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Auto Aftermarket Guangzhou

Poly World Trade Center ·Guangzhou·China

24-26 September 2019

Exhibitor Manual

Dear Exhibitor,

**Contact Information**

This manual is designed to give you the maximum information regarding your participation in Auto Aftermarket Guangzhou (AAG) 2019 for Automotive Parts and Aftermarket in Poly World Trade Center, Guangzhou, P.R. China from 24 to 26 September 2019.

It contains information you need and order forms related to various services you may require.

We kindly ask you to return order forms before the deadlines (please refer details on page 5) in order to enable us to fulfill your requirements. All forms should be filled clearly in block letters.

**Please note**

Orders received from11 to 30 August 2019 may apply a surcharge of 50%. Constructing applying system will be closed since 31 August and construction applying services will not be provided by then.On site orders will be subjected to a surcharge of 100% and services will be provided upon availability and on cash basis only.

Should you have any questions, please feel free to contact the AAG team at:

China National Machinery Industry International Co.Ltd

Ms. Hou Lili +86 10 8260 6781

Ms. Lin Cuiwei +86 10 8260 6772

Ms. Liu Yue +86 10 8260 6773

Mr. Chen Lei +86 10 8260 6784

Mr. Zhang Ming +86 10 8260 6780

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Mr. Zhang Tongjun +86 10 6194 3923

Fax: +86 10 8260 6789

Email: aag@sinomachint.com.cn

Welcome you to Auto Aftermarket Guangzhou (AAG) 2019 and wish you a successful fair!

Yours faithfully

Auto Aftermarket Guangzhou (AAG) Team

China National Machinery Industry International Co.Ltd

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Please note:

For Standard Booth Application please fill in the form marked with “\*”

For Raw Space Booth Application please fill in the form marked with “#”.

Organisers:

**Contact Information**

**Project Team**

China National Machinery Industry International Co.Ltd

A Bldg No.3 Danling Street, Haidian District, Beijing 100080, China

Mr. Cheng Yongshun

Mr. Gao Runfeng

Mr. Guo Jinwei

Ms. Liu Yue

Ms. Hou Lili

Mr. Chen Lei

Ms. Lin Cuiwei

Mr. Zhang Ming

Mr. Wei Wei

Ms. Liu Yichang

Ms. Li Xuening

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Fax:+86 10 8260 6789

E-mail：aag@sinomachint.com.cn

**Official Contractor**

Beijing Unite-Idea Advertising Co., Ltd.

Mr. Su Mingze

Mr. Ren Yumeng

Ms. Feng Rui

Tel：+86 10 86476056

+86 10 82559002#6002

+86 10 82559002#6003

Fax: +86 10 8260 6956

E-mail：[gjlc9001@163.com](mailto:gjlc9001@163.com)

**Official Forwarders (Domestic)**

***HALL 1, 3, 5, B1***

**Guangzhou JES Exhibition Services Ltd.**

2005 Dong Jian Building, West Tower,

No. 501 Dong Feng Zhong Road,

Guangzhou 510045, China

Tel: +86 135 7025 1573

Fax: +86 20 8355 3765

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

Contact: Ms. Wang Xiao

***HALL 2, 4, 6***

**BALtrans Exhibition & Removal Ltd. (Guangzhou)**

Room 2401 & 2414, 24/F., Yi An Plaza

No. 33 Jian She 6th Road, Yue Xiu District

Guangzhou 510060, China.

Tel: +86 20 3768 1413

Fax:+86 20 3165 1491

E-mail: [jay.lei@exhibition.baltrans.com](mailto:info.can@exhibition.baltrans.com)

**Contact Information**

Contact：Mr.Lei Jinqiao

**Official Forwarders (Overseas)**

**Guangzhou JES Exhibition Services Ltd.**

2005 Dong Jian Building, West Tower,

No. 501 Dong Feng Zhong Road,

Guangzhou 510045, China

Tel: +86 20 8355 9738

Fax: +86 20 8355 3765

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

Contact: Ms. Lin Yu Ting

**Official Travel Agent (Overseas)**

**GZL International Conference and Exhibition Services Ltd.**

7F, Unit 2, No.1 Lejia Road, West Baiyun Airprort, Guuangzhou

Tel：+86 20 36133949

E-mail: 939614713@qq.com

Contact: Ms. Alice Li

**Recommand Hotel Information**

**Special rates have been negotiated for fair attendees.**

**Langham PlaceGuangzhou (5 Star)**

**No.638 Xingang Dong Road, Zhuhai District, Guangzhou**

**Vanburgh Hotel Guangzhou(5 Star)**

**No.126 Huangpudadao West, Tianhe District, Guangzhou**

**Hampton by Hilton Guangzhou Zhujiang New Town (4 Star)**

**No.495 Huangpudadao West, Tianhe Distritct, Guangzhou**

**Guangzhou Yuexiu Hotel**

**No.198 Xiaobei Road, Yuexiu Guangzhou**

**Guangzhou Leeden Hotel**

**No.6 Huachenglu, Zhujiang New Town, Guangzhou**

**Hotel Landmark Canton**

**No.8 Qiaoguang Road, Yuexiu District, Guangzhou.**

**Pazhou Hotel**

**No.37 Xingangdong Road, Haizhu District, Guangzhou**

**Guangzhou Wellgold Hotel**

**No.84 Xingangdong Road, Haizhu District, Guangzhou**

**Guangzhou Lan Hai Hotel**

**No.598 Shiliugang Road, Haizhu District, Guangzhou**

**Guangzhou Oriental Silk Hotel**

**No.752 Dongfengdong Road, Yuexiu District, Guangzhou**

**Show Schedule**

**General Information**

**Show Schedule & Forms Deadlines**

|  |  |  |
| --- | --- | --- |
| **Move-in** | | |
| 22 Sep 2019 | 09:00 | Official contractors move-in |
| 11:00 – 18:00 | All raw space contractors & exhibitors |
| 23 Sep 2019 | 09:00 – 18:00 | All exhibitor move-in and collection of badges,  Contractors move-in |
| **Show days** | | |
| 24-25 Sep 2019 | 09:00 – 17:00 | Show open  Fringe Programme: AAG Seminars.  Fringe Programme: Match-making forum. |
| 26 Sep 2019 | 09:00 –15:00 | Show Open |
| **Tear-down** | | |
| 26 Sep 2019 | 15:30 –21:00 | Move-out |

**Please Note:**

1. During the show days, exhibitors will have access to the hall half an hour before the opening hours and half an hour after the closing

hours to service their stands.

2. Please note that a fee will apply should exhibitors require both a longer move-in/move-out period. Please check with organisers for

details.

3. This schedule is correct at the time of printing. Amendment(s) to the schedule will be advised to all parties accordingly.

4. Exhibition application starts from xx SEP 2019 to xx SEP 2019

**Order Form Deadlines**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Form** | **Content** | **Page** | **Start Date** | **Deadline** | **Remarks** |
| 1 | Official Fair Catalogue Listing | 31-32 | 15 July | 25 July | Optional |
|  | Underground Tuning Salon | 33-38 | 15 July | 25 July |  |
| 2 | Exhibitor Survey | 39 | 15 July | 25 July | Compulsory for all exhibitors |
| 3 | Exhibitor Badge | 40 | 15 July | 31 Aug | Compulsory for all exhibitors |
| 4 | Fascia Board | 41 | 15 July | 11 Aug | Compulsory for standard booth exhibitors |
| 5 | Visitor Invitation | 42 | 15 July | 11 Aug | Optional |
| 6 | Looking for Partners in China | 43 | 15 July | 11 Aug | Optional |
| 7 | Other Conference Service | 44 | 15 July | 15 Aug | Optional |
| 8 | Additional Furniture Pre-order | 45-46 | 15 July | 26 Aug | Optional |
| 9 | Transport Order/ Shipment Pre-advice | 47 | 15 July | 11 Aug | Optional |
| 10 | Visa Invitation Letter | 48 | 15 July | 11 Aug |  |
| 11 | Special Exhibits Application | 49 | 15 July | 11 Aug | Optional |
|  | Raw Space Booth Apply Process and Charges | 50-53 | 15 July | 11 Aug | Compulsory for Raw SpaceContractors |
| 12 | Letter of Authorization | 54 | 15 July | 11 Aug | Compulsory for Raw Space Contractors |
| 13 | Raw Space Booth Construction Authorization | 55 | 15 July | 11 Aug | Compulsory for Raw Space Contractors |
| 14 | Exhibitor Safety Responsibility Guarantee | 56 | 15 July | 11 Aug | Compulsory for Raw Space Contractors |
| 15 | Booth Construction Safety Responsibility Guarantee | 57-58 | 15 July | 11 Aug | Compulsory for Raw Space Contractors |
| 16 | Standard Deposit Charges | 59-60 | 15 July | 11 Aug | Compulsory for Raw Space Contractors |
| 17 | Total Construction Charge list | 61 | 15 July | 11 Aug | Compulsory for Raw SpaceContractors |

**Exhibition Rules & Regulation**

**General Information**

**Exhibition Rules & Regulation**

**1 Governing Law**

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

**2 Admissions to the Exhibition**

Generally, during fair dates, exhibitors are allowed to enter the fair ground half an hour before the show

opens, and must leave the fair ground:

24 -25 Sept by 17:30

26 Sept by 21:00

**2.1 Exhibitors**

For security reasons, exhibitors must put on the exhibitor badges during the exhibition, build-up and

teardown days. Exhibitor Badges can be ordered using Form 3. Persons below the age of 18 will not be

allowed entry into the Halls.

**2.2 Visitors**

The exhibition is open to trade visitors only. Admission is free. 1Persons below the age of 18 will not be allowed entry into the Halls. Please remind your buyers not to bring children or anybody less than 18 years of age.

**2.3 Contractor / Forwarder Personnel**

Worker badges will be issued to contractors/forwarders and their workmen to enter the exhibition halls during

the build-up and teardown periods only, for the purpose of booth construction/dismantling or logistics.

Contractor/Forwarder should achieve **Online Authentication Certification** through official online registration systems，For more detail please follow official website of Poly World Trade Center.

Website: [www.pwtcexpo.com](http://www.pwtcexpo.com)

**3 Customs Clearance**

The fair ground is regarded as a bonded area. All goods inside the fair ground are tax exempted for

temporary import during the exhibition. No goods are allowed to be taken away from the halls without prior

approval of the Customs. Exhibitors are requested to:

3.1 Inform the Official Forwarder for customs clearance of exhibits by completing and returning the “List of

Exhibits” supplied by the Official Forwarder. Please ask the Official Forwarder for information.

3.2 For hand-carried goods, whether you are bringing in by yourself from overseas or other regions of P.R.

China, you must register with the security department at the entrance of the fair ground for the

purpose of customs clearance / declaration before they can be moved in or out of the fair ground.

3.3 Giveaways and souvenirs are permitted but are subject to import duty. Exhibitors should submit the “List

of Exhibits” with quantity and prices to Customs office via the Official Forwarder before giving the

souvenirs away.

3.4 Please ensure you always keep all receipts issued by the Customs, which you might need for

collection of the exhibits through the Official Forwarder.

**4 Delivery of Exhibits**

The Organisers will not accept or sign for any goods, exhibits or other material on behalf of any exhibitor.

Exhibitors should make sure that a representative from their company will be at the stand to receive the

materials. All exhibits sent directly to the stand should be clearly marked.

**5 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 have any on-spot sales or give away exhibits subject to Chinese Customs

Regulations. Exhibits should be sold under signing a general contract with the Chinese buyer. Before

collecting the exhibits, the buyer should finalise Customs formalities and pay the duty/tax as well. If

necessary, the Official Forwarder may give assistance to the buyer for processing the Customs formalities, or

provide information to exhibitors. Please check with your forwarder accordingly.

**6 Move-out of Exhibits**

6.1 Removal of exhibits may commence only after 15:00 on 26 September 2019.The organisers are not liable for any loss or damage to the exhibits or booth material left behind at the fair ground.

6.2All such materials will be deemed as something abandoned and will be disposed of at the expense of the exhibitor concerned.

6.3 No mechanical lifting or handling equipment will be permitted to enter the exhibition halls for the removal of exhibits except those used by Official Freight Forwarder.

**General Information**

**Exhibition Rules & Regulation**

**7 Dangerous Material**

7.1 Smoking is strictly prohibited inside the fair ground.

7.2 No naked lights and lamps or inflammable, combustible and explosive material can be used in the fair

ground.

7.3 No open fire or combustible gas is allowed to be used in the Centre.

7.4 No explosive, petrol and highly flammable toxic or corrosive substance are allowed to be used in the

hall. Radioactive substances shall not be brought into the Centre.

7.5 No more than one (1) day’s supply of any solid or liquid hazardous material shall be stored within the

Leased Area or stands at any time, and the remainder should be stored in special containers and

sealed in a location confirmed by the government departments, the venue and the Organisers.

7.6 Toxic wastes must be sealed in suitable containers with clear markings, and must be handled

according to the relevant government rules governing waste disposal.

7.7 The following articles are forbidden to be exhibited in or brought into the Centre without the written

approval from the Organisers: arms, guns, swords, ammunition, explosives, inflammable materials,

radioactive substances and any other dangerous goods, goods prohibited for import, goods infringing

upon intellectual property rights, goods that may affect the normal operation of the Organisers, and

any item prohibited by the relevant government departments.

7.8 Under special circumstances, such material can be used only when constructions or decorations are

coated with fire-protective paints upon and only after the approval from the government department of

security and fire-control.

7.9 Prior approval from fire-control department should be obtained for hanging balloons outdoors

7.10 The Organisers may, upon instruction from the fire authority, issue additional guidelines.

**8 Pressure Tanks**

8.1 Pressure vessel is forbidened by organisers.

8.2 Exhibitors shall be responsible for the proper transportation and storage of all pressure tanks such as

those containing helium, compressed air, argon, carbon dioxide etc.

8.3 Exhibitors shall immediately remove improperly located pressure tanks to the appointed location once

informed by the Organisers.

8.4 All pressure vessels and equipment brought into the Centre must conform to all relevant safetystandards and regulations. The safe pressure of the materials and tubes for pneumatic equipmentshall be**≥15kg/**cm2**,** and the pipe joint must be fixed by hoop instead of iron wires or any othermaterials

**9 Security**

General security service will be provided within the exhibition venue. However, it is important for all exhibitors

to take care of their exhibits and belongings. The Organisers undertake no responsibility for them. Thestand-by security guards have the right to check all goods moving-in or out of the fair ground.

**10 Photographing, Video Taping, Public Performance and Sound Recording**

10.1 Any films, video cassettes or slides to be shown to the public during the fair must obtain prior approval

by the Chinese authorities or arranged by the Organisers on their behalves.

10.2 All audio-visual demonstration indoor, outdoor exhibition area or of other functional area must be

limited to 65 Decibel as maximum, not to cause annoyance to visitors or other exhibitors. The

Organisers reserve the right to terminate any audio-visual presentation at their own discretion.

10.3 Exhibitors are required to apply to the appropriate authorities for exercising the rights in respect to the

broadcasting and public performance of all sound recording owned or controlled by them.

10.4 No exhibitor is allowed to film, make sound or video recording, telecasting and broadcasting at the fair

ground unless prior written approval is obtained from the Organisers.

**11 Demonstration and operation of exhibits**

When demonstrating or operating equipment at their stands, exhibitors should:

11.1 Provide the Organisers before the fair with full details in writing, of any operating machinery involved.

11.2 Ensure that the exhibits are operated under strict control and comply with proper safety regulations.

11.3 Ensure that the exhibits are equipped with sufficient safety devices that can only be removed when the

machines are not in operation and not connected to the power source.

