

pcim

ASIA

**International Exhibition and Conference
for Power Electronics, Intelligent Motion,
Renewable Energy and Energy Management**

Exhibitor Manual

27-29 June 2017

**Shanghai World Expo Exhibition and Convention Center
Shanghai, China**

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

Dear Exhibitors,

Welcome to PCIM Asia 2017!

This manual is designed to give you maximum information regarding your participation in PCIM Asia 2017 taking place in Shanghai World Expo Exhibition and Convention Center (SWEECC) from 27-29 June 2017. It contains all the forms you need to order for the various related services you may require.

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

Exhibitors can also submit the order forms online. The landing link will be available soon. For details please visit www.messefrankfurt.com.hk

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

Guangzhou Guangya Messe Frankfurt Co Ltd

Unit A2001, Center Plaza

No.161 Linhexi Road, Tianhe District

Guangzhou 510620, P.R.China

Tel: (86) 20 3825 1558 ext 210, Mr. Samson Wu

(86) 20 3825 1558 ext 225, Mr. Silvia Huang

Fax: (86) 20 3825 1400

Email: pcimasia@china.messefrankfurt.com

Mesago PCIM GmbH

Rotebuehlstr. 83-85

70178 Stuttgart

Germany

Tel: (49) 711 61946-0

Fax: (49) 711 61946-90

E-mail: pcimasia@mesago.com

Messe Frankfurt (Shanghai) Co Ltd (Operation Dept.)

11/F, Office Tower 1, Century Metropolis

1229 Century Avenue, Pudong New Area,

Shanghai 200122, P.R.China

Direct Tel: (86) 21 6160 8469 Ms Katrina Zhang

(86) 21 6160 8483 Mr Tony Xue

Tel: (86) 21 6160 8555

Fax: (86) 21 6168 0788

Email: pcimasia@china.messefrankfurt.com

We look forward to welcoming you to PCIM Asia 2017 and wish you successful and satisfying results at the fairs!

Yours sincerely,

PCIM Asia 2017 Team

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Organiser	Guangzhou Guangya Messe Frankfurt Co Ltd Unit A2001, Center Plaza No. 161 Linhexi Road, Tianhe District Guangzhou 510620, P.R.China	Mr Samson Wu Tel: (86) 20 3825 1558 ext 210 Ms Silvia Huang Tel: (86) 20 3825 1558 ext 225 Fax: (86) 20 3825 1400 Email: pcimasia@china.messefrankfurt.com
Partner	Mesago PCIM GmbH Rotebuehlstr. 83-85 70178 Stuttgart Germany	Mrs Linda Heinemann Tel: (49) 711 6194662 Email: linda.heinemann@mesago.com
	Messe Frankfurt (Shanghai) Co Ltd (Operation Dept.) Room 1503, 15/F, Taiping Finance Tower 488 Middle Yincheng Road, Pudong New Area Shanghai 200120, P.R.China	Ms Katrina Zhang Tel: (86) 21 6160 8469 Mr Tony Xue Tel: (86) 21 6160 8483 Fax: (86) 21 6168 0788 Email: pcimasia@china.messefrankfurt.com
Official Contractor	Shanghai Zion-X Co Ltd Rm. 2C, No.2, Lane 1245, Zhongshan West Road, Changning District, Shanghai, P.R.China	Ms Linda Cheng / Vicky Yu Tel: (86) 21 6814 8206 * 31 / 33 Fax: (86) 21 6256 8969 Email: service@zion-x.com / Vicky-yu@zion-x.com
Official Forwarder	Agility Fairs & Events Logistics (Shanghai) Co Ltd 2/F, Building #9, IBP. 280 Linhong Road, Changning District, Shanghai 200335 P.R. China	Mr James Liu Tel: (86) 21 6116 8760 Fax: (86) 21 6236 5667 Email: jamliu@agility.com
Official Travel Agent	Shanghai Vision Exop & Meeting Solutions Co Ltd Room No 703, Xincaohejing Building, No 509 Caobao Road, Shanghai 200233, P.R.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
Interpreter Supplier	Shanghai Branch of Beijing Translators Inc. Room 1101-1109, No. 3553 Zhongshan North Road, Putuo district, Shanghai 201799, P.R.China	Ms Vivian Tel: (86) 139 1768 2851 Fax: (86) 21 5923 5370 Email: sh-1@beijingtranslators.com

Deadline for returning the following forms:

I. The following forms **MUST** be returned to respective suppliers:

Deadline	Description	Form Number	Page
19 May 2017	Fascia Board & Company Logo (for standard package booth)	Form 3a	23
	Fascia Board & Company Logo (for newcomer booth)	Form 3b	24
	Raw Space Booth Design Approval Application (for raw space)	Form 5	36
	Power Supply (for raw space)	Form 4b	30
	Company entry in <Fair Catalogue>	Form 8	42
26 May 2017	Exhibitor Badges (Pre-registration)	Form 6	40

II. Other forms (OPTIONAL)

Deadline	Description	Form Number	Page
26 May 2017	Invitation for Visa Application	Form 1	15
	Hotel Booking Form	Form 2	16
	Additional Booth Equipment, Power & Water & other supply	Form 4a	28-29
	Temporary Staff – Booth Interpreter	Form 7	41
	Advertising in <Fair Catalogue>	Form 9	43
	Advertising Onsite	Form 10	44
	Conference Registration	Form 11	45
	Promotional Materials Display at Press Centre	Form 12	46

Show Schedule

Set-up & Move-in

25 June 2017 (Sunday)	8:30am - 5:30pm	Raw Space Exhibitors Check-in (overtime will be charged)
26 June 2017 (Monday)	8:30am - 7:30pm	All Exhibitors Check-in (overtime will be charged)

Show Opening Hours

27-28 June 2017 (Tuesday to Wednesday)	9:00 am	Venue Opens to Exhibitors
	9:30 am	Show opens to Trade Buyers
	4:00 pm	Visitor Enter Close
	4:30 pm	Show Close
	5:00 pm	Venue Close
29 June 2017 (Thursday)	9:00 am	Venue Opens to Exhibitors
	9:30 am	Show opens to Trade Buyers
	2:30 pm	Visitor Enter Close
	3:00 pm	Show Close

Move-out & Dismantling

29 June 2017 (Thursday)	3:00 pm - 7:30 pm	Exhibitor Move-out & Booth Dismantling
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Important Notice:

1. For the sake of safety, only the authorized person is allowed to go into the hall venue during move-in & move-out period.
2. Should raws space exhibitors wish to work beyond the official hours as shown above, they should notify Guangzhou Guangya Messe Frankfurt before **3:00 pm** on the day in writing. An overtime charge will be levied.
3. We strongly recommend that all exhibitors arrive at their booths half an hour before the fair opens for security reasons.
4. Exhibitors moving out before **3 pm on 29 June 2017** are not allowed.

Aiming at keeping the exhibition in order and ensuring the Exhibition in compliance with laws and regulations of P.R.China in all aspects, the organizer of the Exhibition hereby formulates and issues these Exhibition Rules & Regulations.

Each 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 P.R.China.

2. Visa Application

- a) All foreign visitors to P.R.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 22, and "Important Notes for Raw Space Exhibitors" on page 32-35.

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 visitors during the exhibition must be pre-censored by the Chinese authorities. Exhibitors may appoint the Official Forwarder to arrange the procedures on their behalf.

5. Customs clearance

Exhibition hall is regarded as Bonded Area. All goods inside the exhibition halls are tax exempted for temporary import during the exhibition. No goods are allowed to be taken out of the halls without prior approval of the Customs. Exhibitors are requested to 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 ensure you always keep all receipts issued by the customs which you might need for collection of the exhibits through the Official Forwarder.

6. Delivery of Exhibits

- a) The organizer will not accept or sign for any goods, exhibits or other materials 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 **3pm on 29 June 2017**. 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 organizer 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 22.

The Raw Space Exhibitor may retain the contractor designated by the Organiser to build 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 32-35.

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 in this manual.

11. Photographing, Video Taping and Sound Recording

No photographing, video shooting or sound recording is allowed in the exhibition hall.

