

# intertextile

**SHANGHAI** apparel fabrics

China International Trade Fair for Apparel Fabrics and Accessories – Autumn Edition  
中国国际纺织面料及辅料(秋冬)博览会

## Exhibitor Manual

**11 – 13 October 2016**

**National Exhibition and Convention Center (Shanghai)  
Shanghai, China**

**Important information enclosed.  
Please return forms by the deadlines stated.**

 messe frankfurt

**Dear Exhibitor(s),**

**Welcome to Intertextile Shanghai Apparel Fabrics - Autumn Edition 2016!**

This manual is designed to give you maximum information regarding your participation in Intertextile Shanghai Apparel Fabrics – Autumn Edition 2016 - China International Trade Fair for Apparel Fabrics and Accessories - taking place in Shanghai, China from 11 – 13 October 2016. It contains all the forms you need to order various related services you may require.

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

Should you have any questions, please feel free to contact us at:

Messe Frankfurt (HK) Ltd  
35/F China Resources Building  
26 Harbour Road, Wanchai  
Hong Kong

Direct Line:	Ms Katie Chan	(852) 2238 9962	Ms Eva Chung	(852) 2238 9916
	Ms Daisy Leung	(852) 2238 9915	Ms Maggie Wong	(852) 2238 9984
	Mr Caudi Kwan	(852) 2238 9992	Ms Michelle Wai	(852) 2230 9292
	Ms Sam Ho	(852) 2230 9215	Ms Wilmet Shea	(852) 2238 9967

General Line: (852) 2802 7728  
Fax: (852) 2598 8771  
Email: [textile@hongkong.messefrankfurt.com](mailto:textile@hongkong.messefrankfurt.com)

We look forward to welcoming you to Intertextile Shanghai Apparel Fabrics – Autumn Edition 2016 and wish you a successful and satisfying three days at the fair!

Yours sincerely,

The Intertextile Team  
Messe Frankfurt (HK) Ltd

<b>Section 1    General Information</b>	<b>Page</b>
Contact Addresses	3
Important Dates & Show Schedule	4-5
Exhibition Rules & Regulations	6-8
Fairground Information	
Location & Services	9
Location Map & Hall Plan	9
General Information About China	10
Travel Arrangement	
Official Travel Agents	11
Invitation for Visa Application	( <a href="#">Form 1a</a> ) 12
Invitation for Visa Application- Visiting Schedule	( <a href="#">Form 1b</a> ) 13
 <b>Section 2    Logistics</b>	
Stand Construction	
Official Contractor	14
Standard Booth Package	15
Standard Booth Design	16
Important Notes for Standard Booth Exhibitors	17-18
Standard Booth Exhibitors Confirmation Letter	( <a href="#">Form 2</a> ) 19
Options of Racks / Shelves	( <a href="#">Form 3</a> ) 20
Additional Booth Equipment	( <a href="#">Form 4a</a> ) 21-23
Power & Water Supply	( <a href="#">Form 4b</a> ) 24
Payment for Additional Order	25
Important Notes for Raw Space Exhibitors	26-32
Raw Space Exhibitors Confirmation Letter	( <a href="#">Form 5</a> ) 33
Forwarding	
Official Forwarding Agent & Schedule	34-35
Transport Insurance & Liabilities	36
Appointment of Forwarder & Transport Order	( <a href="#">Form 6</a> ) 37
Badge Registration & Sales Promotion	38
Exhibitor Pre-Registration	( <a href="#">Form 7</a> ) 39
 <b>Section 3    Other Services</b>	
Temporary Staff	( <a href="#">Form 8</a> ) 40
Promotional Material Display at Press Centre	( <a href="#">Form 9</a> ) 41
General Information Visitor Guide Entry & Fascia Board	42
Visitor Guide Entry & Fascia Board	( <a href="#">Form 10</a> ) 43-45
Intellectual Property Rights Letter (IPR)	( <a href="#">Form 11</a> ) 46
Regulation for Protection of IPR during Exhibition	47-48
Personal Checklist	49

## Contact Addresses

### Organisers

Messe Frankfurt (HK) Ltd  
35/F China Resources Building  
26 Harbour Road, Wanchai  
Hong Kong

Ms Katie Chan  
Direct Line: (852) 2238 9962

Ms Daisy Leung  
Direct Line: (852) 2238 9915

Mr Caudi Kwan  
Direct Line: (852) 2238 9992

Ms Sam Ho  
Direct Line: (852) 2230 9215

Ms Eva Chung  
Direct Line: (852) 2238 9916

Ms Maggie Wong  
Direct Line: (852) 2238 9984

Ms Michelle Wai  
Direct Line: (852) 2230 9292

Ms Wilmet Shea  
Direct Line: (852) 2238 9967

Tel: (852) 2802 7728  
Fax: (852) 2598 8771  
Email:

[textile@hongkong.messefrankfurt.com](mailto:textile@hongkong.messefrankfurt.com)

The Sub-Council of Textile Industry,  
CCPIT (CCPIT-TEX)

China Textile Information Center  
(China Textiles Development Center)

### Official Contractor

Shanghai Syma-Expo Ltd  
3/F, New Long March Commercial Building,  
1263 Zhenbei Road, Putuo District,  
Shanghai, PRC 200333

Mr. Tim Gong / Mr. Eazy Gu  
Tel: (86) 21 6238 8811 (Ext: 151 / 105)  
Fax: (86) 21 6209 5166  
Email: [Tim.gong@syma.com.cn](mailto:Tim.gong@syma.com.cn) /  
[eazy.gu@syma.com.cn](mailto:eazy.gu@syma.com.cn)

### Official Forwarding Agent

Expotransworld Ltd.  
Room 706-707, 7<sup>th</sup> Floor, Star House,  
3 Salisbury Road,  
Tsimshatsui, HKSAR

Mr. Andy Chan / Ms. Viann Phan  
Tel: (852) 2730 1868  
Fax: (852) 2730 1878  
Email: [andy.chan@expotransworld.com](mailto:andy.chan@expotransworld.com) /  
[viann.phan@expotransworld.com](mailto:viann.phan@expotransworld.com)

### Official Travel Agent

Swire Travel Limited  
6/F Cambridge House  
Taikoo Place 979 King's Road  
Quarry Bay, Hong Kong

Ms. Sharon Lam / Ms. Hana Wong  
Direct Line: (852) 3151 8808 /  
3151 8805  
Tel: (852) 3151 8822  
Fax: (852) 2590 0099  
Email: [chinaexh@swiretravel.com](mailto:chinaexh@swiretravel.com)

Shanghai Vision Expo & Meeting Solutions  
Co., Ltd.  
Unit 703, New Caohejing Building,  
509 Caobao Road,  
Shanghai 200233, China

Ms. Jenny Zhang / Mr. Billy Xu  
Tel: (86) 21 5481 6051 / 5481 6052  
Fax: (86) 21 5481 6032  
Email: [jenny@shanghai-vision.com](mailto:jenny@shanghai-vision.com) /  
[billy@shanghai-vision.com](mailto:billy@shanghai-vision.com)

## Important Dates & Show Schedule

Deadlines for returning forms:

I. The following forms **MUST** be returned to the Organiser:

Deadline	Description	Form No.	Page
1 August 2016	Exhibitor Pre-Registration (Badge received before the fair)	<a href="#">Form 7</a>	39
18 August 2016	Standard Booth Exhibitors Confirmation Letter	<a href="#">Form 2</a>	19
	Visitor Guide Entry & Fascia Board	<a href="#">Form 10</a>	43-45
	Intellectual Property Rights Letter	<a href="#">Form 11</a>	46
25 August 2016	Raw Space Exhibitors Submission Form	<a href="#">Form 5</a>	33
26 September 2016	Exhibitor Pre-Registration (Onsite pick-up)	<a href="#">Form 7</a>	39

II. Other forms (OPTIONAL):

Deadline	Description	Form No.	Page
5 August 2016	Appointment of Forwarder & Transport Order (by sea)	<a href="#">Form 6</a>	37
12 August 2016	Appointment of Forwarder & Transport Order (by Air)		
18 August 2016	Invitation For Visa Application	<a href="#">Form 1a</a>	12
	Invitation For Visa Application - Visiting Schedule	<a href="#">Form 1b</a>	13
25 August 2016	Options of Racks or Shelves	<a href="#">Form 3</a>	20
	Additional Booth Equipment	<a href="#">Form 4a</a>	21-23
	Power Supply (for raw space)	<a href="#">Form 4b</a>	24
	Promotional Material Display at Press Centre	<a href="#">Form 9</a>	42
14 September 2016	Temporary Staff	<a href="#">Form 8</a>	40

**\*\*You are suggested to submit above forms ONLINE on or before the deadline via**

<http://portal.messefrankfurt.com.hk/services/oms/index.asp?> (Suggested browser: Internet Explore)

→ Form 1b, 2, 5 and 12 must be submitted by FAX to (852) 2598 8771

Please check with us if you have lost your login details.

## Important Dates & Show Schedule

---

### Show Schedule

#### Set-up & Move-in

8 October 2016 (Saturday)	12:00 nn – 6:30 pm	Raw Space Exhibitors Set-up
9 October 2016 (Sunday)	8:30 am – 6:30 pm	Raw Space Exhibitors Set-up
10 October 2016 (Monday)	8:30 am – 6:30 pm	Raw Space Exhibitors Set-up & Move-in
	10:00 am – 6:30 pm	Standard Booth Exhibitors Move-in

#### Show Opening Hours

11 – 12 October 2016	8:30 am	Venue Opens to Exhibitors
(Tuesday - Wednesday)	9:00 am	Show Opens to Trade Buyers
	5:30 pm	Registration Counters Close
	6:00 pm	Show Close
	6:30 pm	Venue Close

13 October 2016	8:30 am	Venue Opens to Exhibitors
(Thursday)	9:00 am	Show Opens to Trade Buyers
	5:00 pm	Registration Counters Close
	6:00 pm	Show Close

#### Move-out & Dismantling

13 October 2016 (Thursday)	6:00 pm – 10:00 pm	Exhibitor Move-out & Booth Dismantling
----------------------------	--------------------	--

#### Please note:

Should raw space exhibitors wish to work beyond the official hours as shown above, they should notify Messe Frankfurt (HK) Ltd before 3:00 pm on the day in writing. An overtime charge will be levied.

For the sake of safety, only authorized person is allowed to go into the hall venue during move-in period.

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

**Exhibitors move-out before 6:00pm, 13 October 2016 are not allowed.**

Aiming at keeping the exhibition (the "Exhibition") in order and ensuring the Exhibition in compliance with laws and regulations of People's Republic of China (the "PR China") in all aspects, the organiser of the Exhibition ("Organiser") hereby formulates and issues the Exhibition Rules & Regulations stated below (the "Regulations").

Each Exhibitor ("Exhibitor") shall strictly abide by the stipulations under the Regulations. In case any Exhibitor violates any stipulations hereunder, the Organiser has the right to require that Exhibitor to correct its violation or even revoke its exhibiting qualification.

### 1. Governing law

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

### 2. Visa application

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

### 3. Insurance

- a) The Organiser is responsible for the general security of the entire venue but will not undertake any financial or legal responsibility for any type of risk concerning or affecting the Exhibitors, their personal belongings and exhibits. Furthermore, the Organiser will not undertake any financial and legal responsibility for any loss or damage suffered by any third party by theft, fire, public (including occupier's liability) and other natural causes. Exhibitors are therefore responsible for effecting all necessary insurance which should include (but is not limited to) their displays, exhibits, stand fittings and fixtures, and other third parties against loss or damage by theft, fire, public (including occupier's liability) and other natural causes.
- b) As for the specific requirements on insurance, please see the "Important Notes for Standard Booth Exhibitors" on [page 17-18](#), and "Important Notes for Raw Space Exhibitors" on [page 26-32](#).

### 4. Promotional materials censorship

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

### 5. Customs clearance

Exhibition halls are regarded as Bonded Area. All goods inside the exhibition halls are tax exempted during the exhibition. No goods are allowed to be taken out from the halls without prior approval of the Customs. Exhibitors are requested to inform the Official Forwarding Agent for customs clearance:

- a) **Hand-carried exhibits and promotional materials including brochures, giveaway and souvenir are subject to import duties/other charges and can be detained by the Customs at the airport or border when you enter PR China. The Organiser will not be responsible for any delays or inconveniences caused by Customs detention of your goods.**
- b) **For exhibits and promotional materials handled by Official Forwarding Agent, please submit the packing list with quantity and unit price to the Official Forwarding Agent before and after giving the promotional items away so that the Official Forwarding Agent can estimate the duties/tax that should be paid for customs purposes.**
- c) Please make sure you always keep all receipts issued by the customs which you may need for collection of the exhibits through the Official Forwarding Agent.

### 6. Delivery of exhibits

- a) The Organiser will not accept or sign for any goods, exhibits or other material on behalf of any Exhibitors. Exhibitors should make sure that a representative from their company will be at the stand to receive the goods.
- b) Heavy exhibits and materials that require mechanical handling aid must be transported through access at the freight and cargo entrances. They have to appoint the official forwarder to deliver to their stands. Only light hand-carried exhibits and materials would be allowed access at the front entrance.
- c) There is no storage space for empty crates / boxes or packing material in the exhibition hall. Exhibitors are responsible for removing them. Any goods or packing material left at the corridor may be disposed of without prior notice and extra removal charges will be incurred. Should you require temporary storage, please contact the official forwarders for assistance.

- d) No exhibit is allowed to be taken into the booth once the fair has been officially opened and no exhibit can be removed from the booth before the end of the Fair, except with the special permission from the Organiser. Exhibitors must present the move-out permit to security guards at exit upon every departure.

