

Exhibitor Manual

21 – 23 September 2017
Shanghai New International Expo Centre
Pudong, Shanghai, P.R. China

Paperworld China 2017 online exhibitor manual will be ready by 15 June 2017. Please visit <http://www.messefrankfurt.com.hk> and click Exhibitor Manual Online to access.

All order forms should be completed and returned to the relevant suppliers online, by fax or email before deadlines.

Important Information enclosed
Please return forms by the deadlines stated



messe frankfurt



Exhibition Information

Dear Exhibitor,

This manual is designed to give you maximum information regarding your participation in **Paperworld China 2017** - taking place in **Shanghai New International Expo Centre (SNIEC)** from 21 - 23 September 2017.

It contains all the forms to order the various related services you may require.

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

Please Note: Orders for additional equipment received after **11 August 2017** will be subjected to a surcharge of 30%.
On site orders received after **25 August 2017** will be subjected to a surcharge of 50% and services will be provided upon availability and on a cash basis only.

Should you have any further questions, please feel free to contact the Paperworld China Team at Messe Frankfurt Shanghai:

Messe Frankfurt (Shanghai) Co., Ltd
11/F, Office Tower 1, Century Metropolis
1229 Century Avenue, Pudong New Area
Shanghai, 200122, PR China
Tel: +86 21 6160 8534
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Email: alfred.ren@china.messefrankfurt.com
elain.wang@china.messefrankfurt.com
katrina.zhang@china.messefrankfurt.com
Contact: Mr. Alfred Ren / Ms. Elain Wang / Ms. Katrina Zhang

We look forward to welcoming you at Paperworld China 2017 and wish you having a successful and satisfying results at the fair!

Yours sincerely,
Paperworld China Team
Messe Frankfurt (Shanghai) Co., Ltd

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Contact Addresses

Organisers

Messe Frankfurt (Shanghai) Co., Ltd
China Chamber of Commerce
for I/E of Light Industrial Products & Arts-crafts
Guangzhou Foreign Trade South China Exhibition Corp. Ltd.

For detailed operation, please contact:

Messe Frankfurt (Shanghai) Co., Ltd
11/F, Office Tower 1, Century Metropolis
1229 Century Avenue, Pudong New Area
Shanghai, 200122, PR China

Tel: +86 21 6160 8534

+86 21 6160 8533

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Fax: +86 21 6168 0788

Email: alfred.ren@china.messefrankfurt.com

elain.wang@china.messefrankfurt.com

katrina.zhang@china.messefrankfurt.com

Contact: Mr. Alfred Ren / Ms. Elain Wang / Ms. Katrina Zhang

Official Contractor

Pico IES Group (China) Co., Ltd
No. 99, Lane 4499, Cao'an, Highway Jiading District
Shanghai 201804, PR China

Tel: +86 21 6010 8917

Fax: +86 21 6010 8902

Email: elaine.luo @cn.pico.com

Contact: Ms. Elaine Luo

Official Forwarder

Kuehne & Nagel Ltd.
10F-16F, Block 1, Life Hub at Daning Office Tower,
No.1868, Gonghexin Road
Shanghai 200072, PR China

Tel: +86 21 2602 8524

Fax: +86 21 2602 8765

Email: frank.chen@Kuehne-Nagel.com

Contact: Mr. Frank Chen

Official Travel Agency

Shanghai Vision Expo & Meeting Solutions Co., Ltd
Room 703, New Caohejing Building, No.509, Caobao Road
Shanghai 200233, PR China

Tel: +86 21 5481 6051 / 5481 6052

Fax: +86 21 5481 6032

Email: jenny@shanghai-vision.com

billy@shanghai-vision.com

Contact: Ms. Jenny Zhang / Mr. Billy Xu

Show Schedule & Deadlines

Deadline for returning the following forms:

Deadline	Description	Form No	Page No	Remarks
31 July 2017	Sponsorship & Advertising Opportunities	14	50-51	Optional
11 August 2017	Catalogue Entry	1A-B	31-32	Compulsory for all exhibitors
	Exhibitor Badge	2	33	Compulsory for all exhibitors
	Letter of Commitment to the Protection of IPR	3	34	Compulsory for all exhibitors
	Raw Space Booth Design Approval Form	4A	36	Compulsory for raw space exhibitors
	Fascia Board	5	37	Compulsory for package stand exhibitors
	Package Stand Sketch	6	38	Compulsory for package stand exhibitors
	Power Supply	8A	41	Compulsory for raw space exhibitors
	Additional Booth Equipment – Furniture	7	39-40	Optional
	Additional Booth Equipment, Power & Water & other supply	8B	42	Optional
	Freight Application	12	48	Optional
21 August 2017	Over 4.5m and Double-storey Exhibitors Approval Form	4B	36	Compulsory for over 4.5m and double-storey exhibitors
	Invitation Letter for Visa Application	9	43	Optional
	Hotel Booking Form	10	44-46	Optional
	Invited Buyer Badge	11	47	Compulsory for all exhibitors
	Temporary Staff	13	49	Optional
	Promotional Materials Display at Press Centre	15	52	Optional
	Product Presentations	16	53	Optional
	Show Schedule Confirmation	17	54	Compulsory for all exhibitors

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

19 September 2017	Raw space exhibitors move-in 9:00 am - 9:00 pm (Overtime will be charged) 9:00 am - 6:00 pm (Raw space exhibitors registration)
20 September 2017	All exhibitors move-in 9:00 am - 9:00 pm (Overtime will be charged) 9:00 am - 6:00 pm (All exhibitors registration)
21 September 2017	Show opening hours (Trade visitors) 9:00 am - 5:00 pm
22 September 2017	Show opening hours (Trade visitors) 9:00 am - 5:00 pm
23 September 2017	Show opening hours (Trade and public visitors) 9:00 am - 4:00 pm
23 September 2017	Exhibitors move-out 4:30 pm - 9:00 pm

Please note:

1. During the show days, exhibitors will have access to the hall 60 mins before the opening hours and 30 mins after the closing hours to service their stands.
2. Visitor registration counter will be closed 30 mins before the show closing hours.
3. **All Exhibitors are strictly prohibited to move-out before 4:30 pm on 23 September 2017.**

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

3. Promotional Materials Censorship

All promotional materials (including presentation materials and samples), such as printed matters, films, video-cassettes, 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 the shipments will be Customs cleared on temporary basis only for showing in the exhibition and Exhibitors are not allowed to on-spot sell or give away exhibits subject to Chinese Customs Regulations. Exhibits should be sold under signing a general contract with the Chinese buyer. Before collecting the exhibits, the buyer should finalize Customs formalities and pay the duty/tax as well. If necessary, the Official Forwarder may give assistance to the buyer for processing the Customs formalities, or provide information to Exhibitors.

5. Hand Carried Goods

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 by completing and returning the "Combined Commercial Invoice and Packing List" enclosed with the Official Forwarder Manual to be supplied by the Official Forwarder.
- b) Exhibitors are strongly advised not to hand-carry goods entering the country. As per Customs new regulation, hand-carry goods for exhibition will be forbidden.
- c) For hand-carried goods, whether you are bringing in by yourself from overseas or other parts of PR China, you must inform the security department at the entrance of the exhibition hall for the purpose of customs clearance / declaration before they can be moved in or out of the exhibition halls.
- d) Giveaway & souvenir items are permitted but are subject 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.

Important Exhibition Rules & Regulations

e) 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 building.
- b) No person under 18 years of age will be permitted to enter the hall 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 an hour before show open, and must leave the exhibition hall on time as stated on page 4. 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.

7. Fire & Safety Regulations

- a) Smoking is prohibited in the exhibition hall.
- b) No fire is allowed in the exhibition hall.
- c) Any flammable and explosive materials being brought into the exhibition hall should be applied to and approved by the Fire Protection Department beforehand.
- d) The anti-flaming level of construction materials in booth should meet the standard of grade B1 or above. Part of the flammable materials could not be used unless being qualified as standard of grade B1 after being fireproofed.
- e) The anti-flaming level of all the carpet in halls should meet the standard of grade B1 or above.
- f) The Organiser may, upon instruction from the fire authority, issue other guidelines.

8. Photographing, Video Taping and Sound Recording

No photographing, video shooting or sound recording is allowed in the exhibition hall unless approved in advance by the Organiser.

9. 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.

10. Lunch Box & Flowers

- a) Other lunch caterers and florists are strictly prohibited to enter the fairground (exhibition area, registration area, car park and loading area).
- b) No florist should be selling at the fairground (exhibition area, registration area, car park and loading area) unless permission from the exhibition centre is obtained.

Important Exhibition Rules & Regulations

11. Delivery of Exhibits

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

12. Intellectual Property Rights / Copyright

Exhibitors own legal intellectual property rights on their exhibits as well as their packaging, decoration of the stand and other released materials, and shall abide by the Letter of Commitment to the Protection of Intellectual Property Rights (Form 3) to ensure that it will never infringe on the intellectual property rights of any other third party, including but not limited to the trademark, patent, copyright owned by the third party and etc.

Exhibitors shall proactively keep the fair in order subject to Notice of the Protection for Intellectual Property Rights on the Fair (Page 29 of the exhibitor manual). In the case that any infringements of their intellectual property rights are found out by exhibitors, complaints can be lodged at the Office in accordance with the On-site Management of IPRs and Complaint Procedures (Page 29 of the exhibitor manual).

13. Move-out of Exhibits

Removal of exhibits may commence only after 4:30pm on **23 September 2017**. The Organiser is not liable for any loss or damage to the exhibits or booth materials left behind at the exhibition venue. All such materials shall be deemed abandoned and shall be disposed of at the expense of the exhibitor concerned.

14. Electricity Supply

All electrical installation and stand-building works must be carried out by qualified personnel. Exhibitors must ensure such work conform with all safety regulations and standards set by SNIIEC & the Chinese government. The Organiser reserves the right to stop any improper installation at any time. Exhibitors should bear all costs caused by such stoppage.

15. Sound Control during the Exhibition

The exhibitor should control the booth artificial sound below 60db.

16. Authority of Premises

In the event of any problems or disputes on-site, the decision of the Organiser, being leaseholder of the premises, will be final. The Organiser also reserves the right to amend any earlier decision made in order to meet and satisfy any unforeseen or prevailing circumstance for the benefit of the Exhibition and concerned parties.

17. 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 final.

Exhibitor Badges * Visitor Admission * Visitor Tickets

Exhibitor Badges

Exhibitor badge entitlement is as follows:

9 to 18 sqm – 3 badges
19 to 36 sqm – 6 badges
36 to 72 sqm – 12 badges
72 sqm and above – 18 badges

Exhibitor Badges are free of charge.
Exhibitor Badges will be provided to Exhibitors at the exhibitor registration counter during move-in period.
(Please submit names of all on-site staff by Form 2).

Visitors

Free admission for trade visitors from 21 - 23 September 2017.

Show Guide

The show guide will be available free of charge to trade visitors only upon request at the visitor registration counter.

Visitor Tickets

For your e-mailings or advertising campaigns before the fair, the organisers will provide you with:

- i. Electronic copy of visitor invitation cards / tickets.
- ii. You can also invite your visitors to register at our Online Visitor Registration:
<http://www.messefrankfurt.com.hk/services/vor/index.aspx>

General Information about Shanghai

We would like to provide you with some general information, which might be useful to you.

Weather

In September: The weather is generally sunny and dry, around 17°C to 25°C, average 25°C during daytime.

Entry Requirement

All foreign visitors to PR China must apply for visa and comply with the health requirement on entering China. Please ensure that all your colleagues have already obtained the relevant visa prior to departure. The Official Travel Agent will provide assistance, but is not responsible for obtaining visa for exhibitors. (Unsuccessful visa applications will not constitute a basis for cancellation of exhibitor contract).

To and From the Airport

Transportations such as airport bus, hotel bus, maglev train and taxis are all available between airport and city of Shanghai. Details can be found on the official website of the airport under: www.shanghaiairport.com

Currency

The unit of currency is Chinese Yuan. Foreign currencies can be exchanged at hotels and moneychangers at the daily exchange rate. Cash withdrawal by credit card is possible at the Bank of China in China. (1 US\$ is approximately 6.9 RMB; 1 Euro is approximately 7.5 RMB)

Time

Shanghai is eight hours ahead of Greenwich Mean Time (+8 hours GMT)

Electricity

The voltage in China is 220 Volt / 50 Hertz.

The Chinese sockets in the exhibition halls look like this:



3-phase, 5-line, 380V / 220V, 50Hz

Adapters for the 13 Amp / 220 Volt socket can be ordered as additional booth equipment – electrical (please see Form 8A on page 41).