12. 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.

13. 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 alternations 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.

14. 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 exhibition hall.

15. 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.

16. 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”, “福爾摩莎” should appear in all the advertising or promotional materials as well as name cards. This issue is very sensitive in the mainland China. Police will check on site and any materials containing these wordings are not allowed for distribution or will even be confiscated.

17. Intellectual Property Rights

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

18. 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 during the fair. Please remind your buyers not to bring children or anybody under 18 years of age during the fair.
- 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 foods are allowed in the exhibition centre. Exhibitors may have food and beverages at the cafeteria inside the Exhibition Hall 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 22.

For specific rules of raw space exhibitors, please refer to page 32-35.

Shanghai World Expo Exhibition and Convention Center (SWEECC)

Address Shanghai World Expo Exhibition and Convention Center
No. 1099, Guozhan road,
Pudong New Area, Shanghai 200126, P.R.China

Address in Chinese 上海世博展览馆
中国上海市浦东新区国展路 1099 号

Tel: (86) 21 20893600
Fax: (86) 21 20893615 / 20225189
Email: information@shexpoctr.com

Hall Total 8,500 sqm (Hall 2)

How to get there

By Metro Exit No. 4, Yaohua Road Station, Metro Line 7 & Line 8
Exit No. 4, China Art Museum Station, Metro Line 8

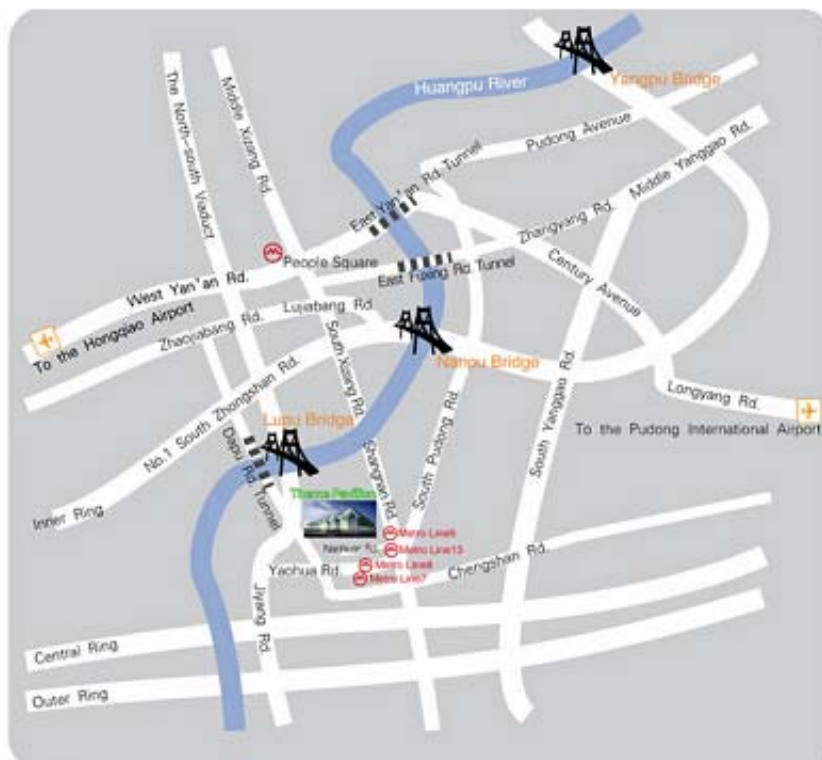
By Bus A number of bus lines run through SWEECC, fixing stations nearby: 314, 787, 610, 786 etc.

By Taxi

from Pudong Int's Airport:	about 50 minutes
from Hongqiao Int'l Airport:	about 40 minutes
from downtown (Pu Xi):	about 20 minutes
from Shanghai Railway Station:	about 20 minutes

Facilities Business Center
Restaurants, Coffee Bar

Location Map



Hall Plan



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

Weather

In June, mostly sunny, around around 21°C to 27°C during daytime, chances of rain.

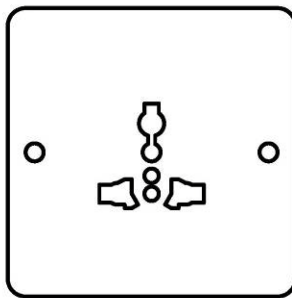
Money Exchange

It is possible to change money in the hotels or banks at the daily exchange rate.

Electricity

The voltage in China is 220 Volt / 50 Hertz.

The Chinese sockets in the exhibition halls look like this:



5A/220V

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 in means of communication. They should be translated into Chinese. It is very important for business associates to exchange business cards. Cards are always offered and received with both hands after the initial greeting.

Some communication habits

Address Chinese officials as Mister, Miss or Madam – Very few Chinese women use their husband's surname 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 PCIM Asia 2017 exhibitors:

Official travel agent: Shanghai Vision Expo & Meeting Solutions Co Ltd
 Attn: 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

Hotels Nearby

Category	Name of Hotel	Type of Room	Daily Room Rate	Breakfast	Distance from Hotel to Venue
5 Star	Renaissance Shanghai Pudong	Deluxe Single / Double Room	RMB 900+16.6% (Free Internet)	One / Two	20 minutes by taxi
5 Star	DoubleTree by Hilton Shanghai-Pudong	Superior Single / Double Room	RMB 700+16.6% (Free Internet)	One / Two	15 minutes by taxi
4 Star	Holiday Inn Pudong Shanghai	Superior Single / Double Room	RMB 780net (Free Internet)	One / Two	15 minutes by taxi
4 Star	Courtyard by Marriott Pudong	Deluxe Single / Double Room	RMB 680net (Free Internet)	One / Two	15 minutes by taxi
4 Star	Grand Metropark Jiayou Hotel	Standard Single / Double Room	RMB 410net (Free Internet)	One / Two	30 minutes by taxi
3 Star	Hotel ibis Shanghai World Expo	Standard Single / Double Room	RMB 389net (Free Internet)	One / Two	10 minutes by taxi

Remarks :

- All hotel bookings are subject to availability. Please submit your Reservation Form to **Shanghai Vision Expo & Meeting Solutions Co., Ltd.** on or before May 26th, 2017 should you wish to make your hotel reservation. Reservation made after the deadline can not be guaranteed.
- Cancellation must be made in writing and 7 days prior to arrival. 3 days advance notice is required to modify a confirmed reservation. Late cancellations will cause a penalty of one night room charge.
- Once you have submitted your hotel reservation form to **Shanghai Vision Expo & Meeting Solutions Co., Ltd.** a hotel booking confirmation will be sent to you either by fax or email. Credit card is required to guarantee the booking. On the arrival day, guests should proceed to the hotel reception counter to check in. All room rental charges plus all incidental charges must be settled upon check out at the hotel cashier counter.

* Please refer to the Hotels Description on page 13-14, the hotel booking form on page 16.

Visa

All Passport holders can order their China visa through the Organiser. Please contact Guangzhou Guangya Messe Frankfurt Co Ltd directly if you would like to order your visa there, please refer to Form 1 on Page 15.

1. Renaissance Shanghai Pudong

☆☆☆☆☆

100 Changliu Road, Pudong



Located on the fringe of the dynamic new business district of Pudong, the Renaissance Shanghai Pudong Hotel is the ideal place to stay for business or pleasure. The hotel is a thoughtful blend of traditional Chinese decoration and contemporary Western ambience -- a truly modern hotel with a distinct flavor of old Shanghai. Hotel also boasts 369 guestrooms with the architectural style conveying the unique charm of Shanghai.

It takes 20 minutes to Shanghai World Expo Exhibition & Convention Center.

45 minutes from Pudong Int'l Airport and 30 minutes from Hongqiao Airport by car.

2. DoubleTree by Hilton Shanghai-Pudong

☆☆☆☆☆

889 Yanggao Nan Road, Pudong



Close to Shanghai New International Exhibition Center, located in Lujiazui Business Center, the 47-story Hotel soars majestically over Pudong with convenient access to Shanghai CBD. The hotel features variously sized tastefully designed rooms in West Wing and East Wing, all of which are outfitted with international direct dial phones. Six on-site restaurants serve quality Chinese and Western delicacies. X-Sensation, the revolving restaurant and bar is a good venue to entertain friends, family and business associates.

