



toy & hobby
CHINA



baby & stroller
CHINA

Guangzhou International Toy and Hobby Fair Guangzhou International Stroller and Baby Product Fair

Exhibitor Manual

8 – 10 April 2017
Poly World Trade Center Expo
Guangzhou, China

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

***Please avoid sending duplicated forms to us via different channels.**

 **Guangdong Toy Association**
Guangdong Toy Association

 **messe frankfurt**
Guangzhou Li Tong Messe Frankfurt Co Ltd



toy & hobby
CHINA



baby & stroller
CHINA

Dear Exhibitor,

Welcome to Toy and Hobby China 2017 and Baby and Stroller China 2017!

This manual is designed to give you useful information regarding your participation in Toy & Hobby China-Guangzhou International Toy and Hobby Fair and Baby & Stroller China – Guangzhou International Stroller and Baby products Fair - taking place in Guangzhou, China from 8 – 10 April 2017. It contains all the forms you need to order the various related services you may require.

We kindly ask you to return the forms on or before the deadlines in order 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 2230 9249	Ms Kawi Chow
General Line:	+852 2802 7728	
Fax:	+852 2598 8771	
Email:	toy@hongkong.messefrankfurt.com	

We look forward to welcoming you to Toy & Hobby China 2017 and Baby & Stroller China 2017 and wish you a successful and satisfying three days at the fair!

Yours sincerely,

Toy & Hobby China Team
Baby & Stroller China Team
Messe Frankfurt (HK) Ltd



Table of Contents

Section 1	General Information	Form	Page
	Contact Addresses		4
	Important Dates & Show Schedule		5
	Important Exhibition Rules & Regulations		7
	Admission Badges collection and usage		11
	General Information about China		12
	Fairground Information		13
	Location Map & Hall Plan		14
	Travel Arrangement		
	Official Hotel Special Offer		15
	Hotel Booking Form	Form 1	17
	Visa Invitation Letter Application Form	Form 2	18
Section 2	Stand Construction		
	Official Contractor / Recommended Contractors		19
	Standard Booth Design and Package		20
	Furniture Rental and Fittings		21
	Important Notes for Standard Booth Exhibitors		23
	Standard Booth Exhibitors Confirmation Letter	Form 3	24
	Company Information on Standard Booth Fascia	Form 4	25
	Important Notes for Raw Space Exhibitors		26
	Raw Space Exhibitors Confirmation Letter	Form 5	30
	Payment for Additional Order		32
Section 3	Forwarding		
	Freight Forwarding Service		33
Section 4	Registration		
	Exhibitor Badges(Pre-Registration)	Form 6	39
Section 5	Official Catalogue		
	Fair Catalogue Entry Form	Form 7	40
Section 6	Other Services		
	Regulation for Protection of Intellectual Property Rights During Exhibition		42
	Temporary Staff - Interpreter & Booth Helper	Form 8	44
	Your Personal Checklist		45



toy & hobby
CHINA



baby & stroller
CHINA

Contact Addresses

Organisers

Guangdong Toy Association

2/F, ZhengPing Street South,
Tao Jin Road North
Guangzhou, China

Guangzhou Li Tong Messe Frankfurt Co Ltd

2/F, ZhengPing Street South,
Tao Jin Road North
Guangzhou, China

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

Ms. Kawi Chow

Direct Line: +852 2230 9249

Tel: +852 2802 7728

Fax: +852 2598 8771

Email: kawi.chow@hongkong.messefrankfurt.com

Official Contractor

Milton Exhibits & Engineering (Shanghai) Ltd. Guangzhou Branch

3B, Block 45, No.3 Jianshe Da
Malu,
Yuexiu District, Guangzhou, China
Postal Code :510053

Ms. Vincy Huang

Tel: +86 20- 8128 3147

Fax: +86 20-8128 3150

Email: vincyhuang@milton-gz.com

Official Forwarding Agent

JES Logistics Limited
26/F., Winsan Tower, 98 Thomson
Road, Wanchai, Hong Kong

Mr. Samson Ng

Tel: +852 2563 6645

Fax: +852 2597 5057

E-mail: samson@jes.com.hk

Travel Agency

Please contact your local travel agency or
contact the Organiser for assistance.



Important Dates & Show Schedule

Deadline for returning the following forms:

1. Compulsory Forms

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

Deadline	COMPULSORY for <i>Standard Booth</i> exhibitors		Page	Submitted to
28 February 2017	Standard Booth Exhibitors Confirmation Letter	Form 3	24	The Organiser
	Company Information on Standard Booth Fascia	Form 4	25	
	Fair Catalogue Entry Form	Form 7	40	
10 March 2017	Exhibitor Badges (Pre-Registration)	Form 6	39	

Deadline	COMPULSORY for <i>Raw Space</i> exhibitors		Page	Submitted to
28 February 2017	Raw Space Exhibitors Confirmation Letter	Form 5	30	The Organiser
	Fair Catalogue Entry Form	Form 7	40	
10 March 2017	Exhibitor Badges (Pre-Registration)	Form 6	39	The Organiser
10 March 2017	Booth design approval	Upload via online system	/	The Official Contractor
15 March 2017	Additional Equipment – Power Supply	Order via online system		

2. Optional Forms

Deadline	Optional Forms		Page	Submitted to
28 February 2017	Invitation for Visa Application	Form 2	18	The Organiser
15 March 2017	Additional Booth Equipment – Furniture (Standard Booth exhibitors)	Order via online system	/	The Official Contractor
	Additional Equipment – Power Supply (Standard Booth exhibitors)			
	Additional Installation Location (Standard Booth exhibitors)			
	Temporary Staff-Interpreter & Booth Helper	Form 8	44	The Organiser
	Hotel Booking Form	Form 1	17	



Important Dates & Show Schedule

Show Schedule – Move-in, Show Period and Move-out

Set-up & Move-in

6 April 2017 (Thursday)	8:30am – 8:00 pm	Raw Space Exhibitors Move-in and Set-up
7 April 2017 (Friday)	8:30am – 8:00 pm	All Exhibitors Move-in and Set-up (Standard Booth and Raw Space)

Show Opening Hours

8 - 9 April 2017 (Saturday - Sunday)	8:30 am	Venue Opens to Exhibitors
	9:00 am	Show Opens to Trade Buyers
	5:00 pm	Show Close
10 April 2017 (Monday)	8:30 am	Venue Opens to Exhibitors
	9:00 am	Show Opens to Trade Buyers
	12:00 pm	Show Opens to Public
	3:00 pm	Show Closed

Move-out & Dismantling

10 April 2017 (Monday)	3:00 pm – 10:00 pm	Exhibitors Move-out & Booth Dismantling
------------------------	--------------------	---

Important Notice:

- Exhibitors should follow the above move-in schedule. Should exhibitors who wish to work beyond the official hours as shown above, they should notify Official Contractor before 3:00 pm on the day. Overtime work will charge RMB \$8/ sqm/ hour for each booth.
- For the sake of safety, only the authorized person is allowed to go into the Venue during move in & move out period. During move-in and move-out period, all the exhibitors could only enter through North, South and West entrance.
- Raw space booth construction materials can only move out through the West entrance. Moving out through the front entrance is forbidden. Exhibitors can contact the Organiser Office on-site for further details on the exact location.
- Any goods need to move-out during the show period and Move-in period, a "Release Slip" issued by the organiser is required. Please apply in the Organiser Office located on Level 1.
- We strongly recommend that all exhibitors arrive at their booths 30 minutes before the fair opens for security reasons.
- Exhibitors moving out before 3 pm on 10 April 2017 are not allowed. Exhibitors should consider and plan their trip arrangement as per the time frame scheduled by the organiser, in order to maintain the favorable business environment at all time during the show period. Organiser will not take any responsibility due to the violation of this regulation.
- In order to ensure all the logistics runs smooth during the move-in and move-out period, the organiser has appointed the Official freight forwarder to arrange all the exhibit's logistics matter. Please contact directly with our Official freight forwarder for more detail. (See page 33).
- The Venue and the organiser will not collect and take any responsibility for the exhibits sent by the exhibitors. Please do not send any exhibits or goods directly to the Venue or the Organiser.



Important Exhibition Rules & Regulations

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 in issuing the invitation letter, but is not responsible and not grantee for obtaining visa for exhibitors successfully.
- c) Unsuccessful visa applications will not constitute a basis for cancellation of exhibitor contract.

3. 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.

4. Selling of Exhibits

All shipments will be Customs cleared on **temporary basis** only for showing in the exhibition and Exhibitors are **not allowed to on-spot sell in principle** subject to Chinese Customs Regulations. If Exhibitors want to sell the products, please contact with the Official Forwarders in advance.

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:

- a) Inform the Official Forwarder for customs clearance of exhibits.
- b) **We strongly recommend you NOT to hand-carry your exhibits to PR China as they are subject to import duties and can be detained by the Customs. The Organiser will not be responsible for any delays or inconveniences caused by Customs detention of your exhibits.** If you need to hand-carry any items, whether you are bringing in yourself from overseas or other parts of PR China, you **MUST** inform the Official Forwarder for the purpose of customs clearance/declaration before they can be moved out from the exhibition halls.
- c) Giveaway and souvenir items are permitted but are subjected to import duty. Exhibitors should submit the packing list with quantity and prices to customs office via the Official Forwarder before giving the souvenir away.
- d) 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. 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 Venue during trade days. Please remind your buyers not to bring children or anybody under 18 years of age during trade days.
- c) During fair dates, exhibitors are allowed to enter the exhibition hall 30 minutes before show open, and must leave the exhibition hall on time as stated on page 6. Raw space exhibitors must switch off the power every day before leaving the booth. If 24 hours electricity supply at the booth is required, please contact and order from the Official Contractor.



Important Exhibition Rules & Regulations

7. Fire & Safety Regulations

- a) Smoking and naked fire is strictly prohibited in the Venue.
- b) Any flammable and explosive materials (including gas filling in balloon) is strictly prohibited being brought into the Venue.
- c) The anti-flaming level of construction materials, including carpet and wood materials, in booth should meet the standard of grade B1 or above. Exhibitor or their appointed contractor must carry all the essential certificates at all time as a proof upon request by any official authorities.

8. Insurance

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. Exhibitors are therefore responsible for effecting all necessary insurance which should include (but 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.

9. Food & Flowers

- a) Non official caterers and florists are strictly prohibited to enter the fairground. Any unauthorized catering services and florist services are not allowed in the fairground.
- b) The Organiser strongly recommend the exhibitors NOT to purchase any catering service from unauthorized parties due to the food hygiene concern. Official caterers are located in the fairground at B1 level.