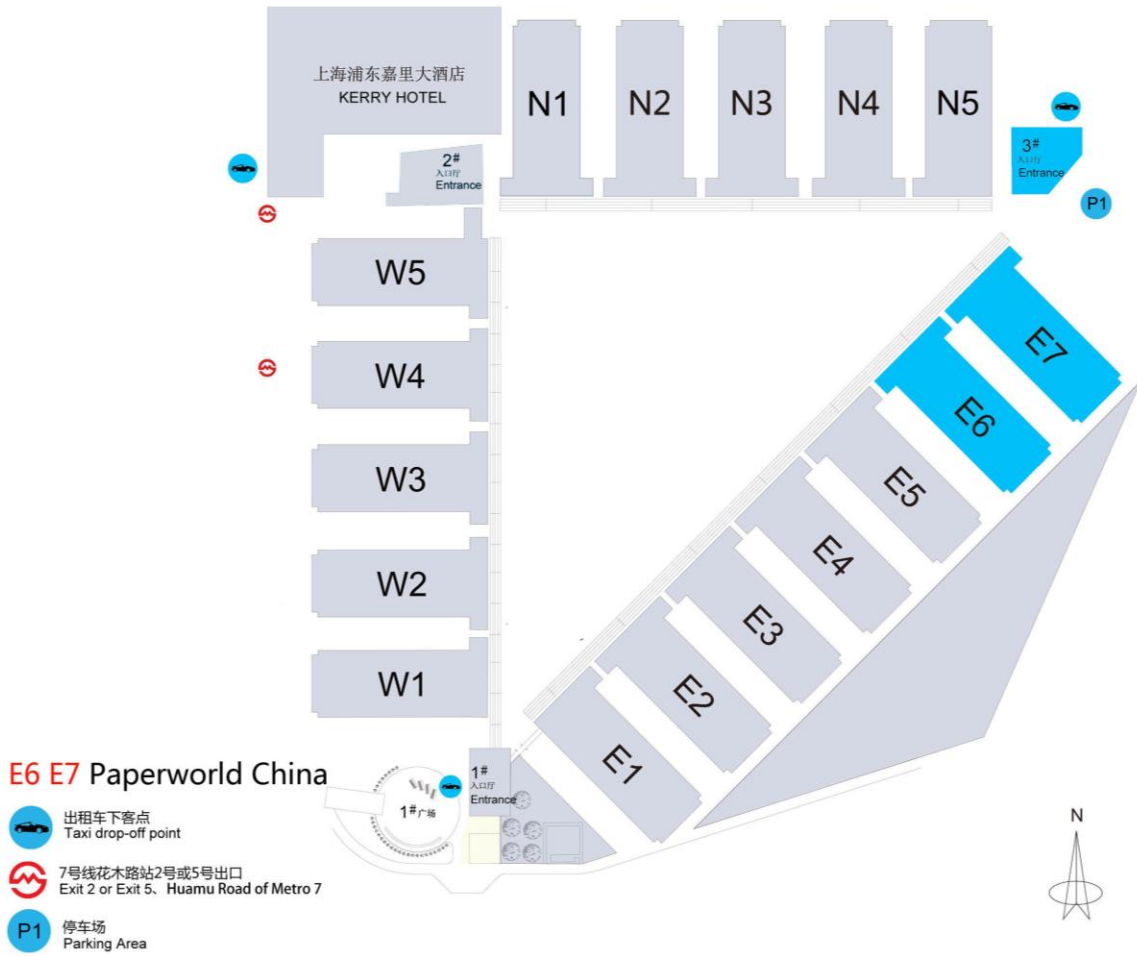
Day Trip

Tourist spots in the city include the Bund, the Yu Garden, the Shanghai Museum, the Oriental Pearl TV Tower, and the Nanjing Road Pedestrian Mall. In Shanghai Transportation hub, you can find many special lines running to the other tourist spots outside the city in the suburbs.

SNIEC Whole Layout Plan

SNIEC Whole Layout Plan

*Tips: The registration hall is located at 3# Entrance Hall



Travel Services

Special arrangements and information are exclusively provided to Paperworld China exhibitors:

Hotels in Shanghai	Kerry Hotel Pudong Shanghai (5 stars)	5 min by walk to SNIEC
	Jumeirah Himalayas Hotel (5 stars)	5 min by walk to SNIEC
	Renaissance Shanghai Pudong Hotel (5 stars)	8 min by taxi to SNIEC
	DoubleTree by Hilton Shanghai Pudong (5 stars)	10 min by taxi to SNIEC
	Parkview Hotel (4 stars)	10 min by taxi to SNIEC
	Holiday Inn Pudong Shanghai (4 stars)	15 min by taxi to SNIEC
	Holiday Inn Shanghai JinXiu (4 stars)	15 min by taxi to SNIEC
	Grand Metropark Jiayou Hotel (4 stars)	15 min by taxi to SNIEC
	Hotel ibis Shanghai World Expo (3 stars)	15 min by taxi to SNIEC
	Days Hotel Frontier Pudong Shanghai (3 stars)	15 min by taxi to SNIEC

**Please see page 14-16 for more information.
Hotel booking forms can be found on page 44-46.
For details, please contact official travel agency:**

Shanghai Vision Expo & Meeting Solutions Co., Ltd
Room 703, New Caohejing Building, No.509, Caobao Road
Shanghai 200233, PR China

Tel: +86 21 5481 6051 / 5481 6052
Fax: +86 21 5481 6032
Email: jenny@shanghai-vision.com
billy@shanghai-vision.com
Contact: Ms. Jenny Zhang / Mr. Billy Xu

Visa Formalities Please fill in Form 9 on page 43 to get an official invitation letter for visa application. You can apply for the visa in the Chinese consulate / embassy in your city by submitting the official invitation letter.

Official Hotel Description

1. Kerry Hotel Pudong Shanghai

☆☆☆☆☆

1388 Hua Mu Road, Pudong



Kerry Hotel Pudong, Shanghai flows seamlessly from the Kerry Parkside complex, integrating the hotel with lifestyle shopping, an office tower and serviced residences, situated opposite Century Park, the biggest eco-park in central Shanghai, and directly linked to the Shanghai New International Expo Center (SNIEC). The hotel's 574 rooms and suites are spacious and contemporary in design, with complimentary broadband and wireless internet access. The Business Centre and Office Suites offer state-of-the-art equipment and services are available 24 hours. It includes 16 fully-furnished serviced offices and four meeting rooms wired for audio-visual capability, and is operated by a professional and dedicated team.

It takes 5 minutes to the exhibition venue by walking.

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

2. Jumeirah Himalayas Hotel

☆☆☆☆☆

1108 Mei Hua Road, Pudong



The hotel room and suites combine the ancient Chinese Lu Ban system of Feng Shui with a contemporary edge. The 5,000 sqm landscaped Roof Garden has BBQ pits and a 300 sqm event space. The 495 sqm Himalayas Ballroom is adjacent and available as backup for all occasions. The Grand Ballroom has 12 m high ceiling, is 864 sqm and can be divided via soundproofed wall for multiple setups. Projectors and screens in ceiling, plus the latest AV and IT throughout. 405 modern room and suites, guests may access the internet wired or wirelessly on their computer, or via high definition internet protocol TV and a wireless keyboard. High-tech gym with kinesis exercise room, hot yoga studio and relaxation area with hot stone bath and steam rooms.

5-minutes walk away from the exhibition venue.

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

3. Renaissance Shanghai Pudong

☆☆☆☆☆

100 Changliu Road, Pudong



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

It takes 8 minutes to the exhibition venue by taxi. Taxi fare is around RMB 14.

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

4. DoubleTree by Hilton Shanghai-Pudong

☆☆☆☆☆

889 Yanggao Nan Road, Pudong



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

It takes 10 minutes to the exhibition venue by taxi. Taxi fare is around RMB 14.

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

Official Hotel Description

5. Parkview Hotel



☆☆☆☆

555 Dingxiang Road, Pudong

Parkview Hotel, adjacent to Shanghai Oriental Art Centre, is strategically located in the heart of Pudong New Area. This luxurious hotel is designed by the renowned French architect Paul Andréa, who also designed the art centre. Here you can take a panoramic view of the city's land mark, Century Plaza. Our 209 guestrooms offer all the comforts of home and are ideal for business and leisure travelers. All rooms are accessible to broadband Internet and Video-On-Demand. At night, you could enjoy Paul Andréa's masterpiece, the art centre, and experience his concept of "Bright and Transparent as if by Magic".

It takes 10 minutes to the exhibition venue by taxi. Taxi fare is around RMB 14. Approximately 45 minutes from Pudong Int'l Airport and 45 minutes from Hongqiao Airport by car.

6. Holiday Inn Pudong Shanghai Pudong



☆☆☆☆

899 Dongfang Road,

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

It takes 15 minutes to the exhibition venue by taxi. Taxi fare is around RMB 25. Approximately 45 minutes from Pudong Int'l Airport and 30 minutes from Hongqiao Airport by car.

7. Holiday Inn Shanghai JinXiu 399 Jinzun Road, Pudong

☆☆☆☆



Enjoy easy access to Shanghai International Exhibition Centre and fine event facilities at the high-rise Holiday Inn Shanghai Jinxiu. An elegant grand staircase adorns our inviting Lobby, where you'll enjoy a warm welcome at Holiday Inn Shanghai Jinxiu. Just 10 minutes by high-speed Maglev train from Pudong International Airport, the hotel is set in the thriving Pudong district 10 minutes' drive from Shanghai International Exhibition Centre. Settle in to your spacious Guest room with wireless Internet and a 37-inch flat-screen TV.

It takes 15 minutes to the exhibition venue by taxi. Taxi fare is around RMB 25.

45 minutes from Pudong Int'l Airport and 45 minutes from Hong Qiao Airport by car.

8. Grand Metropark Jiayou Hotel

☆☆☆☆

159 New Golden-Bridge Road, Pudong



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

It takes 15 minutes to the exhibition venue by taxi. Taxi fare is around RMB 25.

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

Official Hotel Description

9. Hotel Ibis Shanghai World Expo

☆☆☆

800 Cheng Shan Road, Pudong

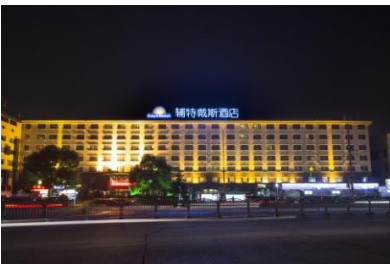


Located in Pudong New District, the Ibis Shanghai World Expo 165 room is near several Shanghai attractions including New International Expo Centre, The Oriental Pearl TV Tower, Science and Technology Museum, Century Park and Oriental Art Center. All guestrooms feature free high speed Internet, flat screen television with international satellite channels, air conditioning, coffee/tea maker, and in-room safe. Non-smoking and handicap accessible rooms are available. On site parking is free. Located in the Pudong District, Ibis Shanghai World Expo is just 2-min walking distance from Metro station. The hotel provided complimentary parking and an 8 hours breakfast.

It takes 15 minutes to the exhibition venue by taxi. Taxi fare is around RMB 25. Approximately 40 minutes from Pudong Int'l Airport and 40 minutes from Hongqiao Airport by car.

10. Days Hotel Frontier Pudong Shanghai **2333 Pudong Avenue, Shanghai**

☆☆☆



Days Hotel Frontier Pudong Shanghai (Jingyuan Guoji Jiudian) is a business hotel located in Shanghai's Lujiazui New Area. It is an ideal place for the reception of international guests, group travel, business travel and leisure travel, and provides easy access to both the center of Shanghai and the Pudong International Airport.

It takes 15 minutes to the exhibition venue by taxi. Taxi fare is around RMB 25. 40 minutes from Pudong Int'l Airport and 60 minutes from Hongqiao Airport by car.

Forwarding

The following forwarder has been appointed as the Official Forwarder for transport of exhibits in Paperworld China 2017:

Kuehne & Nagel Limited
KN Expo Service
Life Hub at Daning
Office Tower, Block 1, 11-16F
1868 Gong He Xin Road, Jingan District
Shanghai 200072, PR China

Tel: +86 21 2602 8524
Fax: +86 21 3387 0206
Email: frank.chen@kuehne-nagel.com
Contact: Mr. Frank Chen

By Freight and by Sea

For detailed shipping information, please refer to the official forwarder.

CONSIGNMENT INSTRUCTIONS

SEAFREIGHT:

Consignee on B/L:

KUEHNE & NAGEL LIMITED
16F, No. 1868, Gonghexin Road
Shanghai 200072, China
Tel: +86 21 2602 8524
Fax: +86 21 3387 0206

Notify on B/L:

KUEHNE & NAGEL LIMITED
KN Expo Service
c/o PAPERWORLD CHINA 2017
Exhibitor: *name* Booth No.: *number*

AIRFREIGHT:

Consignee on MAWB:

Sinotrans Air Transportation Development Eastern Co., Ltd.
O/B Kuehne & Nagel Shanghai
No. 301 Hai Tian Yi Road, Pudong, Shanghai, China
Attn: Ms. Zhaoxin Tel: 86 21 68853718

Notify on MAWB:

KUEHNE & NAGEL LIMITED
KN Expo Service
c/o PAPERWORLD CHINA 2017
Exhibitor: *name* Booth No.: *number*

INSURANCE & LIABILITY

Our tariff is computed on the basis of volume or weight and has no correlation with the value of exhibits, it follows that the costs of insurance is not included in our charges. It is the responsibility of each exhibitor to arrange a full transit Insurance Policy covering transport to the exhibition, during the exhibition, and return of exhibits to domicile, including the period the exhibits are handled on-site by us or any subcontractor. Insurance shall include a waiver of subrogation against Kuehne & Nagel Limited and its agents and/or subcontractors.

TERMS OF PAYMENT

All our services are due for immediate payment unless you have engaged the services of our overseas offices or agents, in which case you will be invoiced by them directly. Payments are to be made in cash or by bank remittance to our bank account and must be received by us as follows:

Inward Movement: Upon uplift of goods, prior to delivery to stand

Outward Movement: Upon presentation of invoice, prior to delivery to your premises.

Official Contractor

The official contractor to provide additional services and equipment according to the attached order forms (Form 5 – Form 8).

For details, please refer to:

Appointed Contractor

Pico IES Group (China) Co Ltd
No. 99, Lane 4499, Cao'an Highway, Jiading District,
Shanghai, 201804, PR China
Tel: +86 21 6010 8917
Fax: +86 21 6010 8902
Email: elaine.luo@cn.pico.com
Contact: Ms. Elaine Luo

Additional facilities may be ordered by sending the order forms directly to the appointed official contractor on or **before 11 August 2017**. The fax number is printed on the top of each order form.

Payment details for all additional booth equipment orders are as below:

1. All orders must be accompanied with full payment either of the following methods; otherwise, orders without remittance **WILL NOT** be entertained.

Account No:	409474014301
Account Name:	PICO IES GROUP (CHINA) CO LTD
Bank Name:	STANDARD CHARTERED BANK SHANGHAI BRANCH
Bank Address:	26th Floor Standard Chartered Tower, 201 Century Avenue Pudong, Shanghai 200120
Swift Code:	SCBLCNSXSHA

- **Cash** (accepted during moving in period only)
- **Credit card** (exclude deposit payment, Visa, Master or AE are accepted during moving-in period only)

2. As soon as the exhibitors have faxed the order forms to official contractor, order confirmation or Debit Note will be issued and provided. Once the exhibitors have settled the payments of Debit Notes by the deadline stipulated, the orders are considered as confirmed.