It takes 15 minutes to Shanghai World Expo Exhibition & Convention Center.

45 minutes from Pudong Int'l Airport and 30 minutes from Hongqiao Airport by car.

3. Holiday Inn Pudong Shanghai

☆☆☆☆

899 Dongfang Road, Pudong



Strategically located in fast-developing commercial and financial district of Lujiazui, the most advanced part of Pudong, Shanghai, Holiday Inn Pudong boasts 320 well-appointed spacious rooms and suites. We have 3 Executive Club floors and a Presidential Suite. Non-smoking floors and inter-connecting room are also available. All rooms are equipped with Coffee/Tea making facilities, safety deposit boxes. With an extensive range of function and F&B facilities, Holiday Inn Pudong is the favoured choice for business and leisure travellers.

It takes 15 minutes to Shanghai World Expo Exhibition & Convention Center.

45 minutes from Pudong Int'l Airport and 30 minutes from Hongqiao Airport by car.

4. **Courtyard by Marriott Pudong**

☆☆☆☆

838 Dongfang Road, Pudong



Courtyard by Marriott Pudong is centrally located in Lujiazui, the financial district in newly developed Pudong, with convenient access to major banks and international convention center. Only minutes away from the Bund and Peoples's Square, and within easy walking distance of Oriental Pearl Tower. Designed for the executives on the move, each of our 318 rooms features a full range of business amenities. The hotel also features four Executive floors with an exclusive executive lounge.

It takes 15 minutes to Shanghai World Expo Exhibition & Convention Center.

45 minutes from Pudong Int'l Airport and 30 minutes from Hongqiao Airport by car.

5. **Grand Metropark Jiayou Hotel**

☆☆☆☆

159 New Golden-Bridge Road, Pudong



Shanghai Grand Metropark Jiayou Hotel is a Baroque style building designed according to the standard of a five-star business hotel. The hotel boasts of 327 deluxe guest rooms, several restaurants serving varied cuisines, a multifunctional banqueting hall with a capacity of over 300 guests, meeting rooms of different styles, Riverside Lounge and many other first – class facilities. The hotel will be an ideal place for you to hold business conferences and besides, our entertainment facilities will help to ease all your weariness after a day's work.

It takes 30 minutes to Shanghai World Expo Exhibition & Convention Center.

Approximately 20 minutes from Pudong Int'l Airport and 45 minutes from Hongqiao Airport by car.

6. **Hotel ibis Shanghai World Expo**

☆☆☆

800 Cheng Shan Road, Pudong



Located in Pudong New District, the Ibis Shanghai World Expo165 room is near several Shanghai attractions including New International Expo Centre, The Oriental Pearl TV Tower, Science and Technology Museum, Century Park and Oriental Art Center. All guestrooms feature free high speed Internet, flat screen television with international satellite channels, air conditioning, coffee/tea maker, and in-room safe. Non-smoking and handicap accessible rooms are available. On site parking is free. Located in the Pudong District, Ibis Shanghai World Expo is just 4-min walking

distance from Metro station. The hotel provided complimentary parking and an 8 hours breakfast.

It takes 10 minutes to Shanghai World Expo Exhibition & Convention Center.

40 minutes from Pudong Int'l Airport and 35 minutes from Hongqiao Airport by car.

Guangzhou Guangya Messe Frankfurt Co Ltd
Unit A2001, Center Plaza, No. 161 Linhexi Road,
Tianhe District, Guangzhou 510620, P.R.China
Contacts: Ms. Vincy Zhang
Tel: (86) 20 3825 1558 ext 242
Email: pcimasia@china.messefrankfurt.com

This form **MUST** be returned by
26 May 2017
Fax: **(86) 20 3825 1400**

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 P.R.China Date should be within the period of 24 June 2017- 30 June 2017.***
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 PCIM Asia 2017. (go to 2-4)
 We do not need to apply invitation letter(s) for visa application.

2. Exhibitors should provide all requested information.

	First Name	Last Name	Nationality	Job Title	Passport No.	In/Out P.R.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 (email address) _____

Booth No.: _____ Company: _____

Contact: _____ Title: _____

Tel: _____ Fax: _____

Email: _____ Date: _____

Shanghai Vision Expo & Meeting Solutions Co Ltd

Attn: 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

This form must be returned by
26 May 2017
Fax: (86) 21 5481 6032

*Title:	<input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs.
*Company Name:	<input style="width: 100%;" type="text"/>
*Guest Name:	Surname: <input style="width: 80%;" type="text"/>
	First Name: <input style="width: 80%;" type="text"/>
*Official Hotel Recommend	<input type="checkbox"/> Renaissance Shanghai Pudong
	<input type="checkbox"/> DoubleTree by Hilton Shanghai-Pudong
	<input type="checkbox"/> Holiday Inn Pudong Shanghai
	<input type="checkbox"/> Courtyard by Marriott Pudong
	<input type="checkbox"/> Grand Metropark Jiayou Hotel
	<input type="checkbox"/> Hotel ibis Shanghai World Expo
*Room Type:	<input type="checkbox"/> Single <input type="checkbox"/> Double
*Breakfast:	<input type="checkbox"/> One <input type="checkbox"/> Two
*Arrival Date:	<input style="width: 100%;" type="text"/>
*Departure Date:	<input style="width: 100%;" type="text"/>
Special Requirements: <i>(Hotel will try best to assign instead to confirm)</i>	<input type="checkbox"/> Smoking <input type="checkbox"/> Non-smoking <input type="checkbox"/> Early Arrival <input type="checkbox"/> Late Departure
Hotel Limo Airport Pickup Service: <i>(Should be charged extra service fee)</i>	<input type="checkbox"/> Yes Arrival Flight / Time: <input style="width: 100%;" type="text"/>
	<input type="checkbox"/> Yes Departure Flight / Time: <input style="width: 100%;" type="text"/>
*Type of Credit Card:	<input type="checkbox"/> Visa <input type="checkbox"/> Master <input type="checkbox"/> Amex <input type="checkbox"/> JCB
*Credit Card Number:	<input style="width: 100%;" type="text"/>
*Expiry Date:	<input style="width: 100%;" type="text"/>

◇ Please read the hotel information and notice carefully when fill in this reservation form. * is compulsory fields.

<p>Please send this form to: Shanghai VisionExpo & Meeting Solutions Co., Ltd.</p> <p>Attn: 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</p> <p>PLEASE MAKE A COPY FOR YOUR RECORD</p>	*Contact Person: <input style="width: 100%;" type="text"/>
	*Email: <input style="width: 100%;" type="text"/>
	*Tel: <input style="width: 20%;" type="text"/> - <input style="width: 20%;" type="text"/> - <input style="width: 60%;" type="text"/> Country Code- Area Code-Tel No.
	*Fax: <input style="width: 20%;" type="text"/> - <input style="width: 20%;" type="text"/> - <input style="width: 60%;" type="text"/> Country Code- Area Code-Fax No.
	Company: <input style="width: 100%;" type="text"/>
	Address: <input style="width: 100%;" type="text"/>
	Booth No.: <input style="width: 100%;" type="text"/>
	*Signature: <input style="width: 100%;" type="text"/>
	Date: <input style="width: 100%;" type="text"/>

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

Official Contractor details **Shanghai Zion-X Co Ltd**
Rm. 2C, No.2, Lane 1245, Zhongshan West Road,
Changning District, Shanghai, P.R.China

Ms Linda Cheng / Vicky Yu
Tel: (86) 21 6814 8206 * 31 / 33
Fax: (86) 21 6256 8969
Email: service@zion-x.com / vicky-yu@zion-x.com

Additional facilities may be ordered after from **Shanghai Zion-X Co Ltd** (Form 4a-4b on page 28-30) before **deadline**. Please check with **Zion-X** for detailed list of additional booth equipment.

Please be aware that order received after 26 May 2017 will be subject to a 30% surcharge.
Orders received after 11 June 2017 or on site orders will be subject to an additional surcharge of 50%.

