



GOLDEN COMMERCIAL

Manual for Exhibitors

May 14-16, 2018
National Exhibition and Convention Center-Shanghai
Shanghai P.R.China

Manual for Exhibitors

List of contact information:

Committee:

Shanghai Golden Commercial Exhibition Co., Ltd.

Add: Room 712-716, Building 3, City Center, No.166, Minhong Road, Minhang District,
201102, Shanghai, China

Tel: (86-21) 6162-9719

Fax: (86-21)5013-1761

E-mail: shirley.gong@goldenexpo.com.cn

<http://www.goldenexpo.com.cn>

Official Booth Contractor:

HAIBO EXHIBITION SERVICE (SHANGHAI) CO., LTD.

Add: Room 201, Building 5, KongJiangYiCun, Shanghai, China

Contact: Ms. Jennifer Jiang

Tel: +86 18215613896

Fax: +86 21-65685015

E-mail: 1051991756@qq.com

Official Freight Forwarder

Shanghai Z-Luck International Logistics Co., Ltd.

Add: Room.710.No.198.Siping Road.Shanghai.P.R.C.200081

Contact: Ms. Emily Gong

Tel: (86-21) 5666-9280

Fax: (86-21) 5666-9280

E-mail: emily.gong@zzwl.net.cn

Accommodation

JLBestmeeting

Contact Person: Mrs. Grace Zhang

Tel: (86-21) 5578-3673/5578-3567

Email: exhibition@bestmeeting.net.cn

E-mail: exhibition@bestmeeting.net.cn

Translation Service

Global Translation Co., Ltd.

Tel: (86) 4006291995

E-mail: info@guoyifanyi.com

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1. Exhibition information

- 1) Venue:** National Exhibition and Convention Center-Shanghai (NECC-Shanghai)
North Gate: No.333, Songze Avenue, Qingpu District, Shanghai, P.R.China
West Gate: No.1888, Zhuguang Road, Qingpu District, Shanghai, P.R.China

2) Traffic Direction to NECC (SHANGHAI):

National Exhibition and Conference Centre (Shanghai) is about 1.5km from the Hongqiao Airport, 60km from Pudong International Airport in Shanghai. You can take the airport bus, or metro.

By Air

From Terminal 2 of Hongqiao Airport

Taxi: about 5 minutes

Metro: Take Line 2 and get off at Xujingdong/Xujing East Station

Airport hotline: 021-62688918

From Pudong International Airport

Taxi: About 60 minutes

Metro: Take Line 2 and get off at Xujingdong/Xujing East Station

Airport hotline: 021-38484500

By Train

From Shanghai Hongqiao Railway Station, it is 1.5km to China Expo Complex

Taxi: about 5 minutes

Metro: Take Line 2 and get off at Xujingdong/Xujing East Station

From Shanghai Railway Station, it is 25.5km

Taxi: about 25.5km

Metro: Take Line 1 to Renminguangchang/People's Square Station, change to Line 2 and get off at Xujingdong/Xujing East Station

From Shanghai South Railway Station, it is 23km

Taxi: about 23km

Metro: Take Line 1 to Renminguangchang/People's Square Station, change to Line 2 and get off at Xujingdong/Xujing East Station

By Metro

Metro: Take Line 2 and get off at Xujingdong/Xujing East Station; Line 17 and Line 23 under construction will stop by also.

3) Registration and Exhibit Move-in:

Exhibitors should register at the specified date, and to get the Exhibit Card and Exhibitor Pass with Exhibitor Contract Form from Organizing Committee at the Exhibitor Reception in NECC. The date is May 12-13, 2018(9:00 am-17:00 pm is valid)

4) Exhibit Move-out:

The exhibit should be moved out from 14:00 pm-18:00 pm on May 16, 2018. Please

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applying the Move-out Card at the Exhibitor Reception of the Organizing Committee, and moving out completed within the stipulated period.

5) Detailed Schedule:

Move-in:	May 12-13, 2018	09:00 am-17:00 pm
Opening hours:	May 14, 2018	10:00 am-17:00 pm
	May 15, 2018	09:30 am-17:00 pm
	May 16, 2018	09:30 am-14:00 pm
Move-out:	May 16, 2018	14:00 pm-18:00 pm

3. Exhibition hall-related technical data

National Exhibition and Convention Center (NECC-Shanghai) offers 500,000 square meters of exhibition space, including 400,000 sq m of indoor exhibition space and 100,000 sq m of outdoor display areas. The indoor exhibition space include 13 large exhibition halls (28,800 sq m each), and 3 small halls (10,000 sq m each). All the exhibition halls are directly accessible by freight carriers.