11.4 Guard all moving parts of the machines adequately against possible injury to any person.

11.5 Cause no annoyance to visitors or other exhibitors. Any complaints raised that the Organisers find

justifiable, the Organisers may reserve the right to impose limitation on the operation of the exhibits.

**General Information**

**Exhibition Rules & Regulation**

11.6 Not use any industrial gas of inflammable or toxic nature for demonstration purpose.

11.7 Be responsible for the removal and disposal of waste material generated by working demonstration of

exhibits.

11.8 It is a requirement that exhibitors with cars moving to the hall as exhibits need to notify the Organisers

including car type and license number to achieve the approval in advance.

**12 Noise Level**

Exhibitors are prohibited from causing annoyance to visitors or other exhibitors. The Noise from indoor,

outdoor exhibition area or other functional area within the Centre shall be limited to 65 Decibel as

maximum. Any complaints raised that the Organisers find justifiable, the Organisers may reserve the

right to impose limitation on operating the exhibits or presentation.

**13 Air Compressor**

According to the fire and safety regulations of the fair ground, the use of compressors is not permitted in the

fair ground. Should exhibitors require compressed air for operating their exhibits, please contact the Official

Contractors.

**14 Electricity Supply**

14.1 For safety reasons, all electrical installation work connecting to the main electric network at the

exhibition venue must be carried out solely by the Official Contractors. Exhibitors may order lighting

and electrical items according to this manual.

14.2 Exhibitors requiring special arrangements (such as different voltages and frequency or connections to

equipment) must arrange their own transformers, converters, etc. from themselves or from the Official

Contractors.

14.3 The safe loading capacity shall be taken into consideration when exhibitors apply for electric wattage.

The electric facilities must not be overloaded and the safe operation must be ensured.

14.4 Before lighting and electricity supplied for individual booth, exhibitors who may need proceeding

electricity supply for testing should contact the Official Contractors for prior arrangement. The

provision of this service may depend on its availability and be subject to any extra costs.

14.5 No more than one extension cord shall be connected to any one socket.

14.6 No multiplug is allowed.

14.7 No flashing/blinking light or fluorescent light is permitted.

14.8 Lighting connections and sub-main for fairs in China:

14.8.1 Exhibitors may order lighting and electrical items according to the Order Form supplied by

the Official Contractors. Prices include wiring connection from the main power supply to your

booth, power consumption, standby technician, safety inspection, fixtures and fittings. Each

power outlet supplied is allowed to be connected to ONE electrical appliance at any one time.

**Connection for lighting purpose from power outlet is NOT permitted.** The requirements of

all electrical appliances are subject to the discretion of the hall management.

14.8.2 For connection, pre-fabricated light-box should be applied. Please contact the Official

Contractors for rate and arrangement.

14.9 Electricity will be disconnected at 15:00 on 26 September when move-out starts. If 24-hours electricity

supply at the booth is required, please contact and order from the Official Contractors.

**15 Intellectual Property Rights**

In order to protect the IPR and to promote the healthy development of the exhibition (the **"Exhibition"**), the

Exhibition Organisers will invite the officers from local Intellectual Property Office (for infringement of patent),

Bureau of Copyright (for infringement of copyright) and Administration of Industry and Commerce (for

infringement of trademark) and lawyers specialized in IPR protection to compose the Complaint Review

Panel (the **"CRP"**). The CRP will be responsible for consultancy service related to IPR, and reviewing the

IPR disputes happened during the Exhibition in accordance with the laws and regulations in respect of IPR.

**Acceptance of Complaint**

If the exhibitor deems that the products exhibited (the **"Exhibits"**) by any other exhibitor infringe its patent,

trademark or copyrights, it may file complaint with the CRP and shall submit to CRP and be liable for the

following materials:

15.1 A legitimate and effective certificate of the ownership of intellectual property rights: where any patent is

involved therein, the patent certificate, the text of patent announcement, the credential of the patent

owner, the certification on the legal status of the patent shall be submitted; where any trademark is

involved therein, the certification documents of trademark registration shall be submitted, which shall

**General Informaiton**

**Exhibition Rules & Regulation**

be confirmed by the complaints by affixing a seal, and the credential of the trademark owner shall be

submitted as well; where any copyright is involved therein, the certification of copyright and the

credential of the copyright owner shall be submitted. (Documents evidencing patent-related rights,

including patent specification of invention and utility model, or pictures and photographs of design,

which are made public by State Intellectual Property Office of P.R.C; search reports of existing patent

law or the counterpart of patent registry etc.)

15.2 The name of Exhibits in question, name and booth number of respondent;

15.3 Copy of business license of complainant, if the complainant is not the IPR holder, the complainant

shall provide a copy of license agreement in respect of such IPR;

15.4 Evidence and cause against the infringement;

15.5 If the complaint is raised by attorney of exhibitor, the Power of Attorney shall be submitted; and

15.6 Any other materials the CRP may require.

15.7 The complainant shall ensure the authenticity and validity of all the materials provided, and shall bear the corresponding legal liability for losses caused by providing false information or other untrue complaints.

**PLEASE NOTED: The Organisers have the right to request exhibitors to remove exhibits that are**

**alleged of violating intellectual property rights. Any exhibitor found guilty of infringement of**

**intellectual property rights will be banned from participating in Automechanika fairs in China in**

**future.**

**16 Car Parking**

Car parking lots are available at Poly World Trade Center. Please contact the organisers for parking details.

**17 Force Majeure**

The exhibition may be shortened, extended or postponed due to any cause whatsoever outside the control of

the Organisers. The Organisers shall not be responsible for any loss sustained by the exhibitors, directly or

indirectly, attributed to the elements of nature, force majeure or orders and directives imposed by any

government authority. In the event of such circumstances, the money paid by the exhibitors, or any part

thereof, is refundable at the sole discretion of the Organisers.

**General Information about Guangzhou**

**Weather**

It is hot and lot-rain in the middle of September in Guangzhou , around 24 º C to 32 º C (75 º F~89 º F).

**Currency**

The unit of currency is Chinese Yuan. Foreign currencies can be exchanged at hotels and banks. Cash withdrawal

by credit card is possible at the main offices of Bank of China in China.

(1 USD is approximately 7 RMB; 1 Euro is approximately 7.8RMB)

**Time**

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

**Electricity**

The voltage in China is 220 Volt/50 Hertz. The Chinese socket in the fair grounds looks like this:

Adapters for the 15 Amp./220 is preferable for exhibitors.

**Entry Requirement**

All foreign visitors to P.R. China must apply for visa and comply with the health requirement on entering China.

Please ensure that all your colleagues have already obtained the relevant visa prior to departure. Returning Order

Form 10 can apply the visa invitation letter. Please note the responsibility for obtaining a visa is neither from the

Organisers nor the Official Travel Agents. (Unsuccessful visa applications will not constitute a basis for

cancellation of exhibitor contract)

**To and From the Airport**

Transportations such as airport bus, hotel bus, maglev train and taxis are all available between airport and city of

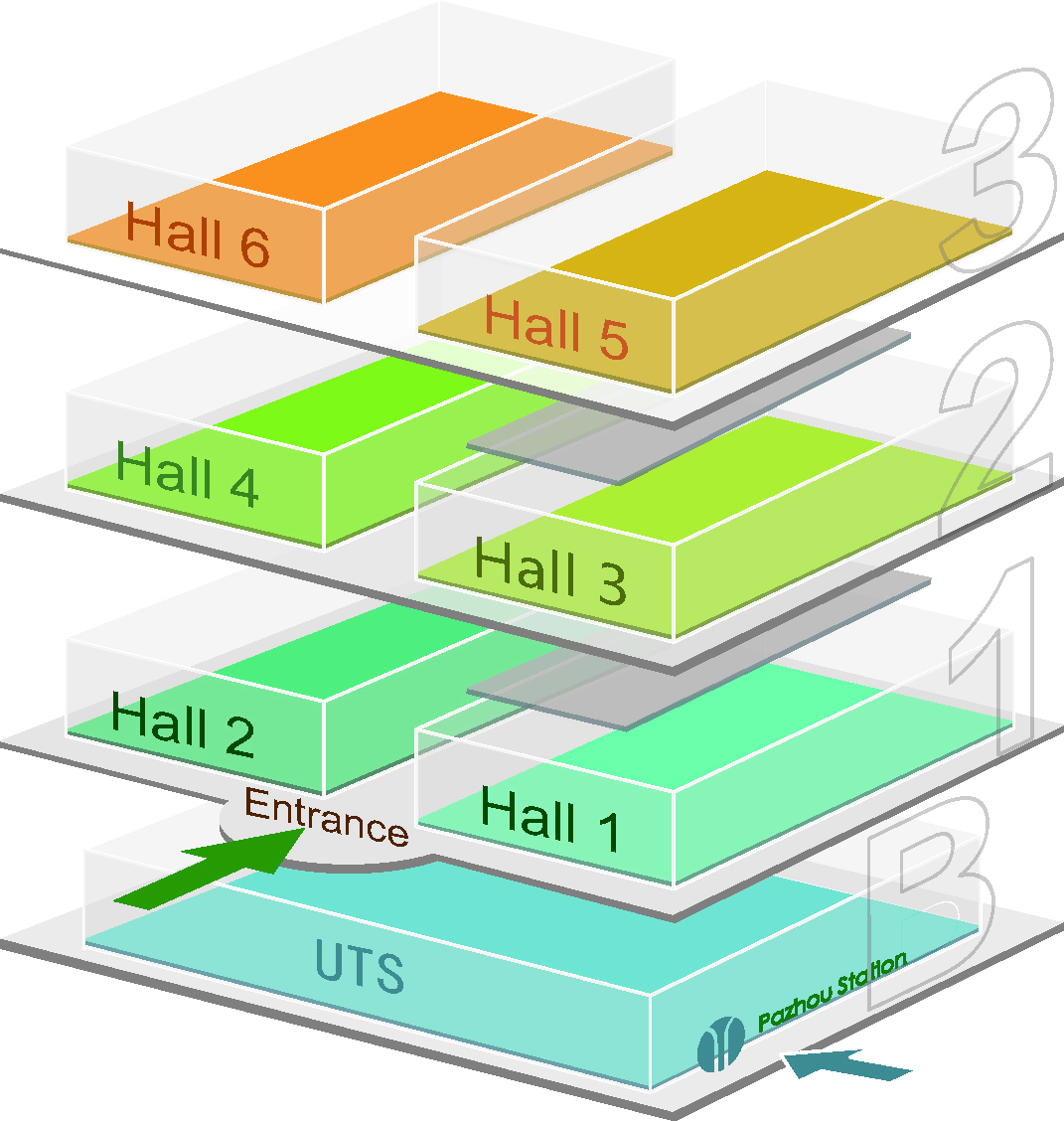
Guangzhou. Details can be found on the official website of the airport under:

**Hall Guide of Poly World Trade Center**

**The Fair Ground**

**Hall Guide of Poly World Trade Center**

**AAG2019 will take place from Hall 1 and Hall 2 on 1st Floor, Hall 3 and Hall 4 on 2nd Floor , Hall 5 and Hall 6 on 3rd Floor, and Underground Tuning Salon on B1. (total of 280,000 sqm exhition space).**

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|  |  |
| --- | --- |
| **Hall Management** | **Poly World Trade Center** |
| No.1000 Xingangdong Road, Haizhu District, Guangzhou, P.R China |
| Tel:+86 20 8904 7012／8966 1799 |
| E-mail: pwtcexpo@126.com |
| Website: www.pwtcexpo.com |

**Traffic**

**The Fair Ground**

**Services in Poly World Trade Center**

By Metro

Exit C, Pazhou Station, Metro Line 8.

图片

By Bus

Pazhou Station (Line B7,line B7 fast, line 3 Daxuecheng,line 229, line262, line304,line 461,line 564 )

By Taxi

Flag-fall price from 10 yuan, minium mileage 2.5 km, plus 2.6 yuan /km.

Destinat**i**on : Poly World Trade Center, No.1000 Xingangdong Road, Haizhu District, Guangzhou

Baiyun Intl’ Airport

Airport express: Varies line to different area in Guangzhou, and take other transit to PWTC.

Airline information: 020-3606 6999 Airport express service:400-830 8688

By Taxi: Approximately 43 km, 45 mins drive, average cost around 150rmb.

By Metro：Takeline3(to Tiyuxilu direction) to tiyuxilu station, change line 3(to Panyu Guangchang direction) to kecun station, change line 8(to Wanshengwei direction) to Pazhou station, take exit C.

Guangzhou Train Station

By Taxi: Approximately 18 km, 28 mins drive, averagecostaround 50rmb.

By Metro:Approximately 35 mins, take line 2 (to Guanghzou South station direction) to Changgang Station, change line 8 (to Wanshengwei direction ) to Pazhou station, take exit C.

Guangzho-EastTrain Station

By Taxi: Approximately 11 km, 30 mins drive, average cost around 40rmb.

By Metro:Approximately 30 mins,Takeline3 (to Tiyuxilu direction) to tiyuxilu station, change line 3(to Panyu Guangchang direction) to kecun station, change line 8(to Wanshengwei direction) to Pazhou station, take exit C.

Guangzhou-South Train Station

By Taxi: Approximately 22 km, 30 mins drive, average cost around 65rmb.

By Metro:Approximately 55 mins,Takeline2(to Jiahewanggang direction) to Changgang station, change line 8(to Wanshengwei direction) to Pazhou station, take exit C.

Tianhe Train Station

By Taxi: Approximately 14 km, 20 mins drive, average cost around 45rmb.

By Metro:Approximately 31 mins,Take line 3(to Panyu Guangchang direction) to kecun station, change line 8(to Wanshengwei direction) to Pazhou station, take exit C.

The following contractors are appointed as the Official Contractors to provide package booth construction or any other services including equipment rental according to the attached order forms.

**Stand Construction General Information**

**Standard Package Booth Design**

|  |  |
| --- | --- |
| Official Contractor | **Beijing Unite-Idea Advertising Co., Ltd.**  **No. 3 Danling Street, Haidian District, Beijing 100080, China**  Mr. Su Mingze  Mr. Ren Yumeng  Tel:+86 10 6496 6609  +86 10 8260 9852  Fax: +86 10 8260 6956  E-mail:gjlc9001@163.com |

1. Standard Package - equipment included in participation fee for 12 sqm (4m x 3m) (equipment will be multiplied according to your booth size):

|  |  |
| --- | --- |
|  | - 1 table  - 3 chairs  - 2 flat shelves  - 1 information counter  - 4 100W spotlights  - 1 waste paper basket  - 1 5A/220V socket (max. 500W)  - Wall-to-wall needle punch carpet  - Daily inner booth cleaning  - Fascia board(s) with company name(s) & booth number  - 3-sided system white wall partition (2.5m height)  **\*\*Please note: Items and quantities provided in package booths are fixed and non-interchangeable\*\*** |

Standard Package Booth



(The Organisers reserve the right to change the layout if necessary)

**Stand Construction General Information**

**Standard Package Booth Design**

Standard Package Items

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Booth  Size | Table | Chair | Info  Counter | Flat  Shelf | Waste Paper  Basket | 100W  Spotlight | 5A / 220V (max. 500W)  Single Phase Socket |
| 12sqm | 1 | 3 | 1 | 2 | 1 | 4 | 1 |
| 18sqm | 1 | 5 | 1 | 3 | 1 | 6 | 1 |
| 24sqm | 2 | 6 | 2 | 4 | 2 | 8 | 2 |
| 30sqm | 2 | 8 | 2 | 5 | 2 | 10 | 2 |
| 36sqm | 3 | 9 | 3 | 6 | 3 | 12 | 3 |

\*\*Please note: Items and quantities provided in package booths are fixed and non-interchangeable\*\*

1. Please refer to the basic equipment & booth design of the package. No additional booth fitting or display may be attached to the package booth structure. Exhibitors who wish to upgrade their package booths; the minimum size of booth is 24 sqm. Please notify the Official Contractors and subject to the Official Contractors’ approval.
2. In the circumstance exhibitors who appoint Non-Official Contractor to build up their package upgraded booths, Organisers will see these exhibitors as Raw Space exhibitors and they will be required to follow the same procedures as **Raw Space Exhibitors Move-in/out** which will occur additional costs including Furniture Order, Electricity Order, Management Fee, Stand Construction Deposit and Contractor Badge. **Please note that standard furniture will not be provided for booth built by** **non-official contractor.**
3. Details for any package upgrade booth including elevation view, side view and 3D view of the booth with

detailed materials indicated are required to be submitted to the Official Contractors between **15 July 2019 and 11 August 2019** for approval. Organisers reserve the right to tear down any package upgrade booth on-site without prior approval from the Official Contractors.

