

# 3D printing

ASIA

## Exhibitor Manual

10 - 12 March 2019

China Import and Export Fair Complex  
Guangzhou, China

Important Information enclosed  
Please return forms by the deadlines stated

Dear Exhibitor,

**Welcome to 3D printing asia 2019!**

This manual is designed to give you maximum information regarding your participation in 3D printing asia 2019 taking place in China Import and Export Fair Complex from 10-12 March 2019. It contains all the forms you need to order the various related services you may require.

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

**Please Note**

Orders for additional equipment received after the specified deadline will be subject to a surcharge of 20%. On site orders will be subject to a surcharge of 30% and services will be provided upon availability and on a cash basis only.

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

Guangzhou Guangya Messe Frankfurt Co., Ltd  
Unit A2001, Center Plaza  
No. 161 Linhexi Road, Tianhe District  
Guangzhou, 510620, P.R.China

Contact: Mr Bryson Peng  
Tel: (86) 20 3825 1558 ext 234  
Fax: (86) 20 3825 1400  
Email: [Bryson.Peng@china.messefrankfurt.com](mailto:Bryson.Peng@china.messefrankfurt.com)

We look forward to welcoming you to 3D printing asia 2019 and wish you successful and satisfying three days at the fair!

Yours sincerely,

Guangzhou Guangya Messe Frankfurt Co., Ltd.

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## Contact Addresses

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<b>Organiser</b>	Guangzhou Guangya Messe Frankfurt Co., Ltd.
<b>In co-operation with</b>	Guangzhou Die & Mould Industry Association Guangzhou Additive Manufacturing Technology Industry Association
<b>Contact</b>	Guangzhou Guangya Messe Frankfurt Co., Ltd Unit A2001, Center Plaza, No. 161 Linhexi Road, Tianhe District Guangzhou, 510620, P.R.China  Contact person: Mr Bryson Peng Tel: +86 20 3825 1558 ext. 234 Fax: +86 20 3825 1400 Email: <a href="mailto:Bryson.Peng@china.messefrankfurt.com">Bryson.Peng@china.messefrankfurt.com</a>
<b>Official Contractor</b>	Guangzhou Zhuangzhan Exhibition Service Co., Ltd. Rm628, Huicheng Building, No.130 Zhongshan Dadao Road, Guangzhou, 510660, P.R.China  Contact person: Ms. Yaqin Long Tel: +86 20 8252 9044 Fax: +86 20 8252 9164 Email: <a href="mailto:1350513383@qq.com">1350513383@qq.com</a>
<b>Official Forwarder</b>	JES Logistics Ltd - Guangzhou JES Exhibition Services Ltd. Room 2005, Dongjian Building, West Tower, No. 501 Dongfeng Zhong Road, Guangzhou 510045,China  Contact person: Mr. Hill Gao Tel: +86 20 8355 9738 Fax: +86 20 8355 3765 Email: <a href="mailto:feng@jes.com.hk">feng@jes.com.hk</a>
<b>Supporters</b>	American Chamber of Commerce in South China British Chamber of Commerce Guangdong China Council for the Promotion of International Trade, Guangzhou Sub-council China-Italy Chamber of Commerce Dongguan Electronic Industry Association Foshan Nanhai Mould Association German Chamber of Commerce Spanish Chamber of Commerce in South China

## Important Dates & Show Schedule

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### Deadline for returning forms:

- I. **Must return forms are Form 09, please return to the respective supplier as stipulated on the form.**

Deadline	Description	Form Number
16 Jan 2019	Exhibitor Pre-registration	Form 09

- II. **Other forms (OPTIONAL)**

Deadline	Description	Form Number
16 Jan 2019	Invitation Letter for Visa Application	Form 01
25 Jan 2019	Additional Booth Equipment	Form 02
	Power & Equipment Supply	Form 03
	Fascia Board (for package booth exhibitor only)	Form 04
	Raw Space Exhibitors Submission Form	Form 05
	Raw Space Stand Construction Application	Form 06
	Safety Responsibility Pledges of Raw Space Stand Construction	Form 07
24 Jan 2019	Appointment of Forwarder & Transport Order	Form 08
25 Jan 2019	Temporary Staff	Form 10
	Advertising in Advertising Catalogue	Form 11
	Other Advertising Opportunities	Form 12
	Product Presentation	Form 13
	Promotional Material Display at Press Centre	Form 14
	On-site Noise Control & Performance at Booth	Form 15
	Visitor delegation application form	Form 16

### Show schedule – Move in, Show Period and Move Out

#### Move-in

8 - 9 Mar 2019 9:00am – 5:00pm  
Custom design booth build-up

9 Mar 2019 9:00am – 5:00pm  
Standard booth exhibitors move-in

#### Show Period

10 - 11 March 2019 9:30am – 5:00pm  
Show opens to trade buyers

12 March 2019 9:30am – 4:00pm  
Show opens to trade buyers

#### Move Out

12 March 2019 4:00pm – 8:00pm  
Exhibitors move-out

#### Please note:

Should raw space exhibitors want to work beyond the official hours as shown above, they should notify Guangzhou Zhuangzhan Exhibition Service Co., Ltd. before 3pm on that day in writing. An overtime charge RMB18/sqm/3 hour will be charged (min. charge is 100sqm/3hour). If overtime request is received after 3pm on that day, 20% surcharge will be charged.

We strongly recommend that all exhibitors arrive at their booths half an hour before the fair opens for security reasons.

## Exhibition Rules & Regulations

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### 1. Governing law

Exhibitors are required to observe and comply with all the laws of PR China.

### 2. Visa application

- 1) 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.
- 2) The organiser will provide assistance but is not responsible for obtaining visa for exhibitors.
- 3) 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. And the quantity of films, video-cassettes, slides is highly strict with. Exhibitors may appoint the Official Forwarding Agent 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 buyer. Before collecting the exhibits, the buyer should finalize Customs formalities and pay the duty / tax as well. If necessary, the Official Forwarding Agent may give assistance to the buyer for processing the Customs formalities, or provide information to exhibitors.

### 5. Customs clearance

Exhibition hall is regarded as Bonded Area. All goods inside the exhibition halls are tax exempted for temporary import during the exhibition. No goods are allowed to be taken out of the halls without prior approval of the Customs. Exhibitors are requested to:

- 1) Inform the Official Forwarding Agent for customs clearance of exhibits by completing and returning the "Combined Commercial Invoice and Packing List" enclosed with the Freight. Forwarder Manual to be supplied by the Official Forwarding Agent.
- 2) 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 Forwarding Agent before giving the souvenir away.
- 3) Exhibitors are strongly advised not to hand-carry goods for this exhibition as it could be detained by the Guangzhou Customs at the airport / railway terminal. The process of transferring the exhibits from the airport / railway terminal to the exhibition required complicated documentation, and additional handling fee.

## Exhibition Rules & Regulations

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### 6. General rules

- 1) All exhibitors must abide by the site regulations.
- 2) No person under 18 years of age will be permitted to enter the hall. Please remind your buyers not to bring children or anybody under 18 years of age.
- 3) During fair dates, exhibitors are allowed to enter the exhibition hall half an hour before show opens, and must leave the exhibition hall on time by 5:00 pm on 10-12 March 2019. Electricity will be disconnected at this time. If 24 hours electricity supply at the booth is required, please contact the Organiser.
- 4) Without the written permission from the organiser, exhibitor is not allowed to relet their stand to other party.

