</td>
<td>RMB 20</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Euphorbia pulcherrima</td>
<td>&lt;50cm tall</td>
<td>RMB 20</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Dracaena fragrans</td>
<td>1.5m tall</td>
<td>RMB 30</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Malabar chestnut</td>
<td>1.2-1.5m tall</td>
<td>RMB 50</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Philodendron; imperial green</td>
<td>&lt;50cm tall</td>
<td>RMB 15</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Philodendron erubescens, green emerald</td>
<td>1.8m tall</td>
<td>RMB 100</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Arranged flowers (small)</td>
<td>30-35cm (diameter)</td>
<td>RMB 40</td>
<td>Round-shaped</td>
</tr>
<tr>
<td>16</td>
<td>Arranged flowers (medium)</td>
<td>35-40cm (diameter)</td>
<td>RMB 50</td>
<td>Round-shaped</td>
</tr>
<tr>
<td>17</td>
<td>Arranged flowers (fan)</td>
<td>50cm diameter, 50cm tall</td>
<td>RMB 60</td>
<td>Fan-shaped</td>
</tr>
<tr>
<td>18</td>
<td>Arranged flowers (rectangular)</td>
<td>60cm (diameter)</td>
<td>RMB 80</td>
<td>Rectangular</td>
</tr>
</tbody>
</table>

Notes: The rent is the charge for one phase (5 days). For rented flowers, the charge is for one phase (5 days). Arranged flowers are for sale.
**B7 Application Form for Internet Service**

Deadline (Wired Internet Access): Apr. 13 (Phase 1) / Apr. 30 (Phase 3)

This form can be filled in by option. The service herein shall be charged.

Please reply to: China Foreign Trade Centre (Group) Service Center for Exhibitors of International Pavilion

Contact Person: Technical Service Department of Customer Service Center

Tel: 0086-20-89139099, 89139090

Fax: 0086-20-89069340

<table>
<thead>
<tr>
<th>Item</th>
<th>Unit</th>
<th>Charge</th>
<th>Remarks</th>
<th>Deposit</th>
<th>Qty.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wired Internet Access</td>
<td>Per computer</td>
<td>250 Yuan/phase</td>
<td>The shared outlet bandwidth is 500M; HTTP, QQ, MSN, and Email services are provided.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wired Internet Access</td>
<td>Per computer</td>
<td>200 Yuan/phase</td>
<td>Exhibitors must already have applied for wired access. For wired Internet connection, 1 Internet port and 1 hub are provided, with 2 to 7 computer connections possible. Please report the number of connected computers. Exhibitors must not establish a network by themselves, otherwise fees for extra connected computers shall be charged and relevant responsibilities shall be ascertained.</td>
<td>500 Yuan/ connection</td>
<td></td>
</tr>
<tr>
<td>Port authorization</td>
<td>Per authorization</td>
<td>300 Yuan/phase</td>
<td>Network ports for stock information and special software, excluding BT, Thunder or video games. For wired Internet connection only.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PC Rental</td>
<td>Per computer</td>
<td>100 Yuan/day</td>
<td>Intel Core Duo E2160 and above/ 2 G memory/ 17’’ LCD/ DVD-ROM/ 160G hard disk (Please apply for electric wiring board if needed)</td>
<td>certificate by trading delegation or 4000 Yuan</td>
<td></td>
</tr>
<tr>
<td>Laptop (low/high configuration)Rental</td>
<td>Per computer</td>
<td>low configuration: 100 Yuan/day; high configuration: 150 Yuan/day</td>
<td>Lenovo T400: Intel Core2 P8400-P8700/2G/160G/Integrated Graphic Card/14”/ Combo Lenovo T410: i5/2G/250G/partially Independent Graphic Card/14”/Rambo</td>
<td>certificate by trading delegation or 4000 Yuan</td>
<td></td>
</tr>
<tr>
<td>iMac 27</td>
<td>Per computer</td>
<td>400 Yuan/day</td>
<td></td>
<td>15000 Yuan</td>
<td></td>
</tr>
<tr>
<td>Tablet/ Smart Phone (Note 2)</td>
<td>Per device</td>
<td>100 Yuan/day</td>
<td>certificate by trading delegation or 3000 Yuan</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LCD Screen</td>
<td>Per screen</td>
<td>100 Yuan/day (32”)</td>
<td>Charges of making films for enterprises are extras.</td>
<td>certificate by trading delegation or 3000 Yuan</td>
<td></td>
</tr>
</tbody>
</table>

**Remarks**

1. Wireless Internet Access

   Wireless Internet access will be freely provided. The wifi SSID is: Cantonfair.

Step 1:
Search for wireless network “Cantonfair” or “Cantonfair-a” and connect to it.

Step 2:

Open a browser, type in any website, and Complex wireless authentication page will pop out. Type in the user account and password, and then you are connected. (Do not close the authentication page when connecting to the Internet.)

For free access, the account is the number of Buyer or Exhibitor Badge, and the password is the first 2 letters of the name in the Badge + last 4 numbers of the badge number.

Notice: Wireless network access does not include port services of special software, please apply for wired network access if you need any. **Paid access with unlimited time will not be available. If you have more needs for wireless network, please try to connect the 3G or 4G network offered by telecom operators.**

Internet Access

Exhibitors can apply for wired Internet access before the opening of the Fair, and Customer Service Center will set up and debug wired network connection before the Fair. Wired network is available in indoor exhibition halls. If you need more Internet services (e.g. network ports for stock information and special software, not including BT, Thunder or video games), please go to service spots of Customer Service Center in the Complex to apply for authorized ports and pay relevant fees. You can apply for wired network service online at Easy Exhibitor of the Canton Fair official website and pay for it online. Please keep the paying confirmation SMS to get a receipt. You can also apply for wired Internet access on the service spots of Customer Service Center, pay for it and get a receipt. You may apply for establishing your own LAN if several computers need to connect to the network. Besides, Canton Fair also provides the rental service of various digital devices such as PC, laptop, tablet and LCD screen.

**Users must not bring wireless devices to establish a network without consent and interfere with the signal of the Complex wireless network.** For more details of Internet network connection, please refer to the *Notice on Wifi Usage in the Complex* in the Canton Fair official website.
## B8 Application Form for Telephones

### Application Form for Wireless Telephones of the _____ Session of the Canton Fair

<table>
<thead>
<tr>
<th>Applicant</th>
<th></th>
<th>Phase 1</th>
<th></th>
<th>Phase 2</th>
<th></th>
<th>Phase 3</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Booth No.</td>
<td>Quantity</td>
<td>Booth No.</td>
<td>Quantity</td>
<td>Booth No.</td>
<td>Quantity</td>
</tr>
<tr>
<td>Requirements</td>
<td>Area A</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Area B</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Area C</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Notes
Application for extra telephones of standard stands is not accepted. For custom-built stands, the wireless telephones' allocation shall abide by Exhibitors Manual of the International Pavilion. If the custom-built stands need wireless telephones, the total number of phones shall not exceed that of standard stands included in the custom-built stand. If the custom-built stand is set up by Canton Fair Exhibition Design and Construction Co., Ltd, the telephones will be allocated according to the on-site setting, and extra applications are unnecessary.

**Applicant**:  
(Stamp)  
Date: Year Month Date
6 Other Service on Site

6.1 E-Commerce Service
Canton Fair Information Center are located at Pearl River Promenade, providing with Free Internet service, Information searching, on-site inquiry and exhibits uploading and etc..

6.2 Complaints for IPRs and Trade Disputes
A Reception Station of Complaints and Settlements for IPRs and Trade Disputes has been set up by Canton Fair in the exhibition venue.

Service Spot:
(Area A) East and West Side of Central Hall, Hall 6-8
Tel: 020-89131212
(Area B) Room 112-117 Complex Zone, Area B Tel: 89061306
(Area C: No trade dispute is accepted.) Counter in 14.4-1,14.4-2, Area C Tel: 89075919
Service Time: Apr. 15-19, May 1- 5, 9:00-18:00

Scope of Complaints:
(1) Trade disputes and contract performance issues for contracts signed in the Canton Fair (including issues of product quality).
(2) Complaints about IPRs infringement throughout this session of Canton Fair.
(3) Other complaints.

6.3 Property Loss Registration and Claim of Lost Articles
Service Department: Security Section of the Security Office of Canton Fair:
Service spot: Room 238, 2/F, Hall 10, Area B, China Import and Export Fair Complex
Service Time: Apr. 15-19, May 1- 5, 9:00-18:00
Service Tel.: 0086-20-89138768
Service Scope:
(1) Registration of the exhibitors’ property (including personal properties such as laptops, mobile phones and the like, and exhibit samples) lost inside the exhibition venue and the claim of lost articles.
(2) Loss registration and claim of Exhibitor Badges.

Reminders:
(1) Exhibitors should take good care of their Exhibitor Badges, personal properties and exhibit samples.
(2) Computer locks will be free offered to exhibitors with laptop. The exhibitors should apply for such locks from the on-site security of International Pavilion.

6.4 Foreign Exchange Service
Bank of China and China Construction Bank will offer foreign exchange service in the exhibition halls.

Service Spot:
● Bank of China: Counter 1&2, Hall 3, Pearl River Promenade, Area A; Counter 1, General, Pearl River Promenade, Area B.
● China Construction Bank: Counter 5, Hall 4, Pearl River Promenade, Area A; Counter 1&2, Hall 9, Pearl River Promenade, Area B.
Service Time: Apr. 7- May 5 9:00-18:00

6.5 Catering Service
There are catering service spots inside the exhibition halls to serve food of various kinds such as Chinese food, Western-style food, Muslin food and fast food like McDonalds. Please refer to Appendix 4: the Functional Layout of China Import and Export Fair Complex Area A/Area B/Area C for details.

Reminders:
(1) Food providers in Canton Fair are all subject to strict inspection and approval of Guangzhou Food and Drug Administration of People’s Republic of China. Would the exhibitors rest assured that the food served by those providers are safe.
(2) To protect their own health, exhibitors are not advised to buy food from any catering suppliers outside of the exhibition halls or to bring that food into the halls. Exhibitors shall be responsible for all consequences arising therefrom.

