



**World Breakbulk Expo**  
March 06-07, 2025 | Shanghai



**2025**

**EXHIBITOR MANUAL**

# WORLD BREAKBULK EXPO 2025

Dear Exhibitors,

Welcome to World Breakbulk Expo 2025! We're delighted that you will be exhibiting at World Breakbulk Expo 2025 at Shanghai, China.

World Breakbulk Expo brings industry professionals together from across the supply chain and at the heart of our community are the decision-makers, EPCs, manufacturers, logistics and procurement executives.

We understand it takes a lot to co-ordinate your stand, it's for this reason that we've created this Exhibitor Manual; a one-stop-shop containing all the vital information you need. You can also find a copy of the Exhibitor Manual on the Exhibitor Resources page of the WBX.

Please take time to read through all the information and instructions provided, including the deadlines given. We have included handy check-lists and deadline dates throughout the Exhibitor Manual as reminders for ordering the services you may require at the show.

We look forward to working with you over the coming months and to welcoming you to the event in Shanghai in March 2025.

Best wishes

**Sarah Gu**

Event Director

World Breakbulk Expo



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## (A) ORGANIZER CONTACTS

Shanghai Horizon Exhibition Co., Ltd.  
No. 850, Bocheng Road, Pudong New District  
Shanghai 200126

Please Note:  
If an address is required for your **Certificate of Insurance (COI) Form**, please use the one above.

### For shipping service, please contact our official transportation agent:

**Mr. Ryan Xia**

Phone: +86 138 1728 3199

[ryan.xia@itpc.net.cn](mailto:ryan.xia@itpc.net.cn)

### For exhibitor questions and/or services, please contact our official stand builder/contractor:

**Ms. Suzie Chen/Change Jiang**

ViewShop Exhibition & Display (Shanghai) Co., Ltd.

Phone: +86 (0)21 3251 3138\*811/216

+86 181 4970 9410/132 6292 1684

[suzie.chen@viewshop.net/change.jiang@viewshop.net](mailto:suzie.chen@viewshop.net/change.jiang@viewshop.net)

### Registration & Exhibitor Promotion Services

**Ms. Elaine Huang**

Marketing Manager

Phone: +86 134 8240 4217

[elaine.huang@wbx-sh.com](mailto:elaine.huang@wbx-sh.com)

### Registration (Technical Assistance)

**Mr. Hunter Liu**

CorplT

Phone: +86-(0)21-6566 0922

[hunterliu@corpit.com.sg](mailto:hunterliu@corpit.com.sg)

### Company Bio, Sponsor Logo & Advertising (if applicable)

**Ms. Elaine Huang**

Marketing Manager

Phone: +86 134 8240 4217

[elaine.huang@wbx-sh.com](mailto:elaine.huang@wbx-sh.com)

### Visa Support Letter

To receive a Visa Support Letter, each exhibiting company must have paid in full for their participation at WBX 2025.

Please contact [elaine.huang@wbx-sh.com](mailto:elaine.huang@wbx-sh.com) for more information.

### Sales & Sponsorship:

**Ms. Wendy Tao**

Great China Sales Manager

Phone: +86 181 1631 7719

[wendy.tao@wbx-sh.com](mailto:wendy.tao@wbx-sh.com)

**Ms. Sylvia Fei**

Account Executive

Phone: +86 185 0173 5860

[sylvia.fe@wbx-sh.com](mailto:sylvia.fe@wbx-sh.com)



## (B) GENERAL INFORMATION

### Shanghai World Expo Exhibition & Convention Center (Hall 3)

No.850 Bo Cheng Road, Shanghai, 200126, China

Phone: +86 (0)21 2089 3600 / 2089 3638 Fax: +86 (0)21 2089 3615

<https://sweecc.dlg-expo.com/>

Technical Specification		Hall 3
Area of The Hall		90mW*185.2mL
Floor Type		Solid Concrete
Floor Bearing		1500kg/m²
Number of Column/Distance		9 Columns with width 80cm Distance is 18m
Elevator	4 Cargo lifts of 5 tons 4 Cargo lifts of 3 tons	
	Size of 3 Tons: 2.7 x 1.50 x 2.75m (LxWxH)	
	Size of 5 Tons: 3.7 x 2.10 x 2.75m (LxWxH)	
Power Supply		3-Phase.5-Line, 380V/220V, 50Hz
Power		To be confirmed
Lighting		300Lux
Height	CLEAR HEIGHT	9.0m
	STAND BUILDING HEIGHT	Standard height of shell scheme is 2.5m For structures exceeding 2.5m, approval must be obtained from the Organizers. <b>The maximum permitted stand height is 4mH. This is for space-only stands only.</b>
	STAND CONSTRUCTION (ABOVE 2.5M)	If any part of a stand is built above 2.5m, this must not adversely affect the adjacent exhibitors; any decoration including wordings, logos, company names, etc. must be set back at least 1m from adjacent stands. Wall panels facing adjacent stands built over 2.5m must be white/plain. The Organizers have the right to authorize dismantling or rebuilding of any stand, which does not meet this regulation. Drawings must be submitted to the Organizer for approval. <b>The maximum permitted stand height is 4mH. This is for space-only stands only.</b>
	STAND CONSTRUCTION - TOWERS/ARCHES	No towers/arches are allowed to be built across the aisles.
	STAND CONSTRUCTION - DOUBLE DECK	No double deck stands are allowed at this event.
Water Supply		24 outlets, each outlet at 25mm(D)
Drainage		60 outlets, each outlet at 25mm(D)
Hang Points		No ceiling rigging in Hall 3. Hang points from the ceiling are not available.
Compressed Air	Normal Pressure: 8.5KG	
	Unloading Pressure: 10KG	
Fire Protection		Detection and Alarm System, Hydrant, Large Space Sprinkler, Central monitoring system
Width of Hydrant		22cm
Air Conditioning		Central Air Conditioning
Ventilation		Available
Security System		24 hours security patrol, central video surveillance and sensor alarm system
Broadcasting System		Available
Emergency lighting		Available
Toilet		4 Men's and 4 Women's 4 toilet for the disabled

## (C) EXHIBITOR SCHEDULE (IMPORTANT DATES & TIMES)

Contractor Only Move-in Period (for Raw Space Stands only):		
Tuesday, 04 March 2025	09:30 – 18:30 (9:30 am – 6:30 pm)	
Wednesday, 05 March 2025	09:30 – 21:30 (9:30 am – 9:30 pm)	
<b>Main construction work must be finished by 12:00 on Wednesday, 05 March 2025.</b>		
<b>All booth setup must be completed on Wednesday, 05 March 2025.</b>		
Contractors are strictly required to work within these move-in periods. If contractors wish to work beyond these hours they must contact the Organizer.		
<b>ATTENTION:</b>		
<b>PLEASE NOTE THAT THERE IS A STAND HEIGHT RESTRICTION OF 4MH WITHIN THE SHANGHAI WORLD EXPO &amp; EXPOSITION CENTER. ALL STAND RENDERINGS MUST BE SUBMITTED AND APPROVED BY THE ORGANIZERS PRIOR TO BUILD UP. STANDS ABOVE 4MH WILL NOT BE PERMITTED INTO THE HALL. NON-COMPLIANCE WITH THIS RULE WILL RESULT IN FINES.</b>		
Freight that exceeds 2.7m*10m (W*H) & load bearing 750 kg/sqm will need to utilize the freight lift to Hall 3 (2 <sup>nd</sup> floor). Please contact Ryan Xia (ryan.xia@itpc.net.cn) to be placed on the FREIGHT LIFT LIST by 10 February 2025.		
Freight that exceeds 2.7mL x 1.5mW x 2.75mH (3 tons) or 3.7mL x 2.1mW x 2.75mH (5 tons) will need to utilize a crane to Hall 3 (2 <sup>nd</sup> floor). Please contact Ryan Xia (ryan.xia@itpc.net.cn) to be placed on the CRANE LIST by 10 February 2025.		
Exhibitor Move-in Period (for Shell Scheme stands):		
Wednesday, 05 March 2025	09:30 – 21:30 (9:30 am – 9:30 pm)	
Exhibition & Conference Dates & Times:		
Dates	Exhibitor Access Only	Exhibition Open (to all visitors)
Thursday, 06 March 2025	08:30 – 17:00 (8:30 am – 5:00 pm)	09:00 – 17:00 (9:00 am – 5:00 pm)
Friday, 07 March 2025	09:00 – 16:00 (9:00 am – 4:00 pm)	09:30 – 16:00 (9:30 am – 4:00 pm)
Contractor & Exhibitor Move-Out:		
Friday, 07 March 2025	16:00 – 20:30 (4:00 pm – 8:30 pm)	Note: Contractor and Forwarder access for stand break-down & dismantling of electrical installations & removal of heavy exhibits

## (D) EXHIBITOR REMINDER & DEADLINE CHECKLIST

TASK	DUE DATE	LINK	CONTACT INFORMATION
<b>Book Your Hotel / Sleeping Rooms</b>	Based on availability	<a href="https://www.orient-explorer.net/wbx/index_en.htm">https://www.orient-explorer.net/wbx/index_en.htm</a>	<b>Orient Event Service Co.,Ltd</b> <b>Ms.Huang</b> Phone: +86 130 2411 2752 booking@orient-explorer.com.cn
<i>Hotels are based on availability. For availability &amp; booking requirements, please check the hotels directly via the WBX website.</i>			
<b>Register your Exhibition Staff</b>	Monday, 10 February	<b>Please visit Exhibitor Portal</b> <a href="#">registration site here</a>	<b>Ms. Elaine Huang</b> Phone: +86 134 8240 4217 elaine.huang@wbx-sh.com
<i>This includes any temporary staff assisting during the event. Each delegate must register separately for his or her own badge/pass.</i>			
<b>Submit Company Profile for Online Listing</b>	Wednesday, 22 January	<b>Please visit Exhibitor Portal</b> <a href="#">registration site here</a>	<b>Ms. Elaine Huang</b> Phone: +86 134 8240 4217 elaine.huang@wbx-sh.com
<i>This is required to be submitted by all participating exhibitors and sponsors. It's advised to submit both English &amp; Chinese translations via the Exhibitor Portal.</i>			
<b>Submit Insurance</b>	Monday, 10 February	<b>Please visit Exhibitor Portal</b> <a href="#">registration site here</a>	Exhibition Risk Management Website <b>Mr. Kaelyn</b> Phone:+86 138 1887 2429 Yzerm2@163.com
<i>This is required to be submitted by all stands.</i>			
<b>Submit Stand Contractor Registration</b>	Monday, 10 February	<b>Please visit Exhibitor Portal</b> <a href="#">registration site here</a>	ViewShop Exhibition & Display (Shanghai) Co., Ltd. <b>Ms.Suzie Chen/Change Jiang</b> Phone:+86 181 4970 9410/132 6292 1684 suzie.chen@viewshop.net Change.jiang@viewshop.net
<i>All contractors are required to pre-register at SWECC &amp; WBX. Please see below (Purchase Stand Contractor Registration) for relevant fees.</i>			
<b>Stand Contractor Pre-Registration</b>	Monday, 10 February	<a href="#">SWECC Site</a>	<b>SWECC Certificate Preparation Center</b> Phone: +86 (0)21 2089 3508
<i>Please contact SWECC Certificate Preparation Center for any questions. Original copy of all documents should be submitted to the center.</i>			
<b>Submit Fascia Name</b>	Monday, 10 February	<b>Please visit Exhibitor Portal</b> <a href="#">registration site here</a>	ViewShop Exhibition & Display (Shanghai) Co., Ltd. <b>Ms.Suzie Chen/Change Jiang</b> Phone: +86 181 4970 9410/132 6292 1684 suzie.chen@viewshop.net Change.jiang@viewshop.net
<i>This is required for all shell scheme booths. Both English and Chinese text is required.</i>			
<b>Order Stand Furnishings</b>	Monday, 10 February	<b>Please visit Exhibitor Portal</b> <a href="#">registration site here</a>	ViewShop Exhibition & Display (Shanghai) Co., Ltd. <b>Ms.Suzie Chen/Change Jiang</b> Phone: +86 181 4970 9410/132 6292 1684 suzie.chen@viewshop.net Change.jiang@viewshop.net
<i>This is optional for exhibitors and is at the exhibitors' own cost.</i>			
<b>Order Internet (Broadband)</b>	Monday, 10 February	<b>Please visit Exhibitor Portal</b> <a href="#">registration site here</a>	ViewShop Exhibition & Display (Shanghai) Co., Ltd. <b>Ms.Suzie Chen/Change.Jiang</b> Phone:+86 181 4970 9410/132 6292 1684 suzie.chen@viewshop.net Change.jiang@viewshop.net
<i>Free Wi-Fi is not offered by the SWECC. If internet is required, please purchase directly from ULINK (refer to (F) Exhibition Service) . This is optional for exhibitors and is at the exhibitors' own cost.</i>			