10. Photographing, Video Taping and Sound Recording

Unauthorized photography, video shooting or sound recording is not allowed in the venue.

11. Delivery of Exhibits

The Organiser will not receive or sign for any goods, exhibits or other materials on behalf of any exhibitor. Exhibitors should make sure that a company representative will be at the stand to receive the goods.

12. Booth Decoration / Exhibitors' Responsibilities

- a) Exhibits and booth decoration materials are requested to be kept inside the booth area and cannot exceed 2.5mH for standard booth exhibitor.
- b) Exhibitors are not allowed to alternate the standard fascia (include adding company logo) except the service from Official Contractors.
- c) Construction materials must be kept inside the booth area for fire safety consideration.
- d) A clean and easy access of fire hydrant, equipment room doors and alarm bell contacts and wall surface must be maintained at all time.
- e) The exhibits of the exhibitors must be the same as the "Booth Application Form" listed. Exhibitors shall neither display any exhibits nor promotional materials which is not relevant with company business nature or the fair product categories.
- f) Exhibitors shall not sub-lease out or partially lease out the confirmed booth location to the third party or display any promotional materials of the third party. The words on the fascia are not allowed to change without the approval from the Organiser. The Organiser reserves the right to prohibit the display during the show dates.
- g) During the show dates, all the exhibitors are responsible for their own valued goods and personal belongings. Exhibitors may rent lockable cupboard if it is necessary.



Important Exhibition Rules & Regulations

13. Hanging Points of the ceiling

- a) No hanging object is allowed in the fairground without permission.
- b) Hanging point or structural hanging points must be ordered from Official Contractor in advance and exhibitors are responsible for the hanging point fee. Drawings and specification has to be provided to the Official Contractor and Organiser for special approval on case by case basis: Fairground has the final judge on the application.

14. Exhibits and Carton Box Storage

Carton boxes are not allowed to be placed in the public hallway or in the booth otherwise will be cleaned as unwanted goods. All the packed carton boxes shall be stored in "Carton Box Storage".

15. Removal of Exhibits

Removal of exhibits may commence only from 3pm to 8pm on 10 April 2017. The Organiser is not liable for any loss or damage to the exhibits or booth materials left behind at the fairground. All such materials shall be deemed abandoned and shall be disposed of by the Organiser at the expense of the exhibitor concerned.

16. Electricity Supply

For safety reasons, all electrical installation work connecting to the main electric network at the fairground must be carried out solely by the Official Contractor. Exhibitors may order lighting and electrical items according to the order forms in this manual. Raw space exhibitor/contractor shall prepare an extra electrical box with distribution switch to connect to the electrical box of Venue.

17. Painting / Coating

Painting / Coating work for exhibits or display materials is not allowed to be done in the Venue. The Official Contractor reserves the right to charge the exhibitors who violates the regulation.

18. Fabric

Elastic fabric is prohibited to use in the Venue.

19. Distribution of Promotional 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.

20. 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 request for rectification and eventually terminate any activities causing the noise.

21. Political Issue

All participants please note that no wordings such as " R.O.C.", "Republic of China", "中華民國", "Formosa", "福尔摩莎", "钓鱼台" should appear in all the advertising or promotional materials as well as name cards. Official authorities will check on site this sensitive issue and any materials containing these wordings are not allowed for distribution or will even be confiscated.

22. 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 trademarks, copyrights, designs, names and patents whether registered or otherwise, and agree to fully indemnify the Organiser and its agents 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.



toy & hobby
CHINA



baby & stroller
CHINA

Important Exhibition Rules & Regulations

The Organiser has the right to 1) require exhibitors to remove exhibits which are suspected to be violating intellectual property rights immediately and 2) refuse participation of exhibitors found guilty of infringement of intellectual property rights in future trade fairs.

***For more detail regulation please refer to Regulation for Protection of Intellectual Property Rights During Exhibition, listed in application form Page 3-4.

23. Unforeseen Circumstances

In the event of any occurrence not foreseen in these “Rules and Regulations” and the terms stated in the contract, the decision of the Organiser shall be regard as final.

For specific rules of standard booth exhibitors, please refer to page 23.

For specific rules of raw space exhibitors, please refer to page 26-29.



Admission Badges collection and usage

1. Exhibitor Badges

Please submit the **Exhibitor Badge (Pre-registration)**(Form 6) to Messe Frankfurt (HK) Ltd before 10 March 2017 to order your badges.

Exhibitor badges will be provided to Exhibitors at the exhibitor registration counter at the Entrance Hall during move-in period by business card and booth confirmation letter.

A maximum of 3 badges will be issued to each 9 sqm booth area, and a maximum of 8 badges to booths with area up to 18 sqm or larger.

2. Visitor Admission

For Trade visitors: 8-9 April 2017, 9am – 5pm
10 April 2017, 9am – 3pm

Admission charge: Free of charge

Visitor Online Pre-registration:

Toy & Hobby China: www.chinatoyfair.com/vor/en

Baby & Stroller China: www.chinababyfair.com/vor/en

For **Overseas / HK** buyers:

Pre-register **on or before 3 Feb 2017** to receive visitor admission badge by mail.

Buyers pre-register **from 4 Feb to 25 Mar 2017** can collect the visitor admission badge onsite at the Overseas Visitor Registration counter by presenting your business card and a copy of your e-badge.

Onsite Registration:

For **Overseas / HK** buyers:

Visitors are required to bring their business card and fill in the visitor on-site registration form in order to collect visitor admission badge at the Overseas Visitor Registration counter.

Onsite Registration counter opens:

8-9 April 2017, 8am – 4:45pm

10 April 2017, 8am – 12pm

For Public: 10 April 2017, 12pm-3pm

3. Promotional Materials

More show promotional materials can be downloaded from official website:

Toy & Hobby China: www.chinatoyfair.com

Baby & Stroller China: www.chinababyfair.com

4. Visitor Guide

Visitor guide will be available free of charge to trade visitors at the visitor registration counter during show days.

5. Fair Catalogue

Fair catalogue will be available free of charge to trade visitors at the visitor registration counter during show days.



toy & hobby
CHINA



baby & stroller
CHINA

General Information about China

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

Weather

In April: mostly sunny and humid, around 15°C to 25°C during daytime, chances of rain.

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 most of the banks in Guangzhou.

Reference: 1 US : 6.9RMB

1EUR :7.3 RMB

Electricity

The voltage in China is 220 Volt / 50 Hertz.

The Chinese sockets in the exhibition halls look like this:



Adapters for the 13 Amp / 220 Volt socket can be ordered as additional booth equipment. Please contact the official contractor for details.

Communication

➤ Interpreter and business cards

An interpreter is strongly recommended for easy communication with local Buyers and Visitors. Exhibitors may hire Interpreter or Chinese Booth Helper through the Organiser. The application form is on Page 44. Furthermore, business cards with Chinese translation are very important means of communication and it is very common for business associates to exchange business cards. Cards are always offered and received with both hands after the initial greeting.

➤ 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 Zhong ming should be addressed as Mr. Wang.



Fairground Information

Poly World Trade Center Expo, Guangzhou, China

Address No. 1000 Xingang East Road
Haizhu
Guangzhou
Guangdong, China.
<http://www.pwtcexpo.com/EN/index.aspx>

How to get to the fairground

From Guangzhou Baiyun International Airport	Travel time	Estimated Cost:
By Taxi	45 min	RMB 150*
By Metro	45 min	RMB 8 (Get on the Metro at Airport South station, interchange line 8 and drop at Pazhou Station at Exit C)
From Guangzhou railway station		
By Taxi	30 min	RMB 50*
By Metro	35 min	RMB 5 (Take metro line 2, interchange line 8 at Changgang Station and drop at Pazhou Station Exit C)
From Guangzhou East railway station		
By Taxi	30 min	RMB 40*
By Metro	35 min	RMB 4 (Take metro line 3 and interchange line 8 at Kecun Station, then drop at Pazhou Station Exit C)
From Guangzhou South railway station		
By Taxi	30 min	RMB 65*
By Metro	55 min	RMB 6 (Take metro line 2 and change to line 8 at Changgang Station, then drop at Pazhou Station Exit C)

*depending on traffic

The following facilities are available at PWTC:

Business Centre : Located in the Hall 1, facilities include secretarial service, post office, hotel reservation, travel agency, ticket reservation to telecommunication solutions. (IDD & Internet etc.)

Restaurants: Food Court is located in B1 level and Cafe is located in Hall 3-6. Food Court provides 11 restaurants.