Booth equipment included in participation fee for 12sqm (3m x 4m) is as follows:
 (facilities will be multiplied according to your booth size)

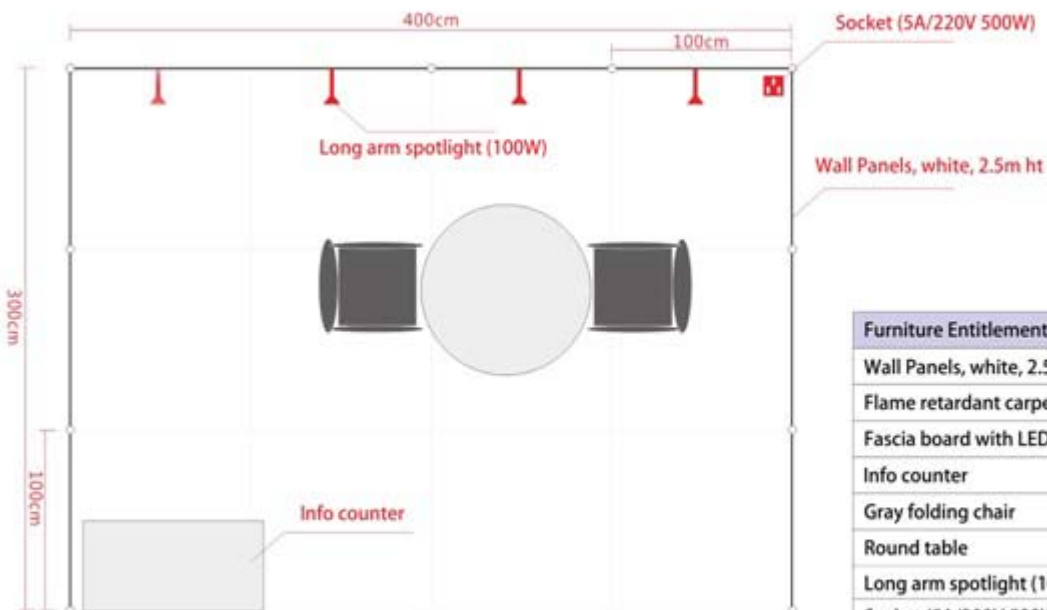
- Flame retardant carpet, needle punch, grey
- Wall Panels, white, 2.5m ht
- Information counter x 1
- Gray Folding chair x 2
- Waste paper basket x 1
- 100W spotlight x 4
- 5A/220V 500W socket x1
- Round table x 1
- Fascia board with LED Panel
- Booth cleaning

Furniture Entitlement of Standard Package Stand

Stand area in sqm	12sqm	15sqm	18sqm
Info counter (1000mm*500mm*1000mmH)	1	1	1
Round table (800mm Φ)	1	1	1
Gray folding chair	2	2	4
Waste paper basket	1	1	2
Long arm spotlight (100W)	4	5	6
Socket (5A/220V 500W)	1	1	2
Fascia board with LED Panel	1	1	2

Booth design diagram of a Standard Package Stand (3m x 4m=12sqm)

* **The Organiser reserves the right to change the configuration if necessary.**



Furniture Entitlement	Qty
Wall Panels, white, 2.5m ht	1 set
Flame retardant carpet	1 set
Fascia board with LED Panel	1 set
Info counter	1 no
Gray folding chair	2 nos
Round table	1 no
Long arm spotlight (100W)	4 nos
Socket (5A/200V 500W)	1 no
Waste paper basket	1 no

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

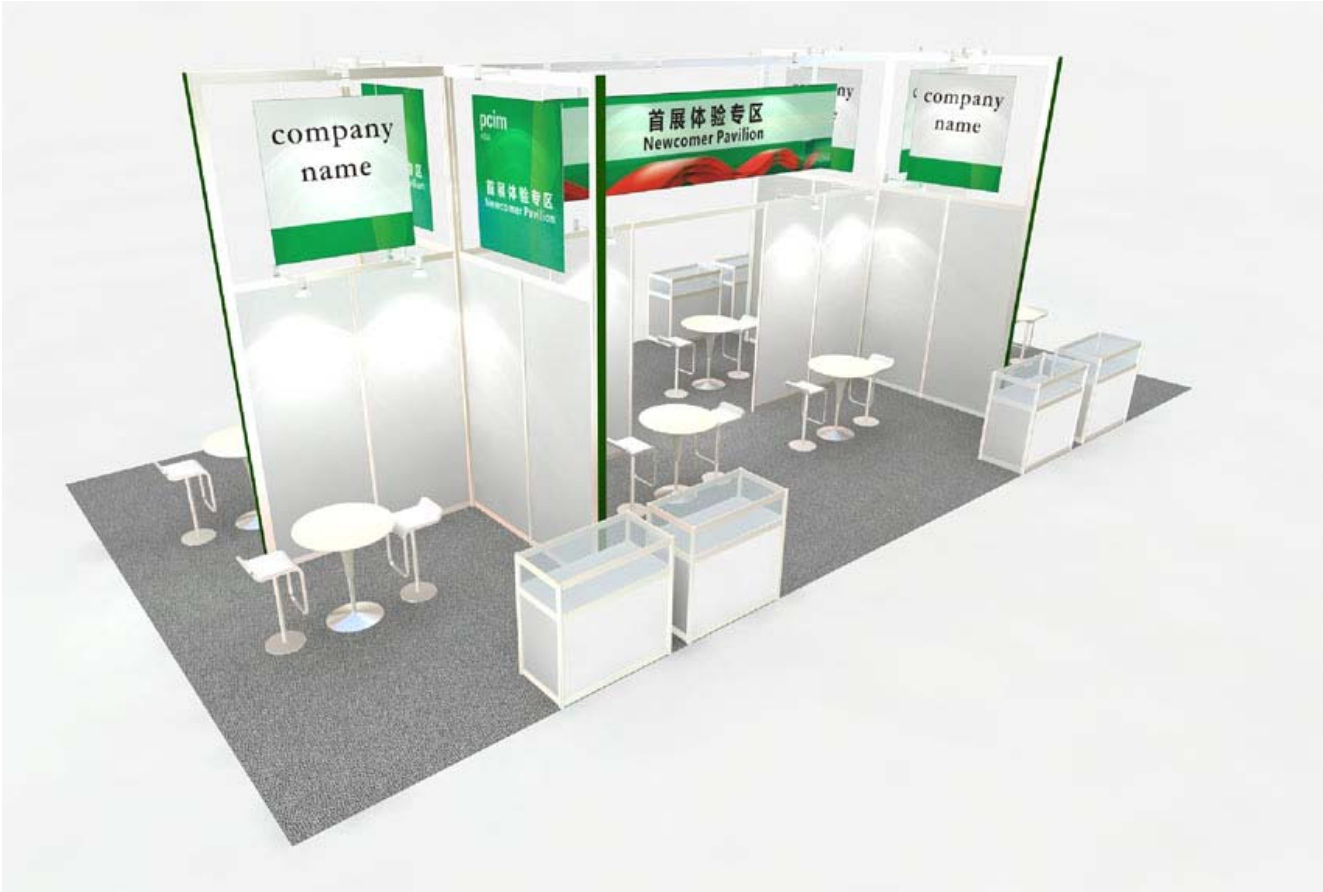
(Facilities will be multiplied according to your booth size)

- Flame retardant carpet, needle punch
- Wall Panels, white, 2.5m ht
- Tall round table x1
- Bar chair x 2
- Low glass showcase x 1
- Waste paper basket x 1
- 100W spotlight x 2
- 5A/220V 500W socket x1
- Fascia board
- Booth cleaning

Furniture Entitlement of Newcomer Package Stand

Stand area in sqm	9sqm
Low glass showcase (750mm*500mm*1000mmH)	1
Tall round table	1
Bar chair	2
Waste paper basket	1
Long arm spotlight (100W)	2
Socket (5A/220V 500W)	1
Fascia board	1

The Organiser reserves the right to change the configuration if necessary.