<b>Order Inner Booth Cleaning</b>	Monday, 10 February	<b>Please visit Exhibitor Portal <a href="#">registration site here</a></b>	ViewShop Exhibition & Display (Shanghai) Co., Ltd. <b>Ms.Suzie Chen/Change Jiang</b> Phone: +86 181 4970 9410/132 6292 1684 suzie.chen@viewshop.net change.jiang@viewshop.net
<i>Inner booth cleaning is not included with raw space stands. Please remember to purchase cleaning!</i>			
<b>Order Utilities (Electrical, Compressed Air, Water Supply)</b>	Monday, 10 February	<b>Please visit Exhibitor Portal <a href="#">registration site here</a></b>	ViewShop Exhibition & Display (Shanghai) Co., Ltd. <b>Ms.Suzie Chen/Change Jiang</b> Phone: +86 181 4970 9410/132 6292 1684 suzie.chen@viewshop.net change.jiang@viewshop.net
<i>This is an additional, optional purchase. Costs are the exhibitors' responsibility.</i>			
<b>Order Audio Visual</b>	Monday, 10 February	<b>Please visit Exhibitor Portal <a href="#">registration site here</a></b>	ViewShop Exhibition & Display (Shanghai) Co., Ltd. <b>Ms.Suzie Chen/Change Jiang</b> Phone: +86 181 4970 9410/132 6292 1684 suzie.chen@viewshop.net change.jiang@viewshop.net
<i>This is optional for exhibitors and is at the exhibitors' own cost.</i>			
<b>Hire Temporary Staff/Hostesses</b>	Monday, 10 February	<b>Please visit Exhibitor Portal <a href="#">registration site here</a></b>	<b>Mr. Wilson He</b> (CorpIT) Phone: +86 137 0171 7447 wilsonhe@corpit.com.sg
<i>This is an additional, optional purchase. Costs are the exhibitors' responsibility.</i>			
<b>Order Catering</b>	Friday, 21 February	<b>Please visit Exhibitor Portal <a href="#">registration site here</a></b>	<b>Mr. Jan Zhang</b> (Gusto Catering, SWEECC) Phone: +86 183 0177 8558 <a href="mailto:gusto_jan@163.com">gusto_jan@163.com</a>
<i>This is an additional, optional purchase. Costs are the exhibitors' responsibility.</i>			
<b>Wi-Fi Rent</b>	Please refer to Exhibitor Manual (F) Exhibition Service (Page14)		Beijing ULINK Technology co.,Ltd. <b>Ms. Yan</b> Phone: +86 158 0085 4625
<i>This is optional for exhibitors and is at the exhibitors' own cost.</i>			
<b>Order Shipping Services</b>	Please refer to Shipping Manual	<b><a href="#">Shipping Manual</a></b>	<b>Mr. Ryan Xia</b> (ITPC) Phone: +86 136 2169 2959 <a href="mailto:ryan.xia@itpc.net.cn">ryan.xia@itpc.net.cn</a>
<i>Please contact ITPC for any shipping requirements to WBX. Please read freight deadline information carefully.</i>			
<b>Order Alarm Platform Services</b>	Please refer to Appendix III Special Reminder		<b>Mrs. Skylar Zhu</b> Phone: +86 156 1869 6999 <a href="mailto:15618696999@163.com">15618696999@163.com</a>

## (E) STAND CONSTRUCTION AND MANAGEMENT

When an exhibitor appoints an outside contractor to build their stand or an exhibitor builds their stand by themselves (if an exhibitor is building their own stand, they are considered an outside contractor during the move-in/out period), both the exhibitor and contractor must fully understand the following information and regulations. Exhibitors and contractors are expected to comply with any building regulations laid down by the Organizer.

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### **Fire Prevention Regulations**

The Stand Contractors, exhibitors and other sub-licensees and their contractors, sub-contractors, agents and employees shall be in compliance with all local, city and state regulations covering fire and safety.

- On-site contractors shall be fully responsible for construction quality. They shall mitigate the possibility of accidents, such as the collapse of stands, injury or damage of exhibiting facilities caused by faulty design or construction.
  - All carpet used in the booth must be flame retardant. The venue will require the contractor to provide the flame retardant license and check the entire carpet before move-in. **The carpet will not be permitted to enter the venue if the contractor cannot provide the flame retardant license.**
  - Wooden structural booths must have fireproof treatment; light boxes and other heating equipment must be set up with air vents. It is strictly prohibited to have private wires.
  - Heating equipment is not allowed to be used during set-up. Welding equipment or other smoke substances are prohibited. Paint cannot be used in the exhibition hall.
  - Fire alarms, extinguishers, fire hydrants, fire hoses, emergency exits, etc. shall be kept clear at all times.
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### **CONTRACTOR INSURANCE**

Each Individual Stand Contractor **must** have valid insurance coverage for minimum RMB 8 million against public liability for the entire move-in/out and show period. Individual Stand Contractors are required to present the certificate to the Organizers prior move-in. The Organizers reserve the right to refuse access to Stand Contractors that fail to do so. For details, please refer to [Exhibitor Portal](#).

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### **STAND BUILDING HEIGHT**

Standard height allowance for shell scheme is 2.5m. **The maximum height of a raw space (space-only) booth is 4mH.**

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## **SPECIAL DESIGN (RAW SPACE) EXHIBITORS**

Special Design (Space Only) exhibitors are responsible for appointing their own contractors for stand design and construction. It is the raw space exhibitor's responsibility to carpet and furnish their licensed space. All carpets and floor coverings can be affixed with double-sided tape. The use of paint or glue on the floor of the exhibition hall is strictly forbidden. Should any damage occur, it is the exhibitors/appointed contractor's responsibility to meet the costs involved.

All exposed rear surfaces of designs and structures must be decorated unless facing the actual walls of the Exhibition Hall.

**Please refer to the Exhibitor Deadlines & Checklist sheet for information regarding service application for ALL Raw Space (Space Only) stands.**

The exhibitor (or their appointed contractor) is also responsible for the dismantling of the stand at the end of the show and removing all material used. Failure to do so will result in the automatic forfeit of the total deposit. In addition, the contractor involved will not be permitted to work on future events.

**Where a Special Design" stand is located adjacent to Shell Scheme" stand, the wall of the Shell Scheme" stand is considered rented by that exhibitor and may not be utilized by the "Special Design" stand.**

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## **ELECTRICAL INSTALLATIONS**

1. The installation of electric circuits and electric equipment must be conducted by the persons with a valid electrician operation certificate, and illegal operation is strictly **prohibited**. All electrical operations must comply with the relevant national electric specifications. In cases where there is electrical failure or issues to the circuit, the contractor will bear all financial and operational responsibilities to their booth, surrounding booths, venue and organizer.
2. The distribution boxes for booths must be placed in the cable trench or exhibition unit in the pavilion (and the cable trench cover should not be opened arbitrarily). **It is strictly forbidden to put the distribution boxes on a distinct position in the corridor, passage and booth.** The electric circuits laid in a hidden place should be protected in a metal tube or flame retardant PVC pipe, and safe distance should be ensured between lamps and inflammables (more than 0.5 m).
3. Electric circuits must be equipped with a shunt switch and protected in trunk casing, in case of extending across the corridor.
4. It is strictly prohibited to place inflammables, a water dispenser and the like around the distribution box.
5. It is strictly forbidden to use, without authorization, the fixed electricity box facilities in the pavilion. All of the electric circuit capacity should be allocated evenly, and the circuits should be laid overhead or by taking effective protection measures; load equipment should have a good grounding device.
6. Wires to be laid should be sheathed wires and must be connected by using dedicated connectors. No flexible wires should be adopted except used as fixture wires.
7. Illumination lamps should be kept away from flammable items by more than 50 cm. Rectifiers for fluorescent lamps, high-pressure mercury-vapor lamps and other illumination lamps should not be installed on inflammables or combustibles.
8. In case of installing enclosed light boxes, vents for sufficient heat dissipation should be provided. The electric circuits and light boxes and other important positions in wooden exhibition units must be treated by more than three-coat fireproof paint.

9. Easily hot electric equipment and high-temperature lamps can be used only after approval; no inflammables, combustibles or other objects should be placed around high-temperature lamps (within one meter). Outdoor electric lighting equipment should be moisture-proof, and moisture-proof and other safety measures should be implemented.
  10. It is strictly prohibited to use surface iodine tungsten lamps, halogen tungsten lamps, and neon lamps in the pavilion.
  11. All units and people using the pavilion facilities should strictly abide by the above regulations; for any violations, the facility management side will hold the exhibitor & contractors accountable.
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## **STAND DESIGN DRAWINGS WITH DIMENSIONS**

### **Special Design (Raw Space) Stands with Dimensions**

When Exhibitors sign an Exhibition Space Contract they agree to abide by all the Rules & Regulations and those set out in this Manual, and to ensure that their Contractors abide by them in order to avoid any dispute, you must submit the layout of your stand to the official stand contractor ViewShop, for review and approval. All design proposals must conform to all statutory requirements and those set out in this Manual and must include the following:

- Plan view, showing clearly all dimensions, walling and major exhibits.
- Elevation views showing clearly all dimensions, graphics, etc.
- Structural calculations / drawings proving structural stability, weight loadings, etc.
- Details of materials and fire protection.
- No more than 30% of the space area of the stand can be blocked if facing the passageways.

All drawings should be in a recognized scale not less than 1:50. All plans must be emailed before:

**Monday, 10 February 2025** in **jpg or PDF format** to [Exhibitor Portal](#).

Any inquiry, please contact ViewShop,

Ms. Suzie Chen/Change Jiang

Phone: +86 181 4970 9410/132 6292 1684

[suzie.chen@viewshop.net/change.jiang@viewshop.net](mailto:suzie.chen@viewshop.net/change.jiang@viewshop.net)

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## STAND DESIGN DRAWINGS APPROVAL PROCEDURE

Please find below stand approval procedures for your easy reference. Please note that contractor badges will only be made available before move-in upon the stand design drawings approval procedures being completed.

	Action	Quick Reminder
<b>Step 1</b>	The Organizer initiate communication for stand design <b>as soon as possible</b> .	
<b>Step 2</b>	Contractors must submit stand drawings and other required documents on Exhibitor Portal, please refer to the instructions on the website.	Submission deadline: <b>Monday 10 February 2025</b>
<b>Step 3</b>	Contractors or exhibitors should submit power application for stand use on Exhibitor Portal. Contractor's deposit and hall management fee is required to be paid together with power's order.	Orders after Monday, 10 February 2025 will cause surcharge.
<b>Step 4</b>	If the stand drawings are approved, and all correlative charges have been collected. ViewShop will release the deposit receipt for contractor badges collection use.	Contractor registration must be completed before.

## CLEANING & GARBAGE DISPOSAL

The Organizers will arrange for the general cleaning of the exhibition hall and standard/deluxe/showcase stands, prior to the opening of the exhibition and daily thereafter. For raw space, exhibitors must arrange daily cleaning of their stand – please arrange with your stand contractor or order this service from ViewShop (please refer to [Exhibitor Portal](#)). All disposals of waste materials etc. during the move-in period are the responsibility of the individual stand contractors concerned. Disposal of contractor's waste materials by the Organizers will result in the contractor's deposit being forfeited.

In the case of 'ready stand' exhibitors bring in shelving and stand fittings; these cannot be left behind at the close of the show. **It is the exhibitor's responsibilities to dismantle all stand fixtures built or brought in by them and remove all waste materials from the Centre at the end of the show.** Failure to comply will result in a charge for the labor and trucking required to dispose of the material.

At the end of the exhibition, the exhibitor shall be responsible for removing all the stand fixtures that he has built or brought and transporting all the waste materials away from the exhibition hall. **For decoration of the booth, it is strictly forbidden to use KT board, Chevron board.** If the exhibitor violates the above regulations, the labor and transportation expenses incurred due to the cleaning of the materials will be borne by the exhibitor.



## **CONTRACTOR DAMAGE & PERFORMANCE DEPOSIT**

A contractor damage & performance deposit must be paid to the Official Stand Contractor (ViewShop) on behalf of the Organizers against damages and rubbish disposal along with breaches of guideline on safe working practices and stand building. (Please refer to [Exhibitor Portal](#)). Access to the site will not be permitted until this deposit has been paid.

Please note that all raw space builds that are 18 square meters and over will be required to pay a refundable deposit of RMB 10,000.00 to ViewShop to ensure proper compliance with our health & safety and show regulations (please see “Rear Surfaces of Stands” on the next page).

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## **AIR COMPRESSORS / PRESSURIZED CONTAINERS**

No Exhibitor may use their own air compressor or pressurized containers within the exhibition hall. For hiring of air compressors, please contact the Official Stand Contractor, ViewShop directly for quotation.

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## **NAILING / DRILLING / PAINTING**

No nailing, drilling, painting or fixtures of any kind are allowed on the partitions, floor, ceiling or any hall structure. Exhibitors will be liable for any damage to their stands, fixtures & fittings and the exhibition venue.

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## **PERSONAL PROTECTIVE EQUIPMENT (PPE)**

Correct footwear protecting against nails, debris and etc. are required for exhibitors/contractors working in the exhibition center during build-up and dismantling. Reflective safety vests are mandatory for all personnel including exhibitors during stand construction period.

Safety helmets are required for working at height. Contractors are required to have any other PPE, which are needed for their work, such as gloves, goggles, masks, and earplugs.

Please refer to Health & Safety Section for full details.

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## REAR SURFACES OF STANDS

Contractors must have any exposed stand surfaces neatly finished unless the surface is facing the outer wall of the exhibition centre. **The Organizer reserve the right to order modification of any exposed surface and the contractor shall be responsible for the cost.** Exhibitors/contractors are not allowed to put advertising, logos, signs etc. on any rear surface of their stand when this faces or is adjacent to other exhibitor's stand.

Back walls must be finished with white, hard, clean surfaces. See images below.



This is an example of an approved, exposed back wall.

This is an example of an unapproved, exposed back wall.



## STORAGE

Fire regulations prohibit storage of cartons and literature behind stands and these will be disposed of without prior notice. The Official Freight Forwarder provides a storage service for empty cartons, wooden crates, etc.

For more information, please contact ITPC below:

**Mr. Ryan Xia** (ITPC)

Phone: +86 136 2169 2959

ryan.xia@itpc.net.cn

## MOVE-OUT INSTRUCTIONS

Neither exhibitors nor appointed contractors are permitted to dismantle any part of their exhibit before the official closing time of **16:00 (4:00 pm) on Friday, 07 March 2025**. Empty crates, boxes and cartons that have been stored with the Official Freight Forwarder will be delivered to your stand at the close of the show. Freight entrances will only be opened after the show has been officially closed. Packing, bringing in carton boxes, trolleys etc. to the show are NOT permitted before **16:00** under any circumstances. The Organizer strongly request that all exhibitors comply with and respect this regulation so as not to prejudice either the sales activities of other exhibitors or the safety of attendees in the show.

**All move-out must be completed by 21:30.**

## (F) EXHIBITION SERVICE

### 1. Luggage Storage

The Luggage Storage Point is located behind the escalator at the north entrance.

