



医疗器械制造展



国际智慧健康展



CMEF
China International
Medical Equipment Fair



康复及个人健康展



国际养老展



May 13 - 16, 2021

**National Exhibition and
Convention Center**

Exhibitor Manual



国药励展
Reed Sinopharm
Exhibitions



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Catalogue

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1. GENERAL INFORMATION

Introduction

Dear Exhibitor,

Thank you for exhibiting with us on the CMEF Spring 2021, from May 13th to 16th in Shanghai, China.

To serve you better, we have prepared this Exhibitor's Manual for your convenience.

We strongly recommend you take a careful review of all the contents. Please kindly respond to all relevant matters promptly so that your requests can be processed and attended to in a timely manner.

Should you have any questions about CMEF Spring 2021 which are not addressed in this manual, please direct all your inquiries to the Reed Exhibitions representatives of your national pavilion (the agent with whom you made your reservation), or to:

Ms. Cindy Zhu (朱心怡)

International Sales

Tel: + 86-10-84556578

Email: xinyi.zhu@reedsinopharm.com

Ms. Leah Li (李野)

International Marketing & Visitor Service

Tel: + 86-10-84556527

Email: ye.li@reedsinopharm.com

CMEF Team

Reed Sinopharm Exhibitions Co., Ltd

15F Tower B, Ping An Intl. Finance Center, 1-3 Xinyuan Rd. South

Chaoyang Dist., Beijing 100027

Exhibition Details

Exhibition Information

The 84th China International Medical Equipment (Spring)Fair

The 31st International Component Manufacturing & Design (Spring)Show

2021 International Intelligent Health (Spring)Expo

2021 Emergency, Rescue & Safe China(Spring)

International Rehabilitation and Personal Health (Spring)Show

International Elderly Care and Nursing (Spring)Show

International Home Care (Spring)Exhibition

Venue Information

Dates: May 13th to 16th, 2021

Venue: National Exhibition and Convention Center (Shanghai)

Address: No. 333 Songze Ave, Qingpu District, Shanghai.

Organized and Managed by:

Reed Sinopharm Exhibitions Co. Ltd



国药励展

Reed Sinopharm
Exhibitions

Show Schedule

Event	Notes	Date	Time
Stand Build-up (raw space)	Hall 1.1, 2.1, 3, 4.1, 5.1, 6.1	May 9 - May 12	08:30-18:00
	Hall 1.2, 2.2, 7.1, 8.1	May 10 - May 12	08:30-18:00
Stand Set-up (all space)	All halls	May 11 - May 12	08:30-18:00
Exhibitor Registration	North Registration Hall	May 11	09:00-18:00
		May 12	08:30-18:00
Show Opening Hours	Exhibitors	May 13 - May 15	08:30-17:00
		May 16	08:30-16:00
	Visitors	May 13 - May 15	09:00-17:00
		May 16	09:00-16:00
Removal of Exhibits & Dismantling of Stands	All halls	May 16, 15:00 – 22:00	

- Please note that no exhibit or stand fitting is removed or dismantled before 15:00 on May16, 2021. The organizer reserves the right **NOT** to assign any space to Exhibitors for later presentations of CMEF, if the stand is found not in a presentable state to visitors, or dismantled before the scheduled tear-down time.

Reed Sinopharm Contacts

The Company	
Reed Sinopharm Exhibitions Co., Ltd 15F Tower B, Ping An Intl. Finance Center, 1-3 Xinyuan Rd. South Chaoyang Dist., Beijing 100027 Tel: + 86-10-84556606 Fax: +86-10-82022922	
CMEF TEAM	
Cindy Zhu International Sales Xinyi.zhu@reedsinopharm.com Tel: 86 10 8455 6578 Mobile: 86 18518767803	Leah Li International Marketing & Visitor Service ye.li@reedsinopharm.com Tel: 86 10 8455 6527 Mobile: 86 18600751740