6.6 Business Travel and Ticket Service
Canton Fair International Travel Agency Co. (Ltd.) shall be able to arrange business travels and offer tickets booking service for exhibitors.

Service Spot and Tel:
● Business Travel, Hotel Booking and Interpretation:
Pearl Promenade Area A 2-5
Tel: 0086-20-89130205, 89130207
Pearl Promenade Area A 5-2
Tel: 0086-20-89268110
Pearl Promenade Area B 13-1
Tel: 0086-20-89130196, 89130197
Pearl Promenade Area C 14.3-1
Tel: 0086-20-89071034, 89071035
● Ticket Booking:
Counter 1, Pearl River Promenade, Exhibition Hall 3
Area A Tel: 0086-20-89130099
Counter 1, Pearl River Promenade, Exhibition Hall 6
Area A Tel: 0086-20-89130076
Counter 4, Pearl River Promenade, Exhibition Hall 10
Area B Tel: 0086-20-89131443
Pearl River Promenade, Exhibition Hall 16 Area C
Tel: 0086-20-89071011
Pearl Promenade Area A 8-4, Tel: 0086-20-89130239
Service Time: Apr. 15-19, May 1- 5 9:30-18:30

Service Scope:
(1) Ticket booking for international air;
(2) Ticket booking for Guangzhou-Kowloon Express Train;
(3) Supplementary service for business travel within P.R.China. Tel. 0086-20-89268105, fax: 0086-20-89268103 , email: cantonfair.tour@163.net. Please visit http://booking.cantonfair.org.cn for more information.

6.7 Translator & Interpreter Service
Canton Fair provides exhibitors with the service of hiring translators and interpreters with different languages mainly including English, Spanish, Italian, Russian, Japanese, French, Arabic, etc. In case that translators and interpreters of other languages are required, the Canton Fair will make arrangements for the exhibitors with efforts. Translation and interpretation services are only provided inside the Complex during the Fair time.

**Service Spot:** 2nd floor, Buyers’ Registration Office, West side of Area A; 2nd floor, Buyers’ Registration Office, East Side of Area B

**Service Time:** Apr. 14-19, Apr. 23-27, May 1-5 9:00-18:00

**Service Tel.:**
- Non-Fair time: 0086-20-89138662, 89138708
- Fair time: 89130185, 89120096

**Service Email:** ISC@cantonfair.org.cn

**Charge Criteria:**
- English interpreter: RMB 400-800 Yuan each person per day of 9 hours (including 1 hour for lunch).
- Japanese, French, Russian, Spanish, Italian or Arabic interpreter: RMB 500-1000 Yuan each person per day of 9 hours (including 1 hour for lunch).

**Reminders:**
We provide online translation reservation service from 15th Mar. to 5th May. Please visit (http://www.cantonfair.org.cn/cn/interpreter/index.shtml) for more information.

### 6.8 Medical Treatment

**Service Time:** Apr. 10- May 5

**Service Location:** Counter 4, Hall 9, Pearl River Promenade, Area B / Counter 1, Hall 4, Pearl River Promenade, Area A

**Service Tel.:** 0086-20-89124120, 89130120

### 6.9 Reception of Complaints of Services

**Service Spot:** Reception Counter of Complaints for Service (Room 9B-09 in Area B)

### 6.10 The Press Service of Canton Fair

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### 6.11 Canton Fair Information Service

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<td>Official website of China Import &amp; Export Fair</td>
<td>As the only official website of China Import &amp; Export Fair, <a href="http://www.cantonfair.org.cn">http://www.cantonfair.org.cn</a> is an integrated service portal for exhibition, providing service like information release, business process, business travel services, promotion and etc..</td>
<td>1. Canton Fair information</td>
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<td><a href="http://www.cantonfair.org.cn">http://www.cantonfair.org.cn</a></td>
<td>Exhibitors can facilitate their work such as online registration, application, form download, sitemap for exhibition halls and locations via official website of China Import and Export Fair (Canton Fair).</td>
<td>2. Form downloads;</td>
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<td>7. Smart Exhibition Assistant and etc.</td>
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</tbody>
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Call Center of Canton Fair
4000-888-999 (domestic)
008620-28-888-999 (overseas)

As canton fair’s official information and service platform, call center provides one-stop services, including information of canton fair and exhibits, badge consultation, exhibits storage and transportation, drawings verification, reservation of exhibition appliances, rental of equipment, Internet access, complaint reception, hotels, car rental, travelling and interpretation services, etc.

Call Center provides services in Chinese, English, Spanish, French and Russian during Fair time.

Service time: representative staff consultancy (8:30-18:30), automatic voice consultancy (18:30-8:30).

Canton Fair APP is the official mobile fair app on smart phones. It combines exhibition business service and uploading, inquiry of exhibitors and exhibits, on-site services, and Smart exhibition assistant and so on, providing tailored services on exhibition business and creating a remarkable experience of “Hand-held Canton Fair”.

Canton Fair official Wechat software is operated by the organizer of Canton Fair—China Foreign Trade Centre. Exhibitors can search for public ID ‘Canton Fair'(certified) via the ‘add a friend’ column of wechat. It focuses on providing various convenient and fast Micro-services including the latest News of Canton Fair, Wifi service and etc. ‘Canton Fair Newspaper’ as well as other important news would also be sent to exhibitors, covering important news and notice etc.

1. Canton Fair latest information
2. Smart Exhibition Assistant.
3. Exhibitors and products search
4. Quick Guide to Booths information
5. Schedule of Forums and Events
6. On-site service inquiry
8. Wifi service

Directory of Exhibitors for Canton Fair

Based on Canton Fair’s database of exhibitors, the exhibitor/exhibit inquiry system combines on-line searching and on-site service.

The information can be searched by key words of exhibitor or exhibit, booth number, and exhibit section.

6.12 Exhibit Online Registration

In order to better promote your company and exhibits, facilitate buyers’ search for information of target exhibitor and exhibits in a more accurate, fast and convenient way, the Canton Fair official website continues to provide free online exhibitor registration for exhibitors. Please visit the Easy Exhibitor (English Version) on our website for online registration of exhibits with detailed information at http://exhibitor.cantonfair.org.cn/en.

Procedure:
1. Acquire the account and password. After registration, new exhibitor can acquire the account and password attached in the email which is registered in stand application form. As for exhibitor who already has account and password, please don't apply again and use the original one. If you forget or couldn't receive the
password information, please contact the organizer or your exhibiting agent.
2. Log on Easy Exhibitor (English Version) on http://exhibitor.cantonfair.org.cn/en with the account and password. Register or update the detailed information of exhibits by selecting product category and upload of exhibit pictures.
3. Register or update the detailed information of exhibitors, such as the contact means.
Note: In case that exhibitor fails to acquire the account and password through email, please contact the agent of exhibitor recruitment for acquiring.

The registered information, when reviewed and approved, will be displayed free of charge on the official website of the Canton Fair (www.cantonfair.org.cn) and on-site SEARCH system for exhibitor and exhibit to facilitate buyer's contact with exhibitors before, throughout and after the Fair.

6.13 Provisions and Regulations for the on-site Service

6.13.1. Regulations on Use of Stands
1. The stands in the exhibition hall shall be exclusively utilized by the exhibitor who has signed the Participation Provision with the Canton Fair. The exhibitor shall be forbidden to transfer or share any stand or parts of the stand with a third party without prior written consent of Canton Fair. Any of following cases shall be treated as violation of the use of stand regulations herein unless advance permission has been issued from Canton Fair to the exhibitor:
   (1) Distribution of business cards, product catalogs or promotional materials of non-recorded exhibitor in the stand;
   (2) The exhibitor makes the fascia board of stand shelter and /or fascia board with titles of any non-recorded exhibitors.
   (3) Entering into any kinds of agreement in name of a non-recorded exhibitor.
   (4) Violating regulations for stand use stipulated in Participation Provisions.
   (5) Canton Fair has other adequate evidences for such misconducts.
2. In case of absence at the Fair due to visa issues, the exhibitor shall then delegate a third party to participate in the exhibition or use the rented stands with a written consent from the Canton Fair. The aforesaid third party shall hold the Power of Attorney from the exhibitor to sign related exhibition documents with Canton Fair to confirm that the Participation Provision and all serviceprovisions hereof have been accepted by such third party.

6.13.2 Provisions of Sanitation Protection
1. The exhibitor in-charge shall guarantee the sanitation situations of his exhibitors through mastery of health conditions of all participants and provide the Sanitation Protection Office of Canton Fair with timely personal information with regard to sanitation and epidemic prevention.
2. Exhibitors shall carry out timely personal and living environment sanitary works. Protection measures shall be undertaken while approaching to any public areas with dense population. Casually dinning out shall be forbidden and all exhibitors shall be care about food sanitations. Living rooms must be opened to fresh air. All exhibitors must pay attention to climate changes so as to balance live and work well and not to work with illness.

6.13.3 Code of Conduct for Participation in the Fair
1. Content coverage of any company introduction, products directory or brochure leaf brought by exhibitors is restricted on the exhibitor's own company introduction and / or products exhibit in the current fair, and any distribution of these material outside exhibitor's own stand is prohibited. All activities of the exhibitor including exhibition, demonstration, distribution of product catalogs and promotional materials or gifts shall have to be carried out only within the stand area stipulated in the Participation Provision without disturbing the neighboring exhibitors or exhibition order of Canton Fair. The exhibitor shall strictly abide by the Safety and Fire-prevention Regulations.
2. The exhibitor shall instruct and restrict his participants to behave themselves in the exhibition.
   (1) No Pilferage of exhibits of other exhibitors.
   (2) No photographing or recording of exhibits on other stands shall be allowed without others' permission.
   (3) No entry into any other stands without invitations from their users.
   (4) No disturbance to the visitors (buyers) or other
exhibitors.

(5) Obey to and cooperate with the guards of Canton Fair without being deliberately provocative.

(6) No damage to any fixed or movable installations in the hall include but not limit to:

No damage to any exhibit accessories, boards, aluminum materials, lightings, tables and chairs in the standard stand. Details shall be referred to Chapter 4, Services and Stipulations of Standard Stand Decoration, of Part II.

No nailing, trilling or sticking shall be allowed on the ceiling, floors, pillars or walls in the hall.