Items	Category	Price (RMB)
Luggage Storage	Luggage, Carry-on items	RMB 15/Piece/Day
	Tools	RMB 100/m <sup>2</sup> /show period (from 3 m <sup>2</sup> on)

### 2. Taxi Reservation

Da Zhong Taxi Tel: +86 (0)21 96822

Qiang Sheng Taxi Tel: +86 (0)21 6258 0000

Jin Jiang Taxi Tel: +86 (0)21 96961

### 3. SIM Card Purchase and Wi-Fi Rental

Beijing ULINK Technology co.,Ltd.

Ms. Yan Tel: +86 158 0085 4625

#### (a) Shanghai SIM Card Purchase

Shanghai SIM Card	Domestic Data	Local Call	Domestic SMS	Answer	International Calling	Operator	Price	Requirement
7/15/30 Days	10GB	80min	10	Free	NO	China Unicom or China Mobile	100CNY	You need to hold your passport and go to the site to apply for real name registration.
	30GB	100min	10	Free	NO	China Unicom or China Mobile	200CNY	
	80GB	200min	10	Free	NO	China Unicom or China Mobile	300CNY	
	140GB	300min	10	Free	NO	China Unicom or China Mobile	500CNY	

#### (b) China Wi-Fi Rental

- Price: 25CNY/day
- Deposit: 500CNY (Refund the deposit after Wi-Fi return)
- Unlimited data
- Can connect 2-3 people
- Effective distance of 20 meters
- Rental of 3 units (1 unit can be given as a gift and requires a deposit for use)

#### (c) Wi-Fi processing address

- At the entrance of Hall 3, 850 Bocheng Road, Pudong New Area, Shanghai
- Uroaming counter, opposite the security checkpoint No. 22, International Departure Isolation Area, 3rd Floor, Terminal T1, Shanghai Pudong International Airport
- 3.1D-W3 Uroaming counter, opposite Gate 9, 1st Floor, International Arrival Public Area, Terminal T1, Shanghai Pudong International Airport

\*Note: Support national pickup and mailing (Subscribe our Wechat Official Account: 环球漫游 WiFi, and then click the "customer service center" to get the national pickup/ mailing address)



**(d) Wi-Fi return address**

- At the entrance of Hall 3, 850 Bocheng Road, Pudong New Area, Shanghai
- Shanghai Pudong T1

(1) Uroaming counter, opposite the security checkpoint No. 22, International Departure Isolation Area, 3rd Floor, Terminal T1, Shanghai Pudong International Airport



(2) 1D-W3 Uroaming counter, opposite Gate 9, 1st Floor, International Arrival Public Area, Terminal T1, Shanghai Pudong International Airport

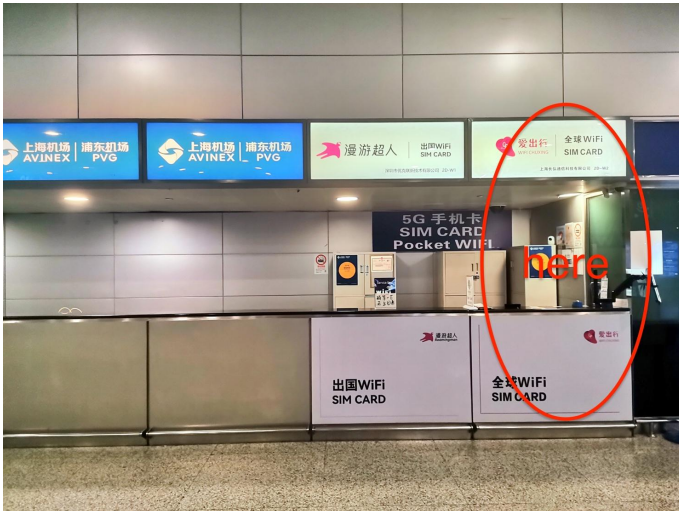


- Shanghai Pudong T2

➤ Uroaming at the "Love to Travel(爱出行)" counter, opposite 17 security checkpoint, T2 international departure isolation zone (after customs and security), Shanghai Pudong International Airport

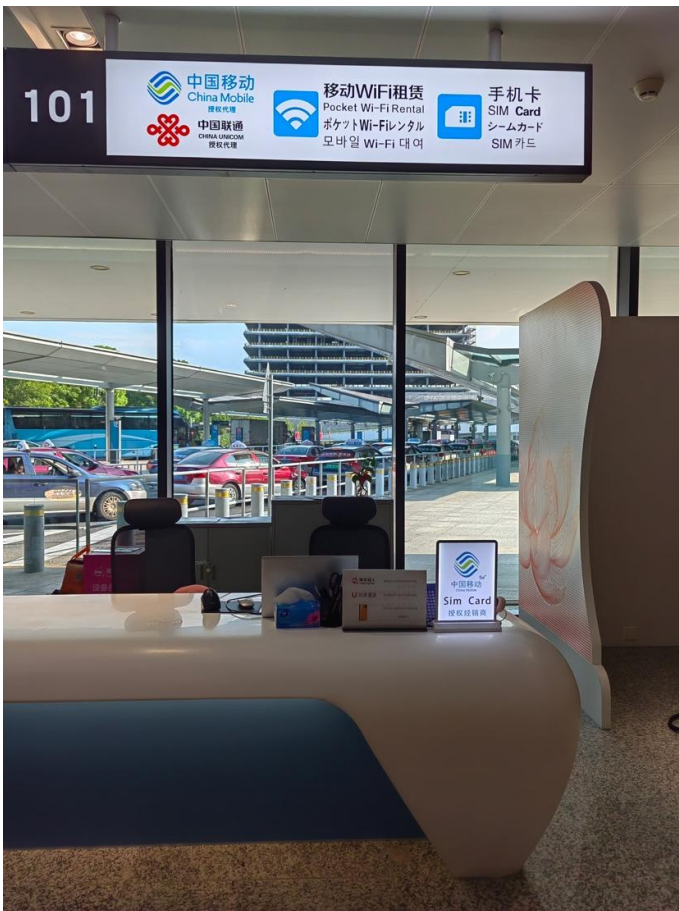


- Uroaming at the “Love to Travel(爱出行)” counter, 2nd Floor international arrival public Hall, Terminal T2, Shanghai Pudong International Airport



- Shanghai Hongqiao T1

- Counter 101, International Arrival Public Hall, 1st Floor, Terminal T1, Shanghai Hongqiao International Airport, for global roaming





4. Food & Amusement

destination shanghai



**The Bund**

Beside the Huangpu River, Huangpu District, Shanghai

The Bund is a mile-long stretch of waterfront promenade along the Huangpu River. To the west, stand 52 buildings of various architectural styles, including Gothic, baroque, and neoclassical. It is often referred to as “the museum of buildings.” Roaming among the architectural complexes, you’ll have a better understanding of the century-long charm of this city. No visit to Shanghai is complete without a stroll along the Bund.



**Yuyuan Garden**

218 Anren Street, Huangpu District, Shanghai

Yuyuan Garden is Shanghai’s largest ancient garden with Ming and Qing architectural styles. The garden has six areas, each with its own style. The Grand Rockery, in the center of the Garden, is the most renowned sight. Near the garden is the Old City God Temple, surrounded by streets filled with snack vendors and shops.

123 Xingye Road, Huangpu District, Shanghai

**Xin Tian Di**

Shanghai Xin Tian Di has become an urban attraction that holds the historical and cultural legacies of the city. It is a fashionable pedestrian street composed of Shikumen and modern architecture style. When you walk into it, you will get the taste of both Shanghai in the 1920s and the modern lifestyle of today’s urbanites.







4

## Shanghai Disney Resort

Huangzhao Rd, Chuanshaxinzhen, Pudong New Area, Shanghai

Shanghai Disney Resort is a themed resort in Pudong, Shanghai. It is the first Disney park resort in mainland China and the second in Greater China, after the Hong Kong Disneyland Resort. The resort opened on June 16, 2016, so this is a nearly brand new attraction in Shanghai.

## Shanghai Village

88 Shendi East Road, Pudong New Area, Shanghai

Shanghai Village is located in the Shanghai International Tourism and Resorts Zone, which includes the Shanghai Disney Resort. It is defined by a distinctive offer of international, fashion and lifestyle brands and by an authentic European shopping experience, consistent with the nine Villages by Value Retail in Europe.



5



6

Nanjing Road is considered to be the 'No. 1 commercial street in China', which has been a landmark for this city for a long time. Here, you can purchase just about everything you want from special and cheap souvenirs to luxurious world-famous brands.

Nanjing Road Pedestrian Street, Nanjing Road, Huangpu District, Shanghai

## Nanjing Road

## Restaurant recommendations

### Yang's Dumpling

It is a small but popular fried dumpling shop serving pan fried pork bun or Sheng jian bao, a Shanghai Chinese dish with secret recipe. They have over 20 locations in Shanghai and are opening others all the time.

1st Floor, Building 3, 218 Changli Road, Pudong New Area, Shanghai

### Jesse Restaurant

This cramped little restaurant is widely recognised as the best Shanghai restaurant. Many locals bring visitors here for a taste of old school Shanghai food.

41 Tianping Lu Road, Xuhui District, Shanghai

### Grandma's Home

All the dishes offered here are very typical, home-cooked style Chinese dishes.

Zone 5, B, 5B08, River Mall, No. 168 Shangnan Road, Pudong New Area, Shanghai



### Nanxiang Steamed Bun Restaurant

Nanxiang steamed bun became famous everywhere for its thin skin, plenty of stuffing and delicious broth. The restaurant has branches in many Asian countries. (pictured above)

85 Yuyuan Road, Huangpu District, Shanghai

### Lu Bo Lang

The Yuyuan Gardens and Bazaar is a popular tourist destination in Shanghai. After exploring the intricacies of the garden and haggling with the shopkeepers for souvenirs, what better place to have lunch than the Lu Bo Lang Restaurant located in the Old Town God's Temple?

115 Yuyuan Road, City God Temple, Huangpu District, Shanghai

### Ye Olde Station Restaurant

Formerly known as the Virgin Mary Convent, the restaurant is situated in a church building with over 90 years of history. Award-winning Shanghai local cuisine surrounded by traditional architecture and decoration is surely a special dining experience.

1177 Biyun Road, Pudong New Area, Shanghai



## **(G) HEALTH & SAFETY / EMERGENCY PROCEDURES**

### **EMERGENCY PROCEDURES**

#### **Emergency Number**

Call the SWEECC Customer Service Centre +86 (0)21 2089 3660

This number should be called first in the case of an emergency. The venue staff will immediately engage local fire, ambulance and police services as required, and will escort emergency vehicles through the venue.

#### Useful Telephone Numbers

Ambulance: +86 (0)21 120

Police: +86 (0)21 110

Fire: +86 (0)21 119

Use these numbers ONLY when the Emergency Number is busy or is not answered within six (6) rings.

#### **Emergency Exits**

All emergency exits are marked with green exit signage.

#### **Medical**

In the case of an accident/injury, please take following measures:

- (1) Call the Emergency Number immediately, giving the exact location and details of the accident/injury.
- (2) If possible, help treat/comfort the injured party until qualified help arrives.

#### **Fires**

The venue is equipped with a fire sprinkler and alarm system. Portable hand-held fire extinguishers are also located at each gate inside the halls. If you detect fire or smoke:

- (1) Activate the nearest fire alarm if possible and safe to do so.
- (2) Call the Emergency Number immediately, giving the exact location and details of the fire.
- (3) Leave the exhibition hall immediately by the nearest exit.
- (4) Close doors behind you.

If you hear a fire alarm:

- (1) Remain calm and alert; prepare at once to leave Shanghai World Expo Exhibition & Convention Centre.

#### **Evacuation**

If you hear a fire alarm evacuation announcement or instruction:

- (1) Leave the Shanghai World Expo Exhibition & Convention Centre by the nearest safe exit.
- (2) Follow announcements over the public address system or instructions by Shanghai World Expo Exhibition & Convention Centre staff and/or fire/police officials.
- (3) Once outside the Shanghai World Expo Exhibition & Convention Centre, stay clear of the venue; do not return until it is declared safe to do so by Shanghai World Expo Exhibition & Convention Centre management, or fire/police officials.

# (H) SHELL SCHEME STAND INFORMATION & E-BOOTH

Any inquiry, please contact:

ViewShop Exhibition & Display (Shanghai) Co., Ltd.

Ms. Suzie Chen/Change Jiang

Phone: +86 181 4970 9410/132 6292 1684

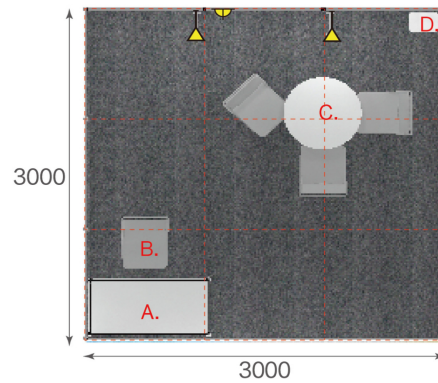
suzie.chen@viewshop.net/change.jiang@viewshop.net

## BASIC SHELL STAND PACKAGE (NOT TO SCALE)

(Number of panels depends on dimensions of stand, 1mW per panel)

**1-01** 标准展台(单开) (3000\*3000\*2500H) Units: mm  
SHELL SCHEME

9sqm



### 区域配置

A.	Information Counter 咨询桌 1000L * 500W * 750H mm	x1
B.	Folding Chair 折椅 460W * 400D * 455H mm	x4
C.	Round Table 圆桌 660C * 780H mm	x1
D.	Wastepaper Basket 废物箱 250L * 170W * 290mmH	x1
🔦	Led Spotlight Led射灯	x2
🔌	Power Socket 插座 500W	x1

**VIEWSHOP**

Viewshop Exhibition & Display (Shanghai) Co., Ltd.  
Room 808-811, 10th Floor, 1000 Guo Zhen Road, Shanghai, China, 200126  
Tel: 86-21-32511138  
E-mail: info@viewshop.net  
www.viewshop.net

Event: 2025 WBX

Duration: 2025

Venue: SWEE

Designer: VIEWSHOP  
Date: 2024.9

Please refer to the table below for your allocation of items for your Shell Scheme package:

ITEM	9M <sup>2</sup>	18M <sup>2</sup>	36M <sup>2</sup>
LED Long Arm Spotlight	2	4	8
13A/220V Single Phase Socket (max 500W)	1	2	4
Lockable Information Desk, 0.75mH	1	2	4
Round Table	1	2	4
Folding Chair	4	8	16
Waste Basket	1	2	4

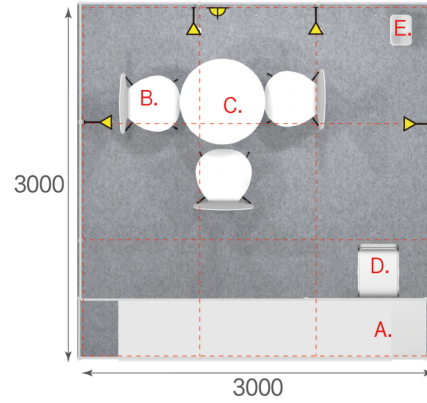
Please be reminded that the above items cannot be interchanged with other items. If exhibitors do not require any of the items, no refund will be given.