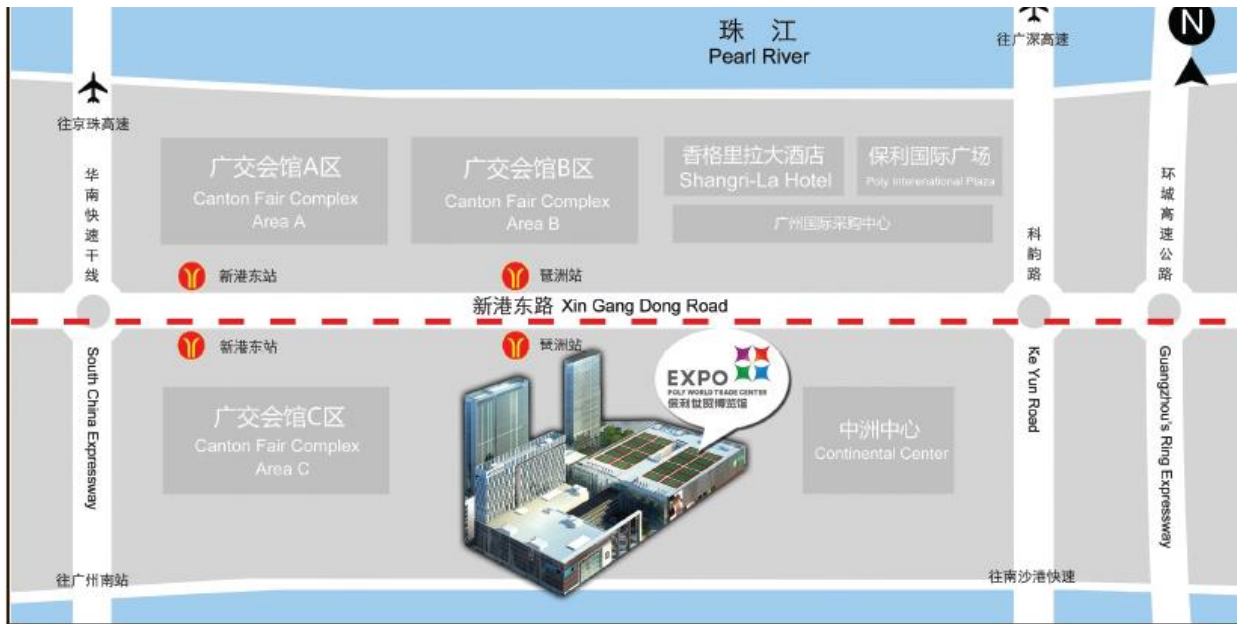
toy & hobby
CHINA



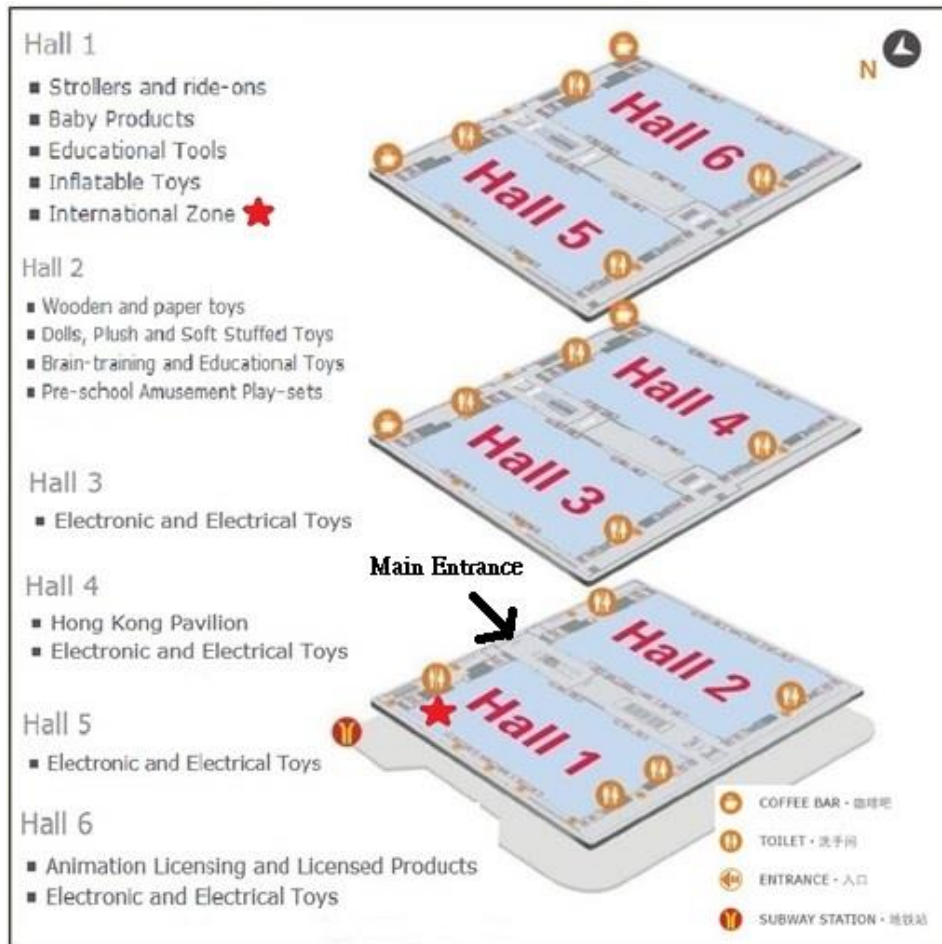
baby & stroller
CHINA

Location Map & Hall Plan

Location Map



Hall Plan



**toy & hobby**

CHINA

**baby & stroller**

CHINA

Official Hotel Special Offer

Special arrangement of official hotels nearby are exclusively provided to Toy and Hobby China and Baby and Stroller China exhibitors .

Code	Hotel Name	Room Type	Rate (RMB/room/night)	Breakfast	Address	Remarks	Website
1	Langham Place Guangzhou (5★)	Superior Place (Single/ Double occupancy)	¥968 / ¥1085	Breakfast set included per occupancy	638 Xingang E Rd, Haizhu Qu, Guangzhou, Guangdong, China	- Taxes included - Credit card guarantee - Free Internet	http://www.langhamhotels.com/en/langham-place/guangzhou
		Premier Place (Single/ Double occupancy)	¥1201 / ¥1318				
		Club Place (Single/ Double occupancy)	¥1435 / ¥1551				
2	The Westin Pazhou (5★)	King-size rooms/twin rooms	¥957	1 breakfast included (Additional set breakfast: RMB159/ set)	International Exhibition Center Block C, Fengpu Middle Road, Haizhu District.,Guangdong, China	- Credit card guarantee - internet included	http://westinpaizhouhotelguangzhou.com/
		Deluxe king-size rooms/twin rooms	¥1248				
		Executive deluxe room	¥1423				
3	eStay Residence (4★)	King bed / Twin Bed	¥590		No.1020 Xin Gang Dong Road Haizhu, Guangzhou, China	- Required first night pre-paid as guarantee - Free wi-fi	http://www.estayresidence.com/
		Business Suite	¥660				
		Executive King bed	¥700				
		Executive Twin bed	¥830				
4	Kai Rong Du International Hotel (4★)	Advanced single / double room	¥398	RMB 38 / set	No.3 Jianghai Avenue, Haizhu District . 510315 Guangzhou, China	- Free shuttle bus to and from the fairground during the fair dates - Required first night pre-paid as guarantee - Free wi-fi	http://www.krdhotel.com/en-us/
		Deluxe Single / double room	¥438				
5	Guangzhou River Rhythm Hotel (4★)	Deluxe King bed / twin bed room	¥408	Breakfast included	No.121,Tangan Road, Tianhe District, Guangzhou, China	- Free shuttle bus to and from the fairground during the fair dates - Required first night pre-paid as guarantee - Free wi-fi	http://www.jyhotel.net/en/index.asp
		Business King bed room	¥498				
		Business King bed suite	¥588				
6	The Bontai Hotel Guangzhou China (4★)	Business single / double room	¥298		No.43 XinGang East Road, Guangzhou, China	- Free shuttle bus to and from the fairground during the fair dates - Free wi-fi	http://bontai-hotel-guangzhou.com/index.htm
		Deluxe Twin Room	¥358				
		Superior Room (Twin bed)	¥398				
		Superior Suite (King bed)	¥488				

**toy & hobby**

CHINA

**baby & stroller**

CHINA

Official Hotel Special Offer

Code	Hotel Name	Room Type	Rate (RMB/room/night)	Breakfast	Address	Remarks	Website
7	The Guangzhou Wassim Hotel (Wanxin Hotel) (4★) ^	Superior King bed room	¥ 318	Breakfast included	No.13-2, Shiliugang road, Haizhu district, Guangzhou, China	- Free shuttle bus to and from the fairground during the fair dates - Free wi-fi	http://lingwuhotelguangzhou.com/
		Superior twin room	¥ 358				
		Business King bed room	¥ 398				
		Business Twin Room	¥ 418				
8	Guangzhou Pazhou Hotel (3★)	Exquisite single room (no window)	¥ 200	Breakfast included	37 Xingang East Road, Guangzhou, China	- Free shuttle bus to and from the fairground during the fair dates - Required first night pre-paid as guarantee - Free wi-fi	http://pazhouhotel-guangzhou.com/
		Business Twin Room	¥ 320				
		Business King bed room	¥ 380				
		Business twin bed room	¥ 350				
		Deluxe Triple Room	¥ 440				
9	Guangzhou Wellgold Hotel (3★)	Special King / twin bed room (no window)	¥ 248	Breakfast included	No. 84, East Xin Gang Road, Guangzhou, China	- Free shuttle bus to and from the fairground during the fair dates - Free wi-fi	http://www.wellgoldhotel.com/
		Superior King / twin room	¥ 288				
		Business King / twin room	¥ 378				
10	Zhu Ying Garden Hotel (Renovated in 2016)	Standard King bed room	¥ 258		Xingang Middle Road 354, Haizhu District, Guangzhou, China	- Free shuttle bus to and from the fairground during the fair dates - Free wi-fi	http://www.zhuyinggardenhotel.com/index.htm
		Deluxe King bed room	¥ 298				
		Twin bed room	¥ 338				
11	Jinjiang Inn	Business King bed room	¥ 240	RMB 25/ set	245 Jiangyan Rd, Haizhu, Guangzhou, Guangdong, China, 510260	- Free shuttle bus to and from the fairground during the fair dates - Free wi-fi	http://www.jinjianginns.com
		Standard twin room	¥ 240				

^ Not officially qualified as 4-star, but facilities equivalent to 4-star standard



Form 1
Hotel Booking Form

Please return this form to:
Messe Frankfurt (HK) Ltd

Attn: Ms. Kawi Chow
Tel: +852 2230 9249
Fax: +852 2598 8771
Email: kawi.chow@hongkong.messefrankfurt.com

This form must be returned to
Kawi.chow@hongkong.messefrankfurt.com
by 15 March 2017

Title:	<input type="checkbox"/> Mr <input type="checkbox"/> Ms <input type="checkbox"/> Mrs
Guest Name:	Surname: _____ First Name: _____
Company Name:	_____
Name of Hotel:	<input type="checkbox"/> 1. Langham Place Guangzhou
	<input type="checkbox"/> 2. The Westin Pazhou
	<input type="checkbox"/> 3. eStay Residence
	<input type="checkbox"/> 4. Kai Rong Du International Hotel
	<input type="checkbox"/> 5. Guangzhou River Rhythm Hotel
	<input type="checkbox"/> 6. The Bontai Hotel Guangzhou China
	<input type="checkbox"/> 7. The Guangzhou Wassim Hotel (Wanxin Hotel)
	<input type="checkbox"/> 8. Guangzhou Pazhou Hotel
	<input type="checkbox"/> 9. Guangzhou Wellgold Hotel
	<input type="checkbox"/> 10. Zhu Ying Garden Hotel
	<input type="checkbox"/> 11. Jinjiang Inn
Room Type:	_____
Breakfast:	<input type="checkbox"/> One <input type="checkbox"/> Two
Arrival Date:	_____
Departure Date:	_____
Type of Credit Card:	<input type="checkbox"/> Visa <input type="checkbox"/> Master
Credit Card Number:	_____
Expiry Date:	_____
Tel:	_____
Fax:	_____

Important Notice:

- Cancellation must be made in writing and **10 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.
- All hotel bookings are subject to availability based on "First come first served". Please submit your Reservation Form to Messe Frankfurt (HK) Ltd **on or before 15 March, 2017** should you wish to make your hotel reservation.
- Once you have submitted your hotel reservation form to Messe Frankfurt (HK) Ltd, a hotel booking confirmation will be sent to you by email. Credit card as guarantee or room fee prepaid may be required for the booking upon individual hotel request. 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-in or check-out at the hotel cashier counter.
 - All the hotel booking reservation will be kept for the applicants until 6pm on the requested check-in day unless there is any special request with the submitted form. The hotel reservation will not be valid for any postponed or early check-in without prior notification and confirmation.
 - The organiser did not appoint any agent for the exhibitors in hotel boeing services. Please contact directly with the organiser regarding to the hotel booking during the fair dates.