### 7. Removal of exhibits

- a) Removal of exhibits may commence only after **6:00 pm on 13 October 2016**. The Organiser is not liable for any loss or damage to the exhibits or booth materials left behind at the exhibition venue. All such materials shall be deemed abandoned and shall be disposed of by the Organiser at the expense of the Exhibitor concerned.
- b) A move-out permit will be distributed to Exhibitors on the last show day. Exhibitors are required to submit the completed move-out permit endorsed by the Official Forwarding Agent to the guards for security check before leaving the exhibition venue.

### 8. Booth Construction

For specific rules for Standard Booth Exhibitor, please refer to "Important Notes for Standard Booth Exhibitors" on [page 17-18](#).

The Raw Space Exhibitor may retain the contractor designated by the Organiser to built the booth, or appoint competent contractor to build the booth by itself. For specific rules for Raw Space Exhibitor, please refer to "Important Notes for Raw Space Exhibitors" on [page 26-32](#).

### 9. Obstructions and Safety Hazards

Exhibit structure, display etc shall not be jutted out of the booth or which encroached the aisle ways or other facilities or which the Organiser considers unsafe or a danger or a hazard to safety. If the Exhibitor fails to do so, the Organiser will reserve the right to remove the aforementioned and the cost and expenses incurred thereby shall be borne by the Exhibitor.

### 10. Electricity supply

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

### 11. Catwalk Shows

**No form of catwalk show is allowed within the exhibition venue.**

### 12. Photography, video shooting and sound recording

**Unauthorized photography, video shooting or sound recording is not allowed in the exhibition hall.**

### 13. Distribution of materials

Promotional materials should be distributed within the rented booth area. Exhibitors' promotional activities are strictly prohibited in gangway and public areas in the fairground.

### 14. Booth Decoration

- a) All decorative items must be placed inside the booth.
- b) **Any television screen/computer screen that is installed facing public access, which may assemble a crowd, must be placed at least one metre back from the edge of the exhibition booth, and all audio visual devices should be set to mute.**
- c) The booth including entrance frontage and surrounding areas should be kept in a clean and presentable condition.
- d) The site operation time schedule must be strictly adhered to; repairs or alterations by removal or addition of materials must only be carried out outside the opening hours of the fair and with the prior consent of the Organiser.
- e) Any type of helium balloons are not allowed inside the venue.
- f) And kind of plants provided from outside vendors are not allowed.

### 15. Fire & safety regulations

- a) Smoking is prohibited in the exhibition hall.
- b) The emergency exits, fire hoses and extinguishers in the exhibition hall shall not be obstructed.
- c) Any flammable and explosive materials being brought into the exhibition hall should be approved by the Fire Protection Department beforehand.
- d) Naked flame application is strictly prohibited inside the exhibitor hall.
- e) The Organiser may, upon instruction from the related authority, issue other guidelines.



### 16. Accident Report

In the case of any accident occurs in its exhibition booth or caused by it, the Exhibitor shall notify the Organiser immediately and take all action to help the sufferer, reduce the loss and maintain the order. Afterwards, it shall submit a written report to the Organiser within 12 hours to provide the account of the accident, clarify the reason and give the settlement plan.

### 17. Political issue

All Exhibitors, especially Taiwanese companies, please note that no wordings such as “R.O.C.”, “Republic of China”, “中華民國”, “Formosa”, “福爾摩薩”, “福摩薩”, “福爾摩莎” should appear in all the advertising or promotional materials as well as name cards or decorative items at the booth. This issue is very sensitive in the Mainland China. Police checks onsite and any materials containing these wordings are not allowed for distribution and will be confiscated.

### 18. Intellectual Property Right

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

All Exhibitors shall strictly abide by the “Regulation for Protection of Intellectual Property Rights During Exhibition” issued by the Organiser.

### 19. General rules

- a) All Exhibitors must abide by the site regulations including the closing hours of the venue.
- b) No person under 18 years of age will be permitted to enter the hall. Please remind your buyers not to bring children or anybody under 18 years old.
- c) Exhibiting companies' staff or contractors must wear the official badges issued by the Organiser or No admittance into the venue will be entertained. The Badges are strictly non-transferable.
- d) The PA system is used by the organiser for official announcements only. Neither paging service nor Exhibitors' announcements can be made.
- e) No outside food or beverages are allowed in the exhibition centre. Exhibitors may have food and beverages at the cafeteria inside the Exhibition Hall(s) or at the Centre's restaurants.
- f) Each Exhibitor is responsible for any damage done to the Organiser, other Exhibitors, stands, the Fair's property or to the property of third parties.

**For specific rules of STANDARD BOOTH exhibitors, please refer to [page 17-18](#).**

**For specific rules of RAW SPACE exhibitors, please refer to [pages 26-32](#).**

### Location of National Exhibition and Convention Center (Shanghai)

#### Address

National Exhibition and Convention Center (Shanghai)  
South Entrance: 168 East Yinggang Road, Shanghai, China

Tel: (86) 21 62700066 / 69760011  
Fax: (86) 21 62700077 / 69760101  
Email: [office@sinoexpo.cc](mailto:office@sinoexpo.cc)

#### Exhibition Hall

260,000 sqm gross  
(Hall 4.1, 4.2, 5.1, 5.2, 6.1, 6.2, 7.1, 7.2, 8.1 and 8.2)

#### How to get there?

from Pudong Airport:	90 minutes by taxi
from Hong Qiao Airport:	15 minutes by taxi
from Downtown (Puxi):	20 minutes by taxi
from Shanghai Train Station:	25 minutes by taxi

#### Services

Business Centre (Included wheelchair lending service)  
Restaurant

### Location map of National Exhibition and Convention Center (Shanghai)



This general information might be useful to you and may make your stay in Shanghai more pleasant.

### **Weather**

In October, mostly cool and humid, between 15°C - 25°C during daytime.

### **Money exchange**

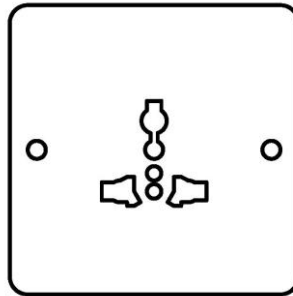
It is possible to exchange money in the hotels at the daily exchange rate. Cash withdrawal by credit card at the Bank of China only.

The dollar sign of money in China is RMB or CNY.

### **Electricity**

The voltage in China is 220 Volt / 50 Hertz.

The sockets used in the exhibition halls look as follows:



13 Amp / 220 Volt

Please contact the Official Contractor directly for details.

### **Communication**

#### Interpreter and business cards

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

#### Some communication habits

Address Chinese Officials as Mister, Miss or Madam – Very few Chinese women use their husband's surnames and therefore better avoid addressing them as Mrs. The Chinese surname comes first and the given names last, e.g. Mr Wang Zhongming should be addressed as Mr Wang.

## Official Travel Agent & Hotels Nearby

---

Special arrangements and information are exclusively provided for Intertextile exhibitors:

<b>Official travel agents</b>	Swire Travel Limited 6/F Cambridge House Taikoo Place 979 King's Road Quarry Bay, Hong Kong	Ms. Sharon Lam / Ms. Hana Wong Direct Line: (852) 3151 8808 / 3151 8805 Tel: (852) 3151 8822 Fax: (852) 2590 0099 Email: <a href="mailto:chinaexh@swiretravel.com">chinaexh@swiretravel.com</a>
	Shanghai Vision Expo & Meeting Solutions Co., Ltd. Unit 703, New Caohejing Building, 509 Caobao Road, Shanghai 200233, China	Ms. Jenny Zhang / Mr. Billy Xu Tel: (86) 21 5481 6051 / 5481 6052 Fax: (86) 21 5481 6032 Email: <a href="mailto:jenny@shanghai-vision.com">jenny@shanghai-vision.com</a> / <a href="mailto:billy@shanghai-vision.com">billy@shanghai-vision.com</a>

<b>Hotels nearby</b>	Howard Johnson Hongqiao Airport Hotel (4-star)	10 mins drive to venue
	Holiday Inn Express Shanghai New Hongqiao (3-star)	15 mins drive to venue
	Holiday Inn Shanghai West Hotel (4-star)	15 mins drive to venue
	MiniMax Premier Hotel Shanghai Hongqiao (5-star)	20 mins drive to venue
	Yuloon Hotel (4-star)	20 mins drive to venue
	Grand Mercure Hongqiao Shanghai (4-star)	35 mins drive to venue
	Rainbow Hotel (4-star)	35 mins drive to venue
	Renaissance Yangtze Shanghai Hotel (5-star)	35 mins drive to venue
	Xijiao State Guest Hotel (5-star)	35 mins drive to venue
	Renaissance Shanghai Zhongshan Park Hotel (5-star)	45 mins drive to venue

\*Please contact the Official Travel Agent for room rate and reservations.

**Visa** All Passport holders can order their China visa through our travel agent. Please contact them directly if you would like to order your visa there. In any case you need an official invitation for visa, please refer to [Form 1a](#) & [Form 1b](#) on Page 12-13.

Messe Frankfurt (HK) Ltd  
 35/F China Resources Building  
 26 Harbour Road Wanchai  
 Hong Kong  
 Attn: Ms. Sam Ho  
 Email: [sam.ho@hongkong.messefrankfurt.com](mailto:sam.ho@hongkong.messefrankfurt.com)

This form should be returned by  
**18 August 2016**  
 via on-line  
 or by fax to (852) 2598 8771

We can provide you with an invitation letter in order to expedite (but not guarantee) your visa application through Chinese Authorities. Usually the Chinese Authorities takes 1-2 weeks to issue the invitation letter. Please check with your local China Visa issuing office and allow enough time to process application in your country.

**Important:**

- 1. In/Out PR China Date should be within the period of 7 Oct – 16 Oct 2016.**
- 2. Applicants are required to submit their scanned copy of passport in order to facilitate the invitation letter processing.**
- 3. No invitation letter will be issued if application is submitted after the deadline.**

**1. Invitation letter for visa application**

- We need to apply invitation letter(s) for visa application for Intertextile Shanghai Apparel Fabrics – Autumn Edition 2016. (go to 2 - 4)
- We do not need to apply the invitation letter(s) for visa application.

**2. Exhibitors should provide all requested information.**

	First Name	Last Name	Nationality	Job Title	Passport No.	In/ Out PR China Date
1						
2						
3						
4						
5						

**3. Which Chinese Embassy in your country you will apply for the visa?** \_\_\_\_\_

**4. Do you need original copy of the invitation letter?**

- Yes, please send to (mailing address, PO box is not accepted)  
 Address: \_\_\_\_\_  
 Tel: \_\_\_\_\_
- No, please send scanned copy to (e-mail address) \_\_\_\_\_

**Booth No.:** \_\_\_\_\_  
**Company Name:** \_\_\_\_\_  
**Email:** \_\_\_\_\_  
**Authorised Person:** \_\_\_\_\_  
**Tel:** \_\_\_\_\_ **Fax:** \_\_\_\_\_  
**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Please also complete the information on next page (continued... / 2)

Messe Frankfurt (HK) Ltd  
 35/F China Resources Building  
 26 Harbour Road Wanchai  
 Hong Kong  
 Attn: Ms. Sam Ho  
 Email: [sam.ho@hongkong.messefrankfurt.com](mailto:sam.ho@hongkong.messefrankfurt.com)

This form should be returned by  
**18 August 2016**  
 by fax  
 to (852) 2598 8771

访华日程  
**Visiting Schedule**

公司名称  
**Company Name:** \_\_\_\_\_

公司来华人员名单 (List of applicants):

No.	人员名称 (Name of applicants):
1	
2	
3	
4	
5	

日期 (Date YY-MM-DD)	地点 (Place)	事项 (Events)
e.g. 2016-10-11 to 2016-10-13	Shanghai	Exhibiting at Intertextile Shanghai apparel – Autumn Edition 2016

注：请根据实情填写在华活动安排。

Remarks: Please advise the schedule of your visit in China.

The Organiser has appointed **Shanghai Syma-Expo Ltd** to be the Official Contractor for the construction of stands and booth equipment.

**Contact details**

Shanghai Syma-Expo Ltd  
3/F, New Long March Commercial Building,  
1263 Zhenbei Road, Putuo District,  
Shanghai, PRC 200333

Tel: (86) 21 6238 8811 (Ext: 151 / 105)  
Fax: (86) 21 6209 5166

Contact: Mr. Tim Gong / Mr. Eazy Gu  
Email: [Tim.gong@syma.com.cn](mailto:Tim.gong@syma.com.cn) / [eazy.gu@syma.com.cn](mailto:eazy.gu@syma.com.cn)

Additional facilities may be ordered from Shanghai Syma-Expo Ltd ([Form 4a](#) & [Form 4b](#) on Page 21-24) on or before **25 August 2016**. Please check with Shanghai Syma-Expo Ltd for detailed list of additional booth equipment.