**Non-Official Contractor Official Contractor**

It is required to follow the same procedures of Raw Space Exhibitors Move-in / out.

Please contact the Official Contractors for your booth

designs / construction.

Details for package upgrade booth including elevation view, side view and 3D view of the booth with detailed materials indicated are required to be submitted to the Official Contractors between **15 July 2019 and 11 August 2019** for approval.

approval.

Submit revelent Form between **15 July 2019 and 11 August 2019** to notify the OfficialContractors regarding your package booth upgrade.

\*\*Package booth upgrade can only be applied from exhibitors whose booths sized larger or equivalent to 24 sqm\*\*

1. Exhibitors shall observe strictly the hours of the exhibition. No booth shall be left unattended at any time

during these hours.

5. **Booth fittings:**

All furnished booths are on rental basis. Exhibitors are not allowed to make any alterations to the structure of

the booths or remove any parts from the booths. Exhibitors wishing to remove or change the location of any

**Stand Construction General Information**

**Standard Package Booth Design**

standard equipment (e.g. spotlights) within the booth should indicate clearly on a separate drawing and

forward it together with clear instructions to the Official Contractors between **15 July and 11 August 2019**. Notification of booth equipment alteration/removal received after the deadline will not be considered.

1. **Booth height:**

No free standing booth-fitting or display may extend beyond the boundaries of the site allocated. This includes

company names, advertising material and logos provided by the exhibitors. Please contact the Official

Contractors for information if the display may exceed the limits.

1. No tape, nail or fixture of any kind is allowed to be affixed on the partitions, floor or ceiling. Exhibitors are liable to any damage caused to their booth fixtures or fittings at the fair.

8. 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 between **15 July and 11 August 2019,** the Organisers will assume that exhibitors occupying corner booths would like to open the additional side(s) by removing the partitioning panels in between.

9. Package stand exhibitors requiring additional equipment such as telephone, furniture, power and water supply

etc. should use individual Forms for placing their orders. The order forms have to be submitted between **15 July and 11 August 2019** to the Official Contractors. Full payment in advance will be required.

10. No exhibits are allowed to be removed from the booth or exhibition hall once the exhibition has been officially

opened unless Organisers have given special permission. Booth or exhibits shall not be dismantled before the

official closing time on the last day of the exhibition.

11. Any power point and sockets provided are strictly for exhibits only and NO lighting fixture is allowed to be

connected. Any extra power point is responsible for providing its own distribution box equipped with circuit

breaker and leakage protector which is safe and secure.

12. Exhibitors shall not cause any damage to the floor of the exhibition hall.

13. Exhibitors bringing their own air compressors to the exhibition hall are prohibited. Please contact the Official

Contractors for details or refer to Order Form 9.

**Stand Construction General Information**

**Important Points for Raw Space Booth**

**1. Construction Rules and Requirement**

1.1 Arrangement for the exhibition stand shall ensure fastness and safety. The exhibitor and the construction contractor are fully liable for personal injury and property damage arising out of collapse due to looseness. With approval of the organizers, the operator may dismantle any exhibition stand which is installed without application or approval or is unaccepted, and all costs and losses incurred thereby shall be borne by the exhibitor and the construction contractor. Without consent of the operator, the exhibitor or the construction contractor shall not amend the application which has been approved and confirmed; otherwise, the operator will not supply electricity, but will warn against the exhibitor and deduct a corresponding amount from the security deposit.

1.2 If the properties or floors in the exhibition hall are damaged, relevant exhibitors or construction contractors shall bear all costs incurred thereby. All construction units are requested to inspect the floor of their exhibition stands and the facilities of the exhibition hall in the surrounding common area, and contact the workers in the venue if the floor or the facilities are damaged; if the damage is found in or after construction, the construction unit of the exhibition stand shall compensate for the damage, and the construction units of adjacent exhibition stands shall jointly compensate for damage to facilities in the common area.

1.3 Any decoration, exhibit or post shall not be pasted to or hanged on the roof or other positions of the exhibition hall. Do not knock a nail into, perforate, apply a brush coating to, coat with paint, post promotional materials to floors or walls of the exhibition hall. Do not damage all facilities of the exhibition hall.

1.4 The carpet of the floor of the exhibition stand shall not exceed the leased area of the exhibition stand. Do not use carpets containing calcium carbonate.

**2. Entry safety**

2.1 All persons shall wear safety caps which comply with national regulations and shall fasten the chin strap, to enter the construction site, and shall wear a valid construction permit issued by the operator, to enter and leave the exhibition hall, and shall be subject to verification by relevant officers. The construction permit shall not be tampered, duplicated or lent.

2.2 Construction work at a position over 2 meters above the ground is deemed as work at height (the worker shall hold a permit for such work). Such work shall be carried out, using accepted climbing tools which comply with safety requirements. Do not throw tools or articles when delivering them. The constructors shall wear a safety cap and safety belt. The high-altitude operation car shall be equipped with a guard railing. The working area shall be separated. A person shall be designated to watch the area. Other safety measures shall be taken to prevent persons from being injured by falling objects.

2.3 For construction of an exhibition stand adjacent to a passageway, reservation shall be made for the passageway with the width specified for the exhibition, so as to ensure fire safety.

2.4 The platform shall be installed within the boundary of the exhibition stand. A gentle slope shall be designed between the edge of the platform and the common aisle, so as to avoid personal injury due to height difference between the platform and the common aisle.

2.5 Design of glass curtain walls, platforms and rails shall sufficiently take into consideration and avoid unsafe factors arising out of impact, shock, trampling, etc.

2.6 Do not advertise (including aerial advertising) without approval.

2.7 The exhibitor and the construction unit shall not subcontract the whole project for installation, exhibition and dismantling of the exhibition stand.

2.8 Exhibitors have to provide approved protection between carpet and any raised platform, Materials used for the construction and installation of the exhibition booths and any other structures must consist entirely of non-combustibles with more than level 2. All material used in the construction and decoration of exhibition stands or set-ups must be flame-retardant and be subject to inspection of the exhibition venue and / or Organisers. The use of elastic fabric is forbidden.

**Stand Construction General Information**

**Important Points for Raw Space Booth**

2.9 Contractor must ensure the booth is cleaned before hand over to exhibitor.

2.10 If the properties or floors in the exhibition hall are damaged, relevant exhibitors or installation contractors shall bear all costs incurred thereby.

2.11 No part of any structure may extend beyond the boundaries of the site allocated. This includes

spotlights and exhibitor‘s name or logo.

2.12 Any decoration, exhibit or post shall not be pasted to or hanged on the roof or other positions of the exhibition hall. Do not knock a nail into, perforate, apply a brush coating to, coat with paint, post promotional materials to floors or walls of the exhibition hall.

2.13 Do not build a block wall in the island stand on either side (not including the internal partition walls of the island stands)

2.14 Construction waste and surplus materials of raw space stand have to be cleared from the exhibition site by the exhibitor.

2.15 There shall be one resident safety officer on each custom-built exhibition stand, so that workers can inspect the installation at any time and send notices.

**3.Exhibition Stand Appearance**

3.1 The height of an exhibition stand shall not exceed 4.5 m, and a double-story exhibition stand shall not exceed 6 m;

3.2 The storage room which next to the tunnel, the door should be designed to open toward inside.

**4. Structure Safety**

4.1 Without written approval of official contractor, the structural span of an exhibition stand shall not exceed 5m.

**5. Booth Zoning**

5.1 Design of an exhibition stand shall not affect adjacent exhibition stands. At least one side of an exhibition stand at any position shall be open. Any exhibition stand shall not obstruct the view of others. The wallboard facing other exhibition stands or a common area shall be a white wallboard. If violation of the aforesaid requirements is found in the site, correction shall be made; if correction is not made within the specified time or the exhibition stand is still unaccepted upon correction, the organizers will directly carry out relevant treatment, and costs incurred thereby shall be deducted from the security deposit for construction.

5.2 The exhibitor shall not display, hang or distribute any exhibit, material, furniture or product outside its exhibition stand, or extend the structure or decoration of the exhibition stand outside the boundary of the exhibition stand. The area for construction of the exhibition stand shall be consistent with the requested area. The edge line of vertical projection of the structure of the exhibition stand (including exhibit, company name, mark, light box and poster) shall be within the boundary of the leased area of the exhibition stand.

5.3 Structures in the exhibition stand shall not hinder normal operation of a fire protection system, air outlet and air vent of an air-conditioner of the exhibition hall or indoor ones. All accesses to the exhibition stand shall be kept unobstructed. Structures or exhibits shall not obstruct all passageways specified by the organizers or fire protection regulations or gates of the exhibition hall. In case of violation, the organizers and the fire department have the right to make correction on the site. The exhibitor and the construction unit are fully liable for personal injury and property loss arising out of failure to carry out operation according to the aforesaid requirements. Outdoor construction shall not damage the ground of the square of the exhibition hall and surrounding environment; otherwise, the exhibitor and the construction unit are liable for any loss incurred thereby, and such case which is serious will be submitted to the public security organ and other administrative law enforcement authorities; any costs incurred shall be borne by the exhibitor and the installation contractor.

**Stand Construction General Information**

**Important Points for Raw Space Booth**

5.4 The distance between the opening of the temporary structure and a fire hydrant, electric/mechanical lifting device or alarm bell shall be more than 1.2m (4 feet). The distance between the exhibition stand and the power box shall not be covered. For facilitating safety check, the distance between the backdrop and walls of the exhibition stand shall exceed 60cm.

**6. Opening side of an exhibition stand**

6.1 At least 2/3 of the side of an exhibition stand in the exhibition area which faces the aisle shall be open.

**7. Construction tools**

In construction, no cranes, forklifts, ground levelling machines and platforms for work at height, unless provided by such operation service operators as designated by the organizers, shall be used for installation of the exhibition stand, assembly and disassembly of exhibits. Machines of any other transportation companies or exhibitors shall not enter the exhibition hall for operation. The organizers are not liable for any risk arising out of behaviors of the transportation service operator designated by the organizers.

**8.Painting**

During the installation and exhibition, do not paint exhibits and exhibition materials in the exhibition hall. Do not use any oil pain or coating which has pungent smell and fails to comply with environmental protection and safety requirements, for decoration of the exhibition stand. During the installation, small-area “patching” for exhibits or installation work is allowed, provided that a safety measure and measures for protecting the surrounding persons and environment shall be taken, including carrying out panting work at the leeward and ventilation openings; use of nontoxic painting; the floor in the exhibition hall and the ground surface around the paint work area shall be covered by dry papers or plastic films in advance; do not wash painted articles in and around the exhibition hall. All construction units are liable for any damage caused by painting and shall bear costs for restoring the damaged or contaminated parts.

**9.Glass**

The glass used shall be tempering glass, and the strength and thickness (the thickness of the curtain wall glass shall exceed 10mm) of the glass shall be sufficient; metal frameworks or special hardware shall be used for installing the glass; elastic materials shall be used as the cushion between the framework or hardware and the glass, so as to ensure the safe use of glass. A large area of glass shall be affixed with noticeable marks, so as to avoid personal injury. If a glass platform is used, the stand columns supporting the structure and the walls shall be fixed under the platform; and the structure of the exhibition stand shall not be installed on the slippery glass surface.

**10.Cutting and hot work**

Do not carry out electric welding, cutting, welding, grinding and hot work in the interior or exterior.

**11.Treatment and storage of empty boxes and building articles**

The exhibitor and the installation contractor shall not place any empty box in the exhibition hall or the exhibition stand. Any empty box shall be clean up in a timely manner. All empty boxes will be stored by logistics service operators designated by the organizers. The exhibitor shall be charged for the service according to the fee rate. If articles and empty boxes are not stored as required, the organizers have the right to remove them, and the exhibitor and the installation contractor shall bear costs and risks arising therefrom.

**12 .Booth Adjustment**

**Stand Construction General Information**

**Important Points for Raw Space Booth**

12.1 Organisers remain the rights to make the adjustment of the booth.

12.2 Booth rental or sublease is prohibited, It is not allowed to rent the booth area for office, meeting and storage use. Exhibitors who appointed to be sole agency should inform the organisers of their company name and products.

12.3 The rules also applied on other materials and products beside exhibits. Without written permission of organisers, exhibitors are not allowed to display the products which the company is not act as an agent. Organisers remain rights to clean out or conceal the unqualified products.

**13. Construction Rule on Double-story Exhibition Stands**

In addition to the aforesaid provisions, for installation of and application for double-story exhibition stands, the following shall be complied with:

13.1 For installation of a double-story exhibition stand, the detail structure drawing of the exhibition stand shall be provided under the approval seal of an architecture design institute with relevant qualification and the seal of a national Class I registered structural engineer, along with the review report. The process from design to construction shall sufficiently takes the safety of the exhibition hall into consideration, ensuring the fastness of all connections and the overall structure of the exhibition hall.

13.2 The design of the double-story exhibition stand shall allow installation and dismantling within the designated time. The second floor shall not cross the aisles of the exhibition hall. Do not obstruct fire-fighting systems, air-conditioning systems, air vents, fire safety equipment, hose cabinets, fire handles, indoor illumination fixtures and monitoring systems, etc.

13.3 The distance between isles and exhibition stands, stairways for the exhibition stands at the upper floor, open exhibition areas or reception areas shall be larger than 1m. The distance between adjacent exhibition stands shall be larger than 3m. If it is impossible to do so, a screen less than 2m in height shall be used to completely separate the exhibition stands. The side facing the exhibition stand shall be in white, with a clean appearance.

13.4 Design which may lead to the height difference between the platform and the ground shall be indicated and planned in a timely manner, so as to avoid personal injury. If the height difference between the walking area and the edge leading to the walking area is larger than 0.20m, handrails shall be provided. Handrails of all footpaths, slops, foot bridges and stairways shall comply with design regulations and requirements in JG 3002.3-1992 with regard to railings and handrails of a stairway. The height of the handrail shall be larger than 1.10m. A 0.05m high wood lath shall be installed on the edge of the floor of the exhibition stands at the first floor, at the opening side. For avoiding articles (such as wineglass) from falling from the handrails, the handrails and their tops shall be arc-shaped.

13.5 Spiral stairs shall not be used for a double-story exhibition stand. If the area of the second floor of an exhibition stand is larger than 100m2, the exhibition stand shall be equipped with two stairways on two sides, one of which shall extend out of the exhibition stand. A person shall be designated to control the number of persons at the second floor, so as to avoid collapse and casualties arising out of the bearing capacity being exceeded.

**14. Bearing capacity**

14.1 Strength of ceiling

The exhibitor and the installation contractor shall provide the operator with corresponding data and review information as to the bearing capacity of the ceiling of a double-story exhibition stand. The bearing capacity shall cover the capacity for bearing the weight of persons at the second floor and the functional use of the structure at the second floor.