No damage to the establishments of fireproofing, monitoring, electricity distributing, lightings and communication constructed to the ceilings, floor ditches, pillars and walls in the hall and toilet and movable fireproofing installations therefrom.

(7) Any lost articles found in the hall shall not be pocketed and they shall be handed over to the security sector of Canton Fair.

Notes: Contact of the Security Section of the hall: 0086-20-89138768.

(8) Distributing leaflets out of the stands is not allowed.

3. In case of finding any non-exhibitors distributing product catalogs, promotional materials and CDs in the exhibition or the exhibitor is disturbed by such persons, the exhibitor shall be obliged to report to the security section of Canton Fair immediately to for settlement.

4. Canton Fair shall make overall arrangements for the clearness of the aisles as well as other public areas of the hall. The exhibitor should clear the rubbish in his stand per se and keep the rubbish in the trash bins which shall then be settled by Canton Fair.

5. To ensure safety of the exhibitor, his personal properties and exhibits or to compensate his losses may be caused by ignorance of his employee or staff, the exhibitor shall be requested by Canton Fair to purchase adequate insurance for the stand he rents.

6.13.4 Regulations on Internet Service of Canton Fair

Item 1 General Provision

1. The target of Internet services includes (but not limited to) exhibitors, visitors, and personnel from the host and the organizer.

2. In order to standardize the utilization and management of Internet network in Canton Fair, as well as ensure the quality of Internet service, the regulations herein are stipulated in accordance with the Interim Provisions on Computer Information and Internet Management of PRC, Regulations of the People’s Republic of China for Safety Protection of Computer Information Systems, Rules on Protection of Internet Security (the 82nd order of the Ministry of Public Security), Implementation scheme of wireless city construction in Guangzhou and Scheme of one package service. In addition, the Regulations have referred to Rules of other famous exhibitions internationally, as well as relevant situations in the exhibition halls of Canton Fair.

3. This regulation is applicable to all the users of Canton Fair Complex Internet service.

Item 2 Access Service

4. The Internet access service offered by the Canton Fair includes both wired and wireless Internet access.

5. Customer service center is in charge of Canton Fair Complex Internet service, which is responsible for the construction, maintain and management of Internet public facilities as well as the protection service of Internet users. All the equipments (computer, smart phone) access to the Internet shall be self-settled by the users.

6. According to the regulations specified in the 82rd order of the Ministry of Public Security, Internet users shall be verified before surfing the Internet.

Item 3 Management of Internet usage

7. Users must be in compliance with the country’s laws and regulations, as well as relevant rules of China Foreign Trade Centre (Group). System of information Secrecy and Security should be strictly enforced. Any illegal practice and violation of disciplines that endanger national security, divulge State Secrets or harm the interests of China Foreign Trade Centre (Group) through the network is not allowed. Users shall not produce, review, copy or spread pornographic messages as well as information that might disturb the social order. Utilizing Internet to attack or damage public network facilities or other users is forbidden. Otherwise, the organizer is entitled to stop the users’ access to the network. If the circumstances are serious or cause losses, the subject shall be administered in accordance with the relevant regulations of the State.

8. Any business using the network resource of the exhibition hall without permission is prohibited. The customer service center is entitled to stop users’ access to the network.

9. Without written permission from the organizer, users are not allowed to set up or use devices such as wireless routers or exchangers to connect the exhibition network. For special needs, users shall proceed relevant procedure and use the devices with the guidance from customer service center.

10. Without written permission from customer service center, users are not allowed to set up wireless network which its signal is more or equal to 90dbm within 2 meters. Otherwise, customer service center is entitled to detain the relevant facilities until the end of exhibition. For special need to set up wireless network, users shall fill in the application form in Appendix and submit to customer service center. With the evaluation and permission of customer service center, users can set up the wireless network with the guidance of staff.

11. The customer service center is entitled to use technical way to monitor the network security within the Canton Fair complex. For those users who use wireless router, switch and other equipments to connect the network, the organizer is entitled to detain the relevant equipment until the close of the exhibition, confiscate the network deposit, blacklist and cancel the qualification of Internet user for 2 sessions and so on. (Multiple measures could be adopted at the same time)

12. Due to the openness of wireless network, all the users shall be required to install authentic anti-virus software and update virus database on their computers to prevent the leak of account and password. All the consequence of
the leak of account and password will be borne by the users.

13. Internet user shall not destroy the network equipment and facilities in the complex. Otherwise, the user shall bear the economic lose accordingly.

14. In order to make sure the stability of the Internet service, the customer service center is entitled to control the network and adjust or restrain the access to some network portals (e.g. Stock exchange, BT, Thunder and Online games) without informing in advance.

15. Customer service center and its relevant departments shall not bear any responsibility for the loss or inconvenience occurred in using the Internet service.

16. For special need of wireless network, Telecom operators or companies shall contact customer service center and discuss the related cooperation.

Item 4 Supplementary Provision

17. The customer service center reserves all rights of interpretation of this regulation.
6.13.5 Regulations on Default Settlement

Any legal person, natural person or other organization applying for participating in Canton Fair shall accept the Exhibitors Manual and be bound by it. Exhibitors participating in Canton Fair through entering into the Participation Provision with Canton Fair shall accept the Exhibitors Manual and be bound by it. Violation of any regulation, regulations or stipulation of the Exhibitors Manual shall be regarded as a breach. The default party shall accept related breaching punishment in accordance with stipulations herein defined:

1. In Violation of Regulations for Use of stand

Canton Fair shall deal with those exhibitors who violate the regulations herein defined through measures as follows:

(1) Confiscate the badges of all exhibitors of the breaching stand and stop those exhibitors from entering the exhibition hall.

(2) Close down the breaching stand and have it recorded so as to refuse its application in the future.

2. In Violation of Regulations for Exhibits Management

(1) Exhibits of "suspected infringement" shall be dealt with pursuant to Complaint and Settlement Provisions of Being Infringing IPR of the relevant part of this manual herein. 

(2) Exhibits excluded in scope defined in the Participation Provision or in the records agreed by Canton Fair shall be removed from the exhibition hall by Canton Fair in case that the exhibitor refuses to clear the same from the exhibition hall. Canton Fair shall not bear any responsibilities for any losses arising therefrom.

(3) Canton Fair shall confiscate all illegal exhibits or exhibits which the exhibitor is unable to illustrate or proof their legal origins without bearing any responsibilities for any losses arising therefrom.

(4) In case that a punishment imposed by the Chinese customs or other governmental legal departments upon Canton Fair is caused by the exhibitor's violation of the Regulations on the Chinese customs in disposing per se import exhibits or exhibiting any kinds of illegal exhibit, Canton Fair shall retain the power to claim from the exhibitor for any losses arising therefrom.

(5) In case that the exhibitor per se shall demonstrate, display and publicize any other materials of Canton Fair in any forms and publicize Canton Fair in the exhibition hall in any forms without written consent of Canton Fair, Canton Fair shall be authorized to confiscate these promotional materials and expostulate the exhibitor. Canton Fair shall confiscate the badges of all participants of such stands, in which the exhibitors ignore the expostulations and continue the aforesaid breaching activities. These participants shall furthermore be refused to enter the exhibition hall.

3. In Violation of Code of Conduct for Participation in the Fair

(1) Exhibitor who distributes promotional booklets, CDs, product catalog and displays gifts in areas other than what specified in the Participation Provision such as aisles and any public areas in the exhibition hall shall be expostulated by Canton Fair and the aforesaid materials shall be confiscated. Canton Fair shall confiscate the badges of all participants of such stands, in which the exhibitors ignore the expostulations of the Fair and continue the aforesaid breaching activities. These participants shall furthermore be refused to enter the exhibition hall. Non-exhibitors who perform so shall be confiscated of their badges and materials and hence be driven out of the hall.

(2) Any spy filming or recording of exhibits on other stand or its designs without permission from the owner of the stand concerned, Canton Fair shall be entitled to confiscate such films or memory sticks of the recording devices.

(3) Badges of those who takes exhibits from other stand without permission from the owner of the stand concerned shall be retained by Canton Fair who shall be authorized to refuse such person to enter the exhibition hall again; person who pilfers precious exhibits shall be treated as a theft and his badges shall be confiscated by Canton Fair and the person shall be transferred to public security sectors for settlement.

(4) Those who refuse to obey and cooperate with the guards of the exhibition and create any troubles shall be confiscated of their badges and be refused to enter the exhibition hall again.

(5) In case that demonstration in the stand (including noise of the acoustics used shall be greater than 70 decibels) causes a disturbance to the neighboring exhibitors or orders of the exhibition, the Canton Fair has full power to handle such misconducts through measures such as confiscating badges of all exhibitors and refuse them to enter the exhibition hall in future.

(6) Following measures shall be undertaken by Canton Fair to handle misconducts such as nailing, drilling, sticking on ceilings, floors, pillars or walls of the exhibition hall, or damage and destruction to the fire-prevention installations, monitoring systems, electricity distribution structures, communication facilities on the ceilings, ditches, pillars and walls of the exhibition hall, or toilet establishments, mobile fireproofing equipments and other portable or fixed installations in the exhibition hall:

- The responsible exhibitor or contractor shall be forcibly required to renew the damaged settings to the original status. Or
- The responsible exhibitor or contractor shall compensate to Canton Fair as per assessment of such renewal in case the renewal has not been accomplished.

(7) Canton Fair shall be entitled to confiscate leaflets distributed outside the stands; to those who violate the code of conduct repeatedly shall be confiscated of their badges and be refused to enter the exhibition hall again.

4. In Violation of Stipulations of Application & Setting up for Customs-Built Stand

(1) In case the design drawings of the customs-built stand have not been submitted for approval or have not been verified and approved, Canton Fair shall not allow
the related contractor to execute construction works in the hall.

(2) In case the design drawings of the custom-built stand shall not be submitted for approval within the time limits, Canton Fair shall be entitled to refuse such drawings and stop related contractor from executing construction works in the hall.

(3) Contractor of custom-built stand without Construction License shall be forcibly requested by the Canton Fair to withdraw from the exhibition hall and the contractor shall afterwards be required to accomplish all move-in procedures in accordance with stipulated processes.