### 7. Fire & safety regulations

- 1) Smoking is prohibited in the exhibition hall.
- 2) No fire is allowed in the exhibition hall.
- 3) Any flammable and explosive materials being brought into the exhibition hall should be applied to and approved by the Fire Protection Department beforehand.
- 4) The organiser may, upon instruction from the related authority, issue other guidelines.

### 8. Insurance

The organiser is responsible for the general security of the entire venue but will not undertake any financial or legal responsibility for any type of risk concerning or affecting the exhibitors, their personal belongings and exhibits. Exhibitors are therefore responsible for effecting all necessary insurance which should include (but not limited to) their displays, exhibits, stand fittings and fixtures, and other third parties against loss or damage by theft, fire, public (including occupier's liability) and other natural causes.

### 9. Photographing, video shooting and sound recording

No photographing, video shooting or sound recording is allowed outside your booth in the exhibition hall except those who get the official confirmation from the organiser.

### 10. 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 companies will be at the stand to receive the goods.

### 11. Removal of exhibits

Removal of exhibits may commence only **after 4:00 pm on 12 March 2019**. Exhibitor should comply with the working time table as stipulated. No early move-out will be permitted if application is not submitted to the organiser before 12 March, 2019. 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.

## Exhibition Rules & Regulations

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### 12. Booth decoration

- 1) All decorative items must be placed inside the booth.  
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- 2) Any TV screen / computer monitor facing the public aisle that could potentially cause crowding in the public areas is required to set back 1 metre inside their booths.

### 13. Electricity supply

For safety reasons, all electrical installation work connecting to the main electric network at the exhibition venue must be carried out solely by the Contractor that the Organiser appointed. Exhibitors may order lighting and electrical items according to the order forms in this manual.

### 14. Sound control

During the exhibition, the exhibitor should control the booth artificial sound below 75db. Exhibitors should comply with the rules and regulations as set by the Organisers related to onsite noise control (please refer to Form 16 for more details).

Exhibitors who are going to have onsite performance at their booth must notify the Organisers by 25 Jan 2019 to obtain prior approval from the Organisers and agree to play according to the schedule as approved or assigned by the Organisers. Any unauthorized performance will not be permitted. The Organisers reserve the right to impose a fine of **RMB 5,000** for any unauthorized performance by exhibitors. Uncooperative exhibitors may be banned from having performance at their booth in 3D printing asia in future.

### 15. 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.

### 16. Intellectual property rights / copyright

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

The Organiser has the right to require exhibitors to remove exhibits which are suspected to be violating intellectual property rights or copyright. The Organiser has the right to refuse participation of any exhibitors found guilty of infringement of intellectual property rights at any future trade fairs.

### 17. Political issue

All exhibitors, especially Taiwanese companies, please note that no sensitive political wordings should appear in all the advertising or promotional materials as well as name cards. This issue is very sensitive in the mainland China. Police will check on site and any materials containing these wordings are not allowed for distribution or will even be confiscated.

### 18. 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.



# Location Map of Fairground

## Traffic direction map



## Location & Services of Exhibition Hall

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### China Import and Export Fair Complex

**Address** No.380, Yuejiang Zhong Road  
Haizhu District  
Guangzhou  
China

#### How to Get There

##### 1. From Hong Kong by KCRC Through Train Station

KCRC Intercity Passenger Services Centre (Tel: 852-2947 7888)  
Travel Time 1 hour 45 mins (approx)  
Fare HKD230 / person / trip (Premium Class)  
HKD190 / person / trip (Premium Class / Standard Class)  
Pick-up Point KCRC's Hunghom Through Train Station  
Drop-off Guangzhou East Rail Station and take taxi (20 mins) or by subway (20 mins) to exhibition venue

##### 2. From Hong Kong International Airport by cross-border coach

China Travel Tours Transportation Services Ltd (Tel: 852-2365 0118)  
Travel time 4 hours approx.  
Fare HKD250 / person / trip  
Drop-off at China Hotel (final bus stop) in Guangzhou and take taxi (20 mins) to exhibition venue

##### 3. From Guangzhou East Rail Station by subway or taxi

Travel Time 20 mins (by taxi) or 20 mins (by subway, departs at **Xingangdong Station Exit A**)  
Fare RMB 50.00 approx. (by taxi), RMB 4.00 (by subway)

##### 4. From Guangzhou Baiyun International Airport by taxi

Travel Time 50 minutes (by taxi)  
Fare RMB 150.00 approx. (by taxi)

The following services are available at the exhibition center:

<u>Service</u>	<u>Location</u>	<u>Service Detail</u>
Business centre	Pearl Promenade (Service floor) Entrance of Hall 2.1 and 5.1	Fax, photocopy, internet access, printing & telephone card services
Post office	Pearl Promenade (Service floor) Entrance of Hall 1.1	Common mail, courier service
Travel agency	Pearl Promenade (Service floor) Entrance of Hall 3.1	Oder service for train and flight ticket

## General Information about China

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

### Weather

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

### Money exchange

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

Cash withdrawal by credit card is possible at the Bank of China.

### Airport tax

Travelers are required to pay an airport tax when leaving China for overseas( please check the exact tax from your flight ; and to pay an airport tax of RMB 50.00 when leaving Guangzhou for other provinces within the mainland.

### Electricity

The voltage in China is 220 Volt / 50 Hertz.

The Chinese sockets in the exhibition halls look like this:



5 Amp / 220 Volt

### Communication

**Interpreter and business cards – An interpreter is strongly recommended** because not many Chinese business partners speak English. Furthermore, business cards are very important means of communication. They should be translated into Chinese. It is very important for business associates to exchange business cards. Cards are always offered and received with both hands after the initial greeting.

**Some communication habits** – Address Chinese officials as Mister, Miss or Madam – Chinese women do not use their husband's surname and therefore should not be addressed as Mrs. The Chinese surname comes first and the given names last, e.g. Mr Wang Zhongming should be addressed as Mr Wang.

## Travel Arrangement

Special arrangements and information are exclusively provided for 3D printing asia:

Recommended hotels in Guangzhou

Grade	Hotel name	Room Type & Rate (Room/Night/RMB)			Breakfast
★ ★ ★ ★ ★	Sofitel Hotel	Superior Room	Luxury Room	Superior Club	Included
		TBA	TBA	TBA	
	Langham Place	Deluxe Room	Premium Room	Luxury Room	Included
		850/950	1050/1150	1250/1350	
★ ★ ★ ★	Kairongdu International Hotel	Standard Room(single/double)	Superior Room(double)	Deluxe Room	Included
		508	598	688	
	Wanxin Hotel	Standard Room(single/double)	Superior Room(single/double)	Superior Business Room(single/double)	Included
		400	440	480	
★ ★ ★	Yi-Wu Commatel Hotel	Business Room (double )	Superior Business Room	Superior Business Double	Excluded
		450	470	500	
	Xing Yi International Apartment Hotel	Deluxe Room	Deluxe Room(double)	Deluxe Suite (single/double)	Excluded
		550	650	750/850	

Please contact Mr. Bryson Peng for the above hotel booking.

Tel: 86 20 3825 1558 ext. 234.