4. The Rule of Using Hall

- 1) Exhibits transportation, installation and operation of presentation can not exceed the floor load capacity. Any oversized, overweight objects operation should be declared in advance organizer. It can bring into the hall after approved.
- 2) Maximum booth height is **4.4m**. Any part of the exhibition hall could not break into the nails, screws, or drill holes, the suspension, plaster without authorization.
- 3) All machines should be installed safety devices during operation. Only when the machine was cut off power supply, the safety device can be removed.
- 4) Exhibitors can only operate machines, apparatus at the leased area, and it need qualified personnel to operate. It is not allowed to operate without supervision by qualified personnel. Visitors must maintain a relatively safe distance from the machine, and suggested that use safety protective equipment.
- 5) The following exhibits must obtain written approval from the relevant departments:
 - 1. As exhibits on display or apply any heat, iron grills, heaters or open flame devices, candles, lanterns, torches, welding equipment, or other smoke substances.
 - 2. Display and use any deemed hazardous wiring, mechanism and chemical device. For the doubtful device or the device may be treated as hazardous material, should be submitted to the relevant departments.
 - 3. The toxic or dangerous materials, including flammable liquids, compressed gases and hazardous chemicals.

5. Other matters

- 1) Catalog will freely publish Profile of the company within 200 words for all exhibitors. Please send your company profile to the organizers before Mar 31, 2018.
- 2) Organizers offer free tickets for exhibitors to invite customers, please contact organizers if you need this service.
- 3) Please pay the remaining costs before Apr 10, 2018. Otherwise the organizer treats as a

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waiver. The paid fee cannot be returned.

4) Exhibits are required to transport in the hall before May 13, 2018. Otherwise, you need take on the aftermath by yourselves.

5) Exhibitors should bring business license and proof of product-related materials in order to safeguard consumer interests. It is strictly prohibited exhibit fake and shoddy products.

6) In order to ensure the overall image of the exhibition, the organizers reserve the authority of negotiating with the exhibitors and ultimately adjust the booths. We hope the exhibitor agree with our work.

7) Exhibitors booth shall not be privately leased, transferred, shall not be displayed unrelated products with this exhibition, shall not be sold at the exhibition venue. Otherwise treated as disturb the order of exhibition and withdraw its exhibition booth, the paid costs are not refunded.

8) Exhibitor representatives should strictly abide by the opening (9:00 am) closed (17:00 pm) time, arrive at their posts at 8:50 am every day. You need take on the aftermath by yourselves if you did not arrive the posts on time.

9) If you have other demands, please contact us and we will do our best to serve you.

Organizing committee office:

Shanghai Golden Commercial Exhibition Co., Ltd.

Add: Room 712-716, Building 3, City Center, No.166, Minhong Road, Minhang District,
201102, Shanghai, China

Tel: (86-21) 6439-6190, 5013-1760

Fax: (86-21)5013-1761

E-mail: info@goldenexpo.com.cn

<http://www.goldenexpo.com.cn>

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Booth Construction Guide

The Organizer has appointed HAIBO Exhibition Service (Shanghai) Co., Ltd. as the official contractor for booth construction and fitting of this show event. HAIBO would supply professional service related with the booth construction and fitting. Exhibitors could contact HAIBO directly if any question of requirement for the booth building and/or fitting. Please pay special attention to the rules of this guide .Otherwise you might meet with trouble with your display or the surcharge might happen because of late order.

HAIBO EXHIBITION SERVICE (SHANGHAI) CO., LTD.

Add: Room 201, Building 5, KongJiangYiCun, Shanghai China
 Tel: +86 18215613896 Fax: +86 21-65685015
 Contact: Ms. Jennifer Jiang E-mail: 1051991756@qq.com

[FORM 1] Company name on fascia board (Deadline: Apr 16, 2018)

• Please indicate your company name in Chinese and English in the boxes below for the fascia board.

[1] ENGLISH NAME: PLEASE WRITE IN BLOCK LETTERS

[2] CHINESE NAME: PLEASE WRITE CLEARLY

- If we could not receive your Fascia Board details before the deadline, the Fascia Board will be made according to the information provided by the organizer.
- There is an extra charge (USD 20 for each) if you would like to make any changes on the fascia board on-site.
- If you want to put your logo on the fascia board, please send it to us before the deadline. The production cost is USD 20/piece. (Max. size of the logo: **200mm * 200mm.**)

The order must be accompanied with full payment to follows bank account.

Beneficiary Bank: Bank of Shanghai

SWIFT CODE: BOSH CNSH

Beneficiary account number: 316683-03000335664

Beneficiary Name: HAIBO EXHIBITION SERVICE CO.,LTD. SHANGHAI

Address: 59th Guoquan Road, Yangpu District, Shanghai, 200433, China

EXHIBITOR'S ACKNOWLEDGE

Contact Person: _____ Position: _____
 Company Name: _____
 Tel: _____ Fax: _____
 Booth Number: _____ E-mail: _____
 Date: _____ Signature & Company Chop: _____

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【FORM 2】 RENTAL OF ADDITIONAL FURNITURE (Deadline: Apr 16,2018)