(4) In case the custom-built stand shall not be constructed in accordance with the stipulations, Canton Fair shall hence warn the related contractor and forcibly order such contractor to terminate all construction works for modification. No electricity shall be connected to such stand in case of a refusal for modification or completed modification not be accepted by Canton Fair. Connected electricity under such circumstances shall therefore be cut off. Construction License of those who refuse to carry out such modifications shall be cancelled by Canton Fair and whose construction qualifications for next Canton Fair shall accordingly be terminated. Furthermore, parts or the entire constructional safety deposits of the contractor shall be deducted as a penalty for such misconduct following the stipulations agreed upon between the contractor and Canton Fair. All consequences arising therefrom shall be borne by the contractor. Such breaches shall include but not limit to the following:

—— Execution of works not comply with design drawings verified by the Canton Fair including over height and putting a roof on the stand.

—— Not utilize fire-resisting construction materials as per stipulations or not take adequate measures for fire prevention as per requirements of Canton Fair even stipulated materials have been employed.

—— Not utilize qualified electric materials and equipment as per stipulations.

—— Electric equipment is not installed and operated as per stipulations.

—— Obstruction to fire prevention installations or electricity distribution and communication establishment however not adequate safe distance has been reserved.

—— Modification of any fixed installations inside or nearby the stand; any fixation, suspension or decoration on/to the ceiling, floors, pillars or walls of the exhibition hall.

—— Exposed components of the back side or flanks of the stand have not been beautified through double decoration covers and advertisements have not been decorated from outside.

—— Construction License is not hanging in a prominent location in the stand during construction; Construction works exceed the scope covered in the license.

5. In Violation of Regulations on use of standard stand

(1) In case that the exhibitor per se dismantles or alters the standard stand and the fascia, aluminum materials, exhibition accessories, lightings and distribution circuits without permission of Canton Fair, Canton Fair shall be authorized to temporarily detain the badges of all exhibitors in the breaching stand and afterwards settle the case through following measures:

1) The exhibitor will be required to renew the stand to the original state and bear all expenses incurred therein, or

2) The exhibitor shall compensate to Canton Fair RMB 600 for per stand as penalty if aforesaid renewal becomes impossible. The exhibitor shall furthermore pay to Canton Fair extra penalties in case of damages to the fascia, aluminum materials, exhibition accessories, lightings and distribution circuits.

(2) In case that he shall modify any wordings of the fascia or cover up the fascia by any means, the exhibitor shall be required to have it renewed to the original state by the Canton Fair. The exhibitor shall accordingly pay to Canton Fair all expenses arising therefrom and an amount of RMB 100 as a default penalty.

(3) All identical installation materials for standard stand or similar exhibition materials and accessories to the Canton Fair brought into the hall by the exhibitor without permission of or registration with the Canton Fair shall be confiscated and all losses therefrom arising shall be borne by the exhibitor.

(4) Any cuttings on the allocated exhibition panel and aluminum materials, or painting, nailing and trilling on the penal or exhibition materials, or losses of exhibition penal and aluminum materials, Canton Fair shall charge from the exhibitor RMB 300 for each lost or damaged penal and RMB 500 for each damaged or lost aluminum material as penalty.

(5) Canton Fair shall collect RMB 500 as a clearance deposit in case of any sticking on the exhibition panel. Such deposit will be only reimbursed to the exhibitor provided that clearance of the sticking has been accomplished or otherwise it shall be confiscated by Canton Fair.

(6) In case of the exhibitor's installation of extra lightings or casually connection to electricity supply without application to and approved by Canton Fair, Canton Fair shall switch off the electricity supply to the stand and the exhibitor shall accordingly compensate to Canton Fair for all losses may arise therefrom.

(7) Canton Fair shall charge penalties for the damaged items in the stand in the following criteria: RMB 100 for per lighting, RMB 100 for per meter of distributor wire, and RMB 500 for per electricity distributor.

6. In violation of Regulations on Safety and Fireproofing and other Regulations

(1) All articles such as packaging cases (packaging materials), constructional tools storing inside or beside the stand shall be forcibly cleared by Canton Fair and all expenses arising therefrom shall be borne by the breaching exhibitor or the constructional contractor.

(2) Following measures will be undertaken by the Canton Fair to deal with smokers who smoke in the non-smoking areas in the hall:

Exhibitor: the exhibition badge will be temporarily detained and the same will be returned only subsequent to the exhibitor's submission of a written commitment of non-repetition of such violation in future. The badge will not be returned to those who repeat such violations.
Non-exhibitor: the badge will be confiscated and person will be driven out of the hall.

(3) The second storey of two-storey Structures shall be mainly inspected. The exhibitor will be warned in case of following defaults, and he shall immediately correct such misconducts. If no correction is carried out or the exhibitor refuses to obey such regulations, Canton Fair shall be entitled to close down this storey and forcibly clear up all items in this area. In case of stand collapse due to exhibitor’s refusal to carry out the required corrections, the exhibitor and his constructor shall then be responsible for all consequences arising therefrom. Canton Fair will accordingly investigate the safety responsibilities of the exhibitor and the constructor and deduct all safety security of the constructor. Furthermore, Canton Fair shall be entitled to claim from the exhibitor and contractor for all losses may arise therefrom.

Utilization of electronic heaters on the second storey.

Demonstration and other activities on the second storey which may be treated as unsafe in accordance with the Chinese security and fire-prevention department.

Weight of exhibits or numbers of people excesses the designed criteria.

(4) In case the exhibitor shall be unable to remove his exhibits or special constructional materials from the hall or have them stored on spaces outside the hall or on roads surrounding the China Import and Export Fair Complex subsequent to stand dismantling, Canton Fair shall not return the clearance deposit to the exhibitor and shall further retain the power to claim from the competent authorities for all losses arising therefrom.

(5) Canton Fair shall be entitled to draw back all stands which have no exhibits in display after 12:00 Apr. 13(Phase 1) and after 12:00 Apr. 30(Phase 3) and the exhibitor of the stands shall be responsible for any losses arising therefrom.
7 Provisions and Regulations of Infringing IP Rights and Trade Dispute

7.1 Complaint and Settlement Regulations of Being Suspected of Infringing IP Rights

Clause 1 The regulations herein are formulated in accordance with relevant Laws, codes of administration and regulations of the People’s Republic of China to maintain good trade orders of the China Import and Export Fair (hereinafter referred to as Canton Fair) and to protect the legal rights and interests of the exhibitors as well as the owners of such IP rights.

Clause 2 The regulations herein shall merely be applicable to Complaints concerning with being suspected of infringement of IP rights (hereinafter referred to as infringement) arising in the exhibition hall during course of the exhibition.

Clause 3 Through trade organizations, Canton Fair will jointly sign with all exhibitors on the Liability Letter for Stand Usage in Canton Fair to plight all IP protection rules. All exhibitors must strictly abide by obligations of IP rights protection.

Clause 4 The “Reception Centre of Complaints and Settlements for IP Rights and Trade Disputes” (hereinafter referred to as “Complaint Reception Station”) established by Canton Fair will be responsible for undertaking all complaints and settlements of IP Rights for the current exhibition.

Canton Fair will invite related government administrative departments or organizations of IP rights to sit in the Complaint Reception Station. All Complaints will be settled by the Complaint Reception Station as per suggestions of these experts.

All trade missions and chamber of commerce/associations should make self-investigation and remedy of IP prior to and during the course of the fair cooperate with the Comlaint Centre to settle the case and educate the infringement exhibitor who refuses to be settled.

Clause 5 Complaints and settlements for all infringement shall be carried out as per complaint procedures stipulated in Item Three herein.

Clause 6 Exhibitors should bring with them all relevant ownership or authorization documentations for all exhibits, exhibit packages, promotional materials and other types of exhibits which may enjoy IP rights or be authorized to enjoy the same to satisfy timely inspections of the Canton Fair.

Clause 7 In case that the complainant lodges a Complaint to the Canton Fair and requests the Canton Fair to deal with the respondent as per regulations herein defined, the complainant shall accordingly agree to pay to relevant sectors of the Canton Fair all expenses incurred therefrom. The complainant should compensate the respondent for all losses may thus arise in case of an invalid complaint.

Clause 8 Exhibitor with a valid badge of this Fair can lodge a Complaint to the Complaint Center in case that any infringements have been detected in the exhibits, packages, promotional materials in the stand or in any parts of the stand. (If an intermediary acts as an agent for complaint, he or she must have the intermediary badge, please see Chapter 9 Notice on Badge Application of Agents for IPR and Trade Dispute Complaint in Canton Fair) Those who surpass the Center and directly deal with the infringing parties should be punished following regulations of violation of the Fair orders.

Clause 9 The complainant shall be required to show to the Complaint Reception Station the ownership certificate and authorization documents prior to lodging the complaint. The complainant shall be required to fill out the Letter of Complaint upon verification of the above documents by the staff of the Complaint Center. Please refer to appendix for details.

Clause 10 The complainant shall be further required to demonstrate relevant follow up legal documents in case such patent and copyright infringing shall be a repetition of previous Canton Fair and had been settled by this Complaint Reception Station in previous Canton Fair. The case will not be accepted unless relevant documents from the complainant have been furnished. A repeated Complaint upon the same respondent for the same infringing of IP rights will not be accepted by this Complaint Reception Station.

Clause 11 The Complaint Reception Station shall nominate staff to deal with the case upon reception of the Letter of Complaint. The respondent shall cooperate with the Complaint Reception Station to deal with the case on behalf of the stand recorded in Canton Fair.

Clause 12 The respondent shall be required to examine the alleged items with the staff of the Complaint Reception Station during the course of inspection. In the event that he shall be accused of being suspected of infringing in his exhibits, the respondent should immediately prove his non-infringement by demonstrating relevant certificates of rights or other evidences to prove that he is in possession of legal rights and interests for the items alleged.

Clause 13 In the event that the respondent shall be unable to effectively prove his non-infringement immediately, the accused items shall be temporarily detained by the staff of the Complaint Reception Station. The respondent shall be meanwhile signing on the Letter of Undertaking to commit that he shall not operate or exhibit the accused items in case of his inability of furnishing effective evidences subsequent to being such accused. The Letter of Commitment shall be made in duplicate and the respondent and the Complaint Reception Station shall hold one copy respectively.