3. Late orders and Cancellation:

30% surcharge will be charged for any late orders received after **11 August 2017**.

50% surcharge will be charged for any late orders received after **25 August 2017**.

The late and on-site order service will be provided on a cash basis only.

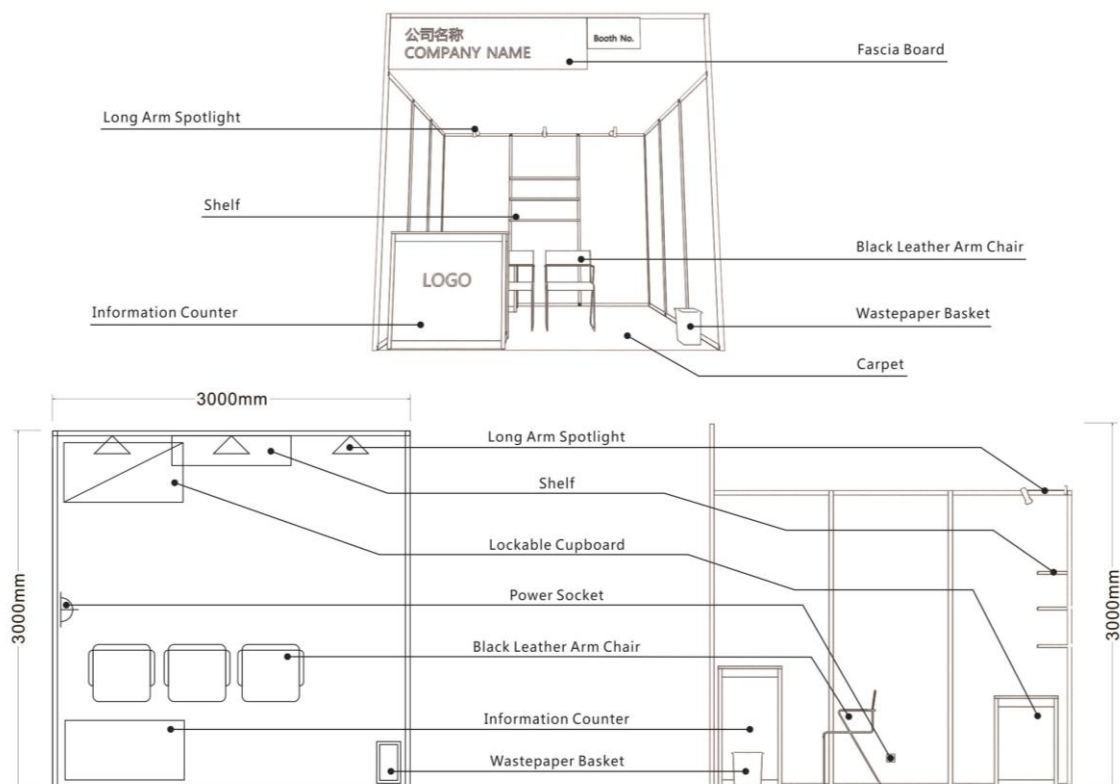
50% cost will be charged for any cancellation of order.

4. Where it is not otherwise stated, the prices quoted are for the duration of the exhibition period only.

Deluxe Package Stand – Design & Furniture Entitlement

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

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



Furniture Entitlement of Deluxe Package Stand:

Item	9sqm	12sqm	15sqm	18sqm	21sqm	24sqm	27sqm	36sqm
Information counter/square table	1	1	1	2	2	2	3	4
Lockable counter	1	1	1	2	2	2	3	4
Leather chair	3	3	4	6	6	7	9	12
Flat shelves or Slope shelf	3	4	5	6	7	8	9	12
Wastebasket	1	1	1	2	2	2	3	4
100W spotlight	3	4	5	6	7	8	9	12
13 Amp power socket (Max 500W)	1	1	1	2	2	2	3	4

**Note: Exhibitors taking Deluxe Package Stand may choose the following items:

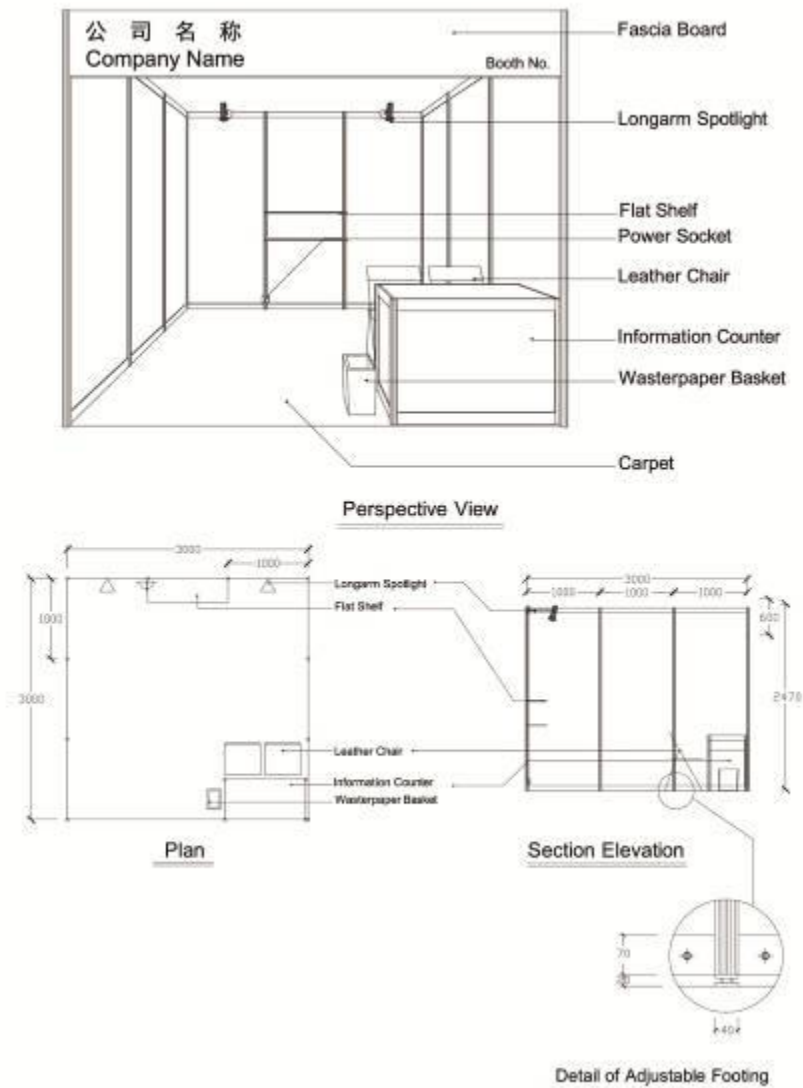
- information counter or square table
- flat shelf or slope shelf.

Please highlight your preference on Form 5 available. If we do not hear any preference from exhibitor, the default option is information counter and flat shelf for Deluxe Package Stand.

Standard Package Stand – Design & Furniture Entitlement

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

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



Furniture Entitlement of Standard Package Stand:

Item	9sqm	12sqm	15sqm	18sqm	21sqm	24sqm	27sqm	36sqm
Information counter/square table	1	1	1	2	2	2	3	4
Leather chair	2	2	3	4	4	5	6	8
Flat or slope shelves	2	2	3	4	4	5	6	8
Wastebasket	1	1	1	2	2	2	3	4
100W spotlight	2	3	3	4	5	5	6	8
13 Amp power socket (Max 500W)	1	1	1	2	2	2	3	4

**Note: Exhibitors taking Standard Package Stand may choose the following items:

- information counter or square table
- flat shelf or slope shelf.

Please highlight your preference on Form 5 available. If we do not hear any preference from exhibitor, the default option is information counter and flat shelf for Standard Package Stand.

Important Notes for Package Booth Exhibitors

Please refer to page 19-20 for the basic equipment & booth design of the standard furnished booth. All package booths shall be designed and built by the Official Contractor.

1. Exhibitors shall observe strictly the hours of the exhibition. No booth shall be left unattended at any time during these hours.
2. No exhibit shall be allowed to be removed from the booth or exhibition venue once the exhibition has been officially opened unless the Organiser has given special permission. And no booth or exhibit shall be dismantled before the official closing time on the last day of the exhibition.
3. All furnished booths are on rental basis. Exhibitors are not allowed to make any alterations to the structure of the booths or remove any parts from the booths. Exhibitors wishing to remove or change the location of any standard equipment (eg spotlights) within the booth should indicate clearly on a diagram of Form 6 on Page 38 and fax it together with clear instructions to the Official Contractor before **11 August 2017**. Notification of booth equipment alteration/removal received after the deadline will not be considered.
4. No additional booth-fitting or display may be attached to the shell booth structure. Exhibitors who wish to upgrade their package booths; the minimum size of booth is 18 sqm. Please submit to notify the Official Contractors and subject to the Official Contractors' approval. Top of the booth should be open and not covered by any structures or decorations. No ceiling is allowed.
5. No free standing booth-fitting or display may exceed a height of 2.5 metres or extend beyond the boundaries of the site allocated. This includes company names, advertising materials and logos provided by the exhibitor.
6. No tape, nail or fixture of any kind is allowed to be affixed on the partitions, floor or ceiling. Exhibitors are liable to any damage caused to their booth fixtures, panel walls or fittings at the fair.
7. An exhibitor occupying a booth at the corner has the choice to open it on the additional side(s) with a fascia including name and booth number. Unless informed by the exhibitor in writing before 11 August 2017, the Organiser will assume that exhibitors occupying corner booths would like to open the additional side(s).
8. Unless requested by the exhibitor, the Organiser shall assume that exhibitors occupying two or more adjoining standard booths will choose to delete the partitioning panels in between. Exhibitors should notify the Organiser in writing before 11 August 2017 if they want to retain the partitioning panels.
9. Package booth exhibitors requiring additional equipment such as telephone, furniture, power and water supply etc should use Forms 7 – 8 for placing the orders. The order forms must be submitted latest by 11 August 2017 to the Official Contractor. Full payment in advance is required to guarantee your order.

Rules and Regulations for Furniture Rental & Electrical Installation

The condition for rental of furniture and electrical installation are:

1. Additional stand facilities

Exhibitors please FAX return the order forms including additional furniture and electrical equipment *on or before* the deadline: **11 August 2017**.

All items ordered are on rental basis and exhibitors will therefore have to be responsible for any damages or losses.

2. Surcharge will incur for

a. Late Order

- Any late order received after 11 August 2017 will be subjected to **30%** surcharge.

b. On-site Order

- Any order received on-site after 25 August 2017 will be subjected to **50%** surcharge.
- Exhibitor will receive an invoice from the official contractor for sales confirmation if orders have been placed. No reply from exhibitor will be assumed to have no additional request.

3. Location plan

- For **package booth exhibitors** who wish to remove or change the location of any standard equipment (eg spotlights) within the booth should indicate clearly on a diagram of Form 6 on Page 38 and fax it together with clear instructions to the Official Contractor before **11 August 2017**.
- All **raw space exhibitors** are requested to submit the location plan indicating the position of power supply, water supply and telephone/fax connection points on the separate drawings.
- If the location plan of any order is not submitted, orderings will be placed according to the standard stand layout plan and additional orderings will be placed at the discretion of the Official Contractor. **Any relocation on-site is subjected to service charge equivalent to 20% of the unit price.**

NOTE: Request of deletion / relocation of standard or additional facilities submitted **before 11 August 2017** are free of charge. Notification of booth equipment alteration/removal received after the deadline will not be considered.

4. No exchange / refund on all items

- All items provided are not interchangeable. You may opt for all or part of the items listed.
- No refund for all cancellation items.

5. Sockets are for exhibits only

- Any power point and sockets are for exhibits only, and no lighting fixture is allowed to be connected by package stand exhibitors from that.

6. No fixtures or nails may be made to the wall panels

- Brackets are suggested for the hanging of signs.
- Velcro or double tape may be used for lighter items only.
- Screwing, drilling or nailing on any of the aluminium frame or wall panel is not permitted. Exhibitors will be liable for any damage to the stand / fixture and penalty will be charged at **full price** of the unit price.

7. Roof beams

- Aluminium beams and post may run from the front to the back of the stand if necessary.

Power supply, water supply and telecommunication facilities for all the exhibitors must be contracted through the Official Contractors, Pico IES Group (China) Co Ltd.