14.2 If the second floor is used for visiting, meeting, product promotion or storage, the bearing capacity of the second floor shall be larger than 5 KN/m2.

14.3 The bearing capacity may be reduced to 2 KN/m2 in the following cases.

14.4 If the double-story exhibition stand is used as a lounge or corridor of an office room or a sales office (area less than 50 m2), and persons will not stay there for a long time. The stairways are not open to the public and are equipped with noticeable signs.

14.5 Designated use of such rooms shall be indicated in the submissions.

**Stand Construction General Information**

**Important Points for Raw Space Booth**

**15.Strength of stairways**

15.1 All stairways shall be built according to standards, with the bearing capacity reaching 5 KN/m2.

15.2 In the information submitted for design review, the functional use and the traffic projection shall be explained in a reasonable and scientific way, with regard to the bearing capacity of a stairway connecting two floors and the traffic capacity of a stairway.

**16. Strength of handrails/supports**

Design of handrails and supports shall ensure that the handrails are able to bear the horizontal force of 1 kn/sqm.

**17.Fire prevention requirements**

17.1 The escape route of the second floor of the exhibition stand shall be less than 25m away from the aisle.

17.2 If the area of the second floor of an exhibition stand is less than 100m2, the exhibition stand shall be equipped with one stairway which extends outside the exhibition stand.

17.3 If the area of the second floor of an exhibition stand is larger than 100m2, the exhibition stand shall be equipped with two stairways on two sides, one of which shall extend out of the exhibition stand.

17.4 The space under and beside the treads of the stairway shall not be used for storage or installation of racks.

17.5 If the area covered by the second floor exceeds 30m2, a sprinkler system shall be installed, with one sprinkler for each area of 6.25 m2 or each part covered. The sprinkler system shall cover all rooms.

17.6 An enclosed ceiling shall not be installed on the second floor. A standard metal mesh (including illumination) can be used, with the open area not less than 50%.

17.7 Where necessary, the organizers have the right to require the exhibitor to take additional safety or fire prevention measures, until the whole exhibition stand is finally approved.

**18. Installation materials**

The structural materials between two floors and the materials of the ceiling shall be fireproof, convenient for installation and dismantling to the maximum extent, and shall comply with strength requirements, and shall be environmentally friendly.

**19. Footpath**

A sufficient footpath shall be designed for the second floor and the stairway of a double-story exhibition stand and shall lead to all rooms, so as to avoid safety hazards. The strength and height of railings and handrails of the footpath shall comply with safety provisions, so as to ensure safety in passage and stable stream of people. Installation or decoration shall not be made a common aisle over which an exhibition stand is installation.

**20. Means of escape**

Escapeway and fire-fighting equipment shall be designed for rooms at the second floor of a double-story exhibition stand. The organizers have the right to require the exhibitor to take additional safety and fire-fighting measures according to actual conditions of the exhibition stand of the exhibitor. The corresponding escape sign shall be provided at the stairway and be kept clear and complete throughout the whole exhibition period. The enclosed ceiling shall not be used for the second of a double-story exhibition stand.

In order to protect the safety of staff working on-site and insure against any risk of liability to any exhibitor and its

**Stand Construction General Information**

**Raw Space Booth Exhibition Liability Insurance**

respective appointed contractor arising from the use or construction of each raw space during the move-in days,

each raw space exhibitor is required to purchase a liability insurance plan. Each liability insurance plan should be

reviewed and approved by our officially appointed insurance company, Shanghai Renxin Insurance Broker Co Ltd,

before processing its application such as getting booth design approval, ordering electricity and settling hall

management fees, etc prior to moving-in.

As the officially appointed insurer for the Exhibition, The People's Insurance Company (Group) of China Limited(Guangzhou)will provide themost preferential conditions and insurance services to the Exhibition, including on-site insurance applications,on-site supervision on safety, dealing with insured accidents and claim payments etc. Their contact details are as below:

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| --- | --- |
|  | The People's Insurance Company (Group) of China Limited(Guangzhou)  No 250, Dezheng Middle Rd,  Yuexiu District, Guangzhou, China.  Contact：Ms. Zhuo 18825158915 He Jianmin 13802795239  Tel：020-83373156  E-mail：[limei@gzpicc.com.cn](mailto:limei@gzpicc.com.cn)、hejianmin@gzpicc.com.cn |

1.Opening hour: Monday- Friday 9:30 -17:00

**Stand Construction General Information**

**Flow Chart of Preparation for Raw Space Construction**

2. All raw space contractors, exhibitors should be named as the insured under such liability insurance plan.

3. The liability insurance plan of each raw space exhibitor should cover the following:

3.1 All the buildings in the exhibition venue, all kinds of fixed equipment, the ground and the foundation in

the exhibition area. Cumulative compensation shall not exceed RMB100,000;

3.2 All compensation, medical expenses and any other related fees caused by personal injury suffered by

any insured staff, any workers; Cumulative compensation shall not exceed RMB1,000,000; and the

cumulative compensation per person shall not exceed RMB600,000;

3.3 All compensation, medical expenses and any other related fees caused by personal injury suffered by

any third party; Cumulative compensation shall not exceed RMB 1,000,000 and the cumulative

compensation per person shall not exceed RMB600,000;

3.4 The insurance premium for such liability insurance plan shall be no less than RMB 500

4. Pavilion Insurance premium: RMB500 for every 200 sqm. For each increase of 200sqm, the premium is increased by RMB500.

5.Raw space exhibitors can purchase the required liability insurance as follows:

Please contact the officially appointed insurer directly and submit to office operator website.

6.Raw space exhibitors can purchase the required liability insurance plan either from their own insurance

company and all such liability insurance policy should meet the requirements set out herein

7.If the exhibitors would like to insure against any loss, damage or liability arising from their exhibiting products,

they can purchase the property insurance. For details, please contact insurance company.

**Note: If any raw space exhibitor decides to purchase the liability insurance policy from other insurance company, such policy is required to be submitted and approval between 15th July and 8th August 2019, then it can proceed to other preparation work for raw space booth such as booth design approval, electricity and water order, etc.**

Obtain construction permits, vehicle permit, armbands by Booth acceptance at

constructor registration

Applicated

Applicated on site

Show "Payment Notice" and remittance

Obtain Booth Acceptance

submit the application materials

Sign the safety **Guarantee**

Buy insurance (stamp)

Fill in Payment notic

Pay and obtain the receipt

Obtain Booth Acceptance

取《展位验收单》

Fully paid booth fees

Qualified

Submit construction files of electronic version before 8th August, http://www.bjgjlc.com e2017Before(止)http://gjlc.cnaico.com.cn/

Unqualified

Modify until qualified

Move in

Show days

Move out

Please contact the operator for booth approval after move out. Booth Acceptance need to be signed and returned to operator.Deposit will be returned to orignal account in 30 days after the exhibition.

Check payment notice,paid to designated account and post the original construction files.

Registration on site

**Forwarding Services**

**Domestic Exhibits Transportation and Arrangement**

For transport of exhibits, the following the company is appointed as our Official Forwarder.

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| **Hall 1, Hall 3, Hall 5**  Guangzhou JES Exhibition Services Ltd.  Contact：Mr. Wang Xiao  Tel：135 7025 1573  Add: Room 2005 Dong Jian Bldg., West Tower, No. 501 Dong Feng Zhong Road, Guangzhou China | **Hall 2, Hall 4, Hall 6**  BALtrans Exhibition & Removal Ltd  (Guangzhou)  Contact: Mr. Lei Jinqiao  Tel：(86) 203768 1413  Add: No. 5 Nong Lin Xia Road, Yue Xiu District Guangzhou 510060, China. |

1. General information

1.1 All shipping instructions are subject to the Official Forwarder General Trading Terms and Conditions,

which will be available on request.

1.2 All orders of the services automatically imply acknowledgement and acceptance of the Official

Forwarder General Trading Terms and Conditions.

1.3 For the smooth setting up of the exhibition, only the Official Forwarder is entrusted with the overall

organisation of freight/exhibits transportation within the exhibition hall.

1.4 No trucks, cars, forklifts or handling equipment (trolleys, pallet jack, forklift etc.) other than that of the

Official Forwarder (except exhibits), will be permitted inside the exhibition hall.

1.5 Exhibitors should be responsible for all consequences if their exhibits‘ dimensions, weight or floor

loading exceeds the limits stated without prior arrangement with the Official Forwarder by Form 17.

* 1. Prior arrangements must be made with the Official Forwarder for on-site storage of exhibitors‘ properties, packing cases and surplus material.

1.7 The workers of non-official forwarder who need entry the fairground are compulsory to achieve

Real-name Authentication Certification through NECC in advance and apply for badges at RMB 30 each

onsite. The details will be announced by Organisers later.

2 **Shipping Documents, B/L and AWB Instruction**

Shipments from abroad to Shanghai directly, shipping documents must be specified as follows:

2.1 by railway

|  |  |  |
| --- | --- | --- |
|  | **Hall 1, Hall 3, Hall 5**  Guangzhou JES Exhibition Services Ltd. | **Hall 2, Hall 4, Hall 6**  BALtrans Exhibition & Removal Ltd |
| Receiver | Guangzhou JES Exhibition Services Ltd.  Contact： Wang Xiao  Tel：135 7025 1573 | BALtrans Exhibition & Removal Ltd(Guangzhou)  Contact: Lei Jinqiao  Tel：+86 13719179019 |
| Add: | Room 2005 Dong Jian Bldg., West Tower, No. 501 Dong Feng Zhong Road, Guangzhou China | Add: Yida Bld 13rd, No. 5 Nong Lin Xia Road, Yue Xiu District Guangzhou 510060, China. |

**Forwarding Services**

**Information & Schedules**

2.2 by sea

|  |  |  |
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|  | **Hall 1, Hall 3, Hall 5**  JES Exhibition Services Ltd. | **Hall 2, Hall 4, Hall 6**  BALtrans Exhibition & Removal Ltd |
| Receiver | JES Exhibition Services Ltd.  Contact： Ms. Lin Yu Ting  Tel：+86 20 8355 9738 | BALtrans Exhibition & Removal Ltd (Guangzhou)  Contact: Ms. Zhou Ying  Tel：+（86）2037681423 |
| Add: | 2005 Dong Jian Building, West Tower,  No. 501 Dong Feng Zhong Road,  Guangzhou 510045, China | Add: Yida Building 13rd, No. 5 Nong Lin Xia Road, Yue Xiu District Guangzhou 510060, China. |

**Packing and Case Marking**

3.1 All the packages of exhibit will be frequently loaded and unloaded during transportation. Unpacked for the fair and repacked for the return movement, stored in open-air or placed outdoors, the packing case must be strong enough to protect the exhibits from damage and rain.

3.2 For the outside marking of all cases and cartons, please clearly mark at least 3 sides as follows

Auto Aftermarket Guangzhou 2019

EXHIBITOR: XXXX

HALL/STAND NO.: XXXX

CASE NO.: XXXX

GROSS WEIGHT: XXXX Kgs

DIMENSION: L x W x H cm

3.3　 If the weight of a single piece of exhibit is over 3,000kgs, please also clearly mark on the outer case the “Center of Gravity”, “Front Side and Back Side”, “Lifting Point” and “Forklift Point”. For any fragile and up-right position items, please also label or mark on the outside of the box. Other marking should conform to the international rules and regulations governing packing signs and symbols.

1. **Customs Clearance and Inspection**

Customs clearance and inspection will be affected stringently on the fair ground according to the “List of

Exhibits”. To ensure smooth clearance and inspection, exhibitors are requested to complete List of Exhibits

clearly in both English and Chinese and pack their shipping items separately in 1) Exhibits, 2) Decoration

Material, 3) Office Material, 4) Catalogues and Souvenirs, 5) Uniforms and 6) Foodstuff and Beverages.

**5. Fumigation Requirements in China**

**Effective on 1 January 2006, for ALL SHIPMENTS FROM OVERSEAS (inc. from Hong Kong, Macao**

**SAR and Taiwan area) with wood packing material to China, such as wood block cases, lath cases,**

**wood pallets, wood frames, wood drums, wood axes, chocks, stow-wood, crossties and so on,**

**fumigation must be arranged in the country of origin before sending the cargo to China.**

Wood packing materials **MUST** be marked with the IPPC logo and the two letter ISO code for the country that

treated the WPM. The marking must also include the unique number assigned by the national plant

protection organization to the company responsible for ensuring the WPM was properly treated, and either the

abbreviation HT (heat treatment) or MB (methyl bromide).



**Forwarding Services**

**Information & Schedules**

To support the treatment, exhibitors must also produce their own declaration on their company letterhead for

customs clearance purpose. This must be attached the original master air waybill (for airfreight consignment)

and enclosed along with the original bill of landing and couriered to our local office (for seafreight shipments).

The original declaration letter must be made out as follows:

To:

Name of exhibitor:

Stand Number:

Name of exhibition:

Our exhibition materials for the above event, comprising xxxxx (insert the total number of packages utilizing

wooden packing) cases, have been fumigated at xxxxxxx (name of origin port) and carry the following IPPC

logo and markings xxxxxxxx (state the exact Registered Fumigation Number i.e. XX-OOO YY).

Authorised Signature

Endorsed by company chop (stamp).

Date.

**PLEASE NOTE: WOOD PACKING MATERIALS WITHOUT ACCEPTABLE STAMP OR NOT IN COMPLIANCE WITH THE ABOVE**

**REQUIREMENTS MUST BE DESTROYED OR COMPULSORILY RE-EXPORTED WITH THE CARGO WITHOUT ENTRY INTO**

**CHINA.**

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.

6. **Stand Layout Plans**

For exhibit equipment which is over 3,000kgs in a single piece, please show exactly where the exhibit should

be placed in your booth. A surcharge may be levied for any repositioning of exhibits.

1. **Selling of Exhibits**

All shipments will be Customs cleared on **temporary basis** only for showing in the exhibition and exhibitors

are not allowed to on-spot sales or give away exhibits subject to Chinese Customs regulations. Exhibits

should be sold under signing a general contract with the Chinese buyer. Before collecting the exhibits, the

buyer should finalise Customs formalities and pay the duty/tax as well. If necessary, the Official Forwarders

may give assistance to the buyer for processing the Customs formalities, or provide information to exhibitors.

1. **Insurance**

All exhibitors are requested to have their exhibits fully insured for the whole in/return journey, including the

exhibition period. The exhibitor should bring a copy of the insurance policy to the fair in case of any necessary survey.

1. **Dangerous Cargoes, Radioactive Cargoes, Strategic Cargoes, Reefer Cargoes and all Food stuff /**

**Beverages**

Some of the above items are prohibited/limited to move-in to the exhibition hall, special import permits are

required and the carriers (shipping line and airline) will only accept those cargoes subject to availability. Thus,

**Forwarding Services**

**Information & Schedules**

before shipping those items to the fair, please submit to us Form 17 carrying all the specifications and volume

of the cargoes for checking with the relevant parties for confirmation and application of import permit.

1. Forwarding schedules

|  |  |
| --- | --- |
| description | Schedules |
| Move-in | 16th September – 17th September |
| Move-out | 3pm on 20th September |

**The above information is for reference only. Please contact the Official Forwarder for more details.**

China National Machinery Industry International Co.Ltd

**Form 1**

**Official Fair Catalogue**

This form must be returned between 15 July-25 July 2019

Email: wuwenhui @sinomachint.com

**Fax: +861082606789**

No. 3 Danling Street, Haidian District, Beijing 100080,China

Tel: +86 10 6194 3867

Fax: +86 10 8260 6789

Attn: Ms. Wu Wenhui

1. General Information about the catalogue entry

1.1　Please kindly be informed that one catalogue entry under one letter of the alphabet for each exhibitor is free of charge.