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



Visa Invitation Letter Application Form

Please return this form to:

Messe Frankfurt (HK) Ltd

Attn: Ms. Kawi Chow

Tel: +852 2230 9249

Fax: +852 2598 8771

Email: kawi.chow@hongkong.messefrankfurt.com

This form must be returned to

Kawi.chow@hongkong.messefrankfurt.com

by 28 February 2017

We can provide you with an invitation letter in order to expedite (but not guarantee) your visa application through your nearest embassy or consulate of the People's Republic of China. Alternatively, you may apply the Chinese Visa through travel/visa agent. Please check with your local China Visa issuing office and allow enough time to process application in your country.

The organisers are not to be held responsible for the outcome of your visa application.

Attention: i) Please be reminded that all applicants' passports must be valid for at least SIX MONTHS beyond the intended date to enter China.

ii) The embassy or consulate may charge you with additional fees for their paperwork.

1. Invitation letter for visa application						
<input type="checkbox"/> We will apply invitation letter(s) for visa application for Guangzhou International Toy & Hobby Fair						
<input type="checkbox"/> We will apply invitation letter(s) for visa application for Guangzhou International Stroller and Baby Product Fair						
2. Please provide the information as requested below for all participants and visitors requiring an invitation letter to support their application for a visa. Accurate information is essential. Full details must be typed.						
	First name	Last name (Mr./Ms./Mrs)	Nationality	Company and Job title	Passport number	In/out China date
i						
ii						
iii						
iv						
v						
3. We will apply the Chinese visa in						
<input type="checkbox"/> state of nationality <input type="checkbox"/> NOT state of nationality, please specify: _____						
4. We will apply for the visa(s) <input type="checkbox"/> Together <input type="checkbox"/> Individual						
5. Visiting schedule (Please advise the schedule of your visit in China)						
Date		Place/location		Events		
Company name:						
Authorised person:						
Tel:					Fax:	
Email:						
Signature:					Date:	
Company stamp:						



toy & hobby
CHINA



baby & stroller
CHINA

Official Contractor / Recommended Contractors

The Organiser has appointed **Milton Exhibits & Engineering (Shanghai) Ltd. Guangzhou Branch** to be the Official Contractor for the construction for standard booth, raw space booth and additional booth equipment.

Official Contractor details

Milton Exhibits & Engineering (Shanghai) Ltd. Guangzhou Branch

Address: 3B, Block 45, No.3 Jianshe Da Malu, Yuexiu District, Guangzhou
Postal Code :510053 P.R.China
Contact: Ms Vincy Huang
Tel: +86 20- 8128 3147
Fax: +86 20-8128 3150
Email: vincyhuang@milton-gz.com

Please refer to <http://ordering.milton-exhibits.com/login.aspx?ExID=MGC70401&lan=cn> and check with detailed list of additional booth equipment.

Additional facilities, such as booth furniture, should be ordered by the link above by the following deadline:

Order deadline: 15 March 2017

Please be aware that orders received after the deadline will be subject to surcharge:

- 20% surcharge will be charged for orders received on or after 16 March 2017.
- 30% surcharge will be charged for orders received on the fairground.

The Organiser also has appointed the following as the Recommended Contractor for the construction of raw space booths.

Official Recommended Contractor details

Guangdong Baijia Exhibition Co., Ltd

Address: Room 319, Guangdong Commercial Building,
No.48 Miaoqian Xi St., Guangzhou, China
Contact: Ms Surong Yu
Tel: +86 20 8778 2182 / (Mobile: + 86 13060619491)
Fax: +86 20 8761 8129
Email: 524478587@qq.com

Guangzhou Chuangersen Exhibition Service Co., Ltd

Address: Room 313, 17 Siyou New Rd, Yuexiu, Guangzhou,
Guangdong, China
Contact: Mr. Zhou Hai Pin
Tel: +86 20 8767 3977 / (Mobile: +86 13825025838)
Fax: +86 20 8767 3976
Email: gzcscs@163.com

Bora Exhibition Service Co.,Ltd

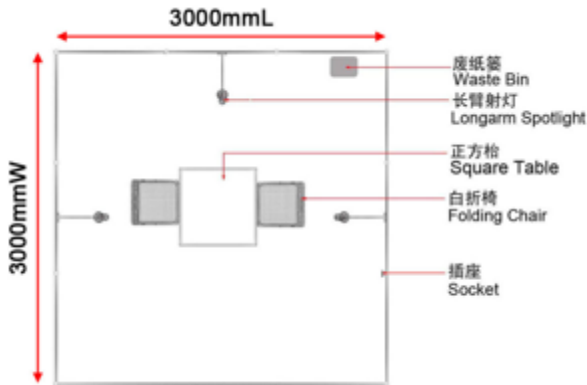
Address: Haizhuqu District, Guangzhou, Xingang East Road, No. 1000 Poly
World Trade Center office E block 2503
Contact: Mr. Raymond Lui
Tel: +86 20-3583 0126
Email: 13600011011@139.com



Standard Booth Design and Package

Booth design diagram of a Standard Package Stand (3m x 3m = 9 sqm)

- The Organiser reserves the right to change the configuration if necessary.
- Kindly please note that the organiser will not provide plastic curtain due to environmental friendly purpose. Please bring your own curtain.



Inner wall maximum size: 2930mmL x 2470mmH

- International Zone Exhibitors entitled to upgraded booth design, booth details will be provided together with the booth number confirmation letter.
- Booth equipment included in participation fee for 9sqm (3m x 3m) are as follow:
(Facilities will be multiplied according to your booth size)
 - Complete booth construction
 - Wall to wall carpet
 - 3 spotlights & 1 power socket (220V) (not for lighting, kettle or any high voltage electronic devices)
 - 1 table & 2 chairs
 - 1 fascia board with company name and booth number
 - 1 garbage bin
 - Listing in fair catalogue

Stand area (sqm)	9	18	27	36
Square table	1	2	3	4
Chairs	2	4	6	8
Spotlights	3	6	9	12
220V socket	1	2	3	4
Garbage bin	1	2	3	4

Remarks:

1. Furniture included in the standard booth package is not exchangeable or refundable.
2. Standard booth exhibitors are compulsory to fill in the **Standard Booth Exhibitors Confirmation Letter (Form 3)** and **Company Information on Standard Booth Fascia (Form 4)** on or before **28 February 2017**.



Additional Furniture Rental and Fittings

			
MA01 咨询台 Information counter 1030 x 535 x 750ht mm	MA02 锁柜 Lockable cupboard 1030 x 535 x 750ht mm	MA05 矮玻璃展示柜 Low showcase 1030 x 535 x 1000ht mm	MA06 高玻璃展示柜连灯 Tall showcase 1030 x 535 x 2470ht mm
			
MA08 方台 Square table 680 x 680 x 760ht mm	MS02/ MS03 平层板/斜层板 Flat shelf/Sloped Shelf 990 x 300w mm	MM04 围板 System panel 1030 x 2470ht mm	MM05 围板 System panel 535 x 2470ht mm
			
MM01 折门带锁 Folding door 950 x 2000ht mm	MM03 锁门 Lockable swing door 1000 x 2400ht mm	MC02 A4 信箱 Catalogue holder (A4 size) 970 x 50 x 280ht mm	M05 立式资料架 Stand catalogue holder 260 x 250 x 1200ht mm
			
MB01 平台 Show counter 1030 x 535 x 310ht mm	MB02 高低展台 High-low combined exhibit base 1030 x 535 x 750/310ht mm	MM06 洞洞板 Pegboard w/ 20 hooks 950 x 2180ht mm	MM07 网片 Steel grid w/ 20 hooks 950 x 1500ht mm

Remarks: The Furniture photos listed above are for reference only. The actual furniture may have some difference with the listed photos.



toy & hobby
CHINA



baby & stroller
CHINA

Additional Furniture Rental and Fittings

If additional furniture, power supply is required, please order additional furniture, Power supply and Additional installation plan in <http://ordering.milton-exhibits.com/login.aspx?ExID=MGC70401&lan=cn> by **15 March 2017**. Please transmit the required fee to the Official Contractor bank account directly. The orders will be cancelled automatically if the payment do not settled by 1 April 2017.

Remarks:

1. Exhibitors can rent additional furniture offered by the Official Contractor. Exhibitors are not allowed to rent any furniture provided by non-official contractor. The Official Contractor will not take any responsibility for those additional furniture provided by non-Official Contractor.
2. Furniture included in the standard booth package is not exchangeable or refundable.
3. Electricity will be cut off at the show close. If 24 hours electricity supply at the booth is required, please contact and order from the Official Contractor.
4. All the changes of the additional furniture order (including additional long arm spotlight and socket) should be submitted in written to the official contractor on or before 15 March 2017. **Otherwise, the default option is assumed to be accepted and 20% surcharge will be applied for any relocation after the deadline. Onsite order will be subject to 30% surcharge. A 50% service charge will be caused for the order cancelled on or after 1 April 2017.**