STAND CONSTRUCTION	OFFICIAL OVERSEAS FREIGHT FORWARDER
<p><u>Raw Space Stand Construction Management:</u> Reed Sinopharm Exhibitions. Co., Ltd Operations Department (国药励展公司运营部) Contact: Mr. Xiaopeng WANG (王晓鹏先生) Tel: 86 10 8455 6563 Mobile: 86 13801239506 Fax: 86 10 6203 3210 Email: xiaopeng.wang@reedsinopharm.com</p> <p><u>International Zone Standard Shell Scheme</u> Official Contractor: Beijing SYMA EXPO Co., Ltd. (北京华毅司马展览服务有限公司) Contact: Ms. Queenie Xie (谢钦) Tel: +86 10 65568330 ext. 223 Mobile: +86 188 1177 0367 Fax: +86 10 65568331 Email: cmef@syma.com.cn Website: www.syma.com.cn</p>	<p><u>DHL Global Forwarding</u> DHL 敦豪全球货运 (中国) 有限公司</p> <p>Mr. Jerry CHEN Tel: (+86) 21 5835 0858 Fax: (+86) 21 5835 0929 Mobile: (+86) 138 7221 7021 Email: jerry.chen@top-trans.com.cn</p> <p><u>DHL Global Forwarding</u> DHL 敦豪全球货运 (中国) 有限公司</p> <p>Mr. Anthony NIE (聂晶先生) Tel: (+86) 21 5835 0858 Fax: (+86) 21 5835 0929 Mobile: (+86) 138 1872 1467 Email: anthony.nie@top-trans.com.cn</p>
Show catalogue advertisements and onsite advertisements sales	Meeting Rooms Rental
<p>Beijing Oriental Friendship Advertising Co.,Ltd (北京东方情缘广告有限公司) Contact: Ms.Diana ZHAO Tel: +86 10 84662609 Fax: +86 10 84662538 Email: dianazhao0827@hotmail.com Add: 9F,2nd Building,No.8 East HuixinSt, Chaoyang District,Beijing 100029, PRC</p>	<p>Reed Sinopharm Exhibitions. Co., Ltd 国药励展展览有限责任公司 Contact: Mr. Cheng DONG (董成先生) Tel: +86 10 84556630 Mobile: +86 15801328010 E-mail: cheng.dong@reedsinopharm.com</p>
HOTEL, INVITATION LETTER, VISA	INTERPRETATION SERVICES
<p>Burnaby Solutions China Contact: Ms. Amanda ZHOU Tel: +86 10 8460 2478 Fax: +86 10 8460 2480 Email: bj@burnaby.com.cn Website: http://www.burnaby.com.cn/CMEF/</p>	<p>Longwin Information Consultation Co., Ltd (深圳市朗文信息咨询有限公司) Contact: Ms. Ke CHEN (陈可小姐) Tel: +86 755 82908487 Fax: +86 755 82908515 E-mail: longwin2004@aliyun.com</p>

Conferences and Seminars

A series of conferences and seminars will be organized concurrently with the exhibition. These sessions will give participating companies the opportunity to discuss their products and services in technical details and exchange ideas with the end-users on potential application of their products. Exhibitors interested in CMEF conferences and seminars please contact:

Contact: Mr. Cheng DONG (董成先生)

Tel: +86 10 84556630

Fax: +86 10 82022922

Mobile: +86 15801328010

E-mail: cheng.dong@reedsinopharm.com

Exhibitor Onsite Registration

During the set-up days from May 11th to 12th, all Exhibitors are required to register onsite at the Exhibition venue.

Media Center

The Media Center will be open during show days. Please provide the Media Center with any news articles for inclusion in daily press releases:

Mr. Kaiyuan Zhu

Tel: 010-84556615

Email: kaiyuan.zhu@reedsinopharm.com

Exhibitor Badge

Exhibitors participating at CMEF Spring 2021 are always required to wear their badges during the exhibition. We offer **3 exhibitor's badges for per 9sqm booth**. If you need extra badges, please order the visitor badge by clicking <https://www.larspring.cn/front/exhibitionregister/toExhibitionPage/54d44a2f017243b8b163f027acdf26e?sid=06e118cb741246c1a8da6c8a92b51601>

Visitor Ticket

Please note that visitor pre-registration service is available online to facilitate visitors to obtain their badges conveniently and the web link is

<https://www.larspring.cn/front/exhibitionregister/toExhibitionPage/54d44a2f017243b8b163f027acdf26e?sid=06e118cb741246c1a8da6c8a92b51601>

Hotel Reservations and Visa Letters Application

Should you require assistance for hotel reservations or visa letter applications please contact our appointed travel agency for the details. As the hotel rooms are limited, we encourage you to reserve your accommodation as soon as possible and the web link is <http://burnaby.com.cn/en/event/details/12>

Order Forms

The Exhibitor Manual contains a complete set of service order forms.

Please remember to submit the order forms before the respective deadline stated on each form. Please retain a copy of each order form for your record. We strongly encourage our exhibitors to complete and return the order forms on time.

Show Directory and Advertisements

Show Directory Entry

Beijing Oriental Friendship Advertising Co., Ltd is the official vendor appointed by Reed Sinopharm Exhibitions to produce the official Show Catalogue for CMEF Spring 2021. The Show Catalogue will contain a complete list of Exhibitors in alphabetical order, a summarized description of exhibits, and Exhibitors' advertisements. Each and every exhibitor is entitled to one entry in the Show Catalogue including company details, stand number, and a description of exhibits in English and Chinese separately. The catalogue entry is a paid service at RMB371/exhibitor. **Please note that if Show Directory Form is not submitted through our online manual system before the deadline, it will be deemed as the Exhibitor has declined to be listed in the Show Directory even if you paid.**

Advertising in Show Directory and onsite

Exhibitors wishing to advertise in the Show Directory may wish to complete and submit Form 6 by the deadline. If you have any specific question regarding advertising in the show directory or onsite please contact Beijing Oriental Friendship Advertising Co., Ltd.