NO	Item	Unit Price(USD)
H-01	INFORMATION COUNTER(1030L*535W*800Hmm)	35.00
H-02	LOCKABLE CUPBOARD (1030L*535W*800Hmm)	60.00
H-03	GLASS ROUND TABLE (800φ*750Hmm)	35.00
H-04	RECEPTION COUNTER (90°1980φ-1200Hmm)	250.00
H-05	CONFERENCE CHAIR (500W*450D*450SHmm)	20.00
H-06	FOLDING CHAIR (460W*400D*455SHmm)	15.00
H-07	BAR STOOL (300φ*750SHmm)	20.00
H-08	LOW GLASS SHOWCASE (1030L*535W*1000Hmm)	100.00
H-09	TALL GLASS SHOWCASE (535L*535W*2000Hmm)	95.00
H-10	TALL GLASS SHOWCASE (1030L*535W*2000Hmm)	105.00
H-11	LOW DISPLAY CUBE (535L*535W*500Hmm)	30.00
H-12	TALL DISPLAY CUBE (535L*535W*800Hmm)	35.00
H-13	SLOPED SHELF/ FLAT SHELF/GLASS SHELF(A/B)	15.00
H-14	CLOTHES RACK (1800L*450W*1520Hmm)	50.00
H-15	FOLDING DOOR (950W*2000Hmm)	65.00
H-16	APERTURE BOARD (2353L*963W)	85.00
H-16-	APERTURE BOARD (1400L*970W)	65.00
H-17	NET PIECE (900L*1200Hmm)	10.00
H-18	100W LONG ARM SPOTLIGHT	30.00
H-19	SPOTLIGHT	30.00
H-20	FLOUORESCENT TUBE	35.00
H-21	HQI FLOODLIGHT	100.00
H-22	POWER POINT (13A/220V/single phase)	30.00
H-23	BARRICADE	30.00
H-24	PDP 42/DVD	300.00
H-24-	LCD 42/DVD	450.00
H-25	FRIDGE	350.00
H-26	DOCUMENT SHELF	50.00
H-27	WATER DISPENSER	65.00

- * The rental is for the whole show period.
- * For any more furniture requirement, please contact our staff.
- * All items are on rental basis and any cancellation of orders will not be refunded.
- * Please make sure the payment must be made together with the order before Apr 16, 2018. Please send us your bank slip indicating your booth number and the show name for our reference. If we could not get your payment before the deadline (based on our bank's record), your order would not be valid.

EXHIBITOR'S ACKNOWLEDGE

Contact Person: _____ Position: _____
 Company Name: _____
 Tel: _____ Fax: _____
 Booth Number: _____ E-mail: _____
 Date: _____ Signature & Company Chop: _____

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【FORM 3】 RENTAL OF ADDITIONAL LIGHTING AND ELECTRICITY SUPPLY

Deadline: **Apr 16, 2018.**

WATER, ELECTRICITY, COMPRESSED AIR RENTAL

ITEM		Unit price (USD)	
1. power point	(7.5KW) 15A/380V Switch	450.00	
	(15KW) 30A/380V Switch	550.00	
	(30KW) 60A/380V Switch	750.00	
	(50KW) 100A/380V Switch	950.00	
2. Water supply	The connection with up-down water pipe (with 10m water pipe)	750.00	
3. Air-Compressor	Compressed air \leq 4.5HP	750.00	

* The rental is for the whole show period.

*This rental is for order form before the deadline only. Late or onsite order would collect additional 50% surcharge, any order on show opening date would be doubly charged and with cash only. Power supply of 24h/day is collected with 130% of the quotation in the forms.

IMPORTANT NOTICE: Booth deposit would be collected according to the stand spaces. RMB 10,000 for stand (below 54 square meters). RMB 15,000 for stand, below 72 square meters. RMB 20,000 for stand, above 100 square meters.

EXHIBITOR'S ACKNOWLEDGE

Contact Person: _____ Position: _____

Company Name: _____

Tel: _____ Fax: _____

Booth Number: _____ E-mail: _____

Date: _____ Signature & Company Chop: _____

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【FORM 5】REFRIGERATOR RENTAL (Order deadline: **May 4, 2018.**)

No.	Size(cm) Volume (L)	Refrigerating Temperature	Power	Price (USD)	Quantity	Total
1	200*100*78cm 580L	- 18° ~ -5°	400W	USD300/set/expo		
2	180*80*90cm 500L	- 18° ~ -5°	400W	USD260/set/expo		
3	156*70*90cm 300L	- 18° ~ -5°	400W	USD260/set/expo		
4	108*55*84cm 208L	- 18° ~ -5°	400W	USD260/set/expo		
5	120*80*120cm 300L	2° ~ 8°	1000 W	USD300/set/expo		
6	180*58*55cm 200L	0° ~ 8°	400W	USD260/set/expo		

Total Price : \$ _____ (for the whole show period)

Remark :

1. Exhibitor with own refrigerator has to pay \$50/set/expo for 24hs power supply
2. Order deadline: **May 4, 2018.** There will be a 50% surcharge for late order.
3. Rental fee should be paid in full with confirmation.

Beneficiary : Shanghai Zhuhua Exhibition Service Co., Ltd.