Important Notes for Raw Space Exhibitors

1. All raw space exhibitors should comply with the Rules and Regulations of the venue, fire control authorities as well as any regulations that the Organiser may specify before, or during the Exhibition.
2. Please inform the Organiser the contact details of your stand contractor by completing Form 4A by **11 August 2017**.
3. **Booth plans and design proposals** must be submitted in triplicate (elevation view, side view and 3D view) and reach Messe Frankfurt (Shanghai) Co Ltd for approval on or before **11 August 2017**. Drawings submitted must be fully dimensioned and must include all fittings and materials to be used, moving exhibits, electrical installation plan, weights and point loading of exhibits. Booth design without the Organiser's approval will NOT be permitted in the exhibition. The Organiser reserves the right to request the exhibitors to alter their booth design if their booth construction and / or design causes obstruction to other exhibitors.
4. Exhibitors, upon arrival and before commencing construction work, are required to check if the site is set out as per the floor plan issued by the Organiser, and to report any errors to the Organiser immediately. The Organiser will NOT be liable for any errors that are not reported before construction begins.
5. The following points should be observed when preparing booth design:
 - i. No part of any structure may extend beyond the boundaries of the site allocated. This includes spotlights and exhibitor's name or logo. No stand decoration, stand fittings or exhibit shall exceed the **6m** for one-storey booth and **7.5m** for double-storey booth unless prior approval in writing has been obtained from the Organiser.
 - ii. No suspensions are to be made from the ceiling of the exhibition hall except by the Official Contractor, nor may any fixing be made to the floor, walls or any other parts of the building. Top of the booth should be open and not covered by any structures or decorations. Sealing the top of the booth is prohibited. **Ceiling or roof structure over 50% of total area is required for drawings reviewed and inspected by National Grade A Registered Structural Engineer.**
 - iii. It is the responsibility of raw space exhibitor to order sufficient hanging points with the Official Contractor. Loading capacity for each hanging point is 200kg / point, unit weight for structure is less than one ton. Final numbers of hanging point should be complied with the safety rules on-site. 50% surcharge will be imposed for on-site orders.
 - iv. No partition wall or structure directly facing adjacent booth(s) may contain any company name or company logo. Any construction containing company name or company logo directly facing adjacent booths must have at least 0.5m set back from the adjacent booth(s).
 - v. Exhibitors will be responsible for laying their own floor covering. All carpets and floor coverings can be affixed with double-sided tapes. The use of paint or glue on the floor of the exhibition hall is strictly forbidden. No damage on the floor of the exhibition hall is allowed.
 - vi. All surfaces of booth construction facing to the public view shall be decorated to a finish approved by the Organiser (inclusive of backside panels / parts of booth adjoining other booths or aisles).
 - vii. If the booth is higher than the neighbours, the back of the panel wall must be covered by nice white (or other appropriate color advised by Organiser) finishing, either by paint or a nice cloth; **use of inflammable materials are strictly prohibited**. No logo or decoration is permitted. Assume the finishing does not look satisfactory onsite, the Organiser reserves the right to ask the Official Contractor to cover this up, and charge back the exhibitor for any additional cost incurred.
 - viii. Exhibitors must provide approved protection between carpet and any raised platform. The anti-flaming level of construction materials in booth should meet the standard of grade B1 or above. Part of the flammable materials could not be used unless being qualified as standard of grade B1 after being fireproofed. Exhibitors should also conform to the rules and regulations of the Exhibition Venue and those from any public authority or Department of the Chinese Government.

Important Notes for Raw Space Exhibitors

- ix. The transportation, assembly, dismantle and removal of stands of raw space exhibitors are the responsibility of the exhibitor. All such work must be carried out according to arrangements and within the time limits specified by the Organiser.
 - x. Exhibitors are responsible for insurance, which indemnifies the Organiser from all claims caused by on-site operatives working directly or indirectly for the exhibitors.
 - xi. The exhibitor must clear construction waste and surplus materials of raw space stand from the exhibition site.
6. No multi-plugs or adapters are permitted.
 7. Fire & Safety Regulations
 - i. The anti-flaming level of construction materials in booth should meet the standard of grade B1 or above. Part of the flammable materials could not be used unless being qualified as standard of grade B1 after being fireproofed.
 - ii. The anti-flaming level of all the carpet in halls should meet the standard of grade B1 or above.
 - iii. Smoking is prohibited in the exhibition hall
 - iv. No fire is allowed in the exhibition hall
 - v. Any flammable and explosive material being brought into the exhibition hall should be applied to and approved by the Fire Protection Department beforehand.
 - vi. Sealing the top of the booth is **Prohibited**.
 8. Raw space exhibitors **MUST** order the individual power point (minimum 15 Amp / 380V) from the Official Contractor, and all the exhibitors should ask their booth contractor to make the connection between their machine and power point by themselves. All raw space exhibitors are requested to submit the location plan indicating the position of power supply, water supply and telephone / fax connection points on separate drawings to the Official Contractor.
 9. Before move-in, raw space exhibitors have to settle the management fee of **RMB25 /sqm** and **RMB3,000** stand construction cash deposit to the official contractor. The deposit will be returned upon full dismantling of booth structure and no damage to hall facility during move-out. Raw space exhibitor's own contractor has to go through the Real-name Authentication Procedures at SNIEC at least 15 days before move-in period. Working passes will be issued **only when** these payments are collected at the show venue and the Real-name Authentication (www.sniec.net) is made. SNIEC will charge **RMB50.00** for each working pass. The Organiser will update raw space exhibitors on the latest arrangement in a timely manner.
 10. The exhibition venue, fire control authorities and the Organiser may announce new rules when necessary.

Important Notes for Raw Space Exhibitors with over 4.5m height Booth

In order to ensure safety and guarantee a successful exhibition, the hall management, Shanghai New International Expo Centre ("SNIEC" thereafter), has implemented a new set of rules for booth design approval and construction process for booth with 4.5m height or above, two-storey, multiple-storey and outdoor booth.

1. All booths with 4.5m height or above, Ceiling or roof structure over 50% of total area, two-storey, multiple-storey and outdoor stand designs should be inspected and approved by National Grade A Registered Structural Engineer. An exhibition company called HAH Consulting & Exhibition Co Ltd. Shanghai ("HAH" thereafter) has been appointed by SNIEC for the review.
2. Drawings in specific format will be required to submit to SNIEC / HAH by **18 August 2017** (i.e. 1 month before move-in). Or else 30% late surcharge will be incurred.
3. The inspection fee of one-storey booth will be RMB25 per sqm. It of two-storey booth will be based on the total size of ground floor and 2nd floor (RMB50 per sqm). The fee is to be paid directly to HAH together with the drawings for inspection.
4. If exhibitors employ other National Grade A Registered Structural Engineer for inspection, the design need still to get the final approval of HAH. The fee of one-storey booth is RMB18 per sqm, and it of two-storey booth is RMB 25 per sqm.
5. If the design of two-storey booth is fail to be approved, it needs to be submitted to HAH for re-inspection. Re-inspection fee is set at rate of RMB25 per sqm
6. The Organiser, SNIEC and HAH reserve the right to reject the construction of any non-approved design.
7. Exhibitors who have indication to build booths with 4.5m height or above, Ceiling or roof structure over 50% of total area two-storey booth must notify the Organiser by returning Form 4B (on page 36) with the contact details of the appointed booth contractor by **18 August 2017**. The Organiser will forward a detailed set of rules and regulations & drawing specification to exhibitors & their contractor for perusal.
8. If there is no information submitted from exhibitors by **18 August 2017**, the Organiser will assume there will be NO double storey to be built at booth.

Regulations on Booth Construction & Design Drawing Review

The design of booths with 4.5m or above, Ceiling or roof structure over 50% of total area, double-storey, multi-storey booths and outdoor booths must be reviewed and approved by National Grade A Registered structural Engineer. The Organiser, SNIEC and HAH reserve the right to reject the construction of any non-approved design.

For exhibitors employing HAH for inspection, please submit the following documents (4 sets):

Inspection fee: one-storey booth – RMB25 / sqm

two-storey booth - RMB50 / sqm x (total booth size of ground floor + 2nd floor)

- a. Booth perspective drawing (front-view and side-view),
- b. Booth floor plan,
- c. Ground floor plan (two-storey booth),
- d. 2nd floor plan (two-storey booth),
- e. Cutaway view,
- f. Elevation,
- g. Section (Side elevation),
- h. Detailed booth material checklist,
- i. Structural drawing,

Note All drawings submitted to the assigned drawing inspector for review shall be dimensioned in Arabic numbers. *DO NOT only specify by grid, in which case, the drawings may be returned without approval.* The builder shall be responsible for any delay thus caused. All drawings must be specified in detailed dimensions (m).

Please T/T the inspection charge to the following bank account, and fax the T/T voucher to HAH (the inspection fee is based on the total booth size including both ground floor and 2nd floor)

Account Name: HAH Consulting & Exhibition Co., Ltd. Shanghai

Bank Name: Huaihai Office, Shanghai Branch, China Merchants Bank

Account No.: 212081817110001

HAH will start inspection upon receipt of both T/T voucher and drawings.

Declaration by the Project Manager, Foreman or Site Manager responsible for implement of the special stand design

I, the responsible Project Manager Site Manager (tick as application)

Name:

Address:

Tel:






Hereby declare that the above exhibition stand complies with the statutory regulation and the terms of participation.

For exhibitors employing other National Grade A Registered Structural Engineer, please submit the following documents (4 sets) and Inspection fee: one-storey booth – RMB18 / sqm; two-storey booth - RMB25 / sqm x (total booth size of ground floor + 2nd floor):

- a. Booth perspective drawing (front-view and side view),
- b. Booth floor plan,
- c. Ground floor plan (two-storey booth),
- d. 2nd floor plan (two-storey booth),
- e. Cutaway view,
- f. Elevation, Section (Side elevation),
- g. Detailed booth material checklist,
- h. Structural drawing,
- i. Static test report or static load calculation stamped by National Grade A registered National Structural Engineer, in quadruplicate
- j. Structural calculation drawing stamped by National Grade A registered Structural Engineer
- k. Certification of National Grade A National Registered Structural Engineer

Sponsorship & Advertising Opportunities


A) Sponsorship options

	Product/Service	Description	Unit price(RMB)
	A01 Visitor admission badge	<p>Be an exclusive sponsor for the advertisement in badge holder to achieve a high level of exposure to all the attendees, VIPs and media.</p> <ul style="list-style-type: none"> Sponsor's advertisement print on a separate card which is inserted in the badge holder Design must be approved by the organiser in advance Sponsorship includes the production fee Exclusive sponsorship 	35,000
	A02 Visitor lanyard	<p>Be an exclusive sponsor for the visitor lanyards to achieve a high level of exposure to all the attendees, VIPs and media.</p> <ul style="list-style-type: none"> Sponsor's logo and the show logo will appear on one side of the lanyard Design must be approved by the organiser in advance Sponsorship includes the production fee Exclusive sponsorship 	35,000
	A03 Show bag	<ul style="list-style-type: none"> Sponsor's logo and / or advertisement will appear on one side of the show bag. The show's logo and / or advertisement will be on the other side Show bag design must be approved by the organiser in advance Multiple sponsorship Application deadline: 1 July 2017 <p>Price:</p> <p>(a) Paper bag 400mm (H) x 285mm (W) x 80mm (D) (b) Non-woven fabric bag 375mm (L) x 325mm (W) x 65mm (D) (c) Paper bag or non-woven fabric bag produced by sponsor. Please contact us for details.</p>	(a): RMB 30,000 (b): RMB 50,000 (c): RMB 10,000
	A04 Bottled water	<p>Provide bottled water onsite to exhibitors and visitors.</p> <ul style="list-style-type: none"> Sponsor's company name and logo printed on the hanging card of water The design must be approved by the organiser in advance Bottled water must meet the standards of hygiene and safety Sponsorship includes the production fee 	(a) Two sponsors, RMB 22,000 for each (b) Exclusive sponsorship, RMB 40,000
	A05 Souvenir	<p>Souvenirs will be distributed to visitors at the registration counters.</p> <ul style="list-style-type: none"> Sponsor's company logo will be printed on the souvenir and will be distributed to pre-registered visitors onsite A list of visitors who accepted souvenirs will be sent to the sponsor Sponsorship includes the production fee Two sponsorships are available 	30,000

B) Advertising in Official Fair Catalogue

Product/Service	Description	Unit price(RMB)
B01 Digital fair catalogue	Do not miss the chance to maximise your exposure!	500

C) Onsite Advertising Options

Product/Service	Item location	Specifications	Unit price (RMB)
	C01 Hanging banner in the air (Designated location in Exhibition hall)	3.5m (H) x 4m (W)	8,500 (single-sided) / piece 10,000 (2-sided) / piece

	C02(a) Floor graphics / Logo signage (Designated location)	20cm (H) x 20cm (W) (logo only)	1,500 (logo only)
		20cm (H) x 20cm (W) (logo only)	2,500 (full size)
	C02(b) Logo on floor plan ground sticker (Designated location)	2m (H) x 3m (W)	5,000 / piece
	C03 Showcase (Designated location)	2m (H) x 0.535m (D) x 1.03m (W)	5,200 / set
	C04 Corridor ad hanged from the ceiling (Corridor between E6 to E7)	0.7m (H) x 5m (W)	1,800 (double-sided) / piece
	C05 Advertisement board inside registration hall (Designated location)	2.4m (H) x 3m (W)	8,000
	C06 Movable ad outdoor board (Large) (2# , 3# square)	5m (H) x 8m (W)	15,000 / piece
	C07 Movable ad outdoor board (Small) (2# , 3# square)	5m (H) x 4m (W)	7,000 / piece

Note:

Prices include release and production. Advertisers need to supply the appropriate production file by 12 August 2017.

Please check with the organisers for the available location.

The above pictures are provided by SNIEC and are for reference only. The real object should be considered as final.

D) Digital exposure

www.paperworldchina.com	Banner location	Dimension	Price (RMB)
Exhibitors and products page (5 rotations)	1. Hockeystick	728x90+160x600 px	14,000
	2. Fullsize	468x60 px	8,400
	3. Button	175x69 px	4,060
	4. Skyscraper	160x600 px	7,000

Protection for the IPR on the Fair

Notice of the Protection for Intellectual Property Rights (IPRs) on the Fair

1. Exhibitors and the Organiser shall attend and organise the fair by strictly following relevant rules and regulations of the People's Republic of China on the protection of IPRs.
2. Exhibitors shall respect and protect patent rights by promising that all the exhibits, including the packing, will not infringe upon patent rights owned prior by the others through conclusion of the exhibition contract with the organiser.
3. For exhibits, packaging, promotional materials or other parts of the stand for display that own IPRs, the exhibitor shall make the related evidence of ownership readily available for the examination if necessary.
4. During the exhibition, an on-site complaint office (hereinafter referred to as "the Office") will be set up to settle the disputes concerning IPRs, where intellectual property professionals will be invited to participate and work with the office. The office is responsible for consultation in the area of intellectual property laws and handling complaints concerning the infringement of IPRs.
5. Exhibitors who tend to negotiate with the infringing party directly and thus cause a disorder in the exhibition shall be considered as a disobeyer of provisions, and the organiser is empowered to force them to leave the fair.
6. Please refer to "*the On-site Management and Complaint Procedures for IPRs*" for the settlement provisions of IPRs during the exhibition.

