

Exhibitors' Manual

Show Time: July 7- 9, 2010

Venue: West Hall of Shanghai Everbright Convention & Exhibition Center,
(No. 88, Caobao Road, Shanghai, P.R. China)

Guide

1. Contact of secretary office

Add: Rm.502, Bld.5, Caoxi Rd. No.251, Shanghai

Tel: +86-21-6484 1166 6484 1177

Fax: +86-21-6484 3366 6484 3355

PC: 200 235

E-mail: Kuozhanexpo@163.com

2. Schedule

Registration& Move-in: July 5th ~6th, 2010

Opening Ceremony: 9:30~10:00 of July 7th, 2010

Show Time: July 7th ~9th, 2010

Move-out: Afternoon of July 9th, 2010

Note: please get your pass and Exhibitors' manual at reception desk at Entrance No.2 of west hall

Transportation tips:

Option 1: Bus reaching the venue are Line 43, 43, 50, 89, 92, 93, 120, 131, 218, 531, 612, 703, 704, 712, 732, 809, 830

Option 2: Station Caobao Rd. of metro line 1 is within 5mins on foot

Option 3: Around 20mins from Hongqiao Airport and 40mins from Pudong Int. Airport by Taxi

3. Recommended Hotel

1. Shanghai Huoxia Hotel (★★★)

Standard Room: list price 660 Rmb/night / discounted price 380Rmb/night (included Breakfast)

Add: Caobao Rd. No.38, Shanghai (within a few mins from Venue on foot)

Tel: 86-21-6484 1166

2. Shanghai Qinjin Holiday Inn (★★)

Standard Room: list price 468 Rmb/night / discounted price 270Rmb/night (included Breakfast)

Add: Liuzhou Rd. No.431, Shanghai (within a few mins from Venue on foot)

Tel: 86-21-6484 1166

Note: please send us the booking with all necessary information by fax within June 25th if you need us to help you on room booking at the two hotels mentioned above, otherwise we can't guarantee room availability due to high demand during the Shanghai EXPO.

4. Technical Data for the Venue

1. Exhibit stuff Move-in

North path rolling door 5.4X 4.5 M (width by height)

South path rolling door 4X 6 M (width by height)

West terrace path double rolling door 8.05X 6 M (width by height)

South terrace Path A rolling door 5.4X 6 M (width by height)/B 4.2X 6 M (width by height)

Pavilion Floor: Master-top

All the stuff to be moved by truck, fork-lift and crane

2. Date for Pavilion
 - Floor load limit (static) ----- 5,000kg/M²
 - Ceiling height----- 8.5M
 - Electricity power----- 380 /220V 2,500KW
 - Compressed air -----6~8Bar
 - Lightness -----200LX

5. Regulation on proper operation in pavilion

1. Exhibit's moving, amounting and demonstrating should be exercised within floor's working load limit, for all huge and heavy pieces, exhibitor need to report to the organizer and get approval before moving in.
2. Nailing ,bolting ,drilling ,hanging and Sticking are not allowed to executed on the any piece of the pavilion; no outstretching of your booth decoration out of your designated area, no occupying public area (corridor/ firing protection facility/emergence path...etc.), no banner and Billboard out of your own floor space.
3. Safety facility need to be amounted with all the Demo Machines in operation, and warning for keeping a safety distance be visible to all the visitors.
4. All the participators need be careful on safety issue (fire/stealing/sabotage), combustive and explosive stuff are forbidden to bring into pavilion, no smoking.
5. For Electricity related work on site, exhibitor needs to contact the designated service provider and qualified electrician will do the job.
6. For extra chair and table, you can request from Booth Decoration company
7. Written approval need to be present for exhibits below:
 - a. Heater, grill, radiator, naked fire maker, candle, lantern ,torch, welding gadget and smoke generator
 - b. All dangerous electrical equipment, machinery and Chemistry equipment , need to be approved by the Supervising Organization to move into pavilion
 - c. All toxic and dangerous material, such as combustive liquid, compressed air or dangerous chemical
8. For electricity usage , exhibitor with bare ground need to apply with the designated service provider in advance
9. Decoration company will be charged an administration fee with rate as 16rmb/M² by the organizer

6. Others

1. A brief introduction of each exhibitor will be published in the Exhibition Catalogue with no charge, and a form has to be filled out on advice and submitted to the Exhibition secretary office by Email before June 10th, otherwise a waiver is presumed.
2. Floppy disk or film has to be provided to the Secretary office with June 10th in case of a request for advertisement in the show catalogue. A fee of 300RMB per page (210X285mm) will be charged by the secretary office for the design on request.
3. The organizer will provide each exhibitor with a certain amount of visiting tickets as request for the use of inviting clients.