Clause 14 In the event that he disagrees with the settlements of the Complaint Reception Station, the respondent shall furnish supplement evidences of non-infringement to the Complaint Reception Station within a workday (base on time-table of Canton Fair). The temporarily detained items should be immediately returned to the exhibitor provided that the proof shall be effective, or otherwise, the previous decision shall be maintained.

Clause 15 All settled infringing exhibitors in this Fair shall be filed by the Complaint Reception Station to relevant trade missions and chamber of commerce/associations subsequent to closure of this Fair.
Clause 16 Responsibility for all infringing doings happened in the stand shall be borne by the exhibitor who has been formally registered with the Canton Fair to own the above-mentioned stand. The exhibitor shall accordingly accept the settlements finalized by the Canton Fair. Infringement by the Joint-ventures shall be dealt with in accordance with procedures applicable to the exhibition companies, and their names shall be furnished to the trade missions.

Clause 17 The Complaint Reception Station will deal with any complaint involving IP issues as per procedures stipulated herein. Exhibitor who is unable to prove himself as “non-infringement” shall be regarded as being “suspected of infringement” and the infringing exhibits will be forbidden in the exhibition, including to be withdrawn by the exhibitor or be temporarily detained by the Center.

Clause 18 The Complaint Reception Station will computer-file those infringing exhibitors and report to the trade missions. In case that one company infringes over three numbers of ownership in the same Canton Fair, it shall be reported to the trade missions. Those exhibitors who are suspected of infringement of pattern, copyright for two consecutive Fairs or accumulated three Fairs or those exhibitors who are suspected of infringement of trademarks for two accumulated Fairs shall be reported to the trade missions. Those exhibitors who have been reported for twice shall be reduced stands in the ratio of infringement stands to theirs or disqualified for six forthcoming Fairs and notified to the Fair.

Clause 19 In case that the respondent/exhibitor refuses to cooperate with the Complaint Reception Station regarding any kinds of investigation and inspection, the Complaint Reception Station and the security office of the Canton Fair shall be authorized to confiscate the badge of such person. As appropriate, the respondent/exhibitor shall be notified to the trade missions or to the Fair, reduced their or disqualified their stands for the forthcoming Fairs subsequent to an invalid persuasion of the staff from the Complaint Reception Station.

Clause 20 Should the exhibitor be found out to exhibit the same infringing exhibit in the same stand subsequent to an initial settlement has been performed by the Complaint Reception Station, the Canton Fair shall be authorized to confiscate the badges of all participants in such stand and deal with such events as per Clause 18 herein defined.

Clause 21 Those exhibitors who have been judged as infringement through administrative or legal procedures but still exhibit the infringement articles, packages, promotional materials in the stand, or those who have been disqualified for successive fairs repeat infringement again after restoring exhibition qualification shall be permanently deprived of their participation rights and notified to the Fair.

Clause 22 In case that 10 companies infringe the same number of ownership (i.e. wide range of infringement) in the same Canton Fair, as appropriate, those companies shall be notified to the Fair and be filed to relevant trade missions and chamber of commerce/associations.

Item 5 Interpretation of Terminologies
Clause 23 Intellectual Property Rights in this regulation shall include the following:
Copyright and Related Rights
Trademarks
Patents
Clause 24 Exhibitor-the herein defined exhibitor who to be responsible for infringement shall be the one who has been formally recorded by Canton Fair (i.e. the company shown on the fascia). If the direct infringing party is the exhibitor/subsidiary/J.V./supplier/cooperative organization, the settlements stipulated herein Item 4 shall be applicable to the exhibitor as well as the relevant parties.

Clause 25 Joint-ventures—that means the non-circulation enterprises that are suppliers or have joint cooperation with the circulation enterprises which are participants of the Canton Fair.

Clause 26 Proofing Documents—that proof the ownership of IP rights including testify documents required by the Laws and Regulations of the People’s Republic of China, and documents required by the Complaint Reception Station from the complainant or the respondent as per real situation.

Item 6 Supplementary Provisions
Clause 27 The Complaint Reception Station will establish an archive system to record all complaint data in the Canton Fair and have them reported to relevant government sectors timely.

Clause 28 The China Foreign Trade Center is authorized to interpret the regulations herein defined.

Clause 29 The regulations herein defined shall take effect on the date of issuance. These regulations shall be prevailing in case there shall be any conflicts between these regulations and any other previous regulations established by the Canton Fair.

7.2 Detailed Rules for Execution of Complaint and Settlement Regulations for Being Suspected of IP Rights Infringement

Item 1 The regulations herein are formulated in accordance with the Complaint and Settlement Regulations for Being Suspected of IP Rights Infringement. (Hereinafter referred to as Settlement Regulations)

Item 2 The detailed rules herein defined shall only be applicable to complaints and settlement upon conducts being suspected of IP right infringement in the China Import and Export Fair (hereinafter referred to as Canton Fair). Conducts being suspected of IP right infringement may include infringement of patents, trademarks, copyrights and other IP rights.

Item 3 The detailed rules herein defined to manage and regulate the fair participants are in accordance with the relevant IP protection items stipulated in The Liability Letter for Stand Usage in Canton Fair (sample in the Exhibition Service Guidelines of Canton Fair) which was entrusted by the Canton Fair to sign between all trade missions and exhibitors.

Item 4 The Canton Fair will invite relevant provincial and municipal government administrative departments or organizations of IP rights to dispatch their expertise to the Fair as specialists of the "Reception
Item 5 All relevant agents dealing with complaints and settlements of IP rights infringement during course of the Fair shall register at the Complaint Reception Station with their qualification certificates. (Notes: the relevant agents shall not be registered since the 112th session of Canton Fair, but shall apply for the Badge Application of Agents.) Their conducts shall be under the guidance of the Complaint Reception Station and voluntarily abide by relevant regulations of the Fair. Complaints from unregistered agents shall be rejected by the Complaint Reception Station.

Item 6 All trade missions and chambers of commerce (associations) shall, prior to and during the course of the Fair, self-investigate and remedy all exhibits, exhibit packaging, promotional materials and any exhibit components within scope of their administration area to prevent any types of IP rights infringement and cooperate with the Complaint Center to deal with the exhibitors being suspected of infringement of IP rights.

Item 7 The Complaint Reception Station shall be entitled to obtain evidences at the stand of the exhibitor being suspected of IP right infringement through photographing, taping and video recording, and it shall cooperate with administrative and judicial departments to obtain such evidences at site or to notarize the same with relevant notarization authorities. Exhibitors concerned shall be cooperative during these conducts. The Complaint Reception Station shall be responsible for confidentiality of all evidences achieved through aforesaid measures.

The Canton Fair shall be entitled to severely punish the non-cooperative exhibitor as per real situation.

Item 8 The complainants shall submit the Letter of Commitment at complaint service stations nominated by the Canton Fair. The Complaint Reception Station shall reject complaints submitted through other channels such as telephone calls or e-mails.

Item 9 All complaint materials submitted by the complainant shall fall into the materials scope stipulated by the Canton Fair and comply with complaint conditions stipulated by the Complaint Reception Station regarding patents, trademarks and copyrights. Relevant complaint conditions have been clearly stipulated in the Canton Fair Service Guidelines and Acceptance of Complaint, Settlement Procedures Regarding Copyright Infringement in Canton Fair, Acceptance of Complaint, Settlement Procedures Regarding Trade Marks Infringement in Canton Fair, Acceptance of Complaint, Settlement Procedures Regarding Patent Infringement in Canton Fair posted on the official website of the Canton Fair (www.cantonfair.org.cn).

Item 10 As for complaints regarding infringement of product internal structures, the Complaint Reception Station may require the complainants to further furnish evidences other than the stipulated complaint documents. The complaints might be rejected in case that the complainants fail to furnish the aforesaid materials.

Item 11 An acceptance number shall be allocated to the complainant once the complaint is accepted by the Complaint Reception Station. This number shall be used as evidences for the appellants to check the progress and outcome of the settlement. The Complaint Reception Station shall undertake the complaints according to their acceptance dates and degree of emergency or other situations.

Item 12 In case the exhibits and promotional materials are primarily suspected of IP right infringement after settlement and investigation of the Complaint Reception Station, they should be removed from the exhibition by the respondents accordingly.

In case the respondents consider themselves to be non-infringement, they should furnish relevant evidences to defend themselves within the stipulated time limit. In case that they fail to furnish relevant evidences within the time limit or the evidences they submitted are deemed as non-valid to prove non-infringement after deliberation, they shall be settled by the Complaint Reception Station according to relevant regulations.

Item 13 The valid evidences required by the Complaint Reception Station as per case shall include ownership documents as well as relevant custom bills, supply agreements or contracts, invoices, inspection reports and other publications (patent documents, textbooks and journals etc.).

Item 14 In case the exhibitors fail to obey the regulations in the Letter of Commitment and still exhibit the products being suspected of IP right infringement in the current Fair without successful defenses, the Complaint Reception Station shall be entitled to confiscate exhibition badges of relevant personnel and the infringed exhibits. The confiscated exhibits shall be destroyed upon the close of the Fair.

Item 15 Respondents should proactively cooperate with the staff from the Complaint Reception Station to investigate and settle cases being suspected of IP infringement and sign on the Settlement Notice and the Letter of Commitment. In case the respondents fail to perform the same, the Complaint Reception Station shall report to the relevant trade missions and settle the cases in accordance with Clause 19 in the Settlement Regulations.

Item 16 Should the respondents, the exhibitors and relevant personnel ignore the disciplines of the Fair, refuse to cooperate with the Complaint Reception Station to investigate the cases in bad manners or intervene and stop the Complaint Center staff from investigating the case by violence, threat or other manners, the Complaint Center shall be authorized to cooperate with the Security Office of the Canton Fair to confiscate their exhibition badges, abolish their exhibition qualifications and report the cases to the relevant trade missions and the Fair according to the seriousness of the cases, reduce their future stand quantity or directly eliminate their qualifications for the forthcoming sessions.

Item 17 For exhibits being defined as IP rights infringement, the staff of the Complaint Reception
shall be prevailing in case there shall be any conflicts between these rules and the Settlement Regulations.