On-site Management and Complaint Procedures for IPRs

1. The Office is responsible for handling complaints concerning the infringement of IPRs in the venue.
2. Photographic accessories, camera, recording devices are prohibited from being taken into the venue (except for interviews if the permission of the organiser is granted).
3. Strict security measures will be applied in the venue to prohibit from taking photos and filming without authorisation.
4. Complaint procedures
 - 4.1 Exhibitor with valid certificate materials of the fair may file a complaint to the Office in case that any infringements have been witnessed and detected in the exhibits, promotional materials or in any parts of the stand for display.
 - 4.2 Once a complaint is lodged by the appellant, the following valid evidence of ownership shall be demonstrated to the staff at the Office:
 - 4.2.1 The legal and valid evidence of ownership:

For patents, the letter of patent, the patent announcement text, the identity of patentee and the legal status of patent should be submitted;

For trademarks, evidence as to the registration of trademark (signed or sealed by the appellant for recognition purpose) and the identity of the owner of trademark should be provided;

For copyright, the evidence of copyright and the identity of the owner of copyright should be provided;
 - 4.2.2 Essential information concerning the involved infringer;
 - 4.2.3 Reasons and evidence concerning the involved infringement;
 - 4.2.4 In the case that the complaint is lodged by an authorised agent, a letter of authorisation should be provided.
 - 4.3 The appellant shall fill in the *Letter of Complaint* as required upon the verification of the above documents by the staff of the Office. The Office shall nominate staff to deal with the case upon reception of the *Letter of Complaint*. The defendant shall cooperate with the Office by nominating the representative whose name is included in the formal attendance sheet of the fair to assist in dealing with the case.
5. In the case that the defendant fails to effectively prove his non-infringement within the specified period, the accused exhibits shall be temporarily detained by the Office as evidence.
6. The appellant commits not to take any further legal actions against the defendant in the venue upon the receipt of the settlement results until the fair concludes to ensure the order of the fair.



Order Forms

Please complete and return these order forms before deadlines

Messe Frankfurt (Shanghai) Co Ltd

Tel: +86 21 6160 8534
Tel: +86 21 6160 8469
Fax: +86 21 6168 0788
Email: alfred.ren@china.messefrankfurt.com
katrina.zhang@china.messefrankfurt.com
Contact: Mr. Alfred Ren / Ms. Katrina Zhang

This form must be returned by
11 August 2017
Email:
alfred.ren@china.messefrankfurt.com

VERY IMPORTANT :

Company information should be filled in word file and sent via email to us!

With your catalogue entry your company name will appear in country- alphabetic-, and product group listings. If available, please provide us also with your company name in both English and Chinese. We will only translate your product group descriptions and product groups into Chinese.

To enable easy access of exhibitor list, companies will be listed in alphabetical order according to the first letter of Company Name.

_____ Country under which your company should appear in the catalogue.

ENGLISH VERSION:

Company Name: _____

Address: _____

Postal Code _____ Country: _____

Tel: _____ / _____ / _____ Fax: _____ / _____ / _____

Country Code Area Code Number Country Code Area Code Number

E-mail: _____ Website: _____

CHINESE VERSION (if applicable):

Company Name: _____

Address: _____

Company Name: _____ **Booth No:** _____

Contact Person: _____ **Job Title:** _____

Tel: _____ **Fax:** _____ **Email:** _____

Authorised Signature: _____ **Date:** _____

Messe Frankfurt (Shanghai) Co Ltd

Tel: +86 21 6160 8534
Tel: +86 21 6160 8469
Fax: +86 21 6168 0788
Email: alfred.ren@china.messefrankfurt.com
katrina.zhang@china.messefrankfurt.com
Contact: Mr. Alfred Ren / Ms. Katrina Zhang

This form must be returned by
11 August 2017
Email:
alfred.ren@china.messefrankfurt.com

Brief description of products in English (Max 200 letters) and in Chinese if available (Max 50 words).

Agent/Representative (if desired):

Company Name: _____

Address: _____

_____ **Country:** _____

Tel: _____ / _____ / _____ **Fax:** _____ / _____ / _____
Country Code Area Code Number Country Code Area Code Number

E-mail: _____ **Website:** _____

PLEASE NOTE: In case we do not receive this form by 11 August 2017, your company will be listed according to the information on your application form.

Please tick your product-group:

- 1. Office supplies**
- 2. Printer, computer and IT accessories**
- 3. Writing instruments**
- 4. Paper and printing products**
- 5. Gift articles**
- 6. School supplies**
- 7. Artist supplies**
- 8. Hobby and crafts**
- 9. Licensed products and custom-made merchandise**
- 10. Party and festive articles**
- 11. Others, please specify:** _____

Company Name: _____ **Booth No:** _____

Contact Person: _____ **Job Title:** _____

Tel: _____ **Fax:** _____ **Email:** _____

Authorised Signature: _____ **Date:** _____

Messe Frankfurt (Shanghai) Co Ltd

Tel: +86 21 6160 8534
Tel: +86 21 6160 8469
Fax: +86 21 6168 0788
Email: alfred.ren@china.messefrankfurt.com
katrina.zhang@china.messefrankfurt.com
Contact: Mr. Alfred Ren / Ms. Katrina Zhang

This form must be returned by
11 August 2017
Fax: +86 21 61680788

Exhibitor Badges will be provided to exhibitors at the exhibitor registration counter at entrance of the exhibition hall during move-in period.

For security reasons, please provide below details of all personnel from your company & co-exhibiting companies and official agents / representatives who will be on site during the exhibition.

Exhibitor badge entitlement is as follows:

9 to 18 sqm – 3 badges	36 to 72 sqm – 12 badges
19 to 35 sqm – 6 badges	72 sqm and above – Maximum 18 badges

Please note that we will issue badges to your associated companies only if you have registered them with us.

Company Name	Name of Personnel	Job Title

Please copy this form in case you need more badges.

Company Name: _____ **Booth No:** _____
Contact Person: _____ **Job Title:** _____
Tel: _____ **Fax:** _____ **Email:** _____
Authorised Signature: _____ **Date:** _____

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katrina.zhang@china.messefrankfurt.com
Contact: Mr. Alfred Ren / Ms. Katrina Zhang

This form must be returned by
11 August 2017
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To ensure the IPRs of exhibits of your company are under protection, please make sure you have signed the *Letter of Commitment to the Protection of Intellectual Property Rights* prior to the commencement of the fair. For those who have **NOT** signed the Letter of Commitment to the Protection of Intellectual Property Rights prior to the commencement of the fair, the organiser is empowered not to accept the case.

Letter of Commitment to the Protection of Intellectual Property Rights

In accordance with the contract, the company has hereby committed itself to participating in "Paperworld China 2017" between 21 September and 23 September of 2017. The company (including its staff, employees and any other related third person of the company) and the exhibits of the company will abide by the provisions stipulated by the fair.

The company is willing to make the commitment that the company is the only legal owner of the exhibits which it will display on the exhibition as well as their appearance, design, packaging and trademark, and that the company and the exhibits have neither been involved in any infringements prior to the commencement of the fair, nor been accused of any infringements by any other third person, nor been subject to any enforced restrictions by relevant laws.

The company has also promised to comply strictly with the exhibition provisions, laws and regulations of People's Republic of China and international treaties; not to infringe on the legal rights of other participants and their exhibits; not to copy, use, produce, abstract or modify the trademark, appearance, design, packaging, invention and innovation of other exhibitors and their exhibits; and not to take any illegal actions against other companies to prohibit them from exercising their legal rights to protect the intellectual property rights of their own products and ownership.

Staff, employees and any other related third person of the company shall be bound by the above commitments of the company.

In the case that the company violates against the above commitments, the company shall be obliged to bear the legal consequences and liabilities incurred, which are deemed independent of the organiser of the fair.

Once the commitment is made, it shall have the legal binding force immediately.

Company Name: _____ **Booth No:** _____
Contact Person: _____ **Job Title:** _____
Tel: _____ **Fax:** _____ **Email:** _____
Authorised Signature: _____ **Date:** _____

Messe Frankfurt (Shanghai) Co Ltd

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katrina.zhang@china.messefrankfurt.com
Contact: Mr. Alfred Ren / Ms. Katrina Zhang

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Before move-in, raw space exhibitors have to settle the management fee of **RMB25 /sqm** and **RMB3,000** stand construction cash deposit to the official contractor. The deposit will be returned upon full dismantling of booth structure and no damage to hall facility during move-out. Raw space exhibitor's own contractor has to go through the Real-name Authentication Procedures at SNIEC at least 15 days before move-in period. Working passes will be issued **only when** these payments are collected at the show venue and the Real-name Authentication (www.sniec.net) is made. SNIEC will charge **RMB50.00** for each working pass. The Organiser will update raw space exhibitors on the latest arrangement in a timely manner.

Raw space exhibitors will be responsible to appoint their own contractors for stand design and construction. Please observe all rules and regulations for raw space construction of this manual.

Please inform the Organiser regarding the contact details of your stand constructor and **submit the layout of your booth design with detailed furniture allocation by fax or email to katrina.zhang@china.messefrankfurt.com on or before 11 August 2017 for approval.** Booths with 4.5m height or above, Ceiling or roof structure over 50% of total area, double-storey booth have to submit Form 4B to HAH for approval on or before 18 August 2017. Booth design without the Organiser's approval will not be permitted in the exhibition. The Organiser reserves the right to request the exhibitors to alter their booth design if their booth construction and / or design affect other exhibitors.

****Please bring the layout of your booth design with detailed furniture allocation to the venue during the move-in period. Installation work is forbidden for exhibitors without layout.**

Details of the appointed contractor:

Contractor Co Name: _____

Address: _____

Telephone: _____ **Fax:** _____

Mobile: _____ **Email:** _____

Contact Person: _____

In view of the new set of rules and regulations set by SNIEC on booth with double-storey, please indicate if there is any intention to build booth with double deck:

- Yes, we plan to build booth with double-storey
- No, we don't have such plan

Please order your power supply, water supply and hanging points (if necessary) with the Official Contractor according to your needs because this is not included in the participation fee. Please fill in Order Form 8 to order the above services.

Company Name: _____ **Booth No:** _____

Contact Person: _____ **Job Title:** _____

Tel: _____ **Fax:** _____ **Email:** _____

Authorised Signature: _____ **Date:** _____

Deadline: 18 August 2017

-Submit in duplicate-

Please return form to: HAH Consulting & Exhibition Co.,Ltd. E2-2E1, 2345 Longyang Road, Pudong New Area, Shanghai, 201304, P.R.China Tel.: +86 21 28906633*809 Fax: +86 21 28906000 Contact Person: Ms. Kim Gu Email: hah@hahchina.com	Company:
	Address:
	Booth type:
	Tel:
	Fax:
	Email:
	Authorised by:
	Signature:
	Date:
	Exhibition Name:
Hall / Booth No.:	

According to the listed conditions enclosed in the form, we hereby apply for building the following facility during the exhibition (brief description on construction materials).

Total Booth Area:	Primary Material:	Material Model:
<i>Double-storey booth:</i>		
2 nd Floor Area:	Primary Material:	Material Model:
Ground Floor Area:	Primary Material:	Material Model:

Other Material Details:

Applicable Area:						
Name/Model:						
Applicable Area:						
Name/Model:						

Accessible 2nd floor area: __SQM Estimated maximum load capacity of 2nd floor: _____ persons

Booth Builder:

Company:					
Address:					
Tel:		Fax:			
Contact:					
Name of Grade A Registered National Structural Engineer:		No.:			
Tel:		Mailing Add.:			
Remark:	If the exhibitor/builder submits the drawings to re-inspection, please clearly fill in the field of "Name of Grade A National Registered Structural Engineer".				

For more detail information, please refer to Page 23-25 Important Notes for Raw Space Exhibitors with over 4.5m height booth.

Pico IES Group (China) Co., Ltd

Tel: +86 21 6010 8917

Fax: +86 21 6010 8902

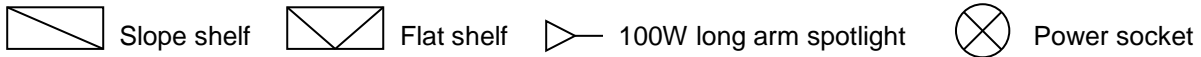
Email: elaine.luo@cn.pico.com

Contact: Ms. Elaine Luo

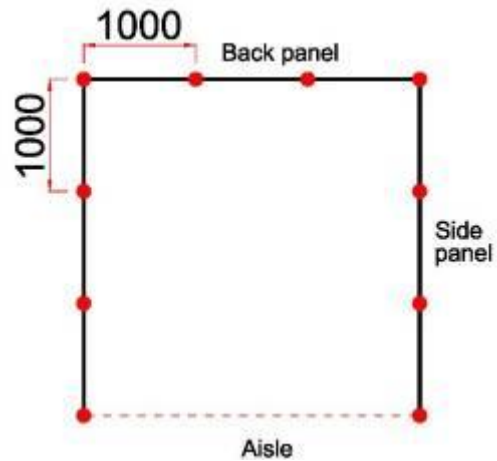
This form must be returned by
11 August 2017
Fax: +86 21 6010 8902

Please indicate **the position of spotlights and shelves (with height) on the plan below including both the standard provision and any extra items you have ordered.** If the location of any service is not submitted, services will be placed at the discretion of the Official Contractor. Information counter will be provided if no request received before 11 August 2017. **Late change after 25 August 2017 and on-site change will be charged extra RMB100.00 / each for spotlights and RMB50.00 / each for slope / flat shelves.**

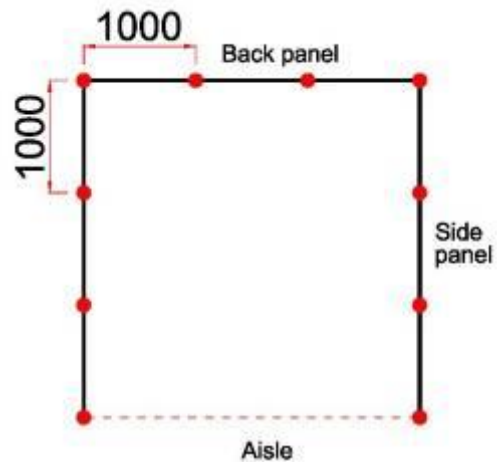
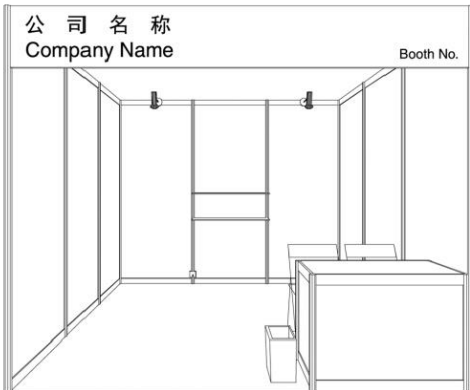
Detail furniture entitlement, please contact the official contractor.