Email: Bryson.Peng@china.messefrankfurt.com

# 3D printing

## ASIA

**Form 01**  
**Invitation Letter for Visa Application**

**Guangzhou Guangya Messe Frankfurt Co., Ltd**  
Unit A2001, Center Plaza  
No. 161 Linhexi Road, Tianhe District  
Guangzhou, 510620, P.R.China  
**Tel:** (86) 20 38251558 ext. 234  
**Attn:** Mr Bryson Peng

**This form should be returned by**  
**16 Jan 2019**  
Email: Bryson.Peng@china.messefrankfurt.com

**Please tick below whether you need VISA invitation letter and book hotel from organiser, please print or type clearly!**

- I will apply VISA and book hotel through travel agent (pls fill in the table below)
- I will apply VISA invitation letter only

We will provide you with an invitation letter in order to expedite your visa application. All the following personal data is required. Inaccurate information may cause delay or failure of invitation insurance. Therefore, please type or print clearly and correctly. Please copy this form in case you need to apply for more than one person.

<b>Surname</b>			
<b>First Name</b>			
<b>Nationality</b>			
<b>Date of Birth</b>		<b>Sex</b>	
<b>Passport No</b>			
<b>In PRC Date</b>		<b>Out PRC Date</b>	
<b>Job Title</b>			
<b>Company Name</b>			
<b>Company Address</b>			
<b>Tel No</b>		<b>Fax No</b>	
<b>Desired city to get the VISA in your country</b>			

**Company Name:** \_\_\_\_\_ **Booth No:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Tel:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**Authorized Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Official Contractor

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1. **For Standard Booth Exhibitors**, additional facilities may be ordered by returning the Form 02 and/or Form 03 to the contractor.

Please be aware that orders received after 25 Jan 2019 will be subject to a 20% surcharge.  
Orders received after 9 Feb 2019 and on site orders will be subject to an additional surcharge of 30% and service will be provided on a cash basis only.

2. **For Raw Space Exhibitors**, please contact the Organiser for further information regarding contractor.

### **Payment details for all additional booth equipment:**

Invoice will be issued upon receiving of confirmed order.

1. Payment terms:  
Payment should be made to:

**Guangzhou Zhuangzhan Exhibition Service Co., Ltd.**

2. Late orders:  
20% surcharge will be charged for any order/payment received after 25 Jan 2019.  
30% surcharge will be charged for any order/payment received after 9 Feb 2019.
3. Cancel orders:  
50% of the order amount will be charged for any cancellation order received after 25 Jan 2019.  
No cancellation will be accepted after 9 Feb 2019.

## Standard Booth Package & Design

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Booth facilities included in participation fee for 9sqm (3mx3m) are as follows:  
(facilities will be multiplied according to your booth size)

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- ☞ Space rental
- ☞ Complete booth construction
- ☞ Stand partitions (white, 2.5 M high)
- ☞ Wall-to-wall carpet
- ☞ Fascia board with company name, booth number
- ☞ Table x 1 and Chairs x 3
- ☞ 100 W long-arm spotlights x 4
- ☞ 5 Amp, 220V, 500 W Socket x 1
- ☞ Waster paper basket x 1
- ☞ Daily stand cleaning and security
- ☞ Venue management fee

The following is the standard booth design and the configuration, 3m x 3m = 9sqm  
(The Organiser reserves the right to change the configuration if necessary)



## Important Notes for Standard Booth Exhibitors

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1. Please refer to page 14 for the basic equipment & booth design of the standard furnished booth. All package booths shall be designed and built by the Contractor that Organiser appointed.
2. All furnished booths are on rental basis.
3. Exhibitors are not allowed to make any alterations to the structure of the booths or remove any integral parts from the booths. Exhibitors wish to remove or change the location of any standard equipment (e.g. long-arm spot light) within the booths should indicate clearly on the booth design plan on page 14 and forward it together with clear instructions to the official contractor **before 25 Jan 2019**. 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.
5. No free standing booth-fitting or display may exceed a height of 2.5 metres (the height for the standard booth) 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 to the partitions, floor or ceiling. Exhibitors are liable to any damage caused to their booth fixtures 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 otherwise by the exhibitor in writing **before 25 Jan 2019**, the Organiser will assume that exhibitors occupying corner booths would like to open on the additional side(s).
8. Unless requested otherwise by the exhibitor, the Organiser shall assume that exhibitors occupying two or more adjoining standard booths will choose to take out the partitioning panels in between. Exhibitors should notify the official contractor **in writing** before **25 Jan 2019** if they want to retain the partitioning panels.
9. No decoration logo or any other alteration are allowed on the fascial.
10. Standard booth exhibitors requiring additional equipment such as telephone, furniture, power supply, etc should use **Forms 02, Form 03 or Form 10** for placing their orders. The order forms must be submitted latest by 25 Jan 2019 to the official contractor. Payment should be made according to the contractor that organiser appointed.
11. If no representative has ever shown up at the booth until 12:00 noon on 10 March 2019, the organiser has the right to use the booth for any purpose without the exhibitor's permission and refund.



Guangzhou Zhuangzhan Exhibition Service Co., Ltd.  
Rm628, Huicheng Building, No.130 Zhongshan dadao Road, Guangzhou,  
510660, P.R.China  
Tel: (86) 20 - 82529044  
Fax: (86) 20 - 82528615  
Contact: May Hwong  
Email: mayhwong03@163.com

**This form should be returned  
by 25 Jan 2019  
Email: mayhwong03@163.com  
Fax: (86) 20 - 82529164**

### Furniture rental

All prices include supply & set up.

If you wish to order booth equipment in addition to the items which we have already included in the standard booth package, please fill in the form below and return to the official contractor.

No.	Item	Size	Unit price (RMB)	Quantity	Amount (RMB)
F1	Showcase (with wooden shelves)	L990xw495xH2000	270		
F2	Showcase (with glass shelves)	L990xW495xH2000	320		
F3	Shelves Stand of Aluminum Alloy	L990xW495xH2000	270		
F4	Shelves Stand of Aluminum Alloy	L990xW495xH2000	320		
F5	Tall Display Counter	L990xW495xH2000	580		
F6	Bulletin	L990xH2480	190		
F7	Hanger Stand	L990xW495xH2480	140		
F8	Register Counter	L990xW495xH1000	230		
F9	Cabinet	L990xW495xH750	210		
F10	Short Display Counter	L990xW495xH1000	320		
F11	Show Counter	L990xW495xH300	160		
F12	High-low-combined Display Counter (A)	L990xW495/495xH1000/750	300		
F13	High-low-combined Display Counter (B)	L990xW495/495xH750/300	300		
F14	Flat Shelf	L990xW310	45		
F15	Inclined Shelf	L990xW310	55		
F16	Install Aluminum Door	L1000xH2400	120		
F17	Small show case	L495xW495xH500	140		
F18	Steel Grid	L1000xH1500	100		
F19	Panel Board	L990xH2480	55		
F20	Groove Plate	L1000xH2400	400		
F21	Peg Board	L968xH1188	190		
F22	Square Table of Aluminum Alloy	L650xW650xH680	140		
F23	Glass Round Table	R400xH800	160		
F24	Consultation Counter	L950xW450xH760	160		
F25	Folding Chair		40		
F26	Black Folding Chair		40		
F27	Silvery Armchair		55		
F28	Water Dispenser		350		
F29	Catalog Stand		230		

No.	Item	Size	Unit price (RMB)	Quantity	Amount (RMB)
F30	Bar Chair		120		
F31	Plastic Chair		85		
F32	Single Sofa		450		
F33	Double Sofa		750		
F34	Refrigerator 90L		650		
F35	Refrigerator 140L		850		

**Method of payment please refer to Form 3.**

**Please note that:**

20% surcharge will be charged for any order/payment received after 25 Jan 2019.

30% surcharge will be charged for any order/payment received after 9 Feb 2019 and should be paid by cash.