7.3 Rules for the Prevention and Resolution of Trade Dispute in China Import and Export Fair

Item I General Principles

Clause 1 Subject to the applicable laws and regulations of the People's Republic of China and the relevant measures of China Import and Export Fair (hereinafter referred to as "Canton Fair" or "the Fair"), the following rules relating to the Fair are hereby made for the purpose of efficiently resolving trade disputes arising among the Fair-participating parties, maintaining fair trading order, protecting the legitimate rights and interests of the parties concerned, and fostering a trustworthy and harmonious environment for international trade.

Clause 2 These Rules shall apply in respect of prevention of trade disputes among the Fair-participating parties, and lodging and thereafter handling of complaints in connection with such disputes.

Clause 3 The Fair-participating parties shall be bona fide and observe the contracts they have concluded; in particular, they shall pay due care to risk control and resolve conflicts in an amicable manner.

Clause 4 The Reception Station of Complaints and Settlements for IPRs and Trade Disputes (hereinafter referred to as "the Complaint Office") set up by the Fair is the only agency for dealing with trade disputes in the Fair's complex while the Fair is in session.

China Foreign Trade Centre, the organizer of the Fair, and South China International Economic and Trade Arbitration Commission (hereinafter referred to as "SCIA") jointly manage the Complaint Office throughout the Fair so as to deal with complaints and trade disputes.

Item II Disputes Prevention

Clause 5 For the purpose of effectively controlling trade risks and resolving disputes, the Fair advocates adopting the recommended model contracts, incorporating clauses for resolving disputes harmoniously and effectively.

Clause 6 The Fair shall, through trade delegations and relevant chambers of commerce, require the Fair-participating sellers to execute a "Booth User Covenant" so as to encourage them to take active steps in preventing and resolving disputes, if any, with the buyers. If and when a dispute arises, the Fair-participating party concerned shall lodge a complaint, which upon request shall be dealt with in accordance with these Rules, unless otherwise agreed between the disputing parties as to the manner of solving dispute.

Item III Complaint and Resolution

Clause 7 The complainant shall comply in full with the following conditions: The complainant must disclose his/her real name and must hold a valid badge for the current session of the Fair; the respondent shall be a participating party at a current session of the Fair, and must be present at the Fair's complex either personally or through an agent; The complainant shall submit relevant evidences such as contracts, payment documents, etc. If neither the respondent nor the respondent's agent is present at the
Fair's complex, the Complaint Office will assist the complainant in approaching the relevant trade delegation for possible ways and means of settling the dispute concerned.

Clause 8 Upon receipt of a complaint, the Complaint Office shall determine whether or not to accept the case. If the complainant does not comply with any of the conditions as referred to in Clause 7 above, the Complaint Office may refuse to accept the case. Once the case is accepted, the complainant shall complete a Complaint Application Form, which shall be lodged with the Complaint Office. The Complaint Office shall promptly appoint professional(s) to deal with the case.

Clause 9 The Complaint Office shall notify the respondent according to the contact information provided by the complainant. If the respondent is a Fair-participating seller, the Complaint Office shall at the same time notify the trade delegation to whom the respondent belongs. The respondent as well as the relevant trade delegation shall be cooperative with the Complaint Office in dealing with the dispute(s).

Clause 10 Any dispute shall initially be dealt with by way of mediation which shall be jointly conducted by staff members of China Foreign Trade Centre and SCIA at the Complaint Office. The Complaint Office may mediate the case in the manner it considers appropriate for the disputing parties to enter into a settlement agreement in writing.

Clause 11 If the dispute is successfully settled, a settlement agreement in writing shall be made and executed by or on behalf of the parties concerned, and the Complaint Office's seal may be affixed. To make the settlement agreement enforceable, either party shall be entitled to submit the settlement agreement to SCIA for an arbitral award.

Clause 12 If the mediation fails, the dispute shall, unless the parties agree otherwise, be referred to SCIA for arbitration. The parties concerned may apply for arbitration during and after the Fair session, but in any event within the limitation period prescribed by the law.

Item IV Discipline and Enforcement

Clause 13 At the close of each Fair session, the Complaint Office shall prepare a name list of the Fair-participating sellers having been complained of and a name list of persons allegedly liable for the disputes, and shall deliver the same information to the Operation Department of the Fair, the relevant trade delegation, and/or the chamber of commerce concerned for disciplining the relevant parties in accordance with the Measures of Canton Fair to Monitor the Commodity Quality and Complaints Relating to Trade Disputes.

Clause 14 Upon arising of a dispute, if a Fair-participating party concerned fails to lodge the complaint pursuant to these Rules, or a respondent refuses to respond to the Complaint Office in dealing with the complaint, then the Complaint Office may approach the relevant trade delegation for possible means and ways of settling the dispute.

Clause 15 If a party refuses to comply with the arbitral award, the other party may apply to a competent court in China, or to a court of foreign jurisdiction according to the United Nations Convention on the Recognition and Enforcement of Foreign Arbitral Awards for enforcement of the award.

Item V Supplementary Provisions

Clause 16 When the Fair is out of session, the complainant intending to take further legal proceedings against the respondent shall act in accordance with the terms of the contract and applicable laws and regulations.

Clause 17 Under these Rules, any reference to the term “Fair-participating seller” shall include any of the seller's affiliated suppliers.

Clause 18 These Rules shall be interpreted by China Foreign Trade Centre.

Clause 19 These Rules shall be effective as from the date of promulgation and if there is any inconsistency between these Rules and previously promulgated measures of the Canton Fair, these Rules shall prevail.

7.4 Notice on Badge Application of Agents for IPR and Trade Dispute Complaint in Canton Fair

To treat complainants and respondents of IPR and trade disputes of Canton Fair in a fair and reasonable manner, to facilitate them to deal with complaints, and to regulate IPR complaint reception, Canton Fair began to issue badges for agents engaged in IPR and trade dispute complaint in the 112th session. The application and issuance of such badge is in accordance with Patent Law of People's Republic of China, Trademark Law of People's Republic of China, Copyright Law of the People's Republic of China and Canton Fair's relevant regulations on badges.

Documents to be Submitted

Besides the picture (5cm *4cm, blue or white background) of applicant (agent, same below), second generation ID card and its copy (with the official seal of the agency), a letter of introduction of the agency, the following documents are also needed:

- Identity certificates of complainants or respondents
- Natural person: ID Card or passport;
- Company: copy of business license or overseas registration certificate;
- Complaints and respondents of trade disputes: Canton Fair badge.
- Certificates on the matter
  - IPR complaint: IPR certificate of complainants or respondents, or notice on alleged IPR infringement issued by Canton Fair Complaint Center for IPR, Product Quality and Trade Disputes (Complaints Center for short, same below);
  - Trade dispute / complaint: contract that complainants or respondents signed in Canton Fair.
- Certificates on the principal-agent relationship
  - Power of Attorney signed by complainants or respondents;
  - Official letter by the entrusted IPR agency or law firm of designating agents on the entrusted matter.
- Certificates on the qualification of agency / agent
  - Registration certificate of the entrusted IPR agency
or practice license of law firm, within validity period;
Practice license of lawyers or agents, within
validity period.
In case the complainants or respondents are
foreigners, a notary certificate on patent ownership or
interest relationship and an authentication by China's
embassy or consulate in that country shall be submitted; a
notarized Chinese translation is also needed if the
material is in English. In case the complainants or
respondents are residents of Hong Kong, Macau, and
Taiwan, relevant notary certificate and authentication
shall also be submitted.
The documents above must be authentic, legal, and
valid; if false materials are provided, Canton Fair will
investigate the responsibility of relevant agency or pe
so

Application Quota
Only the agent mentioned in the Power of Attorney
can apply for such badge. In case that the Power of
Attorney mentions only an IPR agency or law firm,
without clear designation of a certain agent, the entrusted
agency or law firm can designate two professionals to
apply for the badge. For each IPR agency or law firm, up
to 60 applications can be submitted each day in one
session.
Application Procedure
An agent should, according to the business he or
she is entrusted with, fill in the badge application form
(please fill in Form D3). Please scan the related materials
mentioned in “3. Documents to be Submitted” in sequence,
save it as PDF file, and attach it in an email to
tsz@cantonfair.org.cn
The relevant department of Canton Fair will
pre-review the application and inform the applicant the
result in five working days (The pre-review may be
accelerated according to the needs of the respondent’s
agent.) If the application is approved, the applicant
should bring application form and second generation ID
card and its copy (with the official seal of the agency) and
a letter of introduction of the agency to the counter
designated by Canton
Fair’s Registration Service Office. If the reprint
checks with the original, a badge is issued after the
applicant pays the fee. If the scanned documents are
insufficient, the applicant should fully supply the
documents in time and re-apply. If the application is not
approved, such badge will not be issued.
Charges
50 RMB Yuan for each badge. If the same person
applies for badges with discontinuous validity, these
badges shall be applied and charged 50 RMB Yuan
respectively.
Service fee: 300 RMB Yuan per person per day
Reminders
One person can wear only one badge. If the agent is
issued with other Canton Fair badges, these badges will
be cancelled.
After Canton Fair issued the “Agent” badge in the
112th session, the Complaint Center will not accept
complaints filed by agents bearing other badges. If
persons bearing other badges are discovered engaging in
investigation, complaint, and other activities inconsistent
with his or her badge, Canton Fair may cancel the badge
he or she is holding. In such case, the person must not
linger in or re-enter the Complex; Canton Fair will decide
whether to decline further badge application of the
person according to specific circumstances.
The Complaint Center accepts only on-site
complaints during Fair time, and each complaint will be
determined after at least one working day’s on-site
investigation. Therefore, complaints filed less than one
day before the end of a session will not be accepted. The
agent should take this into consideration and apply his or
her badge in advance; the agent should also apply for the
badge’s validity period according to his or her needs.
IPR agency or law firm acting for appellants no
longer has to register at the Complaint Center. The
original materials mentioned in “3. Documents to be
Submitted” are needed when IPR agency or law firm
acting for complainants file a complaint. (Copies of
business license and certificates of IPR agencies or law
firms with official seal are accepted.)
Remarks
This Notice does not apply to complainants who
lodge complaints directly without entrusting agents.
This Notice does not apply to natural persons who
are non-professional agents or lawyers and are entrusted
by complainants or respondents to deal with complaints.
However, such natural persons shall also bear other valid
badges of Canton Fair. One person can only be entrusted
by one complainant or respondent (joint ownership of an
IPR is deemed as one complainant or respondent); if the
complainant or respondent is also a natural person, the
Power of Attorney shall be notarized or issued on the site
of the Complaint Center.
Tel: 020-89138312 (non Fair time), 020-89061306
(during Canton Fair)
Email: tsz@cantonfair.org.cn
The Complaint Center shall be responsible for the
interpretation of this Notice.
Appendix 1  Settlement Procedure of Complaint about Patent Infringement

### Conditions for Complaint

**A. The appellant:**
1. Patent Owner, patent executor with independent claim rights, legal successor of the patent;
2. The patent owner (Self-complain) or agent (authorized-complain) with valid Canton Fair badges.