Bank : Shanghai Rural Commercial Bank

SWIFT CODE: SHRCCNSH

Account No. : 50131000615693765

Add: INTERNATIONAL DEPARTMENT ROOM1708, 17TH FLOOR ZHONGRONG JASPER TOWER, 8 YINCHENG RD(M), PUDONG DISTRICT, SHANGHAI, CHINA

Exhibitor Information : Company Name: Stand No.: Contact: Tel : Mobile: Email: Date:	Please send the form to below address and keep a copy for recording purposes :
	Shanghai Golden Commercial Exhibition Co., Ltd. Tel : 021-61629719 Email : service@goldenexpo.com.cn

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SPECIAL DESIGN BOOTH GUIDE

HAIBO would supply professional service related with the special design booth construction and fitting. Exhibitors could contact HAIBO directly if any question of requirement for the special booth design and building. Please pay special attention to the rules of this guide .Otherwise you might meet with trouble with your display or the surcharge might happen because of late order. Those exhibitors with raw space reservation booths must order their electricity, water and/or compressed air supply service from HAIBO.

HAIBO Exhibition Service (Shanghai) Co., Ltd.

Add: Room 201, Building 5, KongJiangYiCun, Shanghai China

Tel: +86 18215613896

Fax: +86 21-65685015

Contact: Ms. Jennifer Jiang

E-mail: 1051991756@qq.com

Notes: The HAIBO Exhibition Service (Shanghai) Co., Ltd. will charge Special Design Booth **35 RMB /sq** as the construction management fee if your company chooses your own construction company besides HAIBO Exhibition Service.

SPECIAL DESIGN REQUIREMENTS

If the exhibitors who have booked the "RAW SPACE STANDS" are interested in appointing **Haijie** as your appointed contractor, **please send this form to us ASAP, we will contact you and provide the stand design on the basis of your requirements with the quotation.**

Company Name:		
Booth No.:		
Contact Person:		Website:
Address:		
Tel:	Fax:	E-mail:
Specifications:		
Area:		
Space:		
Open Side:		
Basic Requirements:		

SPECIAL DESIGN BOOTH GUIDE 2

【FORM1】 SPECIAL DESIGN BOOTH AUTHORIZATION(RAW SPACE STAND MUST SUBMIT)

DEADLINE:4.16.2018

Send Back to: HAIBO EXHIBITION SERVICE CO., LTD. SHANGHAI

1,Exhibitors

Company Name: _____

Contact Person: _____ Tel: _____

Mobile _____ Fax: _____

E-mail: _____ Exhibition Hall No: _____ Booth No: _____

Our company is _____ exhibitors, need to set up _____ square meters, the length of the booth is _____ meters, the width is _____ meters. Now our company is entrusting your company to set up a special design booth for our company, and certify as follows:

- 1, After inspection, the company has been confirmed as the sole contractor of the booth and has the qualifications to set up.
- 2, The company has signed a contract with our enterprise to ensure the safe construction and normal operation of the exhibition platform.
- 3, Our company has clearly defined the construction management related safety regulations of the organizing committee, and notified our company and appointed construction company to ensure the safety of the construction.
- 4, Our company will cooperate with the home service caravan booth of the organizing committee for the safety supervision. And the organizing committee has the right to punish the booth if it violates the relevant safety regulations of construction.
- 5, Our company should supervise the booth constructor and the organizing committee has the right to investigate and affix all the responsibilities of our company and appointed construction company if it violates the relevant regulations of the construction management of the organizing committee.

Exhibitors Stamp/Chop:

Signature:

Date:

SHIPPING INSTRUCTION

Z-LUCK is nominated as official freight forwarder for exhibition who is responsible to handle all exhibits at mentioned exhibition, as well as on-site services exclusively.

To ensure smooth handling of exhibits, please consult us with following all points in this guideline when they are shipping to exhibition. Failure to comply with these points is likely to create problems and additional expenses.

1. Communication

Exhibitors are kindly requested to direct all shipping inquiries, information and documents to:

Shanghai Z-Luck International Logistics Co., Ltd
Suite 710 No.198 Siping Road.Shanghai 200081.P.R. China

Ctc Person: Ms.Emily Gong

Phone: +86 13917014074

Fax: +86 21 56669280

E-mail: emily.gong@zzwl.net.cn

2. Time Schedule

Freights destination to Shanghai Seaport/Airport from overseas

Documents Deadline 12th April 2018

Exhibits Arrival Deadline

For LCL Destination to Shanghai seaport 28th April 2018

For FCL Destination to Shanghai seaport

For Airfreight Destination to PVG airport 04th May 2018

Notes:

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

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3. Consignment Instruction

SEAFREIGHT (LCL & FCL)

Destination Port: Shanghai seaport

Consignee in OBL

SHANGHAI Z-LUCK INTERNATIONAL LOGISTICS
CO.,LTD.

ADD: SUITE 710, No.198 SIPING ROAD, SHANGHAI
200081. P.R. CHINA

TEL: 0086-21-56669280

FAX: 0086-21-56669280

Notify Party in OBL

SHANGHAI Z-LUCK INTERNATIONAL LOGISTICS
CO.,LTD.

ADD: SUITE 710, No.198 SIPING ROAD, SHANGHAI
200081. P.R. CHINA

TEL: 0086-21-56669280

FAX: 0086-21-56669280

AIRFREIGHT

Destination Port: PVG airport

Consignee in Master AWB

HU ZHOU XIN YUAN FREIGHT AGENT CO., LTD.