## INTERMEDIATE SHELL STAND PACKAGE (NOT TO SCALE)

(Number of panels depends on dimensions of stand, 1m W per panel)

**2-01** 进阶展台(单开) (3000\*3000\*3000H) Units: mm  
INTERMEDIATE SHELL SCHEME

9sqm



### 区域配置

A.	Information Counter 咨询桌 1000L * 500W * 1000H mm	x1
B.	Glisso 葫芦椅 460W * 400D * 455H mm	x3
C.	Round Table 圆桌 660C * 780H mm	x1
D.	Bar Stool 吧椅 460W * 400D * 455H mm	x1
E.	Wastepaper Basket 废物箱 250L * 170W * 290mmH	x1
	Led Spotlight Led射灯	x4
	Power Socket 插座 500W	x1

**VIEWSHOP**

Viewshop Exhibition & Display (Shanghai) Co., Ltd.  
Room 405, ALL No. 1889 Guo Zhan Road, Shanghai, China, 200126  
Tel: 86-21-33111138  
E-mail: info@viewshop.net  
www.viewshop.net

Event: 2025 WBX

Duration: 2025

Venue: SWEE

Designer: VIEWSHOP  
Date: 2024.9

Design drawings and content of plans and descriptions are property of VIEWSHOP. It is not to be copied or used for any other purpose without prior consent from VIEWSHOP.

Please refer to the table below for your allocation of items for your Shell Scheme package:

ITEM	9M <sup>2</sup>	18M <sup>2</sup>	36M <sup>2</sup>
LED Long Arm Spotlight	4	8	16
13A/220V Single Phase Socket (max 500W)	1	2	4
Lockable Information Desk, 1mH	1	2	4
Round Table	1	2	4
White Plastic Chair	3	6	12
Bar Stool	1	2	4
Waste Basket	1	2	4

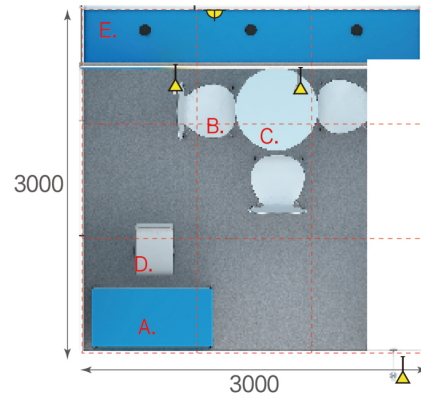
Please be reminded that the above items cannot be interchanged with other items. If exhibitors do not require any of the items, no refund will be given.

## HIGH IMPACT SHELL STAND PACKAGE (NOT TO SCALE)

(Number of panels depends on dimensions of stand, 1m W per panel)

**3-01** 高级展台(单开) (3000\*3000\*3000H) Units: mm  
HIGH IMPACT SHELL SCHEME

9sqm



### 区域配置

A.	Information Counter 咨询桌 1000L * 500W * 1000H mm	x1
B.	Glasso 葫芦椅 460W * 400D * 455H mm	x3
C.	Round Table 圆桌 660C * 780H mm	x1
D.	Bar Stool 吧椅 460W * 400D * 455H mm	x1
E.	Wastepaper Basket 废物箱 250L * 170W * 290mmH	x1
	Led Spotlight Led射灯	x3
	Power Socket 插座 500W	x1

**VIEWSHOP**

Viewshop Exhibition & Display (Shanghai) Co., Ltd.  
Room 809, A11, No. 1188 Gui Shan Road, Shanghai, China, 200126  
Tel: 86-21-52511138  
E-mail: info@viewshop.net  
www.viewshop.net

Event: 2025 WBX

Duration: 2025

Venue: SWEE

Designer: VIEWSHOP  
Date: 2024.9

Design drawings and content of plans and descriptions are property of VIEWSHOP. It is not to be copied or used for any other purpose without prior consent from VIEWSHOP.

Please refer to the table below for your allocation of items for your Shell Scheme package:

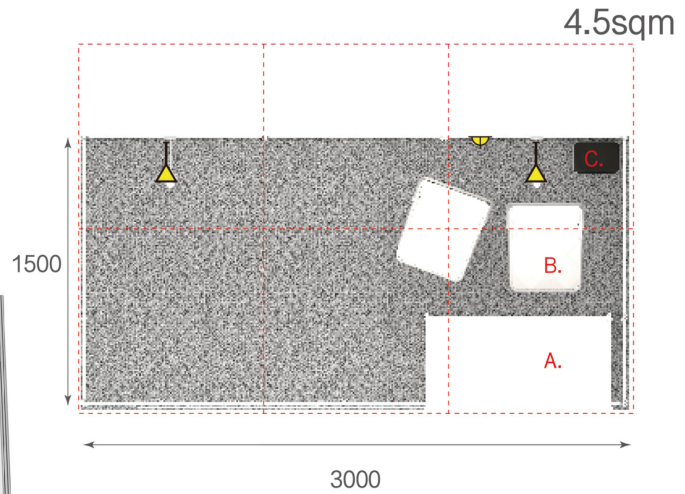
ITEM	9M <sup>2</sup>	18M <sup>2</sup>	36M <sup>2</sup>
LED Long Arm Spotlight	4	8	12
13A/220V Single Phase Socket (max 500W)	1	2	4
Lockable Information Desk, 1mH	1	2	4
Bar Stool	1	2	4
Round Table	1	2	4
White Plastic Chair	3	6	12
Waste Basket	1	2	4

Please be reminded that the above items cannot be interchanged with other items. If exhibitors do not require any of the items, no refund will be given.

## BREAKBULK START-UP SHELL STAND

(Number of back panels depends on dimensions of stand, 1m W per panel; Number of side panels depends on dimension of stand, 0.5m W per panel.)

**4-01** 共享展位(1500\*3000\*2500H) Units: mm  
BREAKBULK START-UP SHELL STAND



区域配置		
A.	Information Counter 咨询桌 1000L * 500W * 750H mm	x1
B.	Folding Chair 折椅 460W * 400D * 455H mm	x2
C.	Wastepaper Basket 废物箱 250L * 170W * 290mmH	x1
	Led Spotlight Led射灯	x2
	Power Socket 插座 500W	x1

**VIEWSHOP**

Viewshop Exhibition & Display (Shanghai) Co., Ltd.  
Room A06 ALL No.1089 Guo Zhan Road, Shanghai, China, 200126  
Tel: 86-21-32111138  
E-mail: info.viewshop.net  
www.viewshop.net

Event: 2025 WBX

Duration: 2025

Venue: SWEE

Designer: VIEWSHOP  
Date: 2024.9

Please refer to the table below for your allocation of items for your Shell Scheme package:

ITEM	4.5M <sup>2</sup>
LED Long Arm Spotlight	2
13A/220V Single Phase Socket (max 500W)	1
Information Desk, 0.75mH	1
Folding Chair	2
Waste Basket	1

Please be reminded that the above items cannot be interchanged with other items. If exhibitors do not require any of the items, no refund will be given.

### Eco-Friendly Booth Booking

- Please refer to the previous page for detail information.

Description	Unit Price (RMB)
<b><u>Package of 18m<sup>2</sup> E-Booth</u></b>	
- Package A (18m <sup>2</sup> )	19200
- Package B (18m <sup>2</sup> )	19200
<b><u>Package of 36m<sup>2</sup> E-Booth</u></b>	
- Package A (36m <sup>2</sup> )	32700
- Package B (36m <sup>2</sup> )	38100
<b><u>Package of 54m<sup>2</sup> E-Booth</u></b>	
- Package A (54m <sup>2</sup> )	38100
- Package B (54m <sup>2</sup> )	38100
<b><u>Package of 72m<sup>2</sup> E-Booth</u></b>	
- Package A (72m <sup>2</sup> )	75900
- Package B (72m <sup>2</sup> )	75900

#### **Remark:**

- The above quotation includes the cost of vehicle entrance permit, construction certificate and insurance. And includes 15A / 380V lighting electricity box and management fee,One-Button Alarm Video Intercom Device. But it does not include the cost of advertising, machine power or others that might be charged by SWEECC.
- Exhibitors have to keep rental items good, VIEWSHOP has the right to charge the compensation for any damages or losses
- Any question or requirement for rental and installation should be asked before the exhibition opening, otherwise, all projects will be considered to meet your requirements.
- Please make payment after receive the Payment Notice from ViewShop.
- Exhibitor are not allowed to install lamps by themselves. Please contact ViewShop for any additional or special lamp's installation.
- 100% green material,make your exhibition more healthy & safe. V Shop prepares everything you need.

### **EXHIBITOR'S AUTHORIZATION**

Company Name:

Contact Person:

Booth No. :

Tel:

Email:

Date:

Signature & Company Chop:



## VIEWSHOP

THE HIGH-QUALITY WITH GOOD PRICE  
YOU WANT IS HERE-VIEWSHOP E-BOOTH

**您想要的性价比尽在VIEWSHOP**

**环保** **展台**  
搭建样板

**18m<sup>2</sup>** 3000\*6000mm **A**  
CNY:19,200



**18m<sup>2</sup>** 3000\*6000mm **B**  
CNY:19,200



**36m<sup>2</sup>** 6000\*6000mm **A**  
CNY:32,700



**36m<sup>2</sup>** 6000\*6000mm **B**  
CNY:38,100



联系人: 章云, Ms. Amy Zhang; 电话: (86)13917401037, (86)21-32513138\*604; 邮件: amy.zhang@viewshop.net

- 1 All the quotation includes installation, dismantling & transportation.  
所有报价包括安装、拆卸和运输。
- 2 All the quotation includes 6% business tax, hall management fee, lighting power box, Panic Alarm Device cost  
所有报价包含6%的增值税、展馆管理费、照明电箱费、一键报警费用。
- 3 All the quotation includes artwork production and lighting cost, excluding poster or backdrop art work design.  
所有报价均包含美工制作和照明灯具费用, 不包括海报或背景的平面设计。
- 4 If you need us provide graphic design services, the price is quoted by area: CNY120/sqm, the starting price is CNY1800 (15 sqm), the unit price for a single poster is CNY600/page, and design work takes at least 3 to 5 working days.  
如果需要我们提供平面设计服务, 收费标准如下: 按照画面面积计算, 120元/平米, 画面面积最低15平米起, 不足15平米的画面按照15平米结算, 单张海报按照600元/版面结算。设计周期至少需要3-5个工作日。
- 5 Please be informed that the quotation includes round table & chairs only, excludes the special furniture or equipment, such as TV set, sofa, customized cabinets, etc  
所有报价仅包含洽谈桌椅, 不包含电视机、沙发、定制柜等特殊展具。

## VIEWSHOP

THE HIGH-QUALITY WITH GOOD PRICE  
YOU WANT IS HERE-VIEWSHOP E-BOOTH

您想要的性价比尽在VIEWSHOP

环保 展台  
搭建样板

54m<sup>2</sup> 6000\*9000mm A  
CNY:38,100



54m<sup>2</sup> 6000\*9000mm B  
CNY:38,100



72m<sup>2</sup> 8000\*9000mm A  
CNY:75,900



72m<sup>2</sup> 8000\*9000mm B  
CNY:75,900



联系人:章云, Ms.Amy Zhang; 电话:(86)13917401037, (86)21-32513138\*604; 邮件:amy.zhang@viewshop.net

- 1 All the quotation includes installation, dismantling & transportation.  
所有报价包括安装、拆卸和运输。
- 2 All the quotation includes 6% business tax, hall management fee, lighting power box, Panic Alarm Device cost  
所有报价包含6%的增值税、展馆管理费、照明配电箱费、一键报警费用。
- 3 All the quotation includes artwork production and lighting cost, excluding poster or backdrop art work design.  
所有报价均包含美工制作和照明灯具费用, 不包括海报或背景的平面设计。
- 4 If you need us provide graphic design services, the price is quoted by area : CNY120/sqm, the starting price is CNY1800 (15 sqm), the unit price for a single poster is CNY600/page, and design work takes at least 3 to 5 working days.  
如果需要提供平面设计服务, 收费标准如下: 按照画面面积计算, 120元/平米, 画面面积最低15平米起, 不足15平米的画面按照15平米结算, 单张海报按照600元/版面结算。设计周期至少需要3-5个工作日。
- 5 Please be informed that the quotation includes round table & chairs only, excludes the special furniture or equipment, such as TV set, sofa, customized cabinets, etc  
所有报价仅包含洽谈桌椅, 不包含电视机、沙发、定制柜等特殊展具。



## (I) STAND BUILDING RELEVANT DOCUMENTS

### 【FORM 1】 COMPANY NAME ON FASCIA BOARD & Payment Term

Please indicate company name in Chinese and in English in the boxes below for printing on the fascia board.