**Please be aware all orders received after 25 August 2016 will be subjected to a 30% surcharge. On site orders will be subject to an additional surcharge of 50% and service will be provided on a cash basis only. Orders received after 22 September 2016 will be handled as onsite orders.**

Booth equipment included in participation fee for 9 sqm (3m x 3m) are as follows:

(Facilities will be multiplied according to your booth size)

- Complete booth construction
- Wall-to-wall carpet
- Fascia board with company name, booth number & country
- 4 x 1mW Sample racks with lighting cover (incl. one T5 flu. tube) / shelves\*
- Lockable cabinet
- 1 table and 3 chairs
- 2 100W halogen lights
- 1 electrical socket (13Amp / 220V; max 500W)
- Booth cleaning & security
- Listing in visitor guide
- Participation in Trend Forum
- Visitor invitation cards
- PR & marketing support

### Standard Items

Booth Size	Table	Chair	Lockable Cabinet	Sample Rack with lighting cover /Shelf*	Halogen Light 100W	Socket 13Amp, 220V max 500W	Waste Paper Basket
9 sqm	1	3	1	4	2	1	1
12 sqm	1	4	1	5	2	1	1
15 sqm	1	5	1	6	3	1	1
18 sqm	2	6	2	8	4	1	2
21 sqm	2	7	2	9	4	1	2
24 sqm	2	8	2	11	5	1	2
27 sqm	3	9	3	12	6	1	3
30 sqm	3	10	3	13	6	1	3
33 sqm	3	11	3	15	7	1	3
36 sqm	4	12	4	16	8	1	4

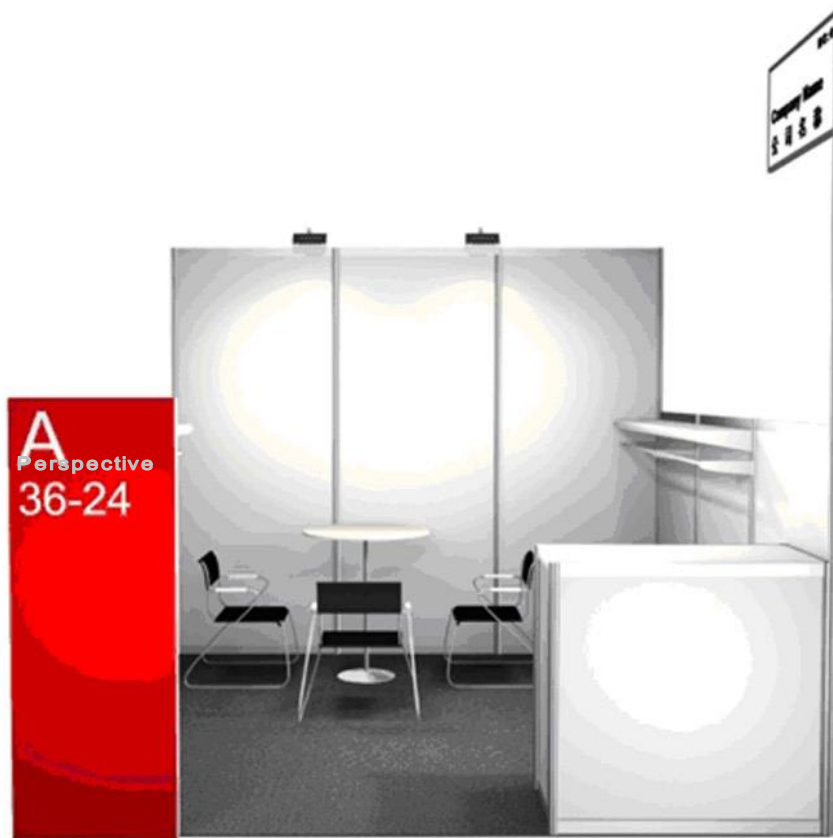
\* **Racks** will be installed unless the official contractor received notification on [Form 3](#) from exhibitors before **25 August 2016**.

\*\* Exhibitors wishing to remove or change the location of any standard equipment (e.g. halogen lights, sample racks, lighting cover incl. one T5 flu. tube) within the booth should indicate clearly on the booth design plan on [Page 16](#) and forward it together with clear instructions to the Official Contractor before **25 August 2016**. Notification of booth equipment alteration/removal received after the deadline will not be considered. **No relocation on site of sample rack and lighting cover incl. one T5 flu. tube could be arranged.**



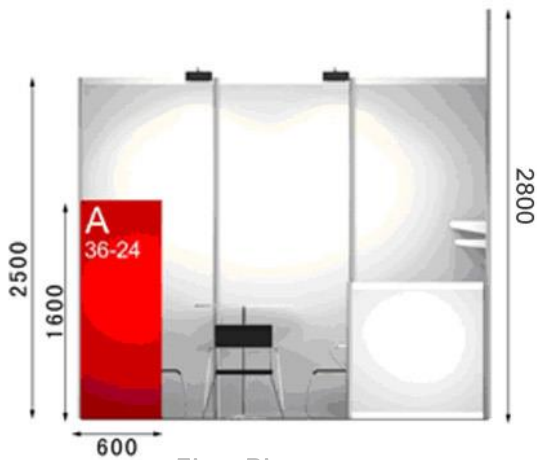
**Standard booth design (2.8mH): 3m x 3m = 9 sqm**

\*The Organiser reserves the right to change the configuration if necessary.  
Please contact our official contractor for exact measurements of the stand.



Elevation

**Perspective View**



Floor Plan

**Front Elevation**



Remark: Any additional coat hanger could be installed in location A, B & C only.

**Layout Plan**

## Important Notes for Standard Booth Exhibitors

---

1. Please refer to [Pages 15-16](#) for the basic equipment of the furnished booth. All booths will be designed and built by the Official Contractor.
2. All items are on rental basis and not permitted to be removed from the exhibition hall.
3. No items exchange or refund of the standard equipment for the furnished booths. It is not allowed to take furniture(s) from other Exhibitors / booths.
4. Exhibitors are not allowed to make any alterations to the structure of the booths or remove any integral parts from the booths including carpets. Exhibitors wishing to remove or change the location of any standard equipment (e.g. longarm spotlights) within the booth should indicate clearly on the booth design plan on [Page 16](#) and forward it together with clear instructions to the Official Contractor before **25 August 2016**. Notification of booth equipment alteration/removal received after the deadline will not be considered. No relocation of sample rack and lighting cover incl. one T5 flu. tube could be arranged on site.
5. No additional booth-fitting or display may be attached to the shell booth structure.
6. The standard height of the booth's fascia panel is 2.80 metres. Any backdrop items displayed by exhibitors should not exceed a maximum height of 2.5 metres. Side panels should not exceed a maximum height of 1.5 metres. No exhibit or promotional material may adhere to or be suspended from the side panels. No display item of the exhibitor may be placed outside the specified area, or the organiser will have the right to require any exhibitor to return the booth to its original state at the exhibitor's cost. **Any additional coat hanger could be installed only in locations A, B and C. (Please see the standard booth design on [page 16](#).)**
7. The maximum loading weight for hanging up exhibit display for each 1mW panel is **5 KG** (evenly distributed along the span). Any exhibits more than 5 KG, please contact the official contractor for additional fixation and the cost incurred will be charged to Exhibitor's own account, if any, Exhibitor shall liable to or compensate for any panel damage or accident caused by over weight.
8. Exhibitors shall use the booth in an appropriate way and maintain the booth to ensure that it is in good condition. In case that the Exhibitor finds there is any defect in or damage to the booth, it shall notify the Organiser and the Official Contractor immediately to ask for repair. The Exhibitor is not allowed to fix the booth by itself or retain any other contractor to fix the booth.  
  
The cost for repairing the defect or damage due to the Exhibitors' lack of care, inappropriate usage, negligence, or intentional act shall be borne by the Exhibitor.
9. Exhibitors are liable to any personal injury or property damage due to its lack of care, inappropriate usage, negligence, or intentional act.
10. No tape, nail or fixture of any kind is allowed to be affixed to the partitions, floor, ceiling or fascia. Exhibitors are liable to any damage caused to their booth fixtures, fittings at the fair.
11. The partition as well as the fascia should maintain predominantly white as the background colour. No company or decoration logo is allowed on the fascia.
12. Exhibition booths located at the corners of the aisles may request to open one of their side panels. **Please note that the side panel to be opened must be facing the aisle. It may only be opened up to 2 metres adjacent to the booth entrance. The 1-metre side panel connected to the booth's back panel may not be removed due to safety reasons.** If no written request from the exhibitor is received by the exhibition contractor before **28 August 2016**, it is deemed that the exhibitor has chosen not to open its 2-metre side panel. **On-site modification is not allowed.**
13. Exhibitors requiring additional equipment should contact the Official Contractor latest by **25 August 2016**.

## **Important Notes for Standard Booth Exhibitors**

---

14. The Organiser undertakes no financial or legal responsibility for any type of risk concerning or affecting the exhibitors/visitors, their personal belongings and exhibits. The Exhibitor shall, at its sole cost and expense, purchase and maintain, throughout the term of the Exhibition, public liability insurance against claims of bodily injury or death and property damage occurring resulting from its activities during the exhibition. The Exhibitor shall also be responsible for effecting insurance which shall include (but not limited to) its displays, exhibits and stands against loss or damage by theft, fire, water, public (including occupier's liability) and any other natural causes. The public liability limits under the insurance policy shall be sufficient to cover the Exhibitor's risk and recognise Messe Frankfurt (HK) Ltd. as an additional insured. The Exhibitor shall produce such policy of insurance to the Organiser upon request.
15. In case any accident occurs in its exhibition booth or caused by it, the Exhibitor shall notify the Organiser immediately and take all action to help the sufferer, reduce the loss and maintain the order. Afterwards, it shall submit a written report to the Organiser within 12 hours to provide a detailed account of the accident, clarify the causes and give a compensation or settlement plan.

Messe Frankfurt (HK) Ltd  
35/F China Resources Building  
26 Harbour Road Wanchai  
Hong Kong  
Attn: Ms. Sam Ho  
Email: [sam.ho@hongkong.messefrankfurt.com](mailto:sam.ho@hongkong.messefrankfurt.com)

This form should be returned by  
**18 August 2016**  
by fax to (852) 2598 8771

Exhibitors please sign back this form with company chop and **fax** return to us (852) 2598 8771 before **20 August 2016** as acknowledgement:

*We (including all personnel, employees, guests, suppliers and any other relevant third parties of our Company) acknowledge receipt and have read this "Important Notes for Standard Booth Exhibitors" (page 17-18). We also undertake to comply with all provisions hereof strictly and such undertaking will be binding upon the execution of this Confirmation Letter.*

*We hereby acknowledge and confirm once we affix the company chop to the Confirmation letter and deliver it to the Organiser, this "Important Notes for Standard Booth Exhibitors" (page 17-18) shall constitute valid and legally binding obligations of us, enforceable against us in accordance with its respective terms and conditions.*

Failure to respond to this Confirmation Letter within the time limited set forth hereunder shall be deemed as refusal to make acknowledgement by the Exhibitor, and any dispute or responsibilities arising therefrom shall be handled or assumed by the Exhibitor on its own, and the Organiser has the right to revoke the exhibiting qualification of the Exhibitor.

If any queries, please contact Ms. Sam Ho from Intertextile Team:  
Tel: (852) 2802 7728 Fax: (852) 2598 8771  
Email: [sam.ho@hongkong.messefrankfurt.com](mailto:sam.ho@hongkong.messefrankfurt.com)

Booth No: \_\_\_\_\_

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

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

Tel: \_\_\_\_\_ Email: \_\_\_\_\_

Signature (with company chop): \_\_\_\_\_ Date: \_\_\_\_\_

**Intertextile Shanghai Apparel Fabrics - Autumn Edition 2016 (11 - 13 October 2016)**

**Shanghai Syma-Expo Ltd**  
3/F, New Long March Commercial Building,  
1263 Zhenbei Road, Putuo District,  
Shanghai, PRC 200333  
Attn: Mr. Tim Gong / Mr. Eazy Gu  
Email: [Tim.gong@syma.com.cn](mailto:Tim.gong@syma.com.cn) /  
[eazy.gu@syma.com.cn](mailto:eazy.gu@syma.com.cn)

This form should be returned by  
**25 August 2016**  
via on-line  
or by fax to (86) 21-6209 5166

Please indicate below your request of racks / flat shelves for standard booth package.

Booth Size	Racks	Flat Shelves	Quantity
9 sqm			4
12 sqm			5
15 sqm			6
18 sqm			8
21 sqm			9
24 sqm			11
27 sqm			12
30 sqm			13
33 sqm			15
36 sqm			16

**Important:**

-Racks will be installed if this form is not returned on or before **25 August 2016**. Changes on site will be subject to **stock availability** and additional charges by the Official Contractor.

-Exhibitors wishing to remove or change the location of rack, lighting cover incl. one T5 flu. tube, halogen light and other booth equipment within the booth should indicate clearly on the booth design plan on Page 16 and forward it together with clear instructions to the Official Contractor before **25 August 2016**.

Notification of booth equipment alteration/removal received after the deadline will not be considered. **No relocation on site of rack and lighting cover incl. one T5 flu. tube could be arranged.**

**Booth No:** \_\_\_\_\_

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

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

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

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



\*For items do not listed in the price form, please contact the official contractor directly for quotation.



\* For items do not listed in the price form, please contact the official contractor directly for quotation.

**Shanghai Syma-Expo Ltd**

3/F, New Long March Commercial Building,  
1263 Zhenbei Road, Putuo District,  
Shanghai, PRC 200333  
Attn: Mr. Tim Gong / Mr. Eazy Gu  
Email: [Tim.gong@syma.com.cn](mailto:Tim.gong@syma.com.cn) /  
[eazy.gu@syma.com.cn](mailto:eazy.gu@syma.com.cn)

This form should be returned by  
**25 August 2016**  
via on-line  
or by fax to (86) 21 6209 5166

- If you wish to order booth equipment in addition to the items which we have already included in the standard booth package, please fill in the form below and return to Shanghai Syma-Expo Ltd.
- All prices include supply and set-up.