Deluxe Package Stands:



Standard Package Stands:



Company Name: _____ Booth No: _____

Contact Person: _____ Job Title: _____

Tel: _____ Fax: _____ Email: _____

Authorised Signature: _____ Date: _____

Pico IES Group (China) Co., Ltd
Tel: +86 21 6010 8917
Fax: +86 21 6010 8902
Email: elaine.luo@cn.pico.com
Contact: Ms. Elaine Luo

This form must be returned by
11 August 2017
Fax: +86 21 6010 8902

Booth Equipment

No	Description	Specifications	Unit Price (RMB)	Quantity	Amount (RMB)
CC-05	Black leather arm chair	560W x 550D x 820Hmm	120.00		
CC-07	Office chair (black)	500W x 560D x 870-970Hmm	200.00		
CC-09	Meeting chair (white)	420mmL*500mmW*930mmH	240.00		
CC-11a	Meeting chair (red)	480mmL*550mmW*800H	240.00		
EC-08	Folding chair	450mmL*400mmW*455mmH	40.00		
EC-09	Aluminum chair	460mmL*550mmW*800mmH	120.00		
EC-11	Conference chair	580mmL*600mmW*900mmH	220.00		
EC-12a	Bar stool (black)	370mmW*850mmH	220.00		
EC-12b	Bar stool (white)	370mmW*850mmH	220.00		
EC-12c	Bar stool (red)	370mmW*850mmH	220.00		
EC-15	Executive chair	600mmL*560mmW*900mm~1000mmH	220.00		
AU-02	Sofa	800mmL*730mmW*790mmH	550.00		
AU-07a	Sofa (black)	600mmL*570mmW*730mmH	380.00		
AU-07b	Sofa (red)	600mmL*570mmW*730mmH	380.00		
ET-03	Long glass coffee table	1100mmL*550mmW*450mmH	180.00		
ET-04	Glass coffee table	550mmL*550mmW*450mmH	120.00		
ET-05	Glass coffee table	800mmW*750mmH	180.00		
ET-06	Round table	800mmW*750mmH	120.00		
ET-10	Bar table	600mmW*1100mmH	230.00		
ET-19	Meeting table	1400mmL*700mmW*750mmH	220.00		
PF-01	Info counter	1030mmL*535mmW*750mmH	120.00		
PF-02	Low glass showcase	1030mmL*535mmW*1000mmH	350.00		
PF-03	Lockable cupboard	1030mmL*535mmW*750mmH	150.00		
PF-04	Tall glass showcase	1030mmL*535mmW*2000mmH	500.00		
PF-05	Wash basin	1030mmL*535mmW*1000mmH	350.00		
PF-07	Tall display cube	535mmL*535mmW*750mmH	90.00		
PF-08	Low display cube	535mmL*535mmW*500mmH	70.00		
PF-12	Square table	650mmL*650mmW*750mmH	120.00		
PF-13	TV stand	740mmL*535mmW*1000mmH	150.00		
FS-01	Flat shelf	1000mmL*300mmW	60.00		
SS-01	Slope shelf	1000mmL*300mmW	60.00		
ED-01	Lockable door	950mmL*1910mmH	250.00		
ED-02	Folding door	950mmL*2000mmH	150.00		
CH-01	A4 catalogue holder (acrylic)	235mmL*55mmW*280mmH	160.00		
CH-02	Catalogue holder (metal)	970mmL*50mmW*280mmH	70.00		
CH-03	Magazine holder	380mmW*1500mmH	180.00		
ES-06	Easel	1500mmH	90.00		

(to be continued)

Pico IES Group (China) Co., Ltd

Tel: +86 21 6010 8917
Fax: +86 21 6010 8902
Email: elaine.luo@cn.pico.com
Contact: Ms. Elaine Luo

This form must be returned by
11 August 2017
Fax: +86 21 6010 8902

Booth Equipment

No	Description	Specifications	Unit Price (RMB)	Quantity	Amount (RMB)
ES-07	Coat hanger	320mmW*1700mmH	120.00		
ES-08	Wheeled coat hanger	1200mmL*500mmW*1600mmH	180.00		
ES-09	R8 coat hanger		50.00		
ES-11	Belt barricade		85.00		
ES-12	Long table	1800mmL*600mmW*750mmH	480.00		
EW-01	Wastepaper basket		10.00		
EE-02	90L refrigerator	550mmL*550mmW*860mmH	500.00		
EE-03	140L refrigerator	550mmL*550mmW*1350mmH	700.00		
EE-04	Water dispenser	300mmL*300mmW*960H	350.00		
EE-05	Distilled coffee maker	140mmL*280mmW*280mmH	180.00		
EE-06	Coffee machine(including paper cups)	300mmL*400mmW*400mmH	2,400.00		
	Wire mesh(including 10 hooks))	900L x 1200Hmm	120.00		
	Pad board(including 10 hooks)	950mmL*1400mmH	180.00		
	Relocation of panel	1mL x 2.5mH	200.00		
	hook		5.00		
总计:					

Note:

1. All prices include supply and set-up.
2. Additional order received after the deadline **11 August 2017** is subjected to a 30% surcharge, and for on-site (two weeks before the move-in date of the show) order, a 50% surcharge will be applied.
3. Cancellation of orders will only be accepted in writing before **25 August 2017**. Cancellation of orders will NOT be accepted on-site. All cancelled orders will be subjected to a 50% cancellation charge.
4. All items are on rental basis only.
5. The Official Contractor will convert request for USD payment and reserve the right to adjust the USD price.

Company Name: _____ **Booth No:** _____

Contact Person: _____ **Job Title:** _____

Tel: _____ **Fax:** _____ **Email:** _____

Authorised Signature: _____ **Date:** _____

Pico IES Group (China) Co., Ltd
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LIGHTING

Code	Description	Unit Price (RMB)	Quantity	Amount (RMB)
SL-001	40W Fluorescent Tube	120.00		
SL-004	100W Spotlight	120.00		
SL-006	100W Long Arm Spotlight	150.00		
SL-020	50W Halogen longarm spotlight 50W	280.00		
SL-021	300W Floodlight 300W	250.00		
SL-023	150W Floodlight 150W	320.00		
SL-024	150W HQI floodlight	400.00		
	13A / 220V single phase (max. 500W, only for shell scheme)	150.00		
Total:				

POWER POINTS (including consumption fee & DB box)

Description	Unit Price (RMB)	Quantity	Amount (RMB)
15A / 380 V, Three phase (for light)	1,280.00		
30A / 380 V, Three phase (for light)	1,800.00		
60A / 380 V, Three phase (for light)	3,000.00		
Total:			

Note:

1. Additional order received after the deadline **11 August 2017** is subjected to a 30% surcharge and for on-site (two weeks before the move-in date of the show) order, a 50% surcharge will be applied.
2. Cancellation of orders will only be accepted in writing before **25 August 2017**. Cancellation of orders will NOT be accepted on-site. All cancelled orders will be subjected to a 50% cancellation charge.
3. All items are on rental basis only.
4. For raw space, please sketch power points, water supply and telephone/fax connection points on a separate drawing. Notification equipment location alteration/removal received after the deadline will not be considered.
5. Raw Space Exhibitors should order the individual power point (minimum 15AMP / 380V), and all the exhibitors should make the connection between their line and power point by themselves.
6. The Official Contractor will convert request for USD payment and reserve the right to adjust the USD price.

Company Name: _____ **Booth No:** _____

Contact Person: _____ **Job Title:** _____

Tel: _____ **Fax:** _____ **Email:** _____

Authorised Signature: _____ **Date:** _____

Pico IES Group (China) Co., Ltd

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 Email: elaine.luo@cn.pico.com
 Contact: Ms. Elaine Luo

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11 August 2017
 Fax: +86 21 6010 8902

COMMUNICATION FACILITIES, INTERNET ACCESS

Description	Unit Price (RMB)	Quantity	Amount (RMB)
Local telephone line (direct)	900.00		
DDD line (excl. deposit RMB1000.00, refundable)	2200.00		
IDD line (excl. deposit RMB4000.00, refundable)	7200.00		
Fax machine (excl. line)	850.00		
10M Fiber-based broadband, 1 Public static IP address	6000.00		

AUDIO VISUAL EQUIPMENT

Description	Unit Price (RMB)	Quantity	Amount (RMB)
17" LCD monitor	1200.00		
22" LCD monitor	1600.00		
DVD player	300.00		
42" plasma	2000.00		
50" plasma	3600.00		

HANGING POINTS

Description	Unit Price (RMB)	Quantity	Amount (RMB)
Hanging point fee for construction on each point, include the genie lift, excluding all the accessories (max. loading 200kg per point)	2380.00		

Water Supply

Description	Unit Price (RMB)	Quantity	Amount (RMB)
Water supply to booth with 10m pipe up & down. #15mm, P. 4kg/cm ²	3000.00		
Water supply to machine with 10m pipe up & down. Ø 20mm, P. 4kg/cm ²	3900.00		

Remarks:

- 1) The above prices exclude electrical consumption fee and all connection to equipment and machines.
- 2) The prices quoted above are subjected to the final price list from the hall owner.
- 3) Payment must be made upon presentation of order confirmation / invoice from official contractor. All payment for site orders must be received directly by official contractor from exhibitors in cash basis in RMB or credit card.
- 4) Additional order received after the deadline 11 August 2017 is subject to 30% surcharge; after 25 August 2017 is subject to 50% surcharge for late orders; and 50% cost is required for any cancellation of orders.

Company Name: _____ **Booth No:** _____

Contact Person: _____ **Job Title:** _____

Tel: _____ **Fax:** _____ **Email:** _____

Authorised Signature: _____ **Date:** _____

Shanghai Vision Expo & Meeting Solutions Co., Ltd

Tel: +86 21 5481 6051 ext. 802
Fax: +86 21 5481 6032
Email: lucien.chen@shanghai-vision.com
Contact: Mr. Lucien Chen

This form must be returned by
21 August 2017
Fax: +86 21 5481 6032

Please supply information as listed below for Exhibitors who need an invitation letter to support their application for a visa. Accurate information is essential. Full details must be clearly typed.

Invitation Letter Administration Fee: US\$ 25.00 per person		
Company Name: _____		
Address: _____		
Telephone: _____	Fax: _____	
Surname: _____	First Name: _____	
Sex: _____	Nationality: _____	Place & Date of Birth: _____
Passport No: _____	Occupation: _____	
Date of Arrival: _____	Date of Departure: _____	
Country/ City of Embassy where you would like to apply visa: _____		

Payment Method (By Credit Card): Visa Master

Credit Card No.: _____ Expiry Date: _____ (MM/YY)

Security Code: _____ (Printed on the signature side of the credit card, the last 3 digits after the credit card number)

Name of Card Holder: _____ Amount: US\$ _____

Cardholder's Signature: _____ Date: _____

Procedures:

1. Please make photocopies of this Form if more than one applicant requires visa invitation letter.
2. Please fill in the application form in capital letters or type and return it to Shanghai Vision Expo & Meeting Solutions Co., Ltd as soon as possible, and they will proceed your visa invitation letter immediately.
3. Once approved, Shanghai Vision will send you an invitation letter by fax or mail. Shanghai Vision will debit your credit card accordingly.
4. Please take this invitation letter together with your passport to your embassy or consulate to apply visa.
5. Your embassy or consulate may have an additional charge for their paperwork.

Attention:

Please be reminded that all applicants' passports must be valid for at least **SIX MONTHS** beyond the intended date to enter China or any other destination.