ADD: NO.9 ZHONGQING WAREHOUSE,
168# XUHUA ROAD, PUDONG INTL AIRPORT,

SHANGHAI, P.R.CHINA

TEL: 0086-21-33935512

FAX: 0086-21-33935615

Notify Party in Master AWB

SHANGHAI Z-LUCK INTERNATIONAL LOGISTICS
CO.,LTD.

ADD: SUITE 710, No.198 SIPING ROAD, SHANGHAI
200081. P.R. CHINA

TEL: 0086-21-56669280

FAX: 0086-21-56669280

Consignee in House AWB

SHANGHAI Z-LUCK INTERNATIONAL LOGISTICS
CO.,LTD.

ADD: SUITE 710, No.198 SIPING ROAD,
SHANGHAI 200081. P.R. CHINA

TEL: 0086-21-56669280

FAX: 0086-21-56669280

Notify Party in House AWB

SAME AS CONSIGNEE

4. Shipping via Int'l Courier / Express Services

Exhibitor can use int'l courier / express services to ship some low-value items when direct consigned to Z-LUCK Consignment is per follow instruction,

Consignee in Int'l Courier / Express AWB

SHANGHAI Z-LUCK INTERNATIONAL LOGISTICS
CO.,LTD.

ADD: SUITE 710, No.198 SIPING ROAD, SHANGHAI

200081. P.R. CHINA

TEL: 0086-21-56669280

Contact Person: Ms. Emily Gong

Arrival Deadlines: at least 10 days in prior to Show date

Required Documents to Z-Luck Co., Ltd

One copy of Courier / Express AWB

One copy of Form 1

Notes:

- In regular, the services company should be responsible to go through all customs formalities at destination and door delivery services to Z-LUCK Co., Ltd. But in sometimes, the shipment could most be possibilities to be detained by Chinese Customs due to some uncertain reasons. And they are failure to process customs clearance, as well as door delivery services.按
- A. When courier / express shipment is detained by Chinese Customs, the services company could forward full sets of shipping documents to Z-LUCK to take over the responsibility in customs clearance, as well as delivery services. Further more, some additional expenses incurred due to customs clearance from Z-LUCK should be borne by exhibitors in separate.
- B. Z-LUCK do not take any responsibility to secure customs clearance even if when we take over this responsibility from Courier /Express company.

5. Pre-alert & Documents to Z-LUCK

Once shipment is booked, please immediately advice Z-LUCK through email / fax with details of:

- ✓ Pre -Alert with booking info
 - One original OBL or 1 copy of Express BL or one copy of AW
 - Shipping schedule with ETD and ETA
 - Info of booked forwarder
 - ✓ Shipping Documents that is required in necessary
- Appendix is the samples of following documents.
- Services Order Form
 - Form1 (LOE form)
 - One declaration of fumigation (IPPC) for wooden packing or non-wood packing material
 - One copy of Insurance Policy (if insured)
 - Label on package for both inbound & outbound

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- Additional OC (Origin of Country) & HC (Health Certificate) are wanted for foodstuffs.

Exhibitor are kindly requested to return above forms to Z-Luck without exception and delay. Any absence or later arrival to Z-LUCK will cause failure in customs clearance.

Notes on Form 1 (LOE form)

It is the most important document that be submitted to Chinese customs both in exhibition inbound and outbound movements. Any negligence will be a violation of customs' regulations.

One sheet of this Form is Only used for one packed box with details of

- Accurate description of each item with HS code, including major components
- Quantity of each item with actual price in unit & total CIF value
- Size and Gross/Net weight of packed box
- Catalogs, display samples, gifts and foodstuff must also be specified with exact quantity & value on this form

6. Bonded Exhibit On TIB Clearance

The Chinese Authorities permit exhibits to be imported into China on temporary import basis on approved trade shows. Temporary import is allowed for 3 months from the date of entry and must be re-exported unless duties and taxes are paid in the event of conversion to permanent import. Extension of temporary import is allowed subject to Customs' approval.

According to Chinese Customs regulations, The Shanghai Customs will collect deposit for exhibition goods before declaration. Z-Luck will pay this deposit on behalf meanwhile we need collect 1% of the CIF value of shipment per month as the bonded fee

ATA Carnet is also accepted when temporary import in China, but should be issued for "Exhibition Purpose" ONLY.

Z-LUCK will go through customs formalities for exhibitors. But in some occasions, the presence of exhibitors will be required. As the requires Z-LUCK will be responsible for the control of all exhibits, exhibitors should not allow their exhibits to be taken away from the show ground without prior agreement with customs through Z-LUCK, otherwise exhibitors will get severe punishment by Chinese customs. Besides, for those goods which will be consumed or abandoned in the exhibition, exhibitors have to pay certain tax after measuring the actual amount by Chinese customs.