#### [ 1 ] ENGLISH NAME: PLEASE WRITE IN BLOCK LETTERS


#### [ 2 ] CHINESE NAME: PLEASE WRITE CLEARLY


Please submit this form to VIEWSHOP by deadline, or the Fascia Board will be printed according to the information provided by the Organizer.

Any requirement of on-site changing will be charged extra cost: RMB100 for each.

If need print company's logo on the Fascia Board, please send the **softcopy of the logo** to VIEWSHOP by deadline.

And the printing cost is RMB100/logo. (The logo size: **max. 200mm \* 200mm.**)

☐ I would like to print my company logo on the fascia board at **RMB100/logo**.

#### **Payment Term:**

1. All of the orders must be 100% pre-paid by Exhibitors or their appointed contractors via one of the two ways as below:

##### **A. Remit to our company's bank account:**

BENEFICIARY BANK NAME: BANK OF CHINA SHANGHAI ZHABEI SUB-BRANCH

ADDRESS: NO. 218 HENGFENG ROAD SHANGHAI CHINA

SWIFT CODE: BKCHCNBJ300

BENEFICIARY A/C NO: 4429-62465001

BENEFICIARY NAME: VIEWSHOP EXHIBITS & DISPLAY (SHANGHAI) CO.,LTD

##### **B. Scan the Wechat QR code on the registration system.**

2. Please up-load the bank slip to our <[Exhibitor Portal](#)> once the payment made successfully.
3. Please fill the detail information on-line for invoice issuing, and the invoice title must match to the payer's title.
4. The invoice will be prepared for taking on-site at VIEWSHOP service counter, or be posted to exhibitor after the exhibition (The express cost should be borne by exhibitor), or send copy file by e-mail. No on-site invoice issuing.

**Notes: NONE Foam board is permitted to be used during the whole exhibition time according to the regulations.**

### EXHIBITOR'S AUTHORIZATION

Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Booth No. : \_\_\_\_\_

Tel: \_\_\_\_\_

Email: \_\_\_\_\_

Date: \_\_\_\_\_

Signature & Company Chop: \_\_\_\_\_

**【FORM 2】 ADDITIONAL FURNITURE RENTAL (for Shell Scheme)**

	Items	Dimension	Unit Price (RMB)	Qty	Amount
AS01	Information Counter	[1000(L) x 500(W) x 750(H)mm]	120		
AS02	Lockable Cupboard	[1000(L) x 500(W) x 750(H)mm]	175		
AS03	Low Display Cube	[500(L) x 500(W) x 500(H)mm]	105		
AS04	Tall Display Cube	[500(L) x 500(W) x 1000(H)mm]	120		
AS05	Low Glass Showcase	[1000(L) x 500(W) x 1000(H)mm]	345		
AS06	Tall Glass Showcase(small)	[500(L) x 500(W) x 2000(H)mm]	465		
AS07	Tall Glass Showcase(large)	[1000(L) x 500(W) x 2000(H)mm]	695		
AS08	Cargo Rack	[1000(L) x 500(W) x 2000(H)mm]	465		
AS09	Information Counter 1Mh	[1000(L) x 500(W) x 1000(H)mm]	140		
AS10	Catalogue Holder A4 (Metal)	[950(L) x 50 (W) x 280(H)mm]	175		
AS11	Flat Shelf	[1000(L) x 300(W)]	70		
AS12	Sloped Shelf	[1000(L) x 300(W)]	70		
AS13	Lockable Door	[950(W) x 2000(H)mm]	290		
AS14	Folding Door	[950(W) x 2000(H)mm]	175		
AS15	Information Counter	[1030(L) x 535(W) x 1100(H)mm]	235		
AS16	Panel	[1000(W) x 2500(H)mm]	120		
AS17	Wastepaper Basket	[250(L) x 170(W) x 290(H)mm]	18		
MT01	Round Table	[800(Φ) x 750(H)mm]	175		
MT02	Square Table	[650(L) x 650(W) x 700(H)mm]	150		
C01	Folding Chair	[460(L) x 400(W) x 455(H)mm]	48		
C02	Black Leather Arm Chair	[570(L) x 440(W) x 455(H)mm]	120		
C03	Glisso	[480(L) x 550(W) x 800(H)mm]	175		
S01	One Seat Sofa	[700(W) x 700(D) x 455(H)mm]	635		
S02	Sofa	[1500(W) x 700(D) x 450(H)mm]	925		
S03	Coat Hanger	1710Hmm	175		
CT01	Coffee Table	[550(L) x 550(W) x 450(H)mm]	210		
CT02	Coffee Table	[1000(L) x 550(W) x 450(H)mm]	305		
BT01	Bar Table	[600(Φ) x 1000(H)mm]	280		
BS01	Bar Stool	[460(L) x 400(W) x 455(H)mm]	120		
M01	Magazine Rack A	[380(L) x 1500(H)mm]	175		
M02	Magazine Rack B	[270(L) x 250(D) x 1200(H)mm]	235		
D01	Square table	[1200(L) x 600(W) x 750(H)mm]	235		
D02	Registration table (blue cover)	[1200(L) x 600(W) x 750(H)mm]	465		
D03	Meeting Table	[1400(L) x 700(W) x 750(H)mm]	465		
SP02	Barricade for queue	[1200(H) mm]	175		
SP03	Plant	[1000(H)mm]	175		

\*For more furniture rental, or confirming the color of the carpet, please contact VIEWSHOP.

\*Late orders: 50% surcharge for orders placed after deadline **10 February 2025**.

Only 30% of the rental charge will be refunded for any order's cancellation.

\*Please send the layout of the booth to us with the order forms so that we can arrange accordingly.

\*Please be informed, the order will not be processed or be canceled until the payment has been received by **10 February 2025**, (based on our bank's record) and please provide the copy of bank slip indicating booth No. and the exhibition name by **10 February 2025** for our reference.

\* VIEWSHOP requests the **actual amount** on the order forms to be received, and any cost that charged by the bank for both parties should be borne by the payer.

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**EXHIBITOR'S AUTHORIZATION**

Company Name:

Contact Person:

Booth No. :

Tel:

Email:

Date:

Signature & Company Chop:

**【FORM 3】 ADDITIONAL LIGHTING AND ELECTRICITY RENTAL (for Shell Scheme)**
**A. Spotlight & Socket**

	Items	Dimension	Unit Price (RMB)	Qty	Amount
L01	LED Floodlight	75W	235		
L02	LED Spade Lamp	50W	290		
L03	LED Long-arm Spotlight	9W	120		
L04	LED Fluorescent Tube	21W	120		
P01	Power Socket(Square Pin)	Max.500W (only for standard booth)	140		
	High Power Socket 1.Need to apply with the electric box(for machine) 2. Apply separately is invalid	Max.2000W (only for standard booth)	580		

**B. TV & Projector**

AV01	Projector 2500Lumini (include 100 inch projector screen)	1 day (RMB3000 for deposit)	2890+3000		
		3 days (RMB3000 for deposit)	4045+3000		
AV02	42" LCD	3 days (RMB2000 for deposit)	1800+2000		
	50" LCD	3 days (RMB3000 for deposit)	2000+3000		
AV03	DVD Player	3 days (RMB500 for deposit)	350+500		
AV04	Laptop	3 days (RMB2000 for deposit)	925+2000		

**C. Others**

E01	Refrigerator 90L	90L	810		
E02	Refrigerator 140L	140L	1160		
E03	Water Dispenser		405		

\*Late orders: 50% surcharge will be imposed for orders received after deadline **10 February 2025**;

Only 30% of the rental will be refunded for any order's cancellation

\*The Standard Socket is NOT for lighting using, ONLY for low power devices, cause the maximum power of the socket is 500W. Please order additional power for high power devices.

\*If exhibitors need more facilities order beyond this list, please contact us before the deadline.

\*For special installation requirements for furniture, lamps and sockets, please send the location to the person in charge of each library by the deadline, otherwise we will install in the default location. If need re-location on-site, the extra cost would be RMB100 per unit.

\*Exhibitors have to keep rental items good, VIEWSHOP has the right to charge the compensation for any damages or losses.

\*None standard furniture or equipment supplied to the "raw space exhibitors", VIEWSHOP will charge 100% of the rental fee as the deposit just via remittance, and will refund it also via remittance after the exhibition. VIEWSHOP has the right to deduct the compensation for any damages or losses.

\* Please be informed the order will not be processed or be canceled until the payment has been fully received by **10 February 2025** (based on our bank's record), and please provide the bank slip indicating booth No. and the exhibition name for our reference.

\*VIEWSHOP requests the **actual amount** on the order forms to be received, and any cost charged by the bank for both parties should be borne by the payer.

**EXHIBITOR'S AUTHORIZATION**

Company Name:

Contact Person:

Booth No.:

Tel:

Email:

Date:

Signature & Company Chop:



**AS01**  
**咨询桌**  
Information Counter  
1000L x 500W x 750H mm



**AS02**  
**锁柜**  
Lockable Cupboard  
1000L x 500W x 750H mm



**AS03**  
**矮身展示台**  
Low Display Cube  
500L x 500W x 500H mm



**AS04**  
**高身展示台**  
Tall Display Cube  
500L x 500W x 1000H mm



**AS05**  
**矮身玻璃柜**  
Low Glass Showcase  
1000L x 500W x 1000H mm



**AS06**  
**高身玻璃柜**  
Tall Glass Showcase  
500L x 500W x 2000H mm



**AS07**  
**高身玻璃柜**  
Tall Glass Showcase  
1000L x 500W x 2000H mm



**AS08**  
**货架**  
Cargo Rack  
1000L x 500W x 2000H mm



**AS09**  
**1M高咨询桌**  
Information Counter 1mH  
1000L x 500W x 1000H mm



**AS10**  
**资料架**  
Catalogue Holder (metal)  
950L x 50D x 280H mm



**AS11**  
**平层板**  
Flat Shelf  
1000L x 300W mm



**AS12**  
**斜层板**  
Sloped Shelf  
1000L x 300W mm



**AS13**  
**锁门**  
Lockable Door  
950W x 2000H mm



**AS14**  
**折门**  
Folding Door  
950W x 2000H mm



**AS15**  
**阶梯型咨询桌**  
Information Counter  
1030L x 535W x 1100H mm



**AS16**  
**展板**  
Panel  
1000W x 2500H mm



**A17**  
**废物箱**  
Wastepaper Basket  
250L x 170W x 290H mm



**MT01**  
**白色圆桌**  
Round Table  
800Φ x 750H mm



**MT02**  
**方台**  
Square Table  
650L x 650W x 700H mm



**C01**  
**折椅**  
Folding Chair  
460L x 400D x 455H mm



**C02**  
**皮椅**  
Black Leather Arm Chair  
570W x 440D x 455H mm



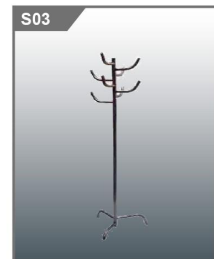
**C03**  
**葫芦椅**  
Glisso  
480W x 550mm x 800H mm



**S01**  
**单人沙发**  
Single Sofa  
700W x 700D x 455H mm



**S02**  
**双人沙发**  
2-seat Sofa  
1500W x 700D x 450H mm



**S03**  
**站立衣架**  
Coat Hanger  
1710H mm



新怡展(上海)展览展示有限公司  
上海怡展展览服务有限公司  
VIEWSHOP EXHIBITION & DISPLAY (SHANGHAI) CO.,LTD

VIEWSHOP

**家具租赁图片**  
Rental Furniture Picture



**CT01**  
**单人咖啡台**  
Coffee Table  
550L x 550W x 450H mm



**CT02**  
**双人咖啡台**  
Coffee Table  
1000L x 550W x 450H mm



**BT01**  
**吧桌**  
Bar Table  
600Φ x 1000H mm



**BS01**  
**吧椅**  
Bar Stool  
460W x 400D x 455H mm



**M01**  
**杂志架A**  
Magazine Rack A  
380 x 1500H mm



**M02**  
**杂志架B**  
Magazine Rack B  
270 x 250 x 1200H mm



**D01**  
**长条桌(无桌布)**  
Long table w/o apron  
1200L x 450W x 750H mm



**D02**  
**签到桌(蓝色围裙)**  
Registration Table(blue cover)  
1200L x 450W x 750H mm



**D03**  
**会议桌**  
Meeting Table  
1400L x 700W x 750H mm



**AV01**  
**投影设备**  
Projector&Screen



**AV02**  
**LCD**  
LCD(42"50")



**E01**  
**冰箱**  
Refrigerator (90L)  
500L x 500W x 860H mm



**E02**  
**双门冰箱**  
Refrigerator (140L)  
500W x 500mm x 1350H mm



**E03**  
**饮水机**  
Water Dispenser



**SP02**  
**围栏**  
Barricade For Queue  
1200H mm



**SP03**  
**植物**  
Plant  
1000H mm



**L01**  
**75W LED大白灯**  
75W LED floodlight



**L02**  
**50W LED鸭嘴大白灯**  
50W LED Spade lamp



**L03**  
**9W LED长臂射灯**  
9W LED Long Arm spotlight



**L04**  
**21W LED日光灯**  
21W LED Fluorescent Tube



**P01**  
**插座**  
Power Socket(Square Pin)  
Max.500W

## **【FORM 4】 Power Point - for Lighting**

□ Fill-in the <On-line [Exhibitor Portal](#)> for Declaration of exhibitor nominated stand contractor for raw space (Required)

Stand contractor:		
Contact person:	Onsite phone no.:	
Address:		
Tel.:	Fax:	E-mail:

The exhibitors who have booked the "RAW SPACE STANDS" and appointed stand contractor, Please complete all the required information by our <On-line [Exhibitor Portal](#)> before the deadline.