Important Notes for Standard Booth Exhibitors

Please refer to the basic equipment & booth design of the package on page 18-21. All standard booths shall be designed and built by the Official Contractors.

1. No additional booth fitting or display may be attached to the package booth structure. Exhibitors who wish to upgrade their package booths; the minimum size of booth is 24 sqm. Please submit Form 5 to notify the Official Contractors and subject to the Official Contractors' approval.
2. In the circumstance exhibitors who appoint Non-Official Contractor to build up their package upgraded booths, Organisers will see these exhibitors as Raw Space exhibitors and they will be required to follow the same procedures as **Raw Space Exhibitors Move-in/out** which will incur additional costs including Furniture Order, Electricity Order, Management Fee, Stand Construction Deposit and Contractor Badge. (Please refer to page 35 for details). **Please note that standard furniture will not be provided for booth built by non-official contractor.**
3. Details for any package upgrade booth including elevation view, side view and 3D view of the booth with detailed materials indicated are required to be submitted to the Official Contractors before **19 May 2017** for approval (height limits: 3m). Organisers reserve the right to tear down any package upgrade booth on-site without prior approval from the Official Contractors.
4. Exhibitors shall observe strictly the hours of the exhibition. No booth shall be left unattended at any time during these hours.
5. **Booth fittings:**
All furnished booths are on rental basis. Exhibitors are not allowed to make any alterations to the structure of the booths or remove any parts from the booths. Exhibitors wishing to remove or change the location of any standard equipment (e.g. spotlights) within the booth should indicate clearly on a separate drawing and forward it together with clear instructions to the Official Contractors before **19 May 2017**. Notification of booth equipment alteration/removal received after the deadline will not be considered.
6. **Booth height:**
No free standing booth-fitting or display may extend beyond the boundaries of the site allocated. This includes company names, advertising material and logos provided by the exhibitors. Please contact the Official Contractors for information if the display may exceed the limits.
7. No tape, nail or fixture of any kind is allowed to be affixed on the partitions, floor or ceiling. Exhibitors are liable to any damage caused to their booth fixtures or fittings at the fair.

* For those items not in the price list, please contact the Official Contractor directly for quotation.



咨询桌
Information Counter

1000L*500W*750Hmm



玻璃低柜
Low Glass showcase

1000L*500W*1000Hmm



锁柜 (承重15KG以内)
Lockable Cabinet

1000L*500W*750Hmm



全透明玻璃高柜
(层板承重5KG以内) Long Glass showcase

1000L*500W*2000Hmm



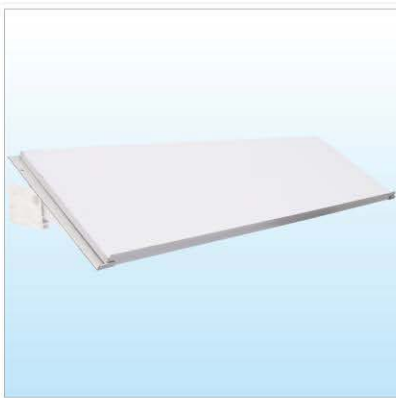
标准展示柜
Standard Showcase

1000L*500W*750Hmm



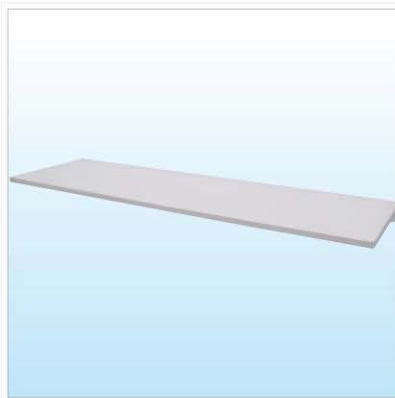
1米围板
Panel Wall

1000L*2500Hmm



斜层板
Slope Shelf

1000L*300Wmm



层板 (承重5KG以内)
Flat Shelf

1000L*300Wmm



圆桌
Round Table

φ800*800SHmm

Additional Furniture Equipment

* For those items not in the price list, please contact the Official Contractor directly for quotation.



会议椅
Black Leather chair
黑色



折椅
Folding Chair
白色



吧椅
Bar Chair
黑色/白色



饮水机
Drinking Water



资料架
Magazine rack



名片盒
Cardcase
300L*120D*200Hmm



洞洞板 (附挂勾10个)
Pegboard
950L*2353Hmm



液晶电视
42" Plasma
42寸



围栏
Railing



日光灯
Fluorescent Tube
40W



射灯
Spot light
100W



长臂射灯
Long arm Spot light
100W



白光灯
HQI
150W



插座
Socket
10A/220V



铲灯
75W Floodlight
75W

Shanghai Zion-X Co Ltd

Contacts: Ms Linda Cheng / Vicky Yu

Tel: (86) 21 6814 8206 * 31 / 33

Fax: (86) 21 6256 8969

Email: service@zion-x.com / vicky-yu@zion-x.com

This form must be returned by
26 May 2017
Fax: (86) 21 6256 8969

If you wish to order additional booth equipment, please fill in the form below and return to Zion-X.

Code	Description	Unit Price (RMB)	Quantity	Amount (RMB)
A01	Gray folding chair 450*400*455H	40.00		
A02	Conference chair 580*600*900H	220.00		
A03	Black leather chair 560*550*820H	100.00		
A04	Executive chair 600*560*900~1000H	220.00		
A05	Bar chair 360*400*760~860H	180.00		
A06	Office chair 500*560*870~970H	200.00		
A07	Sofa 800*730*790H	550.00		
A08	Square table 650*650*750H	120.00		
A09	Round table 800*750H	120.00		
A10	Tall round table 600*1100H	220.00		
A11	Magazine rack 270*250*1200H	150.00		
A12	Shelf rack 1030*535*2500H	170.00		
A13	Lockable cabinet 030*535*750H	150.00		
A14	Meeting table 1400*700*750H	240.00		
A15	Information counter 1030*535*750H	120.00		
A16	TV-video stand 740*535*1000H	100.00		
A17	Low glass showcase 1030*535*1000H	300.00		
A18	Tall glass showcase 1030*535*2000H	500.00		
A19	Low showcase 535*535*500H	70.00		
A20	High showcase 535*535*750H	100.00		
A21	Flat shelf 1000*300W	60.00		
A22	Slope shelf (the height of edge must be of at least 5cm depth) 1000*300W	60.00		
A23	Folding door 950*2000H	150.00		
A24	Lockable door 950*1910H	250.00		
A25	Drinking water 550*550*1350H	350.00		
A26	Wasterpaper basket	10.00		
A27	Re-location of panel 1000*2500H	110.00		
A28	Carpet per sqm	19.00		
B01	100W Spotlight	120.00		
B02	100W Long Arm Spotlight	150.00		

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

Additional Booth Equipment, Power & Water & other supply

Shanghai Zion-X Co Ltd

Contacts: Ms Linda Cheng / Vicky Yu

Tel: (86) 21 6814 8206 * 31 / 33

Fax: (86) 21 6256 8969

Email: service@zion-x.com / vicky-yu@zion-x.com

This form must be returned by
26 May 2017
Fax: (86) 21 6256 8969

Code	Description	Unit Price (RMB)	Quantity	Amount (RMB)
B03	150W Floodlight	400.00		
B04	40W Fluorescent Tube	120.00		
B05	13A / 220V single phase socket	140.00		
D01	Water supply to booth with 10m pipe up & down. Ø 15mm, P. 4kg/cm ²	2600.00		
E01	Local telephone line (direct)	840.00		
E02	DDD line	2040.00		
E03	IDD line	6990.00		
E04	Refundable deposit for DDD	1000.00		
E05	Refundable deposit for IDD	4000.00		
E06	Fax machine (excluding line)	750.00		
E07	DVD player	280.00		
E08	42" plasma + DVD player	2000.00		
E09	Internet, 2M	4680.00		
E10	wi-fi router	1600.00		
Total:				

Important Notes:

- 30% surcharge will be charged for any late order received after 26 May 2017. 50% surcharge will be charged for any late orders received after **11 June 2017** or onsite orders. ONLY cash for any onsite orders.
- Cancellation of orders will only be accepted writing before 26 May 2017. Orders cancelled after 26 May 2017 will be subject to a 30% cancellation charge. Cancellation of orders will NOT be accepted onsite.
- Any relocation on-site of power main / water supply / telephone line / internet line will be subjected to 50% surcharge.
- All single socket is for one machine only and cannot be dispatched.
- According to the rules and regulations of SWEECC, 24 hours power fee will be charged by three times of the power fee.