7. Advertising Materials & Consumable Goods

- ✓ Exhibitors are allowed to ship some advertising materials (such as brochures and souvenirs) and technical information materials to exhibition for distribution purpose. But in sometimes, they are subject to import duties as assessed by Chinese Customs which must be payable on entry.
- ✓ Samples of these materials (2 copies each) and souvenirs (2 each) must be delivered to Z-Luck with a List of Exhibits Form (Form 1) for customs inspection purpose.

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- ✓ All these materials only can be distributed at exhibition after have approval granted from Chinese customs. These Samples should arrive at Z-LUCK no later than one month before show opening.
- ✓ All promotional materials must not indicate or deem to indicate that Tibet or Taiwan is a Country. For example, "ROC" is forbidden used in all printed materials or on any visuable items.
- ✓ Any Films/ Slides/ Video tapes/ CDs, VCDs, DVDs to China for exhibition MUST have separated granted from Chinese Authorities. When you want to ship these items to China, please confirm with Z-Luck. Without any double confirmation from Z-LUCK, these items would be detained by Chinese Customs after they arrive at Shanghai.
- ✓ Consumable exhibits, as well as cosmetics, alcoholic drinks, cigarettes, and all other foodstuffs to exhibitions are treated as dutiable goods either in China. The exhibitor should pay Import Duties .

8. Hand-Carried Exhibits

Exhibitors could bring their items to the exhibition by hand-carry. But kindly be noted that they maybe impossible to go through the customs formalities with free-entry when they arrive at Shanghai. In sometimes, exhibitors are requested to pay bonded deposit by cash that is guarantied to Chinese Customs. The deposit can be refunded to exhibitors only while they are leaving China along with those hand-carried exhibits.

9. Heavy and Oversize Exhibits

When one packed box is beyond 3000kgs, or size of box is substantial large, e.g. Volume is over 10 CBM, exhibitors should consult Z-LUCK in advance with a drawn-to-scale layout to facilitate conversion process in transport and positioning of their exhibit. Case number and front side of the box must be clearly shown on the layout as well as on the box.

Exhibitors are kindly requested to be on site as early as possible when operation of unpacking and positioning their heavy exhibits. If a mobile crane is required in operation, exhibitors should inform Z-LUCK in advance with detailed layout to secure smoothly on-site operations.

10. Dangerous Exhibits

Any goods which is in line with UN Convention on Dangerous Goods, must be filled out in a special Declaration Form. And the completed forms should reach to us before shipment is dispatched. There will be special treated and handling charge for such goods.

11. Packing of Exhibits

✓ **Case Marking**

For easy identification of exhibits, all packages must be marked as follows:

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Name of Exhibitor : _____

Stand Number : _____

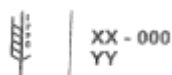
Case Number : _____

** Please also mark : "Front " or "back" & "center of gravity" on heavy packages as well. **

✓ **Fumigation Rulers on WPM**

ALL CARGOS WITH WOOD PACKING MATERIAL (WPM) to China (such as wood block cases, lath cases, wood pallets, wood frames, wood drums, wood axes, chocks, stow-wood, crossties and so on), are forced to be fumigated in the country of origin before sending them to China.

To ensure the WPM is properly treated either by Heat Treatment (HT) or Methyl Bromide (MB), following information **MUST** be marked or stamped on the outside packing as the below sample:



WOOD PACKING MATERIALS WITHOUT ACCEPTABLE STAMP OR NOT IN COMPLIANCE WITH THE ABOVE REQUIREMENTS MUST BE DESTROYED TAHT ARE REQUIRED BY CIQ.

For cargo with non-wood packing materials, the cargo owner must provide the non-wood packing declaration, which is printed out by company letter-head, signed with authorized signature and endorsed with company chop. The original declaration letter must be attached to the original Master Airway Bill or courier to our local office in China for Customs clearance purpose.

✓ **Proper Packing**

Exhibitors will be responsible for the consequences of improper packing. As the exhibits are repeatedly loaded and unloaded during transportation, shocking/bumping will sometimes be inevitable. Moreover, exhibits will be placed outdoors many times, including open-air storage at the exhibition centre before and after the exhibition. Therefore, exhibitors must take necessary precautions against damage and rain, since we cannot assume any responsibility for the damage, especially when the return exhibits are to be packed with used-packing materials (the case as well as aluminium foil, plastic covers, etc., very often would have been damaged already during unpacking).The case or carton must be strong enough to be protected against damage / rain during transportation as well as unpacking, and in particular, be suitable for repacking and for sale or return movement after the exhibition.

Manual for Exhibitors

✓ Vacuum Packing Services at Exhibition Ground

We have additional Vacuum Packing Services at exhibition ground. Exhibitor can place the order to Z-LUCK at least 2 days before required service date.

12. Exhibits Insurance

It is the responsibility of each exhibitor to arrange Marine (Transport) Insurance covering transport to the exhibition, during the exhibition, till the return of the exhibits to domicile/exhibits sold locally, including the period the exhibits are handled by Z-LUCK tariff is computed on the basis of volume and weight and has no correlation with the value of exhibits which means the cost of insurance cover is not included in our charges. Exhibitors should also bring a copy of the insurance policy to Shanghai. It will be required in case exhibitors need to file a claim for damage or loss in China

Z-LUCK can offer the exhibitor insurance coverage at competitive premiums upon receiving request.