4. All the fees have to be paid off before June 1st, otherwise waiving the participation is presumed and the booth booking will be cancelled without refunding.
5. Exhibitors are required to get registered and finish move-in within June 6th, otherwise waiving the participation is presumed the booth booking will be cancelled without refunding.
6. For the convenience of inquiry, the smallest booth number will be listed for an exhibitor with more than two booths.
7. For a better regulation and successful proceeding, collaboration on relocation of a few stands is needed from related exhibitors in a certain situation.
8. Booth transferring and presentation of none relevant exhibits are forbidden, a deprivation of booth is possible in case of violation.
9. The exhibition time table has to be respected (enter at 8:30 and leave at 16:30), and exhibitors are responsible for any loss of exhibits between 8:30 and 16:30 by themselves.
10. We'll try our best to meet demand of exhibitor on request for other service not mentioned in the guide.

Guide on booth construction

1. Service Provider

Shanghai Shiwei Exhibition Service Co., Ltd. is the designated construction service provider for decorated Booth, please find below the contact information:

Shanghai Shiwei Exhibition service Co.,Ltd.
Add: Floor 6th, Bld. No.5, Caoxi Rd. No.251, Shanghai
Tel: 86-21- 6484 1156
Fax: 86-21-6484 2286
Email: swexpo@163.com QQ 77579 6811
Contact: Zhang Jun 1358 5854 768

Shanghai Haibo Exhibition Service Co., Ltd. is the designated construction service provider for Standard Booth, please find the contact below:

Shanghai Haibo Exhibition Service Co., Ltd.
Add: Rm. 401, Bld No. 1,Jianshexin Garden, Neijiang Rd.(at cross with Hejian Rd.)
Tel: 86-21-6568 5037 / 6568 5071
Fax: 86-21- 6568 5015
Email: haibohow@163.com / haibohow@sina.com

Bank Account

Account name: Shanghai Haibo Exhibition Service Co.,Ltd.
Account No. : 316683-03000335664
Opening Bank: Bank of Shanghai Dinghai Branch
Swift Code: BOSHCNSH

Furniture Rental: Ms. Zhao 13661860 943
Ms. Zhu 1391 6161 094

On-Site project: Mr. Zhang 1356 4063 679
Mr. Chang 13564907445

2. Construction service

1. Standard Booth: one front-desk ,two folding chairs, two spot lights, one power socket(220v/600w), one billboard(English& Chinese), carpet, other facility need to be applied in advance.
2. No items provided for standard booth, power for lighting and motor need to be applied in advance.
3. Height of decorated booth should be within height limit specified in each pavilion.
4. Design and construction service for both Standard booth and decorated booth

Note: all the rental services mentioned here are required to be prepaid according to an updated rate each Exhibition.

In case of a request of extra facility, please fill up the form below and fax to us. Once confirmed, the payment has to be done before June 1st, 2010 with the bank account stated above. We'll start to arrange the service on arrival of the payment proof.

3. Attention

1. All the rental service needed to be prepaid, otherwise regarded void. Once order is confirmed, no refunding is providing in any case. For order later than June 1st, an extra 30% will be charged while 50% for on-site order. And for special service, such as power, gas, water , telephone and so on, an extra of 100% will be charged for on-site request.
2. For all kinds of three-phase power box, a 10-meter-long cable is included in the package, exhibitor or Construction provider need to prepare extra cable if necessary. An on-site request for cable will cost 50% more as surcharge.
3. No service for a controlled temperature and pressure of water
4. Exhibitor need to prepare the adapter between water/compressor and their equipment
5. For sensitive equipment, regulator is recommended to be applied.
6. For booth constructed by other service provider, a certain amount will be charged on the power usage.
7. All the electrician job have to be taken by us, including special lighting.