Items	Unit Price (RMB)	Qty	Amount
<b>D. Power Point - for Lighting Using, (outdoor application will raise 50% additionally)</b>			
1	15 Amp Three Phase Power Point	2010	
2	30 Amp Three Phase Power Point	2760	
3	60 Amp Three Phase Power Point	4170	
4	Lighting connection 1. Must be applied with the electric box (for lighting) as well 2. A power socket should be applied separately.	580	

### **E. Management fee & Deposit for special booth**

1	Management fee for special booth	34.5/sqm		
2	Deposit for "raw space " build-up	RMB10,000 - under 55m <sup>2</sup>	RMB20,000 - between 55m <sup>2</sup> and 200m <sup>2</sup>	RMB30,000 - over than 200m <sup>2</sup>

**\*NONE of above stuffs could be bring-in.** If exhibitor need rent any special/additional furniture, please contact VIEWSHOP.

\*VIEWSHOP will not provide power connection services for exhibitor machine to avoid machine damage.

**\*Every raw space exhibitor must order main power for lighting .**

**\*Main power is only for lighting, and exhibitors are required to order one more power for machine using.**

Late orders: **50%** surcharge will be imposed for orders received after deadline;**100%** surcharge for relocation of items.

**Only 30%** of the rental will be refunded for any order's cancellation.

\*Please refer to the bank account information of our company in **FORM 1** for remittance.

\*Exhibitors are required to mark positions of all items they ordered on the **FORM 7 (Stand Layout)**. The official contractor will install with the default position if this stand layout was not submitted successfully by deadline. Requirement of on-site re-location will generate 100% surcharge.

\* Please be informed the order was not placed successfully until the payment has been fully received by **10 February 2025** (based on our bank's record)

**\*\* Important Notice**

1.For guaranteeing to clean their exhibition area during the dismantling period, exhibitors of raw space stand are required to pay a deposit to the official contractor as above mentioned.

2.The exhibitors / contractors are recommended to pay the build-up deposit by **CASH** while move-in and get the stamped receipt from Official Contractor.

3.Exhibitors are in charge of dismantling and cleaning-up the stand. After the staff of the exhibition hall checked and confirmed everything has been done well, please take the receipt to our VIEWSHOP on-site service counter, we will refund the deposit in cash. Please note that VIEWSHOP has the right to charge compensation if there's any damage to hall facility.

4. Please up-load the layout of the booth with the order forms to our <On-line [Exhibitor Portal](#)> by deadline **10 February 2025**.

\* VIEWSHOP requests the **actual amount** on the order forms to be received, and any cost charged by the bank for both parties should be borne by the payer.

## **EXHIBITOR'S AUTHORIZATION**

Company Name:	
Contact Person:	Booth No. :
Tel:	Email:
Date:	Signature & Company Chop:



# VIEWSHOP

## VIEWSHOP Deposit Management Rules

Deposit deduction rules		Deduction ratio
1	Booth design has not been submitted to the organizer/designated contractor for approval	100%
2	The design, structure, and materials of the booth are not consistent with the content submitted to the organizer, or violate the rules of the conference, or the height of the booth site structure exceeds the upper limit specified by the organizer	100%
3	Accidents or casualties caused by booth structure or safety issues, or there is a potential safety hazards but not or delayed completion of rectification. If the comprehensive management deposit of the booth still can't full deduction of compensation,the venue and the organizer have the right to continue to make clams against them.	100%
4	Illegal connection to electricity or the electricity used exceeds its due .	100%
5	The volume in the booth exceeds 75 decibels (Subject to complaints received from other exhibitors/visitors and decibels measured on site )	100%
6	Blocking, sheltering, and piling up debris around fire exits, escape routes, emergency exits, fire fighting facilities, and exhibition venue operation facilities ,demolition and restoration must be carried out and the comprehensive management deposit must be deducted .	100%
7	The wire does not use the national standard three-core wire (220V) or five-core wire (380V) ; the wiring of the wires is messy and untidy, and there is no pipe or sleeve ; and wiring beads not used ; and use floral thread etc.	100%
8	The wooden structure keel is not heavily coated with fire-resistant paint, and the exposed wooden structure without fire-resistant measures.	100%
9	Booth electric boxes (monitoring boxes) are stacked on the ground, not fixed on the wall .	100%
10	Special operations without the qualified operation certificate of relevant regulations ; or without relevant job qualifications .	100%
11	Enter the venue without going through the formalities ; work overtime without going through overtime procedures or delay overtime in violation of regulations ; connection of water source, power source, compressed air, etc. without the written authorization from the official contractor.	50%
12	During the move-in, exhibition and move-out period ,the raw space booth exhibitor/contractor did not cut off all electrical boxes in the booth before leaving ,and did not set the main switch of the electrical circuit .	50%
13	The structure, decoration, lamps, furniture and exhibits of the booth are beyond the scope of booth rental.	50%
14	Non-island booths are not installed with a back wall above 2.5 meters to separate adjacent booths ; or use the structure of the venue or adjacent booths as a fixed your own booth or for display and decoration .	50%

VIEWSHOP		
VIEWSHOP Deposit Management Rules		
Deposit deduction rules		Deduction ratio
15	Any booth structure surface facing the adjacent booth is not covered or the covering material does not meet the standards of pure white, smooth, beauty and consistency of materials .	50%
16	Failure to clean up the construction materials placed outside the booth within the limited time during the move-in/dismantling period ,or dispose of the garbage, packaging materials or building materials; any construction materials, waste materials, empty boxes, wooden structures, display boards and tools were found outside the booth during the exhibition .	50%
17	Used paint buckets, KT boards, carpets, low-pressure plastic paper (bubble plastic paper), broken glass, wood, etc. are discarded and without self-recycling .	50%
18	All metal frames and metal shells are not reliably grounded wire, or the booth electrical box is not grounded wire.	50%
19	Not equipped with sufficient fire extinguishers, sprinkler equipment, alarms, etc. that have passed the annual inspection according to regulations .	30%
20	During the move-in and move-out period, dump waste, waste liquid or other abandoned items at non-designated locations.	30%
21	Working high above the ground without wearing helmets, safety belts, or using qualified and safe lifting tools and operating platforms , or without assigning special personnel to command, guard, and set up safe areas , or use ladder for working over 2 meters .	30%
22	The construction personnel of the booth did not wear construction certificates or safety helmets as required.	20%
23	Carry out painting work or electric welding, gas welding, cutting and other open flame operations in the exhibition hall.	20%
24	Brutal construction, illegally erecting and dismantling booths (pushing, pulling, etc.) , do not set up the security zone, and dismantling the booth before the time specified by the organizer.	20%
25	Damage to exhibition hall facilities (such as walls, doorways, floors, pillars, etc.)	Pay according to actual
26	The water source (air source) field operation does not meet the specified operating requirements, including the problems caused by connection links, on-site maintenance links and the quality of self-adapted pipes, etc. , causing water leakage (air leakage) or cause other on-site accidents .	20%+Compensation based on actual loss



## **【FORM 5】Power Point - for Machine Using and Rental of Additional Facilities**

Items	Unit Price	Qty	Amount (RMB)
<b>F. Power Point - for Machine Using</b>			
1	15 Amp Three Phase Power Point	1510	
2	30 Amp Three Phase Power Point	2180	
3	60 Amp Three Phase Power Point	3510	
4	100 Amp Three Phase Power Point	5700	
5	150 Amp Three Phase Power Point	8650	
6	200 Amp Three Phase Power Point	13680	

### **G. Compressed Air**

1	power≤5HP, Interface: 0.5 inch, pressure: 8bar, diameter: 8mm	4850	
2	power=7HP, Interface: 0.75 inch, pressure: 8bar, diameter: 12mm	5650	
3	power=10HP, Interface: 0.75 inch, pressure: 8bar, diameter: 18mm	6500	
4	power≥15HP, ≤25HP, Interface: 1 inch, pressure: 8bar, diameter: 25mm	8050	

### **H. Water Supply**

1	Water supply to booth	10M pipe,diameter:15mm, hydraulic pressure: normal pressure	3250	
2	Water supply to machine	10M pipe,diameter:20mm, hydraulic pressure: normal pressure	4850	

### **I. Telephone Line & Internet Access**

1	Phone Line		985+3000 押金	
2	Local		1620+3000 押金	
3	Domestic DD		3300+4000 押金	
4	Indoor Internet Access	Wired, 20M	7280	

\* **NONE of above stuffs could be bring-in.** If exhibitors need rent any special/additional furniture, please contact VIEWSHOP.

\* **Main power is only for lighting, and exhibitors are required to order one more power for machine using**

\* For water supply and air compressor, exhibitors are required to bring along their adaptor for connection to their equipment.

\* Exhibitors should bring their own special regulating units if they require very specific water temperature or water pressure.

\* Exhibitors of shell scheme should pay deposit via remittance, RMB3000 if they apply for hall facility (RMB6500 for 200A) before move-in. after the Organizer confirmed dismantling has been done without any damage or losses, VIEWSHOP will refund the deposit also via remittance in 2 months after the exhibition.

\* The deposit for the IDD/DDD should be remitted together with the rental fee. Correspondence will be charged separately. We will refund the rest of the correspondence to your remittance account.

\* All items ordered are on rental basis. Exhibitors should use them carefully and keep them well, VIEWSHOP has the right to charge the compensation for any damages or losses.

\* Late orders: **50%** surcharge will be imposed for orders received after **deadline 10 February 2025**

**Only 30%** of the rental will be refunded for any order's cancellation.

\*Please refer to the bank account information of our company in **FORM 1** for remittance.

\*Exhibitors are required to mark positions of all items they ordered on the **FORM 6 (Stand Layout)**. The official contractor will install with the default positions if this stand layout was not submitted successfully by deadline. Requirement of on-site re-location will generate 100% surcharge.

\*Please be informed, the order will not be processed or be canceled until the payment has been received by **10 February 2025**, (based on our bank's record) and please provide the copy of bank slip indicating booth No. and the exhibition name by **10 February 2025** for our reference.

\* VIEWSHOP requests the **actual amount** on the order forms to be received, and any cost that charged by the bank for both parties should be borne by the payer.

### **EXHIBITOR'S AUTHORIZATION**

Company Name:

Contact Person:

Booth No. :

Tel:

Email:

Date:

Signature & Company Chop:

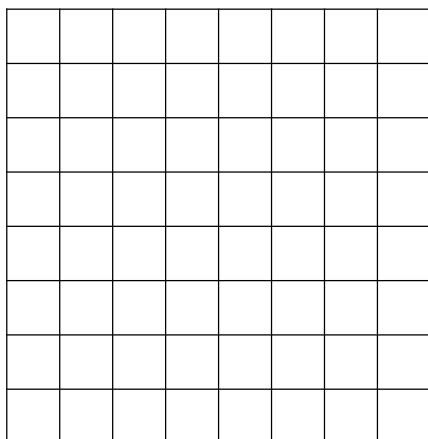
## 【FORM 6】 FACILITIES LOCATION

For any service that exhibitors have ordered, must be filled in this page. And this form should be sent to **VIEWSHOP** by the **deadline**.

All items must be marked on the location plan below.

(Scale: 1 = 1 square meter)

**Hall**



	150W HQI Floodlight
	9W LED Long-arm Spotlight LED
	40W Fluorescent Tube 日光灯
	13A/220V PowerSocket 单相插座
	____A/380V Power Point 三相电源
	Air Compressor 空气压缩机
	Water in/out 上下水源
	Telephone 电话
	Shelf (Flat/Slope) 平/斜层板

### NOTICE:

\*Please refer to the conditions for rental of furniture and electrical installation as below:

1. All items ordered are on rental basis, please use them carefully and keep them well, exhibitors will be charged compensation for any damages or losses.
2. Any problem of rental furniture/installation must be lodged one day before the exhibition commences. Otherwise all items are deemed that be received in good order.
3. In order to ensure the electricity safety, all spotlight or fluorescent light, including Exhibitors' owns, should be handled by **VIEWSHOP**.
4. Exhibitors are required to mark the position of all items ordered on the **Form 6 (Stand Layout)**, and up-load the layout to our **<On-line Exhibitor Portal>** by **deadline 10 February 2025** The official contractor will install with the default positions if this stand layout was not submitted successfully by deadline. Requirement of on-site re-location will generate 100% surcharge.

## EXHIBITOR'S AUTHORIZATION

Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Booth No. : \_\_\_\_\_

Tel: \_\_\_\_\_

Email: \_\_\_\_\_

Date: \_\_\_\_\_

Signature & Company Chop: \_\_\_\_\_

## The Important Notice of Special Booth Drawings

### The provisions of the booth design drawings:

A. File size: max. 5MB. (.JPG)

The file should be named by “**Booth number + Exhibitor name + date**”

B. Please submit the following drawings in duplicate:

- a. Booth perspective drawing (1 front-side & two sides)
- b. Floor plan
- c. Structural drawing with dimension
- d. Detailed booth materials checklist
- e. Facilities location

C. All drawings submitted to the assigned drawing inspector for review shall be dimensioned in Arabic numbers.

**Specify by grid is unacceptable**, and the drawings will be denied. All drawings must be specified in detailed dimensions (M)

D. The documents must be signed by the person in charge & with company seal, otherwise it's deemed invalid, the exhibitors or their contract builders shall be responsible for any delay thus caused

### Specially notes:

1. All the raw space exhibitors should submit the design drawings to VIEWSHOP's < On-line [Exhibitor Portal](#)> in person or by their appointed contractors. All the drawings must be confirmed by VIEWSHOP, before the exhibitors was permitted to enter into the venue to begin constructing.
2. Exhibitors cannot move-in without up-loading/submitting the final drawings, Appendix I and Appendix II. on our < **On-line Exhibitor Portal**> by deadline.
3. **NONE Foam board is permitted to be used during the whole exhibition period according to the regulations.**

## Appendix I

### Special decoration booth design building regulation (Required)

The exhibitors and their appointed contractors must follow the rules and complete the form as below.