1.2　Your company will be listed accrding to the information submitted in your application form. If you’d like to amend or update anything, Please kindly contact the organisers to submit the form by email or fax between 15 July to 11 August 2019.

1.3　With your catalogue entry your company name will appear in alphabetical, country and product group and product brand listings. If available, please provide us also with your company name, product description and address in Chinese.

1.4　The publisher reserves the right to make minor changes in grammar and spelling to maintain consistency within the catalogue.

1.5　Additional catalogue entries with co-exhibitors will be charged.

1. Please print clearly in Block letters, or use a typewriter to indicate your company information (exactly the name and information you would like to appear in the official fair catalogue) below, the publisher will not take any responsibility if mistakes are made in the catalogue due to unclear text.
2. Note: Extra Catalogue entry will be charged 2,500 RMB. If you need extra catalogue entry, please fill the following form additionally.

Please indicate the Brands that your company represents:1. 2

Company Name (English):

（Should you have any questions on the above company name for catalogue listing, please email to renqianru@sinomachint.com.cn）

Company Name (Chinse):

（Should you have any questions on the above company name for catalogue listing, please email to renqianru@sinomachint.com.cn）

Address (English):

Zip Code:

Country/Region:

Address (Chinese):

Tel::( \_\_\_\_\_) ( \_\_\_\_\_ )\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Fax: ( \_\_\_\_\_) ( \_\_\_\_\_ ) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Country code　Area Code Number Country code Area Code Number

Email: Website:

**Headquarter OR Dealer/ JV partner/ Representative in China (Please specify):**

Company Name (English):

Cmpany Name (Chinese):

Address(English): Zip Code: Country/Region:

Address(Chinese):

Tel:( \_\_\_\_\_) ( \_\_\_\_\_ ) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax: ( \_\_\_\_\_) ( \_\_\_\_\_ ) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Country code Area code numbe country code Area code number

Email: Website:

**Description of prodects in English and in Chinese if available(maximum 5 products, total 20 words).**please provide us your product description in English and Chinese.

**Form 1**

**Official Fair Catalogue**

**Form 1**

**Official Fair Catalogue Listing**

**（to be continued）**

|  |  |  |  |
| --- | --- | --- | --- |
| English: | 1. | Chinese: | 1. |
|  | 2. |  | 2. |
|  | 3. |  | 3. |
|  | 4. |  | 4. |
|  | 5. |  | 5. |

**Please √ your product group:**

|  |  |
| --- | --- |
| □ 1 Engine  □2 Chassis  □3 Body  □4 Electronics  □5 Oil and lubricants | □6 Accessories &Tuning  □7 Garage equipment and tools  □8 Materials  □9 General parts  □10 others |

|  |  |
| --- | --- |
|  | **Booth No:** |
| **Company Name:** | |
| **Tel:( ) Fax:( ) Email:** | |
| **Contact Person:** | **Title:** |
| **Authorized Signature:** | **Date:** |

**Form 2**

**Exhibitor Survey**

This form must be returned between 15 July-25 July 2019

Email: renqianru@sinomachint.com

**Fax: +86 10 8260 6789**

China National Machinery Industry International Co.Ltd

No. 3 Danling Street, Haidian District, Beijing 100080,China

Tel: +86 10 6260 6843

Fax: +86 10 8260 6789

Attn: Ms. Ren Qianru

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Exhibitor  Information | Company Name： | | | | | | | | | | | | | | | |
| □Parts & Systems | | □Electronic & systems | | | | | | □Accessories & tuning | | | | | □Repair & maintenace | | |
| □IT&management | | □Service station & car wash | | | | | | | | □others, please specify | | | | | |
| Products：  Products fit to automotive style of：□European□Korean□American□National□Japanese□Oters，Please specify | | | | | | | | | | | | | | | |
| Objectives of Exhibiting | □Contract signing | | | | □Company/Brand promotion | | | | □New product/service launch | | | | | | □looking for business partner | |
| □Looking for new customer | | | | □Looking for distributor/agents | | | | □Cultivate existing business relationships | | | | | | □Experience sharing | |
| □Technology exchange &market information gathering | | | | | □Comparing competitors | | | | □Others, please specify | | | | | | |
| Marketing of Products | Channels of promotion | □TV | | Column： | | | | | | | | | | | | |
| □Magazine | | Magazine Name： | | | | | | | | | | | | |
| □Exhibition | | Exhibition history： | | | | | | | | | | | | |
| □Internet | | Website： | | | | | | | | | | | | |
| □Others | | Please specify： | | | | | | | | | | | | |
| Target markets | □Overseas | | □Europe | | | □North America | | | | | □Latin America | | | | □East Asia |
| □South East Asia | | | □South Asia | | | | | □Middle East&Central Asia | | | | □Africa |
| □Oceania | | | □Others, please specify | | | | | | | | | |
| □China | | □Beijing &Tianjin | | | □Shanghai | | | | | □Eastern China | | | | □Southern China |
| □Central China | | | □Northern China | | | | | □Northwest China | | | | □Southwest Chinas |
| □Northeast China | | |  | | | | |  | | | |  |
| Target Visitors | Product category | | | | | | | | | | | | | | | |
| □Parts&systems | | □Accessories&tuning | | | | | □Repair&maintenance | | | | | □IT&management | | | |
| □Service station&car wash | | | | | | | □Vehicle Production | | | | | □Others,please specify | | | |
| Business nature of target visitors | |  | | | | |  | | | | | | | | |
| □Manufacturer | | □Dealer,agent,distributor,wholesaler | | | | | | | | | | □Retailer | | | |
| □Service provider(Auto refitter/tuner/garage/workshop/service center/petrol companies/gas station) | | | | | | | | | | | | □private&official fleets | | | |
| □Trade associations/government agencies | | □Publisher | | | | | □Research institutions/universities | | | | | □Others,please specify | | | |
| □Commercial Vehicle□Passenger Vehicle□OEM□Aftermarket  □Overseas market　%　　□China market% | | | | | | | | | | | | | | | |
| Comments | Other expectation ont the participation in Auto Aftermarket Guangzhou 2016： | | | | | | | | | | | | | | | |

**Form 3**

**Exhibitor Survey**

China National Machinery Industry International Co.Ltd

This form must be returned between 10 July-15 August 2019 :

wuwenhui @sinomachint.com

Fax:**+86 10 82606789**

No. 3 Danling Street, Haidian District, Beijing 100080,China

Tel: +86 10 6194 3867

Fax: +86 10 8260 6789

Attn: Ms. Wu Wenhui

1. Exhibitor badges will be provided to exhibitors at the registration counter.
2. For security reasons, please provide us with the details of all personnel from your company, co-exhibiting companies and official agent/representatives who will be manning the booth during the exhibition. Please note that we will issue badges to your associated companies only if you have registered them with us.
3. Exhibitor badge entitlement is as follows:

12-18 sqm - 5 badges 25-36 sqm - 15badges

19-24 sqm - 10 badges ≥37sqm - 20badges

1. Exhibitors are requested to inform your own appointed contractorto apply for contractor badge online before their workers commencing work on-site.

Note: Auto Aftermarket Guangzhou 2019 is an international exhibition,therefore all badges will be made in Chinese and English. Please fill this form clearly and carefully.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Company name | Company name(Chinese） | Country | First name | Surname | Name(Chinse) |
| eg：  China National Machinery Industry International Co.Ltd | 中国机械国际合作股份有限公司 | China | Wei | Li | 李伟 |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
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|  |  |  |  |  |  |
|  |  |  |  |  |  |

\* please attach a separate sheet to this form if the given space is insufficient

|  |  |
| --- | --- |
|  | Booth No: |
| Company: | |
| TEL:( ) FAX:( ) Email: | |
| Contact Person: | Title: |
| Authorized Signature: | Date: |

This form must be returned between 15 July-08 August 2019:

gjlc9001@163.com

**Form 4**

**Fascia Board**

Operator：Beijing Unite-Idea Advertising Co., Ltd.

No. 3 Danling Street, Haidian District, Beijing 100080,China

Mr. Ren Yumeng

Mr. Su Mingze

Tel: +86 10 6496 6609

+86 10 8260 9852

Email：gjlc9001@163.com

1．General information about fascia board

|  |  |
| --- | --- |
| Booth Type | Info printed on booth fascia board |
| Standard Booth | Fascia board with company name &booth number |
| Raw Space Booth | No fascia board is provided |

2. Exhibitors booked standard package booth should return this form to indicate the name to be shown on the fascia board.

Please print clearly or use a type writer to indicate your company name for fascia board, up to a maximum of 26 English letters and 12 Chinese letters. Please omit „“，”（comma）and “.”(full stop)eg: Zhejiang Junqiao Co Ltd

\*company whose name is more than 36 English letters or 16 Chinese letters will be printed amaller in order for proper printing.

Company English Name

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |

Company Chinese Name

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |

|  |  |
| --- | --- |
|  | Booth No: |
| Company: | |
| TEL:( ) FAX:( ) Email: | |
| Contact Person: | Title: |
| Authorized Signature: | Date: |

This form must be returned between 15 July-11 August 2016:

liuyue@cnaico.com.cn

Fax:**+861082606789**

China National Machinery Industry International Co.Ltd

**Form 5**

**Visitor Invitation**

No. 3 Danling Street, Haidian District, Beijing 100080,China

Tel: +86 10 8255 9047

Fax: +86 10 8260 6789

Attn: Ms. Li Yubai

Organisers will provide 50 complimentary visitor invitations for each exhibitor to invite your own target clients. If you need any extra quantity or if you do not need any complimentary visitor invitation, please tick the appropriate box and fax back or email to us between 15 July-08 August 2019

**⬜** we do not need any complimentary invitation

**⬜** 100 visitor invitation

**⬜** 200 visitor invitation

**⬜** 300 visitor invitation

**⬜** 400 visitor invitation

**⬜** 500 visitor invitation

**⬜** others:\_\_\_\_\_\_\_ visitor invitation

|  |  |
| --- | --- |
|  | Booth No: |
| Company: | |
| TEL:( ) FAX:( ) Email: | |
| Contact Person: | Title: |
| Authorized Signature: | Date: |

**Form 6**

**Looking for Partners in China**

This form must be returned between 15 July-08 August 2019:

renqianru@sinomachint.com

Fax:**+861082606789**

China National Machinery Industry International Co.Ltd

No. 3 Danling Street, Haidian District, Beijing 100080,China

Tel: +86 10 8260 6843

Fax: +86 10 8260 6789

Attn: Ms. Ren Qianru

**Are you interested in looking for a Dealer(s)/Local representative(s) /JV parterner(s) in China？**

It’s a free sevice to publicize that you are looking for partner(s) in China. An additional listing of your company will be put under the section “Looing for Business Partner(s) in China”in catalogue an advertising board （40 x 40cm plastic foamboard）inside your booth,indicating that you are looking for partner(s). Information will be provided in both English and Chinese.

Please complete and return this form to us and we will include your request in the fair catalogue.

**English Version:**

Company Name:

Address:

Zip Code:Country/Region:

Tel:( \_\_\_\_\_) ( \_\_\_\_\_ ) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax: ( \_\_\_\_\_\_) ( \_\_\_\_\_ ) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Country code Area Code Number Country code Area Code Number

E-mail: Website:

**Chinese Version:**

公司名称:

公司地址:

邮编:国家/地区:

电话:( \_\_\_\_\_\_) ( \_\_\_\_\_ ) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 传真: ( \_\_\_\_\_\_) ( \_\_\_\_\_ ) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

国际拨号　地区号码电话号码 　　　　国际拨号　地区号码　　传真号码

电邮: 网站:

|  |  |
| --- | --- |
|  | Booth No: |
| Company: | |
| TEL:( ) FAX:( ) Email: | |
| Contact Person: | Title: |
| Authorized Signature: | Date: |

This form must be returned between 15 July-08 August 2019:

[lincuiwei@sinomachint.com](mailto:lincuiwei@sinomachint.com)

chenge@sinomachint.com

Fax:**+861082606789**

China National Machinery Industry International Co.Ltd

**Form 7**

**Other Conference Services**

No. 3 Danling Street, Haidian District, Beijing 100080,China

Tel: +86 10 8260 6772/6979

Fax: +86 10 8260 6789

Attn: Ms. Lin Cuiwei

Ms. Chen Ge

To maximize your exposure and publicity at Auto Aftermarket Guangzhou 2019, we sincerely invite you to host a product presentation session alongside the exhibition. Please tick the appropriate box to indicate the session(s).

|  |  |  |  |
| --- | --- | --- | --- |
| **Time** | **24 September** | **25 September** | **26 September** |
| 09:30 – 10:30 |  |  |  |
| 11:00 – 12:00 |  |  |  |
| 14:00 – 15:00 |  |  |  |
| 15:30 – 16:30 |  |  |  |

Topic of the conference:

Chinese:

English:

Company:（Chinese） （English）

Language of presentation: Speaker:

Expected number of audience:

Target group of audience:

Note:

1. Payment is considered effective upon receipt of pay-in slip.
2. The full presentation text must reach the Organiser by15 August 106. Should the deadline is neglected, the Organiser reserves the right to cancel the booking without prior notice.
3. The Organiser cannot guarantee the preferred time and date of presentation.
4. The Organiser reserves the right to decline any applications.if the presentation text isn’t approved by Organiser, the presentation could be cancelled.

|  |  |
| --- | --- |
|  | Booth No: |
| Company: | |
| TEL:( ) FAX:( ) Email: | |
| Contact Person: | Title: |
| Authorized Signature: | Date: |

This form must be returned between 15 July-08 August 2019:

[gjlc9001@163.com](mailto:gjlc9001@163.com)

**Form 8**

**Additional Furniture Pre-order**

Operator：Beijing Unite-Idea Advertising Co., Ltd.

No. 3 Danling Street, Haidian District, Beijing 100080,China

Mr. Ren Yumeng

Mr. Su Mingze

Tel: +86 10 6496 6609

+86 10 8260 9852

Email：gjlc9001@163.com

Please fill out and return the order form below to the Official Contractors to order any additional booth equipment. If you require any other items not listed below, please contact the Official Contractors for individual quotation.

**Booth Equipment**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Item No. | Description in English | Unit price in RMB | Quantity | Amount |
| 001 | Glass Round Table |  |  |  |
| 002 | White folding chair |  |  |  |
| 003 | Stair showcase |  |  |  |
| 004 | Meshes |  |  |  |
| 005 | Hanger |  |  |  |
| 006 | Bar table |  |  |  |
| 007 | Bar stool |  |  |  |
| 008 | Meeting table |  |  |  |
| 009 | Showcase |  |  |  |
| 010 | Information table |  |  |  |
| 011 | Water dispenser |  |  |  |
| 012 | Magazine rack |  |  |  |
| 013 | punched plate |  |  |  |
| 014 | frid |  |  |  |
| 015 | Flat shelf |  |  |  |
| 016 | Square table |  |  |  |
| 017 | Tall glass showcase |  |  |  |
| 018 | Spotlight |  |  |  |
| 019 | Trash bin |  |  |  |
| 020 | Short arm spotlight |  |  |  |
|  | | | Grand Total |  |

（to be continued）

Note：

1.All prices include supply and set-up. Please contact the Official Contractors for other Equipment..

2.Additional order received after the deadline 20 August 2019 is subjected to a 30% surcharge.