Booth No.: _____ Company: _____
 Contact: _____ Title: _____
 Tel: _____ Fax: _____
 Email: _____ Date: _____

Shanghai Zion-X Co Ltd

Contacts: Ms Linda Cheng / Vicky Yu
Tel: (86) 21 6814 8206 * 31 / 33
Fax: (86) 21 6256 8969
Email: service@zion-x.com / vicky-yu@zion-x.com

This form must be returned by
19 May 2017
Fax: (86) 21 6256 8969

Code	Description	Unit Price (RMB)	Quantity	Amount (RMB)
	<u>Power for lighting</u>			
C01	15A / 380 V, Three phase (for light)	1,200.00		
C02	30A / 380 V, Three phase (for light)	1,800.00		
C03	60A / 380 V, Three phase (for light)	3,000.00		
	<u>Power for machine</u>			
C04	15A / 380V, Three phase (for machine only)	1,200.00		
C05	30A / 380 V, Three phase (for machine only)	1,700.00		
C06	60A / 380 V, Three phase (for machine only)	3,000.00		
		Total Amount (RMB)		

Important:

1. Cancellation of orders will only be accepted writing before **19 May 2017**. Orders cancelled after **19 May 2017** will be subject to a 30% cancellation charge. Cancellation of orders will NOT be accepted onsite.
2. According to the rules and regulations of SWEECC, 24 hours power fee will be charged by three times of the power fee.
3. According to the rules and regulations of the Exhibition Centre, power point and socket are the electricity supply for exhibits only, no lighting fixture and lightbox is allowed to be connected. Hook up fees are not included in the above costs for exhibits connecting to the power main supply and water supply. A separate quotation for hook up fee will be provided upon request. Please contact **Zion-X** for details.
4. The lighting fee above is the connection fee, including power fee and charge.
5. Power for lighting and machine should be applied separately; 24h power cannot be used as uninterrupted power supply.
6. Power and water supply items should be applied in advance; on-site order will be subjected to 50% surcharge.
7. Bring the booth diagram and electrician operation certificate when apply for those.
8. Single socket shall not be used for lighting.
9. All items are on rental basis and not permitted to be removed from the exhibition hall.

Booth No.: _____ Company: _____

Contact: _____ Title: _____

Tel: _____ Fax: _____

Email: _____ Date: _____

Payment details for all additional booth equipment:

Invoice will be issued upon receiving of confirmed order by the official contractor - **Zion-X**. Full payment must be settled before the payment deadline show on the invoice. 30% surcharge will be charged for any late orders received after **26 May 2017**. 50% surcharge will be charged for late orders received after **11 June 2017** or orders onsite.

1. Payment should be made by:

a) **Bank draft payable to Shanghai Zion-X Co Ltd**

RMB Account No: 310066438018003564632
Account Name: 上海捷恩斯企业形象策划有限公司
Bank Name: Bank of communications Shanghai Hong Kang Branch
交通银行上海虹康支行

USD Account No: 364-337956-883
Bank Name: Hang Seng Bank Limited
Account Name: ABLE SPEED LIMITED
Bank Address: 83 Des Voeux Road Central, Hong Kong
Swift Code: HASEHKHH

2. **Orders without remittance will not be processed.**

3. **Late orders:**

30% surcharge will be charged for any late orders received after **26 May 2017**.

50% surcharge will be charged for late orders received after **11 June 2017** or orders onsite.

4. **All orders will be effective when the payment is settled**

Important Notes for Raw Space Exhibitors

Raw space exhibitors will be provided with floor space only. Exhibitors have to design and construct their own booths and comply with the Rules and Regulations of the venue as well as any conditions, which the Organiser may specify before, or during the Exhibition.

Contractor

Raw space exhibitors may appoint any competent stand contractor or our recommended contractor which could be found on Page 17 to design and construct their booths. Details such as name and address of their appointed contractor must be provided by filling in Form 5 on Page 36 and submitting to Messe Frankfurt (Shanghai) Co Ltd not later than **19 May 2017** for approval. The Organiser reserves the right to withhold granting approval to any contractor appointed by the exhibitor concerned without giving any reason.

Our Official Contractor **Shanghai Zion-X Co Ltd** can also provide design / construction service, the contact details of which could be found on Page 17.

Plans & design proposals

1. Booth plans and design proposals must be submitted in triplicate (elevation view, side view and 3D view) to reach Messe Frankfurt for approval not later than **19 May 2017**. Drawings submitted must be a reasonable scale of not less than 1:100, fully dimensioned and must contain information such as floor plan, stand elevation, fittings, colors and materials to be used, moving exhibits, audio-visual equipment, weights.
2. If drawings are not submitted before the deadline, custom design will not allowed and a standard booth will be build 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 **3pm on 26 June 2017**, a standard booth will be build 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 discretion. No custom-built booth shall be permitted at the exhibition unless the Organiser has approved the plan and design proposals in writing.

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 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 4.5m 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 organiser suggests 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 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.
8. 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 cloth/ 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. Top of the booth must be fully opened and not either covered by any structures nor decorations.**
9. 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 therefore, flammable stretch fabric, stretch fabric and nylon fabrics are strictly prohibited. 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.
10. 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.
11. 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.
12. During booth construction, no fire safety facilities, electrical equipment, emergency exits or audience access may be covered or blocked by building contractors.
13. 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.
14. Paint spraying, welding and the use of electrical saws are strictly prohibited inside the exhibition hall.
15. Lighting equipments should be installed at a distance of no less than 50cm with flammable exhibits.
16. Decoration light boxes should be treated with fire retardant linings. Light boxes and showcases should have heat dissipating holes.
17. 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.
18. The transporting, assembling, dismantling and 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.
19. Exhibitors are responsible for insurance, which indemnifies the organizer from all claims caused by on site operatives working directly or indirectly for the exhibitors.
20. Construction waste and surplus materials must be cleared from the exhibition site by the exhibitor.
21. The construction refuse deposit should be in remittance payments to the official contractor –**Zion-X** by the raw space contractor before **19 May 2017**.(RMB 3,000 for below 36sqm, RMB 5,000 for on or over 36sqm) .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 within 10 working days after 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.

22. 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.

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 Guangya Messe Frankfurt 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 (Shanghai) Co 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 three phases will be supplied subject to prior arrangement with the official contractor. The maximum power output for 13 Amps single phase is 500W, and 15 Amps single phase is 2000W. No multi-plugs or adapters are permitted.
3. 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.
4. 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.

5. The venue would supply the temporary electricity during the construction period. Please use it safely
6. At the end of each day of the exhibition before the close of the exhibitor hall, the building contractor specified by exhibitors must turn off all power to non-fire safety facilities and must remove flammable goods before leaving the booth. Mandatory power-off measures will be taken for those facilities not in compliance and as advised by the organizers, and if this happens, any liability will be borne by the exhibitor.
7. 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 **19 May 2017** with electricity plan (incl. the location of 24 hours power socket). Please note NO 24 hours lighting connection is permitted.

Relevant fee

1. The hall management fee RMB 20 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 SWEECC onsite.
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 30 /entry (max 1.5 hours, deposit RMB 370) parking fee will be applied to every vehicle enter the fair ground during move-in /dismantling period.

Messe Frankfurt (Shanghai) Co Ltd
Contact: Ms Katrina Zhang / Mr Tony Xue
Tel: (86) 21 6160 8469 / 8483
Email: pcimasia@china.messefrankfurt.com

This form must be returned by
19 May 2017
Fax: (86) 21 6168 0788

A) Exhibitors please sign back with company chop and fax return to us (86) 21 6168 0788 before **19 May 2017** 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" . 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" 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 Shanghai Co Ltd about the name and contact details of your stand constructor:

For approval of your stand construction, please send the layout of your booth to Messe Frankfurt Shanghai via pcimasia@china.messefrankfurt.com by 19 May 2017.