Exhibits Transportation

Important Notice

All items and exhibits entering the exhibition venue must first be cleared by the General Administration of Customs of the People's Republic of China.

We strongly recommend our exhibitors to engage the service of our Official Freight Forwarder to facilitate your consignments, customs clearance, and other handling needs.

The Organizer has appointed DHL Global Forwarding-Top Trans as the official overseas freight forwarder for CMEF Spring 2021 which can provide full on-site management and technical services for all transport needs.

For details of the shipping manual please see the appendix.

Stand Construction and Recommended Stand Contractors

For Raw Space

No contractor will be allowed to enter the exhibition venue except for contractors permitted by the organizer. Through a competitive tender system, **the organizer has appointed 5 contractors as the official contractors for raw space exhibitors.** The list of official contractors in Chinese can be found at <https://www.cmef.com.cn/Portals/31/AttachUpload/pdf/20210125160819/Contractor-List-CMEF-2021.pdf>
Please fill in Form 4A and submit to the organizer for review before the deadline.

International Zone Standard Shell Scheme

The Organizer has appointed **Beijing SYMA EXPO Co., Ltd.** as the official contractor for the **CMEF International Zone Standard Shell Scheme** and to provide full on-site management and technical services. If you have chosen your

preferred shell scheme design, please complete and return Form 4B to SYMA before the deadline. For extra furniture and supplies, please also contact SYMA. If you are following a national pavilion, don't waste your precious time on this form.

Exhibition Venue Basic Technical Information

Floor Loading

- (1) The floor (including the ditch cover) loading limit of each exhibition hall is:
H1.1, H2.1, H3.1: 5 tons/square meter
H4.1, H5.1, H6.1, H7.1, H8.1: 3.5 tons/square meter
H4.2, H5.2, H6.2, H7.2, H8.2: 1.5 tons/square meter
- (2) The structure of trench covers painted with warning signs is weak, which are not allowed to roll over by vehicles or heavy objects.
- (3) Vehicles must be directed by a dedicated person and follow a designated route when enter the exhibition hall. Overweight exhibits or transport vehicles must be declared in advance to take the route designated by the venue office.
- (4) If there is a steel structure construction built during the exhibition period, the organizer should entrust the qualified contractor, review the actual floor loading and submit paperwork to the venue office.

Stand Height Limit

- (1) Exhibitors with raw space booth size smaller than 54sqm (54sqm is not included) is not allowed to build-up 2 floor stands.
- (2) The construction area of the 2nd floor shall not exceed 50% of the 1st floor. For raw space of more than 500sqm, the area of the 2nd floor shall not exceed 20% of the 1st floor. If the building area of the 2nd floor exceeds 200sqm, the number of stairs shall not be less than 2, and the linear distance between the two nearest evacuation exits on the second floor shall not be less than 5m.
- (3) By considering of security reasons, for raw space with the booth size smaller than or equal to 54sqm, the height limitation should be 4.5m. The stand design needs to be submitted to Mr. Wang Xiaopeng from the organizer at xiaopeng.wang@reedsinopharm.com before April 9, 2021
- (4) For the design with height higher than 4.5m (4.5m is not included) and double decker stands the design with the confirmation of signature and stamp from a registered level 1 structural engineer in PR China need to be submitted to the main contractor for prior written approval before the contractors started building up the stands.
- (5) All the stand design must be with height not higher than 6m.

Equipment Management

- (1) Without prior written permission from the organizer, contractors are not allowed to use the facilities in the exhibition area.
- (2) Escalators and elevators are not allowed to transport freight, equipment and furniture, unless specified as permissible. Freight lifts are to be used.
- (3) Freight Lift Loading

- a. Heavy or large exhibits must be transported using the freight lift.
 - b. The loading for the freight lift is 5 tons.
- (4) Hall Structure
- a. Exhibitors must take good care of and shall not cause, permit or suffer any damage to the exhibition venue or any part of it.
 - b. No nails, screws or drills should be used in/on any part of the exhibition halls.
 - c. The contractors, under any circumstances, shall neither cut into or through any floor covering or wall, nor alter any booth structure except when authorized in writing by the organizer.
- (5) Damage
- Exhibitors are liable and must pay for any damage caused during the exhibition.