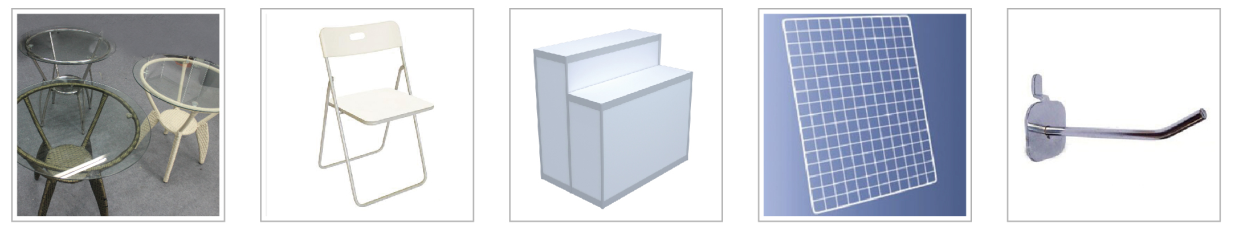
3.Cancellation of orders will only be accepted in writing before 20 August 2019. Cancellation of orders will NOT beaccepted on-site. All cancelled orders will be subjected to a 50% cancellation charge.

4.all items are on rental basis only.

**Booth Equipment List / Price**

**Form 8**

**Additional Furniture Pre-order**



No：005

Name：Hanger

Price：

No：004

Name：Meshes

Price：

No：003

Name：Stair showcase

Price：

No：002

Name：White folding chair

Price：

No：001

Name：Glass Round Table

Price：



No：010

Name：Information table

Price：

No：009

Name：Showcase

Price：

No：008

Name：Meeting Table

Price：

No：007

Name：Bar stool

Price：

No：006

Name：Bar table

Price：



No：015

Name：flat shelf

Price：

No：014

Name：frid

Price：

No：013

Name：Punched plate

Price：

No：012

Name：Magazine Rack

Price：

No：011

Name：Water dispenser

Price：



No：020

Name：short arm spotlight

Price：

No：019

Name：trash bin

Price：

No：018

Name：Spotlight

Price：

No：016

Name：方台

Price：

No：017

Name：Tall glass showcase

Price：

|  |  |
| --- | --- |
|  | Booth No: |
| Company: | |
| TEL:( ) FAX:( ) Email: | |
| Contact Person: | Title: |
| Authorized Signature: | Date: |

；

This form must be returned between 15 July-08 August 2019

|  |  |
| --- | --- |
| **Hall 1,Hall 3,Hall 5**  **Guangzhou JES Exhibition Services Ltd.**  Room 2005 Dong Jian Bldg., West Tower, No. 501 Dong Feng Zhong Road, Guangzhou  [Tel: 135](Tel:135) 7025 1573  Fax:（020）83553765  Email：  wangxiao@jes.com.hk  Attn：Mr. Wang Xiao | **Hall 2,Hall 4,Hall 6**  BALtrans Exhibition & Removal Ltd. Guangzhou Branch  Room 2401 & 2414, 24/F., Yi An Plaza  No. 33 Jian She 6th Road, Yue Xiu District  Guangzhou 510060, China.  Tel:（020）2883 5008  Fax:（020）2883 5001  Email:  info.can@exhibition.baltrans.com  Attn: Ms. Fenlan Fu |

**Internatioanl Freight Agency**

**Form 9**

**Transport Order/Shipment Pre-advice**

BALtrans Exhibition & Removal Ltd.

Hong Kong:

Unit 2606-10, 26/F., Tower 1, Ever Gain Plaza,

88 Container Port Road, Kwai Chung,

New Territories, Hong Kong.

Tel: (852) 2798 6628

Fax: (852) 2796 5606

Email：[info.hkg@exhibition.baltrans.com](mailto:info.hkg@exhibition.baltrans.com)

Attn：Ms. Jingwen Ye/Mr Baitao Chen

1. We acknowledge appointing Freight Agency receipt of :

This 表格 must be returned before

**20 October 2015**

**Email:** ricky.yan@schenker.com

**Fax: +852 2585 9688**

This 表格 must be returned before

**20 October 2015**

**Email:** ricky.yan@schenker.com

**Fax: +852 2585 9688**

3. We should ship our cargoes to Auto Aftermarket Guangzhou 2016 as below:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Marks/Nr** | **Description** | **PKG** | **KGS** | **CBM** |
|  |  |  |  |  |
| **Total:** | |  |  |  |

（Please√ whichever is applicable）

Mode of Transport:**⬜By** Rail /Truck **⬜**FTL/LCL **⬜as your own arrangement to the venue**

Transport Insurance for the whole in/return journey, include exhibition period will be covered

**⬜**by ourselves **⬜**by （Insured Value:）

Note：

The workers of non-official forwarder who need entry the fairground are compulsory to achieve real-name Authentication Certification on-site in advance.

|  |  |
| --- | --- |
|  | Booth No: |
| Company: | |
| TEL:( ) FAX:( ) Email: | |
| Contact Person: | Title: |
| Authorized Signature: | Date: |

This form must be returned between 15 July-08 August 2019:

chenge@sinomachint.com

Fax:**+86 10 8260 6789**

China National Machinery Industry International Co.Ltd

**Form 10**

**Visa Invitation Letter**

No. 3 Danling Street, Haidian District, Beijing 100080,China

Tel: +86 10 8260 6772

Fax: +86 10 8260 6789

Attn: Ms. Chen Ge

**Visa Application to China**

All foreigners must obtain anentry visa before proceeding to China. Exhibitors are strongly recommended to process the application one month before departure from the country of origin.

**Exhibitors with Business Visa Invitation**

1. All the applicants for visas are required to have an invitation letter from the Chinese authority. The Official Travel Agent will coordinate and forward the information of the application to the Chinese authorities for issuing the invitation letter and presented to your company by fax or email.
2. Upon receipt of this visa authorization, the applicant is required to present his/her passport, a recent photograph, a completed visa application form(available from local Chinese Embassy) and forward to the local Chinese Embassy or Consulate for completion of the formalities.
3. The cost to issue of Invitation Letter from xx for visa application is based on the actual cost..

**Please Note:**

1. Passports must be valid for at least six months beyond the intended date of entry into China
2. Please make enough copies for each applicant and return the typewritten form to us before the deadline..
3. Please attach the page with full information of the passport.
4. The organisers are not responsible for obtaining a visa.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Required Information on Invitation Letter (Business Visa)** | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | |
| Company Name: | | | |  | | | | | | | | | | | | | | |  |
| Address: | |  | | | | | | | | | | | | | | | | |  |
|  | |  | | | | | | | | | | | | | | | | |  |
| Telephone: | | | ( ) | | | | | | | Fax: | | ( ) | | | | | | |  |
| Surname: | | |  | | | | | | | First Name: | | | | |  | | | |  |
| Sex: |  | | | | Nationality: | |  | | | | Place & Date of Birth: | | | | | | |  |  |
| Passport No: | | | |  | | | | | Occupation: | | | | | |  | | | |  |
| Date of Arrival: | | | |  | | | | Date of Departure: | | | | | | | |  | | |  |
| Country / City of Embassy where you would like to apply visa: | | | | | | | | | | | | | |  | | | | |  |
|  | | | | | | | | | | | | | | | | | | | |
| **Payment Method** | | | | | | **□By T.T. □By Credit Card (□Visa □Master)** | | | | | | | | | | | | | |
| Credit Card No: | | | | | |  | | | | | | | Expiry Date: | | | | **(MM/YY)** | | |
| Security Code: | | | | | | **(Printed on the signature side of the credit card, the last 3 digits after the credit card number)** | | | | | | | | | | | | | |
| Name of Card Holder: | | | | | |  | | | | | | | Signature: | | | |  | | |
| Name of Contact: | | | | | |  | | | | | | | | | | | | | |
| Email: | | | | | |  | | | | | | | | | | | | | |

**Note：Please contact Ms. Lin about Hotel booking.**

**Form 11**

**Special Exhibits Application**

This form must be returned between 15 July-08 August 2019:

[chenlei@sinomachint.com](mailto:chenlei@sinomachint.com)

[loujie@sinomachint.com](mailto:loujie@sinomachint.com)

zhangtongjun@sinomachint.com

Fax:**+8610 8260 6789**

China National Machinery Industry International Co.Ltd

**Form 11**

**Special Ehibits Application**

No. 3 Danling Street, Haidian District, Beijing 100080,China

Tel: +86 10 8260 6780

Fax: +86 10 8260 6789

Attn:Mr. Chen Lei

Mr. Lou Jie

Mr.Zhang Tongjun

Exhibits application

|  |  |  |  |
| --- | --- | --- | --- |
| **Tick** | **Type of exhibits** | **Move-in date and time** | **Move-out date and time** |
| ( )  Displayed Vehicle | Qty: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Car type:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Car license No.:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Purpose: only for display in the hall | Date:  Time: \_\_\_\_\_\_\_\_\_\_ | Date:  Time: \_\_\_\_\_\_\_\_\_\_ |
| ( )  Other Special Exhibits | Qty:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Description: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Purpose: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date  Time: \_\_\_\_\_\_\_\_\_\_ | Date  Time: \_\_\_\_\_\_\_\_\_\_ |

**Onsite contact person: Mr./Ms./Mrs.**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Moblie phone no:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Terms & Conditions：

1. Exhibitors are responsible for the safety for the safety for the people involved and hall facilities must not be damaged during the special exhibits display period.
2. The Organiser reserves the right for final arrangement of the exhibits.
3. The move-in/out time slot of special exhibits must be approved by the Organisers.
4. Special exhibits inside the booth are not allowed to be moved during the show period (including when the show is closed). Removal may commence only after 15:00 on 26 September 2019.
5. The height of the displayed vehicle, which is allowed to come into the hall, can’t be higher than 4m. The speed cannot exceed 5km/hr. Oil tank must be empty.
6. The maximum height of the other special exhibits is 4m.

|  |  |
| --- | --- |
|  | Booth No: |
| Company: | |
| TEL:( ) FAX:( ) Email: | |
| Contact Person: | Title: |
| Authorized Signature: | Date: |

**1. Construction applying**

**1.1 The following materials shall be provided for going through the procedure for construction of custom-built exhibition stands**

**Note: If any form (or appendix) which is required to be provided under an official seal and exceeds one page, each page of the form shall be provided under a seal, otherwise the submissions are deemed to be incomplete.**

|  |  |  |
| --- | --- | --- |
| S/N | Document Name | Remark |
| 1 | Copies of the business license and the certificate of identification of the legal person | The documents shall be provided under an official seal |
| 2 | Certification of Attorney of Responsible for Security issued by a legal person | The original shall be provided under the official seal |
| 3 | Drawings of exhibition stands (including rendering, elevation, plan, structure drawing, circuit diagram, plan of electric box locations and shop drawings) | The sizes, description of material quality and electric circuit distribution shall be indicated. |
| 4 | Copies of identification certificates of constructors | (<http://expo.tradepolywtc.com/expo/Tezhuang/login.aspx>), User name and password, please contact the operator |
| 5 | Copies of permits for special types of work | Such as electrician certificate and permit for work at height |
| 6 | Copies of *Life Accident Insurance* contracts | Any of the contract shall be signed under the official seal of the installation contractor |
| 7 | Detail structural drawings of exhibition stands and review reports to be provided under a seal of national Class I registered structural engineer, and copies of national Class I registered structural engineer certificates | The documents are required for installation of a two-story exhibition stand (excluding outdoor exhibition stands which are purely of truss structure) |
| 8 | Power of attorney issued by a legal person | The original shall be provided under the official seal and paging seal of the installation unit |
| 9 | Power of attorney for installation of custom-built exhibition stands | The original shall be provided under the official seal and paging seal of the installation unit |
| 10 | Guarantee for Safety Responsibility of Exhibitor | The original shall be provided under the official seal and paging seal of the installation unit |
| 11 | Guarantee for Safety Responsibility for Construction of Custom-built Exhibition Stands | The original shall be provided under the official seal and paging seal of the installation unit |
| 12 | Security Deposit Deduction Rule | The original shall be provided under the official seal and paging seal of the installation unit |
| 13 | Summary of Chargers | The original shall be provided under the official seal and paging seal of the installation unit |

**Note**：

1.1 The applicant shall firstly register an account on http://www.bjgjlc.com or http://gjlc.cnaico.com.cn and submit the electronic version of the aforesaid documents. Upon approval, the applicant shall bind the aforesaid original paper documents under an official seal (otherwise the documents are deemed to be invalid) into a loose-leaf binder (otherwise the application will be refused), with the upper right of the covers indicating the exhibition stand number, the name of the exhibitor, and send the same to the operator for filing by express.

Arrangement, installation and materials of all exhibition stands shall comply with fire-fighting requirements. The exhibitor and the installation contractor which fail to submit a complete set of documents prior to the application review date shall submit application materials on the site, and pay, as the overdue fine, an amount equal to the cost of requested items.

1.2　**Sepcial explanation** ：

The organizers and relevant departments reserve the right to re-review or authorize any third party to review and amend installation schemes submitted by exhibitors and installation contractors. Preparation and construction of all exhibition stands shall be subject to approval by the organizers.

1.3 **Contact information of the operator**：

Operator：Beijing Unite-Idea Advertising Co., Ltd.

Contact：Mr Li Hua +86 10 8260 6943

Drawing review：

Hall 1, Hall 3: Mr Su Mingze +86 10 8260 9852

Hall 2, Hall 4: Mr Gao Haitao +86 10 8255 6965

Hall 5, Hall 6: Mr Ren Yumeng +86 10 6496 6609

For application, log in the following website: http:// bjgjlc.com.cn/

1.4 Where necessary, payment shall be remitted to our RMB account to be credited:

|  |  |
| --- | --- |
| Account name | Beijing Unite-Idea Advertising Co., Ltd. |
| Account No.: | 3212 3010 0100 0171 13 |
| Deposit bank | China Industrial Bank, Haidian Branch, Beijing |

Delivery address：No.3 Danling Street, Haidian District, Beijing 100080, China

Zip code：100080

**2 Move-in application process for custom-built exhibition stands:**

2.1The exhibitors are requested to notify respective construction units to contact Beijing Unite-Idea Advertising Co., Ltd., go through construction application procedures and pay relevant costs prior to the deadline; otherwise, an overdue fine is incurred. If Beijing Unite-Idea Advertising Co., Ltd. does not receive relevant documents prior to the aforesaid deadline, subsequent services will be cancelled or delayed, and the exhibitors and the installation contractors are liable for any influence on the exhibition. For details, refer the appendixes.

2.2 Written drawings and qualification certificates indicated in the list shall be provided (one copy of all paper materials shall be provide; drawings shall be printed out in color; the materials shall be sent to the operator by express; electronic application materials shall be submitted via the online application system).

2.3 Upon receipt of an order from the exhibitor or installation contractor, the operator generates a payment advice for the payer. Please pay all costs in a timely manner within the specified time upon receipt of the payment advice and confirmation of the order.

2.4 The construction permit can be collected only upon payment of relevant costs. The time for the collection will be otherwise notified. If drawings fail to pass review, the drawings shall be amended until the same pass review, and the permit can be collected thereafter.

2.5 During the move-out period, the installation contractor shall clean up all installation materials, subject to review by such responsible persons of halls as designated by the operator. The security deposit for construction will be refunded without interest, within 30 working days, if dismantling work is complete on time and there are no violations or accidents in the installation, exhibition and dismantling periods, or default in payment. If there is violation of the *Special Decoration Management Measure* in installation or dismantling, the security deposit for construction will be directly deducted according to rules.

2.6 Note: The exhibitor and the installation contractor shall ensure that the originality of the custom-built scheme submitted, and the applicant is fully liable for any intellectual property right dispute.