Price list

Item No.	Description	unit	Unit price	remarks
A-1	Front-desk (1000*500*800)	pcs	80.00	
A-2	Cabinet (1000*500*1000)	pcs	180.00	
A-3	Table (660*660*710)	pcs	100.00	
A-4	Glass Table (750*750*750)	pcs	100.00	
B-1	Canvas Chair	pcs	40.00	
B-2	Meeting Chair	pcs	50.00	
B-3	Office Chair	pcs	50.00	
B-4	Folding Chair	pcs	30.00	
B-5	Bar Stool	pcs	80.00	
C-1	Low glass cabinet (1000*500*800)	pcs	300.00	
C-2	High glass cabinet (1000*500*2500)	pcs	400.00	
C-3	Deluxe glass cabinet (1000*500*2000)	pcs	500.00	
D-1	Low shelve (500*500*500)	pcs	80.00	
D-2	high shelve (500*500*1000)	pcs	100.00	
E-1	panel (A) (B) (1000*300)	m	50.00	
E-2	Cloth hanger	pcs	50.00	
E-3	Display panel (1000*2500)	pcs	100.00	
E-4	Folding door (1000*2000)	pcs	200.00	
F-1	Board with locker hole (1400*970)	pcs	180.00	
F-2	Mesh (1200*800)	pcs	20.00	
F-3	Spot light with long(or short)arm	pcs	90.00	
F-3-1	fluorescent lamp	pcs	80.00	
F-3-2	Power socket	pcs	80.00	
F-4	Fence (one-meter-high)	m	80.00	
F-5	29 inch color TV with DVD	pcs	600.00	One exhibition session (3days in this case)
F-6	42 inch Plasma TV with DVD	pcs	1000.00	
F-6-1	42 inch LCD TV with DVD	pcs	2000	
F-7	frig	pcs	900.00	
F-10	Documents folder	pcs	150.00	
F-11	Water dispenser	pcs	200.00	Including 3
G-1	Wide band internet access	pcs	3500.00	
	For ISDN,1,800 is requested as deposit and 700rmb as deposit for modem			
H-1	Air circuit breaker box(three-phrase/15AP/380V)	pcs	850.00	Price Doubles every another 24hours
H-2	Air circuit breaker box(three-phrase / 30AP/380V)	pcs	1100.00	
H-3	Air circuit breaker box(three-phrase /60AP/380V)	pcs	1500.00	
H-4	Air circuit breaker box(three-phrase / 100AP/380V)	pcs	2000.00	
H-5	Water piping joint	pcs	1800.00	
H-6	Compressor (no more than 4.5horse power)	pcs	1600.00	
H-7	Compressor (4.5~10 horse power) Every 0.5 horse power beyond 4.5horse power		150RMB, 500RMB every another 24hours	

Purchase Order

Booth No.:
Company name:
Address:
Contact person:
Tel:
Fax:

Item No.	Description	Unit price	Quantity	Amount
			In total	

Signature:

Stamp:

Date:

Note: please send the purchase order to Shanghai Haibo Exhibition Service by fax within the deadline.

GUIDELINES ON FREIGHT FORWARDING ARRANGEMENT

The 10th China International Electronic Industry Expo 2010
July 07-09, 2010 Shanghai Everbright Convention & Exhibition Center

I. CONSIGNEE

All cargo must be shipped **prepaid** and consigned as follows (DIRECT SHIPMENTS TO SHANGHAI):

For Seafreight

Consignee: *SINOTRANS EASTERN COMPANY LTD. EXPOSITION LOGISTICS BRANCH*
3/F, No.85 OuYang Rd, Jinling International Mansion,
Shanghai, P.R.China. 200081
*Tel:86-21-65073355*8506 Fax:86-21-6521 4083*
E-mail: duchuankun@sinotrans.com Attn:Ms.Duchuankun

Notify Party: *SAME AS CONSIGNEE*

For Airfreight

Consignee: *SINOTRANS EASTERN AIRFREIGHT FORWARDING CO.*
Notify Party: *SINOTRANS EASTERN COMPANY LTD. EXPOSITION LOGISTICS BRANCH*
*TEL:86-21-65073355*8506 FAX:86-21-65214083 ATTN:Ms.Duchuankun*

II. CARGO DEADLINES

Exhibits from abroad to Shanghai

- By **Seafreight** to Shanghai Port June 20, 2010
 - By **Airfreight** to Shanghai Airport June 23, 2010
- (Do not use House AWBs, ship only on direct Master AirWayBills)

III. MARKING

The following marking must be painted on two opposite sides of each case

EXHIBITOR:
STAND NO.
NET WEIGHT KG
GROSS WEIGHT KG
DIMENSIONS: L x W x H (CMS)

IV. INSURANCE

As the official tariff is compiled on volume of weight basis and has no correlation with the value of exhibits, naturally no insurance has been covered in our charges and work is undertaken by us is owner's risk. Therefore exhibitors should arrange a proper round-trip all risk insurance policy for their exhibits. It is advisable to insure the exhibits through a company of which the People's Insurance Company of China is the agent in China. Exhibitors should also bring a copy of the insurance policy to China as it will be required in case we need to file a claim for damage or loss on your behalf.