City Information

Shanghai, literally known as 'the port on the sea', is one of the world largest seaports and China major industrial as well as commercial center. With the deepening reform, the city, formerly crowned as the financial, economic and trade hub of the Far East, is playing a leading role in boosting economic development of China. Meanwhile, the city has attracted more and more tourists from home and abroad for its unique charm.

Venue Information

Totalling RMB 16 billion in investment, National Exhibition and Convention Center (Shanghai) is a large exhibition center co-built by Ministry of Commerce of China and Shanghai Municipal Government, with a total construction area of 1.47 million square meters, among which 1.27 million square meters are above ground. It consists of exhibition halls, the NECC Plaza, office buildings and a high-end brand hotel, offering services concentrating exhibition, convention, events, commerce, office work and accommodation.

The facade of the NECC building draws inspiration from a mellow and auspicious "four-leaf clover" with the Commercial Plaza acting as the central core and the exhibition halls as the leaves. Blending with many Chinese elements and design concept of symmetry axis layout, it is one of the landmark buildings in Shanghai.



Venue Location

Venue: National Exhibition and Convention Center (Shanghai)

Address: No. 333 Songze Ave, Qingpu District, Shanghai.

Peripheral Traffic

(1) Bus

No. 865 - East Xujing Station (Middle West Road, Longzhou Road, Xuhui District-East Xujing Subway Station)

No. 706 - East Xujing Station (Jiuting Bus Station, Minhang District-East Xujing Metro Station)

No. 197 - East Xujing Station (Huaxin Town, Qingpu District-East Xujing Metro Station)

No. 710 - East Xujing Station (Fengge Road, Fengya Road, Qingpu District-East Xujing Metro Station)

(2) Metro

Line 2 - East Xujing Station

(3) Exhibition shuttle bus

Running between some stations of Metro Line 9 and Line 10 and the exhibition hall

(4) Drive route

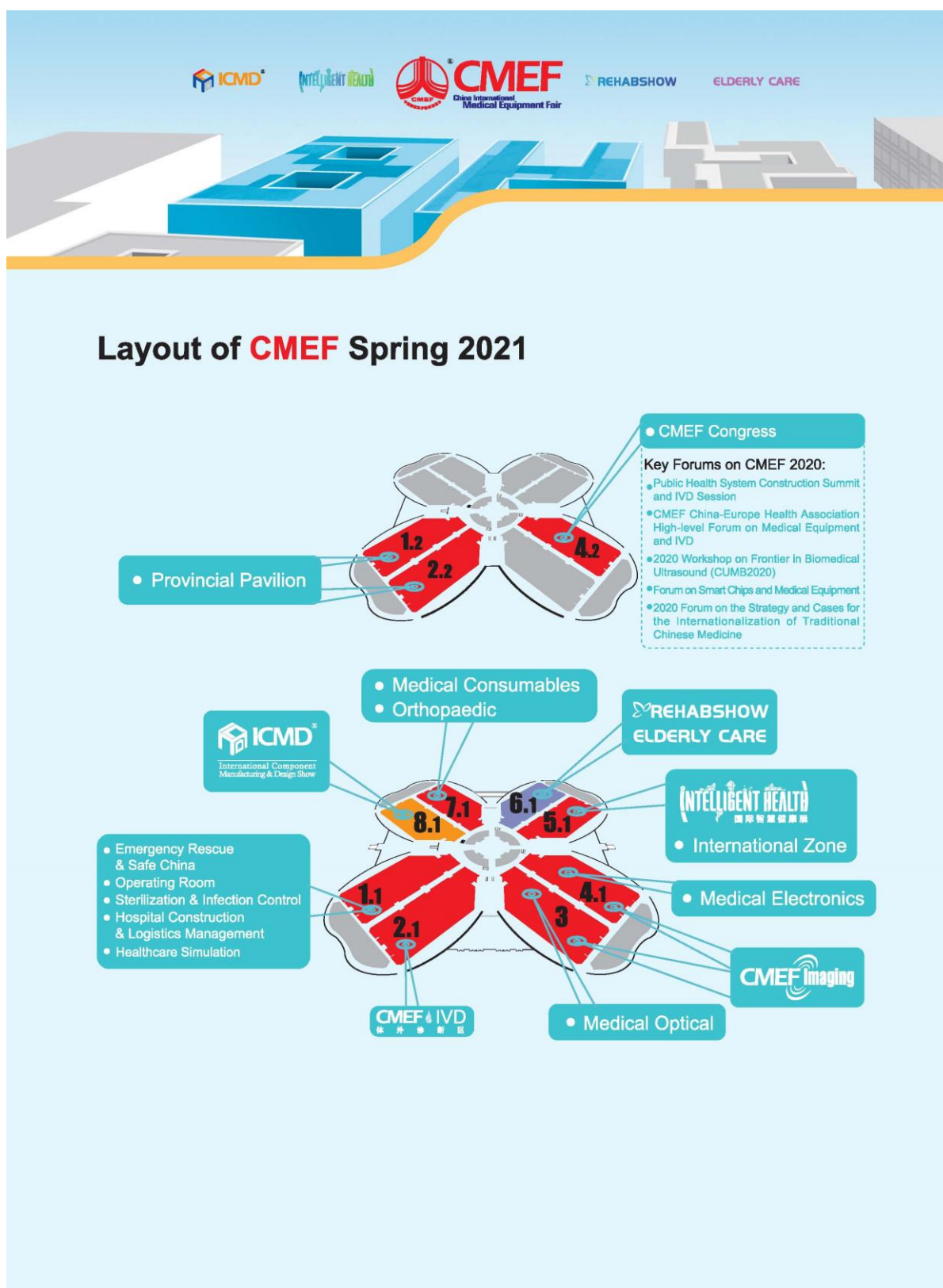
From the northern part of Shanghai: Outer Ring Expressway (S20)-Beidi Viaduct-Jiamin Viaduct-Jianhong Viaduct-Yinggang East Road-National Exhibition and Convention Center