Important Notes for Standard Booth Exhibitors

1. Please refer to Page 20 for the basic equipment of the Standard Booths. All booths will be designed and built by the Official Contractor.
2. All Standard Booths are on rental basis and not permitted to be removed from the Venue.
3. No items exchange or refund of the standard equipment for the Standard 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) within the booth should indicate clearly on the online ordering system (<http://ordering.milton-exhibits.com/login.aspx?ExID=MGC70401&lan=cn>) to Official Contractor on or **before 15 March 2017**. Late charges will apply for request of booth equipment alteration received after the deadline and subject to technical feasibility.
5. No additional booth-fitting or display may be attached to the Standard Booth structure.
6. No free standing booth-fitting or display may exceed a height of 2.5 m or extend beyond the boundaries of the site allocated. These includes company names, advertising materials and logos provided by the exhibitor.
7. The maximum power output for 13A / 220V electrical socket is 500W. Sockets are used only for display and not for lighting use. No multi-plugs are permitted.
8. Exhibitors shall use the booth facilities appropriately and maintain the booth in good condition to maintain a fair exhibition environment. In case that the Exhibitor finds there is any defect in or damage to the booth, it shall notify the Official Contractor immediately for repairing.
9. Exhibitors are liable to any personal injury or property damage and cost for repairing due to its lack of care, inappropriate usage, negligence, or intentional action during the use of booth facilities.
10. No tape, nailing, screwing, drilling or fixture of any kind is allowed to be affixed to the partitions, floor, ceiling or fascia. No adhesive pictures or leaflets shall be stuck to any part of the walls of architectures. Residue-resistant single- or double-sided, preferably cloth backed tape is allowed to be used. Exhibitors are liable in FULL price to any damage caused to their booth fixtures, fittings at the fair.
11. The partition as well as the fascia should maintain predominantly the background color. NO decoration or company logo is allowed on the fascia except executed by Official Contractor.
12. For Standard Booth located at the corner of the block will be constructed in two side(s) open with wall panels replaced by company fascia. Exhibitor should notify the Official Contractor in writing on or before 15 March 2017 if the exhibitor has any objection for opening on the additional side(s).
13. Exhibitors requiring additional equipment should contact the Official Contractor latest by 15 March 2017.
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 recognize Messe Frankfurt (HK) Ltd as an additional insured. The Exhibitor shall submit 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 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.



toy & hobby
CHINA



baby & stroller
CHINA

Form 3

Standard Booth Exhibitors Confirmation Letter

Please return this form to:

Messe Frankfurt (HK) Ltd

Attn: Ms.Kawi Chow

Tel: +852 2230 9249

Fax: +852 2598 8771

Email: kawi.chow@hongkong.messefrankfurt.com

STANDARD BOOTH exhibitors only

This form must be returned to

kawi.chow@hongkong.messefrankfurt.com

by 28 February 2017

Standard Booth exhibitors please sign back this form **with signature and company chop** clearly and return to us before **28 February 2017** as acknowledgement:

We (including all personnel, employees, guests, suppliers and any other relevant third parties of our Company) hereby acknowledge receipt and confirm:

- 1. We have read and understand clearly about the regulations stated in this "Important Notes for Standard Booth Exhibitors" (page 23).***
- 2. We agree to undertake and comply with all provisions hereof strictly. Such undertaking will be binding upon the execution of this Confirmation Letter.***

This Confirmation letter affixed with the company chop 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 before the deadline 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. Kawi Chow as above for assistant.

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

Signature: _____ Date: _____
(with company chop)



toy & hobby
CHINA



baby & stroller
CHINA

Company Information on Standard Booth Fascia

Please return this form to:

Messe Frankfurt (HK) Ltd

Attn: Ms.Kawi Chow

Tel: +852 2230 9249

Fax: +852 2598 8771

Email: kawi.chow@hongkong.messefrankfurt.com

STANDARD BOOTH exhibitors only

This form must be returned to

kawi.chow@hongkong.messefrankfurt.com

by 28 February 2017

The Organiser has appointed Milton Exhibits & Engineering (Shanghai) Ltd. Guangzhou Branch to be the Official Contractor of Toy and Hobby China 2017 and Baby and Stroller China 2017 for the construction of package stands and booth equipment.

i. FASCIA BOARD

- All Exhibitors who ordered Standard Booth should indicate in the space below the company name to be shown on the fascia board.
- If the Exhibitor wishes to show its standard Chinese name, it is necessary to indicate on this Form. Otherwise, only English company name will be shown on the fascia board.

ENGLISH: Please use **BLOCK LETTERS** and indicate clearly

- Max. **24nos. of LETTERS** if both English and Chinese names are to be shown on the fascia board
- Max. **40nos. of LETTERS** if **ONLY** English name is to be shown

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

CHINESE: PLEASE INDICATE CLEARLY (MAX 12 CHARACTERS)

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Remarks:

- If we do not receive this form before 28 February 2017, all information will be listed according to the application form.
- In all cases, abbreviations will be used, eg **Limited=LTD, Company = CO**

ii. Company logo

Exhibitor could appoint Official Contractor to insert their company logo on fascia board at **Exhibitor's expense**. Logo size: By Proportion. Location: Before the Company name. Color: **4C**. Please tick the box below and email the digital file of the company logo together with this form to the organiser. Production fee: **RMB 50/pcs. Fee must pay directly to the Official Contractor. (Payment details please refer to page 32.)**

We would like to insert our logo to the Standard Booth fascia board

Booth No : _____ Company : _____

Contact : _____ Title : _____

Tel : _____ Fax : _____

Email : _____ Date : _____



Important Notes for Raw Space Exhibitors

Raw space exhibitors will be provided with floor space only, i.e. no carpet, furniture and electricity supply. Exhibitors have to design and construct their own booths complying with the Rules and Regulations of the Organiser, the Venue and other Official Authorities at all times. All Raw Space Exhibitors are required to endorse and send back Raw Space Exhibitors Confirmation Letter to the Organiser before the deadline as an acknowledgement of these regulations.

Contractor

Raw space exhibitors may appoint any competent stand contractor or our recommended contractor (Milton) to design and construct their booths. Contact details of their appointed contractor must be provided to the Organiser via <http://ordering.milton-exhibits.com/login.aspx?ExID=MGC70401&lan=cn> not later than **10 March 2017** for approval. The Organiser reserves the right to withhold granting approval to any contractor appointed by the exhibitor concerned without giving any reason.

Booth Plans & Design Proposals

1. After the booth design approved by the Organiser, the appointed contractor is required to submit the booth plan and design proposals including Layout Plan, Elevation Plan, Perspective Plan, Electricity Layout Plan, Electricity Distribution Plan, Material Specification, Contractor Company License, Legal Representative ID, Electrician Certificate, together with the signed "Construction Safety Guarantee form" and "Outside-contractor Registration Form" (these two forms will be provided to the appointed contractor only after the approval of booth design by the Organiser) and submit via <http://ordering.milton-exhibits.com/login.aspx?ExID=MGC70401&lan=cn> to the Official Contractor on or before 10 March 2017 for technical approval. . If the above information are not submitted before the deadline, RMB 30/sqm surcharge on management fee will be caused.
2. Official contractor will send a move in guideline to contractor (receipt is requested to return), and release a login name and password to contractor. Contractor shall upload all the necessary material on the website of PWTC accordingly. The cost for each **worker's badge is RMB10, vehicle pass is RMB20** (valid within 2 hours). Contractor shall go to business center of PWTC to get the badge and settled all the procedures by himself/herself. Contractor badge is required during move in and move out periods.

Hall Management Fee and Raw space cleaning fee

3. Organiser provides raw space area to each exhibitor despite of electricity, **hall management fee (RMB23/sqm), raw space cleaning fee (RMB5/sqm)** and furniture rental fee. The above mentioned items shall be ordered and pay to official contractor. Carpet and booth decoration fee shall also be bared by exhibitor.

Raw Space Booth Contraction Requirements

4. According to the Law of the People's Republic of China on Work Safety, Law of the People's Republic of China on Fire Control, Regulations for electrical installations in Guangzhou and regulations of Guangzhou Public Security Bureau to electrical equipment and other fire control equipment in exhibition hall, exhibitors and contractors shall comply to the following regulations accordingly:
5. Construction booth according to the floor mark, gangway shall not less than 3 meters. Fire hydrant and fire extinguishers is not allowed to be covered or blocked by any material or objects, 1.5 meters distance shall be remained.
6. Material such as grass, bamboo, rattan, wood, foam, combustible plastic board, combustible plastic board, combustible carpet, cloth, ordinary plywood, etc., which are not treated by fire are prohibited to use. All of the above materials must qualify fire retardant treatment before access to the venue. Relevant fire retardant treatment report, corresponding invoice and the corresponding copy shall submitted to the venue when required.



Important Notes for Raw Space Exhibitors

7. Wooden structure booth must use the fire retardant plywood, flame retardant woods (relevant fire retardant treatment report, corresponding invoice and the corresponding copy should be submitted to the venue when required.) Otherwise, for all the wood materials, must be coated with fire spray treatment by 0.5 kilograms per square.

8. The equipment must install leakage protection switch and air circuit breaker which leakage current should be under 30mA and the action time is less than 0.1s.

9. Electrical wire used in booth should adopt AC voltage levels of 450V/750V (ZR, ZA, ZB, ZC, ZD, or other type of flame retardant) -RVV flame-retardant copper core PVC insulation sheathed round wires, (ZR, ZA, ZB, ZC, ZD, or other types of flame retardant -RVVB flame retardant copper) core PVC insulated flat flexible cord, (ZR, ZA, ZB, ZC, ZD, or other type of flame retardant) -BVVB flame-retardant copper core PVC insulation sheathed flat wire and the AC voltage level of 6KV (ZR, ZA, ZB, ZC, ZD, or other type of flame retardant) -VV flame-retardant copper core PVC insulation sheathed power cable.

10. When use (ZR, ZA, ZB, ZC, ZD, or other type of flame retardant) -BVVBV flame retardant PVC insulated copper wire, it shall wear protective sleeve, high temperature lights, the wire shall wear the yellow wax hose, flexible metallic hose, PVC flame retardant protective corrugated hose set no more than 80CM. Do not use yarn, twisted wire and aluminum wire, audio line and all non-standard wire.

11. Wires inside wooden structure and light box must also add casing, flame retardant type terminal must be sealed between wire in booth and lamp, if connect wiring without fire retardant treatment, it shall be coated with insulating tape after connection, the connection should be stable and reliable. The cable across the gangway shall be covered with metal pipe or metal trough, door pedal protection, and set a clear warning signs.

12. The electrical circuits shall be provided with special protective earthing, the wires which use to connect lamps and electrical equipment shall be installed on metal components for earthing. The connection between the grounding line and the grounding device shall not less than two in different directions and with protective earthing.

13. Star lights, neon lights, flood light and lights more than 500W is not allowed to use. (Except for stage performances can use stage lights more than 500W power)

14. Down lights, halogen lights, fluorescent tube and HQI are required to use flame retardant type electronic ballast, transformer. For the inductance type ballast and transformer must be used by fire retardant materials or metal box separately. At the same time, fire insulation are required, ballast and transformer are not allowed to bind on the lamps.

15. The above electrical wires, lamps and equipment should be 3C certified abide to the Compulsory Product Certification of 3C of People's Republic of China. Obvious remarks shall be seen on electrical wire, lamps and equipment.

16. Light box must remain heat release holes, split type ballast shall not be installed in the box, and must be installed outside the light box or a separate place with good fire insulation treatment.