**Company Name:** \_\_\_\_\_ **Booth No:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Tel:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**Authorized Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Please see pictures of the furnitures:

## 展具/家具 Facilities and Furniture



F1  
展柜 (木层板)  
Showcase (with wooden shelves)  
1990 × W495 × H2000 (MM)



F2  
展柜 (玻璃层板)  
Showcase (with glass shelves)  
1990 × W495 × H2000 (MM)



F3  
展架 (木层板)  
Shelves Stand of Aluminum Alloy  
1990 × W495 × H2000 (MM)



F4  
展架 (玻璃层板)  
Shelves Stand of Aluminum Alloy  
1990 × W495 × H2000 (MM)



F5  
玻璃高柜  
Tall Display Counter (no light inside)  
1990 × W495 × H2000 (MM)



F6  
前言牌  
Bulletin Board  
1990 × H2480 (MM)



F7  
挂架  
Hanger Stand  
1990 × W495 × H2480 (MM)



F8  
报到台  
Register Counter  
1990 × W495 × H1000 (MM)



F9  
地柜  
Cabinet  
1990 × W495 × H750 (MM)



F10  
玻璃矮饰柜  
Short Display Counter  
1990 × W495 × H1000 (MM)



F11  
展台  
Show Counter  
1990 × W495 × H300 (MM)



F12  
高低展柜 (A)  
High-low-combined Display Counter (A)  
1990 × W495/495 × H1000/750 (MM)



F13  
高低展柜 (B)  
High-low-combined Display Counter (B)  
1990 × W495/495 × H750/300 (MM)



F14  
平搁板  
Flat Shelf  
1990 × W310 (MM)



F15  
斜搁板  
Inclined Shelf  
1990 × W310 (MM)



F16  
铝合金门  
Install Aluminum Door  
L1000 × H2400 (MM)



F17  
小展示台  
Small Show Counter  
L195 × W195 × H500 (MM)



F18  
网片  
Steel Grid  
L1000 × H1500 (MM)



F19  
隔板  
Panel Board  
L1900 × H2180 (MM)



F20  
槽板  
Groove Plate  
L1000 × H2100 (MM)



F21  
洞洞板  
Peg Board  
L968 × H1188 (MM) 洞距 8 (MM)



F22  
铝合金方台  
Square Table of Aluminum Alloy  
L650 × W650 × H680 (MM)



F23  
玻璃圆台  
Glass Round Table  
R100 × H800 (MM)



F24  
铝合金咨询台  
Consultation Counter  
L950 × W150 × H760 (MM)



F25  
折椅  
Folding Chair



F26  
黑皮折椅  
Black Folding Chair



F27  
银扶手椅  
Silver Armchair



F28  
饮水机 (含1桶水)  
Water Dispenser  
(one bottle of water is on free)



F29  
资料架  
Catalog Stand



F30  
吧椅  
Bar Chair



F31  
胶椅  
Plastic Chair



F32  
单人沙发  
Single Sofa



F33  
双人沙发  
Double Sofa



F34  
冰箱 (90L)  
Refrigerator (90L)



F35  
冰箱 (140L)  
Refrigerator (140L)

Guangzhou Zhuangzhan Exhibition Service Co., Ltd.  
Rm628, Huicheng Building, No.130 Zhongshan dadao Road, Guangzhou,  
510660, P.R.China  
Tel: (86) 20 - 82529044  
Fax: (86) 20 - 82529164  
Contact: May Hwong  
Email: mayhwong03@163.com

**This form should be returned  
by 25 Jan 2019  
Email: mayhwong03@163.com  
Fax: (86) 20 - 82529164**

**Power, water & equipment supply**  
All prices include supply and set-up.

ITEM	UNIT PRICE in RMB	Quantity	Amount
40W fluorescent tube	100		
100W longarm spotlight	100		
150W halogen floodlight	200		
Socket (MAX 500W)	250		
6A/220V single phase power point (3KW)	450		
16A/220V single phase power point (5KW)	750		
16A/380V three phase power point (8KW)	1400		
25A/380V three phase power point (13KW)	1900		
32A/380V three phase power point(16KW)	2550		
50A/380V three phase power point (25KW)	3300		
63A/380V three phase power point(30KW)	3850		
100A/380V three phase power point(50KW)	6500		
Compressed air 5HP (Ø 25mm, ≤0.4m <sup>3</sup> / Min & 6-8 KG / cm <sup>2</sup> )	4500		
Compressed air 7HP (Ø 25mm, ≤0.6m <sup>3</sup> / Min & 6-8 KG / cm <sup>2</sup> )	5800		
Compressed air 10HP (Ø 25mm, ≤0.9m <sup>3</sup> / Min & 6-8 KG / cm <sup>2</sup> )	7000		
<b>The price doesn't includes the filtration, drying equipment, power supply trachea, accessories and connection work, please consult if necessary needed.</b>			
Local telephone direct line (IDD line, please consult with the official contractor)	700		
Wireless network (account for one user)	700		
ADSL (includes Telephone lane line & domestic toll charge)	800		
<b>The above three items need to pay deposit 1000RMB.</b>			

**NOTE: Water supply/ Compressed air/ telephone/ ADSL do not allow applying; please applying in advance if needed.**

**Method of payment:**

Invoice will be issued upon receiving of confirmed order.

1. Payment terms according to the contractor that organiser appointed.
2. Late orders:  
20% surcharge will be charged for any order/payment received after 25 Jan 2019.  
30% surcharge will be charged for any order/payment received after 9 Feb 2019 and should be paid by cash!
3. Cancel orders:  
50% of the order amount will be charged for any cancellation order received after 25 Jan 2019.  
No cancellation will be accepted after 9 Feb 2019.

**Company Name:** \_\_\_\_\_ **Booth No:** \_\_\_\_\_  
**Contact Person:** \_\_\_\_\_ **Title:** \_\_\_\_\_  
**Tel:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_  
**Authorized Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Additional Booth Equipment – Conditions**

The condition for rental of furniture and electrical installation are:

1. All items ordered are on rental basis and exhibitors will therefore have to make good of any damages or losses.
2. Exhibitors with very sensitive equipment are advised to bring their own stabilizer to cater for voltage fluctuation.
3. Exhibitors have to bring their own special regulating units if they require very specific water temperature or water pressure.
4. Any complaint regarding rental furniture / installation must be lodged the day before the exhibition commences. Otherwise all items are deemed that be received in good order.
5. Exhibitors are required to mark on the location plan position of their electrical requirements. The official contractor will install at our discretion according to standard booth layout if they do not receive any instruction before move in. Requests for repositioning will be subject to relocation charge.



## Important Notes for Raw Space Exhibitors

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

### Contractor

Raw space exhibitors may appoint any competent stand contractor to design and construct their booths. Details such as name and address of their appointed contractor must be provided by filling in Form 5 and submitting to Guangzhou Zhuangzhan Exhibition Service Co., Ltd. not later than **25 Jan 2019** for approval. The Organiser reserves the right to withhold granting approval to any contractor appointed by the exhibitor concerned without giving any reason.

Exhibitor is required to submit to the organiser the hall management fee before booth construction. Exhibitor fails to pay will not be allowed to construct.

### Plans & design proposals

1. Booth plans and design proposals must be submitted in triplicate to reach Guangzhou Zhuangzhan Exhibition Service Co., Ltd. for approval not later than **25 Jan 2019**. Drawings submitted must be to a reasonable scale of not less than 1: 100, fully dimensioned and must contain information such as floor plan, stand elevation, fittings, colors and materials to be used, moving exhibits, audio-visual equipment, weights and point loading of exhibits.
2. If drawings are not submitted before the deadline, custom design will not be allowed and a standard booth will be built by the Contractor that Organiser appointed.
3. Electrical installation plan must also be submitted in triplicate.
4. Please note: If no construction work takes place after **3:00pm on 9 March 2019**, a standard booth will be built at the expenses of the exhibitor.