Contractor Co. Name _____

Address: _____

Telephone: _____ Fax: _____
(Country) (Code) (Number) (Country) (Code) (Number)

Contact person: _____ Email: _____

Onsite Contact person: **(*required*)**

Mobile phone: **(*required*)**

- Booth design without Messe Frankfurt Shanghai'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 power supply and water supply, please place your order to the Official Contractor before **19 May 2017**.

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 Katrina Zhang / Mr Tony Xue
Tel: (86) 21 6160 8469 / 8483 Fax: (86) 21 6168 0788 / Email: pcimasia@china.messefrankfurt.com

Booth Number: _____

Company Name: _____

Contact Person: _____ MP: _____

Tel: _____ Email: _____

Signature & Company Chop _____ Date: _____

PCIM Asia 2017 (27-29 June 2017)

Official Forwarding Agent & Schedule

The following forwarder is appointed as the Official Forwarder for transport of exhibits in PCIM Asia 2017.

Official Forwarder

Agility Fairs & Events Logistics (Shanghai) Co Ltd

2/F, Building #9, IBP.

280 Linhong Road, Changning District, Shanghai 200335 P.R. China

Tel: (86) 21 6116 8760

Fax: (86) 21 6236 5667

Email: jamliu@agility.com

Contact: James Liu

Detailed terms and order forms will be mailed to exhibitor individually by Agility Fairs & Events Logistics (Shanghai) Co Ltd directly. Please get in contact with their representative offices in your country. If no address is available, please contact Agility Fairs & Events Logistics (Shanghai) Co Ltd. directly.

Agility Fairs & Events Logistics (Shanghai) Co Ltd Deadline schedule

The following deadlines for documents and exhibits must be observed. We will not be responsible for any consequences due to the late arrival of documents or exhibits.

Arrival of films and video tapes / discs by courier	May 26 2017
Copies of Bill of Lading and the List of Exhibits for General Cargo seafreight consignments to Shanghai Seaport	June 1 2017
Arrival of exhibits shipped by seafreight to Shanghai Seaport	June 10-12 2017
Copies of Airway Bill and the List of Exhibits for General Cargo airfreight consignments to Shanghai Airport	June 6 2017
Arrival of exhibits shipped by airfreight to Shanghai Airport	June 12-14 2017

Notice:

1. There is no any guarantee success in-time delivery services when any arrivals later than above deadlines. In the meantime, Surcharge will apply regardless of delivery date to show site.
2. All additional charges incurred due to the late arrivals shall be borne by the exhibitors.

Pre -Alert with booking info

1. One original OBL or 1 copy of Express BL or one copy of AWB
2. Shipping schedule with ETD and ETA
3. Info of booked forwarder

Shipping Documents that is required in necessary

1. Services Order Form
2. Form1 (LOE form)
3. One declaration of fumigation (IPPC) for wooden packing or non-wood packing material
4. One copy of Insurance Policy (if insured)
5. Label on package for both inbound & outbound
6. Additional OC (Origin of Country) & HC (Health Certificate) are wanted for foodstuffs

Exhibitors are kindly requested to return above forms to Agility without exception and delay. Any absence or later arrival to Agility will cause failure in customs clearance.

Consignment Instruction

SEAFREIGHT (LCL & FCL)

Consignee in OBL

Agility Fairs & Events Logistics (Shanghai) Co., Ltd
2/F, Bldg 9#, No 280 Linhong Road, Shanghai
200335

Tel: +86.21.6116 8760: +86.21.6236.5667

Contact : Mr. James Liu

Destination Port: Shanghai seaport

Notify Party in OBL

PCIM Asia 2017

Exhibitor Name: XXX Booth No.: XXX

Tel: +86.21.6116 8760: +86.21.6236.5667

AIRFREIGHT

MAWB should be issued as following instruction. If not, surcharge will be occurred.

Destination Port: PVG airport

Consignee in Master AWB

JIANGSU FEILIKS INT'L LOGISTICS INC.

SHANGHAI BRANCH

Room A615, No. 1333 Wenju Road, Shanghai

201202, China

Tel: +86.21.6116 8760: +86.21.6236.5667

Attn: Mr. James Liu

Notify Party in Master AWB

PCIM Asia 2017

Exhibitor Name: XXX Booth No.: XXX

Tel: +86.21.6116 8760: +86.21.6236.5667

Attn: Mr. James Liu

Notice:

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 Agility Standard Trading Conditions and which, in certain cases, exclude or limit the Company's liability.
4. After the exhibition, every exhibitor should label his consignment properly and furnish completed "Return Shipping Instructions" before leaving the exhibition hall.
5. 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.
6. 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.
7. Hand-carried exhibits, which are taken into the halls by the exhibitors themselves, have to be registered with the official for the purpose of customs clearance/declaration before they can be moved out from the exhibition halls.
8. Surcharge for Wrong Consignee: CNY 780.00/consignment/exhibitor

Exhibitor Badges

Exhibitor badge are free of charge.

Please fill in the Exhibitor Pre-registration Form (Form 6 on page 40) and send to Guangzhou Guangya Messe Frankfurt Co Ltd before **26 May 2017** to order your badges.

Each exhibitor is entitled 5 badges for every 12sqm booth size. Should you require additional badge(s), please make copy of Form 6.

Exhibitors can authorize their co-exhibitors or agents / representatives to collect the exhibitor badges for them during the move-in period.

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 trade visitors from 27-29 June 2017.

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

Sales Promotion

For your promotional campaign, we shall provide you with

- ◆ Visitor invitation cards

Additional promotional materials are available upon request.

Guangzhou Guangya Messe Frankfurt Co Ltd
Unit A2001, Center Plaza, No. 161 Linhexi Road,
Tianhe District, Guangzhou 510620, P.R.China
Contacts: Ms Vincy Zhang
Tel: (86) 20 3825 1558 ext 242
Email: pcimasia@china.messefrankfurt.com

This form **MUST** be returned by
26 May 2017
Fax: **(86) 20 3825 1400**

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. **Each exhibitor is entitled 5 badges for every 12sqm booth size. Should you require additional badge(s), please make copy of the form. The Organizer reserves the right to charge additional badge(s) at RMB 30.00 per badge.**
2. 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!

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

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.: _____ Company: _____
 Contact: _____ Title: _____
 Tel: _____ Fax: _____
 Email: _____ Date: _____

Shanghai Branch of Beijing Translators Inc

Tel: 139 1768 2851
Contact: Miss Vivian
Email: sh-1@beijingtranslators.com
Website: www.beijingtranslators.com

This form must be returned by
26 May 2017
or email
to sh-1@beijingtranslators.com

Interpreter Service						
No.	Date	Description	Price/day in RMB	No. of Staff	No. of Days	Total (RMB)
1		Interpreter (Chinese – English)	500			
2		Interpreter (Chinese – Japanese)	700			
3		Interpreter (Chinese – French)	900			
4		Interpreter (Chinese – German)	900			
5		Interpreter (Chinese – Italian)	1200			
6		Interpreter (Chinese – Spanish)	1200			
7		Interpreter translating other languages other than the above	Subject to further quotations			

All orders must be delivered to Beijing Translators Inc, after submitting the application. Full interpreting fees shall be paid via account transfer with notice given to Beijing Translators Inc if account transfer is not available due to special reasons, please contact Beijing Translators Inc in advance, and pay all the fees in cash to Beijing Translators Inc staff on the **last** day of the trade fair.

Bank details:

US\$ Account No: 6227 0000 1094 0148 333
Account Name: Zhang Chunming / 张春明
Bank Name: CHINA CONSTRUCTION BANK 中国建设银行
Branch Name: CHINA CONSTRUCTION BANK, BEIJING BR, XISI SUBBR
中国建设银行北京分行西四支行钓鱼台储蓄所 / 8610-68461071
SWIFT CODE: PCBCCNBJBJX

INTERMEDIARY BANK INFO: BANK OF AMERICA, NEW YORK
SWIFT CODE: BOFAUS3N **FEDWIRE:** FW026009593 **ACCOUNT NO:** 36117884

Please note:

- Deadline for orders: 26 May 2017. On-site order is available. But all the fees must be paid in cash to BTI staff on the first day of the trade fair.**
- The minimum charge is 0.5 day (4 hours) per day.
- Working hour from 9:00am – 5:00pm.
- 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 supplier.