**B. Documents to be submitted:**
1. The reasons and evidences of defendant’s suspected infringement;
2. Patent Certificate, Official announcement of the patent, Copy of patent registration that certifies the legal status of the patent;
3. The identity documents of patent owner (ID card, the copy of legal person or other organization’s registration certificate with official seal affixed and the identity documents of legal representative or person who in charge, hereinafter inclusive);
4. The patent executor with independent claim rights shall submit contracts and identity documents;
5. Legal successor of the patent shall submit relevant legal certificates regarding validity of such succession.
6. The authorized agent shall submit the original copy of authorization letter and identity documents. The authorization letter shall be signed or sealed with the authorized details and permission; intermediary service organization shall submit the responsible person and his institution’s qualification or practice certificates, the original copy of recommendation letter;
7. Foreign appellant shall provide ID and local notarized affidavit and accreditation from Chinese Embassy or Chinese Consulate General of the county or region. Materials in a foreign language must be with Chinese translation, and the Chinese translation must be signed by the translator and with the official seal of translation agency; appellants from Hong Kong SAR, Macao SAR and Taiwan Province shall submit relevant notary documents.
8. Canton Fair badges for Appellant or appellant’s agents.

**C. If not specially specified, copies of relevant materials shall be submitted and originals shall be brought to the site for verification.**

### Settlement

**A.** The defendant shall furnish to the staffs the legal evidences and related documents and prove his non-infringement. Otherwise, the infringing exhibits should have to be removed from the exhibition when the staffs confirm his infringement after investigation; the defendant shall meanwhile sign on the Letter of Undertaking to commit that he shall not exhibit or sell the accused items.

**B.** In case that the defendant disagrees with the settlements of the Complaint Reception Station, the defendant shall furnish supplement evidences of non-infringement to the Complaint Reception Station within one workday (based on time-table of the Canton Fair). The exhibits would be allowed to exhibit if the exhibitor take effective proof, or otherwise, the infringing exhibits shall be removed by the exhibitor or confiscated by the Complaint Reception Station during the exhibition.

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**Complaint**
Complaint should comply with stipulated conditions.

**Verification**
To examine the validity of submitted documents.

**Acceptance**
Submission of A Letter of Complaint by the appellant and the Complaint Reception Station shall arrange staff to settle.

**Settlement**
Staffs investigate relevant booth and carry out settlement.

**Recording**
Detailed recordings for all situations and keep in files then return files to the Complaint Reception Station.
Appendix 2 Procedure of Complaint & Settlement for Trademark Infringement in Canton Fair

**Complaint**
Complaint should comply with stipulated conditions.

**Verification**
To examine the validity of submitted documents.

**Acceptance**
Submission of A Letter of Complaint by the appellant and the Complaint Reception Station shall arrange staff to settle.

**Settlement**
Staffs investigate relevant booth and carry out settlement.

**Recording**
Detailed recordings for all situations and keep in files then return files to the Complaint Reception Station.

**Conditions for Complaint**

**A. The Appellant:**
1. Trademark registered owner, trademark executer with independent claim rights, legal successor of the trademark;
2. Foreigners or foreigner enterprises without any habitual residence or business office that tend to complain about trademark shall authorize the legal trademark agency to complain.
3. The trademark owner (Self-complain) or agent (authorized-complain) with valid Canton Fair badges.

**B. Documents to be submitted:**
1. The reasons and evidences of defendant’s suspected infringement;
2. The Trademark Registration Certificate;
3. The identity documents of trademark owner (ID card, the copy of legal person or other organization’s registration certificate with official seal affixed and the identity documents of legal representative or person who in charge, hereinafter inclusive);
4. The trademark executer with independent claim rights shall submit contracts and identity documents;
5. Legal successor of the trademark shall submit relevant legal certificates regarding validity of such succession.
6. The authorized agent shall submit the original copy of authorization letter and identity documents. The authorization letter shall be signed or sealed with the authorized details and permission; intermediary service organization shall submit the responsible person and his institution’s qualification or practice certificates, the original copy of recommendation letter;
7. Foreign appellant shall provide ID and local notarized affidavit and accreditation from Chinese Embassy or Chinese Consulate General of the county or region. Materials in a foreign language must be with Chinese translation, and the Chinese translation must be signed by the translator and with the official seal of translation agency; appellants from Hong Kong SAR, Macao SAR and Taiwan Province shall submit relevant notary documents.
8. Canton Fair badges for Appellant or appellant’s agents.

**C. If not specially specified, copies of relevant materials shall be submitted and originals shall be brought to the site for verification.**

**Settlement**

**A.** The defendant shall furnish to the staffs the legal evidences and related documents and prove his non-infringement. Otherwise, the infringing exhibits should have to be removed from the exhibition when the staffs confirm his infringement after investigation; the defendant shall meanwhile sign on the Letter of Undertaking to commit that he shall not exhibit or sell the accused items.

**B.** In case that the defendant disagrees with the settlements of the Complaint Reception Station, the defendant shall furnish supplement evidences of non-infringement to the Complaint Reception Station within one workday (based on time-table of the Canton Fair). The exhibits would be allowed to exhibit if the exhibitor take effective proof, or otherwise, the infringing exhibits shall be removed by the exhibitor or confiscated by the Complaint Reception Station during exhibition.
Appendix 3 Procedure of Complaint & Settlement for Copyright Infringement in Canton Fair

**Complaint**

Complaint should comply with stipulated conditions.

**Verification**

To examine the validity of submitted documents.

**Acceptance**

Submission of A Letter of Complaint by the appellant and the Complaint Reception Station shall arrange staffs to settle.

**Settlement**

Staffs investigate relevant booth and carry out settlement.

**Recording**

Detailed recordings for all situations and keep in files then return files to the Complaint Reception Station.

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**Conditions for Complaint**

A. **The appellant:**

1. Copyright Owner, copyright executer with independent claim rights, legal successor of the copyright;
2. The copyright owner (Self-complain) or his agent (authorized-complain) with valid Canton Fair badges.

B. **Documents to be submitted:**

1. The reasons and evidences of defendant’s suspected infringement;
2. Voluntary registration certificate of the works;
3. The identity documents of copyright owner (ID card, the copy of legal person or other organization’s registration certificate with official seal affixed and the identity documents of legal representative or person who in charge, hereinafter inclusive);
4. The copyright executer with independent claim rights shall submit contracts and identity documents;
5. Legal successor of the copyright shall submit relevant legal certificates regarding validity of such succession.
6. The authorized agent shall submit the original copy of authorization letter and identity documents. The authorization letter shall be signed or sealed with the authorized details and permission; intermediary service organization shall submit the responsible person and his institution’s qualification or practice certificates, the original copy of recommendation letter;
7. Foreign appellant shall provide ID and local notarized affidavit and accreditation from Chinese Embassy or Chinese Consulate General of the county or region. Materials in a foreign language must be with Chinese translation, and the Chinese translation must be signed by the translator and with the official seal of translation agency; appellants from Hong Kong SAR, Macao SAR and Taiwan Province shall submit relevant notary documents.
8. Canton Fair badges for Appellant or appellant’s agents.

C. **If not specially specified, copies of relevant materials shall be submitted and originals shall be brought to the site for verification.**

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**Settlement**

A. The defendant shall furnish to the staffs the legal evidences and related documents and prove his non-infringement. Otherwise, the infringing exhibits should have to be removed from the exhibition when the staffs confirm his infringement after investigation; the defendant shall meanwhile sign on the Letter of Undertaking to commit that he shall not exhibit or sell the accused items.

B. In case that the defendant disagrees with the settlements of the Complaint Reception Station, the defendant shall furnish supplement evidences of non-infringement to the Complaint Reception Station within one workday (based on time-table of the Canton Fair). The exhibits would be allowed to exhibit if the exhibit or take effective proof, or otherwise, the infringing exhibits shall be removed by the exhibitor or confiscated by the Complaint Reception Station during the exhibition.
Appendix 4 Procedures for the Prevention and Resolution of Trade Disputes in Canton Fair

To standardize transactions
The Fair-participating parties are recommended to sign a written contract for concluding their transactions so as to prevent trade risks.

Conditions for Complaint
1. The complainant must disclose his/her real name and must hold a valid badge for the current session of the Fair;
2. The respondent must be a participating party at a current session of the Fair, and must be present at the Fair’s complex either personally or through an agent;
3. The complainant shall submit relevant evidences such as contracts, payment documents, etc.

Handling
1. The mediation shall be conducted by staff members of Canton Fair Complaint Reception Station;
2. If the dispute is successfully mediated, a settlement agreement in writing shall be made, either party shall be entitled to submit the settlement agreement to South China International Economic and Trade Arbitration Commission (SCIA) for an arbitral award;
3. If the mediation fails, the dispute shall, unless the parties agree otherwise, be referred to South China International Economic and Trade Arbitration Commission (SCIA) for arbitration.

Discipline & Enforcement
1. A name list of the sellers having been complained of and a name list of the persons allegedly liable for the disputes shall be delivered to the Operation Department of Canton Fair, the trade delegation, and/or the chamber of commerce concerned for disciplining the relevant parties in accordance with the Measures of Canton Fair to Monitor the Commodity Quality and Complaints Relating to Trade Disputes.
2. If a party refuses to comply with the arbitration award, the other party may apply to a competent court for enforcement.
# 7.6 Forms for Prevention and Resolution of Trade Dispute and IP Right

## D1 List of Files for Trade Mark, Patent, Copyright & Quality Attestation

**Deadline:** Apr. 13, 2014 (Phase 1) / Apr. 30 (Phase 3)

Exhibitors whose exhibits are concerned with trademark, patent, copyright and quality attestation shall fill in this form and submit it prior to the deadline. The service herein shall be free of charge.