	ITEM	REGULATION	I AGREE	NOTES
1	THE MAXIMUM HEIGHT FOR BOOTH CONSTRUCTION	According to the height limitation specified by the Organizer		
2	EXTINGUISHER	≤36sqm at least one pair > 36sqm at least two pairs		
3	BANNED MATERIALS	All materials used in the construction and decoration of a exhibitor must be flame retardant  <b>NONE Foam board is permitted to be used during the whole exhibition period</b>		
4	WALL REQUIREMENT	All exposed walls must be finished on all sides at the expense of exhibitor who owns the walls ( fire prevention)		
5	ADDITIONAL APPROVAL	Apply to VIEWSHOP Before the deadline		
6	LOCATION PLAN	Mark location of the Additional facilities on the floor plan, otherwise VIEWSHOP will install at the default positions.		
7	BOOTH CARPET	All the carpeting and floor coverings must have class B1 flame spread rating		
8	ELECTRICIAN REQUIREMENT	All wires must wear tube processing  The electrician should hold valid electrician certificate  All electrical connection must be grounded handling		

#### Notes :

1. All the above forms must be officially completed and signed by the exhibitor / constructor, otherwise no one is permitted to move-in or begin the construction.
2. All the criteria in the form must be fully complied during Set up/Dismantle period.
3. If any damage or destroy made by either exhibitors or their appointed constructors during the construction period, the official contractor has right to deduct the cost from the deposit according to the organizer and venue's advisory.
4. All the electrician and welder are requested to hold the relevant industry training certificates.
5. The contractor should be in charge of checking the electricity detail and shutting down the booth main power every day during the whole exhibition period.

6. The contractor will observe all rules and regulations and shall complete the assigned services once the official time limits of move-in and move-out is published by Exhibition Management. Exhibitors are responsible for the behaviors of their constructor.
7. BUILDING APPROVAL
- (1) The drawings must be inspected by the drawing approval company appointed by SWEECC
- (2) The drawings, which have been confirmed by registered structural engineer, must be re-inspected by the drawing approval company appointed by SWEECC

Company name:

Booth Number:

The contractor Signature:

Contact person Signature:

On-site Mobile Phone:

DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

## Appendix II

### Safety Commitment of the Erection Contractor

We, the erection contractor (hereinafter referred to as “the Contractor”), are committed to strictly obeying the following rules during exhibition hall improvements, booth erection, and dismantling operations period, the construction work will be operated in a safe manner, and keep the Shanghai world expo exhibition & convention center (hereinafter referred to as the “SWEECC”) in a quiet, safe, and clean surroundings.

1. The Contractor shall strictly abide by the laws, rules and regulations on work safety, fire safety, and labor protection promulgated by Shanghai governments and relevant administrative departments.
2. The Contractor shall be in charge of training on-site workers on work safety, ensuring that on-site workers holding valid relevant work permits, wearing the helmet, and wearing safety harnesses for working at heights above 2 meters. The Contractor shall urge the transport staffs to follow all relevant safety regulations, and take protective measures for the work safety and fire safety. The Contractor shall designate a person in charge, who should go through the whole construction period, monitoring on-site events, and take charge of daily safety supervision.
3. The Contractor workers shall completely and exactly follow the rules on the operation and facilities or equipment using, for both in-side and out-side of the exhibition hall's working, and cooperate the SWEECC staffs' checking and supervision during the improvement work.
4. The Contractor shall strictly follow the SWEECC 's rules on work safety and fire safety; and shall bear any damage or losses caused by non-standard operating during work execution.
5. For work at height, the worker shall be a holder of a work-at-height permit or other relevant qualifications, and take all appropriate safety measures. Should there be any accident, the Contractor shall bear all responsibilities, liabilities and consequences.
6. For working at high altitude, the workers must hold the work-at-height permit or other relevant qualifications, and take all kinds of appropriate safety measures. Should there be any accident, the Contractor shall bear all responsibilities, liabilities and consequences.
7. During work execution, the Contractor shall keep the constructions, structures, facilities equipment, and fittings in the exhibition hall clean and well protected. Should there be any damage or pollution, compensation shall be

charged according to the SWEECC's "Damage Price List of Constructions and Structures" and "Damage Price List of Facilities Equipment, and Fittings".

8. Fire and explosion prevention rules shall be strictly observed. NO SMOKING in the exhibition hall. None explosives and inflammables (such as paint, banana oil, dimethyl benzene, etc.) is allowed to be carried into the exhibition hall. None fire, electric furnace and welding equipment is allowed to be used in the exhibition hall.
9. Materials must be stored away from the fire exits. All fire exits, safety passages, and common walkways must be kept unoccupied and unimpeded.
10. During work execution, any behavior that affect the structures and safety of the building is strictly prohibited.
11. Workers are prohibited from working for irrelevant events, or for other concurring exhibitions.
12. The Contractor must not subcontract the work of exhibition booth erection or dismantling to individual persons, other private entities or entities without legal employment or relevant certifications.
13. The Contractor must use the materials and facilities for improvement that permitted by national laws and regulations.

The Contractor shall take full liability for the damage or losses caused by violating aforementioned rules, and bear the compensation or punishment made by all relevant divisions.

NO. & Name of the Booth:

Seal of the Contractor

Signature of the Person in Charge:

Date: \_\_\_\_/\_\_\_\_/

## Appendix III

### Special Reminder Booth one-button alarm video intercom device rental and installation instructions

According to the latest requirements of relevant departments in Shanghai, Shanghai world expo exhibition hall exhibition of each special booth must install a key alarm video intercom device, with industry qualification of the pavilion site alarm video intercom a key service ——Shanghai Jisheng Information Technology Co., Ltd., will be responsible for the exhibition a key alarm video intercom device leasing and installation, relevant departments will check a key alarm video intercom device, installation of the scene found installation position does not conform to the requirements , need to adjust and add a key alarm video intercom device. If the booth builder fails to install the one-button alarm video intercom device as required, the deposit refund of your booth construction will be affected. The booth that has not handled the monitoring lease is temporarily unable to get the deposit form.

#### I. Temporary rental mini-program address link

After opening the image in WeChat, press and hold the image to recognize the QR code in the picture and enter the rental mini-program.

#### II. Charging/Receiving Scheme

One-click alarm video intercom rental price: 300 yuan/set, deposit 300 yuan/set.

During the construction period, the construction company can go to the equipment service point in the venue to receive it. The on-site camera service provider needs to bind the equipment to the on-site booth. After the construction company has bound the equipment on-site, it needs to be installed in place by itself.

Collection location: Business Center on the first floor of the Expo Center, Contact: Zhuxintong +86 156 1869 6999

#### III. Installation Plan for One-Button Alarm Video Intercom Device

1. Each booth needs to be equipped with a set of one-button alarm video intercom devices.
2. Standard booths need to be equipped with one set of one-button alarm video intercom devices for every four booths.

After receiving the equipment, the construction workers of the booth builder will install it independently during the construction period according to the configuration plan.



#### IV. Return Plan

After the exhibition, exhibitors or builders will return the equipment to the on-site service point. The staff will directly scan the code to unbind and confirm the equipment is intact before returning the deposit. If the equipment is damaged during the rental period, the corresponding deposit will be deduct.





## (J) SHIPPING MANUAL

### A. TIME SCHEDULE

#### 1. List of Exhibits Submit Date By Email

List of Exhibits (LOE) Deadline.....20 Jan 2025

#### 2. Seafreight to Shanghai Port

Exhibits Arrival Deadline.....10-12 Feb 2025

#### 3. Airfreight to Shanghai PVG Airport

Exhibits Arrival Deadline.....17-18 Feb 2025

### B. DOCUMENT REQUIREMENT

1. 1 original Bill of Lading or 1 copy of Express B/L or 1 copy of Master and House Airway Bill
2. 1 copy of List of Exhibits (the legitimate document accepted by Customs, refer to the appendix) or ATA Carnet with POA / 1 copy of Insurance Policy (if insured)

### C. CONSIGNMENT INSTRUCTION

All cargoes must be consigned “**Freight Prepaid**” to the following consignee, otherwise a 5% outlay commission will be imposed on all “Freight Collect” consignments. Each AIR shipments should be under ONE MASTER Air Waybill with ONE back to back HOUSE Air Waybill (not for each exhibitor) and the HAWB must be manifested by airline. Additional charges will be incurred for wrong consignee details.

#### 1. SEAFREIGHT

Consignee: Shanghai ITPC International Transportation co., Ltd

USCI+91310000132258185W

Add: F/5, Wukuang Building , No.757 Guang Fu Rd , Shanghai , China (Zip code: 200070)

Tel : +86 136 2169 2959

Fax: +86 (0)21 6260 6624

Ctc: Mr. Ryan

Notify Party: Shanghai ITPC International Transportation co., Ltd

C/O: World Breakbulk Expo 2025

Tel : +86 136 2169 2959

Fax: +86 (0)21 6260 6624

Ctc: Mr. Ryan

#### 2. AIRFREIGHT to Shanghai PVG Airport

Consignee: Sky International Logistics co., Ltd

USCI+91330201772308339Q

Add: 506 Warehouse No.180 Airport Highway Pudong International Airport ,Shanghai , China  
(Zip code:201202)  
Tel : +86 (0)21 5683 3173  
Fax: +86 (0)21 5681 2705

Notify Party: Shanghai ITPC International Transportation co., Ltd

C/O: World Breakbulk Expo 2025

Add: F/10, Wukuang Building, No.757 Guang Fu Rd, Shanghai, China (Zip code: 200070)

Tel : +86 136 2169 2959

Fax: +86 (0)21 6260 6624

Ctc: Mr. Ryan

#### **D. TEMPORARY IMPORTATION**

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

ATA Carnet is accepted for temporary import in China.

#### **E. LATE ARRIVALS**

An early arrival surcharge will be applicable if the shipment arrives before the stipulated deadlines and will bill exhibitor as per outlay plus 10% reimbursement fee.

A late arrival surcharge, 30% based on basic handling rate, will be applicable if the shipment arrives after the stipulated deadline.

In the event of late arrivals, ITPC will make all reasonable efforts to ensure delivery before the show opens; however, no guarantee can be given. The surcharge will apply regardless of delivery date to the show site. ITPC also reserves the right to reject handling any cargo that arrives at the Shanghai seaport / airport only 7 days prior to the show open date. All additional charges incurred due to the late arrivals shall be borne by the exhibitors.

#### **F. CASE MARKINGS**

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

World Breakbulk Expo 2025

C/O SHANGHAI ITPC INTERNATIONAL TRANSPORTATION CO., LTD

Name of Exhibitor: \_\_\_\_\_

Stand Number: \_\_\_\_\_

Case Number: \_\_\_\_\_

Gross Weight/Net Weight: \_\_\_\_\_

Dimensions: \_\_\_\_\_

**G. RESTRICTIONS**

All exhibitors are advised that all promotional materials to be imported or giveaways during the exhibition must not indicate or deem to indicate that Tibet or Taiwan is a Country.

**H. PRINTED / PUBLICITY MATERIALS**

The Chinese Government stipulates that all advertising materials (like printed matters and giveaway items) and technical information materials in all media shall be allowed display or use at the exhibition only after customs has inspected and approved the censorship.

Exhibitors are requested to submit samples of literatures (2 copies each) and souvenirs (2 each) in advance to ITPC with a List of Exhibits (LOE). All these materials will be handed over to the Chinese Customs for inspection in advance. These materials should arrive at ITPC no later than **45 days before show opening**.

**Films/slides/video tapes/ CDs, VCDs, DVDs are not allowed distributed & consumed during the show. For demonstration purpose, the censorship must be submitted 45 days prior the shipment arrival and 100% returned to the origin once the exhibition closed. ITPC will not take any responsibility of the shipment detained/delayed due to lack of video products import license.**

In addition, exhibitors are advised that brochures, giveaways and souvenirs are subject to import duties as assessed by the Chinese Customs which must be payable on entry. The import of alcoholic drinks, cigarettes and foodstuff to exhibition are restricted by Chinese Customs.

**I. HAND-CARRY EXHIBITS**

Exhibitors are strongly advised not to hand-carry goods for this exhibition as it could be detained by the Chinese Customs at the airport, Exhibitors should immediately hand over the detention receipt and the duly filled List of Exhibits to our staff at the fairground to load the goods from the airport. These exhibits will then have to be returned as a shipment.

**J. CONTROLLED ITEMS CHINA**

In case the shipment contains any controlled items by the Chinese Government, we strongly recommend that the list of exhibits should be faxed or e-mailed to ITPC Limited for checking prior to the shipment departure from the country of origin.

If required, ITPC Limited will apply necessary license/ permit on behalf of the exhibitors, but under no circumstances that ITPC Limited can guarantee such license will be granted.

The importation of Foodstuff, Beverage, CD-Roms, Watches, Cosmetics items, Live plant, animal and etc are subject to an import permit in China, even for exhibition purpose. Without Chinese Customs' approval and authorization, these items cannot be distributed/ tasted/ sold and/or consumed during the exhibition.

If exhibitors need to ship any controlled items to China, exhibitors are required to submit to ITPC the following documents/ information for application of import permit to China at least 60 (Sixty) days prior to the shipment departure from the country of origin:

- a. Catalogue/ Brochure of commodities
- b. Export Permit Issued by the Products' Originating Country/ Place
- c. Certificate of origin and/or Health Certificate
- d. Commercial Invoice and Packing List / List of Exhibits

Relevant handling charge and guidelines, permit application fee in China for controlled items will be quoted upon request.

**K. HEAVY AND OVERSIZE EXHIBITS**

If exhibitors have heavy or oversize exhibits, exhibitors must be on-site early to direct the operation of uncrating and positioning. If crane or forklift is required for installation of equipment, please send your requirement to us as early as possible so that we could arrange contracting such equipment in advance. A quote will be given after receiving your enquiry.

**L. COURIER SERVICE**

We do not recommend to send it via courier service (DHL, FedEx, UPS) as the cargo might be detained by customs and it still need to do the customs clearance as normal airfreight shipment, unless the shipment is very small and low value otherwise airfreight is a better choice. Please contact with us before sent out shipment by courier.