### Approval of design proposals

The Organiser may require amendments or variations to be made to the design plan or proposals before approval, or may withhold approval at its discretion.

No custom-built booth shall be permitted at the exhibition unless the Organiser has approved the plan and design proposals in writing.

Special design booth exhibitors must ensure that they and their contractors are fully aware of the following points when preparing design proposals. Failure to observe these rules may result in costly on site alterations required by the Organiser and / or the exhibition hall at the exhibitor's expense:

1. Site measurements are given in metric measurements. Exhibitors, upon arrival and before commencing construction work, are required to check if the site is set out as per the floor plan issued by the Organiser, and to report any errors to the Organiser immediately. The Organiser will not be liable for any errors that are not reported before construction begins.
2. No part of any structure may extend beyond the boundaries of the site allocated. This includes spotlights and exhibitor's name or logo. No stand decoration, stand fittings or exhibit shall exceed **2.5m** in height for the standard booth. ( Raw space height limit is **4.5m**)
3. Guidelines for constructing double-floor booth: the constructing of this kind of booths can only be allowed after declaring to the Fire Fighting Bureaus, further more, the net area of the booth should be at least 100m<sup>2</sup>, and not be adhere to other booths. The total height cannot over 6 meters; the second floor can only be used as the bargaining room, and it's area can only be 30% of the first floor at most. Pls contact our official contractor for detail instruction.



## Important Notes for Raw Space Exhibitors

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5. No suspensions are to be made from the ceiling of the exhibition hall, nor may any fixing be made to the floor, walls Or any other parts of the building.
6. The name and booth number of the exhibitors must be prominently displayed and faced to the aisle. The Organiser reserves the right to affix them as they see fit and to charge the cost incurred to the exhibitor.
7. All surfaces of booth construction exposed 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).
8. Paint spraying, welding and the use of electrical saws are strictly prohibited inside the exhibition hall.
8. Exhibitors must provide approved protection between carpet and any raised platform. All materials used in the construction and decoration of exhibition stands or set-ups must be flame-retardant and be subject to inspection by the Exhibition Venue and / or the Organiser. They should also conform to the rules and regulations of the Exhibition Venue and those of any public authority or department of the Chinese Government.
9. The transporting, assembling, dismantling and the removing of stands of raw space exhibitors are the responsibility of the exhibitor themselves. All such work must be carried out according to arrangements and within the time limits specified by the Organiser.
10. Exhibitors are responsible for insurance, which indemnifies the Organiser from all claims caused by on site operatives working directly or indirectly for the exhibitors.
11. Construction waste and surplus materials must be cleared from the exhibition site by the exhibitor.

### Electricity

1. Only electricity can be used as a source of light or power in the Exhibition Venue.
2. The Organiser's Appointed Contractor must carry out all electrical works at the exhibitors' expense. Design plans or proposals for electrical installations must be submitted to Guangzhou Zhuangzhan Exhibition Service Co., Ltd. for approval together with the booth design proposal. Electricity can be supplied in 380V / 220V / 50Hz (+/-6%), three phase. Electric current of a higher voltage three phases will be supplied subject to prior arrangement with official contractor. **No multi-plug or adapter is permitted.**
3. Electricity supply, its final connection and safety inspection of circuit will be carried out by the Organiser's Appointed Contractor. Inspection can only be performed when construction works at the exhibition booth and installation of all electrical items are completed.
4. All electrical fittings and wiring must be installed in compliance with the electricity regulation of the exhibition hall. Switches and all electricity distribution panel must be installed within booth area as contracted.

Guangzhou Zhuangzhan Exhibition Service Co., Ltd.  
Rm628, Huicheng Building, No.130 Zhongshan dadao Road, Guangzhou, 510660, P.R.China  
Tel: (86) 20 - 82529044  
Fax: (86) 20 - 82529164  
Contact: May Hwong  
Email: mayhwong03@163.com

**Please inform Guangzhou Zhuangzhan Exhibition Service Co., Ltd. about the name and contact details of your stand contractor:**

**Exhibitor Company Name:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_ **Booth Number:** \_\_\_\_\_

**Contractor Company Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_ **Contact Person:** \_\_\_\_\_

Booth design without **Guangzhou Zhuangzhan Exhibition Service Co., Ltd.'s** approval will not be permitted in the exhibition. The official contractor reserves the right to request the exhibitor to alter their booth design if their booth construction and / or design causes obstruction to other exhibitors. For approval of your stand construction, please send the layout of your booth to **Guangzhou Zhuangzhan Exhibition Service Co., Ltd.** before 25 Jan 2019.  
**All Workers onsite must wear safety helmet!**

**Working Pass: RMB 20 each (for Move-in & Move-out)**

Note: 20rmb/pcs for on-site temporary badge registration

Raw space exhibitor is liable to pay **RMB5,000 (booth below 36sqm), RMB10,000 (booth 36 - 100sqm), RMB20000 (booth larger than 100sqm)** for refundable construction deposit. Exhibitor who fails to settle the construction deposit will take risk that their stand construction will not be permitted. Please remit the deposit before 19 Jan. 2019 to Guangzhou Zhuangzhan Exhibition Service Co., Ltd.'s account, and fax the remittance paper to +86 20 82529164

Please notice that the hall management fee (contractor which is not appointed as the official one should be charge as RMB 40 per square meter for booth)  
MUST be paid onsite to the venue owner.  
No construction would be permitted without this payment.

**About the insurance: Exhibitors must have the booth personal belongings and goods insured during the exhibition. Exhibitors should contact the insurance company to provide insurance for its exhibits, exhibition materials and public liability. Organisers are not responsible for loss and damage of visitors and exhibitors property and exhibits. Booth structures construction units (as booth building construction and equipment installation) must buy public liability insurance, employer liability insurance, booth property insurance and construction all risk for the booth they constructed.**

**The insurance company would be specified. Booth structures construction units must provide relevant evidential documents of the insurance which mentioned above to official general contractor.**

**Official Raw Space Contractor( Management fee is RMB28/sqm)**

1. Guangzhou Zhuangzhan Exhibition Service Co., Ltd.  
Contact Person: Mr. Guo / Ms. Guo  
Tel: 86 20 32370905 / 82529624  
Fax: 86 20 82529164  
Email: [zzes@163.com](mailto:zzes@163.com)
  
2. Guangzhou Great Forest Exhibition Service Co., Ltd.  
Contact Person: Mr. Liang / Ms. Hu  
Tel: 86 18620246862 / 13660573345  
Fax: 86 20 34467694  
Email: 18620246862@163.com
  
3. Samerbl (Guangzhou) Exhibition Service Co., Ltd.  
Contact Person: Ms. Cao  
Tel: 86 13825000216  
Fax: 86 20 38283797  
Email: samerbl@126.com

## RAW SPACE STAND CONSTRUCTION APPLICATION

- \*Please fill in the form (under seal) and return all the doc and drawings to the official general contractor.