17. All electrical, decoration and other engineering installation work in the exhibition hall shall comply with the above requirements as well as national standards and local regulations.

18. All lighting fixtures must be installed 2.2 meters above the ground. Otherwise, must take appropriate protection to protect public safety.

19. If the booth design is with ceiling, a 6 kg (ABC) type dry powder fire extinguishers must be hung for each 20 square meters,(less than 20square meters also apply to the regulation.) Booth are not allowed to adopt closed design.

20. Booth height for raw space equal to or larger than 30sqm cannot exceed 4.5 meters. Booth below 30 sqm cannot exceed 3.5 meters, the booth construction shall not exceed rental area and occupy the gangway.



Important Notes for Raw Space Exhibitors

21. Move in time is 8:30 - 20:00. Apply to official contractor for OT service if necessary, the charge is **RMB8/sqm/hour**.

22. Pay construction deposit to official contractor before move in. RMB3500 for each booth 36sqm or below, RMB100/sqm for booth above 36sqm. (Deposit will be refund within 15 working days should there is no violation.) Raw space booth shall cover or finish the back wall in white wood or fabric that connect to the neighborhood booth.

23. Booth number must be appeared on an obvious place of the booth structure so that visitors can find the booth easily. Official contractor will do the production if contractor do not install the booth number as required, and RMB50 will be charged for each booth number. Raw space booth is required to manufacture the structure in different parts and assemble these parts during move in period. Bushing and painting is strictly prohibited on site. Official contractor reserve the rights to deduct all the deposit for any violations.

24. Since November 1, 2013, all contractors and forwarder must submit registration material to official contractor 20 working days before move in. For the delay badge claim, contractor shall bare the responsibility for late submission, and the venue will not take any responsibility for this reason.

25. Please prepared the following materials and submit to official contractor:

- ID card original and copy (front and back, 2 copies).
- Copy of the company's business license (annual inspection must be clear and effective, with the company chop, 2 copies).
- Safety guarantee / forwarder safety commitment (signed and chopped).
- Assign document (the principal and client signed and chop, and provide 2 copies of ID card by each party.) The assign document must be signed and chop by both parties as the legal evidence to continue badge registration.

Official contractor examine and approval the document, release login name and password to contractor, contractor upload necessary material accordingly, the venue examine and approve, then contractor go to business center in PWTC to claim badge.

26. Carpet must eco-friendly and adhesive tape must be fabric made. Calcium carbonate carpet, double-sided foam adhesive tape and other difficult to remove the material is prohibited. All these material must be clean up during move out.

27. During the move out, all the garbage must move out of the venue, and the waste material is not allowed to leave around the venue area. Violation will be deducted all the deposit, notification will be send out within 5 working days to the violation contractor.

Vehicle Pass

28. Vehicle Pass is one trip use. If the vehicles need go in and out several times, apply passes according to the times it comes in the venue. The pass shall not be lent, altered and forged. Once found, the venue reserves the right to take back the pass and remove the vehicle out of the venue area.

Vehicle Pass is RMB20 for each. Valid time is 2 hours, vehicle resort after 2 hours will be punished RMB100 every 30 minutes.

Fire & Safety Regulation

29. All exhibitors must strictly observe the fire safety regulations. Construction and decoration materials, including carpet, wood and textile materials, must be non-flammable or fire retardant. (Fireproof grade B1 or above). Therefore, flammable elastic fabric, nylon fabrics and other fire catching fabrics are strictly prohibited. Wooden structures must be painted with fire retardant coating. Exhibitor or their appointed contractor must have all these essential certificates ready at all time as a proof upon request by any official authorities.

The above fire regulation is same effective to the Construction Safety Regulations, Fire Safety Regulations and Electricity Safety Regulations, all contractors shall comply with the above relevant regulations.



toy & hobby
CHINA



baby & stroller
CHINA

Important Notes for Raw Space Exhibitors

30. Smoking and any fire-related activity, such as paint spraying, welding and the use of electrical saws, is strictly prohibited inside the Venue
31. Any work involving electricity, water or compressed air must be operated by licensed professionals.
32. Each Raw Space booth should be equipped with at least one fire extinguisher, and if there is a storage inside the booth, it should be equipped with a fire extinguisher.
33. Permitted electrical 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.
34. For booth with size larger than 120sqm, at least 2 entrances must be arranged in the booth structure, and each entrance must with wider than 0.9m.
35. No fire safety facilities, electrical equipment, emergency exits or audience access may be covered or blocked at all times.
36. Permitted safety tools such as safety belts, scaffolding and genie lift must be used by all contractors who work at high levels, i.e. 2mH from ground. Safety helmets must be properly worn by operating personnel at all times. 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.

Construction Liabilities

The Exhibitor and its appointed contractor shall be fully responsible for "Construction Liabilities" which including but not limit to:

1. Personal injuries or property damage suffered by the Exhibitor or its appointed Contractor (include but not limit to 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 appointed Contractor or the construction built by the appointed 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.

The Exhibitor and its appointed Contractor shall also accept if there is inspection and cooperative, revise according to the requirement. The venue reserve the rights to stop power supply to the booth until all revision are finished.



Please return this form to:

Messe Frankfurt HK Ltd

Attn: Ms.Kawi Chow

Tel: +852 2230 9249

Fax: +852 2598 8771

Email: kawi.chow@hongkong.messefrankfurt.com

RAW SPACE exhibitors only

This form must be returned to

kawi.chow@hongkong.messefrankfurt.com

by 28 February 2017

Raw Space exhibitors please sign back this form **with signature and company chop** clearly and return to us before **28 February 2017** as acknowledgement:

Raw space exhibitors and appointed contractors are reminded to take note to the following issues:

1) Please **advise the appointed contractor to apply and settle the following fees** before move-in to ensure a smooth move-in process can be held:

- Order adequate amount of electricity power main by the Official Contractor – Milton Guangzhou
- The Real-Name Authentication procedures by the Official Contractor –Milton Guangzhou
- The Construction deposit by the Official Contractor –Milton Guangzhou
- The hall management fee and the clearance fee by the Official Contractor-- Milton Guangzhou
- The contractor badge fee charged by PWTC
- The vehicle permit charged by PWTC

2) Please **submit the confirmed booth design by email to kawi.chow@hongkong.messefrankfurt.com with Attn: Ms. Kawi Chow by 28 February 2017** for approval. The Organiser reserves the right to request the exhibitors to alter their booth design if it violate any regulations stated in this manual. Booth design without Organiser's approval will not be permitted in the exhibition.

Please provide the contact information of the appointed contractor as below:

Contractor Company Name: _____

Contact: _____

Person: _____

Address: _____

Telephone: _____ Fax: _____

Mobile: _____ Email: _____

3) Raw Space exhibitors acknowledgement:

We (including all personnel, employees, appointed Contractor, guests, suppliers and any other relevant third parties of our Company) hereby acknowledge receipt and confirm:

1. We have read and understand clearly about the regulations stated in this "Important Notes for Raw Space Exhibitors" (pages 26-29).

2. We agree to undertake and comply with all provisions hereof strictly. Such undertaking will be binding upon the execution of this Confirmation Letter.

This Confirmation letter affixed with the company chop shall constitute valid and legally binding obligations of us, enforceable against us in accordance with its respective terms and conditions.



toy & hobby
CHINA



baby & stroller
CHINA

Form 5
Raw Space Exhibitors Confirmation Letter
(Page 2 of 2)

Please note:

Failure to respond to this Confirmation Letter before the deadline 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. Kawi Chow as above for assistant.

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

Signature: _____ Date: _____
(with company chop)



Payment for Additional Order

Invoice will be issued by the official contractor –**Milton Exhibits & Engineering (Shanghai) Ltd. Guangzhou Branch** upon receiving the additional order from exhibitor. Full payment must be settled by the method shown as below, before the payment deadline shown on the invoice.

Payment method to Milton Exhibits & Engineering (Shanghai) Ltd. Guangzhou Branch

Telegraphic transfer to the following bank account:

RMB Account:

Payable to: Milton Exhibits and Engineering (Shanghai) Ltd. Guangzhou Branch Company

Account No: 82100155300000228
 Account Name: Milton Exhibits and Engineering (Shanghai) Ltd. Guangzhou Branch
 Bank Name: Shanghai Pudong Development Bank, Guangzhou Branch, Dongfeng Sub-branch
 Bank Address: First Floor B, YueCai Building, No.481 Dongfengzhong Road, Guangzhou, China
 Swift Code: SPDBCNSH010
 Payment remark: 2017 Toy & Baby Show, booth number, company name of exhibitor

USD Account:

Payable to: Milton Exhibits And Engineering (Shanghai) Ltd Guangzhou Branch Company

Account No: 82101455300000035
 Account Name: Milton Exhibits and Engineering (Shanghai) Ltd. Guangzhou Branch
 Bank Name: Shanghai Pudong Development Bank, Guangzhou Branch, Dongfeng Sub-branch
 Bank Address: First Floor B, YueCai Building, No.481 Dongfengzhong Road, Guangzhou, China
 Swift Code: SPDBCNSH010
 Payment remark: 2017 Toy & Baby Show, booth number, company name of exhibitor

Special reminder:

- I. Orders will only be processed when Full payment is settled before the payment deadline.

Late orders:

Additional Booth Equipment – Furniture and Power Supply and Additional Installation Location

- 20% surcharge will be charged for any late orders received on or after 15 March 2017.
- 30% surcharge will be charged for any late orders received onsite.
- Payment shall be settled within 7 working days after the submission of the order. The orders will be cancelled automatically if the payment do not settled by 1 April 2017 while there is no formal approval of late payment from the Official Contractor.
- 50% additional service charge will be caused for the order cancelled on or after 1 April 2017. The service charges will not be treated as new order to be requested on-site.
- If there no appointed installation location received, the Official Contractor will install according to the power socket according to the appropriate location. If relocation is required on-site, RMB350 will be charged for each relocation fee.



Freight Forwarding Service

The Organiser has appointed **JES Logistics Ltd** to be the Official Forwarder for the transport of exhibits and transportation management in Toy and Hobby China 2017 and Baby and Stroller China 2017.