SERVICES & RATES FOR HANDLING OF EXHIBITS

I. INBOUND MOVEMENT

- 1) BASIC SERVICE CHARGE *US\$50.00/ exhibitor/consignment*
- 2) **By Sea** From arrival Shanghai port transportation to exhibition hall upto free delivery fair booth, unpacking, Customs clearance and removal of empty packing materials :
US\$100/cbm or 1,000kgs (whichever is greater, min 1 cbm/exhibitor/consignment)
- 3) **By Air** Collection from arrival Shanghai airport, transportation to exhibition hall upto free delivery fair booth, unpacking, Customs clearance and removal of empty packing materials:
US\$1.35/kg (min. 100kgs/exhibitor/consignment)
- 4) Ex free arrival exhibition hall upto free delivery fair booth, unpacking, Customs clearance and removal of empty packing materials:
US\$90/cbm (min 1 cbm/exhibitor/consignment)
US\$90/cbm (min 1 cbm/exhibitor/consignment)
- 5) Freight Transfer from Other Exhibitions
Collection from Customs bonded area upto delivered stand, including Customs registration, unpacking, removal and storage of empty cases: *US\$100/cbm (min 1 cbm/exhibitor/consignment)*
- 6) Handcarried Items detained at Shanghai airport
 - Customs clearance *US\$120/exhibitor/consignment*
 - Pickup to exhibition center *US\$80/exhibitor/consignment*
 - Handling of Courier shipment *US\$60/exhibitor/consignment*
- 7) Empty container demurrage (free of charge 10 days) in China

Container	From	11-20 days	From 21-40 days	From 41 st day onwards
20'		<i>US\$8.00/day</i>	<i>US\$15.00/day</i>	<i>US\$25.00/day</i>
40'		<i>US\$15.00/day</i>	<i>US\$25.00/day</i>	<i>US\$45.00/day</i>
open-top 20'		<i>US\$10.00/day</i>	<i>US\$20.00/day</i>	<i>US\$32.00/day</i>
open-top 40'		<i>US\$20.00/day</i>	<i>US\$40.00/day</i>	<i>US\$64.00/day</i>
- 8) Late arrival surcharge (cargo arrived, or receive the clearance documents after the deadline): **30% on inbound rate**

II. OUTBOUND MOVEMENT

- 1) BASIC SERVICE CHARGE **Same as I. 1**
- 2) Delivery of repacked items ex exhibition hall upto Shanghai sea terminals: **Same as I. 2**
- 3) Storage and re-delivery of empty packing materials to fair booth after the exhibition, Customs clearance, re-packing and delivery of repacked items ex exhibition hall upto Shanghai airport: **Same as I. 3**
- 4) Storage and re-delivery of empty packing materials to fair booth after the exhibition, Customs clearance, re-packing and delivery of repacked items ex exhibition hall: **Same as I. 4**
- 5) Freight Transfer to Other Exhibitions **Same as I. 5**

III. STORAGE CHARGE IN CUSTOMS BONDED WAREHOUSE

- Storage in Shanghai
 - For FCL cargo *US\$25/TEU/day (Min US\$30)*
 - For break bulk (LCL) cargo *US\$9/cbm/week (Min US\$20)*
 - For air cargo *US\$0.25/10kg/day (Min US\$30)*

IV. ANIMAL AND PLANT QUARANTINE FUMIGATION CHARGE

- Per Non-wooden Packing Case *US\$2/piece, min USD 60.00/consignment*
 - Per Wooden Case or Skid or Pallet *US\$4/piece, min USD 60.00/consignment*
 - Per 20' CTR *US\$70/unit*
 - Per 40' CTR *US\$100/unit*
- Other charges for treatment will be add per outlay.