13. Move-in & Move Out Movement

Exhibits will be transferred to the exhibition venue during the move-in days. Representatives of Z-LUCK will be available to help the exhibitors with the move-in logistics including unpacking and storage of empties as applicable. However, a responsible representative of exhibitors must be available on-site during the move-in period for supervision. In sometimes, however, Customs & CIQ officers may inspect the case at the ports or fair site without your presence.

Similarly, during exhibition closing, exhibitors must also supervise the dismantling and repacking of exhibits, especially for delicate or heavy equipment.

Prior to the move-out days, exhibitors are required to advise Z-LUCK what's the final disposal of exhibits in following information:

- Sold or Given Away
- To be returned
- Pending or bonded store
- Abandoned or Consumed

In the event of non-compliance of return instructions, all goods left at the exhibition venue shall be subject to disposal by the Chinese Customs and all charges relating to the disposal including duties and taxes if any, shall be borne by the exhibitor.

Exhibitors must pay special attention to the following Customs' regulations:

- items other than those declared exhibits (e.g. personal effects, souvenir bought in China) are absolutely not allowed to be returned together with exhibits.
- Violations of these regulations will result in confiscation and heavy fines imposed by the Chinese Customs.

14. Returning of Exhibits

The re-export formality will require about 2 weeks prior to the re-export shipment out of China. If the exhibitor needs the goods to be re-exported urgently, please advise representatives of Z-LUCK on-site of your request as applicable and double confirmed with us.

All the returning exhibits MUST BE booked at Z-Luck and in terms of "Freight Prepaid" ONLY.

Manual for Exhibitors

15. Payment

Inward : Upon uplift of goods, prior to delivery to stand.
Outward : Upon presentation of invoice/prior to delivery to premises.

All payments must be made to Z-LUCK without any deduction or deferment on account of any claim, counterclaim or offset.

Please secure payment to following Bank's Info

Currency : US DOLLOR

Company : Shanghai Z-Luck International Logistics Co, Ltd.

Address : Room 710, No.198, Siping Road, Shanghai, China

Payee's Bank Name: Bank Of China Shanghai LiYang Road Sub-Branch

Bank Dress : No.251 Siping Road Shanghai China

Account No. 437773537808

SWIFT CODE: BKCHCNBJ300

16. Terms & Conditions

Shanghai Z-Luck International Logistics Co, Ltd. does not take any responsibility for:

I. Exhibits which are not allowed by the organizer or Chinese Customs to be sold or displayed at the fairground.

II. Any tax/duty for sold exhibits

Loss of goods whilst on display at the venue

All business is only transacted in accordance with our Standard Trading Conditions. A copy is available upon request.

Use of Z-LUCK services – be it partly or in full – and any requirement for additional services at any time before, during or after the exhibition express orally and/or in writing and/or by conduct, implies acknowledge and acceptance of the foregoing.

Forwarding Services Tariff at Exhibition 2018

I. Inbound Movement

I.1 Ex free arrival at Shanghai Terminal / Port up to delivery Exhibition CHINA 2018 stand.

Services includes:

- Documentation handling;
- Bonded Customs clearance and handling at Shanghai Terminal / Port;
- Customs & CIQ inspection, and Warehousing services prior to show time;
- Transport from Shanghai Terminal / Port to Exhibition Ground, sorting and delivery to exhibition booth;
- Assisting Exhibitor for unpacking and one time on-spot positioning of heavy exhibits (assembling excluded);
- Removing empty cases and packing materials to on-site storage place (outdoor).

Services Tariff:

- By Sea Freight
 - RMB450.00 per CBM
 - LCL Min 2 cbm per Consignment per Exhibitor
 - FCL Min 23cbm per 20'GP container
 - Min 46cbm per 40'GP/HC container
 - Min 50cbm per 40'OT/FR container

- By Air Freight
 - RMB6.30 per KG
 - (Min: 200kgs PER AWB PER EXHIBITOR)

- Shanghai Terminal charge
 - Terminal Agency fee , D/O fee RMB665.00 per Consignment
 - LCL RMB 300.00 per CBM
 - (Min 3cbm PER CONSIGNMENT PER EXHIBITOR)
 - FCL RMB 1500.00 per 20'GP,
 - RMB 2325.00 per 40'GP/HC
 - RMB 2790.00 per 40'OT/FR
 - ** weight not exceeding 30T in 1x40'
 - AIR RMB2.50 per KG
 - (MIN 200kgs per AWB)

- Empty containers handling
 - RMB1750 per 20'
 - RMB2450 per 40'

Manual for Exhibitors

I.2 Freight Transfer from Other exhibition / Bonded Warehouse at Shanghai to Exhibition CHINA 2018

Services Includes;

- Documentation handling;
- Bonded Transfer clearance from other exhibition / Bonded Warehouse
- Customs & CIQ inspection;
- Transport to Exhibition Ground, sorting and delivery to exhibition booth;
- Assisting Exhibitor for unpacking and one time on-spot positioning of heavy exhibits (assembling excluded);
- Removing empty cases and packing materials to on-site storage place (outdoor).