1. Shipping 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.

Timetable		Deadlines
A.	Documents & Shipping Instructions	March.15, 2017
B.	Cargo picking up in Hong Kong terminal for onward shipment to Guangzhou (air/sea)	March 27-28, 2017
C.	Cargo picking up in Hong Kong warehouse for onward shipment to Guangzhou	March 28-29, 2017

*** Please email or fax the required document at least 3 working days prior to picking up your cargo. Cargo arriving after the deadline above will incur a 30% late arrival surcharge.**

Move-In	April 6-7, 2017
Move-out	April 10, 2017

2. Routings

All goods either by sea freight or air freight must be consigned "FREIGHT PREPAID" to:

Shipment from Hong Kong to Guangzhou– On B/L or AWB please follow :

CONSIGNEE & NOTIFY PARTY	Consignee(air / sea) JES Logistics Limited 26/F., Winsan Tower 98 Thomson Road Wanchai, Hong Kong Tel : (852) 2563 6645 Fax: (852) 2597 5057	Notify Party JES Logistics Limited c/o Toy & Hobby 2017 Guangzhou
-------------------------------------	--	--

Also on all shipping documents, exhibitors must declare "EXHIBITION GOODS- For Toy & Hobby 2017 Guangzhou" in the **Description of Goods** in OBL or AWB. And a pre-advance fax of shipment details is also expected.

3. Contact

JES Logistics Ltd as the freight forwarder can handle the on-site handling, and customs clearance agent for the above-mentioned exhibition.

Please address all your correspondence concerning the Exhibition Freight Forwarding matters to follow:

* For all overseas exhibitors outside China, please contact Hong Kong office for assistance



toy & hobby
CHINA



baby & stroller
CHINA

Freight Forwarding Service

Hong Kong office
JES Logistics Limited
Hong Kong

Tel : + 852- 2563 6645
Fax: + 852 -2597 5057
E-mail: samson@jes.com.hk
Ctc: Samson Ng 伍卓賢

Remark:

Neither freight to be shipped to another consignee, nor is freight to be shipped and consigned to the exhibitor himself c/o the exhibition. Additional charges will be incurred for any wrong consignee details. A 10% outlay commission will be imposed on all "Freight Collect" consignment.

Exhibitors are not advised to send sea shipment by (LCL) to Guangzhou directly. The customs clearance time is not predictable. **All goods to be shipped to Hong Kong for consolidation shipment to Guangzhou.** Exhibitors with late shipment are advised to contact us well in advance for arrangements.

If there is any discrepancy with the below information, please refer to JES Logistics Limited shipping manual. Exhibitors can contact directly with JES Logistics Limited for further details.

4. Documents

Please email or fax the following documentation to consignee at least 3 working days prior to the arrival of shipment.

- 1 copy of Original Ocean Bill of Lading (Sea)
- 1 copy of Master Airway Bill (Air)
- 1 copy of Transport Order (Form A)
- 1 copy of List of Exhibits (Form B)
- 1 copy of Insurance Policy (if insured)
- 2 copies of Catalogues & Souvenirs for customs censorship (if any)

Pre-Alert

Sea shipment: 2 original of Bill of Lading plus 2copies of List of Exhibits **FORM B** must be **couriered** to consignee at least 3 working days before shipment arrives.

Air shipment: Original AWB plus 2copies of List of Exhibits **FORM B** must be attached to all air shipments and email or fax advice giving AWB no. and details of consignment must be sent to us at least 48 hours prior to the arrival of cargo.

5. Fumigation Requirements in China

All cargo containing wood packaging materials (e.g. crates, pallets, frames) must be fumigated. Please make sure the following information must be stamped on the outside packing

- IPPC logo
- ISO country code (XX)
- License no. assigned to the company that fumigated
- **MB**,Fumigation method **HTHT** or **MB** treatment used

Reminder: Catalogues, giveaways and souvenirs items are permitted entry into China with reasonable quantities and low value. It is, however, subject to China customs' approval. Please do not send CDR, USB and magazine to the exhibition, as special permit is required.



Freight Forwarding Service

6. TARIFF

(1) INBOUND HANDLING FOR EXHIBITS VIA HONG KONG TO GUANGZHOU

FOR GENERAL EXHIBITS ONLY.

<p>1. BASIC SERVICE CHARGE (communication & documentation fee)</p>	<p>RMB 150.00 / exhibitor / consignment</p>
<p>2. CUSTOM CLEARANCE CHARGES</p>	<p>min 1 cbm / exhibitor / consignment</p>
<p>3. FREIGHT CHARGE HONG KONG TO GUANGZHOU From JES HKG warehouse delivery up to exhibition stand, customs clearance, assistance with unpacking one time positioning and removal empty cases to the onsite storage place</p>	<p>RMB 480.00 / cbm (LCL) min 1 cbm/ exhibitor/ consignment (FCL) min 23 cbm / 20'GP container min 46 cbm / 40'GP container</p>
<p>4. CARGO PICK UP IN HONG KONG (IF NEEDED) From cargo terminal/ exhibitor's warehouse in HKG delivery up to JES warehouse incl. 3 days free storage. a. Sea /local cargo Air cargo</p>	<p>RMB 200.00 / cbm (min RMB 700.00 /exhibitor / consignment) RMB 2.00/ kg (min RMB 700.00 / exhibitor / consignment)</p>
<p>b. Warehouse handling</p>	<p>RMB 150.00 / cbm (min 1 cbm / exhibitor / transaction)</p>
<p>c. Heavy-Lifting surcharge</p>	<p>for any single piece over 1 ton to be quoted upon request</p>
<p>5. SHIPMENT ARRIVING HUANGPU PORT(FCL) From free arrival Huangpu port delivery up to exhibition stand, customs clearance, assistance with unpacking, one time positioning and removal empty cases to the onsite storage place.</p>	<p>Sea cargo(FCL only) RMB340.00 / cbm min 23 cbm / 20'GP container min 46 cbm / 40'GP container On Direct OBL & MAWB only</p>
<p>6. ON SITE HANDLING(LOCAL SOURCES) From arrival fairground delivery up to exhibition stand assistance with unpacking, one time positioning and removal empty cases to the onsite storage place.</p>	<p>RMB 90.00 / cbm min 1 cbm / exhibitor / consignment</p>
<p>7. SOLD / DONATED CARGO Return empty cases to exhibition stand for re-packing, customs registration of the sold / donated goods and deliver to customs bonded warehouse excl. customs duties, storage fee and application of import permit etc. a. Bonded warehouse storage b. Bonded warehouse entry / handling</p>	<p>RMB 340.00 / cbm min RMB 1020.00 / exhibitor / consignment RMB 100.00 / cbm / week min RMB 100.00 / exhibitor / consignment RMB 300.00 / exhibitor / entry fee</p>



<p>8. OVERWEIGHT / OVERSIZED CARGO HANDLING SURCHARGE</p> <p>a. Weight of each single package over 4001 – 6000 kgs</p> <p>b. 6001 –8000 kgs</p> <p>c. Over 8001 kgs</p> <p>d. Size of each single package over L500 cm, W 220 cm or H 220 cm</p>	<p>RMB 30.00 / 100 kgs</p> <p>RMB 35.00 / 100 kgs to be quoted upon request</p> <p>If one dimension exceeds the above, surcharge of 10% will be imposed</p>
<p>9. OPTIONAL SERVICES (WHERE APPLICABLE)</p> <p>a. Translation of list of exhibits</p> <p>b. Terminal handling charges Sea Cargo (LCL)</p> <p>Sea Cargo (FCL)</p> <p>Air Cargo</p> <p>c. Return empty container to / from depot</p> <p>d. Pick up hand-carried exhibits detained at Guangzhou airport to exhibition, customs clearance, assistance with unpacking and one time positioning with unpacking and one time positioning</p> <p>e. On site storage of empty cases</p> <p>f. Quarantine inspection handling services</p>	<p>RMB 35.00 / page (min RMB 140.00 / exhibitor / consignment)</p> <p>RMB 220.00 / cbm (min 220.00 / exhibitor / consignment)</p> <p>RMB 1800.00 / 20' container RMB 3500.00 / 40' container</p> <p>RMB 4.50 / kg (min RMB 450.00 / exhibitor / consignment)</p> <p>RMB 3300.00 / 20' container RMB 4000.00 / 40' container</p> <p>RMB 20.00 / kg min RMB 600.00 / exhibitor / consignment (taking 2 working days)</p> <p>RMB 180.00 / cbm (min RMB 180.00 / exhibitor / consignment)</p> <p>Billed according to actual expenses</p>

(2) OUTBOUND MOVEMENT FOR RETURNED EXHIBITS – Same as inbound charge

(3) IMPORTANT NOTES

1. The exact move-in / move-out schedule is subject to the organiser's final arrangement and is subject to change with or without prior notice.
2. The exact routing is subject to availability of transportation services.
3. All return shipments will only be arranged when all customs clearance procedures are completed and all exhibits handed over to us. As the demand for transportation facilities in China is great, exhibitors must not make any plan on receiving exhibits soon after the exhibition, since it may take over 7 days for exhibits to reach Hong Kong or other destinations.
4. The volume / weight ratio for air cargo is 6:1 (i.e. 1 cbm = 166.7 kgs). The chargeable weight is based on the volume weight or actual weight whichever yields the greater.
5. The charges for sea / road cargo are based on 1 cbm or 1000 kgs whichever yields the greater.



toy & hobby
CHINA



baby & stroller
CHINA

Freight Forwarding Service

6. All cargo must be sent with "Freight Prepaid" for inward movement. A 10% surcharge will be imposed for any shipment sent with "Freight Collect". For the return movement if freight charge is required to be prepaid at the port of loading, a 10% advance fee will be levied.
7. Minimum charge for full container loads is:- a. 20 feet GP = 23 cbm b. 40 feet GP= 46 cbm
8. Companies require assembling or lifting equipment for erection of exhibits are asked to contact us as soon as possible with details of their requirements. Prices for hiring equipment will then be quoted subject to availability.
9. Prices include free storage in our Hong Kong go down as 3 days prior to our last receiving date for inbound goods, and 3 days after arrival back in our Hong Kong go down for outbound goods. Additional storage will be charged at RMB 250.00 per cbm per week or part of minimum RMB 500.00 / transaction.
10. Application for Hong Kong import / export license for overseas exhibitors is at RMB 600.00 per application and license fee as per outlay.
11. Charges for inbound movement must be settled in full before the opening of the exhibition. Charges for outbound movement must be settled before cargo released.
12. Unpacked cargo - there will be a 20% surcharge for handling unpacked cargo. JES Logistics or its appointed agents will not be liable for any loss or damage.
13. **Dangerous goods** - there is a 100% surcharge will be levied and the carriers will only accept dangerous cargo subject to availability.
14. Exhibitors are suggested to arrange a proper round-trip all risks insurance coverage for the exhibits (including exhibition period), preferable through a company of which the People's Insurance Company of China is the agent in China. For routing of shipments, it is advised to cover the insurance policy by both air and surface (sea / road), as it is possible that the cargo will be re-exported in either way. Exhibitors should also bring a copy of the insurance policy to China.
15. Our fees and charges are based on presently in force tariff. It is subject to change as to reflect any increase in our cost caused by exchange rate variations, freight rate increase, fuel charges adjustments, insurance premiums or increase of any other charges beyond the control of this company which come into effect after acceptance of your order and prior to delivery.
16. Please do not ship LCL sea or air shipment to Guangzhou directly. It takes times with customs clearance. Please ship all the exhibits to Hong Kong for onward shipment to Guangzhou
17. Please do not send **CDR, USB & Magazine** to the exhibition, as special permit is required.
18. Customs or duty: All exhibits are importing to China on temporary entry. Give-aways e.g. souvenir (i.e. pens, key chains, note pads, magazines etc.) with reasonable quantities and low value may be duty-exempted. It is, however, subject to China customs' approval.
19. Tariff prices are based on exhibits delivered to ground floor only, a 20% surcharge will be levied for delivery to upper floor.
20. All business is transacted only in accordance with our standard trading conditions. Please visit our web-site www.jes.com.hk or contact us for the details.
21. Custom Inspection: All packages can be expected to be opened and contents checked against the List of Exhibits (Form B). Exhibitors must provide us with the brand name, model number, serial number of machine and quantity of equipment/ parts in the List of Exhibits form. In order to obtain



toy & hobby
CHINA



baby & stroller
CHINA

Freight Forwarding Service

early release of goods from customs, machine catalogues or photo of equipment / parts must be attached with List of Exhibits.