From downtown Shanghai: Yan'an Elevated (connected to Huqingping Expressway)-Jiamin Elevated-Jianhong Elevated-Yinggang East Road-National Exhibition and Convention Center

From the southern Shanghai: Outer Ring Expressway (S20)-Jiamin Elevated Highway-Jianhong Elevated Highway-Yinggang East Road-National Exhibition and Convention Center

From the direction of Tianshan West Road/Beidi Road/Xianxia West Road: Shenchang Road or Huaxiang Road-Songze Avenue-Zhuguang Road-National Exhibition Center/Yingbin 3rd Road-Huqingping Highway--- Zhuguang Road---National Exhibition and Convention Center

Venue Layout



Note:

Please take this overview as a reference, all service areas should go by onsite instructions.

2. RULES AND REGULATIONS

Important Notes

Each Exhibitor, agent or contractor, must observe the Rules and Regulations of the exhibition, including any amendments which may be applicable from the date of the exhibition as introduced by the organizer. The organizer may at any time and from time to time issue further rules and regulations (with immediate effect) in relation to any aspect of the exhibition. Such rules and regulations will be binding on the exhibitor.

Failure to observe these rules and regulations may result in the organizer ordering the closure and removal from the exhibition hall/venue of all or part of the stand or exhibits. Under such circumstances, the organizer will not be liable for any loss or damage thereby suffered by any exhibitor.

Presentation and Demonstration of Exhibits

Only exhibits, posters, documents and materials relevant to the exhibition as determined by the organizer will be allowed. The organizer reserves the right to remove from the exhibition halls any exhibit, poster, and articles, or any item complementary to an exhibit, which in the organizer's opinion, flouts this regulation.

Please keep the sound/volume from your stand at an acceptable level to visitors and other exhibitors. The organizer reserves the right to turn the volume down, or switch off the audio/video equipment. In case of any dispute, the organizer's decision is final.

Each exhibitor should ensure their exhibits do not infringe or are likely to infringe any patent, trademark, copyright and other intellectual property right of any party. In the event of any breach of this regulation, the organizer reserves the right to terminate the exhibiting license granted to the exhibitor, and the exhibitor shall indemnify the organizer against any and all costs, claims, demands, losses, liabilities, charges, actions and expenses including those arising from any third party.

Obstruction of aisles or nearby stands: no part of any stand or exhibit structure including fascia, signs, lighting, wiring, hanging banners, corner posters or other fittings, shall project into or overhang any aisle or obscure any signs, especially exit signs. No objects are to be attached to or suspended from the fire sprinklers or light fixtures on the ceiling.

Distribution of Materials/Canvassing

The display or distribution of any material, in any form, from any area within the exhibition halls/venue, other than within the boundary of your stand, is strictly prohibited. This includes the gangways and aisles surrounding your stand among others.

Stand Management

All stands must be fully staffed and operational throughout the opening hours of the exhibition. Exhibitors must not participate in any activity which causes, or is likely to cause, annoyance to visitors or other exhibitors. The organizer

wishes to remind exhibitors that **no exhibits or stand fittings are to be removed or dismantled before 15:00 on May 16th, 2021.**

Admission and Identification

Exhibitors

Exhibitors are always required to wear their badges during the exhibition, including build-up, show days, and tear-down as proof of identification. **Entry to the exhibition halls/venue will be denied if the official exhibitor badge is not shown.**

Visitors

Only visitors related to the industry will be permitted to enter the exhibition halls/venue. Professionals, trade and business visitors need to complete a **registration form** before the entry. **Admittance to the exhibition halls/venue will be strictly refused if the official visitor badge is not worn or displayed.**

Pre-registration online will be free, onsite registration will charge CNY 100 per person. Therefore, we strongly encourage visitors to pre-register online. (Please refer to Visitor Tickets on page 6)

Contractors

All contractors are always required to wear their badges during the exhibition, including build-up, the show days, and tear-down as proof of identification.