But excludes,

- Exhibits handling at other exhibition / bonded warehouse

Services Tariff:

- Bonded Transfer fee RMB500.00 per Clearance
Transport to Exhibition CHINA 2018
- RMB450.00/cbm (MIN: 3CBM PER CONSIGMENT PER EXHIBITOR)

I.3 Local Sources from free arrival at Exhibition CHINA 2018 and delivery to stand

Services Includes;

- Documentation handling;
- Free arrival at CWIEME Ground, sorting and delivery to exhibition booth;
- Assisting Exhibitor for unpacking and one time on-spot positioning of heavy exhibits (assembling excluded);
- Removing empty cases and packing materials to on-site storage place (outdoor).

Services Tariff: RMB200.00 per CBM
(MIN: 3CBM PER CONSIGMENT PER EXHIBITOR)

I.4 Additional & Option Tariff

- Basic Services Charges RMB415 per Consignment per Exhibitor
- Storage in prior to Exhibition CHINA 2018
- LCL RMB3.50/cbm/day (7 days free after arrival)
- FCL RMB100/TEU/day (7 days free after arrival)
- AIR RMB0.40/kg/day (3 days free after arrival)
- Bonded warehouse RMB7.00/cbm/day (without free days)

Manual for Exhibitors

- Quarantine Inspection fee
 - LCL / AIR RMB70 per package
 - FCL RMB560 per 20' container
 - RMB840 per 40' container

- Customs Inspection fee at Cost if any

- Documentation fee RMB350 per Consignment per Exhibitor

- Hall Management fee RMB35.00/cbm/exhibitor
- ATA Carnet Endorsement RMB800 per Carnet ATA by items not exceeding 10
 - RMB10 per items in additional when it is beyond
- Wrong Consignment or House AWB if any RMB700 per Consignment
- Additional surcharge for FCL which arrives at Yangshan Seaport
 - RMB700 per 20'
 - RMB1400 per 40'
- THC for special container(FR, OT) RMB2500.00/20' RMB3150.00/40'
- Container demurrage
 - RMB500/20'/day
 - at exhibition ground RMB1000/40'/day
- Container detention fee At cost from carrier
- Container storage charge on site: RMB 600.00/20'/day, RMB 1200.00/40'/day
- VAT: 6% of amount
- 100% surcharge is applicable for food, liquid, frozen,dangerous products

II. Outbound Movement - Returning

Outbound services from exhibition booth up-to Shanghai Air/Sea Port.
Services and Tariff will be same as inbound movement

III. Abandoned Exhibits after exhibition

- Customs formalities: RMB310.00/exhibitor
- Transportation charges RMB378.00/cbm (Min. 1cbm)
from booth to destruction room:
 - Destroy fee RMB8.00/kg (min 100kg)

IV. Sold Exhibits to Bonded warehouse after exhibition

Re-delivery of the empty cases and packing materials to booth after closing of exhibition,
assisting exhibitors in repacking, moving exhibits from exhibition booth

Manual for Exhibitors

Services Tariff:

- Handling to bonded warehouse RMB450.00 per CBM
Min 3cbm per Consignment per Exhibitor

- Storage charge RMB7 per CBM per Day
(Min: 1 cbm per Exhibitor)

- Bonded warehouse handling RMB50.00/cbm per entry or per out
(Min. 1cbm)

REMARKS

- a) Above rates are quoted for General Cargoes with standard seaworthy packing only, for specialized cargoes, e.g. dangerous, reefer and high valued cargo, 100% additional charges will be levied and accepted subject to availability.
- b) For cargoes arrived after deadline, a surcharge amounting to 30% of inbound movement charges and on-site service charges will be levied.
- c) Volume / Weight Conversion for Airfreight is: 6 cbm = 1,000kgs
6 立方米 = 1000 公斤
- d) Chares of quarantine treatment of wooden packing material (such as fumigation, disinfections, heat treatment, etc.), and sampling of wooden packing materials by the Quarantine Authority will be accordingly at cost.
- e) Vacuum Packing Services at exhibition ground = RMB350 per CBM, or RMB200 per CBM without Packing Materials. Customs formality fee for given-away or consumed exhibits on which duty and tax should be levied during/after the exhibition will be RMB800/bill.
- f) For individual package over 3 tons with dimensions 3m (L) x 2.2m (W) x 2.2m (H), the oversize / weight surcharge will be advised upon request.
- g) According to "Tax Policy Concerning Nationwide Implementation of VAT Pilot Program for Transport and Modern Services Sectors" (referred to Cai Shui [2013] No. 37), jointly issued by the Ministry of Finance (MOF) and the State Administration of Taxation (SAT) of PRC on 24th May 2013, Value Added Tax (VAT) will be expanded national wide for logistics and other selective modern service industries and the relevant tax policies for initial pilots will be repealed simultaneously. Effective from 1st Aug'2013, all the services provided by Z-LUCK will be subject to 6% VAT.