

cinte **techtex**til **CHINA**

Exhibitor Manual

12 – 14 October 2016

**Shanghai New International Expo Center
Pudong, Shanghai, China**

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

Dear Exhibitor(s),

Welcome to Cinte Techtextil China 2016!

This manual is designed to give you useful information regarding your participation in Cinte Techtextil China 2016 taking place in Shanghai, China from 12 - 14 October 2016. It contains essential forms for you to order the various related services you may require.

We kindly ask you to return the forms before the deadlines (please refer to Page 3) to enable us to fulfill your requirements. All forms should be filled clearly in block capitals.

Should you have any further 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: (852) 2238 9918 Ms Allison Chiu
 (852) 2230 9216 Mr Ben Shi
 (852) 2238 9906 Ms Qube Chim

General Line: (852) 2802 7728

Fax: (852) 2598 8771

Email: cinte@hongkong.messefrankfurt.com

We look forward to welcoming you to Cinte Techtextil China 2016 and wish you a successful and satisfying three days at the fair!

Yours sincerely,
Cinte Techtextil China Team
Messe Frankfurt (HK) Ltd

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

Ms Allison Chiu
Direct Line: (852) 2238 9918

Mr Ben Shi
Direct Line: (852) 2230 9216

Ms Qube Chim
Direct Line: (852) 2238 9906

Tel: (852) 2802 7728
Fax: (852) 2598 8771
Email: cinte@hongkong.messefrankfurt.com

The Sub-Council of Textile Industry, CCPIT

China Nonwovens & Industrial Textiles Association (CNITA)

Official Contractor **Shanghai Homer-expo Co Ltd**
Tower A, Building 16,
658 Jinzhong Road, Chang Ning District,
Shanghai 200050
China


Miss Seven Xie
Tel: +86 21 5221 2001/ +86 15295685785
Fax: +86 21 5221 2002
Email: Homer-expo@qq.com

Official Forwarding Agent **Expotransworld Ltd**
Room 706 -707, 7/F, Star House,
3 Salisbury Road, Tsim Sha Tsui,
Hong Kong

Mr Andy Chan / Ms Viann Phan
Tel: +852 2730 1868
Fax: +852 2730 1878
Email: andy.chan@expotransworld.com /
viann.phan@expotransworld.com

Official Travel Agents **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 /
billy@shanghai-vision.com

Official Carrier  **CATHAY PACIFIC**
[Book online](#) and reserve with MICE Event
Code "MICE974" or contact your nearest
Cathy Pacific or Dragonair reservations office
and quote the event code to receive this offer

Deadlines for returning forms

1. COMPULSORY for STANDARD BOOTH exhibitors

Deadline	Description	Form Number	Page
30 August 2016	Standard Booth Exhibitors Confirmation Letter	Form 3	20
5 September 2016	Invitation for Visa Application	Form 1a & b	12-13

COMPULSORY for RAW SPACE exhibitors

Deadline	Description	Form Number	Page
30 August 2016	Power, Compasped Air & Water Supply	Form 6	27
	Raw Space Exhibitors Confirmation Letter	Form 7	34
	Appointment of Booth Contractor	Form 8	35
	Special Design Booth Proposal & Electrical Installation Plan	-	-
5 September 2016	Invitation for Visa Application	Form 1a & b	12 - 13

2. OPTIONAL Forms

Deadline	Description	Form Number	Page
17 August 2016	Appointment of Forwarder & Transport Order (for SEA Freight)	Form 9a	37
29 August 2016	Appointment of Forwarder & Transport Order (for AIR Freight)	Form 9b	37
30 August 2016	Additional Booth Equipment	Form 4	24-25
	Socket, Lighting, Telephone Line, Broadband	Form 5	26
	Power, Compasped Air & Water Supply (optional for standard booth exhibitors)	Form 6	27
1 September 2016	Exhibitor Pre-Registration (Badge mailing)	Form 2	15
5 September 2016	Product Presentation	Form 11	40
	Promotional Material Display at Press Centre	Form 12	41
15 September 2016	Temporary Staff	Form 10	38
7 October 2016	Exhibitor Pre-Registration (Onsite pick-up)	Form 2	15

Show Schedule

Set-up & Move-in

10 October 2016 (Mon)	10:00 am – 8:00 pm	Raw Space Exhibitors Set-up & Move-in
11 October 2016 (Tue)	9:00 am – 7:00 pm	Raw Space Exhibitors Set-up & Move-in
	10:00 am – 7:00 pm	Standard Booth Exhibitors Move-in

Show Opening Hours

12 – 13 October 2016 (Wed– Thur)	8:30 am	Venue Opens to Exhibitors
	9:00 am	Show Opens to Trade Buyers
	5:00 pm	Registration Counters Close
	5:30 pm	Show Close
	6:00 pm	Venue Close
14 October 2016 (Fri)	8:30 am	Venue Opens to Exhibitors
	9:00 am	Show Opens to Trade Buyers
	3:30 pm	Registration Counters Close
	4:00 pm	Show Close

Move-out & Dismantling

14 October 2016 (Fri)	4:00 pm - 10:00 pm	Exhibitor Move-out & Booth Dismantling
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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 that all exhibitors arrive at their booths half an hour before the fair opens for security reasons.

Exhibitors move out before 4:00 pm, 14 October 2016 is 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 these Exhibition Rules & Regulations (the "Regulations").

Each Exhibitor ("Exhibitor") shall strictly abide by the stipulations under these Regulations. In case that any Exhibitor violates any stipulations hereunder, the Organiser has the right to require such 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 19**, and "Important Notes for Raw Space Exhibitors" on **page 29-33**.

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 **4:30 pm on 14 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) 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 Exhibitors, please refer to "Important Notes for Standard Booth Exhibitors" on **page 19**.

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 29-33**.

9. Obstructions and safety hazards

Exhibit structure, display etc shall not be juttred 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 (Form 5 & 6) in this manual.

11. Sound restriction

All audio-visual equipment must not generate a noise level which might cause any annoyance or inconvenience to other Exhibitors or visitors. Should there be complaints, the organiser reserves the right to terminate any activities causing the noise.

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.

15. Fire & safety regulations

- a) Smoking is strictly 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) 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", "中华民国", "Formosa", "福尔摩萨", "福摩萨", "福尔摩莎" 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 rights

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 and important notes:

STANDARD BOOTH exhibitors, please refer to page 19.

RAW SPACE exhibitors, please refer to pages 29 – 33.