Please refer to Form 4A.

Build-up Overtime Application

If exhibitors are unable to finish their work within the build-up time, they are required to apply for overtime permit at the Organizer's Office before 15:00 during the day. Order received after 15:00 will be charged with extra 50%, and any order received after 17:00 will not be accepted.

Any overtime which is less than 1 hour will be charged as 1 hour.

Overwork Time	Charge per SQM per Hour
18:00-22:00	RMB 1000/1000 m ² /hour
22:00-08:00(+1 day)	RMB 2000/1000 m ² /hour

Stand Construction

For Exhibitors taking up Raw Space

Exhibitors who have chosen raw space must use the official appointed contractors.

Flooring of the stands must be covered in carpet or other suitable materials.

Exhibitors should keep in mind that, in case their stands have part(s) of stand structures, especially the back of customized stands, exposing an undecorated look over, adjacent to the stands of other exhibitors, the back of any dividing walls, panels or exhibits must be masked to present a neat and presentable appearance.

Any stand must never block another exhibitor's stand.

All Exhibitors taking up raw space must submit their stand construction designs to the organizer for approval before the deadline. Please **complete and submit Form 4A.** The organizer reserves the right to reject a design that it deems would affect or diminish the exhibiting effect of surrounding stands.

The organizer reserves the right to request the exhibitor to change, modify, lower or shorten any back-wall or sidewall proposed in the stand design, if in the opinion of the organizer, such back-wall or sidewall will obstruct the reasonable exposure of any adjacent stands. The external side of any wall, which faces another exhibitor or a public area, must also be finished to a quality acceptable to the organizer.

Any painting of displays and exhibition materials is not permitted in the exhibition halls.

The name and stand number of the exhibitor must always be prominently displayed along the guidelines as stipulated by the organizer.

International Zone Shell Scheme Stand

Shell scheme stands will be wholly arranged by the official stand contractor, Beijing SYMA EXPO Co., Ltd. No alternation or attachment to a shell scheme structure shall be made without the prior written approval of SYMA. This includes painting or wall papering of its walls. Nailing or drilling is strictly disallowed.

Any change in color or type of fascia and floor covering must be carried out by the official stand contractor, after approval from the organizer. Any costs involved must be borne by the exhibitor.

Electrical Supplies and Installation

All electrical installation, wiring and dismantling work at the exhibition must be carried out by the official stand contractor only without any exceptions. All electrical supplies must be ordered from the organizer or officially appointed contractors.

Each electrical supply provided is intended for one equipment or machine on display. Multipoint socket outlets are not permitted as an overload may be caused, leading to a trip in the power supply.

Exhibitors who reserved raw space are requested to submit their electricity order form accompanied by a proposed layout plan. **Please refer to Form 4A.**

Exhibitors who wish to bring in special lights, lamps and lighting to be used in their stands must receive prior written approval from the organizer.

The organizer reserves the right to disconnect the electrical supply to any installations, which in the opinion of the electrical consultants, is deemed dangerous or likely to inconvenience other exhibitors or visitors.

Security

The Organizer will engage suitable security services to ensure the security and safety of your exhibits in the exhibition halls. Nevertheless, the organizer is not liable in any way for any loss or damage which may befall any person or property of the exhibition from any cause whatsoever. Hence, you must arrange your own insurance to cover all stages of the event and be particularly careful to pack light, portable and attractive exhibits immediately after the close of the exhibition. **It is at this time that there is the greatest risk of theft.** Please be sure to see that your booth is not left unattended until all portable items have been secured. Please pay attention to the following points:

All Exhibitors are required to wear the exhibitor badge when they enter the halls.

During the exhibition, an official pass is required when all exhibitors/visitors/contractors take portable equipment or property out of the exhibition halls/venue. This pass needs to be applied from the Organizer's Office.

We strongly recommend that any small or attractive items be kept under constant supervision and removed each evening. **Your stand should not be left unattended at any time.**

You must arrange your own suitable insurance to cover all aspects of the event for your exhibits and if need be, personal effects.

Cleaning

The organizer provides general cleaning of the exhibition halls prior to the opening of the exhibition and daily thereafter. It is always the responsibility of the exhibitors to maintain their stands in a presentable condition. During the buildup, exhibitors and their contractors are responsible for making all waste materials identifiable in order to assist the cleaning staff.