Item No.	Description	Unit Price US\$	Quantity	Total Cost US\$
1	Folding chair (#CD20)	8		
2.1	Black leather chair (#CD04)	33		
2.2	Kartel chair (#CD06)	33		
3	Bar stool (#CD19)	25		
4	Information counter (#TB01 * 95L x 45W x 75H cm)	33		
5	Square table (#TB02 * 75L x 75W x 75H cm)	33		
6	Lockable cabinet (#DP01 * 95L x 45W x 75H cm)	50		
7	Shelf unit (#MS09 * slope / #MS08 * flat)	18		
8	Hanging rack (90L cm/each)	30		
9	Lighting cover with one flu. tube	33		
10	Mannequin, full-body (female or male)	105		
11	Green plant (approx 100H cm)	13		
12	Refrigerator (140 litre) with 24-hour socket	200		
13	Telephone * IDD (*inclusive of USD300 deposit)	950		
14	Fax line * IDD (*inclusive of USD300 deposit)	950		
15	Fax machine excluding fax line and socket	50		
16	10M Wire broadband	1000		
17	15M Wire broadband	1650		
	Other items available upon request			

**\*\*Important:**

1. 30% surcharge will be charged for any late orders received after **25 August 2016**.
2. 50% surcharge will be charged for any late orders received after **22 September 2016** and onsite. Cash payment for onsite orders only.
3. All items are on rental basis only and not permitted to be removed from the exhibition hall.
4. Cancellation of orders will only be accepted in writing before **13 September 2016**. Orders cancelled after **13 September 2016** will be subject to a 30% cancellation charge. Cancellation of orders will NOT be accepted on site or two weeks before move-in.
5. No relocation service on site of telephone line / network line. Please ensure the exact position in advance.
6. Additional hanging rack could be installed in location A, B and C only (please see [page 16](#)).
7. No relocation on site of rack and lighting cover with one T5 flu. tube could be arranged.
8. The telephone set must be prepared by exhibitors.
9. Should any exhibitor request the quotation in RMB of additional booth equipment, please feel free to contact our official contractor Shanghai Syma-Expo Ltd / the Organiser Messe Frankfurt (HK) Ltd.

**Booth No.:** \_\_\_\_\_

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

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

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

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

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

**Date:** \_\_\_\_\_



**Shanghai Syma-Expo Ltd**  
3/F, New Long March Commercial Building,  
1263 Zhenbei Road, Putuo District,  
Shanghai, PRC 200333  
Attn: Mr. Tim Gong / Mr. Eazy Gu  
Email: [Tim.gong@syma.com.cn](mailto:Tim.gong@syma.com.cn) /  
[eazy.gu@syma.com.cn](mailto:eazy.gu@syma.com.cn)

This form should be returned by  
**25 August 2016**  
via on-line  
or by fax to (86) 21-6209 5166

All prices include supply and set-up. Other items available upon request.

Item No.	Description	Unit Price US\$	Quantity	Total Cost US\$
26	Electrical socket (#EM02 * 220V, 13 Amp, max 500W) *For standard booth exhibitors only	33		
27	Electrical socket (220V, 15 Amp, max 2000W) for lighting use *For standard booth exhibitors only	55		
28	Halogen light (#EL03 * 100W)	33		
29	Longarm spotlight (#EL02 * 100W)	25		
30	Water supply (inlet: dia. 15mm; outlet: dia. 25mm) for water basin	500		
31	Water supply (inlet: dia. 15mm; outlet: dia. 25mm) built in with water basin	610		
32	Power supply for machine use only (excluding labour & materials for machine hook up) 15 Amp, 380V, three phase	230		
	30 Amp, 380V, three phase	340		
	60 Amp, 380V, three phase	560		
	Other items available upon request			
33	Power main supply for lighting & small socket use only (excluding labour & materials for wiring and installation of lights) 15 Amp, 380V, three phase	285		
	30 Amp, 380V, three phase	425		
	60 Amp, 380V, three phase	670		
34	Switch on the power box in advance (please remark the usage time first and the time for electricity supply also depends on the site conditions.)	Free of charge		
35	Hall management fee	5.5 / sqm		
36	Overtime charge (within contract period, 18:00-22:00)	250/hour / 1000sqm		
	Overtime charge (within contract period, 22:00-8:00 next morning)	500/hour / 1000sqm		

**Please note:**

- 30% surcharge will be charged for any late orders received after **25 August 2016**.
- 50% surcharge will be charged for any late orders received after **22 September 2016** and on site. Cash payment for on site orders only.
- No relocation service on site of power main / air compressor / water supply. Please ensure the exact position in advance.**
- Cancellation of orders will only be accepted in writing before **13 September 2016**. Orders cancelled after **13 September 2016** will be subjected to a 30% cancellation charge. Cancellation of orders will NOT be accepted on site or two weeks before move-in.
- For single machine power mains, no tee-off and interconnection of the service cable is allowed. Each service line is for single unit of equipment only.
- According to the rules and regulations, power point and socket are the electricity supply for exhibits only; no lighting fixture is allowed to be connected. Hook up fees is not included in the above costs for exhibits connecting to the power main supply, water supply and air compressor. A separate quotation for hook up fee will be provided upon request. Please contact Shanghai Syma-Expo Ltd for details.
- All the raw space exhibitors should order No. 33 power main supply for their own lighting items and small socket. If the standard booth exhibitors bring their own lighting to the site, please contact Shanghai Syma-Expo Ltd to order lighting connection.
- All items are on rental basis only and not permitted to be removed from the exhibition hall.
- Should any exhibitor request the quotation in RMB of additional booth equipment, please feel free to contact our official contractor Shanghai Syma-Expo Ltd / the Organiser Messe Frankfurt (HK) Ltd.
- Please submit the order of 24 hours electricity use to Shanghai Syma-Expo Ltd before **25 August 2016**. 24 hours electricity for lighting connection is strictly prohibited.

**Booth No.:** \_\_\_\_\_

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

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

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

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

### Payment details for all additional booth equipment:

Invoice will be issued upon receiving of confirmed order. Full payment must be settled before the payment deadline shown on the invoice.

#### 1. Payment should be made by:

##### Before deadline:

- a) **Cash** payment directly at Shanghai Syma Office; or
- b) **Telegraphic transfer** to the following bank account:

Payable to: SHANGHAI SYMA-EXPO LIMITED

Bank details: BANK OF SHANGHAI  
CHANG NING SUB-BRANCH

Account number: 3164631402010700011 (US dollar)

Swift code: BSHCNSH

##### Onsite

- c) **Only Cash** payment is accepted for all onsite orders

#### 2. Late orders:

30% surcharge will be charged for any orders received after **25 August 2016**.

50% surcharge will be charged for any orders received after **22 September 2016** and on site.

## Important Notes for Raw Space Exhibitors

---

Raw Space Exhibitors will be provided with floor space only. Exhibitors have to design and construct their own booths and comply with the Exhibition Rules & Regulations as well as any conditions, which the organiser (“Organiser”) of the exhibition (“Exhibition”) may specify before, or during the Exhibition.

### Contractor

Raw Space Exhibitors may appoint any competent stand contractor (“Self-selected Contractor”) to design and construct their booths. Details such as name and address of the Self-selected Contractor must be provided by filling in [Form 5](#) on Page 33 and the copies of business license and other relevant qualification certificates of the Self-selected Contractor affixed with the chop of Self-selected Contractor shall be submitted to the Organiser not later than **25 August 2016** for approval. The Organiser reserves the right to withhold granting approval to any contractor appointed by the Exhibitor concerned without giving any reason.

Once the Self-selected Contractor is approved by the Organiser, without the written consent of the Organiser, the Raw Space Exhibitors are not allowed to change the Self-selected Contractor.

The approval granted to the Self-selected Contractor does not mean the Organiser has checked or is obligated to check the qualification of the Self-selected Contractor. The Exhibitor shall be solely responsible for checking the qualification and background of its Self-selected Contractor. If there is any disputes arising from or related to the qualification of the Self-selected Contractor, the Organiser is not obligated to bear any liabilities.

All materials used must meet the requirements and regulations of the exhibition and other relevant units and government departments of the People’s Republic of China. If such materials are rejected by the exhibition venue operator or any of the said relevant units and government departments, the exhibitor(s) concerned solely bear all liabilities, the organiser is not obligated to bear any liabilities

Our official contractor (“Official Contractor”) - Shanghai Syma-Expo Ltd can also provide design/construction service, the contact details of which could be found on [Page 14](#).

### Plans & design proposals

1. Booth plans and design proposals must be submitted in triplicate to reach the Organiser for approval not later than **27 August 2016**. Drawings submitted must be to a reasonable scale of not less than 1:100, fully dimensioned and must contain information such as floor plan, stand elevation, fittings, colours and materials to be used, moving exhibits, audio-visual equipment, weights and point loading of exhibits.
2. If drawings are not submitted before the deadline, custom design will not be allowed and a standard booth will be built by the Official Contractor **at the expense of the Exhibitor**.
3. Electrical installation plan must also be submitted **to both the Organiser and the Official Contractor**.
4. Please note: If no construction work takes place **after 3:00pm on 10 October 2016**, a standard booth will be built **at the expenses of the Exhibitor**.

### Approval of design proposals

The Organiser may require amendments or variations to be made to the design plan or proposals before approval, or may withhold approval at its sole discretion.

No custom-built booth shall be permitted at the exhibition unless the Organiser has approved the plan and design proposals in writing.

Once the booth plans and design proposals have been approved by the Organiser, the Exhibitor shall construct the booth strictly according to them. Without the written consent of the Organiser, the Exhibitor is not allowed to deviate from or make any additions, deductions or amendments to the approved booth design.

## Important Notes for Raw Space Exhibitors

Custom-built booth for Raw Space Exhibitors must ensure that they and their contractors are fully aware of the following points when preparing design proposals. Failure to observe these rules may result in costly on site alterations required by the Organiser and/or the exhibition hall at the Exhibitor's expense:

1. Site measurements are given in metric measurements. Exhibitors, upon arrival and before commencing construction work, are required to check if the site is set out as per the floor plan issued by the Organiser, and to report any errors to the Organiser immediately. The Organiser will not be liable for any errors that are not reported before construction begins.
2. No part of any structure **and their vertical shadows** extend beyond the boundaries of the site allocated. This includes spotlights, light boxes, posters and Exhibitor's name or logo. No stand decoration, stand fittings or exhibit shall exceed **4m** in height. Booth with more than 1 side open may be requested to remain 2 sides open depending on the location of the stand. For booths located within 500 mm area from the fire curtain, the maximum allowable height is 2.5m. Fire hose reel must not be blocked. Any raised platform should not be exceeded 150mmH.
3. Two-storey structure is not permitted.
4. No suspensions are to be made from the ceiling of the exhibition hall, nor may any fixing be made to the floor, walls or any other parts of the building.
5. The name and booth number of the Exhibitors must be prominently displayed and faced to the aisle. The Organiser reserve the right to affix them as they see fit and to charge the cost incurred to the Exhibitor.
6. The organisers suggest that the exhibitors consider designing and constructing their booths with the open area facing the aisle.
7. For booth using steel column as supporting structure, the steel column must be made of non-welding materials with diameter 10cm or above using flange type connection and it needs to be welded firmly on a base to ensure the stability of the booth structure.
8. The width of the booth's main structural wall cannot be less than 12cm to ensure sufficient contact between the wall and the floor. A cross girder must be added in between the long-span structure to provide horizontal support when any wall and steel frame are exceeding 6m wide. And a column support must be added at the lower part to ensure the overall rigidity and stability of the booth.
9. The length of any single-span wood structure must be limited within 6m wide, and any single-span steel structure and steel-wood structure (including the inner steel tube and iron stand) must be limited within 8m wide. The width of the ready-made wire frame can be a bit longer based on its cross section, but must not exceed 12m (except for steel wire frame for professional stage building). For any booth exceeding the standard above, a special structure stability calculation sheet should be presented to the onsite staff of the exhibition hall.
10. Exhibitors must provide approved protection between carpet and any raised platform. All structural parts of the booths within sight of visitors should be decorated to the standards approved by the organisers, including covering the back of the panels, and parts adjacent to other booths and the aisles by using clean white panels. The materials used for booth construction should be the non-flammable as specified by the environmental protection and fire safety regulations, of **burning rate B1 or above**. **The covered area of the top of booth must not exceed 30% of the booth area. Booth area over 120sqm is required to have two exits with width no less than 0.9m each.**
11. All exhibitors must strictly observe the fire safety regulations. Construction and decoration materials must be non-flammable or fire retardant. **(Fireproof grade B1 or above)** Wooden stands and timber surfaces of booth stands must be non-flammable. **Textile materials are allowed to be used but it must be undergone fireproof processing with certificates.** Wooden structures must be painted with fire retardant coating; smoking and any fire-related activity is strictly prohibited inside the exhibitor hall; any work involving electricity, water or compressed air must be operated by licensed professionals; every 48sqm specially designed booth should be equipped with one set (2 pcs) of fire extinguisher, and if there is storage or other closed space inside the booth, those closed spaces should be equipped with a fire extinguisher.