1. Location of Shanghai New International Expo Center (SNIEC) 上海新国际博览中心:

Address	2345 Long Yang Road Pudong Area, Shanghai 201204 China 中国上海市浦东新区龙阳路 2345 号 (邮编: 201204) Tel: (86) 21 2890 6666 Fax: (86) 21 2890 6777 Email: info@sniec.net Website: www.sniec.net	
Exhibition Area	35000 sqm gross (Hall E5, E6 & E7)	
How to get there	from Pudong Airport	40 minutes by taxi
	from Hong Qiao Airport	50 minutes by taxi
	from Downtown (Puxi)	20 minutes by taxi
	from Shanghai Train Station	35 minutes by taxi

2. Services:

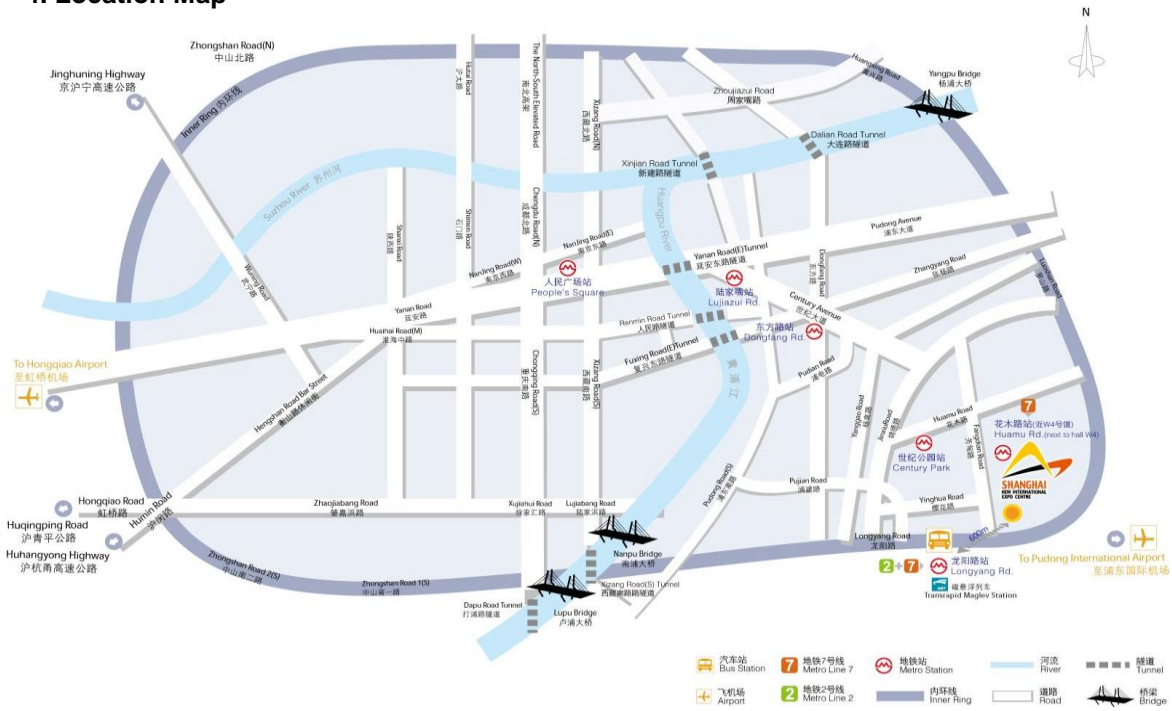
Business Center	1#, 2#, 3# Entry Hall (G/F)	Provides services of fax, photocopy, internet, phone cards etc.
Police Station	Hall W4	For reporting
Customs Office	West side of Hall W2	For customs queries
Tourism Info Center	Hall W3	For tourist information collection
Flower Store	Outside Hall W3 and E2	Flowers and greenery
Food and Beverage		
Coffee Shop	1# Entry Hall (G/F) Hall E5-R1, Hall E6-R1, Hall E7-R1, Hall N5-B2	
Convenient Store	1# Entry Hall (G/F) Hall N1-R1, Hall N4-B1, Hall W1-B2, Hall W3-B2, Hall E3-B1 a/b	
Snack Bar	1# Entry Hall (G/F) Hall N1-B2a	
Western Restaurant	1# Entry Hall (1/F) Hall E4-B1, Hall E2-R1, Hall N2-R1	
Chinese Restaurant	1# Entry Hall (1/F) Hall E3 · E4 (2/F), Hall E5-B2, Hall N3-N4, Hall N3-R1	

3. Useful information:

Freight Entrance	Located at both side of hall 4.9m (width) x 4m (height)	5 gates per side (South and North)
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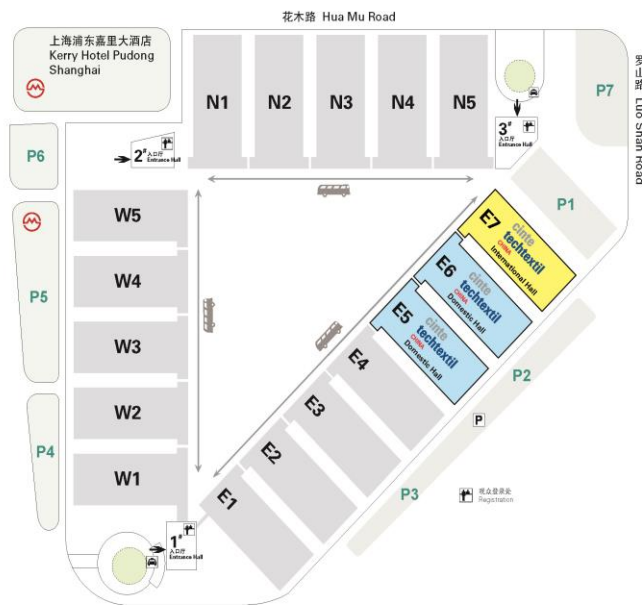
*Service points above depends on onsite management

4. Location Map



5. Overall Hall Plan

展馆一览图
Hall Overview



展馆一览图截至2016年5月30日, 若有更改将不预先通知, 请以展会现场图示为准。
Hall overview as of 30 May 2016, subject to change without prior notice. Any updates will be listed on site.

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

Weather

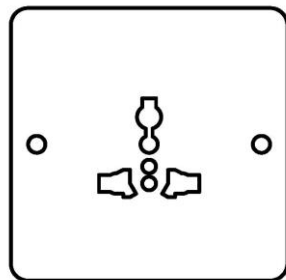
In October, mostly sunny and humid, between 15°C and 25°C during daytime

Money exchange

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

Electricity

The voltage in China is 220 Volt/ 50 Hertz.
The sockets used in the exhibition halls look as follows:



13 Amp/ 220 Volt

Adapters for the 13 Amp / 220 Volt socket can be ordered as additional booth equipment. 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.

Special arrangements and information are exclusively provided for exhibitors:

Official Travel Agents	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 / billy@shanghai-vision.com
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Hotels Nearby	Kerry Hotel Pudong Shanghai (5-star)	5 minutes walk to venue
	Jumeirah Himalayas Hotel (5-star)	5 minutes walk to venue
	Dorsett Shanghai (4-star)	7 minutes drive to venue
	Renaissance Shanghai Pudong (5-star)	8 minutes drive to venue
	Dongjiao State Guest Hotel (5-star)	10 minutes drive to venue
	Parkview Hotel (4-star)	10 minutes drive to venue
	Holiday Inn Shanghai Pudong (4-star)	15 minutes drive to venue
	Courtyard by Marriott Pudong (4-star)	15 minutes drive to venue
	Grand Metropark Jiayou Hotel (4-star)	15 minutes drive to venue
	Shanghai Marriott Hotel Pudong East (5-star)	15 minutes drive to venue
	Holiday Inn Express Shanghai New Jinqiao (3 star)	15 minutes drive to venue

* Please contact the official travel agents for room rate and reservations.