Party A \_\_\_\_\_company as the exhibitors , booth NO.\_\_\_\_\_, booth area of square meters\_\_\_\_\_, now entrust party B \_\_\_\_\_company to set up the exhibition booth, and both party A and B should share a commitment of the following matters to official contractor:

1. Party A confirmed that party B has the qualification of the booth construction and entrust party B to set up the exhibition booth after qualified by inspection;
2. Both parties have signed relevant construction contract, they have to ensure the safety of construction and the normal operation of the booth;
3. Party A has clearly aware of the related construction management rules of the exhibition, and ensure that party B strictly implement relevant regulations to ensure the safety of site construction;
4. Both parties should undertake the liability of safety and quality during the exhibition booth construction, if there is any losses of lives and property occurred by some violate the rules behavior, both parties shall take several and joint liabilities and it has nothing to do with the organizing committee;
5. Both parties cooperate to the organizing committee to supervise booth safety, if someone violates the rules of construction management, the organizing committee have the right to punish it.

Party A (Stamp) : \_\_\_\_\_

Party B (Stamp) : \_\_\_\_\_:

Authorized representative signature:

Authorized representative signature:

Date:

Date:

## SAFETY RESPONSIBILITY PLEDGES OF RAW SPACE STAND CONSTRUCTION

- \*Please fill in the form (under seal) and return all the doc and drawings to the official general contractor.

Exhibitors \_\_\_\_\_, Booth NO. \_\_\_\_\_

1. Strictly abide by the relevant national decoration engineering mandatory technical regulations and standards and the requirements of the pavilion side related to engineering management for design and construction. Obedience to the organizing committee or the venue construction management personnel of construction management and supervision and inspection, which is to ensure the safety of booth and personal.
2. The construction unit shall take the responsibility of construction site safety and fire protection, construction unit shall determine a head who fully responsible for construction site safety, fire prevention work and the management of the construction team.
3. Booth structure must be strong, safe, and building materials should use flame retardant or treated with flame retardant materials, which accord with environmental protection requirement. To ban the use of straw, bamboo, cane, wood plastic, foam, flammable, combustible carpet, fabric items without flame retardant processing as building and decoration materials.
4. The electricity equipment which is self-chambering by raw space stand, must be installed leakage protection switch and air circuit breaker. The power cord should use ZR-RVV, RVVB sheath line or ZR-VV sheathed cable, banning the use of yarn. Within the power cord through the pavilion channel ground cables, which must wear protective sleeve ( tube or flame retardant plastic tube), and set up clear warning signs.
5. Wooden structure of the booth, a flame of fire prevention board must be used, otherwise, the booth for all to use woodiness material, according to the fire retardant paint treatment of 0.5 kilograms per square.
6. Hall may not be the booth structure under the fire shutter, if there is any violation, the relevant units shall have the right to make punishment to the unit.
7. If booth design has covered roof, must configure suspension 6 kg(ABC) type dry powder fire extinguishers, safety standards for every 20 square configuration one, 20-30 square configuration two, so on.
8. Construction units to each booth should be separately apply for using electricity, it is strictly prohibited private connecting power supply. Electric operation personnel should hold special operations electrician operation certificate issued by the labor department.
9. Booth construction cannot use flammable, explosive, prohibit open flame operation, construction personnel prohibited smoking and fighting within the pavilion.
10. The construction unit of construction personnel should wear the construction documents issued by the exhibition, one person with one certificate and not for others. Cover each construction personnel and the holder conform to the information. A document is strictly prohibited inconformity with booth and doesn't meet the card.
11. If exhibitors have apply for suspension point, the final location and quantity confirmed should obey to the venues verification and use hammock. Suspension homework personnel must hold aerial work operation certificate issued by the labor department.
12. Construction unit responsible for exhibition booth construction safety and quality, construction because of violate the rules behavior caused the booth collapse and falling objects, fire and cause the losses of lives and property, both by the construction unit shall bear the liability for compensation. The pavilion the organizing committee of the party, the host units and sponsoring units is not liable for any damages and joint and several liability.
13. The construction unit commitment, in the booth construction and move-in process, if violation of the pavilion side related regulations, construction unit is willing to accept the venue that the stipulations in the relevant provisions on the administration of processing.
14. In the arrangement of the exhibition, to carry out, during the move-in, Intel booth construction quality or brutal, and lead to safety accident, Construction unit responsible unsinkable responsibility, willing to bear all the resulting economic responsibility and legal liability.
15. If the construction unit in violation of the provisions of the above, the committee shall have the right to confiscate the construction unit pay the construction of the deposit. If due to the construction unit of irregularities, thereby causing loss to the pavilion side, the organiser and the organizing committee, the construction unit promised compensation for the actual losses to the parties.

Construction unit (seal) :  
Contact phone number:  
Date:

authorized representative signature:  
fax (required) :

## Official Forwarding Agent & Schedule

The following forwarder is appointed as the Official Forwarding Agent for transport of exhibits:

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### Official Forwarding Agent

#### JES Logistics Limited

26/F, Winsan Tower, 98 Thomson Road, Wanchai, Hong Kong

Tel: +852 2563 6645

Fax: +852 2597 5057

Ctc: Mr. Samson Ng

E-mail: [samson@jes.com.hk](mailto:samson@jes.com.hk)

### Local Branch

#### Guangzhou JES Exhibition Services Limited

Room 2005, Dongjian Building, West Tower, No. 501 Dongfeng Zhong Road, Guangzhou 510045, China

Tel: +86 20 8355 9738 / 8354 8443

Fax: +86 20 8355 3765

Ctc: Mr. Hill Gao / Mr. Chen Xing You

Email: [feng@jes.com.hk](mailto:feng@jes.com.hk) / [you@jes.com.hk](mailto:you@jes.com.hk)

Detailed terms and order forms will be mailed to exhibitor individually by **JES Logistics Limited** directly. Please get in contact with their agents / representative offices in your country. If no address is available, Please contact **JES Logistics Limited** directly.

## Official Forwarding Agent & Schedule

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### JES Logistics Limited Freight Deadline schedule

All exhibits are best to be consolidated in Hong Kong from where they will be moved overland to Guangzhou.

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

<b>Timetable for documents</b>		<b><u>Deadlines</u></b>
A.	List of Exhibits	Jan .21, 2019
B.	Shipping Instructions	Jan .16, 2019
<b>Timetable for Exhibits</b>		
A.	Via Hong Kong to Guangzhou	
	a. Overseas exhibits arrive HK by sea	Feb. 20-21, 2019
	b. Overseas exhibits arrive HK by air	Feb. 20-21, 2019
B.	Printed matter, CD ROM, Video Tape Submit to JES Logistics Limited office for customs Censorship	Jan .16, 2019
C.	Inbound payment to JES Logistics Limited	Jan. 31, 2019

## Transport Insurance and Liabilities

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### **JES Logistics Limited recommends:**

1. All cargoes containing wooden materials (internal or external) must be fumigated with bearing the mark of IPPC (international plant protection convention) before importing to China. This regulation is applicable for all countries / cities (including Hong Kong SAR, Macau SAR and Taiwan Region).
2. Overseas exhibitors can obtain essential information from our nominated agents. (i.e. deadlines & freight charges, etc.)
3. Cargoes sent from Hong Kong SAR, Macau SAR, and Taiwan are also treated as overseas shipments.

### **Shipping instruction & routing**

All exhibits are best to be consolidated in Hong Kong from where they will be moved overland to Guangzhou.