## Important Notes for Raw Space Exhibitors

---

12. According to fire safety regulations, permitted cables and sheathed cables must be used for electrical wiring. Twisted pair and aluminum wires are strictly prohibited. Cable connections must be solid and reliable. Cable docking must use ceramic or plastic fittings with certified insulation protection measures in place. Inflammable goods are strictly prohibited around the distribution box.
13. According to fire safety regulations, all of the carpeting used at the booth must be of fireproof grade B1 or above (flame retardance). Please have relevant carpeting inspection reports at the exhibition hall for the purposes of fire inspection.
14. During booth construction, no fire safety facilities, electrical equipment, emergency exits or audience access may be covered or blocked by building contractors.
15. Permitted safety tools and platform lift must be used by all building contractors who work at high levels; safety belts and helmets must be properly worn by operating personnel. For the protection of personal safety, a safety area should be set up around the area, and attended by professionals. Clear safety signs should be in place at the safety area.
16. Paint spraying, welding and the use of electrical saws are strictly prohibited inside the exhibition hall.
17. Lighting equipments should be installed at a distance of no less than **30cm** away from the flammable exhibits.
18. Decoration light boxes must be treated with fire retardant linings. Light boxes and showcases must have heat dissipating holes. Glass materials using in booth decoration or construction must be tempered (intensified), and must be firmly installed. Caution sign must also be displayed on the glass to raise awareness. **The exposed edges of glass panels need to undergo additional treatment or wrapped by protective coverings to prevent injuries to others.**
19. **The pipeline system inside the utility holes on the floor of the exhibition hall provides water, electricity, gas, and fire prevention and communication network connection for exhibition booths. Only authorized staff of the venue can access to these facilities and everyone else is forbidden to open the slots without authorization. No construction unit can use the utility holes for its booth wiring purpose. All wirings are restricted within the booth area.**
20. **Floor: the floors of various exhibition halls (including the utility holes) have different load bearing capacities, which are 3.5T/m<sup>2</sup> (for hall 7.1 and 8.1 exhibition halls) and 1.5T/ m<sup>2</sup> (for hall 5.2 and hall 6.2 exhibition halls). Vehicles or heavy subjects are not allowed to roll over the utility holes when entering the exhibition hall. Vehicles must be directed by dedicated personnel and drive along the designated route. Application must be submitted in advance for overweight exhibits or transportation vehicles for with permission to enter the exhibition hall through the designated route. Only non-residual single or double side adhesive cloth-based tapes are allowed to secure the carpet and other floor covering on the cement floor.**
21. **The venue provides centralized compressed air with the compressor outlet pressure of 0.6-0.8Mpa. Exhibitors must install adapting devices like dryers and filters based on their own need. Exhibitors are strictly forbidden to bring their own air compressors and air tanks (pressure vessels). For any special request, exhibitors need to report to the venue 20 days in advance.**
22. The transporting, assembling, dismantling and the removing of stands of Raw Space Exhibitors are the responsibility of the Exhibitor themselves. All such work must be carried out according to arrangements and within the time limits specified by the Organiser.
23. Exhibitors are responsible for insurance, which indemnifies the Organiser from all claims caused by on site operatives working directly or indirectly for the Exhibitors. Please see "Insurance" section for detailed specification.
24. Construction waste and surplus materials must be cleared from the exhibition site by the Exhibitor.

25. During the period 9:00 – 17:00 on 8 – 9 October 2016, the refuse deposit can be paid by cash only at the Official contractor booth in the exhibition hall, RMB 10,000 per raw space, RMB 20,000 per pavilion. This is required to cover any damage caused to the exhibition area and/or removal of any bulky rubbish accumulated during the construction period or after the fair. The deposit will be refunded on the move-out day, if the exhibition site is, in the exhibition venue's view, clear of damage to the exhibition hall and/or any rubbish after the event.
26. If the Organiser found any defect in the booth during the construction period or the Exhibition period, it has the right to require the Exhibitor to fix it immediately. If the Exhibitor fails to do so, such defects will be remedied by the Official Contractor **at the expense of the Exhibitor**. In addition, if the Organiser considers any booth is in dangerous condition and might cause damage, it has the right to require the Exhibitor to stop using the booth immediately.
27. Any type of helium balloons are not allowed inside the venue.
28. And kind of plants provided from outside vendors are not allowed.

### Construction Liabilities

The Exhibitor and its Self-selected Contractor shall be fully responsible for construction liabilities ("Construction Liabilities") which including but not be limited to:

1. Personal injuries or property damage suffered by the Exhibitor or its Self-selected Contractor (including without limitation their personnel, employees, workers, guests, suppliers) on the construction site;
2. Personal injuries or property damage suffered by any third parties caused by or related to the action or inaction of the Exhibitor or its Self-selected Contractor or the construction built by the Self-selected Contractor.

The Exhibitor agrees to fully indemnify and keep fully indemnified the Organiser, its Official Contractors, employee and agent against any and all costs, expenses (including legal costs) and damages arising from any Construction Liabilities set forth above.

### Accident Report

In the case of any accident occurs in its exhibition booth or caused by it, the Exhibitor shall notify the Organiser immediately and take all actions to help the sufferer, reduce the loss and maintain the order. Afterwards, it shall submit a written report to the Organiser within 12 hours to provide a detailed account of the accident, clarify the causes and give a compensation or settlement plan.

### Insurance

1. The Organiser undertakes no financial or legal responsibility for any type of risk concerning or affecting the exhibitors/visitors, their personal belongings and exhibits. The Exhibitor shall, at its sole cost and expense, purchase and maintain, throughout the term of the Exhibition, public liability insurance against claims of bodily injury or death and property damage occurring resulting from its activities during the exhibition. The Exhibitor shall also be responsible for effecting insurance which shall include (but not limited to) its displays, exhibits and stands against loss or damage by theft, fire, water, public (including occupier's liability) and any other natural causes. The public liability limits under the insurance policy shall be sufficient to cover the Exhibitor's risk and recognise Messe Frankfurt (HK) Ltd. as an additional insured. The Exhibitor shall produce such policy of insurance to the Organiser upon request.
2. The Exhibitor shall cause its Self-selected Contractor purchase and maintain, throughout the term of construction and the Exhibition, the public liability insurance against claims of bodily injury or death and property damage occurring resulting from the Self-selected Contractor activities during the exhibition. The insurance coverage should be enough to any of the Exhibitor's own risk.

## Important Notes for Raw Space Exhibitors

### Electricity

1. Electricity can only be used as a source of light or power in the Exhibition Venue.
2. The Official Contractor must carry out all electrical works at the Exhibitors' expense. Design plans or proposals for electrical installations must be submitted to Messe Frankfurt (HK) Ltd for approval together with the booth design proposal. Electricity can be supplied in 220V /50Hz (+/-6%), single phase. Electric current of a higher voltage such as three phase power will be supplied subject to prior arrangement with the official contractor. The maximum power output for 13 Amp single phase is 500W, and 15 Amp single phase is 2000W. No multi-plugs or adapters are permitted.
3. Lighting devices over 500W are prohibited in the booth area. Lighting devices with large heat emission, such as Halogen lamps and tungsten lamps, must be covered by protective case. Halogen lamps and Down-lights have to be covered by heat-insulation mats. Advertising light box and light pole must have air holes for heat dissipation.
4. A power distribution box with safe and reliable air circuit breakers and leakage protectors (30mA, action time less than 0.1S) is required for each booth. Also the grounding bar must meet the standard requirements for usage, and the control box should be installed in a safe and visible location for easy operation and inspection.
5. The electrical materials, equipment and facilities must meet the state product quality standards and certification requirements and Shanghai city's fire prevention safety requirements. The electrical materials must have sufficient safe current carrying capacity, which must be larger than the rated current of the switch inside the power distribution box. For electrical wirings, ZR-BVV (PVC Insulated & Sheathed Flame Retardant electric wire), ZR-RVVB sheath wires or ZR-VV cables (please refer to the 3-core or 5-core cables for the 3-phase 5-wire low voltage distribution system) must be used, and twisted pair wires (flexible wires), 4-core wires (cables) and aluminum-core wires are forbidden. All lighting rectifiers and triggers must pass the inspection of the fire department.
6. Without the permission or authorization of the venue, no exhibitor, contractor or individual has the right to operate any fixed or installed electrical facilities of the exhibition hall. Otherwise, power supply or construction will be stopped, a deposit deduction of RMB500 will be made for each violation, and the exhibitor will be held responsible and will pay for losses thus incurred.
7. Exhibitors must prepare their own power distribution box for construction (with leakage protector). For temporary use of electricity for construction, connection should be made to the power distribution box applied for the own booth. Application for early electricity supply should be made to the official contractor, and no other sources of power is allowed; any electrical installation should be carried out by electrician with effective license; any power tools used in the construction must meet safety requirements after safety inspections; temporary power lines used in the construction should be flexible copper-core wires with sheath without any connectors in the middle, and must have protection switches; it is strictly forbidden to directly insert the electrical wire into the electrical outlet or hang it on the end of the switch blade for electricity supply, and the connection should be made by using a plug and fixed port screws.
8. All metal structures, metal shells of equipment and facilities, and the master power distribution box of exhibitor booths must be successfully grounded (using multiple soft-core copper wires not smaller than 2.5 mm<sup>2</sup> and connected to the grounding bar of the power box). Electrical wiring must be fixed and not be laid on the display stand, floor or passageway. Electric circuit that crosses passageways must be protected with a protective ramp. Wires underneath the carpet or installed inside the construction materials cannot have connecting points within the wires and must be protected with conduit (metal conduit or fire-retardant plastic tubes), and the metal sleeve must be well grounded. It is forbidden to hang electrical wires, lighting devices and other objects from the ceiling.
9. The venue's low voltage power supply system adopts the 3-phase 5-wire system. The voltage class is 380V/220V, 50Hz. The 3-phase 5-wire system or single-phase 3-wire system should be used for power distribution of the exhibition area (booths). If the voltage and frequency required by the equipment for exhibition is different from those of the exhibition hall, the exhibitor or their appointed contractor should bring their own power conversion unit as a solution.

## Important Notes for Raw Space Exhibitors

---

10. The number of electric devices (including lights and sockets) of each circuit of the lighting distribution should not exceed 25 nos., and the total capacity should be below 3KW or 16Amp.
11. For 3-phase non-mechanical power loading up to 20Amp or larger, air break switch cascade protection must be in place. For a single-phase loading larger than 16Amp, 3-phase 5-wire system must be adopted, evenly distribute the power load so as to achieve a distribution balance in the 3-phase power.
12. For electric equipment such as general lighting equipment, mechanical equipment, transformer equipment, thruster control equipment, stage light-adjusting equipment, amplification equipment and 24-hour power consumption equipment, separate circuits should be set up by its own category, and it is strictly forbidden to share the same circuit. For important electric equipment, and electric equipment for important occasions or locations, double circuit (one main circuit and one backup circuit) power supply should be installed.
13. The power distribution box and electrical cables connected to the power distribution box for the booth must meet the standard requirements; the power distribution box applied for the booth should refer to the total power consumption. Unauthorized connection to power distribution box or electrical socket is prohibited. All power boxes must be placed on the floor with proper insulation or suspended from the structure; only one master cable from the power distribution box of the booth is allowed to be connected with the power distribution box applied for the booth; the rated current of the air circuit breaker of the power distribution box for the booth is strictly forbidden to exceed 80% of the air circuit breakers of the exhibition hall's fixed power distribution facility. If the rated current of the air circuit breaker for the booth cannot be adjusted, the exhibitor or their appointed contractor should replace it with a compliant one.
14. All the electrical wire (cable) connection must be connected by using terminal blocks or switches and the insulating tape is strictly forbidden for connection purpose.
15. After the electrical installation of the booth is completed, the exhibitor and their appointed contractor should conduct a self-inspection regarding the safety of the distribution system before electricity is supplied. Only after the electrician of the exhibition hall and the official contractor make joint inspection and confirm if there is no potential hazard, the electricity power will be started to supply.
16. If the venue finds that there is potential safety hazard related to electricity usage, it will notify the booth's electrician on duty to fix the problem, or can take mandatory actions such as cutting off the power supply to ensure safety. In the event of serious potential safety hazard or violations of the rules, the venue has the right to cut off the power supply without any notice.
17. All electrical fittings and wiring must be installed in compliance with the electricity regulation of the exhibition hall. Switches and all electrical conduits must be installed within booth area as contracted.
18. At the end of each day of the exhibition before the close of the exhibitor hall, the appointed contractor by exhibitors must turn off all power except for those fire safety related connection and must remove all flammable goods before leaving the booth. Mandatory power-off measurement will be taken for those cases which fail to rectification as advised by the organisers, and any liability will be borne by the exhibitor.
19. Usage of 24 hours power socket could be arranged only upon request by writing. If 24 hours electricity is needed, please notify the Official Contractor in writing before **25 August 2016** with electricity plan (incl. the location of 24 hours power socket). Please note 24 hours electricity for lighting connection is strictly prohibited.
20. Please ensure that the covers of the utility holes on the floor of the exhibition hall provides water, electricity, gas, and fire prevention and communication network connection for booths can be open during the whole show. Otherwise, it will influence the maintenance work and exhibitors shall be liable to all relating losses.



### Relevant fee

1. The hall management fee **USD 5.5 per sqm** are levied by the venue, those charge is applied to all raw space exhibitors. Exhibitor or the Self-selected Contractor is required to pay this fee to Shanghai Syma-Expo Ltd.
2. A contractor's permit can be applied for on presentation of the receipt of such refuse deposit and management fee. The fee for each working permit of each contractor is **RMB 30 /per person**.
3. A **RMB 50 /entry** (max 1.5 hours, deposit RMB 300) parking fee will be applied to every vehicle enter the fair ground during move-in /dismantling period.
4. Any vehicles entering the second floor of the exhibition hall must have a width equal to or shorter than 12.5m, restricted weight of 20 tones, and a restricted height of 4.5m. Any non-compliant vehicles have to unload their goods and pass through the hall in ways specified by the organiser.