Please reply to: Organizer (please submit to Reception Station of Complaints and Settlements for IPRs and Trade Disputes of Canton Fair)

<table>
<thead>
<tr>
<th>Submission:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exhibitor</td>
</tr>
<tr>
<td>Stand No.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Trade mark, Patent, Copyright and Quality Attestation</th>
<th>Exhibits Name</th>
<th>Holder of the Rights and Interests</th>
<th>Remarks</th>
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<tbody>
<tr>
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</table>

<table>
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<tr>
<th>Enclosure:</th>
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<tbody>
<tr>
<td>□ Copy(s) of Trade Mark Certificate</td>
</tr>
<tr>
<td>□ Copy(s) of Patent Certificate</td>
</tr>
<tr>
<td>□ Copy(s) of Copy Right Registered Certificate</td>
</tr>
<tr>
<td>□ Copy(s) of Quality Certificate</td>
</tr>
<tr>
<td>□ Others</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Reminders</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. In the event that the holder of rights and interests is not the exhibitor, please declare it in the “Remarks” and submit the holder’s Letter of Attorney for such use of the rights and interests.</td>
</tr>
<tr>
<td>2. This form shall only be accepted by express delivery, fax or direct submission. E-mail shall be rejected.</td>
</tr>
</tbody>
</table>

Stand No.: ____________ Company Name: ____________ (Company Seal)
Contact Person: ____________ Position: ____________ Authorized Signature: ____________
Tel: ____________ Fax: ____________ E-mail: ____________

Notes: This form can be downloaded from www.cantonfair.org.cn
**D2 Letter of Complaint for IP Rights (International Pavilion)**

Session of Canton Fair | Phase | Exhibition Area | No.:
--- | --- | --- | ---

<table>
<thead>
<tr>
<th>Title of Right</th>
<th>No. of Right</th>
<th>Category of Right</th>
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<table>
<thead>
<tr>
<th>Right Holder</th>
<th>Name</th>
<th>Legal Representative</th>
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<tr>
<td>Address</td>
<td>Tel</td>
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<table>
<thead>
<tr>
<th>Complaint Agent</th>
<th>Name(Trustee)</th>
<th></th>
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<td>Address</td>
<td>Tel</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Information of Right Holder</th>
<th>Nationality</th>
<th>Attribute</th>
<th>Enterprise Size</th>
<th>Profession</th>
</tr>
</thead>
<tbody>
<tr>
<td>□Mainland China □HK SAR/Macao SAR/Taiwan Province □Japan □South Korea □France □UK □German □USA □Others( )</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>□Individual □State-owned Enterprise □Private Enterprise □Foreign-funded Enterprises □Joint Venture</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>□Small Enterprise □Medium-sized Enterprise □Large Enterprise □Multinational Corporation</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>□Electronics &amp; Household Electrical Appliances □Automobiles and accessories □Medicine and healthcare □Chemical products □Building Materials □Machinery Equipment □Hardware and tools □Daily consumption goods □Gifts □Textiles □Lightings □Household items □Bags and cases □Miscellaneous ( )</td>
<td></td>
<td></td>
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<table>
<thead>
<tr>
<th>Defendant</th>
<th>No.</th>
<th>Name of Enterprise</th>
<th>Stand No.</th>
<th>Items Being Suspected of Infringing IP Rights</th>
<th>Notes</th>
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<tbody>
<tr>
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</table>

The underwriter hereby commits that the above complaint shall be handled by the Complaint Reception Station of Canton Fair in accordance with the provision of "Complaint and Settlement Provisions of Being Suspected of Infringing IPR". The underwriter furthermore agrees to pay to relevant departments all expenses incurred herefrom and accordingly promises to compensate for all losses may be incurred against the defendant in case of an incorrect complaint.

Complainant’s Signature (Seal) :  
Date : MM-DD-YY

Notes: In accordance with provision in Clause 10 of Chapter 6 the "Complaint and Settlement Provisions of Being Suspected of Infringing IPR", a repeated Complaint upon the same respondent for the same infringing of IP rights will not be accepted by this Complaint Reception Station.
**D3 “Agent” Badge Application Form**

**“Agent” Badge Application Form for the ___ Session of Canton Fair**

<table>
<thead>
<tr>
<th>Name of Applicant</th>
<th>Type of the Complaint</th>
<th>Documents to be Submitted</th>
<th>Time inside the Complex</th>
<th>Type and Number of Canton Fair Badge (If You Hold Any)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>□ Patent</td>
<td>□ Picture of the applicant</td>
<td>__<em>Y__M__D</em> to __<em>Y__M__D</em>, days altogether.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>□ Trademark</td>
<td>□ ID Card (second generation) of the applicant</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>□ Copyright</td>
<td>□ ID Card or copy of business license of complainant or respondent</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>□ Trade dispute</td>
<td>□ Patent/trademark/copyright certificate of complainant or respondent, or contract signed in Canton Fair</td>
<td></td>
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</tr>
<tr>
<td></td>
<td></td>
<td>□ Power of Attorney signed by complainant or respondent</td>
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<tr>
<td></td>
<td></td>
<td>□ Practice license of agent</td>
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<tr>
<td></td>
<td></td>
<td>□ Copy of the registration certificate, practice license, or business license of the agency</td>
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</tr>
<tr>
<td></td>
<td>□ Patent</td>
<td>□ Picture of the applicant</td>
<td>__<em>Y__M__D</em> to __<em>Y__M__D</em>, days altogether.</td>
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**Total : persons**

<table>
<thead>
<tr>
<th>Decision of review</th>
<th>Decision of the Issuing Department</th>
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<tbody>
<tr>
<td></td>
<td>Sum: _____ Yuan person/day</td>
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<td></td>
<td>Yuan</td>
</tr>
</tbody>
</table>

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88
Notice:
1. Please fill in the blanks above the column “Total”. You may add more lines of applicant’s information if it’s not enough. The rest of the blanks will be filled by Canton Fair.
2. Please submit one Application Form for each agency, and attach the documents of each complaint separately as annexes.
3. The column “Documents to be Submitted” is only for your reference, please see the Notice for specific details.

Signature: ______________
8 Travelling Guide

1. Transport
   China Import and Export Fair Complex, is located at No.382 Yuejiang Zhong Road, Haizhu District, Guangzhou, China. Exhibitors can get to the Complex through following means:

   (1) By Metro (please refer to Part 7)
   \[\text{Metro Line 8 (Fenghuang Xincun Station-Wanshengwei Station): Get off at Xingangdong Station Exit A to Area A of China Import and Export Fair Complex or at Pazhou Station Exit A or B to Area B of China Import and Export Fair Complex, at Pazhou Station Exit C to Area C of China Import and Export Complex.}\]
   Metro Line 1 (Guangzhou East Railway Station-Xilang Station): Take Metro Line 1 and get off at Gongyuanqian Station. Then transfer to Line 2 and get off at Changgang Station and transfer to Line 8.
   Metro Line 2 (Jiahewanggang Station - Guangzhou South Railway Station): Get off at Changgang Station and transfer to Line 8.
   Metro Line 3 (Airport S. Station - Panyu Square Station): Get off at Kecun Station. Then transfer to Line 8 for the Complex.
   Metro Line 4 (Huangcun Station-Jinzhou Station): Get off at Wanshengwei Station. Then transfer to Line 8 for the Complex.
   Metro Line 5 (JiaoKou Station-Wenchong Station): Get off at Chebeinan Station. Then transfer to Line 4 and get off at Wanshengwei Station, then transfer to Line 8 for the Complex.

   (2) By Taxi
   The fixed taxi start fee in Guangzhou is RMB 10 Yuan for the first 2.5 kilometers. After 2.5 km the rate of RMB 2.60 Yuan per kilometer is added. The taximeter is located in a visible position at the front of the car near the door.

   (3) By Hotel Shuttle Bus
   1. Huan Shi Mid Road (Asia International Hotel Guangzhou) to Area A of Canton Fair Complex: Hotels and buildings near the stop: Garden Hotel, Baiyun Hotel, Crown Plaza Hotel, Holiday Inn Guangzhou, Asia International Hotel Guangzhou, Ocean Hotel, Friendship Store (Youyi Store).
   2. Liu Hua Road (Dong Fang Hotel) to Area A: Hotels and buildings near the stop: Dong Fang Hotel, Marriott China Hotel, Park View Square Hotel, Landsman Hotel, Hua Qiao Hotel, Liu Hua Hotel, Guangzhou Railway Station, and Guangzhou Metro Station Yuexiu Park.
   3. Haizhu Square (Guangzhou Hotel) to Area B: Hotels and buildings near the stop: Haizhu Square, Huaxia Hotel, Guangzhou Hotel.
   4. Tianhe Airport Terminal (Citic Square) to Area B: Hotels and buildings near the stop: Centre Square (Tianhe Airport Terminal), Westin Guangzhou, Royal Garden Guangzhou Hotel, Grand Palace Hotel, Clarion Star Hotel, East Railway Station, China Mayors’ Plaza, Zhengjia Square, President Hotel, TEE MALL Square.
   Please get the details from your hotels.

2. Climate
   Guangzhou has a subtropical monsoon marine climate. The average temperature in April is between 20°C and 30°C. It is sunny and dry, with occasional rains or showers.

3. Currency
   RMB is the circulating currency in China. Foreign currencies can be exchanged for RMB in hotels and bank outlets. Bank of China and the ATMs with the sign of “China Union Pay” provide cash withdrawal via credit cards. (For details, please refer to Part 2 Chapter 2 Item 6-Foreign Exchange Service)

4. Time Zone
   Guangzhou is 8 hours earlier than Greenwich Mean Time (+8 hours GMT)

5. Power Supply
   The voltage standard in China is 380/220V 50Hz.
8.1 Location Map of Exhibition Venue and Travel Route Diagram
8.2 Guangzhou Metro System Map
9 Layout of Canton Fair Complex
9.1 Layout of International Pavilion
(Phase 1 Apr. 15th – 19th)