Use of dangerous materials

Smoking is strictly prohibited in the halls.

The use of industrial gases of an inflammable or toxic nature for demonstration purposes will not be permitted within the halls. In addition, there shall be no open flames or use of temporary gas (including lamps) within the halls.

No explosives, petrol and highly flammable toxic or corrosive substances are allowed in the halls.

All air compressors must be placed outside the halls.

No radioactive materials are to be used in the halls at any time. No toxic materials or waste materials are allowed in the halls at any time.

On-site inspection by local Security and Fire Safety Bureau will be carried out before the show. The Organizer reserves the right to remove any exhibits/materials which contravenes the regulation.

Removal of Exhibits & Dismantling of Stands

No exhibit or stand fitting is to be removed or dismantled before 15:00 on May 16th, 2021; **No stand will be assigned to the exhibitor for future shows if exhibits are removed early or stand tear -down is found to have taken place before the official time.**

All exhibitors will receive a Breakdown Notice onsite of the exhibition which is very important to your preparation for your stand tear-down. Exhibitors must abide by the rules and regulations mentioned in the Notice.

Authority on Premise

In the event of any problems or disputes on-site, the decision of the organizer, being lessee of the premises, is final. The organizer also reserves the right to amend any earlier decision made to solve any unforeseen or prevailing circumstance for the benefit of the exhibition and concerned parties.

Unforeseen Circumstances

In the event of any occurrence not foreseen in these "Rules and Regulations," and the terms of contract stated in the contract, the decision of the organizer is final.

3. SERVICE ORDER FORMS

DEADLINES AND ACTION CHECK LIST

Must be Completed and Submitted	Form	Description of Service	Deadline	Return to	Email
	4A	Stand Construction (For Raw Space)	April 9	Reed Sinopharm Exhibitions	xiaopeng.wang@reedsinopharm.com
	4B	Stand Construction (For International Zone Shell Scheme)	April 13	SYMA Expo	cmef@syma.com.cn
Optional Services	4C	Furniture Rental (For International Zone Shell Scheme)	April 13	SYMA Expo	cmef@syma.com.cn
	5	Water, Gas and Internet Services	April 9	Oriental Magic Expo	cmef@bjome.com.cn
	6	Lifting Point Service (For Raw Space)	April 1	Shanghai High-fair Advertising & Engineering	hf1@cantonfairad.com
	7A	Show Directory Advertising	April 2	Oriental Friendship Advertising	1450058827@qq.com
	7B	On-site Advertisement	April 16	Oriental Friendship Advertising	1450058827@qq.com
	8	Interpretation Services	April 30	Longwin Information Consultation	Longwin2004@aliyun.com
	9	Visa Letter Application	April 13	Burnaby	bj@burnaby.com.cn

Notes:

- **Please note that respective service forms must be returned to the recipient specified in the header of the respective forms before the stipulated deadlines.**
- **For forms submitted after the deadline, service will not be guaranteed and surcharge is possible.**

Form 4A. STAND CONSTRUCTION

(FOR RAW SPACE)

Return before April 9th, 2021

Contact: Mr. Xiaopeng WANG (王晓鹏)

Tel: +86-10-8455 6563

Email: xiaopeng.wang@reedsinopharm.com

CONTACT PERSON: _____ **JOB TITLE:** _____

ADDRESS: _____

POST CODE: _____ **COUNTRY:** _____

TEL: _____ **FAX:** _____

EMAIL: _____

WEBSITE: _____ **STAND NO:** _____

Only the contractors approved by the organizer are allowed to enter the exhibition halls to undertake the stand construction.

Stand Information			
Stand Length/m			
Stand Width/m			
Stand Construction Area (m ²)			
Contractor's Information			
Contractor Company Name:			
Contact:		Tel:	

- Please note that raw space stands will NOT be provided with any electricity for machinery (only regular power consumption is included).
- Please indicate below your main supply and any distribution board required:

Electricity				
Item	Power Specifics	Price before April 9	Qty	Total Price
Electricity for Construction	380V/15A	RMB 700/Outlet		
Electricity for Exhibition	380V/15A	RMB 1100/Outlet		
	380V/30A	RMB 2000/Outlet		
	380V/60A	RMB 3600/Outlet		
	380V/100A	RMB 7500/Outlet		
	380V/150A	RMB 11000/Outlet		
	380V/200A	RMB 14500/Outlet		
	380V/250A	RMB 18000/Outlet		
	380V/300A	RMB 22000/Outlet		