Messe Frankfurt (HK) Ltd  
 35/F China Resources Building  
 26 Harbour Road Wanchai  
 Hong Kong  
 Attn: Ms. Daisy Leung / Mr. Caudi Kwan  
 Email: [daisy.leung@hongkong.messefrankfurt.com](mailto:daisy.leung@hongkong.messefrankfurt.com) /  
[caudi.kwan@hongkong.messefrankfurt.com](mailto:caudi.kwan@hongkong.messefrankfurt.com)

This form should be returned by  
**25 August 2016**  
 by fax to (852) 2598 8771

**A) Exhibitors please sign back with company chop and fax return to us (852) 2598 8771 before 25 August 2016 as acknowledgement:**

*We (including all personnel, employees, Self-selected Contractor guests, suppliers and any other relevant third parties of our Company) acknowledge receipt and have read this "Important Notes for Raw Space Exhibitors" (pages 26-32). We also undertake to comply with all provisions hereof strictly and such undertaking will be binding upon the execution of this Confirmation Letter.*

*We hereby acknowledge and confirm once we affix the company chop to the confirmation letter and deliver it to the Organiser, this "Important Notes for Raw Space Exhibitors" (pages 26-32) shall constitute valid and legally binding obligations of us, enforceable against us in accordance with its respective terms and conditions.*

**B) Please inform Messe Frankfurt (HK) Ltd about the name and contact details of your stand constructor:**

**Contractor**  
**Company Name:** \_\_\_\_\_

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

**Tel:** \_\_\_\_\_ **Fax:** \_\_\_\_\_  
 (Country code) (Area code) (Number) (Country code) (Area code) (Number)

**Contact Person:** \_\_\_\_\_ **Email:** \_\_\_\_\_

<b>Onsite contact person:</b>	(*required*)
<b>Mobile number:</b>	(*required*)

**Remarks:**

1. Booth design without Messe Frankfurt (HK) Ltd's approval will not be permitted in the exhibition. The Organiser reserves the right to request the exhibitor to alter their booth design if their booth construction and/or design causes obstruction to other exhibitors. For approval of your stand construction, please send the layout of your booth to Messe Frankfurt (HK) Ltd.
2. For power supply and water supply, please place your order to the Official Contractor before **25 August 2016**.
3. Please inform your contractor to settle the relevant fee (such as the refuse deposit and management fee) and submit the necessary document to **Shanghai Syma-Expo Ltd**.

Failure to respond to this Confirmation Letter within the time limited set forth hereunder shall be deemed as refusal to make acknowledgement by the Exhibitor, and any dispute or responsibilities arising therefrom shall be handled or assumed by the Exhibitor on its own, and the Organiser has the right to revoke the exhibiting qualification of the Exhibitor.

**If any queries, please contact Ms. Daisy Leung or Mr. Caudi Kwan from Intertextile Team:**

Tel: (852) 2802 7728 / Fax: (852) 2598 8771 / Email: [daisy.leung@hongkong.messefrankfurt.com](mailto:daisy.leung@hongkong.messefrankfurt.com) / [caudi.kwan@hongkong.messefrankfurt.com](mailto:caudi.kwan@hongkong.messefrankfurt.com)

**Booth No:** \_\_\_\_\_

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

**Authorised Person:** \_\_\_\_\_ **Mobile number:** \_\_\_\_\_

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

**Signature (with company chop):** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Official Forwarding Agent & Schedule

The following forwarder is appointed as our Official Forwarding Agents for transport of exhibits:

### Official Forwarding Agent

#### Expotransworld Ltd.

Room 706-707, 7th Floor, Star House,  
3 Salisbury Road, Tsimshatsui, HKSAR  
Tel: (852) 2730 1868  
Fax: (852) 2730 1878  
Email: [andy.chan@expotransworld.com](mailto:andy.chan@expotransworld.com) /  
[viann.phan@expotransworld.com](mailto:viann.phan@expotransworld.com)  
Contact: Mr. Andy Chan / Ms. Viann Phan

### Expotransworld Ltd. Agents / Representative offices

#### France

#### Gefco Events

16 rue des lièvres  
Paris Nord 2  
95957 Roissy Charles de Gaulle  
Tel: (33) 1 48 17 66 93  
Fax: (33) 1 48 17 67 42  
E-mail: [Sandrine.redoute@gefco.fr](mailto:Sandrine.redoute@gefco.fr)  
Contact: Ms. Sandrine Redoute

#### Germany

#### Hansa-Messe-Speed GmbH

Höhenstrasse 30  
D-70736 Fellbach, Germany  
Tel: (49) 711 342459 75  
Fax: (49) 711 342459 69  
E-mail: [philipp.grissmer@hansa-messe-speed.de](mailto:philipp.grissmer@hansa-messe-speed.de)  
Contact: Mr. Phillip Grissmer

#### Italy

#### OTIM SpA

I-20159 Milano - Via Porro Lambertenghi 9, Italy  
Tel: (39) 2 6991 2209  
Fax: (39) 2 6991 2231  
E-mail: [enzo.ragazzi@otim.it](mailto:enzo.ragazzi@otim.it) , [enzomass@tin.it](mailto:enzomass@tin.it)  
[giuseppe.rapetti@otim.it](mailto:giuseppe.rapetti@otim.it)  
Contact: Mr. Enzo Ragazzi / Mr. Giuseppe Rapetti

#### Switzerland

#### EXPO-CARGO Ltd

Frachthof West  
P.O. Box 194  
CH-8058 Zurich-Airport  
Tel: (41) 43 816 6180 / 79 753 76 54  
Fax (41) 43 816 6182  
E-mail: [peter.kubias@expo-cargo.ch](mailto:peter.kubias@expo-cargo.ch)  
Contact: Mr. Peter Kubias

#### USA

#### GEM-GO Events Management, Inc.

36 Seabring Street, Brooklyn,  
NY 11231, USA  
Tel: (1) 718 624 2000 Ext 414  
Fax: (1) 718 625 2337  
Email: [annen@goeventsmgmt.com](mailto:annen@goeventsmgmt.com)  
Contact: Ms. Anne M. Norkin

Detailed terms and order forms will be mailed to exhibitor individually by Expotransworld Ltd. (or its agents/representatives) directly. Please get in contact with Expotransworld Ltd. or their agent/representative office in your country.

### Deadline schedule

#### Sea freight

5 August 2016	Notification of the transport volume by fax to Expotransworld Ltd.
4-5 days of dispatch of shipment from origin of country	Copies of your documents by fax to Expotransworld Ltd. (The original documents have to be with the transport)
5-7 September 2016	Deadline for exhibits to arrive port Shanghai

#### Air freight

12 August 2016	Notification of the transport volume by fax to Expotransworld Ltd.
2-3 days of dispatch of shipment from origin of country	Copies of your documents by fax to Expotransworld Ltd. (The original documents have to be with the transport)
7-9 September 2016	Deadline for exhibits to arrive at Shanghai airport

## Forwarding - Transport Insurance & Liabilities

---

1. It is recommended that all shipments should be insured from the time they leave their point of origin (ex-works), to the time they are returned after the exhibition.
2. Exhibitors can choose to take out insurance on their own, or alternatively ask the Official Forwarding Agent to do so on their behalf. Exhibitors who arrange their own insurance are reminded to ask their insurance company for the name and contact information of the local representative.
3. The Official Forwarding Agent will not be responsible for any damage of uncrated, unpacked or not properly packed materials, or concealed damage and loss or theft of exhibits after they have been delivered to the booth, nor before they are being picked up again for return at the close of the exhibition. All transactions are subject to the Expotransworld Ltd.'s Standard Trading Conditions and which, in certain cases, exclude or limit the Company's liability.
4. During the exhibition, it is important that, exhibitors should keep a copy of the proforma invoice/packing list on hand in order to mark off any items being given out. This will reduce confusion with the customs and will expedite import clearance in the country of destination.
5. After the exhibition, every exhibitor should label his consignment properly and furnish completed "Return Shipping Instructions" before leaving the exhibition hall.
6. Exhibitors should stay with their consignment until all export documentation has been completed and the Official Forwarding Agent representative has confirmed the piece count of your consignment.
7. The liability for return transport begins once the goods are picked up from the booth by the Official Forwarding Agent, even if the transport documents were handed over to the forwarder's office in advance.
8. Advertising sheets/literature/brochures/leaflets, etc., it requires at least 3 samples pre-couriering to Expotransworld Ltd. Shanghai office after LOE confirmed on or before the date stipulated in its shipment deadline. Expotransworld Ltd. will forward them to the Chinese Authorities for censorship. The grant of this intent is subject to the Authorities' approval and levies.
9. Marketing materials like pens, business card, souvenirs, etc., requires the same as above.
10. Consumable goods like raw materials for machines require the sample as well. After the show, Expotransworld Ltd. have had all products produced from raw materials to prove all consumable goods to Expotransworld warehouse for the inspection & paying tax/duties. Rest of raw materials also to be collected and disposed to Customs.

**Hand-carried foreign exhibits that are taken into the halls by the exhibitors themselves have to be registered before leaving the exhibition hall. Only registered items can pass the security after the end of the exhibition without customs clearance. Please make sure to have your hand-carried items registered at the Expotransworld Ltd. office at the fairground.**

**Expotransworld Ltd.**  
Room 706-707, 7th Floor, Star House,  
3 Salisbury Road, Tsimshatsui, HKSAR  
Tel: (852) 2730 1868  
Fax: (852) 2730 1878  
Email: [andy.chan@expotransworld.com](mailto:andy.chan@expotransworld.com) /  
[viann.phan@expotransworld.com](mailto:viann.phan@expotransworld.com)  
Contact: Mr. Andy Chan / Ms. Viann Phan

This form should be returned by  
**5 August 2016 (by sea)**  
**12 August 2016 (by air)**  
via on-line or  
by fax to (86) 21 6521 4083

**Please print or type clearly!**

For exhibitors who may want to have their own agent to transport exhibits to Shanghai, please be advised that Expotransworld Ltd. is the only forwarder permitted to deliver goods to your booth. Your nominated forwarder should liaise with Expotransworld Ltd. for delivery of goods.

**1. Appointment of Forwarder**

- We will appoint Expotransworld Ltd. to transport our exhibits to/from Intertextile Shanghai Apparel Fabrics – Autumn Edition 2016. **(Go to 2)**
- We will NOT appoint Expotransworld Ltd. to transport our exhibits to/from Intertextile Shanghai Apparel Fabrics – Autumn Edition 2016, our appointed agent is as follows:

Appointed Forwarder: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Authorised Person: \_\_\_\_\_  
Tel: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email: \_\_\_\_\_

- 2.  Inbound  Outbound**
- Sea freight  Sea freight
- Air freight  Air freight

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

Our contact at the fairground is: Mr / Ms / Mrs \_\_\_\_\_ who will be present on-site on \_\_\_\_\_, 2016. Mobile: \_\_\_\_\_

**We hereby authorize Expotransworld Ltd. to unpack our exhibits & clear customs on our behalf. Expotransworld Ltd. will not be liable for any damage and/or loss of any items of exhibits in each package because of undertaking such procedures.**

Booth No: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Authorised Person: \_\_\_\_\_  
Tel: \_\_\_\_\_ Fax: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Exhibitor badges

Badges are free of charge.

Please fill in the Exhibitor Pre-registration Form ([Form 7](#) on Page 39) and send to Messe Frankfurt (HK) Ltd before **1 August 2016** to order your badges.

A maximum of 5 badges will be issued to a 9-15 sqm booth, and a maximum of 10 badges to any booth larger than 15 sqm.

Badges will only be sent to those exhibitors who have filled in and returned [Form 7](#) to Messe Frankfurt (HK) Ltd before the deadline and chosen "received badges before the show". If you have done so but do not receive the badges by **1 September 2016**, please notify Messe Frankfurt (HK) Ltd.

Exhibitors can authorize their co-exhibitors or agents / representatives to collect the exhibitor badges for them during the move-in period. For security reasons, only ONE co-exhibitor or agent / representative is allowed to collect the badges, and they must be registered with us by filling out [Form 7](#).

Badges will be issued to your associated companies only if you have registered them with us as your co-exhibitor or agent / representative.

For those exhibitors who have not returned the Exhibitor Pre-Registration Form, they should register and collect their badges at the registration counter during the move-in time. Exhibitors need to present their business card for verification.

### Visitors

Free admission for official buyers and trade visitors only.

Persons under 18 years of age are not permitted to enter the exhibition hall. Please remind your buyers not to bring children or anybody under 18 years old.

### Sales promotion

For your promotional campaign, we shall provide you with

- ◆ 100 visitor invitation cards
- ◆ Online exhibitor use invitation system

**Additional promotional materials are available upon request.**

Intertextile logo can be downloaded from our website (<http://www.intertextileapparel.com>). Please contact the Organiser if you have any question.