Shipping Documents-

All B/L, MAWB must be consigned "FREIGHT PREPAID" to:

#### **Consignee (air / sea) Notify Party**

#### **JES Logistics Limited**

26/F., Winsan Tower  
98 Thomson Road  
Wanchai, Hong Kong  
Tel: (852) 2563 6645  
Fax: (852) 2597 5057

#### **JES Logistics Limited**

**c/o 3D printing asia 2019 Guangzhou**

#### **DESCRIPTION OF GOODS**

Please state in the OBL or AWB: Exhibition Goods. (for 3D printing asia 2019 Guangzhou)

Otherwise, **JES Logistics Limited** cannot be responsible for any delay or complication.

Also on all shipping documents, exhibitors must declare "EXHIBITION GOODS" as the description and remark. The name of the exhibition "3D printing asia" and a pre-advance fax of shipment details is also expected.



Guangzhou JES Exhibition Services Ltd.  
Tel : (852) 2563 6645  
Fax: (852) 2597 5057  
Ctc: Samson Ng  
E-mail: [feng@jes.com.hk](mailto:feng@jes.com.hk) ; [you@jes.com.hk](mailto:you@jes.com.hk)

**This Form should be returned by  
24 Jan 2019 (both sea & air freight)**

**JES Logistics FAX: (852)2597 5057**

**Please print or type clearly!**

For exhibitors who may want to have their own agent to transport exhibits to Guangzhou, please be advised that **JES Logistics Limited** are the forwarders permitted to deliver goods to your booth. Your nominated forwarder should liaise with **JES Logistics Limited** for delivery of goods.

**1. Appointment of Forwarder**

- We will appoint **JES Logistics Limited** to transport our exhibits to / from 3D printing asia 2019 (**Go to 2**)
- We will NOT appoint **JES Logistics Limited** to transport our exhibits to / from 3D printing asia 2019, our appointed agent is as follows

**Appointed Forwarder:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**Authorised Person:** \_\_\_\_\_  
**Tel:** \_\_\_\_\_ **Fax:** \_\_\_\_\_  
**Email:** \_\_\_\_\_

2.  Inbound  Outbound  
 Sea freight  Sea freight  
 Air freight  Air freight

Number & description of packages	Gross weight per package	External measurement per package in CM (L x W x H)	Cubic measurement CBM

Our contact at the fairground is: Mr/Ms/Mrs \_\_\_\_\_ who will be present on-site on \_\_\_\_\_, 2019. We hereby authorize **JES Logistics Limited** to unpack our exhibits & clear customs on our behalf. **JES Logistics Limited** will not be liable for any damage and / or loss of any items of exhibits in each package because of undertaking such procedures.

**Company Name:** \_\_\_\_\_ **Booth No:** \_\_\_\_\_  
**Contact Person:** \_\_\_\_\_ **Title:** \_\_\_\_\_  
**Tel:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_  
**Authorized Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Registration & Sales Promotion

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### Exhibitor Badges

Each exhibitor is entitled 5 badges for every 9sqm exhibition size.

Exhibitor Badges will be provided to Exhibitors at the exhibitor registration counter during move-in period.  
(please see Form 09)

All exhibitors must wear exhibitor badge inside the exhibition hall. Staff will ask anybody, who cannot show the badge, to leave the hall.

### Visitors

Free admission for trade visitors.

Person under 18 will not be permitted to enter the exhibition hall. Please remind your buyers not to bring children or anybody under 18 years old.

Online visitor pre-registration is now available until 2 March 2019 at [www.messefrankfurt.com.hk/services/vor/index.aspx](http://www.messefrankfurt.com.hk/services/vor/index.aspx) and choose "3D printing asia 2019" after selecting language. After this period, please bring your business card to our counter at the exhibition for on site registration

All visitors must wear visitor badge inside the exhibition hall. Staff will ask anybody, who cannot show the badge, to leave the hall.

### Fair Catalogue

The fair catalogue will be sold at RMB50 to trade visitors only upon request at the visitor registration counter. It is subject to availability.

Each exhibitor is entitled to 1 catalogue entry listing.

### Visitor Invitation Card

For your mailings of advertising campaigns before the fair, the organiser will provide you with visitor invitation cards upon request.

**Guangzhou Guangya Messe Frankfurt Co., Ltd**  
 Unit A2001, Center Plaza  
 No. 161 Linhexi Road, Tianhe District  
 Guangzhou, 510620, P.R.China  
**Tel:** (86) 20 38251558 ext. 234  
**Attn:** Mr Bryson Peng

**This form should be returned by**  
**16 Jan 2019**  
 Email: Bryson.Peng@china.messefrankfurt.com

Each exhibitor is entitled 5 badges for every 9sqm exhibition size. Should you require additional badge(s), please make copy of the form.

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

**We need \_\_\_\_\_ badge(s) during move-in and fair period. (5 badges for every 9sqm exhibition size)**

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

**Company Name:** \_\_\_\_\_ **Booth No:** \_\_\_\_\_  
**Contact Person:** \_\_\_\_\_ **Title:** \_\_\_\_\_  
**Tel:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_  
**Authorized Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Guangzhou Guangya Messe Frankfurt Co., Ltd**  
Unit A2001, Center Plaza  
No. 161 Linhexi Road, Tianhe District  
Guangzhou, 510620, P.R.China  
**Tel:** (86) 20 38251558 ext. 234  
**Attn:** Mr Bryson Peng

**This form should be returned by**  
**25 Jan 2019**  
Email: Bryson.Peng@china.messefrankfurt.com

Interpreter and Booth Assistant					
Item No	Date	Description	Price RMB/day*	Quantity/day	Total
1		Interpreter (Chinese – English)**	400-500		
2		Interpreter (Chinese – Spanish, Italian or Russian)	1000-1200		
3		Interpreter (Chinese –French, German or Korean)	800-900		
4		Booth Attendant	400-500		

**Note:**

- \* The service is available only during the fair opening hours. Half price will be charged if the service times is less than 4 hours.
- \*\* The interpreters usually speak English and Mandarin only.

All orders for temporary staffs must be submitted before **25 Jan 2019**. Should there be any cancellation after the submission of the completed request after the deadline, the exhibitors should pay 4 hours standard rate per cancellation to the Organiser.

Terms of payment: onsite cash payment

**Company Name:** \_\_\_\_\_ **Booth No:** \_\_\_\_\_  
**Contact Person:** \_\_\_\_\_ **Title:** \_\_\_\_\_  
**Tel:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_  
**Authorized Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Guangzhou Guangya Messe Frankfurt Co., Ltd**  
Unit A2001, Center Plaza  
No. 161 Linhexi Road, Tianhe District  
Guangzhou, 510620, P.R.China  
**Tel:** (86) 20 38251558 ext.234  
**Attn:** Mr Bryson Peng

This form should be returned by  
**25 Jan 2019**  
Email: Bryson.Peng@china.messefrankfurt.com

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

**Advertising rates:**

Position	Colour	Price (RMB)	No. of insertion(s)
Inside front cover	4-Colour	15,000	
Inside back cover	4-Colour	15,000	
The first page	4-Colour	15,000	
Opposite contents page	4-Colour	15,000	
One page ROP	4-colour	8,000	
Inclusion of company trademark/logo with catalogue entry	Black & White	1500	

**Technical specifications:**

1. Trim size: 130mm (w) x 210mm (h) (+3mm bleed if necessary)
2. Positive, emulsion side down, right-reading, with progressive colour proofs (for colour adverts only) Advertising layout in digital format on CDROM will be accepted. Color separation film must reach Guangzhou Guangya Messe Frankfurt Co., Ltd on or before **25 Jan 2019**.