V. LABOUR AND EQUIPMENT FOR INSTALLATION

Requested by exhibitors for installation of machinery (Notice should be given to us 48 hours in advance)

- **Local Manpower (min. 4 charging hours)**
 - US\$6/hour/person (normal working hours)*
 - US\$12/hour/person (holidays, overtime...etc)*
- **Equipment (Quotation based on normal working hours)**
 - 3 tons Forklift US\$20/hour (Min. 4 charging hours)*
 - 5 tons Forklift US\$22/hour (Min. 4 charging hours)*
 - Mobile Cranes: Quoted upon request*

VI. OPTION CHARGE

- 1) Translation of Invoices/LOE *US\$8.00/ page/case*
- 2) Customs Bonded Permit *US\$90/application*
- 3) Heavy Lift Surcharge
 - 3,001-4,000kgs/package *- US\$ 3.5/100kgs*
 - 4,001-5,000kgs/package *- US\$ 4.5/100kgs*
 - 5,001-6,000kgs/package *- US\$ 5.5/100kgs*
 - 6,001-8,000kgs/package *- US\$ 6.5/100kgs*
 - Over 8,000kgs/package *- US\$ 7.5/100kgs*
- 4) THC at Shanghai terminal
 - *LCL charge US\$35/cbm (min 3 cbm)*
 - *FCL charge US\$260/20' Ctnr*
 - US\$360/40' Ctnr*
 - *Airfreight US\$0.40/kg (min 200 kg)*
- 5) Collet / return of empty container form
 - *US\$200.00/20' container*
 - *US\$400.00/40' container*
- 6) Container Detention On-site
 - During exhibition period, container stored at fair –site *US\$50.00/TEU/DAY*
- 7) Exchange D/O : *As per outlay*

NOTES

- Full container loads will be charged at a minimum of 23.00CBM/20' CTR and 46.00CBM/40' CTR.;
- For air shipments, volume/weight conversion = 6 cbm / 1,000 kgs;
- If container is arrival at Shanghai Yang Shan seaport , will be charged additional transportation:
RMB 1,500.00/20' RMB 2,200.00/40'
- We do not recommend the dispatch of HAWB(air-cargo) to Shanghai Airport. All HAWB shipments will incur additional agency fees;
- There will be a 100% surcharge for dangerous, reefer or high-value cargo;
- Cargo that arrives earlier than specified, all storage dues will be another charged;
- **SINOTRANS EASTERN CO.LTD EXPOSITION LOGISTICS BRANCH** reserves the right to amend the above rates if in case the exhibition is changed its date, city or venue;
- **SINOTRANS EASTERN CO.LTD EXPOSITION LOGISTICS BRANCH** does not take any responsibility for:
 - a) If any exhibits is not allowed by the organizer or Chinese Customs to be sold or displayed on fair site
 - b) Any tax/duty for sold exhibits;
- For goods transported by Courier Service such as UPS,DHL or Fedex, we will charge it according to our airfreight rate if they can't make custom clearance and let us do it.

Please note if the receiver address on Carrier Air Waybill is exhibition venue, it is not acceptable. Because 1) there are a few exhibitions being held in same exhibition venue in the day. It could make big confusion/delay and take time to the people involved to make it clear that the exhibits is actually for which exhibition. 2) Moreover, according to courier service regulations, the receiver must sign when he receives the cargo from courier. However , it is not obligation for the officer of exhibition venue to do so for you.

The usually way is that the exhibits is arranged to send to our company , we will take care of exhibits and deliver to you when you arrive at hall. It costs you USD 50.00.

- The handling charge for Hand-Carried Exhibits must be paid on-spot before the exhibits are released;
- Any service required from exhibitors not covered by tariff should be notified **SINOTRANS EASTERN CO.LTD EXPOSITION LOGISTICS BRANCH** in advance, quotation will be given upon request.

- The end -

listing on Exhibition Catalogue

Company name	English				
	Chinese				
Address					
Tel.		FAX		Post code	
Contact		Position			
E--mail					
Website					
Brief Introduction (no more than 200 words)					

Signature:

Stamp:

Date:

Note: please send this paper to secretary office before June 10th by fax or Email.

Hotel Booking order

Company name			
Tel		Contact	
Name		Passport	
Hotel		Nights (Check in - check out)	
Name		Passport	
Hotel		Nights (Check in - check out)	
Name		Passport	
Hotel		Nights (Check in - check out)	
Name		Passport	
Hotel		Nights (Check in - check out)	

Signature:

Stamp:

Date:

Note: please send this paper to secretary office before June 25th by fax.