Company Name: _____ **Booth No:** _____

Contact Person: _____ **Job Title:** _____

Tel: _____ **Fax:** _____ **Email:** _____

Authorised Signature: _____ **Date:** _____

HOTEL INFORMATION

Deadline: August 21st, 2017

Category	Name of Hotel	Type of Room	Daily Room Rate	Breakfast	Distance from Hotel to Venue
5 Star	Kerry Hotel Pudong Shanghai	Deluxe Single Room	RMB 1,500+16.6% <u>(Free Internet)</u>	One	5 minutes walk
		Deluxe Twin Room	RMB 1,700+16.6% <u>(Free Internet)</u>	Two	
5 Star	Jumeirah Himalayas Hotel	Deluxe Single Room	RMB 1,200+16.6% <u>(Free Internet)</u>	One	5 minutes walk
		Deluxe Twin Room	RMB 1,350+16.6% <u>(Free Internet)</u>	Two	
5 Star	Renaissance Shanghai Pudong	Deluxe Single / Twin Room	RMB 850+16.6% <u>(Free Internet)</u>	One / Two	8 minutes By taxi
5 Star	DoubleTree by Hilton Shanghai Pudong	Superior Single / Twin Room	RMB 750+16.6% <u>(Free Internet)</u>	One / Two	10 minutes by taxi
4 Star	Parkview Hotel	Superior Single Room	RMB 650 net <u>(Free Internet)</u>	One	10 minutes By taxi
		Superior Twin Room	RMB 700 net <u>(Free Internet)</u>	Two	
4 Star	Holiday Inn Pudong Shanghai	Superior Single / Twin Room	RMB 780 net <u>(Free Internet)</u>	One / Two	15 minutes By taxi
4 Star	Holiday Inn Shanghai JinXiu	Superior Single / Twin Room	RMB 750 net <u>(Free Internet)</u>	One / Two	15 minutes By taxi
4 Star	Grand Metropark Jiayou Hotel	Business Single / Twin Room	RMB 380 net <u>(Free Internet)</u>	One / Two	15 minutes By taxi
3 Star	Hotel ibis Shanghai World Expo	Standard Single/ Twin Room	RMB 369 net <u>(Free Internet)</u>	One / Two	15 minutes by taxi
3 Star	Days Hotel Frontier Pudong Shanghai	Standard Single / Twin Room	RMB 340 net <u>(Free Internet)</u>	One / Two	15 minutes by taxi

Remarks:

- All hotel bookings are subject to availability. Please submit your Reservation Form to **Shanghai Vision Expo & Meeting Solutions Co., Ltd.** on or before **21 August 2017** should you wish to make your hotel reservation. Reservation made after the deadline can't be guaranteed.
- Cancellation must be made in writing and **7 days** prior to arrival. **3 days** advance notice is required to modify a confirmed reservation. Late cancellations will cause a penalty of one night room charge. **(excluding Kerry Hotel Pudong & Jumeirah Himalayas Hotel)**
- If the guest is a "no show" on the arrival day, the hotel will charge one night of room rental as the "no show" penalty.

➤ **Kerry Hotel Pudong:**

Cancellation for Kerry Hotel Pudong Shanghai must be made in writing and **30 days** prior to arrival. **21 days** advance notice is required to modify a confirmed reservation. Late cancellations for Kerry Hotel Pudong Shanghai will cause a penalty of two night's room charge. If the guest is a "no show" on the arrival day, the **Kerry Hotel Pudong Shanghai** will charge **two** nights of room charge as the "no show" penalty.

➤ **Jumeirah Himalayas Hotel:**

Cancellation for **Jumeirah Himalayas Hotel** must be made in writing and **21 days** prior to arrival. **14 days** advance notice is required to modify a confirmed reservation. Late cancellations for **Jumeirah Himalayas Hotel** will cause a penalty of one night of room charge. If the guest is a "no show" on the arrival day, the **Jumeirah Himalayas Hotel** will charge **one** nights of room charge as the "no show" penalty.

➤ **5 rooms and above is regard as group reservation, based on the above terms and conditions, group reservation add additional clauses, if the clause conflicts with basic policy of amendment or cancellation, should carry out additional clauses. Shanghai Vision Expo & Meeting Solutions Co., Ltd reserves the right of interpretation for supplementary terms.**

➤ Once you have submitted your hotel reservation form to **Shanghai Vision Expo& Meeting Solutions Co., Ltd.** A hotel booking confirmation will be sent to you either by fax or email. Credit card is required to guarantee the booking of arrival. Hotel has possible to do credit card pre-authorization on arrival date of the situations in which hotel is on high occupancy. On the arrival day, guests should be proceeding to the hotel reception counter to check in. All room rental

➤ Charges plus all incidental charges must be settled upon check out at the hotel cashier counter.

HOTEL BOOKING FORM
Deadline: 21 August 2017

*Title:	<input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs.
*Company Name:	
*Guest Name:	Surname:
	First Name:
	<input type="checkbox"/> Kerry Hotel Pudong Shanghai
	<input type="checkbox"/> Jumeirah Himalayas Hotel
	<input type="checkbox"/> Renaissance Shanghai Pudong
	<input type="checkbox"/> DoubleTree by Hilton Shanghai Pudong
	<input type="checkbox"/> Parkview Hotel
	<input type="checkbox"/> Holiday Inn Pudong Shanghai
	<input type="checkbox"/> Holiday Inn Shanghai JinXiu
	<input type="checkbox"/> Grand Metropark Jiayou Hotel
	<input type="checkbox"/> Hotel Ibis Shanghai World Expo
	<input type="checkbox"/> Days Hotel Frontier Pudong Shanghai
*Room Type:	<input type="checkbox"/> Single <input type="checkbox"/> Double
*Breakfast:	<input type="checkbox"/> One <input type="checkbox"/> Two
*Arrival Date:	
*Departure Date:	
Special Requirements: (Special requests are not guaranteed)	<input type="checkbox"/> Smoking <input type="checkbox"/> Non-smoking <input type="checkbox"/> Early Arrival <input type="checkbox"/> Late Departure
Hotel Limo Airport Pickup Service: (Additional service charges apply)	<input type="checkbox"/> Yes Arrival Flight / Time:
	<input type="checkbox"/> Yes Departure Flight / Time:
*Type of Credit Card:	<input type="checkbox"/> Visa <input type="checkbox"/> Master <input type="checkbox"/> Amex <input type="checkbox"/> JCB
*Credit Card Number:	
*Expiry Date:	

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

<p><u>Please send this form to:</u> Shanghai Vision Expo & Meeting Solutions Co., Ltd</p> <p><u>Attn:</u> Ms. Jenny Zhang / Mr. Billy Xu Tel: (86 21) 5481 6051 / 5445 3125 Fax:(86 21) 5481 6032 Email: jenny.zhang@shanghai-vision.com billy@shanghai-vision.com</p> <p><u>PLEASE MAKE A COPY FOR YOUR RECORD</u></p>	*Contact Person:
	*Title:
	*Email:
	*Tel: Country Code – Area Code – Tel No.
	*Fax: Country Code – Area Code – Fax No.
	*Company:
	*Address:
	*Booth No.:
	*Signature: _____ Date: _____

Messe Frankfurt (Shanghai) Co., Ltd

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Tel: +86 21 6160 8469
Fax: +86 21 6168 0788
Email: alfred.ren@china.messefrankfurt.com
katrina.zhang@china.messefrankfurt.com
Contact: Mr. Alfred Ren / Ms. Katrina Zhang

This form must be returned by
21 August 2017
Fax: +86 21 61680788

Exhibitors can apply complimentary badge for your invited buyers. Invited buyers will enjoy extra benefits for their visits:

- Access to VIP Lounge once per show day
- Complimentary invitation letter for visa application (For buyers outside China)
- Delivery of buyer badge 2 week before the show with address provided (Only valid for the buyers from China)
- The invited buyer can collect badge at the pre-registration counter onsite.

PLEASE USE BLOCK LETTERS!

Company	Name	Position	Email	(Area Code) + Tel

Please copy this form in case you need more badges.

Company Name: _____ **Booth No:** _____
Contact Person: _____ **Job Title:** _____
Tel: _____ **Fax:** _____ **Email / Fax:** _____
Authorised Signature: _____ **Date:** _____

Kuehne & Nagel Ltd

Tel: +86 21 2602 8524
 Fax: +86 21 3387 0206
 Email: frank.chen@kuehne-nagel.com
 Contact: Mr. Frank Chen

This form must be returned by
11 August 2017
 Fax: +86 21 3387 0206

Freight instruction

We shall be shipping the following to the event:

No. of pcs.	Description of contents	Dimensions in cm	Volume	Weight (kg)

We inform you that the following forwarder will be shipping our goods to Kuehne & Nagel Limited Shanghai:

Name of freight forwarder: _____ of Country: _____
 Name of contact person: _____ Tel: _____
 E-Mail of contact person: _____ Fax: _____

We also note and understand the following:

1. ARRIVAL DEADLINES / TIME SCHEDULE

CENSORSHIP

Arrival of video tapes/DVD/CD/catalogues, etc. by courier service: **15 August 2017**

SEAFREIGHT

Receipt of Original documents **29-30 August 2017**

Arrival of Seafreight Shipments at Shanghai Port **5-7 September 2017**

AIRFREIGHT

Receipt of document copies **29-30 August 2017**

Arrival of Airfreight Shipments at Shanghai Airports **7-9 September 2017**

We herewith authorize Kuehne & Nagel Limited, the Official Forwarding agent and On-Site Logistics Provider to clear customs and handle our shipments to our booth at above-mentioned exhibition and confirm our acceptance of the mentioned charges and conditions stated in the Official tariff:

Company Name: _____ **Booth No:** _____
Contact Person: _____ **Job Title:** _____
Tel: _____ **Fax:** _____ **Email:** _____
Authorised Signature: _____ **Date:** _____

Messe Frankfurt (Shanghai) Co., Ltd

Tel: +86 21 6160 8534
 Tel: +86 21 6160 8469
 Fax: +86 21 6168 0788
 Email: alfred.ren@china.messefrankfurt.com
 katrina.zhang@china.messefrankfurt.com
 Contact: Mr. Alfred Ren / Ms. Katrina Zhang

This form must be returned by
21 August 2017
 Fax: +86 21 61680788

Interpreter Service						
Item No	Date	Description	Price/day in RMB	No. of Staff	No. of Days	Total (RMB)
1		Interpreter (Chinese – English)	RMB 850			
2		Interpreter (Chinese – Japanese)	RMB 1000			
3		Interpreter (Chinese – German)	RMB 1000			
4		Interpreter (Chinese – French)	RMB 1000			
5		Interpreter (Chinese – Korean)	RMB 1000			
6		Interpreter (Chinese – Italian)	RMB 2000			
7		Interpreter (Chinese – Spanish)	RMB 1500			
8		Interpreter (Other languages)	Subject to further quotations			

All orders received for interpreter service will be verified and forwarded to Langsolutions Co Ltd. Full payment is required within 7 days upon receiving the debit prior to Paperworld China 2017.

Bank details:

Account Name: Langsolutions Co., Ltd.
 Address: Room238E, 668 Rd. Shangda Baoshan District, Shanghai 200444, China
 RMB & US\$ Account No: 03001409084
 Bank Name: Pu Dong Branch, Bank of Shanghai
 Branch Name: Pu Dong Branch

Company Name: _____ **Booth No:** _____
Contact Person: _____ **Job Title:** _____
Tel: _____ **Fax:** _____ **Email:** _____
Authorised Signature: _____ **Date:** _____

Messe Frankfurt New Era Advertising (Shenzhen) Co Ltd

Tel: +86 755 82994989 ext. 537 / 551
 Fax: +86 755 8299 2015
 Email: sponsorship@hongkong.messefrankfurt.com
 Contact: Mr. Lance Liu / Ms. Christy Huang

This form must be returned by
30 July 2017
 sponsorship@hongkong.messefrankfurt.com

Please fill in the appropriate boxes

Qty	Items		Unit Cost (RMB)
Diamond Sponsorship			
	By ordering sponsorship and advertising items that amount RMB 50,000 or above from A/B/C/D categories, customer could get the extra benefits as below: <ul style="list-style-type: none"> • Company logo on Floor plan • Hockeystick banner at show's website • Company logo in EDM to visitors 		50,000 +
Platinum Sponsorship			
	By ordering sponsorship and advertising items that amount RMB 30,000 or above from A/B/C/D categories, customer could get the extra benefits as below: <ul style="list-style-type: none"> • Company logo on Floor plan • Full-size banner at show's website 		30,000 +
Gold Sponsorship			
	By ordering sponsorship and advertising items that amount RMB 10,000 or above from A/B/C/D categories, customer could get the extra benefits as below: <ul style="list-style-type: none"> • Button banner at show's website 		10,000 +
A) Sponsorship options			
A01	Visitor admission badge		35,000
A02	Visitor lanyard		35,000
A03	Show Bag	(a) Paper bag	30,000
		(b) Non-woven fabric bag	50,000
		(c) Paper bag or Non-woven fabric bag produced by sponsor. Please contact us for details.	10,000
A04	Bottled water	(a) Two sponsors	22,000 / each
		(b) Exclusive sponsorship	40,000
A05	Souvenir		30,000
B) Digital Fair Catalogue			
B01	Digital Fair Catalogue	Ad	500
C) Onsite advertising options			
001	Hanging banner in the air	(a) single-sided/piece	8,500
		(b) 2-sided/piece	10,000
002	Floor Graphics / Logo	(a) Logo only	1,500
		Full size	2,500
		(b) Logo on floor plan ground sticker	5,000 / piece
003	Showcase		5,200 / set
004	Corridor Ad. hanged from the ceiling	Double-sided	1,800 / piece
005	Advertisement board inside registration hall		8,000
006	Movable Ad. outdoor board	Large	15,000 / piece
007	Movable Ad. outdoor board	Small	7,000 / piece
D) Digital exposure			
D1	Online advertising Exhibitors and products page (5 rotations)	(1) Hockeystick	14,000
		(2) Fullsize	8,400
		(3) Button	4,060
		(4) Skyscraper	7,000
Grand Total:			

Technical Specifications

1. Trim size for advertising options please refer to the Sponsorship and Advertising brochure, please add 5mm bleed on each side.
2. Application and/or artwork submission deadlines please refer to the Sponsorship and Advertising brochure.