If exhibitor insist to send by courier service (there is a risk that the cargo might be detained and can't be delivered in time which is beyond our control) please send it to our contact as follows:

Shanghai ITPC International Transportation Co., Ltd.  
Floor 10, Wukuang Building, No.757 Guangfu Road, Shanghai, 200070 P.R. China  
Tel: +86 136 2169 2959  
Contact: Mr. Ryan / World Breakbulk Expo 2025

Please let us have air waybill copy once available. Please also note that even shipment is not detained by customs, handling charges from free arrival our office up to your booth will still be occurred **@ RMB 500.00/shipment +duty/tax (as per outlay+10% handling fee)**. But if shipment is detained by customs, handling charges will be the same as normal airfreight shipment as per tariff.

#### **M. PACKING OF EXHIBITS**

Exhibitors shall be responsible for the consequences of improper packing.

##### **a. Protection against Damage and Rain**

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

##### **b. The Case**

The case must be strong enough to avoid damage during transportation as well as unpacking, and in particular, be suitable for repacking and for sale for return movement after the exhibition. Packing in cartons is not considered suitable for repeated handling, especially for valuable or delicate equipment.

#### **N. MOVE-IN DAYS**

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

#### **O. MOVE-OUT DAYS**

Prior to the move-out days, exhibitors will be given a 'Return Shipping Instructions' to fill in based on the List of Exhibits given at time of entry of goods into China. Exhibitors are required to advise ITPC if the goods will be re-exported, sold or disposed, as applicable.

During move-out days, representatives of ITPC will be on-site to help exhibitors with return of empty cases, repacking, re-export, etc. as applicable. In order to ensure the closing of the exhibition can be operated smoothly, those exhibitors having heavy and oversized exhibits may be required to repack their exhibits on the next day.



Our on-site operational staff will inform exhibitors the exact arrangements. Similarly, during exhibition closing, exhibitors must also supervise the dismantling and repacking of exhibits, especially for delicate or heavy equipment. When used-packing materials repack exhibits, the packing is regarded as no longer suitable to protect the equipment against damage/moisture compared with the original. Exhibitors shall therefor bear the responsibility for the consequences arising therefrom.

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

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

- Items other than those declared exhibits (e.g. personal effects, souvenir bought in China) are absolutely not allowed to be returned together with exhibits.
- Violations of these regulations will result in confiscation and heavy fines imposed by the Customs.
- **Battery, powder, liquid and gel are controlled items by airline. If exhibitors can't provide certificate for safe transport of chemical goods, please take out above items before re-pack.**
- As the airlines implement strict security rules and will ask for magnetism detection & protection for many sensitive items by air transportation including electric equipment, computer, speaker and etc., we will bill magnetism inspection fee if the detection and protection is incurred.

#### **P. RE-EXPORT**

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

#### **Q. VALUABLE OR DANGEROUS CARGO**

Exhibitors have to send us a special form for valuable and dangerous cargo. These forms will be provided upon request and the completed forms should reach us before shipment dispatched, relevant charges will be quoted upon request.

#### **R. SOLD GOODS / DISPOSAL**

All goods sold or disposed or given away or not re-exported shall be subject to import duty and taxes of the CIF value or appraised value by Customs whichever is greater. The duty varies with commodities and the VAT is 16% of CIF value. The Procedures for Sold Goods are as follows:


- Exhibitors are required to submit a copy of the sales contract, buyer's company name, address and contact number to ITPC by the end of the show.
- The buyer is required to present to Customs the invoice/packing list and sales contract for the processing of permanent import and payment of duty and taxes.
- After the duties and taxes are paid, buyer will be allowed to take delivery of the goods from the Customs

bonded warehouse.

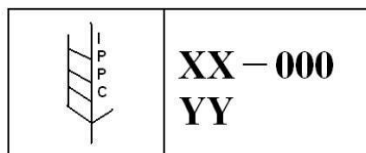
For sold exhibits, all duties and taxes must be paid and all import formalities must be completed within 3 months time. Failure to comply, cargo will be forfeited by the Customs. Sold goods pending conversion to permanent import shall be transferred to Customs bonded warehouse for storage. Additional charges shall be for account of the exhibitor unless assigned to the buyer.

#### **S. FUMIGATION RULES IN CHINA**

All cargo containing wood packaging materials (e.g. crates, pallets, frames) must be fumigated. Please make sure the following information must be stamped on the outside packing.

- IPPC logo (  )
- ISO country code
- License no. assigned to the company that fumigated
- Fumigation method HT or MB treatment used

#### **Sample of Marking**



Where:  
IPPC - Abbreviation of "International Plant Protection Convention";  
XX - International Standardization Organization (ISO) two letter country code;  
000 - Wood packing producing enterprise code approved by official plant quarantine authorizations in export counties or territories;  
YY - The phytosanitary treatment measures, Methyl Bromide Fumigating - MB, Heat Treatment - HT

#### **T. INSURANCE**

It is the responsibility of each exhibitor to arrange Marine (Transport) Insurance covering transport to the exhibition, during the exhibition, till the return of the exhibits to domicile/ exhibits sold locally, including the period the exhibits are handled by ITPC Limited. Our tariff is computed on the basis of volume and weight and has no correlation with the value of exhibits which means the cost of insurance cover is not included in our charges.

#### **U. ADDITIONAL SERVICES**

For additional services not listed above, an individual quotation will be given upon receipt of requirements.

#### **V. TERMS OF PAYMENT**

**Inward** : Upon uplift of goods, prior to delivery to stand.

**Outward** : Upon presentation of invoice/prior to delivery to premises.

**All payments must be made without any deduction or deferment on account of any claim, counterclaim or offset.**

#### **W. FREIGHT HANDLING TARIFF - INWARD/OUTWARD MOVEMENT**

1. **Basic service charge** RMB500.00 / exhibitor / consignment  
(communication & documentation fee)
  
2. **Basic handling charge**  
From arrival Shanghai port or airport to exhibition booth  
or vice versa, services include: customs clearance and  
handling at airport, transport from port to fairground,  
delivery to booth, handling of empty cases, un-packing/  
re-packing, positioning etc. on-site handling services.  
  
Sea cargo RMB500.00 / cbm min 3 cbm / exhibitor / consignment  
min 23 cbm / 20' GP container  
min 46 cbm / 40' GP container  
  
Air cargo RMB 5.00 / kg min 100 kgs / exhibitor / AWB
  
3. **Freight transfer from other exhibitions**  
RMB 300.00 / cbm min 3 cbm / exhibitor / consignment  
Collection from customs bonded storage place in  
Shanghai delivery up to exhibition stand including  
customs registration or vice versa, services include:  
unpacking, removal and storage of empty cases.
  
4. **On-site handling service charge**  
RMB 200.00 / cbm min 1 cbm / exhibitor / consignment  
On-site handling services include delivery of exhibits from  
arrival fairground to booth or vice versa, unpacking, repacking,  
positioning and/or handling of empty cases during the show period.
  
5. **Sold / donated goods**  
Customs registration of the sold / donated goods and  
deliver to customs bonded warehouse excl. customs  
duties, storage fee and application of import permit etc.  
  
●Sea cargo RMB 500.00 / cbm min 3 cbm / exhibitor / consignment  
  
●Air cargo RMB 5.00 / kg min100 kgs / exhibitor / consignment  
  
●Storage Charge RMB 5.00 / cbm / day min 3 cbm / exhibitor / consignment  
  
●Customs Bonded Warehouse Handling Fee RMB 30.00 / cbm min 3 cbm / exhibitor / consignment

## 6. Heavy / oversized cargo handling surcharge

- Heavy-lifting (for each package over 3000 kgs)
 

3001 – 5000 kgs	RMB 35.00 / 100 kgs
5001 – 7000 kgs	RMB 45.00 / 100 kgs
Over 7001 kgs	to be quoted upon request
- Oversized (for each package over 3m (L) x 2.2m (W) x 2.2m (Ht))
 

If one dimension exceeds the above, surcharge of RMB 70.00 / cbm will be imposed.

e.g. one dimension exceeds the above, the surcharge will be	RMB 50.00 / cbm
two dimensions exceed the above, the surcharge will be	RMB 100.00 / cbm
Three dimensions exceed the above, the surcharge will be	RMB 150.00 / cbm

## 7. Others ( where applicable )

- Translation of list of exhibits
 

	RMB 30.00 / page min RMB 150.00 / exhibitor / consignment
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- Fill-in the H.S No on “LOE” Form
 

	RMB25.00 / page
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- Customs censorship (printed matters)
 

	RMB 75.00 / item
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- Container detention fee (if any)
 

	as per outlay
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- Storage fee of early arrival
 

Sea cargo (LCL)	RMB 40.00 / cbm / day min 1 cbm / day
Sea cargo (FCL)	RMB 180.00 / 20' GP container / day
	RMB 350.00 / 40' GP container / day
Air cargo	RMB 1.50 / kg / day min 100 kgs / day
- Terminal handling service charges (Shanghai)
 

Sea cargo (LCL)	RMB 300.00 / cbm min 1 cbm / OBL
Sea cargo (FCL)	RMB 1500.00 / 20' GP container
	RMB 2000.00 / 40' GP container
Air cargo	RMB 3.00 / kg min 100 kgs / AWB

\* Current and actual cost levied by THC, CFS, port congestion, airport, all third party's charges (if any) incurred will be charged at cost.

- Return empty container
 

	RMB 1800.00 / 20' GP container to / from Shanghai depot
	RMB 2500.00 / 40' GP container
- Surcharge for House AWB / OBL
 

	RMB 600.00 / HAWB / HOBL
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●Wrong consignee fee	RMB 600.00 / AWB / OBL
●Pick up hand-carried exhibits detained at Shanghai airport incl. customs clearance	RMB1200.00/exhibitor /consignment(takes 2 working day) or 30 kgs or below
●Preparation of customs envelope for freight transfer to / from other exhibitions	RMB1000.00/exhibitor/ consignment
●Merchandise inspection fee	RMB65.00 / cbm / min 2 cbm
●EDI customs handling fee	RMB600.00 / exhibitor / consignment
●Input date fee:	RMB50.00/page
●Quarantine inspection handling service	RMB 65.00 / item (carton with wooden packing materials & case) min 2 items / exhibitor / consignment RMB 900.00 / 20' GP container RMB 1250.00 / 40' GP container

\* The cost of quarantine treatment such as fumigation and disinfection will be collected as per actual expenses.

●ATA Carnet handling fee	RMB 1000.00 / consignment
**Please note that the individual OBL/AWB must be issued for cargo, which is sent under ATA Carnet. Please kindly contact us for the detailed consignment instruction for issuing the individual OBL/AWB . **	

●EQUIPMENT & MANPOWER FOR INSTALLATION  
OF MACHINES (Normal working hours)

FORKLIFT(3T)	RMB 700.00 / 8 hours min 8 hours
MANPOWER	RMB 400.00 / 8 hours / person
MOBILE CRANE	Quoted upon request

●HALL MANAGEMENT FEE FOR ALL SHIPMENTS	RMB 25.00 / CBM
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## X. **IMPORTANT NOTES**

1. The exact move-in / move-out schedule is subject to the Organizer's final arrangement and subject to change with or without prior notice.
2. The exact routing is subject to availability.
3. All return shipments will only be arranged when all customs clearance procedures are completed and all exhibits handed over to us. As the demand for transportation facilities in China is great, exhibitors must not make any



plan on receiving exhibits soon after the exhibition, since it may take over 20 days for exhibits to reach other destinations.

4. The volume / weight ratio for air cargo is 6:1 (i.e. 1 cbm = 166.7 kgs). The chargeable weight is based on the volume weight or actual weight whichever yields the greater.
5. The charges for sea / land cargo is based on 1 cbm or 1000 kgs whichever yields the greater.
6. Tariff prices are based on exhibits delivered to ground floor only and a 20% surcharge will be levied for delivery to the upper floor..
7. Unpacked cargo there will be a 20% surcharge for handling unpacked cargo. EB&SFSC Logistics or its appointed agents will not be liable for any loss or damage.
8. Our fees and charges are subject to revision so as to reflect any increase in our costs caused by exchange rate variations, increased freight or fuel charges adjustments insurance premiums or increases of any other charges pertaining to the shipment of this consignment beyond the control of this company which come into effect after acceptance of your order and prior to delivery to the consignee.
9. Companies requiring assembling or lifting equipment for erection of exhibits (positioning is included in the basic price) are asked to contact us as soon as possible with details of their requirements. Prices for hiring equipment will then be quoted subject to availability.
10. Prices include free storage in our Shanghai warehouse as 7 days prior to our last receiving date for inbound goods and 7 days after arrival back in our Shanghai warehouse for outbound goods. Additional storage will be charged at RMB 110.00 per cbm per week. Less than one week will be counted by one week.
11. Surcharge for FCL from ECU to Shanghai directly to Shanghai Yangshan sea port will be RMB 900.00 / TEU.
12. All business is transacted only in accordance with our standard trading conditions.

上海依佩克国际运输有限公司  
SHANGHAI ITPC INT'L TRANSPORTATION CO.,LTD

展览会名称:  
Exhibition:

参展货物清单 List of Exhibits		参展商 Exhibitor							页码 Page No.			
运输方式 海运/空运/陆运 Dispatched by -Sea/Air/Rail			原产地国家: Country of Origin			馆号: Hall No.		展台号: Stand No.				
箱号 1/1 Case No.	毛重 (公斤) G/W (kg)	净重 (公斤) N/W (kg)	包装 Packing Material	长(Length)	宽(Width)	高(Height) (厘米) (CM)		体积 (立方米) Volumn(M <sup>3</sup> )				
货物名称规格摘要 (请用中文填写) Description of Contents in Chinese	货物名称规格摘要 (请用英文填写) Description of Contents in English	HS Code	数量 Quantity	重量 Weight N.W.	单价 U/Price USD	总价 TTL.CIF USD	展品处理方法 Disposal					
							回运 Return	已售 Sold	遗弃 Abandoned	消耗 Consume		

总价 Total USD

This form must be completed accurately by typewriting.

\*\* Each page for one package only.

Signature of Responsible Person: \_\_\_\_\_ Date: