



# China International Pet Show (CIPS 2014)

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# Exhibitor Manual

**Date:** Nov. 17-20, 2014

**Venue:** China International Exhibition Center (New Venue)

**Website:** [www.cipscom.com](http://www.cipscom.com)

**Organizer:**  China Great Wall International Exhibition Co., Ltd.

  
NÜRNBERG MESSE

**China Great Wall International Exhibition Co., Ltd.**

**July 2014**

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## 1. General Information

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### 1.1 Venue

Hall W1, W2, W3, E1, E2, E3

China International Exhibition Center (New Venue)

Add: 88 Yuxiang Road, Tianzhu, Shunyi District, Beijing 101318, China

### 1.2 Schedule

#### Assembly

Raw Space

Friday	November 14 2014	08:30 – 17:00
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Saturday	November 15 2014	08:30 – 17:00
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Sunday	November 16 2014	08:30 – 20:30
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Shell Scheme

Saturday	November 15 2014	08:30 – 17:00
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Sunday	November 16 2014	08:30 – 20:30
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#### Opening times

Monday	November 17 2014	09:30 – 17:00
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Tuesday	November 18 2014	09:30 – 17:00
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Wednesday	November 19 2014	09:30 – 17:00
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Thursday	November 20 2014	09:30 – 14:00
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Exhibitors are admitted to CIPS 2014 half an hour before the opening time each day.

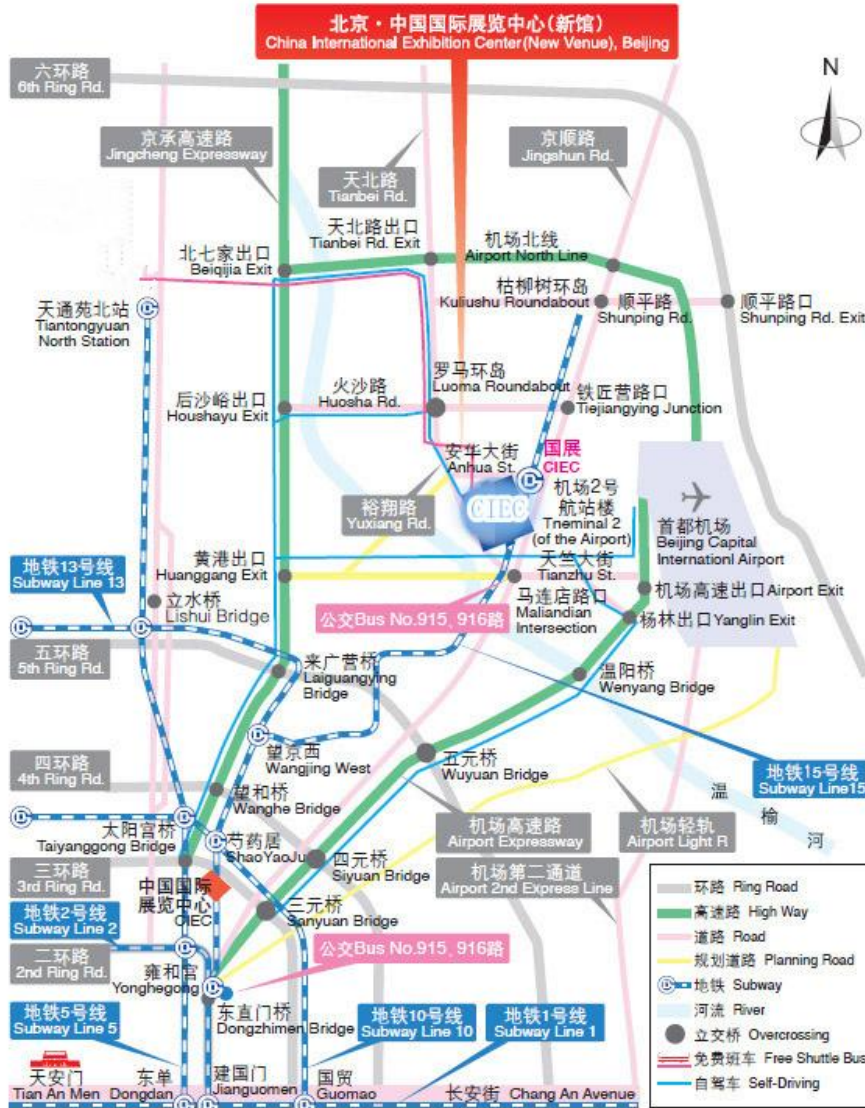
#### Dismantling

Thursday	November 20 2014	14:00 – 18:00
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## 1.3 Traffic Guide

Please refer to <http://en.cipscom.com/Traffic/>

### Traffic Guide



**中国国际展览中心(新馆)地址：北京市顺义区天竺地区裕翔路88号 邮编：101318**  
**Venue: China International Exhibition Center (New Venue)**  
**88 Yuxiang Road, Tianzhu, Shunyi District Beijing, China**



**Subway:** Take No. 13 at Dongzhimen Station, and then transfer to No. 15 at Wangjingxi Station, get off at China International Exhibition Center Station.  
 (refer to the Beijing Subway Map below)



**Buses:** Route No.915, No.916, No.918, No.970, No.980, and etc., get off at Ma Lian Dian station.



**Taxi:** It is about 13km from capital Airport to Beijing China International Exhibition Center(New Venue). It will take 20 minutes, costs 40RMB.



**Self-Driving:** Refer to the line  自驾车 Self-Driving marked on the Traffic Guide above.



## 1.4 Stand Decoration Service

Shell Scheme Constructors

Engineering Department, China Great Wall International Exhibition Co., Ltd.

(To Hall W1, W2 and W3)

Add: No.88 Nan Cai Yuan Street, Xi Cheng District, Beijing 100054

Contact: Mr. Bian Shijun, Mr. Mu Rui

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Tel: 0086-10-88102438, 88102436

Fax: 0086-10-88102344

E-mail: [biananj@chgie.com](mailto:biananj@chgie.com); [murui@chgie.com](mailto:murui@chgie.com)

**Beijing Display Image Planning Co., Ltd. (To Hall E1, E2 and E3,)**

Add: Suite 2901, Building B, Xin Tian Di Plaza, No.1 Xiba He Nan Road ,Beijing

Contact: Mr. Wang Zhe Mr. Zhang Lei, Ms. Zhang Yahui

Tel: 0086-10-64465358-661, 688, 663

Fax: 0086-10-64465357

E-mail: [display@display-bj.com](mailto:display@display-bj.com)

**Recommended Raw Space Contractors (for reference only)**

**1). Engineering Department, China Great Wall International Exhibition Co., Ltd.**

Add: No.88 Nan Cai Yuan Street, Xi Cheng District, Beijing 100054

Contact: Mr. Guo Yu

Tel: 0086-10-88102225

Fax: 0086-10-88102344

E-mail: [guoyu@chgie.com](mailto:guoyu@chgie.com)

**2). Beijing Display Image Planning Co., Ltd.**

Add: Suite 2901, Building B, Xin Tian Di Plaza, No.1 Xiba He Nan Road, Beijing

Contact: Mr. Wang Zhe, Mr. Zhang Lei, Ms. Zhang Yahui

Tel: 0086-10-64465358-661, 688, 663

Fax: 0086-10-64465357

E-mail: [display@display-bj.com](mailto:display@display-bj.com)

**3). Nest Exhibition (Beijing) Co., LTD**

Add: Floor 22, A Building, the North Pear Plaza, No., 188 of Litang Road, Chaoyang District, Beijing

Contact: Alex Chen    Mobil: 0086-13911251177

Tel: 0086-10-58604510, 58601511, 57289132、 57289133

Fax: 0086-10-58604512

E-mail: [nestexpo@sina.com](mailto:nestexpo@sina.com)

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**4). Hanson Exhibition (Beijing) Co., Ltd.**

Add: West ranked No. 13, Ma Ge Zhuang Industrial Zone, Chaoyang District, Beijing

Contact: Mr. Liu    Mobil: 0086-13078800521

Tel: 0086 020 28947722

Fax: 0086 020 34085353

E-mail: [gzhanson@163.com](mailto:gzhanson@163.com)

**5). Beijing AEHC Culture Development Co., LTD.**

Contact: Ms.Yang, Ms.Huang

Tel: 0086-10-64428119-8001

Fax: 0086-10-64428119-8008

E-mail: [yj6648@163.com](mailto:yj6648@163.com); [hxm1863@126.com](mailto:hxm1863@126.com)

**6). Beijing QLJ Exhibition Co., LTD.**

Add: Buliding 2, A Area Xi Dian, Gaobeidian Town, Chaoyang District, Beijing

Contact: Mr. Liu Libo

Tel: 0086-10-65587442, 65587445

Fax: 0086-10-85916818

E-mail: [343929053@qq.com](mailto:343929053@qq.com)

**7). SINO- SPLENDOR EXHIBITION & CONFERENCE CO., LTD**

Contact: Mr. Gu

Tel: 010-52290236

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

**1.5 Forwarding Services**

For transportation matters, please contact with official forwarding agent:

**BONDEX LOGISTICS CO, LTD.**

Add: 88 Yuxiang Road, Tianzhu Area, Shunyi District, Beijing 101318, China

Tel: 0086-10-80468706 Fax: 0086-10-80468722

E-mail: [poplar@bondex.com.cn](mailto:poplar@bondex.com.cn)    [bjwangqing@bondex.com.cn](mailto:bjwangqing@bondex.com.cn)

Contact: Mr. Poplar Yang    Miss. Catherine Wang

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## 2. Official Catalogue Entry

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Deadline: Aug.18, 2014

Contact: Ms. Helen Wang

China Great Wall International Exhibition Co., Ltd.

Tel: 0086-10-88102270

Fax: 0086-10-88102243

E-mail: xinyu@chgie.com

Please submit the catalogue and exhibits category online through the Website:

<http://en.cipscom.com/Catalogue/>

Note:

The product description should less than 250 letters in English or less than 100 characters in Chinese.



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### **3. Exhibitors' Badge Registration**

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The number of **Free** Exhibitors' Badge depends on the booth area.

Booth Area(sq.m)	9	18	27	36	54	72	90	108	130	150	175	≥200
No. of Free Badge (max)	4	6	7	8	10	12	14	16	18	20	22	25

**Notes:**

Exhibitors will receive their badges from the registration desk during the build-up period (Nov.14 to Nov.16) by presenting the stand confirmation letter and business card.

The cost of an additional badge is RMB50.00.

Exhibitors must present their badges and accept security check at the hall entrance during the show time (Nov.17 to Nov.20).

If Exhibitor's badge is lost, the exhibitor needs to pay RMB50.00 for a new one.

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## 4. Advertisement

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Ms. Helen Wang is responsible for the advertisement in the catalogue.

Ms. Becky Liu is responsible for the other advertisements.

Contact: Ms. Helen Wang

Contact: Ms. Becky Liu

Tel: 0086-10-88102270

Tel: 0086-10-88102440

Fax: 0086-10-88102243

Fax: 0086-10-88102243

E-mail: xinyu@chgie.com

E-mail: liuding@chgie.com

### 4.1 Advertisement in the Catalogue

Deadline: Aug. 18, 2014

<b>Position</b>	<b>Size (width*height)</b>	<b>Price (RMB)</b>
Inside Spread	420X285mm	14000
Inside Full Page	210x285mm	8000
Inside Logo		1000
Inside Back Cover	210x285mm	14500
Inside Front Page Spread 1	210x285mm	16000
Inside Front Page Spread 2	210x285mm	15000
Book Mark	75 x 200mm	15000

### 4.2 Advertisement on site

Deadline: Sep. 30, 2014

<b>Position</b>	<b>Size (width*height)</b>	<b>Unit price (RMB)</b>
Venue's gallery, Second floor's guardrail, banner ad	7m*2.5m	10000
Entrance of the hall on the gallery side, wall ad	4m*3.5m	24000

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**4.3 Badge and Ticket Advertisement**

Deadline: Sep. 20, 2014

Item	Price (RMB)
back advertisement on tickets	20000
back advertisement on visitor badge	30000
ad on Badge Lanyard	30000

**4.4 Handbag Advertisement**

Deadline: Sep.20, 2014

Price: RMB 20000

We provide exhibitors and visitors with free handbag during the exhibition. Sponsor can do advertisement on the one side of the handbag; the other side is for the exhibition.

**4.5 Advertisement on Visit Guide Map**

Deadline: Sep.20, 2014

Price: RMB 30000

Exhibitors and visitors can get free Visit Guide Map on site.  
The advertisement will be on the back of the map.

**4.6 Logo on the Floor plan**

Deadline: Sep.20, 2014

Price: RMB 5000

The floor plan will be shown on the catalogue, visit guide map, website and the information board.

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

Contact: \_\_\_\_\_ Email: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ Booth No. \_\_\_\_\_

We book the advertisements: \_\_\_\_\_

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## 5. Temporary Staff

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Deadline: Nov.1, 2014

Contact: Mr. Wang Zhihui

Tel: 0086-10- 88102343

Fax: 0086-10-88102243

E-mail: wangzh@chgie.com

Please indicate the required language for the booth receptionist.

We need \_\_\_\_\_ Receptionist(s) for \_\_\_\_\_ days, Nov. 17/18/19/20, 2014, RMB \_\_\_\_\_ in total.

Service item	Price (RMB)	Quantity	Other requirements
English / Chinese	750/day/ person		
Japanese / Chinese	900/day/ person		
Korean/ Chinese	900/day/ person		
German / Chinese	1100/day/ person		
French / Chinese	1100/day/ person		
Russian / Chinese	1100/day/ person		
Italian / Chinese	1400/day/ person		
Spanish / Chinese	1400/day/ person		
Portuguese/ Chinese	1400/day/ person		
Company			
Booth No.			
Contacts			
E-mail			
Tel			
Fax			

Notes: The cost quoted above is for an eight-hour per day.

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## 6. Invitation Information for Visa

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Deadline: Oct.15, 2014

International exhibitors and visitors will need a visa to enter China. The organizers will issue an invitation letter which needs to be submitted when applying for the visa. Please allow the organizers 7-14 working days to process the letter. The invitation letter is free of charge.

For your invitation letter, kindly fill in the following form for each person and send along with a scanned copy of the first page of your passport to Ms. Helen Wang or submit on line via <http://en.cipscom.com/Invitation/>

Contact: Ms. Helen Wang

Tel: 0086-10-88102270

Fax: 0086-10-88102243

E-mail: xinyu@chgie.com

Note:

(HAND-WRITTEN FORM WILL NOT BE PROCESSED)

Full Name: \_\_\_\_\_ (shall be the same as your name in your passport)

Gender: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ (year\month\day)

Nationality: \_\_\_\_\_ Passport No.: \_\_\_\_\_

Position: \_\_\_\_\_

Company name: \_\_\_\_\_

Business Scope: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax No. \_\_\_\_\_ (Obligatory)

E-mail: \_\_\_\_\_

In which Country you will apply your Chinese visa: \_\_\_\_\_

Have you ever been to China before? \_\_\_\_\_

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## **7. VISITOR INVITATION**

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Note:

This Visitor Invitation is issued by the exhibitors for their customers. In order to get the free visitor badge on site, please bring your business card with this Invitation Letter. This visitor invitation can go into force only after being stamped by the exhibitor. One Invitation Letter for one badge only.

Date: Nov. 17 - 20, 2014

Venue: China International Exhibition Center (New Venue)

Address: No.88 Yu Xiang Road, Tianzhu Airport Industrial Zone, Shunyi District, Beijing

**The 18<sup>th</sup> China International Pet Show (CIPS 2014)**

### **VISITOR INVITATION**

Dear \_\_\_\_\_:

We are very happy to invite you to visit the 18<sup>th</sup> China International Pet Show (CIPS 2014). It is the largest and the most influential international pet and aquarium product trade show in Asia. This year about 1000 exhibitors with 78000 sqm exhibition areas are expected.

Welcome to Hall \_\_\_\_\_ Booth No. \_\_\_\_\_, to visit \_\_\_\_\_

Wish you have a pleasant stay in Beijing and success in business!

Exhibitor name: \_\_\_\_\_ Booth No.: \_\_\_\_\_

(Pls print and stamp the Co.'s seal)

## 8. Hotel Reservation Form

Deadline: Nov.10, 2014

Contact: Mr. Wang Zhihui

Tel: 0086-10- 88102343

Fax: 0086-10-88102243

E-mail: [wangzh@chgje.com](mailto:wangzh@chgje.com)

### The Recommended Hotels:

Hotel	Details of the rooms	Price (RMB/night/room)	Notes	
Crowne Plaza Beijing International Airport Hotel (★★★★★)	Superior Room (king bed)	1100	1.The rates include 1 breakfast & 15% service charge, internet access need to pay RMB 120 / day.( 2 breakfast need to increase RMB 50/night/room. ) 2.5-minute-walk to the exhibition venue	<a href="#">Book</a>
	Superior Room ( twin bed)	1100		
	Deluxe Room (king bed)	1200		
	Deluxe Room ( twin bed)	1200		
	Executive Suite (king bed)	1500		
	Business Suit (king bed)	1600		
	Executive Deluxe Suite	1700		
Langham Place, Beijing Capital Airport (★★★★★)	Essential Place (King Bed)	1000	1. The rates include service charge, breakfast and internet. 2. The hotel provides shuttle bus to the exhibition hall and free pick up airport. It takes about 15 minutes by bus to the exhibition venue.	<a href="#">Book</a>
	Essential Place (twin bed)	1050		
	Club Place(King Bed)	1450		
	Club Place( King Bed)	1450		
Kun Tai Hotel (★★★★★)	Deluxe Single Room	850	1. The rates include service charge, breakfast and internet. 2. The hotel provides shuttle bus to the exhibition hall. It takes about 20 minutes by bus to the exhibition venue.	<a href="#">Book</a>
	Deluxe Double Room	900		
	Executive Room( King Bed)	1050		
CITIC Hotel Beijing Airport (★★★★★)	Superior Room (King Bed)	560	1. The rates include service charge, breakfast and internet. 2. The hotel provides shuttle bus to the exhibition hall. It takes about 15 minutes by bus to the exhibition venue.	<a href="#">Book</a>
	Superior Room (twin bed)	560		
	Deluxe Room (King Bed)	680		
	Deluxe Room (twin bed)	680		

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**HOTEL RESERVATION FORM**

Company Name						
Visit(yes/no)						
Exhibitors(yes/no)						
BOOTH NO.						
TEL						
FAX						
E-MAIL						
Reservation Staff						
Hotel Name	Guest Name	Check In Date (year\month\day)	Check Out Date (year\month\day)	Room Type	Quantity	Remarks

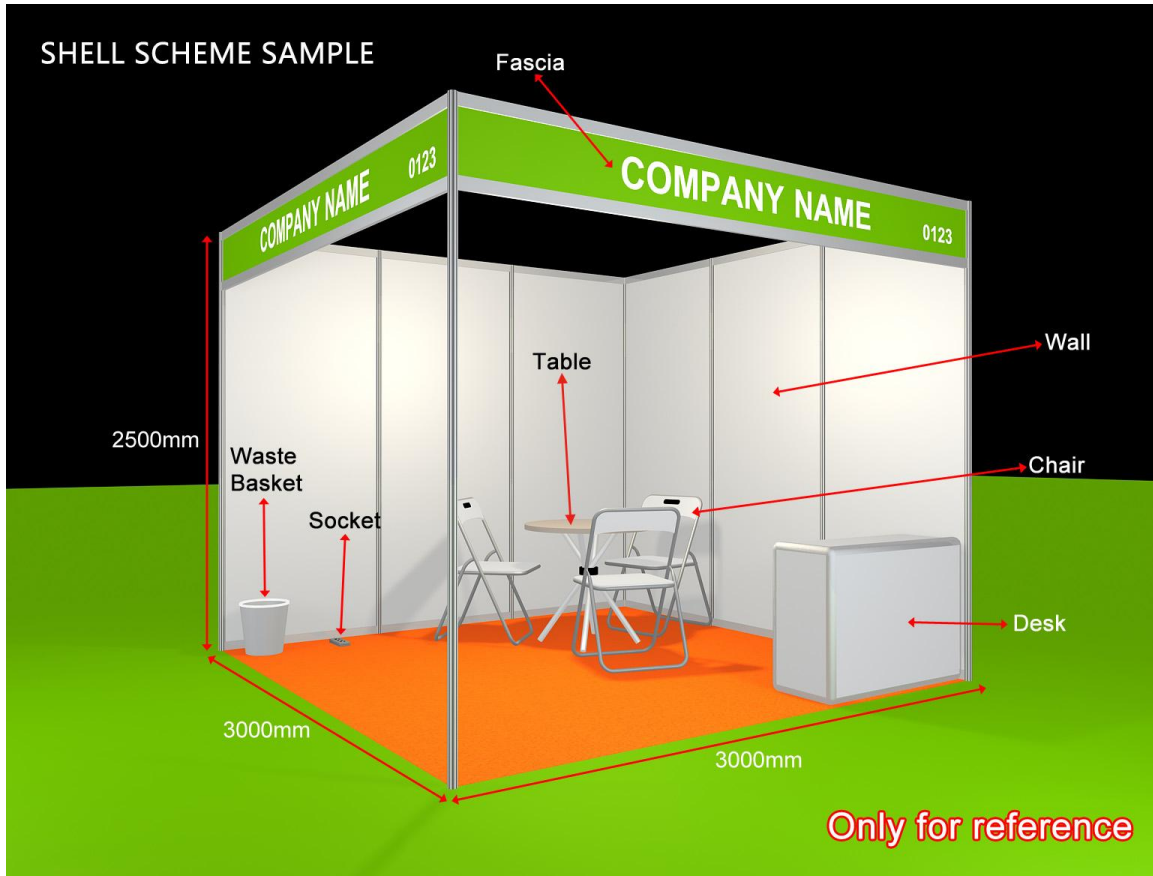
**Notes:**

1. Five-star hotel needs your credit card information for your reservation, otherwise the reservation will not be guaranteed; After the booking deadline, the price will be increased.
2. After your reservation, the confirmation will be sent by hotel within 5 working days.
3. Any change or cancellation has to be notified by e-mail or fax to our company before the opening of the exhibition.
4. When the room availability is tight, hotel staff will notify the guest to provide credit card guarantee or pay first night room fee as deposit to make sure the room is reserved. If the guest fails to make deposit in time, the room will not be reserved any more.



## 9. Shell Scheme & Fascia Name

Deadline: Oct.15, 2014



Shell Scheme (9sqm) includes walls (2.5m), carpet (orange color), 1 reception desk, 3 chairs, lights, waste basket, fascia board, and one 3A/220V socket.

Technical data (refer to the shell scheme sample above):

Maximum height of the stand	2.50 m
Clearance under fascia	2.20 m
Axial distance between vertical aluminum columns	0.99 m
Width of panel	0.95 m
Overall width of fascia	0.30 m
Diameter of vertical aluminum column	0.04 m

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**Fascia Name**

If you apply for the shell scheme, please indicate below company name in English and Chinese (if any) required on the fascia.

(English)

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(Chinese)

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**Please contact the Official Contractor:**

Contact: Mr. Bian Shijun, Mr. Mu Rui (To Hall W1, W2 and W3)

Engineering Department, China Great Wall International Exhibition Co., Ltd.

Tel: 0086-10-88102438, 88102436

Fax: 0086-10-88102344

E-mail: biansj@chgie.com; murui@chgie.com

Contact: Mr. WangZhe, Mr. ZhangLei, Ms. Zhangyahui (To Hall E1, E2 and E3)

Beijing Display Image Planning Co., Ltd.

Tel: 0086-10-64465358-661, 688, 663

Fax: 0086-10-64465357

E-mail: display@display-bj.com

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

Contact: \_\_\_\_\_ Email: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ Booth No. \_\_\_\_\_

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## 10. Raw Space Construction

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### 10.1 Assembly

Friday	November 14 2014	08:30 – 17:00
Saturday	November 15 2014	08:30 – 17:00
Sunday	November 16 2014	08:30 – 20:30

### 10.2 Stand Height

The limit for Stand Height is 5 meters.

### 10.3 Construction & Management Fee

Item	Price(RMB)	Notes
Rubbish removal fees	5/sqm	
Management fees	35/ sqm	Only including The Raw Space
Constructor's pass	35/ one piece	
Vehicle Permit(per 2hours)	70/car	No more than 2 hours; and cars are not allowed to stop over night.
The deposit for the safe construct	20,000/100sqm	A single booth's deposit is RMB 100,000 over 500sqm
Total Mortgage Funds		Please show the Acceptance certification documents (given by the main official contractor When the booth dismantling is no problem ) and the Deposit Receipt 30 days after the exhibition and you will get the deposit

### 10.4 Facilities Protection

Without permission, any construction, build-up and assembly and exhibition hall outer appearance shall not be changed. Nails and screws are not permitted to be put inside the Hall building.

### 10.5. Drawings Submission for Approval

Deadline: Oct., 15, 2014

All drawings of stand construction including electricity plan shall be submitted to the Contractor before the deadline. The Contractor is entitled to reject any drawings that need to be modified to ensure safety.

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To Hall W1, W2 and W3, please contact:

Mr. Bian Shijun, Mr. Mu Rui

Tel: 0086-10-88102438 88102436

Fax: 86-10-88102344

E-mail: [biansj@chgie.com](mailto:biansj@chgie.com); [murui@chgie.com](mailto:murui@chgie.com)

To Hall E1, E2 and E3, please contact:

Mr. Wang Zhe, Mr. Zhang Lei, Ms. Zhang Yahui

Tel: 0086-10-64465358-661, 688, 663

Fax: 86-10-64465357

E-mail: [display@display-bj.com](mailto:display@display-bj.com)

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## 11. Renting Furniture

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Deadline: Oct, 15, 2014

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

Contact: \_\_\_\_\_ Email: \_\_\_\_\_



Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ Booth No. \_\_\_\_\_

We rent the following furniture: \_\_\_\_\_

No.	Item	Specification	Unit Price(RMB)	Total	total sum (RMB)
CH 01	Folding chair		30		
CH 02	Aluminum chair		40		
CH 03	Armrest leather		50		
CH 04	Ordinary bar stool		80		
CH 05	Satellite chair		120		

CH 06	Armchair		180		
CH 07	love seat		300		
DS01	Glass Round Table		150		
DS02	Reception desk		150		
DS03	square table		150		
DS04	Registration Desk		220		
DS05	High round table		260		
ST01	Exhibit Rack		300		
ST02	Counter		160		

ST03	locker cabinet		180		
ST04	Flat cabinet		350		
ST05	wardrobe		650		
ST06	side-hinged door		200		
ST07	endgate		50		
ST08	Slope Shelf		60		
ST09	Shelf		50		
ST10	pore plate		150		
ST11	mesh		50		
ST12	Data rack A		90		
EC01	socket		150		

EC02	Short arm spotlights		80		
EC03	Longarm Spotlight		100		
EC04	Plasma TV		1800		
EC05	WIFI	Prices are subject to change			
	30RMB/3 days	Apply on the Business Center and paid on-site			
	100RMB/5hours				

**Please contact the Official Contractor:**

To Hall W1, W2 and W3, please contact:

Mr. Bian Shijun, Mr. Mu Rui

Tel: 0086-10-88102438 88102436

Fax: 86-10-88102344

E-mail: biansj@chgie.com;  
murui@chgie.com

To Hall E1, E2 and E3, please contact:

Mr. Wang Zhe, Mr. Zhang Lei, Ms. Zhang Yahui

Tel: 0086-10-64465358-661, 688, 663

Fax: 86-10-64465357

E-mail: display@display-bj.com

Notes

1. If the application for the furniture is after the deadline, an extra charge shall be collected at a rate of 20%. If the application is on-site, an extra charge shall be collected at a rate of 50%.
2. 30% of the rent price will be charged if you cancel equipment or furniture already that has already been constructed.
3. The application shall only be handled after the payment has been received.



## 12. Electricity Application

Deadline: Oct. 15, 2014

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

Contact: \_\_\_\_\_ Email: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ Booth No. \_\_\_\_\_

Specifications for electricity	Price (RMB)	No.	Total	Note
<b>Lighting power</b>				1. Different Voltage use different lines. Lighting power and Mechanical power are applied separately Forbidden mixed use. 2. All the power lines must be used according to the Insulation standard. The minimum cross-sectional area of the wire connecting the lamp is 1mm <sup>2</sup> . 3. The official contractor will fix the electric box (with the electric switch box) to the booth, and then the booth contractors will connect power by themselves. The main official contractor and the electrician of the hall have the responsibility of the monitoring.
15A/220V	1200			
20A/220V	1800			
30A/220V	2310			
40A/220V	3650			
50A/220V	3950			
60A/220V	4950			
80A/220V	6950			
100A/220V	9000			
120A/220V	10800			
<b>Temporary construction power</b>				
15A/220V	400			
30A/380V	1500			4. 24 hours electricity supply cannot be used as an uninterruptible power supply. 5. The temporary use of the electricity during construction requires the exhibitors to have their own wire, which shall not have the joined point. Switches should be equipped with protection.
<b>Mechanical power</b>				
15A/220V/24 hours	3000			
30A/380V/24 hours	7500			
15A/220V	1800			
30A/380V	3900			
60A/380V	5500			
100A/380V	8950			
150A/380V	13100			
200A/380V	19500			
<b>Compressed air</b>				
300L/Min	2500			
600L/Min	3500			

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1000L/Min	4500			
<b>Total Fees</b>				

**Please contact the Official Contractor:**

To Hall W1, W2 and W3, please contact:

Mr. Bian Shijun, Mr. Mu Rui

Tel: 0086-10-88102438 88102436

Fax: 86-10-88102344

E-mail: biansj@chgie.com; murui@chgie.com

To Hall E1, E2 and E3, please contact:

Mr. Wang Zhe, Mr. Zhang Lei, Ms. Zhang Yahui

Tel: 0086-10-64465358-661, 688, 663

Fax: 86-10-64465357

E-mail: display@display-bj.com

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## 13. Water Application

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Deadline: Oct. 15, 2014

Item	Unit price(RMB)	Number	Total Price	Note
Living Water	3300			
Company Name				
Booth No.				
Contact				
Email				
Mobile phone				
Fax				

Signature: \_\_\_\_\_

**Note:**

**Please contact the official Contractor before the deadline. After the deadline, an extra charge shall be charged at a rate of 50%.**

**Please contact the Official Contractor:**

To Hall W1, W2 and W3, please contact:

Mr. Bian Shijun, Mr. Mu Rui

Tel: 0086-10-88102438, 88102436

Fax: 86-10-88102344

E-mail: biansj@chgie.com;  
murui@chgie.com

To Hall E1, E2 and E3, please contact:

Mr. Wang Zhe, Mr. Zhang Lei,

Ms. Zhang Yahui

Tel: 0086-10-64465358-661, 688, 663

Fax: 86-10-64465357

E-mail: display@display-bj.com

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## **14. Freight Forwarder**

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Dear Exhibitors,

BONDEX LOGISTICS CO, LTD. has the honor to be appointed as the official freight forwarder and on-site handling agents for the captioned exhibition. We are more than pleased to offer our service or information you may need for shipping your exhibits to the Fair.

We forward with this letter our Shipping Guidelines and Official Price Tariff in which we outline the shipping requirements you may need.

Should you have any query, please do not hesitate to contact us.

Please address all your enquiries to the attention.

Contact: Mr. Poplar Yang

E-mail: poplar@bondex.com.cn

Contact: Miss. Catherine Wang E-mail: bjwangqing@bondex.com.cn

Tel: (86-10)80468706 Fax: (86-10)80468722

China International Exhibition Center (New Venue)

Add: 88 Yuxiang Road, Tianzhu Area, Shunyi District, Beijing 101318,China

We wish you every success in this exhibition and look forward to seeing you in Beijing.

Yours faithfully,

BONDEX LOGISTICS CO, LTD.

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## SHIPPING MANUAL

### FOR DIRECT SHIPMENTS TO BEIJING AIRPORT / XINGANG PORT

#### SHIPPING GUIDELINE

**To the live animals and plants, the exhibitors should contact with us at least 30 days before the shipment. Otherwise, we will not be responsible for any consequences about the customs clearance arising there from.**

#### **1. SHIPPING DEADLINE:**

Shipment direct arrival at Port of Xingang / Beijing Airport in China

##### **1.1. SEAFREIGHT:**

Latest arrival at Port of Xingang:

FOR FCL: before Oct 08 ,2014

FOR LCL: before Oct 10,2014

##### **1.2. AIRFREIGHT:**

Latest arrival at Beijing Airport before Oct 13,2014

Move-in date **14 Nov. – 16 Nov.2014**

Move-out date **20 Nov. 2014**

Arrival of relevant Documents at BONDEX Office-7 days before cargo arrival destination port.

1.3. For sea-freight shipment direct arrival China at Port of Xingang, only full container (FCL) is recommended. For Less Than Container Load (LCL) shipment, exhibitors have to bear the risk that the Shipping Line/Port operator may not devan your container within short period (sometimes may be more than 4 weeks) which may endanger our on-time pick up/delivery to the Fair. Our deadline set meant for cargoes already drawn out from the container, ready at any time for pick up. In sum LCL shipment is not recommended.

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For overseas shipment, exhibitors should consult our agents in your area for the collection deadline of your exhibits. Please contact us for check.

## 2. DOCUMENTS

2.1. List of Exhibits - attached "Form A"

2.2. Two Original Bill of Lading (B/L) by ocean freight / One copy of Airway Bill (AWB) by Airfreight.

2.3. Insurance policy one copy

2.4. Quarantine and/or fumigation certificate

**2.4.1. For wood packing**, For shipment consists of wood packaging materials have to be treated and marked in accordance with the requirements of the International Standard on Phytosanitary Measures (ISPM 15) - "Guidelines for Regulating Wood Packaging Material in International Trade" of International Plant Protection Convention (IPPC). **the IPPC Mark should be put/stuck on both sides of the outside package.**

2.4.2. If there's no wood packaging material in the shipment, exhibitor/shipper should issue an original "Letter of Certificate" to certify the kind of packing materials.

## 2.5. SHIPPING DOCUMENTS, B/L AND AWB INSTRUCTION

For shipments send to Port of Xingang/Beijing Airport directly, consignee's name must be:

2.5.1. By Sea

BONDEX LOGISTICS CO., LTD.

New China International Exhibition Center 88 Yuxiang Road, Tianzhu Area, Shunyi District, Beijing 101318, China

Tel: +86 010 80468705/80468713

Fax: +86 010 80468710-123

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### 2.5.2. By Air

BONDEX LOGISTICS CO., LTD.

ROOM W502, AIRPORT CITY DEVELOPMENT BUILDING, NO. 566 SHUN PING ROAD,

SHUNYI DISTRICT, BEIJING, CHINA 101300

TEL: 86-10-64566927 FAX: 86-10-64583203

### 2.5.3. Notify Party(for both Sea & Air Shipments):

FOR: **CIPS 2014**

C/O: NCIEC BONDEX LOGISTICS CO., LTD.

88 Yuxiang Road, Tianzhu Area, Shunyi District, Beijing 101318, China

ATTN: Miss. Catherine Wang Tel: (86-10) 80468706 Fax: (86-10) 80468710

\*Original shipping documents please send to BONDEX Beijing directly before shipment arrival destination port..

### 2.6. Special tips:

2.6.1. All exhibitors are requested to complete in full earnestly and accuracy the Declaration Form and send it to us according to our Time Schedule (deadline). A detailed and accurate description of exhibits and relevant cargoes, including major components and quantities must be specifically declared on the form. The abbreviations and shorter forms of all the exhibits should not appear on the declaration form. For machines and equipments, relevant model numbers and H.S Numbers must be declared completely and accurately. According to the regulations of the Customs Authority, if there is any fault found in the declaration, relative exhibits shall not be allowed for display in the exhibition, they will be compelled to be directly returned from China, and a fine will be imposed by the customs.

2.6.2. Catalogues, display materials, souvenirs, gifts, give-away items, foodstuffs, beverages, cigarettes. must also be clearly listed on the declaration form in detail.

Duties will be levied for foodstuffs, beverages, alcoholic drinks, tobaccos, cigarettes (only to be allowed for self-use or self-consumption during the exhibition) as well as watches, calculators, souvenirs, gifts and give-away items (All the give-away items must

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bear the symbol of the exhibitor's company and can only be given away after the inspection and approval of the Customs Authority and Quarantine Authority)

2.6.3. Goods, which are to be abandoned, should be inspected by the customs 2 days before the closing of the exhibition. Goods cannot be abandoned without the approval of the customs and they should be handed over to the customs in good conditions after the closing of the exhibition. The customs will evaluate the abandoned goods for auction purposes. If the abandoned goods have an auction value, they will be taken over by the customs; if not, they should be returned from Chin or destroyed in China. All the expenses arising thereof should be borne by the exhibitor according to our Tariff. Therefore, exhibitors are sincerely advised not to abandon their exhibits at random.

2.6.4. Model numbers of machines or machine tools an H.S Numbers must be filled in the Declaration Form for customs inspection purpose. For machines or machine tools without model numbers, technical manuals should be attached to the Declaration Form. The materials should be declared in details for stand or its fittings with value of over USD100.00.

2.6.5. Hand-carried exhibits brought to the exhibition must also be declared on an additional form. For containerized exhibits, exhibitors are requested to mark on each Declaration Form the container number under which exhibits are contained according to correct and clear serial number of the cases, so as to facilitate customs clearance and on-site handling.

### 3. PACKING AND CASE MARKING

3.1. As all packages of exhibits will be frequently loaded and unloaded during transportation, unpack for the fair and repack for the return movement, storage in open-air or will be placed outdoor, please ensure that your exhibits are packed in strong, water-proof wooden case which is strong enough to protect the exhibits from damage and rain.

For the outside marking of all packages, please clearly mark as least 3 sides as follows:

Name of exhibition: CIPS 2014

Name of exhibitor:



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Hall No.:

Stand No.:

Case No.:

Gross weight: (kgs)

Net weight: (kgs)

Dimensions: (L x W x H cms)

3.2. Exhibitors who have heavy and/or oversized exhibits(i.e. individual package / pieces weighing more than 3000kgs and/or its volume being over 5 cbms) must be on-site all the time during the move-in and move-out periods in order to direct the operation of unpacking, positioning, and repacking of the exhibits. If any manpower, a crane, a forklift, a truck, or a trailer is required for assembly of an exhibit, including removing its wooden base during move-in period or for disassembly of the exhibit, including padding its wooden base during the move-out period, exhibitors should send their requirements to us in advance. Charges for hiring such facility are covered in our Tariff. A detailed layout of exhibits should also be submitted to us for better on-site operations. If no layout has been submitted or no instruction is given, exhibits will be delivered and placed arbitrarily on the stand. Extra expenses will be levied if exhibitors request any repositioning of the exhibits thereafter.

It is imperative to mount the heavy exhibit firmly on a sturdy base with skid in order to protect the exhibit while being hoisted and positioned. Cases for heavy exhibits should be so constructed that the sides are jointed by bolts rather than by nails or screws. This will prevent the cases from being damaged during up packing and will save considerable time, especially during the exhibition closing. Please mark the “**front side**” of the cases clearly to ensure correct positioning.

#### 4. CUSTOMS CLEARANCE

4.1. Customs clearance and inspection will be affected stringently on the fair ground according to the "List of Exhibits" (Form A). To expedite smooth clearance and inspection, exhibitors are requested to complete the Form A clearly in both English and Chinese and separate pack their shipping items for: 1) Exhibition Product Goods. 2) Decoration, Stand-building Materials, photographs, public relation materials, 3) office materials. 4) Brochures, Catalogues and souvenirs. 5) Foodstuffs and Beverages, alcohol, tobacco. Etc. 6) Movie films, slides records, videotapes and CD, etc.

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4.2. Exact name of item, Model of machine, quantity, unit price are exactly required in the "List of Exhibits", and value must be shown in US\$ figure – please do not write NCV or NVD.

4.3. According to China Customs regulation, all advertising literature, brochure, technical catalogue, videocassette tape, slides, record, movie films, souvenirs and other publicity materials shall be allowed for display at the exhibition only after PRIOR CENSORSHIP done by customs officers. 3 samples of each must be handed over to BONDEX' s staff on-site for such purpose.

4.4. Distribution or consumption materials such as: calculators, electronic watches, transistors tape recorders, alarm clocks, electric shavers and cameras for children, foods, beverage, and alcohol, cigarette, etc., are subject to pay duties and taxes before distribution and/or self-consumption.

#### 5. Hand-carried items:

If there has any hand-carried exhibits detained by the Airport Customs Office, Bondex may handle the Customs declaration (in temporary basis) and collect back the goods from Beijing airport (may take 2-3 working days). Please contact Bondex's delegate and lodge the instruction, cost please check the official price tariff. According to Customs regulation, such items cannot be hand-carried out of China and should re-export by freight.

#### 6. DELIVERY OF EXHIBITS

BONDEX will deliver exhibits to stand, unpack them against the signature of exhibitor or his authorized agent. It is recommended that exhibitor or representative must be present on-site during move-in period. Otherwise, we will not be liable for any damage/claims may effect.

#### 7. INSURANCE

All exhibitors are requested to have their exhibits fully covered insurance for the whole in/return journey, include exhibition period. A copy of the insurance Policy should bring to the fair in case of any necessary survey.

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## 8. DANGEROUS, RADIOACTIVE, STRATEGIC AND REEFER CARGOES

Some of the above items prohibited/limited to be moved into the exhibition hall, and the carriers (Shipping Line and Airline) will only accept those cargoes subject to availability. So before shipping those items to the fair, please submit us all the specification and volume of the cargoes for checking with the relevant parties for confirmation.

## 9. ANIMAL AND PLANT QUARANTINE AND FUMIGATION REQUIREMENTS

### 9.1. For cargoes with wooden packing:

Effective from 01 January 2006, Chinese Quarantine Authority strictly request that all cargoes with wooden packing, from all Countries and regions, must undertake fumigation treatment. Please refer to following details:

#### 9.1.1. Observe scope:

All non-manufactured wood packaging material to be used to carry, pack, pad and support, and reinforce the goods, such as wood case, crate, pallet, frame, pal, wood pole, wedge, sleeper and pad.

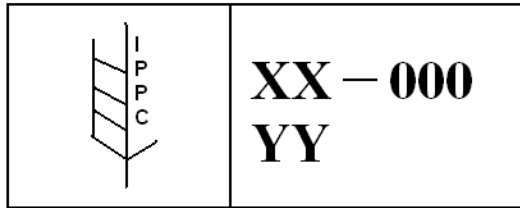
#### 9.1.2. Exempted scope:

Those wood composite products after being heated and pressed treatment, such as plywood, particleboard and fiberboard, veneer core, saw dust, wood fiber and particle and other wood materials with its thickness equal or less than 6mm.

#### 9.1.3. Observe requirement:

All import wood packaging materials should be treated by Heat Treatment (HT) or Methyl Bromide (MB) fumigation at the origin, and put the Mark of IPPC (as below) on two opposite sides of the wooden packaging 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)



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

9.1.4. If the wood packaging materials without the approved mark or with approved mark being intercepted the alive harmful pest, the packing materials will be fumigated or the cargoes will be returned to the origin.

Sample of Marking::

IPPC—

XX—

000—

YY—

9.2. For Live Animals/Plants, Foodstuff and Beverage,:

a) For live animals, plants, foodstuff and beverage shipment, "Declaration Form and Temporary Import Application" should be submitted to the freight forwarder in advance, and shipments can only be made after the permission of Chinese relevant authorities. (Min. 6 weeks to process import permits covering all foodstuff & beverage exhibits samples)

Due to the fumigation handling procedure will take some time, exhibitors are reminded not to expect to receive the above mentioned exhibits in a short period.,,,

9.3. Import application for foodstuff and beverage, including wine, fruits, vegetables, tins, gems, exhibitors/shippers are required to submit the following documents to China Entry & Exit Inspection and Quarantine Department:

a) Certificate of Origin

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b) Quarantine Certificate provided by the Official Quarantine Department of the export Country or area.

c) Inspection Certificate for foodstuff provided by the Official Quarantine Department of the export Country or area.

d) Health and Hygiene Certificate

According to the quarantine inspection authority, any kind of meat and dairy products are not allowed to be import into China. So exhibitors are suggested not to transport or carry any of the said products.

All the charges of quarantine inspection and/or fumigation for the incoming and return shipments will be levied according to the freight forwarders Tariff.

#### 10. Move-in of exhibition

During the move-in period, we will deliver exhibits to booths on time and assist exhibitors in unpacking and positioning the exhibits according to the request of exhibitors and their agents. Meanwhile, exhibitors will fill out the exhibit delivery note in order to confirm that all the inbound handling charges are paid off before the move-in of the exhibits, and that exhibitors have strictly observed the regulations of the customs and quarantine authorities.

#### 11. Move-out of exhibition

The following documents will be distributed to exhibitors before exhibition closing:

a) A copy of the Declaration Form previously submitted to us

b) A form of Instructions for Disposal of Exhibits.

c) Packing List of Exhibits to be returned

We will start to return empty cases from storage area to stands on the evening of the closing day. Exhibitors, however, shall start repacking on the next day Upon exhibition closing, exhibitors are requested to declare to the customs on the Declaration Form the proper disposal instructions of their exhibits as follows,,,::

a) Sold

b) Donated

- 
- c) To be returned
  - d) Abandoned
  - e) Given away
  - f) Consumed
  - g) To be transferred
  - h) To be disposed

Please fill out and return the Instructions for Disposal of Exhibits to us before the day of exhibition closing. After the closing of the exhibition, all exhibits should be moved to the customs bonded warehouse due to the requirement of the customs. Relevant charges will be levied according to our Tariff.

Exhibitors must pay special attention to the following customs regulations:

- A. Declaration of contents in each package must be correct.
- B. Items (e.g. personal effects, souvenirs bought in China etc.) other than those declared exhibits are absolutely not allowed to be returned together with exhibits.
- C. Everything have been declared to the Customs before the exhibition opening, must not be disposed or taken away by exhibitors without being declared to the Customs after the closing of the exhibition. Otherwise, exhibitors should be responsible for any penalty by the Customs arising thereof

## 12. Return of exhibits

All exhibits, which have not been sold, donated, abandoned, given away or transferred, must be returned to overseas after the closing of the exhibition.

According to the regulations of the Chinese Customs Authority, all exhibits must be disposed of within 4 months after the close of the exhibition. That being said, exhibitors are suggested to submit to us the adequate disposal of the exhibits in writing prior to the above-stipulated time.

All return shipments will not be arranged before the exhibitors have gone through all customs clearance requirements. Exhibits are to be handed over with their instructions. Once these instructions have been carried out with customs and relevant transportation parties, any changes will not be accepted.

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According to the regulations of customs, the customs broking agent (Bondex Logistics Co., Ltd.) Will arrange the space booking for air and sea shipment returns. Otherwise, we will not be responsible for any consequences arising thereafter.

### 13. Containerized exhibits

Exhibitors are reminded that container numbers must be correctly and clearly marked on respective Declaration Forms This is important for the facilitation of customs clearance, devanning of containers, and delivery of exhibits to stands.,,,

In order to save from unnecessary detention fee, exhibitors are requested to submit us a written instruction for disposal of empty containers before devanning, specifying empty containers to be returned to container yard (CY) upon devanning or empty containers to be detained for return shipments. Otherwise, empty containers will be automatically detained at on-site storage area until an explicit instruction is submitted to us. The entire detention fee as well as the storage charge arising thereof will be for exhibitors' account.

According to the shipping agencies, detention fees will also be applicable to containers with return shipments. These detention fees will be calculated until full load containers are returned to carriers. We are not responsible for the disposal of empty containers coming by rail if they are not accepted at CY. Exhibitors should be prepared to return such empty containers to the original terminal. We can assist with transporting them back by sea at the exhibitors' request. All the expenses arising thereof will be on exhibitors' account.

If containers are self-owned, exhibitors must submit to us a copy of an effective certificate providing evidence that the containers are owned or leased by them in order to avoid the miscalculation of detention fees.

Container detention fees will be calculated and collected according to our Tariff. The Charges for empty container returns to CY, and that of extra empty container pick-ups from CY for return shipments, are all covered in our Tariff.

### 14. PAYMENT

#### 14.1. Inbound charges

We kindly ask exhibitors to make sure that the payment to the freight forwarder for inbound shipment must be settled on or before **10 Nov. 2014**

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14.2. Outbound and closing services charges.

Charges for outbound movement and closing services should be paid to the freight forwarder before exhibits leave China.

\*We have agents in most places of the world; please consult us for you need.

**END.**



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**OFFICIAL TARIFF /**

**SERVICES AND RATES FOR HANDLING OF EXHIBITS**

1. COMMON SERVICES AND RATES FOR INBOUND MOVEMENT

1.1. Basic service charge RMB350.00//

1.2. For exhibits arrival directly at Xingang Port / Beijing Capital Airport ,transportation from terminal to bonded warehouse (**Storage charges and loading & unloading fee are excluded.**) , sorting and delivery to fair booth , assisting exhibitors in unpacking and positioning of the heavy exhibits ( assembling and repositioning are excluded ) , customs clearance on a temporary basis , removing empty cases and packing materials to on site storage place .

1) By sea / arrival at Xingang Port                      RMB950.00/CBM

**Remarks: the minimum chargeable volume is:**

- 1. 5 cbm/shipment for LCL shipment;**
- 2. 23 cbm/20', 25cbm/20' Open Top, 20' Flat Rack;**
- 3. 46 cbm/40'; 50 cbm/40' HQ, 40' Open Top, 40' Flat Rack**
- 4. for handling of dangerous, refrigerated or high-valued cargo will be collected.**

2) By air / arrival at Beijing Capital Airport      RMB9.50/kg (min.100kgs/consignment)

3) By air/arrival with hand-carried detention at airport RMB950.00/consignment

1.3. DOCUMENTATION FEE                      RMB350.00/exhibitor or consignment

1.4. Customs declaration service fee

- 
- 1) Handling charges for customs declaration
    - a. by sea RMB42.00 / CBM (min.RMB420.00 / shipment / exhibitor)
    - b. by air RMB420.00 / AWB / consignment
  - 2) Inputting data into computer RMB42.00/page

#### 1.5. Quarantine declaration service fee

- 1) Handling charges for quarantine declaration
  - a. by sea RMB42.00 / CBM (min.RMB420.00 / shipment / exhibitor)
  - b. by air RMB420.00 / AWB / consignment
- 2) Inputting data into computer RMB42.00/page

#### 1.6. Port handling fees& relevant port/airport charges for FCL, LCL and MAWB, HAWB shipments

##### 1) Sea shipments (FCL) arrival Xingang

RMB1738.00/20' container RMB2225.00/40' container

##### 2) Sea shipments (LCL) arrival Xingang

RMB265.00/cbm (minimum RMB792.00/shipment)

##### 3) Air shipments arrival Beijing Capital Airport

A) MAWB: RMB2.78/freight kilo (min.RMB1390.00/consignment)

B) HAWB: RMB3.08/freight kilo (min.RMB1390.00/consignment)

#### **Remarks ( ) :**

1. D/O fees and other extra charges for special release of cargo by ocean shipping companies/airliner at the port /airport will be collected according to actual outlay.

2. For dangerous cargos, overweighed and/or oversized cargos, the extra loading & unloading charges at port will be collected as per outlay.

## 2. COMMON SERVICES AND RATES FOR OUTBOUND MOVEMENT

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2.1. Basic service charge RMB350.00//

**2.2.** Returning empty cases and packing materials to booth after closing of exhibition, assisting in repacking, moving exhibits to bonded warehouse for Sold or Return , arranging returning transportation. **(Storage charges and loading & unloading fee are excluded.)**

1) By sea at Xingang Port RMB950.00/CBM

**Remarks: the minimum chargeable volume is:**

- 1. 5 cbm/shipment for LCL shipment;**
- 2. 23 cbm/20', 25cbm/20' Open Top, 20' Flat Rack;**
- 3. 46 cbm/40'; 50 cbm/40' HQ, 40' Open Top, 40' Flat Rack**
- 4. for handling of dangerous, refrigerated or high-valued cargo will be collected.**

2) By air at Beijing Capital Airport RMB9.50/kg (min.100kgs/consignment)

3) By hand-carried see off at airport **RMB950.00/consignment**

2.3. DOCUMENTATION FEE RMB350.00/exhibitor or consignment

2.4. Customs declaration service fee

1) Handling charges for customs declaration

a. by sea RMB42.00 / CBM (min. RMB420.00 / shipment / exhibitor)

b. by air RMB420.00 / AWB / consignment

2) Inputting data into computer RMB42.00/page

2.5. Quarantine declaration service fee

1) Handling charges for quarantine declaration

a. by sea RMB42.00 / CBM (min.RMB420.00 / shipment / exhibitor)

b. by air RMB420.00 / AWB / consignment

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2) Inputting data into computer RMB42.00/page

2.6. Port handling fees & relevant port/airport charges for FCL, LCL or MAWB, HAWB shipments.

1) Sea shipments (FCL) departing Xingang

RMB1738.00/20'container RMB2225.00/40'container

2) Sea shipments (LCL) departing Xingang

RMB265.00/cbm (minimum RMB792.00/shipment)

3) Air shipments departing Beijing Capital Airport

A) MAWB: RMB2.78/freight kilo (min.RMB1390.00/consignment)

B) HAWB: RMB3.08/freight kilo (min.RMB1390.00/consignment)

**Remarks:**

1. D/O fees and other extra charges for special release of cargo by ocean shipping companies/airliners at the port /airport will be collected according to actual outlay.

2. For dangerous cargos, overweighed and/or oversized cargos, the extra loading & unloading charges at port will be collected as per outlay.

**3. COMMON SERVICES AND RATES FOR MOVE-IN AND MOVE-OUT AT FAIR SITE、**

Taking over of exhibits at fair-site ,loading and unloading on/from truck, unpacking and positioning exhibits, Removing empty cases and packing materials to on-site storage place (assembling and repositioning are excluded), returning empty cases and packing materials from storage place to booth upon closing , repacking and moving exhibits out of hall. **Storage charges are excluded.**

3.1. Move-in charge RMB508.00 / CBM (min.1cbm)

3.2. Move-out charge RMB508.00 / CBM (min.1cbm)

**4. COMMON SERVICE AND RATES FOR INBOUND AND OUTBOUND MOVEMENT**

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FOR EXHIBITS TRANSFERRED FROM/TO OTHER EXHIBITIONS

Customs declaration service fee

Inbound RMB 750.00/consignment

Outbound RMB 750.00/consignment

Move-in/move-out in exhibition hall

Inbound RMB508.00/CBM (min. 1cbm)

Outbound RMB508.00/CBM (min. 1cbm)

**Remarks:** Charges for assembling, repositioning, loading & unloading and storage fees are excluded.

Transferring from/to the bounded warehouse

RMB130/CBM/Trip

5. SERVICES AND RATES FOR SOLD ITEMS

5.1. Repacking, move-out

For exhibits arrival by sea and/or by air

RMB508.00/CBM (min.1cbm)

5.2. Documentation and Formalities service

RMB 650.00/consignment.

5.3. Customs clearance fee for permanent import (optional)

RMB 1750.00/consignment

5.4. Quarantine handling (optional)

RMB 650.00/consignment

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5.5. Delivering sold items to bonded warehouse

RMB130/CBM/Trip

6. SERVICES AND RATES FOR ABANDONED EXHIBITS

6.1. Customs clearance services for abandoned exhibits

RMB 650.00/consignment or exhibitor

6.2. Delivery of abandoned exhibits to customs bonded warehouse

RMB 540.00/cbm (min.RMB650.00/ consignment or exhibitor)

6.3. Storage charges at Bonded Warehouse: same rates please check the following item NO.8 ( will be starts to calculate from the day of entry in Bonded Warehouse until the day of released )

7. SERVICES AND RATES FOR GIVEN-AWAY OR CONSUMED ITEMS DURING THE EXHIBITION

Customs clearance fee for duty free given-away or consumed items RMB 650.00/consignment or exhibitor

8. STORAGE SERVICES AND RATES

8.1. Storage fee at terminal (in Beijing Capital Airport or Xingang port)

- 1) For FCL RMB 130.00/20'/day RMB 260.00/40'/day
- 2) For LCL RMB 9.50/cbm/day (min.1cbm)
- 3) For Air cargo RMB 0.10/freight kilos/day (min 100kgs)

8.2. Storage fee for exhibits and empty cases at bonded warehouse in Beijing.

- 1) For FCL RMB240.00/20'/ day RMB 480.00/40'/day
- 2) For LCL RMB 10.00/cbm/day (min.1cbm)

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3) For Air cargo RMB 0.15/freight kilos/day (min.100kgs)

8.3. Loading & unloading fee at bonded warehouse and exhibition site

1) For Air cargo

RMB 0.31/freight kilo (One time loading & unloading, min.100kgs)

2) For LCL

RMB 35.00/cbm (One time loading & unloading, min.1cbm)

3) For FCL

RMB 2085.00/20' RMB 4170.00/40' (One time loading & unloading)

**Remarks:**

No free charge period for storage.

9. RENTAL SERVICES AND RATES FOR MANPOWER AND EQUIPMENTS

9.1. Rental charge for manpower (normal working hours: 8:30am-17:00 pm)

1) Local supervisor ( ) : RMB348.00/hour (min. 8 hours)

2) Local labor ( ) : RMB 313.00/hour (min. 8 hours)

Remarks: On Saturday / Sunday / holidays and over normal working hours, charges will be doubled.:

9.2. Rental charge for equipment (normal working hours: 08:30am-17:00pm)

1) Fork lift

3 tons (3) RMB 1008.00/shift

5 tons-6 tons (5-6) RMB 1529.00/shift

8 tons -10 tons (8-10) RMB 2155.00/shift

12 tons -15tons (12-15) RMB 2433.00/shift

Minimum charge: one shift for 8 hours, and less than 8 hours will be charged as one shift.

: 1(8),81.

2) Mobile crane

8 tons -10 tons ( 8-10) RMB 1840.00/SHIFT

10 tons -20 tons ( 10-20) RMB 3370.00/SHIFT

20 tons -35 tons ( 20-35) RMB 5178.00/SHIFT

36 tons -45 tons ( 36-45) RMB 6395.00/SHIFT

over 45 tons: charge to be advised 45

Minimum charge: one shift for 8 hours, and less than 8 hours will be charged as one shift.

**Remarks:** On Saturday / Sunday / holidays and over normal working hours , charges will be doubled.

10. CONTAINER DEMURRAGE

Container Types	Container Freetime & Tariff			
	1 – 10 days	11 – 20 days	21 – 40 days	41 days onwards
20' Dry	Free	RMB 32.00 /day	RMB65.00 /day	RMB130.00 /day
40' Dry	Free	RMB65.00 /day	RMB130.00 /day	RMB260.00 /day
	<b>1 – 7 days</b>	<b>8 – 15 days</b>	<b>16-40days</b>	<b>41 days onwards</b>
20' Open Top / Flat Rack; Open-Side/Open Top; Tank	Free	RMB52.00 /day	RMB98.00	RMB195.00
40' Open Top / Flat Rack; Open-Side/Open Top; Tank	Free	RMB104.00 /day	RMB195.00	RMB390.00
	<b>1 – 7 days</b>	<b>8 – 15 days</b>	<b>16 – 40 days</b>	<b>41 days onwards</b>
40' high cube	Free	RMB90.00 /day	RMB165.00 /day	RMB325.00 /day



Remarks:

1、 Container detention & demurrage fee is counted from the date of the vessel arrival Xingang port till the day of empty containers return to Xingang port container yard, or till the day of the full loaded containers with return exhibits return to carriers at Xingang port. Free time and detention exceeding free time period is calculated in calendar days.

2、 The other special types of containers and reefer are not included in the above tariff and will be quoted at request.

3、 The final amount of detention fees will be subject to our detailed invoices (inbound & outbound) and to any revision of the rate of relevant shipping agencies.

#### 11. SURCHARGES FOR OVER-WEIGHTED AND OVERSIZED EXHIBITS

For individual package				Rate of surcharge			
Weigh (as above)	Length	Width	Height	Attaining or Exceeding (parameter)			
				1	2	3	4
3 ton	6 m	2.3 m	2.5 m	5%	10%	15%	20%
4 ton	6 m	2.3 m	2.5 m	10%	15%	20%	25%
6 ton	6 m	2.3 m	2.5 m	20%	30%	40%	50%
8 ton	6 m	2.3 m	2.5 m	30%	40%	50%	60%
10 ton	6 m	2.3 m	2.5 m	40%	50%	60%	70%
Above 10 ton	6 m	2.3 m	2.5 m	50%	60%	70%	80%

Fee for exhibits exceeding 20tons will be through negotiating.

Remarks :

Method for calculating :

Inbound movement/outbound movement charges for individual package × percentage

#### 12. QUARANTINE AND FUMIGATION

Assisting CIQ in handling animal and plant quarantine handling

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12.1. exhibits with and/or without carton, wooden case or pallet

RMB50.00/package (min.320/Exhibitor/Consignment)

12.2. container RMB 325.00/20', RMB 650.00/40'

12.3. Other charges for on-site quarantine treatments will be collected as per outlay

### 13. OTHER SERVICES AND CHARGES

13.1. For exhibits which need repositioning (within booth area), a surcharge amounting to 30% of the inbound movement charges will be collected.

13.2. For exhibits which need assembling outside of the booth (within fair site), a surcharge amounting to 50% of the inbound movement charges will be collected.

13.3. A surcharge amounting to 30% of the inbound movement and outbound movement will be collected for exhibits which need moving to the upstairs booth.

13.4. A surcharge for double amount of the inbound movement and outbound movement charges for handling of dangerous, refrigerated or high-value cargo will be collected.

13.5. Exhibits arrival beyond deadline, and surcharge for 20% of the amount of inbound movement charges will be collected.

13.6. If sea-freight, air-freight and duties are required to be prepaid by BONDEX; a commission of 2.5% of the prepaid amount will be collected.

13.7. If exhibitors or overseas agent don't settle all account before the deadline according to SHIPPING GUIDELINE, late fee of 1.5% of invoice amount per day will be charged.

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13.8. Upon requirement, exhibits' bandage, fixing, and pad cushion in container (including dry container, flat rack and open top), the charges will be as per outlay.

13.9. Upon request, returning empty containers from exhibition site to Xingang CY, returning empty container from Xingang warehouse to Xingang CY upon its unstuffing at Xingang warehouse (unstuffing is not allowed inside Xingang CY according to the port authority), transporting empty container from Xingang CY to the exhibition site

RMB 1905.00/20'/ single trip      RMB 2540.00/40'/ single trip

13.10. Chinese Translation Fee: RMB 30.00/page

13.11. Fill out the List of Exhibits with "H.S.Code":RMB 35.00/page

13.12. If ATA Carnet is used for temporary import, an ATA Carnet administration fee is applicable to Exhibitor at RMB780.00/Carnet/Entry/Exit. Please ensure the language of ATA Carnet is English or Chinese and applicable to use in China, other country language is not applicable to used by Chinese Customs.

#### 14. REMARKS

14.1. In order to take delivery of exhibits smoothly, and avoid any extra unexpected expenses at port, it's better for you to send your exhibits in Full Container Load (not in less container load), and Master Air-way bill for air-shipment is recommended (House Air-way bill has its disadvantage ).

#### 14.2. Minimum chargeable volume

##### 1) Dry container

The minimum chargeable volume for 20' container is 23cbm , and for 40' container is 46cbm

##### 2) Flat rack, open top or high cube container、

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The minimum chargeable volume for 20' flat rack, open top container is 25cbm, and for 40' flat rack, open top or high cube container is 50 cbm

14.3. Volume/Weight conversion for airfreight shipment: 6cbm is equal to 1000kgs.

14.4. We hold no liability for possible damage for items that are not properly packed.

DECLARATION FORM FOR TEMPORARY IMPORT EXHIBITS

# APPENDIX I

## DECLARATION FORM FOR TEMPORARY IMPORT EXHIBITS

Exhibitor						Page No.:			
Hall No.:	Stand No.:		Country of Origin:			Dispatched by-Sea/Air/Rail			
Case No.:	Gross Wt. (kg):	Net weight (kg):	(L) cm	(W) cm	(H) cm	Volume (cbm):			
H.S.No.:	Description of Contents in Chinese	Description of Contents in English	Quantity	Unit	Unit Price US\$	Total Price US\$	Disposals		
							Return	Sold	Abandoned & Consumed
Total US\$									

**IMPORTANT:**

- 1) THIS FORM MUST BE COMPLETED AND E-MAILED TO US IN EXCEL FORMAT.
- 2) THE "H.S.NO." (HARMONIZED SYSTEM) MUST BE COMPLETED BY THE EXHIBITOR OR ITS AGENT(S).
- 3) ONE PAGE FOR ONE CASE ONLY. NON-COMPLIANCE WILL NOT BE ACCEPTED BY THE CUSTOMS.
- 4) DETAILED DESCRIPTION OF EXHIBITS, I.E.MODEL NO.AND SERIAL NO.OF MACHINE, EQUIPMENT; ACCESSORIES, MATERIALS OF EXHIBITS MUST BE SPECIFIED.
- 5) NON-CONFORMABLE DECLARATION IS AT EXHIBITOR'S OWN RISK,IN TERMS OF CUSTOMS DETENTION,LATE DELIVERY,EXTRA COST,ETC.

Standard trading conditions applied, available on request.

Signature of Responsible Person: \_\_\_\_\_ Date: \_\_\_\_\_

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# APPENDIX II

<b>EXHIBITOR NAME :</b>			
<b>HALL NO.</b>		<b>BOOTH NO.</b>	
<b>TOTAL</b>		<b>CTN NO.</b>	
<b>MEAS.(LxWxH)</b>	<b>CM</b>	<b>G.W</b>	<b>KG</b>
<b>VOLUME</b>	<b>CBM</b>	<b>Country of Origin</b>	