Visa All passport holders can order their China visa through travel agents. Please contact the official or your local travel agents directly for visa application. In any case you need an official invitation letter for visa application, please fill in Form 1 and submit together with the following information:

1. Your company website address
2. Business registration document of your company
3. Company business card of each applicant
4. Passport copy of each applicant (includes photo, name and passport no.)

Return to:

Messe Frankfurt (HK) Ltd
Attn: Mr Ben Shi

Fax: (852) 2598 8771
Tel: (852) 2230 9216
Email: ben.shi@hongkong.messefrankfurt.com

Deadline
5 September 2016

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 in Beijing 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:

Please take note not to apply for staying in China more than 10 days. (Should be within 8 – 17 Oct 2016)
No invitation letter will be issued if application is submitted after the deadline.

1. Invitation letter for visa application

- We will apply invitation letter(s) for visa application for Cinte Techtex

2. Please fill in your personal information clearly (print or type) and return this form with **Passport copy of each applicant (includes photo, name and passport no. in .jpg format)**

	First Name	Last Name	Nationality	Job Title	Passport Number	In/ Out PR China Date
1						8-17 Oct 2016
2						8-17 Oct 2016
3						8-17 Oct 2016
4						8-17 Oct 2016
5						8-17 Oct 2016

3. Do you need the original invitation letter? No, colored scanned copy is ok

Yes, the delivery address (PO box is not accepted):

1. We will apply the Chinese visa in state of nationality
 NOT state of nationality, please specify: _____

2. We will apply for the visa(s) TOGETHER
 INDIVIDUALLY

Company Name:			
Authorised Person:			
Tel:	()	Email:	
Signature:		Date:	

Return to: Messe Frankfurt (HK) Ltd Attn: Mr Ben Shi Fax: (852) 2598 8771 Tel: (852) 2230 9216 Email: ben.shi@hongkong.messefrankfurt.com	Deadline 5 September 2016
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Visiting Schedule
访华日程

Company Name 公司名称: _____

List of applicants (来华公司人员名单):

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

Date YY-MM-DD (日期)	Place (地点)	Events (事项)
e.g. 2016-10-8 to 2016-10-17	Shanghai	Exhibiting at Cinte Techtexil China 2016

Date: _____

Company Chop: _____

注：请根据实情填写在华活动安排。

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

Exhibitor badges

Badges are free of charge.

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 2 to Messe Frankfurt (HK) Ltd before the deadline. If you have done so but do not receive the badges by **30 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 2.

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 to the exhibition.

Sales promotion

For your promotional campaign, we shall provide you with 50 visitor invitation cards, and an exhibitor use e-invitation card to invite you customers to visit your booth.

Additional promotion materials are available upon request.

Return to:

Messe Frankfurt (HK) Ltd

Attn: Ms Allison Chiu

Fax: (852) 2598 8771

Tel: (852) 2238 9918

Email: allison.chiu@hongkong.messefrankfurt.com

This Form should be returned by
1 Sep 2016 (Badge mailing)
After 7 Oct 2016 (Onsite pick-up)

Please note:

1. For security reasons, please provide below details of all personnel from your company, co-exhibiting company and official agents/ representatives who will be on site during the exhibition. **A maximum quantity of 4 badges will be issued to a 9sqm booth and a maximum of 10 badges to any booth larger than 9sqm.**
2. Badges will be issued to your associated companies only if you have registered them with us as your co-exhibitor or representative/ principal.
3. Exhibitors should collect their badges at the registration counter outside the exhibition hall during the move-in time by presenting their business cards.

Please print or type clearly!

	Name of Personnel	Job Title
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

Please sent to:

Attn: _____

Address: _____

Booth No.: _____

Company Name: _____

Authorised Person: _____

Tel: _____

Fax: _____

Signature: _____

Date: _____

The Organiser has appointed Shanghai Homer-expo Service Co Ltd to be the Official Contractor for stand construction, booth equipment and power connection.

Contact details

Shanghai Homer-expo Co Ltd

Tower A, Building 16,
658 Jinzhong Road, Chang Ning District,
Shanghai 200050
China

Miss Seven Xie

Tel: +86 21 5221 2001/ +86 15295685785

Fax: +86 21 5221 2002

Email: Homer-expo@qq.com

Additional facilities may be ordered from Shanghai Homer-expo Service Co Ltd by E-mail (Form 4 - 6) on or before **30 August 2016**. Please check with Shanghai Homer-expo Service Co Ltd for detailed list of additional booth equipment.

Orders received after submission deadline will be subjected to 30% surcharge, onsite orders will be subjected to 50% surcharge. Orders received within 10 workings days before show date will be handled as onsite orders.

Cancellation of orders will be accepted in writing before **30 August 2016**. All cancellation will be subjected to 30% cancellation fee. No cancellation is allowed onsite.

Booth equipment and services included in participation fee for a **9 sqm (3m x 3m)** standard booth are as follows:

- Complete booth construction
- Wall-to-wall carpet
- Fascia board with company name and country in Chinese and English
- 1 Standard socket
- 1 Lockable cabinet
- 1 square table
- 3 black leather chairs
- 2 display shelves
- 3 100W longarm spotlights
- 1 Waste paper basket
- Booth cleaning & security
- Listing in fair catalogue
- Visitor e-invitation cards
- PR & marketing support