Messe Frankfurt (HK) Ltd  
35/F China Resources Building  
26 Harbour Road Wanchai  
Hong Kong  
Attn: Ms. Maggie Wong  
Email: [Maggie.Wong@hongkong.messefrankfurt.com](mailto:Maggie.Wong@hongkong.messefrankfurt.com)

This form should be returned by  
**1 August 2016 (Badge mailing)**  
**26 September 2016 (Onsite pick-up)**  
via on-line  
or by fax to (852) 2598 8771

**Please note:**

1. For security reasons, please provide the below details of all personnel from your company, co-exhibiting company and official agents / representatives who will be onsite during the exhibition.  
**A maximum of 5 badges will be issued for a 9-15 sqm booth and a maximum of 10 badges for any booth larger than 15 sqm.**
2. Exhibitor badges will be issued only if the FULL NAME is provided in this Form before the deadline.
3. Exhibitor badges will be issued to your associated companies only if you have registered them with us as your co-exhibitor or agent / representative. **Only ONE registered agent / representative will be allowed to collect the exhibitor badges on behalf of each exhibitor by the form filling below (if necessary).**

**Please print or type clearly!**

No.	First name	Last name	Job Title
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

**Would you like to receive your badges before the show?**

- YES.** The delivery details for the badges are as follows:

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

Contact person: \_\_\_\_\_

- *Badge mailing to China will be processed only if the delivery address is written in Chinese. Other languages will not be accepted.*
- *Badges will be sent to the above address by post. If your badges do not reach you by **1 September 2016**, please notify Messe Frankfurt (HK) Ltd.*
- *Please submit this form before the deadline **3 August 2016**. No badge mailing will be processed after the said date.*

- NO.** We will pick up the badges onsite ourselves on move-in day. Or exhibitor badges will be collected by our official agent / representative company (if applicable):

- *Badges will be ready for pick up at the registration counter. Please present your business card for verification.*

**Booth No:** \_\_\_\_\_ **Booth Size:** \_\_\_\_\_  
**Company Name:** \_\_\_\_\_ **Country:** \_\_\_\_\_  
**Authorised Person:** \_\_\_\_\_ **Title:** \_\_\_\_\_  
**Tel:** \_\_\_\_\_ **Email:** \_\_\_\_\_  
**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



Messe Frankfurt (HK) Ltd  
 35/F China Resources Building  
 26 Harbour Road Wanchai  
 Hong Kong  
 Attn: Ms. Sam Ho  
 Email: [Sam.Ho@hongkong.messefrankfurt.com](mailto:Sam.Ho@hongkong.messefrankfurt.com)

This form should be returned by  
**14 September 2016**  
 via on-line  
 or by fax to (852) 2598 8771

**Please note the following charges for hiring temporary staff:**

<u>Code</u>	<u>Description</u>	<u>Daily Rate</u>
01	<b>Bi-lingual Interpreter</b> (English / Mandarin only) (9 hours, included 1 hour lunch time)	USD 170.00
02	<b>Bi-lingual Interpreter</b> (English / Mandarin only) (4 hours, no lunch time included)	USD 110.00
03	<b>Booth Decorator</b> (9 hours, included 1 hour lunch time)	USD 150.00
04	<b>Casual Worker</b> (9 hours included 1 hour lunch time)	USD 170.00
05	<b>Other personnel</b>	To be quoted upon request

**Please indicate your requirements by filling in the following table:**

Working Date	Code No.	No. of staff	Duration	Total Working Days	Total Amount (USD)
<b>Total Amount:</b>					

**Please note:**

- Orders received after the deadline 18 September 2016 and on site would not be considered.**
- The minimum charge is 0.5 day (4 hours) per day.
- The interpreters usually speak English and Mandarin only. Should you prefer having other languages, please contact the Organiser. A separate quotation will be offered upon request.
- Payment should be effected in full upon receipt of the invoice.
- Working hour from 9:00am – 6:00pm including one hour lunch time. Other than normal working hour will be counted as overtime.
- Overtime, Sundays and holidays should be double paid.
- Orders without remittance will not be considered.
- Should there be any cancellation after the submission of the completed request after the deadline, the exhibitors should pay 4 hours standard rate per cancellation to the Organiser.

**Booth No:** \_\_\_\_\_

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

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

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

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

Messe Frankfurt (HK) Ltd  
35/F China Resources Building  
26 Harbour Road Wanchai  
Hong Kong  
Attn: Ms. Maggie Wong  
Email: [Maggie.Wong@hongkong.messefrankfurt.com](mailto:Maggie.Wong@hongkong.messefrankfurt.com)

This form should be returned by  
**25 August 2016**  
via on-line  
or by fax to (852) 2598 8771

For greater exposure, exhibitors may display their printed promotional materials in the Press Centre at the fairground. The Press Centre is open to attending journalists throughout the fair.

The printed promotional materials for display should be brought to the Press Centre **on 10 October 2016 afternoon** or at any time during **the first show day (11 October 2016)** of the fair.

The Organisers reserve the right to determine whether materials are suitable for display or not.

Space is limited, 'first-come-first-served' policy will be adopted. Please complete the form below to reserve display space in advance.

**Please print or type clearly!**

**\*must be filled**

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

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

Country: \_\_\_\_\_

Tel: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Fax: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Country code Area code Number Country code Area code Number

Email: \_\_\_\_\_ Website: \_\_\_\_\_

Type of Material for Display: (eg. Brochure, press release...)\*  
\_\_\_\_\_

Quantity of Material for Display\*: \_\_\_\_\_ copies (max. 100 copies)

**Booth No:** \_\_\_\_\_

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

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

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

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

Dear Exhibitor(s),

**Official Visitor Guide and fascia board\***

\*Fascia board is for standard booth exhibitor only

One Visitor Guide entry under one letter of the alphabet is free of charge.

With your Visitor Guide entry, your company name will appear in alphabetical order based on the first letter of the exhibiting company name, in addition to country and product group listings. If available, please provide us also with your company information in Chinese#.

Additional entries on both printed and e-Catalogue for co-exhibiting companies will be subject to a charge of USD200 per entry. Please copy this form and complete the information, but except part 4 on the form, for co-exhibiting company.

The Organiser / publisher will not take any responsibility if mistakes are made in the visitor guide due to unclear handwriting. The Organiser reserves the rights to make changes in grammar and spelling to maintain consistency within the publication.

**Please print or type clearly!**

**About the fascia board (for standard booth exhibitors only):**

Chinese company name will be marked on the fascia board only if the Chinese name is provided.

No logos are allowed on the fascia board

**# You should know the following things about Chinese translations:**

1. It is very difficult to translate company names into Chinese because Chinese names carry a special (positive or negative) meaning. They are not literal translations as it is common for European languages. Your Chinese partners will always identify you or your company name with this meaning.
2. Once the name is translated into Chinese, you always have to stick to it in your brochures and all information materials. This means that you should think carefully about the Chinese name. It should be discussed in detail with the translator so that he can find an appropriate name.

**Information has already been filled in according to your application form, please confirm or revise the fields (if necessary).**

Messe Frankfurt (HK) Ltd  
Attn: Ms. Daisy Leung  
Tel: (852) 2238 9915  
Fax: (852) 2598 8771  
Email: [daisy.leung@hongkong.messefrankfurt.com](mailto:daisy.leung@hongkong.messefrankfurt.com)

This form should be returned by  
**18 August 2016**  
via on-line  
or by fax to (852) 2598 8771

**Part 1 - Exhibiting Company Details (for standard booth exhibitors, the information below will be used in Visitor Guide and fascia board.)**

Company Name (Eng): \_\_\_\_\_

Company Name (Chi): \_\_\_\_\_

Address (Eng): \_\_\_\_\_

City: \_\_\_\_\_ Country: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Address (Chi): \_\_\_\_\_

Tel: \_\_\_\_\_  
(Country code) (Area code) (Number)

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

Website: \_\_\_\_\_  
(\* the website will be listed on the online visitor guide only)

**Part 2 - Agent/ Representative (if desired):**

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

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

Tel: \_\_\_\_\_  
(Country code) (Area code) (Number)

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

**Part 3 - Brief description of products (20 words max):**

*\* Description exceeding the 20 words limits will be edited at the publisher's discretion.*

In English: \_\_\_\_\_

In Chinese: \_\_\_\_\_

Please also complete the information on next page (continued... / 2)

**Part 4 - Major Product Group to be shown on Fascia Board**

(Not applicable for co-exhibitor and pavilion member\*\*) - Please select **ONLY ONE** from the list below:

- |   |  |  |
|---|--|--|
| <ul style="list-style-type: none"> <li>1. <input type="checkbox"/> Cotton</li> <li>2. <input type="checkbox"/> Wool</li> <li>3. <input type="checkbox"/> Silk</li> <li>4. <input type="checkbox"/> Linen / Ramie</li> <li>5. <input type="checkbox"/> Man-made</li> <li>6. <input type="checkbox"/> Knitted</li> <li>7. <input type="checkbox"/> Functional</li> <li>8. <input type="checkbox"/> Lace &amp; Embroidery</li> <li>9. <input type="checkbox"/> Mixed</li> <li>10. <input type="checkbox"/> Yarns &amp; Fibres</li> <li>11. Accessories             <ul style="list-style-type: none"> <li>11.1 Garment Accessories                 <ul style="list-style-type: none"> <li><input type="checkbox"/> 11.1.1 Zipper/ Zip Fasteners</li> <li><input type="checkbox"/> 11.1.2 Buttons</li> <li><input type="checkbox"/> 11.1.3 Lace, Ribbons, Embroidery</li> <li><input type="checkbox"/> 11.1.4 Lining</li> <li><input type="checkbox"/> 11.1.5 Interlining</li> <li><input type="checkbox"/> 11.1.6 Shoulder Pads</li> </ul> </li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>11.1 Garment Accessories             <ul style="list-style-type: none"> <li><input type="checkbox"/> 11.1.7 Thread</li> <li><input type="checkbox"/> 11.1.8 Tape</li> <li><input type="checkbox"/> 11.1.9 Hooks, Loops, Buckle</li> <li><input type="checkbox"/> 11.1.10 Labels</li> <li><input type="checkbox"/> 11.1.11 Heat Transfer Prints</li> <li><input type="checkbox"/> 11.1.12 Quilting</li> <li><input type="checkbox"/> 11.1.13 Rhinestones, Beads, Sequins</li> </ul> </li> <li>11.2 Lingerie Accessories             <ul style="list-style-type: none"> <li><input type="checkbox"/> 11.2.1 Shoulder Straps</li> <li><input type="checkbox"/> 11.2.2 Cups</li> <li><input type="checkbox"/> 11.2.3 Pasties</li> <li><input type="checkbox"/> 11.2.4 Bra Pads</li> <li><input type="checkbox"/> 11.2.5 Lace, Ribbons</li> <li><input type="checkbox"/> 11.2.6 Rings, Sliders, Hook</li> <li><input type="checkbox"/> 11.2.7 Hook and Eye Tape</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>11.3 Fashion Accessories             <ul style="list-style-type: none"> <li><input type="checkbox"/> 11.3.1 Leather &amp; Fur</li> <li><input type="checkbox"/> 11.3.2 Belts</li> <li><input type="checkbox"/> 11.3.3 Scarves</li> <li><input type="checkbox"/> 11.3.4 Metal</li> </ul> </li> <li>11.4 Packaging, Shopping Bags</li> <li>11.5 Hangers, Mannequins</li> <li>11.6 Mixed Accessories</li> <li>12. Apparel textiles related products &amp; services             <ul style="list-style-type: none"> <li><input type="checkbox"/> 12.1 Printing &amp; CAD / CAM / CIM systems</li> <li><input type="checkbox"/> 12.2 Design &amp; styling</li> <li><input type="checkbox"/> 12.3 Publications</li> <li><input type="checkbox"/> 12.4 Testing &amp; certification</li> <li><input type="checkbox"/> 12.5 Trend Forecaster</li> <li><input type="checkbox"/> 12.6 Others</li> </ul> </li> </ul> |
|---|--|--|

\*\*Should you wish to use the company name of the co-exhibitor on the fascia board, please inform the Organiser in writing before **18 August 2016**.

**Part 5 - Product Classification for Visitor Guide (please tick all that apply):**

- |   |   |  |
|---|---|--|
| <ul style="list-style-type: none"> <li><b>1. Apparel fabrics</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> 1.1 Cotton</li> <li><input type="checkbox"/> 1.2 Wool</li> <li><input type="checkbox"/> 1.3 Silk</li> <li><input type="checkbox"/> 1.4 Linen / Ramie</li> <li><input type="checkbox"/> 1.5 Man-made</li> <li><input type="checkbox"/> 1.6 Knitted</li> <li><input type="checkbox"/> 1.7 Functional</li> <li><input type="checkbox"/> 1.8 Lace &amp; Embroidery</li> <li><input type="checkbox"/> 1.9 Others</li> </ul> </li> <li><input type="checkbox"/> <b>2. Fibers / Yarns</b></li> <li><b>3. Accessories</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> 3.1 Zipper/ Zip Fasteners</li> <li><input type="checkbox"/> 3.2 Buttons</li> <li><input type="checkbox"/> 3.3 Lace, Ribbons, Embroidery</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li><b>3. Accessories (continued...)</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> 3.4 Lining</li> <li><input type="checkbox"/> 3.5 Interlining</li> <li><input type="checkbox"/> 3.6 Shoulder Pads</li> <li><input type="checkbox"/> 3.7 Thread</li> <li><input type="checkbox"/> 3.8 Tape</li> <li><input type="checkbox"/> 3.9 Hooks, Loops, Buckles</li> <li><input type="checkbox"/> 3.10 Labels</li> <li><input type="checkbox"/> 3.11 Heat Transfer Prints</li> <li><input type="checkbox"/> 3.12 Quilting</li> <li><input type="checkbox"/> 3.13 Rhinestones, Beads, Sequins</li> <li><input type="checkbox"/> 3.14 Shoulder Straps</li> <li><input type="checkbox"/> 3.15 Cups</li> <li><input type="checkbox"/> 3.16 Pasties</li> <li><input type="checkbox"/> 3.17 Bra Pads</li> <li><input type="checkbox"/> 3.18 Lace, Ribbons</li> <li><input type="checkbox"/> 3.19 Rings, Sliders, Hooks</li> <li><input type="checkbox"/> 3.20 Hook and Eye Tape</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li><b>3. Accessories (continued...)</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> 3.21 Leather &amp; Fur</li> <li><input type="checkbox"/> 3.22 Belts</li> <li><input type="checkbox"/> 3.23 Scarves</li> <li><input type="checkbox"/> 3.24 Metal Accessories</li> <li><input type="checkbox"/> 3.25 Packaging, Shopping Bags</li> <li><input type="checkbox"/> 3.26 Hangers, Mannequins</li> <li><input type="checkbox"/> 3.27 Others</li> </ul> </li> <li><b>4. Apparel textiles related products &amp; services</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> 4.1 Printing &amp; CAD / CAM / CIM systems</li> <li><input type="checkbox"/> 4.2 Design &amp; styling</li> <li><input type="checkbox"/> 4.3 Trade publications</li> <li><input type="checkbox"/> 4.4 Testing &amp; certification</li> <li><input type="checkbox"/> 4.5 Trend Forecaster</li> <li><input type="checkbox"/> 4.6 Others</li> </ul> </li> </ul> |
|---|---|--|