2.7 Where necessary, payment shall be remitted to our RMB account to be credited:

|  |  |
| --- | --- |
| Account name | Beijing Unite-Idea Advertising Co., Ltd. |
| Account No.: | 3212 3010 0100 0171 13 |
| Deposit bank | China Industrial Bank, Haidian Branch, Beijing |

2.8 Note:

2.8.1. Payments remitted into the account designated by us shall be the total amount specified in the order, and all remittance charges shall be borne by the payer. The authorized person is requested to consult the bank about the remittance charges. We will provide relevant services only upon receipt of payment in full.

2.8.2. Payment shall be made at the time of booking. In case of reservation upon the specified time or onsite reservation, an amount equal the costs shall be paid additionally. Payments made to the operator on the site shall be in cash.

2.8.3. Send scaning of remittance to corresponding email or fax after payment, label booth number and name of company in remittance.

**3 Security deposit for custom-built construction:**

3.1 Security deposit for general exhibition stands

0-100sqm:5000 RMB、100-300sqm:10000 RMB、 above 300sqm: 20000 RMB

3.2

3.1.1Collecting the security deposit aims to ensure that the exhibitor and the installation contractor comply with rules and regulations and will be used for compensating for direct or indirect damage to the exhibition, the exhibition halls and personal injury. The security deposit will be refunded without interest, within 30 working days upon acceptance for dismantling, if (1) there are no violations or accidents in the installation, exhibition and dismantling periods, or default in payment and (2) dismantling work is complete on time and complies with the site restoration regulations;

3.1.2 Note: 1. The security deposit will not be refunded on the site of the exhibition; 2. The security deposit for construction will be directly refunded to the payer instead of any third party; 3. Upon the end of the exhibition, the operator has the right to refuse to refund the security deposit if the original receipt cannot be returned or a written document replacing the receipt cannot be provided.

**3.3 Construction management fee:**

The fee of single-storey raw space booth is calculated according to the actual area of the exhibition stand, at the rate of RMB 29/m2.

The fee of double-storey raw space booth is calculated according to the actual area of the exhibition stand, at the rate of RMB 58/m2.

**3.4 Construction permit fee:**

Such fee is RMB 15/piece. The construction permits shall be solely collected from the operator.

**3.5 Armbands of security officers: RMB 20/piece/person**

**4.** **Vehicle permit fees of installation contractors:**

Such fee is RMB 25/piece. The vehicle permits shall be solely collected from the operator.

4.1One vehicle permit is issued only for one vehicle which is used for custom-built exhibition stand. The vehicle permit sold is not returnable or replaceable.

4.2 All vehicles entering or leaving the exhibition hall shall be subject to check and management by onsite management officers. Any vehicle shall be driven according to the marks in the site and road regulations, but shall not enter exhibition stands in other zones. The driver shall not leave the vehicle without cause. In case of any violation, the organizers and the onsite management officers have the right to forbid the driver from entering the exhibition hall area.

4.3The applicant shall apply for the number of vehicles entering or leaving the exhibition daily, according to the date, time frame and requirements, and pay RMB 200 as the security deposit (for a stay of 2 hours only, and shall paid RMB 50/hour for additional hours). Upon receipt of the permit, the applicant shall provide the permit to the driver in a timely manner who shall display the same in the windscreen of the vehicle. Upon departure of vehicles, the departure time shall be indicated by the security officers of the exhibition on the top of all permits. (Lack of a departure time or failure to return the permit within a specified time shall be deemed as a waiver of the security deposit for the permit).

4.4 In case of application for vehicle permits for installation/dismantling which is submitted on the site, the permits will be issued and entry/departure sequence will be arranged, according to the installation/dismantling plan for the date and the overall traffic flow, but the time of entry cannot be fixed. The applicant is requested to coordinate daily vehicle transport plans. In case of early arrival of transport vehicles, the time frame or the date will not be adjusted.

4.5 During the installation/dismantling period, vehicles for transporting installation materials can enter the exhibition hall only after vehicle permits are obtained. Upon loading and unloading, vehicles with a permit shall be driven away from, but shall not be parked in the Convention & Exhibition Center.

**Other charges is listed as follows:**

**Electric charge:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| S/N | Name | Specification | Unit | Unit Price  (RMB/position/duration) | Remark |
| 1 | Power | 16A 380V/(8KW) | Position | 1210 RMB |  |
| 25A 380V/(13KW) | Position | 1730 RMB |
| 32A 380V/16KW) | Position | 2230 RMB |
| 63A 380V/(30KW) | Position | 4000 RMB |
| 2 | Move-in period  Temporary power supply for construction | 10A 220V/(2.2KW) | Position | 570 RMB |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Overtime fee** | | | | | | | |
| Time | | Price | | | | | |
| (Must apply Prior to 16:00 on the date) | 17:30-19:30 | 9/hour/㎡ | | | | | |
| After 19:30 | 16/hour/㎡ | | | | | |
| Outdoor (other exhibition areas) | | RMB 1,500 | | | | | |
|  | | | | | | | |
| Service | | | Description | | | Price | |
| Water Supply | | DN15 | | | 430 RMB | | |
| DN25 | | | 580 RMB | | |
| 10 HP | | | 4480 RMB | | |
| 30 HP | | | 25000 RMB | | |
| 50 HP | | | 33000 RMB | | |
| Information Service | |  | | | | | |
| Service | | Price | | Deposit | | | Remark |
| Direct Line | | 460 RMB | | 300 RMB | | | It shall apply before 1st August; otherwise such application will not be accepted. |
| Cable Network(4 trillion broadband) | | 920 RMB | | 500 RMB | | |

Beijing Unite-Idea Advertising Co., Ltd.

This form must be returned between

15 July to 08 August 2019

http://gjlc.cnaico.com.cn/

Form 16

Fringe Programme –Conference Service

e 峨

autosh@cnaico.com.cn

Fax: +86 10 82606789

Appendix 12

Raw Space booth

No.3 Danling Street, Haidian District, Beijing 100080, China

Tel: +86 10 82606772

Mr. Ren Yumeng +86 10 6496 6609

Mr. Su Mingze +86 10 8260 9852

**Power of attorney issued by a legal person**

We hereby appoints \_\_\_\_\_\_\_\_ (name), our employee, as the responsible person for our exhibition stand (No.: ) installation in the Auto Aftermarket Guangzhou(AAG) 2019, to go through all procedures to be completed on the site, and to be responsible for safety of the exhibition stand during the move-in, exhibition and move-out periods, and we will be liable for any problem arising therefrom.

Company name (seal):

Principal (legal person or authorized agent):

ID number:

Contact number:

Attorney (name):

ID number:

Contact number:

### 

This form must be returned between

15 July to 08 August 2019

http://bjgjlc.com/

Appendix 13

Raw Space booth

Beijing Unite-Idea Advertising Co., Ltd.

No.3 Danling Street, Haidian District, Beijing 100080, China

Tel: +86 10 82606772

Mr. Ren Yumeng +86 10 6496 6609

Mr. Su Mingze +86 10 8260 9852

**Power of attorney for installation of custom-built exhibition stands**

Exhibitor name: \_\_\_\_\_\_\_\_\_\_\_\_\_ Exhibition stand number:\_\_\_\_\_\_\_\_\_

Responsible person of the exhibitor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact information: \_\_\_\_\_\_\_\_\_\_\_\_

We, the exhibitor with an exhibition stand of \_\_\_\_\_ m2 ( \_\_\_ m in length and \_\_\_\_ m in width) in Auto Aftermarket Guangzhou (AAG) 2019, hereby appoint \_\_\_\_\_\_\_\_\_\_\_\_ as our installation contractor, and certify that:

I. The installation contractor is qualified as evaluated, and is confirmed to be the sole installation contractor for this exhibition stand. It has the installation qualification.

II. The installation contractor has executed relevant installation contracts with us, so as to ensure construction safety and normal operation of the exhibition stand.

III. We understand relevant detailed safety rules in the *Special Decoration Management Measure of* Guangzhou Poly World Trade Center, and notify the installation contractor to ensure construction safety on the site.

IV. We shall support supervision by the organizers and the operator of the safety of the exhibition stand. In case of violation of relevant provisions of the *Special Decoration Management Measure*, the operator has the right to carry out relevant treatment.

V. We shall supervise construction units. In case of violation of relevant provisions of the *Special Decoration Management Measure*, the organizers have the right to hold us and the installation contractor liable.

Exhibitor (seal)

Authorized representative (signature):

Date: DD/MM/YYYY

Beijing Unite-Idea Advertising Co., Ltd.

This form must be returned between

15 July to 08 August 2019

http://bjgjlc.com. /

No.3 Danling Street, Haidian District, Beijing 100080, China

Mr.Ren Yumeng +86 10 6496 6609

Mr. Su Mingze +86 10 8260 9852

**Guarantee for Safety Responsibility of Exhibitor**

I. We have carefully read the *Special Decoration Management Measure* and warrant to the organizers, the operator and the exhibition hall lessor that we will comply with the provisions.

II. We undertake to appoint a qualified installation contractor as the construction unit for this exhibition which shall comply with the *Special Decoration Management Measure* and carry out construction in a safe manner.

III. We will submit to Beijing Unite-Idea Advertising Co., Ltd. for filing, the design drawings of the custom-built exhibition stand (indicating the length, width, height, exhibition stand number, name of the exhibitor) and renderings, prior to the application deadline. If the exhibition stand design fails to meet requirements, the operator has the right to request amendment to the design.

IV. We will submit or will urge the installation contractor appointed by us to submit to Beijing Unite-Idea Advertising Co., Ltd. all materials necessary for the application, including construction drawings, renderings, plans, elevations, circuit diagrams, plans of electric box locations and structural drawings for construction (all of which shall indicate the size, specification and dimension of all structural materials, exhibition stand number and name of the exhibitor) or detail structural drawings of the exhibition stand (in the case of a double-story exhibition stand, an exhibition stand of a complex structure and outdoor exhibition stand) to be provided under the seal of a national Class I registered structural engineer and the approval seal of the architecture design institute for which the engineer works, structure review report, copy of business license (under the official seal), the power of attorney issued by the legal person (under the official seal), copies of a *Life Accident Insurance* contract, copies of special work permits and relevant forms specified in the *Construction Management Conditions*, prior to the application deadline of the exhibition.

V. In case of any accident and consequence arising out of violation of the *Special Decoration Management Measure*, we and the installation construction appointed by us are fully liable for accident and consequence and for all financial losses incurred by the organizers, the operators and the exhibition hall arising therefrom.

Exhibitor (seal):

Name of the construction unit appointed by us: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address of the construction unit appointed by us: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Responsible person of the construction unit: \_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile phone: \_\_\_\_\_\_\_\_\_\_\_\_

Exhibitor name: \_\_\_\_\_\_\_\_\_\_\_\_\_ Exhibition stand number:\_\_\_\_\_\_\_\_\_

Responsible person of the exhibitor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile phone: \_\_\_\_\_\_\_\_\_\_\_\_

### 

Appendix 15

Raw Space booth

This form must be returned between

15 July to 08 August 2019

http://gjlc.cnaico.com.cn/

Form 16

Fringe Programme –Conference Service

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autosh@cnaico.com.cn

Fax: +86 10 82606789

Beijing Unite-Idea Advertising Co., Ltd.

No.3 Danling Street, Haidian District, Beijing 100080, China

Mr. Ren Yumeng +86 10 6496 6609

Mr. Su Mingze +86 10 8260 9852

**Guarantee for Safety Responsibility for Construction of Custom-built Exhibition Stands**

The company is appointed by \_\_\_\_\_\_\_\_\_\_ \_\_ to carry out installation of an exhibition stand in the Auto Aftermarket Guangzhou (AAG) 2019, and is fully responsible for installation safety of the exhibition stand, as follows:

I. Strictly comply with relevant regulations of the government and relevant provisions of the *Special Decoration Management Measure*. Be subject to management, supervision and inspection by the operator, and ensure the safety of the exhibition stand and personal safety.

II. Submit application materials to the operator and go through drawing review procedures, prior to the application deadline, in accordance with regulations of the exhibition, meanwhile pay relevant costs.

III. The company is responsible for the safety and fire prevention of the construction site, and will designate one construction site safety officer who is fully responsible for safety and fire prevention of the construction site and allocates fire-fighting equipment according to provisions. Short messages sent by the operator shall be deemed to have been received by the company within 30 minutes upon sending. The email sent by the operator shall be deemed to have been received by the company within 24 hours upon sending.

IV. The company warrants that the exhibition stand installed is of solid structure and safe; the installation materials are of flame retardancy or fire resistance; and that we will not use elastic fabric or knitwear as decoration materials.

V. The company warrants that the structure of the exhibition stand will not be hanged on or bound to the top, columns, rails of the second floor and special pipelines of the exhibition hall, and all structures and the major structure of the exhibition stand will be connected together; and that the company will not use the grid structure of the top of the exhibition hall as the tool for hoisting the structure of the exhibition stand.

VI. For installation of a double-story exhibition stand or a exhibition stand of complex structure in the exhibition hall and an outdoor exhibition stand, the detail structure drawing of the exhibition stand shall be provided under the seal of a national Class I registered structural engineer and the approval seal of the architecture design institute for which the engineer works, along with the review report. The process from design to construction shall sufficiently takes the safety of the exhibition hall into consideration, ensuring the fastness of all connections and the overall structure of the exhibition hall. Extinguishers passing annual inspection shall be provided for a double-story exhibition stand.

VII. The structure of the exhibition stand shall not hinder the use of fire-fighting equipment, electrical equipment, emergency exits and aisles in the exhibition hall. The platform shall be installed within the scope of the exhibition stand. A gentle slope shall be designed between the edge of the platform and the common aisle, so as to prevent personal injury due to height difference between the platform and the common aisle. Any display rack, exhibition stand, overall platform and goods shall not be installed or placed under fire shutter doors of the exhibition hall. The columns of the exhibition hall where the fire shutter doors are installed shall not be packed or covered in any form, so as to ensure smooth upward and downward movement of the fire shutter doors.

VIII. Anti-wind measures shall be taken for any outdoor exhibition stand, ensuring the strength, stiffness, stability and local stability of the structure of the exhibition stand.

IX. If glass is used for decorating the exhibition stand, the glass shall be tempering glass, and the strength and thickness (the thickness of the curtain wall glass shall exceed 10mm) of the glass shall be sufficient; and the method for glass installation shall be reasonable and reliable; metal frameworks or special hardware shall be used for installing the glass; elastic materials shall be used as the cushion between the framework or hardware and the glass, so as to ensure the safe use of glass. A large area of glass shall be affixed with noticeable marks, so as to avoid personal injury. If a glass platform is used, the stand columns supporting the structure and the walls shall be fixed under the platform; and the structure of the exhibition stand shall not be installed on the slippery glass surface.

X. Installation materials of the exhibition stand shall be selected in accordance with standards of relevant national authorities for use of materials and national environmental protection requirements and in consideration of the features of the exhibition.

XI. No smoking in the exhibition hall. In construction of the exhibition stand, combustibles and explosives shall not be used, and hot work is not allowed.

XII. The enclosed ceiling shall not be used for the exhibition stand. The ceiling of the exhibition stand shall not hinder the use of fire-fighting equipment. There shall be assurance that over 50% of the ceiling is open, so as to ensure the fire safety of the exhibition stand.

XIII. The constructors of the exhibition stand shall wear certificates and safety caps for construction in the site. Inconsistency between certificates and actual conditions shall be avoided. Professionals shall hold a work permit for construction.

XIV. Neon lights shall not be used for decorative lighting of the exhibition stand. Illuminators and other electrical installations shall have a national specialized security certificate, shall be constructed, installed and used according to electrical codes of the province where the exhibition hall is located. Electrical equipment shall be connected and installed, using double-insulation sheathed lines. Connectors shall be totally concealed and covered by an insulating case, but shall not be exposed.