22. ATA Carnet: To co-ordinate the complete process of temporary import by ATA Carnet is RMB 1000.00 per transaction. Please note that ATA Carnet shipment must be re-exported after closure of the exhibition, it cannot be sold.
23. Insurance: Exhibitors are suggested to arrange a proper round-trip all risks insurance coverage for the exhibits (including exhibition period), preferable through a company of which the People's Insurance Company of China is the agent in China. For routing of shipments, it is advised to cover the insurance policy by both air and surface (sea / road), as it is possible that the cargo will be re-exported in either way. Exhibitors should also bring a copy of the insurance policy to China.
24. Packing: Please ensure your equipment is packed in a strong, waterproof packing case which lends itself to being re-packed after the exhibition. Shocking and bumping will sometimes be inevitable and cases may be placed in open air storage without cover, therefore exhibitors must take the necessary precautions against damage and rain.

(4) A **Late-come surcharge of 30%** applies to Consignment received beyond our deadline to cover the additional cost, but it is not a guarantee the late-come exhibits arrival at the site in time.



Form 6
Exhibitor Badges (Pre-Registration)

Please return this form to:

Messe Frankfurt HK Ltd

Attn: Ms.Kawi Chow

Tel: +852 2230 9249

Fax: +852 2598 8771

Email: kawi.chow@hongkong.messefrankfurt.com

This form must be returned to

kawi.chow@hongkong.messefrankfurt.com

by 10 March 2017

For convenience in communication as well as security reasons, entrance badge is required for personal entering the Venue. Please read the following rules:

1. A maximum quantity of 3 badges will be issued to each 9sqm booth and a maximum of 8 badges to any booth larger than 18 sqm.
2. Badges will be issued to your associated companies only if you have registered them as your co-exhibitor or representative/ principal to the Organiser.
3. Exhibitors should collect their badges at the Exhibitor registration counter at Entrance Hall 1 during the move-in time by presenting their business card and booth confirmation letter.

Please provide following details of all personnel from your company, co-exhibiting company and official agents / representatives who will be on site during the exhibition:

No.	Company Name	Name of Personnel	Job Title
1			
2			
3			
4			
5			
6			
7			
8			

Booth No : _____ Company : _____

Contact : _____ Title : _____

Tel : _____ Fax : _____

Email : _____ Date : _____



Please return this form to:

Messe Frankfurt (HK) Ltd

Attn: Ms.Kawi Chow

Tel: +852 2230 9249

Fax: +852 2598 8771

Email: kawi.chow@hongkong.messefrankfurt.com

This form must be returned to
kawi.chow@hongkong.messefrankfurt.com
by 28 February 2017

One catalogue entry under one exhibiting company is free of charge. If available, please provide us also with your company information in Chinese.

Additional catalogue entries under for co-exhibiting companies will be subject to a charge of USD200 per entry. Please copy this form and complete the information.

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

Please print or type clearly!

Please note: If we do not receive this Form by **28 February 2017**, you will be listed according to your application form.

Exhibiting Company Name: (ENG)
(CHI)

Address: (ENG)

City: _____ Postal Code: _____ Country: _____

(CHI)

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

Email: _____

Website: _____

Nature of business

- | | |
|---|---|
| <input type="checkbox"/> 4.1 Manufacturer (OBM) | <input type="checkbox"/> 4.5 Publisher |
| <input type="checkbox"/> 4.2 Manufacturer (OEM, ODM) | <input type="checkbox"/> 4.6 Trade associations/government agencies |
| <input type="checkbox"/> 4.3 Retailer | <input type="checkbox"/> 4.7 Others, please specify |
| <input type="checkbox"/> 4.4 Dealer, agent, distributor, wholesaler _____ | |



Product Classification

Our products belong to the following product group(s) (tick all that apply):

Toy and Hobby China 2017

5.1 Toys

- 5.1.1 Brain-training and educational toy
 - 5.1.2 Construction set and blocks
 - 5.1.3 Doll, plush and soft stuffed toy
 - 5.1.4 Electronic and electrical toy
 - 5.1.5 Inflatable toy
 - 5.1.6 Outdoor sport toy
 - 5.1.7 Wooden and paper toy
 - 5.1.8 Others, please specify
- _____

5.2 Animation Licensing and Licensed Products

- 5.2.1 Animation character licensing
 - 5.2.2 Licensed product
 - 5.2.3 Others, please specify
- _____

5.3 Hobby Models

- 5.3.1 Die-cast model
 - 5.3.2 Miniature
 - 5.3.3 Model kits
 - 5.3.4 R/C toy and model
 - 5.3.5 Others, please specify
- _____

5.4 Pre-school Items and Equipments

- 5.4.1 Educational tool
 - 5.4.2 Pre-school amusement play-set
 - 5.4.3 Pre-school learning system
 - 5.4.4 Others, please specify
- _____

Baby and Stroller China 2017

5.1 Strollers and Ride-ons

- 5.1.1 Baby strollers
 - 5.1.2 Baby walkers
 - 5.1.3 Bicycles
 - 5.1.4 Car safety seats
 - 5.1.5 Powered ride-ons
 - 5.1.6 Scooters
 - 5.1.7 Tricycles
 - 5.1.8 Others, please specify
- _____

5.2 Baby Products

- 5.2.1 Baby bathtubs, toilet trainers
 - 5.2.2 Baby inflatable products
 - 5.2.3 Baby security products
 - 5.2.4 Cribs and household products
 - 5.2.5 Feeding products and supplies
 - 5.2.6 High chairs and dining chairs
 - 5.2.7 Infant clothing, footwear and accessories
 - 5.2.8 Maternity and baby care products
 - 5.2.9 Others, please specify
- _____

Brand (if any):

Brief description of products: (50 words max. each)

In English:	
In Chinese:	

We hereby confirm the information provided in the form above will be used as the exhibitor's entry in the official show catalogue.

Company Name: _____

Name: _____ Title: _____

Signature (with company chop): _____ Date: _____



toy & hobby
CHINA



baby & stroller
CHINA

Regulation for Protection of Intellectual Property Rights During Exhibition

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

In order to protect the IPR and to promote the healthy development of the exhibition (the "**Exhibition**"), the Exhibition sponsor will invite the officers from local Intellectual Property Office (for infringement of patent, Bureau of Copyright (for infringement of copyright) and Administration of Industry and Commerce (for infringement of trademark) and lawyers specialized in IPR protection to compose the Complaint Review Panel (the "**CRP**"). The CRP will be responsible for consultancy service related to IPR, and reviewing the IPR disputes happened during the Exhibition in accordance with the laws and regulations in respect of IPR.

Acceptance of Complaint

If the exhibitor deems that the products exhibited (the "**Exhibits**") by any other exhibitor infringe its patent, trademark or copyrights, it may file complaint with the CRP and shall submit to CRP and be liable for the following materials:

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

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



Regulation for Protection of Intellectual Property Rights During Exhibition

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

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

Subsequent to the receipt of complaint materials required, the CRP shall notify the respondent and request it to response within in half or one day. The respondent declining the complaint shall submit the relevant evidences; otherwise, it shall promptly withdraw the Exhibits in question and never re-exhibit the same.

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

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

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

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



toy & hobby
CHINA



baby & stroller
CHINA

Form 8

Temporary Staff-Interpreter & Booth Helper

Please return this form to:

Messe Frankfurt HK Ltd

Attn: Ms.Kawi Chow

Tel: +852 2230 9249

Fax: +852 2598 8771

Email: kawi.chow@hongkong.messefrankfurt.com

This form must be returned to
kawi.chow@hongkong.messefrankfurt.com
by 15 March 2017

Interpreter Service						
No	Date	Language	Price/day (RMB)	No. of Staff	No. of Days	Total (RMB)
1		Chinese – English	650			
2		Chinese – Japanese	1125			
3		Chinese – Korean	1125			
4		Chinese – French	1170			
5		Chinese – German	1170			
6		Chinese – Italian	1690			
7		Chinese – Spanish	1690			
8		Languages other than the above	Subject to further quotations			
Booth Helper						
8		Chinese and general English	650			
Total Amount:						

Please note:

- Working hour from 8am – 5pm. Other than normal working hour will be counted as overtime. Overtime fee should subject to charges below: RMB 180 before 20:00; RMB 230 before 21:00; RMB 300 before 22:00.
- The minimum charge is 1 day.
- Payment should be paid directly to the Organiser. The remittance shall email to kawi.chow@hongkong.messefrankfurt.com
- Orders without payment or have not submitted remittance may not be processed.
- 50% service fee will be charged for order cancellation one day before the show. Order cancellation on the show day will not be accepted.

Bank details:

A/C Name: Guangzhou Li Tong Messe Frankfurt Co Ltd
 A/C No: 441168515018010040316
 Swift Code: commcshgua
 Bank: Bank of Communication Guangzhou Branch Zhonghuan Sub-Branch
 Address: 129 Taojin Road, Guangzhou, China

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?
- 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 sent the fair catalogue entry with product groups?
- 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 at the fair ground?
- Have you arranged 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.

- END -