Booth No.: _____ Company: _____
Contact: _____ Title: _____
Tel: _____ Fax: _____
Email: _____ Date: _____

Guangzhou Guangya Messe Frankfurt Co Ltd
Unit A2001, Center Plaza, No. 161 Linhexi Road,
Tianhe Ditriect, Guangzhou 510620, P.R.China
Contacts: Ms Vincy Zhang
Tel: (86) 20 3825 1558 ext 242
Email: pcimasia@china.messefrankfurt.com

This form MUST be returned by
19 May 2017
Fax: (86) 20 3825 1400

Exhibitor Company profile is FREE OF CHARGE. Please print or type clearly!

The organizer will not take any responsibility if mistakes are made in the catalogue due to unclear handwriting. To avoid the spelling mistakes, please send the information by email to pcimasia@china.messefrankfurt.com.
Please note: If we do not receive this Form by **19 May 2017** you will be listed according to your application form.

_____ Letter under which your company should appear in the catalogue's alphabetical listings.

English Version:

Company Name: _____

Address: _____

Post Code: _____ Country: _____

Tel: _____ / _____ / _____ Fax: _____ / _____ / _____
Country code Area code Number Country code Area code Number

Email: _____ Website: _____

Product Description:
(Max. 100 words) _____

Chinese Version: (if applicable)

Company Name: _____

Address: _____

Product Description:
(Max. 100 words) _____

(please send the details to us by email)

Our products belong to the following product groups? (pls "√" where appropriate)

- | | | |
|--|---|--|
| <input type="checkbox"/> 100 Power Semiconductors | <input type="checkbox"/> 105 Servo-Technology / Actuators | <input type="checkbox"/> 110 Test & Measurement |
| <input type="checkbox"/> 101 Passive Components | <input type="checkbox"/> 106 Intelligence in Motion | <input type="checkbox"/> 111 Development Software |
| <input type="checkbox"/> 102 Thermal Management | <input type="checkbox"/> 107 Power Supplies | <input type="checkbox"/> 112 Information & Service |
| <input type="checkbox"/> 103 Sensors | <input type="checkbox"/> 108 Energy Storage Systems | |
| <input type="checkbox"/> 104 Assemblies and Subsystems | <input type="checkbox"/> 109 Energy Management Systems | |

Booth No.: _____ Company: _____

Contact: _____ Title: _____

Tel: _____ Fax: _____

Email: _____ Date: _____

Guangzhou Guangya Messe Frankfurt Co Ltd
Unit A2001, Center Plaza, No. 161 Linhexi Road,
Tianhe District, Guangzhou 510620, P.R.China
Contacts: Ms Vincy Zhang
Tel: (86) 20 3825 1558 ext 242
Email: pcimasia@china.messefrankfurt.com

This form **MUST** be returned by
26 May 2017
Fax: (86) 20 3825 1400

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

Advertising Rates:

Position	Colour	Price (RMB)	No. of insertions
Inside back cover	4-colour	5,000	
One page ROP	4-colour	2,000	
Opposite contents page	4-colour	3,000	

Technical Specifications:

- Trim size: 130mm (W) x 210mm (H) (+3mm bleed is necessary)
Type size: 110mm (W) x 190mm (H) (text must be fit within this size)
- File format:
 - jpg or tiff: at least 300dpi
 - ai or eps: text must be converted to path/outline
 - PDF: high resolution in printing quality with all fonts embedded
 - * PDF format is preferred.
- Materials submission deadline: **26 May 2017.**

Note:

- The Organiser reserves the right of decline any advertisement.
- Reservation of advertisement space will be arranged on 'first-come-first-served' basis.
- The Organiser is not responsible for any error, loss, damage or claim resulting from failure of any advertisement.
- Late arrival will be liable to omission of advertisement and the cost paid will not be refunded.
- The digital file will not be returned unless specifically requested.

Booth No.: _____ Company: _____

Contact: _____ Title: _____

Tel: _____ Fax: _____

Email: _____ Date: _____

Guangzhou Guangya Messe Frankfurt Co Ltd
Unit A2001, Center Plaza, No. 161 Linhexi Road,
Tianhe District, Guangzhou 510620, P.R.China
Contacts: Mr Vincy Zhang
Tel: (86) 20 3825 1558 ext 242
Email: pcimasia@china.messefrankfurt.com

This form **MUST** be returned by
26 May 2017
Fax: **(86) 20 3825 1400**

During the fair dates, promotional ads board can be placed around the entrances of fairgrounds.

As an exhibitor at the fair, you may take advantage of these boards to advertise your company / product.

Advertising Order:

Code	Items	Location	Price(RMB)	Dimension (Width X Height)	Samples	Order Qty
A	Moveable Board	South/North Square	12,000	8.5m x 4m		
B	Moveable Board	1F Lobby	8,000	3m x 3m		
C	Standing Flags	South/North Square	36,000	1.2m x 3.8m (20pcs/set)		
D	Column Board	column in Hall 2	6,000	1.2m x 2.4m x4 sides		
E	KT Board	Safety column in Hall 2	5,000	3.4m x 4m		

Note:

1. The Organiser reserves the right to refuse any advertisement.
2. Reservation of advertisement space will be arranged on 'first-come-first-served' basis.
3. The Organiser is not responsible for any error, loss, damage or claim resulting from failure of any advertisement. Indemnity by advertiser against loss or expenses resulting from claim based on contents of advertisements.
4. Late arrival will be liable for omission of the advertisement and the cost paid will not be refunded.
5. Colour separation service is not included in the advertisement charge. The price is RMB 1,500 for each file.

Booth No.: _____ Company: _____

Contact: _____ Title: _____

Tel: _____ Fax: _____

Email: _____ Date: _____

Guangzhou Guangya Messe Frankfurt Co Ltd
Unit A2001, Center Plaza, No. 161 Linhexi Road,
Tianhe District, Guangzhou 510620, P.R.China
Contacts: Mr Vincy Zhang
Tel: (86) 20 3825 1558 ext 242
Email: pcimasia@china.messefrankfurt.com

This form MUST be returned by
26 May 2017
Fax: (86) 20 3825 1400

*More details can be found via www.mesago.de/en/PCC/The_conference/Registration/index.htm or contact with the Organiser.

Notes:

1. The registration price includes the conference entry fee, CD for articles, free exhibition additition and the fair catalogue.
2. Reservation of registration will be arranged on 'first-come-first-served' basis.
3. 50% deposit should be paid within 7 working days when the registration form is submitted.

Booth No.: _____ Company: _____
Contact: _____ Title: _____
Tel: _____ Fax: _____
Email: _____ Date: _____

Guangzhou Guangya Messe Frankfurt Co Ltd
Unit A2001, Center Plaza, No. 161 Linhexi Road,
Tianhe District, Guangzhou 510620, P.R.China
Contacts: Ms Vincy Zhang
Tel: (86) 20 3825 1558 ext 242
Email: pcimasia@china.messefrankfurt.com

This form MUST be returned by
26 May 2017
Fax: (86) 20 3825 1400

- ➔ 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 **26 June 2017** or at any time during the first day (**27 June 2017**) of the fair.
- ➔ The Organiser 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 Number Country 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: _____

Contact: _____ Title: _____

Tel: _____ Fax: _____

Email: _____ Date: _____

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 badges with you?**
- **Have you made your travel arrangements?**
- **Have you printed Chinese business cards?**
- **Have you printed necessary information in Chinese (e.g. product / company description, direction to exhibition centre, hotel address)?**
- **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 send the catalogue entry with products groups?**
- **Have you thought about advertising in the fair catalogue?**
- **Have you thought about displaying promotional material at 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