Booth equipment

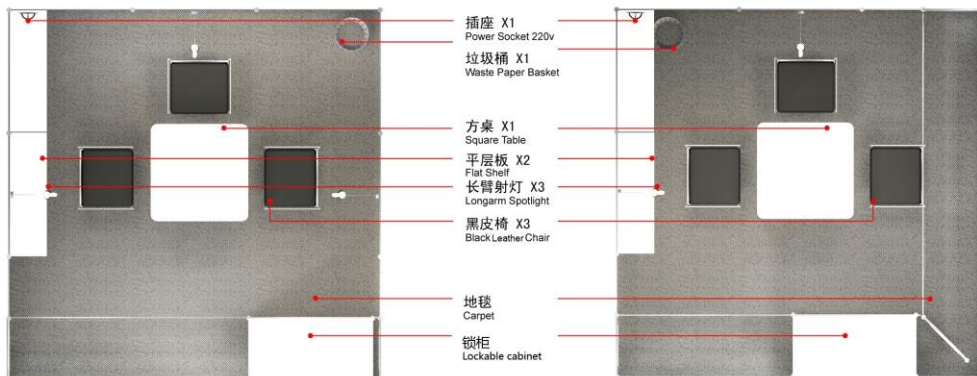
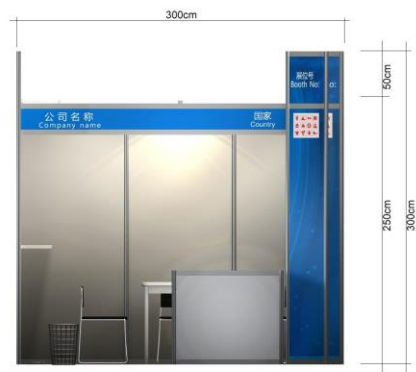
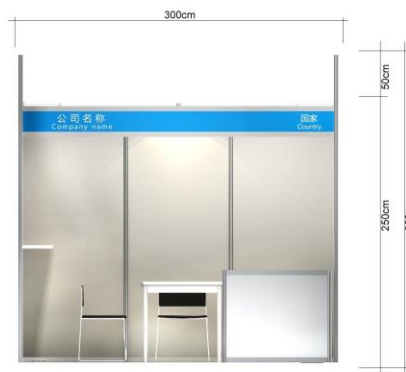
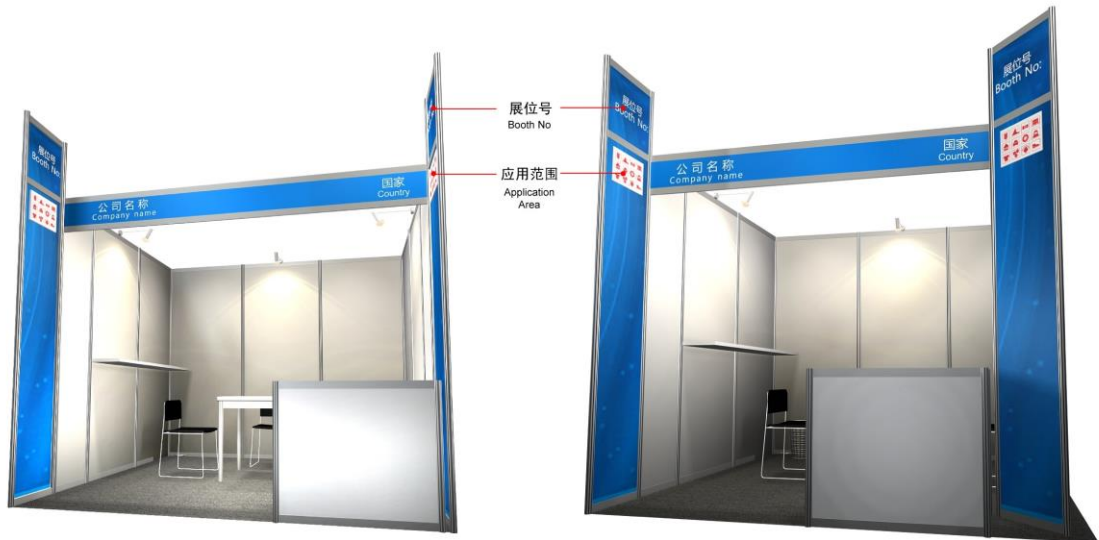
Equipment will be multiplied according to your booth size, please refer to following table

The quantity of equipment provided for booths with area not listed below will be advised by the Organizer.

Booth Area	Standard Socket	Lockable Cabinet	Square Table	Leather Chair	Flat Shelf	100W Longarm Spotlight	Waste Paper Basket
9 sqm	1	1	1	3	2	3	1
12 sqm	1	1	1	4	2	4	1
15 sqm	1	1	2	5	3	5	1
18 sqm	2	2	2	6	4	6	2

Standard booth design, 3m x 3m = 9 sqm

* The Organisers reserve the right to change the configuration if necessary.



1. Please refer to **Pages 16-18 (Standard Booth)** 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. Exhibitors wishing to remove or change the location of any standard equipment (e.g. spotlights, shelves) within the booth should indicate clearly on the booth design plan on **Pages 17 (Standard Booth)** and forward it together with clear instructions to the Official Contractor before **30 August 2016**. Notification of booth equipment alteration/ removal received after the deadline will not be considered.
5. No additional booth-fitting or display may be attached to the shell booth structure.
6. No free standing booth-fitting or display may exceed **2.4 m** in height and extend beyond the boundaries of the site allocated. This includes company names, advertising materials and logos provided by the Exhibitor.
7. The maximum loading weight for hanging up exhibit display for each 1mW panel is 2 kg (evenly distributed along the span). Any exhibits more than 2 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. Otherwise, the exhibitors or their appointed contractors shall be liable for the total loss resulting in and charge for the damage will be made as follows:

Wall panel	RMB 400.00/ unit (1 x 2.5mH)
Aluminum beam	RMB 250.00/ meter (minimum 0.5m)
Aluminum upright	RMB 450.00/ unit (2.5mH)
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. Exhibitors occupying a booth at the corner can request to close the additional side(s). If the Official Contractor is not being notified in writing before **30 August 2016**, it will be assumed that the Exhibitors will opt for opening on the additional side(s).
13. Exhibitors requiring additional equipment should submit Form 4 - 6 or contact the Official Contractor latest by **30 August 2016**.
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.

Return to:

Messe Frankfurt (HK) Ltd

Attn: Ms Allison Chiu

Fax: (852) 2598 8771

Email: allison.chiu@hongkong.messefrankfurt.com

STANDARD BOOTH exhibitors only

Must return
with signature and company chop
on or before **30 August 2016**

Exhibitors please sign back this form with company chop clearly and return to us before **30 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 19). 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 19) shall constitute valid and legally binding obligations of us, enforceable against us in accordance with its respective terms and conditions.

Please note:

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.

For queries, please contact Ms Allison Chiu from Cinte Techtexil China Team:

Tel: (852) 2238 9918 Fax: (852) 2598 8771

Email : allison.chiu@hongkong.messefrankfurt.com

Booth No.: _____

Company Name: _____

Company Website: _____

Authorised Person: _____

Tel: _____

Fax: _____

Signature:

(with company chop) _____

Date: _____

Additional facilities may be ordered from Shanghai Homer-expo Service Co Ltd by E-mail (Form 4 to Form 6) on or before **30 August 2016**. Please check with Shanghai Homer-expo Service Co Ltd for those items not in the price table, please contact the official contractor directly for quotation.

家具订单

A01



黑皮椅
Leather Arm Chair(Black)
570L x 440W x 760H mm

A02



办公椅
Office Chair
580L x 600W x 900H mm

A03



吧椅
Bar Stool
360L x 400W x 760-860H mm

A04



单人沙发
Cubio
800L x 800W x 680H mm

A05



询问台
Information Counter
1000L x 500W x 750H mm

A06



方桌
Square Table
600L x 600W x 760H mm

A07



长方桌
Long Table
1800L x 600W x 760H mm

A08



咖啡桌
Castro
600φ x 1100H mm

A09



圆桌(木纹、白)
Wastepaper Basket
600φ x 780H mm

A10



电视柜
TV-Video Stand
750L x 500W x 1000H mm

A11



锁柜
Lockable Cupboard
1000L x 500W x 750H mm

A12



玻璃饰柜
Glass Showcase
1000L x 500W x 1000H mm

A13



高身玻璃饰柜
Tall Glass Showcase
1000L x 500W x 2000H mm

A14



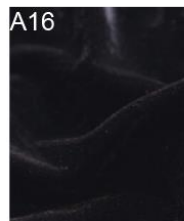
展示台
Display Cube
500L x 500W x 1000H mm

A15



围板
Panel
1000W x 2500H mm

A16



门帘
Door Curtain
1000W x 2000H mm

Additional facilities may be ordered from Shanghai Homer-expo Service Co Ltd by E-mail (Form 4 to Form 6) on or before **30 August 2016**. Please check with Shanghai Homer-expo Service Co Ltd for those items not in the price table, please contact the official contractor directly for quotation.



A17
锁门
Lockable Door
950W x 2000Hmm



A18
折门
Folding Door
950W x 2000Hmm



A19
挂墙衣架
Coat Hanger(4 Hooks)
1000Lmm



A20
活动衣架
Moveable Rack
1000L x 1000W x 1300Hmm



A21
层板架
Cargo Rack
1000L x 500W x 2000Hmm



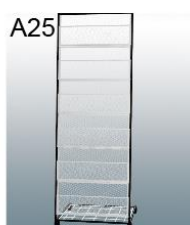
A22
平层版
Flat Shelf
1000L x 300W mm



A23
斜层版
Sloped Shelf
1000L x 300W mm



A24
入墙文件架
Catalogue Holder(metal)
950L x 50D x 280H mm



A25
独立文件架
Magazine Rack
405L x 470D x 1335H mm



A26
固定衣架
Clothes Rack
2000L x 690D x 1320H mm



A27
垃圾桶
Wastepaper Basket
250L x 170W x 290Hmm



A28
饮水机
Water Dispenser



A29
半身模特 (男/女)
Bust Model (male / female)



A30
全身模特 (男/女)
Model (male / female)



A31
斜挂钩
Hook
100Lmm (可用于洞洞板)



A32
S形钩
Hook
(可用于网片)

Additional facilities may be ordered from Shanghai Homer-expo Service Co Ltd by E-mail (Form 4 to Form 6) on or before **30 August 2016**. Please check with Shanghai Homer-expo Service Co Ltd for those items not in the price table, please contact the official contractor directly for quotation.



A33
洞洞板
Pegboard
1000L X 1500Hmm



A34
网片
Gridding
1000L X 1500Hmm



A35
高吧台
Space
600φ X 750—900Hmm



A36
灰折椅
Ash Folding Chair



A37
镝灯
HQI Floodlight 150W



A38
长臂射灯
Longarm Spotlight 100W



A39
日光灯
Fluorescent Tube (Max.40W)



A40
电源插座
Power Socket (Max.500W)

Return to:

Shanghai Homer-expo Service Co Ltd

Attn: Miss Seven Xie

Fax: (86) 21 5221 2001

Tel: (86) 21 5221 2002

E-mail: Homer-expo@qq.com

STANDARD BOOTH exhibitors only

Deadline
30 August 2016

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 table below and return to Shanghai Homer-expo Service Co Ltd by E-mail.

Item No.	Description	Price (USD)	Quantity	Amount (USD)
A01	Black leather arm chair	25		
A02	Office chair	30		
A03	Bar stool (Black & White)	45		
A04	Single seater sofa	60		
A05	Information counter	30		
A06	Square table	30		
A07	Rectangular table	35		
A08	Coffee table	30		
A09	Round table	30		
A10	TV-video stand	40		
A11	Lockable cabinet	45		
A12	Glass showcase	120		
A13	Tall glass showcase	150		
A14	Display cube	40		
A15	Wall panel	30		
A16	Door curtain	30		
A17	Lockable door	30		
A18	Folding door	45		
A19	Wall mount coat hanger	30		
A20	Movable hanger rack	45		
A21	Shelf rack	75		
A22	Flat shelf	12		
A23	Slope shelf	12		
Notes:			Total Amount	

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 table below and return to Shanghai Homer-expo Service Co Ltd.

- Orders received after **30 August 2016** will be subjected to 30% surcharge. Onsite orders will be subjected to 50% surcharge. Orders received within 10 workings days before show date will be handled as onsite orders.
- Cancellation of orders will be accepted in writing before **30 August 2016**. All cancellation will be subjected to 30% cancellation fee. No cancellation is allowed onsite.
- All items are on rental basis and not permitted to be removed from exhibition hall.

Booth No.: _____

Company Name: _____

Authorised Person: _____

Tel: _____ **Fax:** _____

Signature: _____ **Date:** _____

Return to:

Shanghai Homer-expo Service Co Ltd

Attn: Miss Seven Xie

Fax: (86) 21 5221 2001

Tel: (86) 21 5221 2002

E-mail: Homer-expo@qq.com

STANDARD BOOTH exhibitors only

Deadline
30 August 2016

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 table below and return to Shanghai Homer-expo Service Co Ltd by E-mail.

Item No.	Description	Price (USD)	Quantity	Amount (USD)
A24	Literature rack (A4 size, wall mounted)	15		
A25	Magazine rack	40		
A26	Clothes rack	12		
A27	Rubbish bin	3		
A28	Water dispenser	45		
A29	Mannequin (half body, male/female)	60		
A30	Mannequin (full body, male/female)	100		
A31	Hook (Slope)	0.45		
A32	Hook(S shape)	0.45		
A33	Peg board	55		
A34	Gridding	15		
A35	Space	30		
A36	Folding chair	6		
			Total Amount	

Notes:

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 table below and return to Shanghai Homer-expo Service Co Ltd.

- Orders received after **30 August 2016** will be subjected to 30% surcharge. Onsite orders will be subjected to 50% surcharge. Orders received within 10 working days before show date will be handled as onsite orders.
- Cancellation of orders will be accepted in writing before **30 August 2016**. All cancellation will be subjected to 30% cancellation fee. No cancellation is allowed onsite.
- All items are on rental basis and not permitted to be removed from exhibition hall.

Booth No.: _____

Company Name: _____

Authorised Person: _____

Tel: _____

Fax: _____

Signature: _____

Date: _____

Return to:

Shanghai Homer-expo Service Co Ltd

Attn: Miss Seven Xie

Fax: (86) 21 5221 2001

Tel: (86) 21 5221 2002

E-mail: Homer-expo@qq.com

STANDARD BOOTH exhibitors only

Deadline
30 August 2016

Item No.	Description	Price (USD)	Quantity	Amount (USD)
Lighting, Socket (for Standard Booth Only)				
A37	HQI floodlight 150W	45		
A38	Longarm spotlight 100W	25		
A39	Fluorescent tube 40W	25		
A40	Power socket (max 500W)	25		
AV, Telephone Line & Network				
9	42' LCD TV	300		
10	DDD (RMB 1000 for deposit)	210		
11	IDD (RMB 5000 for deposit)	700		
12	1M Fiber-based broadband,1 public static IP address	965		
			Total Amount	

Notes:

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 table below and return to Shanghai Homer-expo Service Co Ltd.

- Any relocation onsite of power main / water supply will be subjected to a cost of RMB200 for each item.
- Orders received after **30 August 2016** will be subjected to 30% surcharge. Onsite orders will be subjected to 50% surcharge. Orders received within 10 workings days before show date will be handled as onsite orders.
- Cancellation of orders will be accepted in writing before **30 August 2016**. All cancellation will be subjected to 30% cancellation fee. No cancellation is allowed onsite.
- All items are on rental basis and not permitted to be removed from exhibition hall.
- According to the rules and regulations of the venue, **power point and socket are the electricity supply for exhibits only; no lighting fixture is allowed to be connected**. Hook up fees are 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 Homer-expo Service Co Ltd for details.
- If the exhibitor brings their own lighting to the site, please order the **electricity for lighting** connection according to required watt used from above table. The quantity will be counted according to the number of tubes or bulbs used on the stand.
- For any further inquiries, please contact Shanghai Homer-expo Service Co Ltd.

Booth No.: _____

Company Name: _____

Authorised Person: _____

Tel: _____ **Fax:** _____

Signature: _____ **Date:** _____

Return to:

Shanghai Homer-expo Service Co Ltd

Attn: Miss Seven Xie

Fax: **(86) 21 5221 2001**

Tel: (86) 21 5221 2002

E-mail: Homer-expo@qq.com

**COMPULSORY FORM for
RAW SPACE exhibitors**

Deadline

30 August 2016

Item No.	Description	Price (USD)	Quantity	Amount (USD)
Power				
1	15Amp/ 380V Switch Box, three phase (for Lighting)	210		
2	30Amp/ 380V Switch Box, three phase (for Lighting)	330		
3	60Amp/ 380V Switch Box, three phase (for Lighting)	540		
4	15Amp/ 380V Switch Box, three phase (for Machine)	205		
5	30Amp/ 380V Switch Box, three phase (for Machine)	325		
6	60Amp/ 380V Switch Box, three phase (for Machine)	535		
Water				
7	Water supply to booth with 10m pipe up & down. Ø 15mm, P. 4kg/cm2	605		
8	Water supply to booth with 10m pipe up & down. Ø 15mm, P. 4kg/cm2 ,with sink	725		
Compasped Air				
13	Compressed air, 0.5HP-5HP	565		
14	Compressed air, 6HP-10HP	680		
15	Compressed air, 10 Bar 1m3/min	790		
			Total Amount	

Notes:

- Any relocation onsite of power main / water supply will be subjected to a cost of RMB200 for each item.
- Orders received after **30 August 2016** will be subjected to 30% surcharge and onsite orders will be subjected to 50% surcharge. Orders received within 10 working days before show date will be handled as onsite orders.
- Cancellation of orders will only be accepted in writing before **30 August 2016**. All cancelled orders will be subjected to a 30% cancellation charge. Cancellation of orders will NOT be accepted onsite.
- According to the rules and regulations of the venue, **power point and socket are the electricity supply for exhibits only; no lighting fixture is allowed to be connected**. Hook up fees are 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 Homer-expo Service Co Ltd for details.
- If the exhibitor brings their own lighting to the site, please order the **electricity for lighting** connection according to required watt used from above table. The quantity will be counted according to the number of tubes or bulbs used on the stand.
- All items are on rental basis and not permitted to be removed from exhibition hall.
- For any further inquiries, please contact Shanghai Homer-expo Service Co Ltd.

Booth No.: _____

Company Name: _____

Authorised Person: _____

Tel: _____

Fax: _____

Signature: _____

Date: _____

Payment details for all additional booth equipment:

Invoice of addition booth equipment and power supply will be issued by Shanghai Homer-expo Service Co Ltd upon receiving of confirmed order (Form 4 - 6), please notify Shanghai Homer-expo Service Co Ltd to confirm the additional order if you do not receive the invoice by **30 August 2016**.

Full payment must be settled before the payment deadline shown on the invoice. Exhibitors are reminded that NOT to transfer the payment of addition booth equipment and power supply to the Organiser's bank account, otherwise, any costs and expenses incurred shall be borne by Exhibitors.

1. Payment should be made by:

- a) **Bank draft** payable to Shanghai Homer-expo Service Co Ltd or
- b) **Telegraphic transfer** to the following bank account:

Beneficiary's Name: SHANGHAI HOMER-EXPO SERVICE CO., LTD.
Name of Bank: Industrial and Commercial Bank of China Linkong Branch
Bank Account: 1001288309300094327
Beneficiary's Bank Address: NO.799, West Tianshan Road, Shanghai, China
CNAPS: 102290028836
SWIFT CODE : ICBKCNBJSHI

- c) **Cash payment for onsite orders only**

2. Orders without remittance will not be processed.

3. Late orders:

30% surcharge will be charged for any orders received after the forms deadline.

50% surcharge will be charged for any orders received onsite. Orders received within 10 working days before show date will be handled as onsite orders.

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 8**, 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 **30 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.

Our official contractor ("Official Contractor") can also provide design/ construction service, the contact details of which could be found on **page 16**.

Plans & Design Proposals

1. Booth plans and design proposals must be submitted to reach the Organiser for approval not later than **30 August 2016**.

Drawings submitted must be

- a) to a reasonable scale of not less than 1 : 100
 - b) fully dimensioned (length and width),
 - c) with front, side and top view drawing(s),
 - d) 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 **3:00 pm on 11 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.

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 onsite 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 may extend beyond the boundaries of the site allocated. This includes spotlights and Exhibitor's name or logo. No stand decoration, stand fittings or exhibit shall exceed **4m** in height. 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 **100mmH**. Booth with more than 1 side open may be requested to remain 2 sides open depending on the location of the stand. The Organiser suggests exhibitors to adopt booth design keeping the frontage(s) facing an aisle open.
3. Two-storey structure is not permitted.
4. **Top of the booth should be fully opened and not covered by any structures nor decorations.**
5. 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.
6. The name and booth number of the Exhibitors must be prominently displayed and faced to the aisle. The Organiser reserves the right to affix them as they see fit and to charge the cost incurred to the Exhibitor.
7. Exhibitors are responsible to dress up the back side of partition walls or booth construction face to adjoining booth or aisles. Exhibitors must construct own back wall(s) to divide their booth from neighbouring booths, and should not share the back wall of neighbouring booths nor put any decorations on it. All surfaces of booth construction exposed to the public view shall be decorated to a finish approved by the Organiser (inclusive of backside panels/ parts of booth adjoining other booths or aisles). No company/ decoration logo or information is allowed on the surfaces of partition exposed to the public view.
8. Paint spraying, welding and the use of electrical saws are strictly prohibited inside the exhibition hall.
9. Exhibitors must provide approved protection between carpet and any raised platform.
10. All materials used in the construction and decoration of exhibition stands or set-ups must be **flame-retardant with burning rating B1 or above**, and present relevant certification issued by authorised testing department onsite for possible inspection by Fire Services Department, and be subject to inspection by the Exhibition Venue and/or the Organiser. They should also conform to the rules and regulations of the Exhibition Venue and those of any public authority or department of the Chinese Government. Please refer to "Fire Safety Regulation" section on page 30 of Exhibitor manual for details. Exhibitors shall take full responsibility and it shall be irrelevant to the Organiser in case the aforesaid approval is rejected by the Exhibition Venue or public authority or department of Chinese government.
11. The transporting, assembling, dismantling and the removing of stands of Raw Space Exhibitors are the responsibility of the Exhibitors themselves. All such work must be carried out according to arrangements and within the time limits specified by the Organiser.
12. 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 on page 5 for detailed specification.
13. Construction waste and surplus materials must be cleared from the exhibition site by the Exhibitor.
14. 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.

Fire Safety Regulation

Exhibitors and booth contractors should comply with the fire safety regulations formulated by the Venue and Organiser, keep the indoor fire fighting facilities intact, do not occupy escape exits and evacuation routes, and conduct safety construction work during move-in and move-out period.

Booth construction work should comply with the following fire safety regulations:

1. Smoking is strictly prohibited in the exhibition hall;
2. Booth construction work should not affect the usage of fire fighting facilities in the exhibition hall. Fire escape exits and evacuation routes should not be blocked nor used for storage;
3. All passages between booths and walls of exhibition halls should not be blocked nor used for storage;
4. All exhibitors must strictly observe the fire safety regulations. Construction and decoration materials used for booth construction should be non-flammable or fire retardant, with burning rating B1 or above. All wooden structure, supporting and surfaces of booths must be processed with non-flammable treatment, covered by fire retardant board or painted with at least 3-layer of fire retardant coatings. Only limit amount of flammable materials should be applied to booths, those materials must be processed with non-flammable treatment to reach B1 standard before application;
5. According to fire safety regulations, all carpeting used in booths must be with burning rating B1 or above (fire retardant). Please prepare relevant fire retardant certification of carpeting issued by authorised testing department onsite for possible inspection by Fire Services Department;
6. Use of flammable stretch fabric and nylon fabrics are strictly prohibited; construction and decoration materials which imitate cotton, flax/ ramie products, screening fabrics or membranes must be with burning rating B1 or above (fire retardant). Please prepare relevant fire retardant certification of fabrics issued by authorised testing department onsite for possible inspection;
7. Naked flame application is strictly prohibited inside the exhibitor hall. No flammable nor explosive materials and equipments should be involved in booth construction work. Paint spraying, welding and the use of electrical saws are strictly prohibited inside the exhibition hall;
8. All work involves electricity, water or compressed air must be operated by certified professionals;
9. According to fire safety regulations, approved 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. Each circuit should be equipped with protective device. Overloading of power consumption is not allowed. Flammable items should not be placed around the power box;
10. Lighting equipments should be installed at a distance of no less than 50cm with flammable exhibits;
11. Decoration light boxes should be treated with fire retardant linings. Light boxes and showcases should have heat dissipating holes;
12. Each raw space self-constructed booth should be equipped with at least one fire extinguisher, and if there is storage area or other closed space inside the booth, those closed spaces should be equipped with additional fire extinguisher;
13. Glass materials using in booth decoration or construction must be tempered (intensified) glass, and should be firmly installed. Caution sign should also be stuck on the glass to arouse awareness of people;
14. For booth using steel column as supporting structure, the column must be made of non-welding materials with diameter 10cm or above using flange type connection, and welded firmly to a base to ensure the stability of booth structure;
15. Approved safety lifting tools and working platform must be used by all building contractors who work at high levels, safety belts and helmets must be properly worn by operating personnel. A safety area should be set up around the working area, and attended by a professional. Clear signage should be placed at the safety area;
16. The transporting, assembling, dismantling of exhibits and the removal of booth structures are the responsibility of the raw space exhibitors themselves. All such work must be carried out according to the arrangements of the Organiser and within the time limits specified by the Organiser. Construction waste and surplus materials must be cleared from the exhibition site by the exhibitors;

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.

Electricity

1. Only electricity can 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 by **30 August 2016**.
3. Electricity can be supplied in 220V /50Hz (+/-6%), single phase. Electric current of a higher voltage three phases will be supplied subject to prior arrangement with the official contractor. The maximum power output for 13 Amps single phase is 250W, and 15 Amps single phase is 500W. No multi-plugs or adapters are permitted. Exhibitors should order the electricity supply for their booth through the Official Contractor latest by **30 August 2016** (Form 6).
4. Electricity supply, its final connection and safety inspection of circuit will be carried out by the Official Contractor. Inspection can only be performed when construction works at the exhibition booth and installation of all electrical items are completed.
5. All electrical fittings and wiring must be installed in compliance with the electricity regulation of the exhibition hall. Switches and all electricity distribution panel must be installed within booth area as contracted.
6. Electricity will not be supplied during the construction period.

Relevant Fee

1. Refuse Deposit

A refuse deposit (refuse deposit amount is subject to the size of raw space) should be paid in cash to Shanghai Homer-expo Service Co Ltd during the first move-in day and a receipt will be issued. 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 Exhibition. The deposit will be refunded on the date the Exhibitor moves out of the exhibition hall ("Move-out Date"), 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.

Size of raw space	Refuse deposit
36 – 60 sqm	RMB 3000 (~USD 498)
61 – 100 sqm	RMB 5000 (~USD 830)
101 – 200 sqm	RMB 6000 (~USD 997)
201 sqm or above	RMB 8000 (~USD 1329)

2. Hall Management Fee

The hall management fee **RMB 20 per sqm (approximate to US\$3.3 per sqm)** is levied by the venue and those charge is applied to all raw space exhibitors. Exhibitor or its Self-selected Contractor is required to pay these fee to the venue directly during move in period.

3. Contractor Badge

A **RMB30 /person** working permit fee for the Self-selected Contractor should be paid to the venue before the first move-in date. Contractors without this working permit will not be allowed to enter the hall nor carry out any construction work.

Booth contractor registration procedures

The venue, Shanghai New International Expo Centre Co Ltd, requires all persons involve in the construction work of erection contractors to go through the "real-name authentication procedures". Please obtain any details or necessary forms of the real-name authentication procedure from the official website of the venue at http://www.sniec.net/organize_contractor.php.

Return to:

Messe Frankfurt (HK) Ltd

Attn: Ms Allison Chiu

Fax: (852) 2598 8771

Email: allison.chiu@hongkong.messefrankfurt.com

RAW SPACE exhibitors only

Must return

with signature and company chop

on or before **30 August 2016**

Exhibitors please sign back this form with company chop and return to us before **30 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 28-32). 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 28-32) shall constitute valid and legally binding obligations of us, enforceable against us in accordance with its respective terms and conditions.

Please note:

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.

For queries, please contact Ms Allison Chiu from Cinte Techtexil China Team:

Tel: (852) 2238 9918 Fax: (852) 2598 8771

Email: allison.chiu@hongkong.messefrankfurt.com

Booth No.: _____

Company Name: _____

Company Website: _____

Authorised Person: _____

Tel: _____

Fax: _____

Signature:

(with company chop) _____

Date: _____

Return to:

Messe Frankfurt (HK) Ltd
Attn: Ms Qube Chim

Fax: (852) 2598 8771
Tel: (852) 2238 9906
Email: qube.chim@hongkong.messefrankfurt.com

Deadline
30 August 2016

Please inform Messe Frankfurt (HK) Ltd about the name and contact details of your appointed stand contractor:

Contractor
Company Name: _____

Address: _____

Tel: _____ Fax: _____
(Country code) (Area code) (Number) (Country code) (Area code) (Number)

Email: _____

Website: _____

Contact Person: _____

* **Onsite Contact Person (required):** _____

* **Mobile Number (required):** _____

IMPORTANT:

Booth Design Proposal & Electrical Installation Plan

Please send the fully dimensioned 3D drawing(s) of your booth design, with electrical installation plan or circuit diagram to qube.chim@hongkong.messefrankfurt.com for approval on or before 30 August 2016.

No custom-built booth shall be permitted at the exhibition unless the Organiser, Messe Frankfurt (HK) Ltd, has approved the plan and design proposals in writing. Booth construction without booth design approval will not be permitted in the Exhibition. The Organiser reserves the rights to request the exhibitor to alter their booth design if their booth construction and/ or design causes obstruction/ danger to other exhibitors and visitors.

If drawings are not submitted before **30 August 2016**, custom design will not be allowed and a standard booth will be built by the Official Contractor at the expenses of the exhibitor.

Booth No.: _____

Exhibitor Name: _____

Authorised Person: _____

Tel: _____ **Fax:** _____

Signature: _____ **Date:** _____

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

Official Forwarding Agent

Expotransworld Ltd

Room 706 -707, 7/F, Star House,
3 Salisbury Road, Tsim Sha Tsui,
Hong Kong

Contact: Mr Andy Chan / Ms Viann Phan

Tel: (852) 2730 1868

Fax: (852) 2730 1878

Email: andy.chan@expotransworld.com /
viann.phan@expotransworld.com

Detailed terms and order forms will be sent to exhibitor individually by Expotransworld Ltd directly.

Deadline schedule:

Sea freight

17 Aug 2016

Notification and provide LOE of the transport volume by fax or email to Expotransworld Ltd.

4-5 days before dispatch
of shipment from origin
of country

Pre-advise of shipping information and provide copies of shipping documents by fax or email to Expotransworld Ltd.
(The original documents have to be with the transport.)

15-17 September 2016

Deadline for exhibits to arrive port Shanghai

Air freight

29 Aug 2016

Notification and provide LOE of the transport volume by fax or email to Expotransworld Ltd.

2-3 days before dispatch
of shipment from origin
of country

Pre-advise of shipping information and provide copies of shipping documents by fax or email to Expotransworld Ltd.
(The original documents have to be with the transport.)

18-20 September 2016

Deadline for exhibits to arrive at Shanghai airport

**Expotransworld Ltd
recommends:**

All shipments are insured from the time they leave their point of origin (ex-works), to the time they are returned after the exhibition.

Exhibitors can choose to take out insurance on their own, or alternatively ask Expotransworld Ltd to do so on their behalf. Exhibitors who arranged their own insurance are reminded to ask their insurance company for the name and contact information of the local representative.

Expotransworld Ltd 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.

During the exhibition, we strongly recommend that you keep a copy of your 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.

Exhibitors should stay with their consignment until all export documentation has been completed and Expotransworld Ltd has confirmed the piece count of your consignment.

After the exhibition, every exhibitor should label his consignment properly and furnish completed "Return Shipping Instructions" before leaving the exhibition hall.

The liability for return transport begins once the goods are picked up from the booth by Expotransworld Ltd, even if the transport documents were handed over to the forwarder's office in advance.

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.

Return to:

Expotransworld Ltd

Attn: Mr Andy Chan / Ms Viann Phan

Fax: (852) 2730 1878

Tel: (852) 2730 1868

Email: andy.chan@expotransworld.com /
viann.phan@expotransworld.com

Deadline
Sea freight: 17 August 2016
Air freight: 29 August 2016

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 from hall freight entrance to your booth. Your nominated forwarder should liaise with Expotransworld Ltd for delivery of goods.

Please print or type clearly!

1. Appointment of Forwarder

We will appoint Expotransworld Ltd to transport our exhibits to/ from Cinte Techtexil China 2016.
(Go to 2)

We will NOT appoint Expotransworld Ltd to transport our exhibits to/ from Cinte Techtexil China 2016, our appointed agent is as follows:

Appointed Forwarder: _____

Address: _____

Authorised Person: _____

Tel: _____ Fax: _____

Email: _____

2. Inbound

Sea freight

Air freight

Outbound

Sea freight

Air freight

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

Our contact at the fairground is Mr/ Ms _____ (mobile: _____) who will be present onsite on _____ Oct 2016 (date).

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 item of exhibits in each package because of undertaking such procedures.

Booth No.: _____

Company Name: _____

Authorised Person: _____

Tel: _____ **Fax:** _____

Signature: _____ **Date:** _____

Return to:

Messe Frankfurt (HK) Ltd
Attn: Ms Allison chiu

Fax: (852) 2598 8771
Tel: (852) 2238 9918
Email: allison.chiu@hongkong.messefrankfurt.com

Deadline
15 September 2016

Please note the following charges for hiring temporary staff:

Code	Description	Rate
01	Bi-lingual Interpreter (English/ Mandarin only) (9 hours per day including 1 hour lunch time)	USD 170
02	Bi-lingual Interpreter (English/ Mandarin only) (4 hours, no lunch included)	USD 110
03	Booth Decorator	To be quoted upon request
04	Other personnel	To be quoted upon request

Please indicate your requirements by filling in the following table:

Working Date	Code	No. of Staff required	Duration	Total Working Days	Amount (USD)
				Total Amount	

Please note:

- Orders received after the deadline 15 September 2016 and onsite would not be considered.**
- The interpreters usually speak English and Mandarin only. Should you require another language, please contact the Organiser. A separate quotation will be offered upon request.
- The minimum charge is 0.5 day (4 hours) per day.
- Working hour is from 9:00 am - 6:00 pm including 1 hour lunch time. Other than normal working hour will be counted as overtime.
- Overtime, Sundays and holidays should be double paid.
- Payment should be effected in full upon receipt of the invoice, the remittance should be faxed/ emailed to the Organiser. 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:** _____

Return to:

Messe Frankfurt (HK) Ltd
Attn: Mr Ben Shi

Fax: (852) 2598 8771
Tel: (852) 2230 9216
Email: ben.shi@hongkong.messefrankfurt.com

Deadline
5 September 2016

The Organisers would like to offer the opportunity of product presentations to exhibitors during show period on 12 – 14 October 2016.

1. Each presentation session will be charged **USD800** (inclusive of a presentation room for maximum 2 hours, overhead projector, 2 microphones). Full payment should be made upon receipt of invoice.
2. The full presentation text should reach Messe Frankfurt (HK) Ltd by **5 Sep 2016** together with this application form. Failure to do so or late submission of presentation papers will be liable to cancellation of the presentation concerned.
3. In order to get positive results from the presentation, it is advisable that accompanying materials should be prepared in both English and Chinese.
4. The Organisers reserve the right to decline any application(s).
5. The Organisers will try to arrange the presentation schedule according to exhibitors' preference, but reserve the right to finalize the presentation schedule.

We will hold _____ product presentation(s).

(Please copy this form in case you would like to make more than one presentation)

Product(s) to be presented:	
Speaker (Name & Title):	
Language spoken:	
Date (prefer):	<input type="checkbox"/> 12 Oct <input type="checkbox"/> 13 Oct <input type="checkbox"/> 14 Oct
Time (prefer):	<input type="checkbox"/> am <input type="checkbox"/> pm
Duration of presentation:	
Expected no. of audience:	
Attendance:	<input type="checkbox"/> By invitation only <input type="checkbox"/> Open to all show visitors
Additional equipment needed: (At additional cost, quotation will be provided for exhibitors' confirmation)	

Booth No.: _____

Company Name: _____

Authorised Person: _____

Tel: _____ **Fax:** _____

Signature: _____ **Date:** _____

Return to:

Messe Frankfurt (HK) Ltd
Attn: Ms Allison Chiu

Fax: (852) 2598 8771
Tel: (852) 2238 9918
Email: allison.chiu@hongkong.messefrankfurt.com

Deadline
5 September 2016

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 in the afternoon of 11 October 2016 or at any time during the first day (12 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!

(*Information must be provided)

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:** _____

Your Personal Checklist
The most important things to do!

- **Do you have a valid passport?**
- **Have you applied for a visa?**
- **Have you made your travel arrangements?**
- **Have you printed 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 thought about advertising in the fair catalogue?**
- **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.