Terms and Conditions

1. Reservation of advertisement space and/or sponsorship will be arranged on 'first-come-first-serve' basis upon receipt of formal application from customers.
2. The organisers reserve the right to decline any sponsorship or advertisement application.
3. The use of the provided advertising media for trade shows and events that considered competitive events of the organisers is not authorised.
4. Customers are responsible for providing the organisers with all artworks before deadline(s), and that all artwork(s) are subject to approval by the organisers. Otherwise a timely provision of the advertising media cannot be warranted.
5. The organisers are not responsible for any error, loss, damage or claim resulting from failure of any advertisement.
6. The organisers reserve the right to make insignificant deviations to the measurements, shapes and colours of the advertising documents, unless customer had notified the organisers the specified pantone colours code and/or other details.
7. Any alteration / relocation of advertisement after production / installation is deemed as reperformance. The reperformance cost of RMB 300 per square meter (for advertising media priced according to its dimension) or 50% of advertisement fee (for other advertising media) is at the expense of exhibitor. The organisers reserve the right to decline any request.
8. The locations of advertising media are subject to actual situation onsite and the organisers reserve the right to make deviations if necessary.
9. In case that advertising media provision cannot be realized because of late submission of artwork by customer, the advertising fee is not refundable.
10. No cancellation is accepted for the customer within 60 calendar days before the tradeshow. The customer is liable for the total amount in that case. In any valid cancellation, the customer should notify the organisers through a formal way and before 60 calendar days before the tradeshow.
11. The total amount shall be due prior to the provision of the service by the organisers immediately upon receipt of the payment notice.
12. The full payment shall be remitted to Messe Frankfurt (Shanghai) Co., Ltd.
Bank: Bank of China, Shanghai JingAn Branch, Nanjing Road (West) Third Sub-branch
Address: 1377 Nanjing Road (West), Shanghai 200040, China
USD A/C No.: 448159241206
Account Holder: Messe Frankfurt (Shanghai) Co.,Ltd.
Swift code: BKCHCNBJ300
13. All bank charges are borne by the exhibitors / sponsors / advertisers.
14. Regarding the sponsored products (if any), the sponsor shall bear the responsibility and expenses for the transport of products to the exhibition venue. The sponsor shall make their own arrangements for the storage and warehousing of the products, subject to the approval of the organisers. Furthermore, all sponsors are bound by the rules and regulations of the organisers as laid down in the official participation guidelines for exhibitors.
15. In case of any disputes, the organisers reserve the right of final decision.
16. The above onsite advertising pictures are provided by SNIIEC and for reference only. The real object should be considered as final.

We hereby agreed to abide by the terms & conditions outlined in the Paperworld China 2017 Sponsorship & Advertising Application Form.

Company Name: _____ **Booth No:** _____
Contact Person: _____ **Job Title:** _____
Tel: _____ **Fax:** _____ **Email:** _____
Authorised Signature: _____ **Date:** _____

Messe Frankfurt (Shanghai) Co., Ltd

Tel: +86 21 6160 8534
Tel: +86 21 6160 8469
Fax: +86 21 6168 0788
Email: alfred.ren@china.messefrankfurt.com
katrina.zhang@china.messefrankfurt.com
Contact: Mr. Alfred Ren / Ms. Katrina Zhang

This form must be returned by
21 August 2017
Fax: +86 21 61680788

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

The printed promotional materials for display should be brought to the Press Centre in the afternoon of 20 September 2017 or at any time during the first day (21 September 2017) of the fair.

The Organiser reserves the right to determine whether materials are suitable for display or not.

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

Please print or type clearly!

Company Name: _____

Address: _____

Country: _____

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

E-mail: _____ Website: _____

Type of Material for Display:

Quantity of Material for Display: _____ copies

Company Name: _____ Booth No: _____

Contact Person: _____ Job Title: _____

Tel: _____ Fax: _____ Email: _____

Authorised Signature: _____ Date: _____

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katrina.zhang@china.messefrankfurt.com
Contact: Mr. Alfred Ren / Ms. Katrina Zhang

This form must be returned by
21 August 2017
Fax: +86 21 61680788

Please print or type clearly!

You have the opportunity to give product presentations during Paperworld China.

We will give _____ product presentation(s).

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

Topic(s) to be presented: _____

Speaker (name & title): _____

Language spoken: _____

Duration of presentation (max. 1 hour per session): _____

Additional equipment needed: _____

(slide projector and / or overhead projector will be provided)

Presentation schedule:

September 21: **A.** 13:30 – 14:30 **B.** 15:00 – 16:00
September 22: **C.** 10:00 – 11:00 **D.** 13:30 – 14:30 **E.** 15:00 – 16:00
September 23: **F.** 10:00 – 11:00 **G.** 13:30 – 14:30 **H.** 15:00 – 16:00

Preferred session: 1st choice: _____ (please fill in the session code)

2nd choice: _____ (please fill in the session code)

1. Each presentation will be charged RMB5000 (presentation, room, slide projector /overhead projector). Payment should be settled upon receipt of invoice.
2. The full presentation text should be with Messe Frankfurt Shanghai by 21 August 2017. If the text is NOT with Messe Frankfurt on that date, the presentation is subject to cancellation and the exhibitor still have full liability for the presentation session cost.
3. The papers should be prepared in English and Chinese, during the presentation, your text should be translated into Chinese by an interpreter. This avoids misinterpretation and ensures that the target groups can follow your presentation more easily. If you need an interpreter, please fill in Form 13 on page 49.
4. The Organiser cannot guarantee preferred date of presentation will be available.
5. The Organiser reserves the right to reject any application(s).

Company Name: _____ **Booth No:** _____

Contact Person: _____ **Job Title:** _____

Tel: _____ **Fax:** _____ **Email:** _____

Authorised Signature: _____ **Date:** _____

Messe Frankfurt (Shanghai) Co., Ltd

Tel: +86 21 6160 8534
Tel: +86 21 6160 8469
Fax: +86 21 6168 0788
Email: alfred.ren@china.messefrankfurt.com
katrina.zhang@china.messefrankfurt.com
Contact: Mr. Alfred Ren / Ms. Katrina Zhang

This form must be returned by
21 August 2017
Fax: +86 21 61680788

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

19 September 2017	Raw space exhibitors move-in 9:00 am - 9:00 pm (Overtime will be charged) 9:00 am - 6:00 pm (Raw space exhibitors registration)
20 September 2017	All exhibitors move-in 9:00 am - 9:00 pm (Overtime will be charged) 9:00 am - 6:00 pm (All exhibitors registration)
21 September 2017	Show opening hours (Trade visitors) 9:00 am - 5:00 pm
22 September 2017	Show opening hours (Trade visitors) 9:00 am - 5:00 pm
23 September 2017	Show opening hours (Trade and public visitors) 9:00 am - 4:00 pm
23 September 2017	Exhibitors move-out 4:30 pm - 9:00 pm

Please note:

1. During the show days, exhibitors will have access to the hall 60 mins before the opening hours and 30 mins after the closing hours to service their stands.
2. Visitor registration counter will be closed 30 mins before the show closing hours.
3. **All Exhibitors are strictly prohibited to move-out before 4:30 pm on 23 September 2017.**

Receipt

We receive and understand the show schedule of Paperworld China 2017, and we will not move out before 4:30 pm on 23 September 2017.

Company Name: _____ **Booth No:** _____
Contact Person: _____ **Job Title:** _____
Tel: _____ **Fax:** _____ **Email:** _____
Authorised Signature: _____ **Date:** _____

The most important things to do!

- a) Do you have a valid passport?
- b) Have you applied for a visa?
- c) Have you registered for all on-site staff for exhibitor badges?
- d) Have you made your travel arrangements?
- e) Have you checked all the forms and regulations?
- f) Have you arranged the shipment of your goods?
- g) Have you checked your booth equipment?
- h) Have you ordered an interpreter or booth assistant?
- i) Have you sent the catalogue entry with product groups?
- j) Have you thought about advertising in the fair catalogue?

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.

-----✂-----Exhibition venue address in Chinese-----

Please take me to 请带我到：

上海新国际博览中心 3 号广场（7 号门进入）
3 号广场位于花木路近罗山路，从 7 号门驶入。
邮编: 201304

3# Entrance (Gate 7) of Shanghai New International Expo Centre
(SNIEC)
Postal code: 201304

Tel: +86 21 2890 6666
Fax: +86 21 2890 6777

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



Furniture & Fittings Catalogue 家具安装目录



CC-05
黑色皮扶手椅
Black leather arm chair
560*550*920H



CC-07
办公椅(黑)
Office chair (black)
500*560*870-970H



CC-08
木紋椅
Meeting chair
560*500*900H



CC-09
木紋椅(白)
Meeting chair (white)
420*500*930H



CC-10
贝壳椅(白)
Meeting chair (white)
600*500*780H



CC-11a
葫芦椅(红)
Meeting chair (red)
480*550*900H



CC-11b
葫芦椅(白)
Meeting chair (white)
480*550*900H



EC-08
折椅
Folding chair
450*400*455H



EC-09
铝体椅
Aluminium chair
460*550*900H



EC-11
洽谈椅
Conference chair
580*600*900H



EC-12a
S型吧椅(黑)
Bar stool (black)
370*850H



EC-12b
S型吧椅(白)
Bar stool (white)
370*850H



EC-12c
S型吧椅(红)
Bar stool (red)
370*850H



EC-13a
太空吧椅(黑)
Bar stool (black)
440*850-870H



EC-13b
太空吧椅(白)
Bar stool (white)
440*850-870H



EC-13c
太空吧椅(红)
Bar stool (red)
440*850-870H

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



Furniture & Fittings Catalogue 家具安装目录

			
EC-14a L型吧椅(黑) Bar stool (black) 360*400*760-860H	EC-14b L型吧椅(白) Bar stool (white) 360*400*760-860H	EC-14c L型吧椅(红) Bar stool (red) 360*400*760-860H	EC-15 行政椅 Executive chair 600*560*900-1000H
			
AU-02 单人沙发 Sofa 800*730*790H	AU-03 双人沙发 Sofa 1300*730*790H	AU-04 三人沙发 Sofa 1800*730*790H	AU-05 单人休闲沙发 Sofa 800*770*860H
			
AU-06 双人休闲沙发 Sofa 1470*770*850H	AU-07a 单人休闲沙发(黑) Sofa (black) 600*570*730H	AU-07b 单人休闲沙发(红) Sofa (red) 600*570*730H	ET-01 玻璃茶几 Long glass coffee table 1200*600*430H
			
ET-02 玻璃茶几 Glass coffee table 600*600*430H	ET-03 玻璃茶几 Long glass coffee table 1100*550*450H	ET-04 玻璃茶几 Glass coffee table 550*550*450H	ET-05 玻璃圆桌 Glass round table 600*750H

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



			
ET-06 白圆桌 Round table 800*750H	ET-07 木纹圆桌 Round table 800*750H	ET-08 黑木纹圆桌 Round table 800*750H	ET-10 木纹圆吧台 Bar table 800*1100H
			
ET-11 黑木纹圆吧台 Bar table 600*1100H	ET-19 会议桌 Meeting table 1400*700*750H	ET-20 会议桌 Meeting table 1400*700*750H	PF-01 问讯台 Info counter 1030*535*750H
			
PF-02 低玻璃展示柜 Low glass showcase 1030*535*1000H	PF-03 锁柜 Lockable cupboard 1030*535*750H	PF-04 高玻璃展示柜 Tall glass showcase 1000*535*2000H	PF-05 水盆锁柜 Wash basin 1030*535*1000H
			
PF-07/PF-08 展示柜 Tall/Low display cube 535*535*750H/535*535*500H	PF-12 方桌 Square table 650*650*750H	PF-13 电视机架 TV stand 740*535*1000H	FS-01/SS-01 斜/平层板 Sloped/Flat shelf 1000*300

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



Furniture & Fittings Catalogue 家具安装目录

 <p>ED-01 锁门 Lockable door 950*1910H</p>	 <p>ED-02 折门 Folding door 950*2000H</p>	 <p>CH-01 A4资料架 A4 catalogue holder (acrylic) 235*55*295H</p>	 <p>CH-02 1米信箱 Catalogue holder (metal) 970*50*280H</p>
 <p>CH-03 立式资料架 Magazine holder 380*1500H</p>	 <p>CH-04 立式资料架 Magazine holder 270*250*1200H</p>	 <p>CH-05 立式资料架 Magazine holder 380*1500H</p>	 <p>ES-06 画架 Easel 1500H</p>
 <p>ES-07 立式衣架 Coat hanger 320*1700H</p>	 <p>ES-08 轮式衣架 Wheeled coat hanger 1200*500*1600H</p>	 <p>ES-09 R8衣架 R8 coat hanger</p>	 <p>ES-11 柱带围栏 Belt barricade 1000-1200*900H</p>
 <p>ES-12 长桌 Long table w/ apron 1800*900*750H</p>	 <p>SL-001 40W日光灯 40W fluorescent tube</p>	 <p>SL-004/006 100W射灯/长臂射灯 100W spotlight/longarm spotlight</p>	 <p>SL-020 50W石英长臂射灯 50W halogen longarm spotlight</p>

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



Furniture & Fittings Catalogue 家具安装目录



SL-021
300W小太阳灯
300W floodlight



SL-023
150W石英小太阳灯
150W halogen floodlight



SL-024
150W镝灯
150W HQI floodlight



插座
Power socket



EW-01
废纸篓
Wastepaper basket



EE-02
90L冰箱
90L refrigerator
500*500*600H



EE-03
140L冰箱
140L refrigerator
550*550*1350H



EE-04
立式饮水机
Water dispenser
300*300*1600H



EE-05
蒸馏咖啡机
Distilled coffee maker
140*280*280H



EE-06
磨豆咖啡机
Coffee machine
300*400*400H



42英寸等离子电视机及DVD播放器
42" plasma TV w/ DVD player



盆栽植物
Potted plant

如有疑问, 请致电
For enquiry, please contact:

Pico (ES) Group (China) Co., Ltd.
No. 186, KinChen Road
Shanghai, 201204, China

南京主任上海浦东服务有限公司
上海市浦东新区38号
邮编: 201204

Tel: 86-21-51960990
Fax: 86-21-51906290
Email: les.sh@cn.pico.com

Pico Total Brand Activation

www.pico.com

Bahrain • Bangkok • Beijing • Brno • Cairo • Chengde • Chennai • Chicago • Colombo • Doha • Dongguan • Dubai • Guangzhou • Harbin • Ho Chi Minh City • Hong Kong • Kuala Lumpur • Kuwait • London • Los Angeles • Mexico • Melbourne • New Delhi • Noida • Saudi • Shanghai • Shenzhen • Singapore • Sydney • Taipei • Tokyo