Please also complete the information on next page (continued... / 3)

**Part 6 – Sustainable products / services exhibitor list (tick one that applies):**

Does your company wish to be identified as a sustainable exhibitor in the fair’s visitor guide and e-catalogue? (This applies to companies that provide sustainable products or services, and/or use sustainable raw materials, manufacturing and finishing processes as well as socially responsible practices.) *(No any sustainable indication will be made if exhibitor leaves this question blank.)*

- Yes  No

**Part 7 - End-uses (tick all that apply):**

- |   |  |                                      |
|---|--|--------------------------------------|
| <input type="checkbox"/> Suitings                     | <input type="checkbox"/> Casual wear         | <input type="checkbox"/> Ladieswear  |
| <input type="checkbox"/> Functional wear / sportswear | <input type="checkbox"/> Shirts              | <input type="checkbox"/> Denim       |
| <input type="checkbox"/> Children & infants wear      | <input type="checkbox"/> Swimwear & lingerie | <input type="checkbox"/> Accessories |

**Part 8 - Looking for an Agent (if applicable):**

We are looking for an agent in the region of: \_\_\_\_\_

-----  
I hereby certify that the above information given is true and correct, and it will be used as the exhibitor’s entry in the official Visitor Guide, e-catalogue and on the fascia board (fascia board is only for standard booth exhibitors).

**Booth no.:** \_\_\_\_\_

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

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

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

Messe Frankfurt (HK) Ltd  
Attn: Mr. Caudi Kwan / Ms. Daisy Leung  
Tel: (852) 2238 9992 / 2238 9915  
Fax: (852) 2598 8771  
Email: [caudi.kwan@hongkong.messefrankfurt.com](mailto:caudi.kwan@hongkong.messefrankfurt.com) /  
[daisy.leung@hongkong.messefrankfurt.com](mailto:daisy.leung@hongkong.messefrankfurt.com)

This form should be returned by  
**18 August 2016**  
via fax  
to (852) 2598 8771

Exhibitors please sign back with company chop and fax return the Intellectual Property Rights (“IPR”) acknowledgement letter, **Regulation for Protection of Intellectual Property Rights during Exhibition** are given on the following 2 pages.

### Acknowledgement Letter

We (including all personnel, employees and any other relevant third party of our Company) acknowledge receipt and have read this Regulation for Protection of Intellectual Property Rights during the Exhibitions.

We also undertake to comply with all provisions hereof strictly and such undertaking will be binding upon the execution of this Acknowledgement Letter.

We hereby warrant that:

1. All Exhibits are under its own IPR or are legally and effectively licensed, and all Exhibits, including its appearance, design, package, trademark and advertising materials etc. do not infringe any IPR of the others. We will prepare all the IPR certificates or the legal and valid licenses with respect to Exhibits for inspection if necessary.
2. We also undertakes that we will strictly comply with the exhibition regulation, PRC laws and regulations, and international treaties, etc., and will not infringe on the legal rights of any other exhibitors and their Exhibits, or copy, use, produce, extract or modify the trademark, design, package or invention owned by any other exhibitors or their Exhibits, or take any illegal actions to prevent any other exhibitors from exercising and protecting their legal intellectual property rights and ownership on their products.
3. Prior to the Exhibition, we and our Exhibits have not been involved in any infringement dispute or taken any infringement actions by any third party or restricted by relevant legal enforcement.
4. No infringement as unauthorized photography or videography shall be taken by us.
5. We will be liable for any responsibilities due to any violation of the warranties above and the Organisers shall be relieved from such responsibilities.

**Fair Joined:** **Intertextile Shanghai Apparel Fabrics – Autumn Edition 2016**  
**(11 – 13 October 2016)**

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

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

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

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

**Signature**

**(with company chop):** \_\_\_\_\_

**Date:** \_\_\_\_\_

Failure to respond to this Acknowledgement Letter shall be deemed as refusal to make acknowledgement by the exhibitor, and any dispute or responsibilities arising therefrom shall be handled or assumed by the exhibitor on its own.

If any queries, please contact Ms. Daisy Leung / Mr. Caudi Kwan from Intertextile Team:

Tel: (852) 2802 7728 Fax: (852) 2598 8771

Email: [daisy.leung@hongkong.messefrankfurt.com](mailto:daisy.leung@hongkong.messefrankfurt.com) / [caudi.kwan@hongkong.messefrankfurt.com](mailto:caudi.kwan@hongkong.messefrankfurt.com)

# Regulation for Protection of Intellectual Property Rights during Exhibition

## Regulation for Protection of Intellectual Property Rights during Exhibition

Aiming at protecting the intellectual property rights (the "IPR") including patent, trademark, copyright etc. during Exhibition, this regulation (the "Regulation") is formulated in accordance with the Measures for Protection of Intellectual Property Rights during Exhibitions jointly promulgated by Ministry of Commerce, State Administration of Industry and Commerce, State Copyright Bureau and State Intellectual Property Office on March 1, 2006.

In order to protect the IPR and to promote the healthy development of the exhibition (the "Exhibition"), the Exhibition sponsor invite lawyers specialized in IPR protection to compose the Complaint Review Panel (the "CRP"). The CRP will be responsible for consultancy services relating to IPR, and reviewing the IPR disputes happened during the Exhibition in accordance with the laws and regulations in respect of IPR.

The CRP shall strictly deal with IPR infringement complaints which occur in the Exhibition venue during the Exhibition period in accordance with this Regulation.

### Acceptance of Complaint

The complainant shall be the owner or the interested party of the IPR. The interested party shall include the authorized or licensed user, or the legitimate successor of the IPR. The licensees of patent licensing contracts and sole licensing contracts may file the complaint independently; the licensees of exclusive licensing contracts may file the complaint independently with permission of the patent owner. Unless otherwise stipulated in the contract, the licensees of general licensing contracts may not file the complaint independently. If the exhibitor deems that the products exhibited (the "Exhibits") by any other exhibitor infringe its patent, trademark or copyrights, and shall not communicate with the suspected infringing exhibitor directly by itself. The complainant shall fill in a Complaint Form, submit and be liable for the following materials in two copies when filing a complaint with the CRP:

1. A legitimate and effective certificate of the ownership of intellectual property rights: where any patent is involved therein, the patent certificate, the text of patent announcement, the credential of the patent owner, the certification on the legal status of the patent shall be submitted; where any trademark is involved therein, the certification documents of trademark registration shall be submitted, which shall be confirmed by the complaints by affixing a seal, and the credential of the trademark owner shall be submitted as well; where any copyright is involved therein, the certification of copyright and the credential of the copyright owner shall be submitted. (Documents evidencing patent-related rights, including patent specification of invention and utility model, or pictures and photographs of design, which are made public by State Intellectual Property Office of P.R.C; search reports of existing patent law or the counterpart of patent registry etc.)
2. The name of Exhibits in question, name and booth number of respondent;
3. Copy of business license of complainant (stamped with the common seal of the complainant), if the complainant is not the IPR holder, the complainant shall provide a copy of license agreement in respect of such IPR (stamped with the common seal of the complainant);
4. Evidence and cause against the infringement;
5. If the complaint is raised by attorney of exhibitor, the Power of Attorney shall be submitted; and
6. Any other materials the CRP may require.

If the complainant is a foreigner, foreign entity or other foreign organization, the valid certifications submitted shall be duly notarized by a notary public in its own country and attested by the Chinese embassy or consulate in such country; if the complaint is filed by an agent, the Power of Attorney shall also be notarized and attested. If the complainant is from Hong Kong or Macau area, the valid certifications submitted shall be duly notarized in Hong Kong or Macau and then stamped by China Legal Service (Hong Kong) Limited or China Legal Service (Macau) Limited; if the complaint is filed by an agent, the Power of Attorney shall also be notarized and stamped. If the complainant is from Taiwan area, the valid certifications submitted shall be duly notarized in Taiwan and verified by Notary Association in Mainland China; if the complaint is filed by an agent, the Power of Attorney shall also be notarized and verified.

The complainant shall warrant that all the materials are authentic and effective, and shall indemnify the respondent, and be liable for any loss and damage resulting from the unauthentic complaint materials or any other unfaithful complaint.



## Regulation for Protection of Intellectual Property Rights during Exhibition

---

**If any of the following occurs, the CRP shall not accept the complaint:**

1. Where the materials submitted by the complainant do not meet the CRP's requirement and the complainant does not supplement the relevant materials required after notified by the CRP. The complainant or claimant has filed litigation in connection therewith in a court.
2. Where a complainant or claimant has filed a litigation concerning infringement on patent or trademark with the people's court;
3. Where any patent is in the procedures for declaring invalidation of patent right;
4. Where any dispute over the ownership of a patent is subject to the trial procedures of the people's court or to the mediation procedures of the administrative department of patent;
5. Where any patent has been terminated and its owner is attempting to resume the patent.
6. Where any right to the exclusive use of trademark has been invalidated or cancelled.
7. Where a complainant is not the owner of the IPR who cannot submit relevant IPR authorization or licensing documents.
8. Where a complainant has filed a complaint against the same exhibit for infringing the same IPR during the past exhibitions.
9. **Any other circumstances that CRP deems inappropriate to accept a complaint.**

Subsequent to the receipt of complaint materials required, the CRP shall notify the respondent and request it to response within in half of a day. The respondent declining the complaint shall submit the relevant evidences; otherwise, it shall promptly withdraw the Exhibits in question and never re-exhibit the same. **If the respondent can submit valid evidences proving that the removed exhibit does not infringe others' IPR, the CRP may allow the exhibitor to re-exhibit the removed exhibit.**

If the respondent does not submit the relevant evidences, or the materials submitted cannot prove that it does not infringe any IPR, nor does the respondent withdraw the Exhibits in question, the CRP shall have the right to request the respondent to: 1) suspend the display of such Exhibits; 2) destroy and suspend distribution of advertising material of such Exhibits; and 3) to remove the exhibiting board of such Exhibits. If the respondent objects to the aforementioned measures, the CRP may send complaint materials and relevant information to the competent administration of IPR for handling in accordance with the law.

**If the CRP deems it necessary, the CRP may allow and assist the complainant to collect evidence by means of photographing, videotaping, etc., and the respondent shall cooperate.**

**The Exhibition sponsor may assist the intellectual property administrative department to collect evidence by sampling from or registering and preserving the exhibit suspected of infringement, the respondent shall accept.**

**In order to maintain the order of the Exhibition, after the CRP has handled the complaint and before the end of the Exhibition, the complainant shall not adopt any further action against the respondent at the Exhibition venue.**

**If any personnel of exhibitors or non-exhibitors who negotiate with the respondent without permission of the CRP and cause dispute at the Exhibition venue which negatively impacts the order of the Exhibition, the Exhibition sponsor shall have right to refuse their entrance into the Exhibition venue or order them to leave the Exhibition venue.**

Subsequent to the end of exhibition, the complainant shall resolve such IPR dispute through the court or administration of IPR; otherwise, the CRP will not accept the complaint with respect to the same Exhibits in the exhibitions thereafter.

**If the exhibitor refuses to enforce the decision made by the CRP or the intellectual property administrative department and continue to exhibit the exhibit, or the exhibitor displays the removed exhibits again without permission of the CRP, the Exhibition sponsor shall have right to revoke the participation qualification of the exhibitor.**

**The Exhibition Organization Commission shall have the right to revoke the exhibiting qualification of the exhibitor that display the Exhibits in question for times and adversely affects the reputation of Exhibition.**

**The CRP shall coordinate and cooperate with the administration of IPR and reserve the rights to take necessary actions in accordance with the actual situation.**

**The Exhibition sponsor does not guarantee the result of handling the complaint regarding IPR dispute, or undertake any responsibility for such result for any relevant parties.**

**Should the complaint or handling the complaint causes any loss or damage to any complainant, respondent, other exhibitor or non-exhibitor, the party which suffers the loss or damage shall pursue legal liabilities against the responsible party through legal actions. The Exhibition sponsor and the CRP shall assume no responsibility for such loss or damage.**

- END -

**Your Personal Checklist – The most important things to do!**

Do you have a valid passport?

Have you applied for a visa?

Do you have your exhibitor badge with you?

Have you made your travel arrangements?

Have you printed your Chinese business cards?

Have you printed necessary information in Chinese?  
(E.g. product/company description)?

Have you checked all the forms and regulations?

Have you arranged the shipment of your goods?

Have you checked your booth equipment?

Have you ordered an interpreter?

Have you sent the visitor guide entry with product groups?

Have you thought about advertising in the visitor guide?

Have you thought about displaying promotional material at the Press Centre?

Have you thought about your personal belongings?

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