XV. 24-hour power supply in the exhibition hall shall not be used as uninterruptible power supply.

XVI. Without authorization, the construction unit shall not use the distribution boxes, water source, gas source and other fixed facilities of the exhibition hall. Rain-proof and electrical leakage prevention measures shall be taken for outdoor wiring, lamps and lanterns, outlets and distribution boxes, etc.

XVII. Upon the opening of the exhibition, the construction unit shall designate resident safety officers and special persons who are on duty on the site, so as to find problems and settle them in a timely manner.

XVIII. In dismantling, the construction unit shall remove all installation materials from the exhibition hall and clean up the same, but shall not place the same on the exhibition stand, in and around the International Convention & Exhibition Center.

XIX. The organizers reserve the right to impose restriction under special circumstances. The managerial personnel of the organizers have the right to enter the exhibition stand for inspection, to warn about or isolate the exhibition stand which has safety hazards, and forbid any person from entering the area.

Note: If violation by the construction unit of the aforesaid provisions in construction, dismantling and transportation in the exhibition hall leads to personal injury, fire, damage to buildings and facilities of the exhibition hall and other accidents, the construction unit is totally liable for such consequences, and shall compensate for losses of reputation and financial losses of the organizers, the operator and the exhibition hall lessor. I have carefully read the Guarantee for Safety Responsibility for Construction of Custom-built Exhibition Stands and warrant that I will comply with the provisions.

|  |
| --- |
| **I and the company warrant that the aforesaid submissions are authentic, and undertake to carry out construction according to the drawings approved. I and the company are subject to punishment imposed by the exhibition and the operator and fully liable for violation of the undertaking, and voluntarily withdraw from all subsequent installation work in the exhibition. Meanwhile I have understood the content of the guarantee. I warrant that I shall comply with the *Special Decoration Management Measure*. I and the company is economically and legally liable for personal injury, problems in structure, construction quality, fire prevention, safety of the exhibition stand, etc. arising out of the exhibition stand.** |

Name of the construction unit (seal):

Responsible person of the construction unit (signature): Mobile phone:

Date: 　　 DD/MM/YYYY

Appendix 15

Raw Space booth

Beijing Unite-Idea Advertising Co., Ltd.

No.3 Danling Street, Haidian District, Beijing 100080, China

Mr. Ren Yumeng +86 10 6496 6609

Mr.Su Mingze +86 10 8260 9852

This form must be returned between

15 July to 08 August 2019

http://gjlc.cnaico.com.cn/

Form 16

Fringe Programme –Conference Service

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autosh@cnaico.com.cn

Fax: +86 10 82606789

**Security Deposit Deduction Rule**

If violation by the construction unit of the *Special Decoration Management Measure* leads to collapse, casualties, fire and other accidents in construction, exhibition, dismantling and transportation, the construction unit is liable for such accidents and all financial losses and reputation losses incurred by the organizers, the operators and the exhibition hall resulting therefrom. The operator (Beijing Unite-Idea Advertising Co., Ltd.) may warn against the construction unit, deduct the security deposit for construction in whole and notify such punishment in the industry, and take other actions according to the seriousness of the case. For ensuring exhibition construction in a safe, orderly and smooth way, enhancing and standardizing the construction order, ensuring the safety of persons and properties, any unit and enterprise entering the exhibition hall for construction shall comply with rules and regulations of the exhibition, sign and implement the *Guarantee for Safety Responsibility for Construction of Custom-built Exhibition Stands*, and accept the following Security Deposit Deduction Rule.

**A demerit point system is adopted for this exhibition. One point is equal to RMB 200, which will be deducted from the security deposit. If the points deducted for an installation contractor exceed 60 (inclusive), the organizers will cancel its qualification for installation in the site in the next exhibition.**

Corresponding points will be deducted for each violation by a construction unit according to the seriousness of the case, as follows:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| S/N | Violation | Deduction |  | S/N | Violation | Deduction |
| 1 | Fail to support the work of the operator | 6 points |  | 14 | If the construction unit uses for installation, old trusses which are loose, sealed off or lack components, in violation of provisions, correction shall be made immediately. | 4 points |
| 2 | Fail to make correction for onsite structure safety inspection | 10 points |  | 15 | Use steels which fail to comply with safe codes, for installation | 5 points |
| 3 | Refuse all rules on the site and refuse to sign relevant documents | 1 point |  | 16 | Use counterfeit nonflammable materials or fire retardant materials for installation | 5 points |
| 4 | Late for the meeting | 1 point |  | 17 | Submit false drawings | 8points |
| 5 | Absent from the meeting | 2 points |  | 18 | Get involved in fighting in the site of the exhibition | 10 points |
| 6 | Enter the site early in violation of rules | 2 points |  | 19 | Fail to carry out construction according to drawings submitted for application | 10 points |
| 7 | Random posting | 1 point |  | 20 | Steal exhibition equipment or devices. Such case will be submitted to the public security organ for treatment, and the points will be deducted. | 20 points |
| 8 | If the construction unit fails to decorate the backdrop, affecting the image of the exhibition, such behavior shall be corrected, and points shall be deducted. | 2 points |  | 21 | Without review and written approval, the structural span of a custom-built exhibition stand shall not exceed 6 m; otherwise correction shall be made immediately, and the points will be deducted. | 5 points |
| 9 | Without authorization, treat facilities of the exhibition hall in violation of provisions, such as suspension from the ceiling, hanging and nailing | 4 points |  | 22 | If the custom-built exhibition stand is installed in a wrong position, affecting installation by other construction units, correction shall be made immediately, and the points will be deducted. | 10 points |
| 10 | If the exhibition stand obstructs the fire fighting accesses, fire shutter doors, emergency exits, fire-fighting equipment, common aisles, power distribution cabinets, cameras, etc., such exhibition stand shall be dismantled and corrected, and the points will be deducted; | 3 points |  | 23 | If construction is carried out at a position over 2 m above the ground, without using the scaffold held steady by another person, correction shall be made immediately, and the points will be deducted; | 3 points |
| 11 | If the construction unit forges application information (such as company information and seal), such case will be submitted to the public security organ for treatment, and the points will be deducted. | 6 points |  | 24 | Fail to wear a safety cap or safety belt | 1 point/person/time |
| 12 | If the custom-built exhibition stand exceeds the specified height or the specified boundary of the exhibition stand, correction shall be made immediately. | 10 points |  | 25 | If the exhibition stand is not equipped with a corresponding number of extinguishers, correction shall be made immediately, and the points will be deducted. | 2 points |
| 13 | If the construction unit uses inflammables (such as Thinner and gasoline) in violation of rules, such violation shall be corrected. | 2 points |  | 26 | If the exhibition stand has a potential safety hazard, correction shall be made immediately, and the points will be deducted. | 20 points |
| 27 | Use paints or limewash (other than for touching up or patching a small area) in the exhibition hall | 2 points |  | 39 | In the installation, dismantling and exhibition periods, parts of the custom-built exhibition stand collapses. | 10 points |
|  |  |  |  | 40 | If relevant constructors climb on the structure of the exhibition stand for construction, correction shall be made immediately, and the points will be deducted; | 3 points |
| 28 | If the construction unit uses angle grinder and drill in violation of rules, such violation shall be corrected. | 2 points |  | 41 | If the construction unit carries out dismantling work in advance in violation of the rules of the exhibition, such action shall be stopped, and the points will be deducted. | 10 points |
| 29 | Unlicensed electrician jobs | 2 points |  | 42 | Fail to complete dismantling work within the time specified for the exhibition | 20 points |
| 30 | Sell exhibition facilities in exhibition halls | 4 points |  | 43 | If the construction unit fails to paint the exhibition stand of a wooden structure with a fireproof coating, correction shall be made immediately, and the points will be deducted. | 5 points |
| 31 | In dismantling, fail to put waste in the designated area | 6 points |  | 44 | If the construction unit involves in labor dispute and disturb the application order , the points will be deducted; | 6 points |
| 32 | If the construction unit uses forbidden electrical materials and appliances (such as neon lights, high-temperature iodine-tungsten lamp, high-temperature quartz lamp, parallel and twisted-pair) and violates electrician operation rules, such action shall be stopped, and the points will be deducted; | 3 points |  | 45 | In the exhibition opening, small lamps and lanterns, suspended ornaments, etc. drop. | 6 points |
| 33 | If the construction unit fails to take electrical leakage prevention measures for power installations, which has potential safety hazards, the power supply will be stopped, and the points will be deducted. | 10 points |  | 46 | If the exhibition stand collapses or a major accident of the exhibition stand occurs in the period from move-in to the end of the exhibition, the security deposit for construction shall be totally deducted, and the construction unit will be held jointly and severally liable. | Deduction of the security deposit in whole |
| 34 | Lead to power failure and accidents | 20 points |  | 47 | If the construction unit dismantles or overturns the exhibition stand and handles articles in a uncivil manner, leading to damage to the floor,  the construction unit shall make correction immediately and compensate for actual losses, and the points will be deducted; | 10 points |
| 35 | Make connection to power supply or overload, without authorization | 10 points |  | 48 | The responsible person of the exhibition stand shall be present on the site during the working hours. If it is found that the responsible person is absent from the site or cannot be reached, the points will be deducted. | 2 points |
| 36 | If the construction unit carries out installation without going through the procedure for installation of the exhibition stand, such construction shall be immediately stopped, and the constructors will be asked to leave the exhibition hall, and the construction can be continued after the construction unit goes through the procedure, and the points will be deducted. | 10 points |  | 49 | If the construction unit dismantles or overturns the exhibition stand and handles articles in a uncivil manner, leading to damage to the floor,  the construction unit shall make correction immediately and compensate for actual losses, and the points will be deducted; | 10 points |
| 37 | Electric saws, electric planers and electric cutting machines shall not be used in the exhibition hall; otherwise, such operation shall be stopped, and the points will be deducted. | 3 points |  | 50 | If the construction unit sells the structure of the exhibition stand without authorization in dismantling, the points will be deducted; | 10 points |
| 38 | The construction unit shall turn off the power supply for the exhibition stand when the exhibition stand is closed, for each day; otherwise the points will be deducted. | 3 points |  | 51 | Deduction of points for any violation not covered in the Security Deposit Deduction Rule shall be subject to the notice issued on the site. | 5-20 points |

This measure comes into force on the date of publishing, and the organizers and the operator reserve right of final interpretation.

**Note: 1. Violation of the aforesaid provisions will lead to deduction of a corresponding amount from the security deposit.**

**2. If an unit violates the provisions but refuses to make correction upon receipt of notice, the operator has the right to stop the construction and deduct the security deposit in whole.**

**3. The operator will report the deduction to the organizers. Upon approval, the deduction will be published in the online application system. In addition to deduction of a corresponding amount from the security deposit, the installation qualification for the next exhibition will be cancelled and the construction unit is not allowed to take part in any installation work for the next exhibition, depending on the seriousness of the case.**

Name of the construction unit (seal):

Responsible person of the construction unit (signature): Mobile phone:

Date: 　　 DD/MM/YYYY

Appendix 17

Raw Space booth

Beijing Unite-Idea Advertising Co., Ltd.

No.3 Danling Street, Haidian District, Beijing 100080, China

Tel: +86 10 82606772

Mr. Fang Rihao +86 10 6496 6609

Mr. Li Hua +86 10 8260 6943

This form must be returned between

15 July to 11 August 2016

http://gjlc.cnaico.com.cn/

Form 16

Fringe Programme –Conference Service

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autosh@cnaico.com.cn

Fax: +86 10 82606789

## Summury of Charges

|  |  |  |  |
| --- | --- | --- | --- |
| Exhibitor name |  | Exhibition stand number |  |
| Name of the construction unit |  |
| Contact  person of the construction unit |  | Mobile phone |  |
| Responsible person of the construction unit |  | Mobile phone |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Overtime fee** | | | | | | |
| Time | | Price | | | | |
| (Must apply Prior to 16:00 on the date) | 17:30-19:30 | 9/hour/㎡ | | | | |
| After 19:30 | 16/hour/㎡ | | | | |
| Outdoor (other exhibition areas) | | RMB 1,500 | | | | |
|  | | | | | | |
| Service | | Description | | | Price | |
| Water Supply | | DN15 | | 230 RMB | | |
| DN25 | | 580 RMB | | |
| Compress Air Supply | | 5HP | | 2300 RMB | | |
| 7 HP | | 2650 RMB | | |
| 10 HP | | 4480 RMB | | |
| 20 HP | | 18630 RMB | | |
| 30 HP | | 25000 RMB | | |
| 50 HP | | 33000 RMB | | |
| 100 HP | | 51630 RMB | | |
| Information Service | |  | | | | |
| Service | | Price | Deposit | | | Remark |
| Direct Line | | 460 RMB |  | | | It shall apply 15days prior to Move-in period; otherwise such application will not be accepted. |
| Cable Network(4 trillion broadband) | | 900 RMB | 500 RMB | | |

**Charges：**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name | Description | Unit price | | Number | Price（RMB） | |
| Electricity price | Deposit of electric box |
| Electric charge | 6A/380V（3KW） | 720 RMB | 500RMB |  |  | |
| 10A/380V（5KW） | 1010 RMB |  |  | |
| 16A/380V（8KW） | 1320 RMB |  |  | |
| 20A/380V（10KW） | 1560 RMB |  |  | |
| 25A/380V（13KW） | 1880 RMB |  |  | |
| 32A/380V（16KW） | 2230 RMB |  |  | |
| 40A/380V（20KW） | 2735 RMB |  |  | |
| 63A/380V（30KW） | 4000 RMB |  |  | |
| Move-in period  Temporary power supply for construction | 10A/220V（2.2KW) | 570RMB | |  |  | |
| Construction management fee | The fee of single-storey raw space booth | RMB 26/㎡ | |  |  | |
| The fee of double-storey raw space booth | RMB 53/㎡ | |  |  | |
| 15days prior to Move-in period; otherwise such application will not be accepted. | Direct Line | 460 RMB | |  |  | |
| Cable Network(4 trillion broadband) | 900 RMB | 500RMB  （Deposit） |  |  | |
| The security deposit for construction | 0-100 m2 | 5000RMB | |  |  | |
| 100-300 m2 | 10000RMB | |  |  | |
| Over 300 m2 | 20000RMB | |  |  | |
| Compress Air Supply | 5HP | 2300 RMB | |  |  | |
| 7 HP | 2650 RMB | |  |  | |
| 10 HP | 4480 RMB | |  |  | |
| 20 HP | 18630 RMB | |  |  | |
| 30 HP | 25000 RMB | |  |  | |
| 50 HP | 33000 RMB | |  |  | |
| 100 HP | 51630 RMB | |  |  | |
| Water Supply | DN15 | 230 RMB | |  |  | |
| DN25 | 580 RMB | |  |  | |
| Construction permit fee | Apply online in advance | RMB 15/piece | |  |  | |
| Apply on site | RMB 50/piece | |  |  | |
| Armbands of security officers | less than 100m2 (inclusive)，1security officer；  100m2 - 500m2 (inclusive)，2 security officers；  over 500m2， 3 security officers | RMB 20/piece/person | |  |  | |
| Vehicle permit fees of installation contractors | For a stay of 2 hours only, and shall paid RMB 200/hour for additional hours(Failure to return the permit within a specified time shall be deemed as a waiver of the security deposit for the permit) | RMB 25/piece | |  |  | |
| Overtime fee (apply to the operator for overtime prior to 16:00 on the date) | 17:30-19：30 | 9 RMB/Hour/㎡ | |  | |  |
| After 19：30 | 16 RMB/Hour/㎡ | |  | |  |
| Total amount |  | | | | | |