**Please note:**

- The organiser reserves the right to decline any advertisement.
- Reservation of advertisement space will be arranged on 'First-Come-First-Served' basis.
- The organiser is not responsible for any error, loss, damage or claim resulting from failure of any advertisement.
- Late arrival will be liable to omission of the advertisement and the cost paid will not be refunded.
- Films will not be returned unless specifically required.
- The fair catalogue will be sold at RMB50 to trade visitors only upon request at the visitor registration counter. It is subject to availability

**Company Name:** \_\_\_\_\_ **Booth No:** \_\_\_\_\_  
**Contact Person:** \_\_\_\_\_ **Title:** \_\_\_\_\_  
**Tel:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_  
**Authorized Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Guangzhou Guangya Messe Frankfurt Co., Ltd**

Unit A2001, Center Plaza  
No. 161 Linhexi Road, Tianhe District  
Guangzhou, 510620, P.R.China  
**Tel:** (86) 20 38251558 ext. 234  
**Attn:** Mr Bryson Peng

**This form should be returned by**  
**25 Jan 2019**  
Email: Bryson.Peng@china.messefrankfurt.com

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

**Advertising rates:**

Item	Description on the item	Advertisement Opportunities	Price (RMB)	Application
a) Visitor guide	Visitor guide is a free guide distributed to visitors at registration counter and hall entrance area. It contains information of the show, fringe programmes, exhibitor list and hall arrangements.	1-page advertisement within the visitor guide	10,000	<input type="checkbox"/> Yes <input type="checkbox"/> No
b) Visitor badge	All visitors are required to wear badge to enter the exhibition halls.	advertisement on the visitor badge	40,000	<input type="checkbox"/> Yes <input type="checkbox"/> No
c) Back of Ticket	Tickets will be distributed through a number of magazines and media. Visitors needed to bring the ticket for free admission.	1-page advertisement on the back of the ticket	10,000 per 10000piece	<input type="checkbox"/> Yes <input type="checkbox"/> No

**Technical specifications:**

- The details of the specifications will be provided once the application of advertising is accepted.
- Positive film required. For colour advertisements, a colour proof must be provided with the colour separations. Advertising layouts in digital format on CD-ROM are accepted under terms stated in below for colour separation.
- Color separation film must reach the organiser on or before **25 Jan 2019**.

**Please note:**

Payment upon receipt of invoice; Deadline of payment: 25 Jan 2019  
The organiser reserves the right to decline any advertisement.  
The organiser is not responsible for any error, loss, damage or claim resulting from failure of any advertisement.

**Company Name:** \_\_\_\_\_ **Booth No:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Tel:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**Authorized Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Guangzhou Guangya Messe Frankfurt Co., Ltd**  
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No. 161 Linhexi Road, Tianhe District  
Guangzhou, 510620, P.R.China  
**Tel:** (86) 20 38251558 ext.234  
**Attn:** Mr Bryson Peng

**This form should be returned by**  
**25 Jan 2019**  
Email: Bryson.Peng@china.messefrankfurt.com

For greater exposure, exhibitors may plan to have product presentation to present your products during the fair period. Please find below for detail information

**Time for selection:**

4 Mar		10:20-11:00		11:00-11:40		11:40-12:20		13:00-13:40		13:40-14:20		14:20-15:00
5 Mar		10:20-11:00		11:00-11:40		11:40-12:20		13:00-13:40		13:40-14:20		14:20-15:00
6 Mar		10:20-11:00		11:00-11:40		11:40-12:20		/		/		/

**Capacity and price of venue:**

Meeting Room No.	Capacity	Renting price
Meeting room inside hall	60 persons	RMB 5000/ hour

**Equipment includes:** Air-conditioned seminar room, microphone for the speaker, table, chair, mineral water for chairman desk

Please provide the following details of your seminar in planning:

**Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**Venue:** Meeting Room A **Rent additional equipment:**  YES  NO

**Topic:** \_\_\_\_\_

**Speaker:** \_\_\_\_\_

**Speaker profile & topic** \_\_\_\_\_

**Please note:**

- The organiser will confirm with you if the seminar are allowed during the fair after your application.
- Reservation of product presentation session will be arranged on "First-Come-First-Served" basis. The organiser reserves the right to refuse any seminar application. The seminar application must reach the organiser on or before **25 Jan 2019**.

**Company Name:** \_\_\_\_\_ **Booth No:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Tel:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**Authorized Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Messe Frankfurt (HK) Ltd**  
3506, China Resources Building  
26 Harbour Road, Wanchai  
Hong Kong  
Tel: (852) 2238 9972  
Attn: Mr Stephen Lam

<p><b>This form should be returned by</b> <b>25 Jan 2019</b> Email: Stephen.Lam @hongkong.messefrankfurt.com</p>
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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 10 March 2019.

The Organiser reserves the right to determine if materials are unsuitable for display.

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

Type of Material for Display: \_\_\_\_\_

Quantity of Material for Display: \_\_\_\_\_ copies

<b>Company Name:</b> _____	<b>Booth No:</b> _____
<b>Contact Person:</b> _____	<b>Title:</b> _____
<b>Tel:</b> _____ <b>Fax:</b> _____	<b>E-mail:</b> _____
<b>Authorized Signature:</b> _____	<b>Date:</b> _____



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**Attn:** Mr Bryson Peng

To ensure a quiet environment for business discussions in the exhibition halls, the organisers will implement the following rules and regulations related to onsite sound control and would appreciate to have your kind compliance and cooperation on this matter:

General Rules and Regulations:

1. The maximum noise level allowed at booth for instrument / product testing is 75 db
2. If the noise level exceeds 75 db without the prior approval from the organiser, the exhibitor will receive a verbal warning and will be requested to lower the volume.
3. If the exhibitor did not comply after the verbal warning, the organisers will issue an official written warning.
4. If the exhibitor did not comply after receiving the written warning, the organisers will cut the electricity supply to the exhibitor's stand for 2 hours as penalty.

**Company Name:** \_\_\_\_\_ **Booth No:** \_\_\_\_\_  
**Contact Person:** \_\_\_\_\_ **Title:** \_\_\_\_\_  
**Tel:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_  
**Authorized Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Guangzhou Guangya Messe Frankfurt Co., Ltd**  
 Unit A2001, Center Plaza  
 No. 161 Linhexi Road, Tianhe District  
 Guangzhou, 510620, P.R.China  
**Tel:** (86) 20 38251558 ext.243  
**Attn:** Ms Echo Zhou

**This form should be returned by**  
**25 Jan 2019**  
 Email: echo.zhou@china.messefrankfurt.com

In order to get ready to welcome the delegations during 3D printing asia, please fill your delegation details in the below form and send back to us.

Company name	Company address	Visitor name	Confirmed visit date	Visitor total

Notes:  
 We won't receive the student delegation till the last day of the fair.  
 All students can only visit the fair without their uniform.

**Company Name:** \_\_\_\_\_ **Booth No:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Tel:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**Authorized Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Your Personal Checklist

### The most important things to do!

- Do you have a valid passport?
- Have you applied for a visa?
- Have you registered for all on-site staffs for exhibitor badges?
- Have you made your travel arrangements?
- Have you printed Chinese business cards?
- Have you printed necessary information in Chinese (e.g. product / company description)?
- Have you checked all the forms and regulations?
- Have you arranged the shipment and custom of your goods?
- Have you checked your booth equipment?
- Have you ordered an interpreter or booth assistant?
- Have you sent the catalogue entry with product groups?
- Have you thought about advertising in the fair catalogue?
- Have you thought about being sole sponsor of some of the show's promotional materials?
- Have you thought about planning your product presentation during the fair period?

**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.