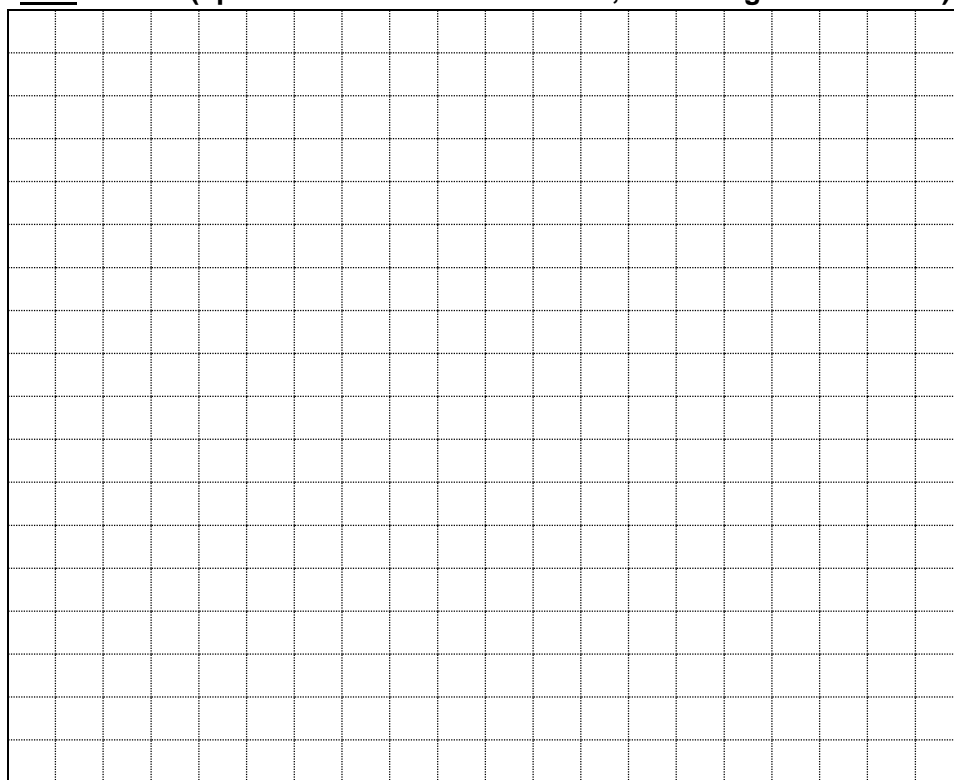
Electricity price will be charged extra 50% by submission after April 9, 2021.

Construction Management Fee		
SQM	Unit Price per m ²	Total Price
	48 RMB	

Monitor for Electric Fire (required if apply for electricity service)				
Item	Power Specifics	Unit Price (May 13 th -16 nd)	Qty	Total Price
Monitor for Electric Fire	380V/15A	RMB 300/Outlet		
	380V/30A	RMB 350/Outlet		
	380V/60A	RMB 400/Outlet		
	380V/100A	RMB 500/Outlet		
	380V/150A	RMB 570/Outlet		
	380V/200A	RMB 640/Outlet		
	380V/250A	RMB 800/Outlet		
	380V/300A	RMB 900/Outlet		

Electrical Box Location Plan

___m/block (optional: 1m/block or 3m/block, according to booth size)



Please choose your own reference. Legend of monitor:



Notes:

1. For booths of 36sqm and above, the location of the electrical box must be marked. Please confirm the reference and mark the location of the electrical box.
2. For booths below 36sqm, electric boxes will be randomly placed.
3. The electric box will be places according to the location plan and the situation of the electric well in the venue, which may cause errors.
4. If you change the position of the declared electrical box during the booth set-up, you need to reapply for the electrical box urgently.
5. The electric box will be placed randomly if submitted after the deadline.

Form 4B. STAND CONSTRUCTION

(FOR INTERNATIONAL SHELL SCHEME BY SYMA)

Return before April 13th, 2021

Return to:	Beijing SYMA EXPO Co., Ltd.	Contact:	Ms. Queenie Xie (谢钦)
Address:	32th Floor, Inspiring Space No.	Email:	CMEF@syma.com.cn
	25 GanluyuanNanli Chaoyang	Tel:	+86 10 65568330 ext.223
	District, Beijing 100025 P.R.C	Mobile:	+86 188 1177 0367
		Fax:	+86 10 65568331

COMPANY NAME: _____

CONTACT PERSON: _____ **JOB TITLE:** _____

ADDRESS: _____

POST CODE: _____ **COUNTRY:** _____

TEL: _____ **FAX:** _____

EMAIL: _____

WEBSITE: _____ **STAND NO:** _____

1. Floor Covering

The Shell Scheme Package includes blue-colored needle punched carpet.

If we do not receive this form before the deadline, we will use the company name submitted in the Exhibition Participation Agreement. USD100 will be surcharged for any changes made on site.

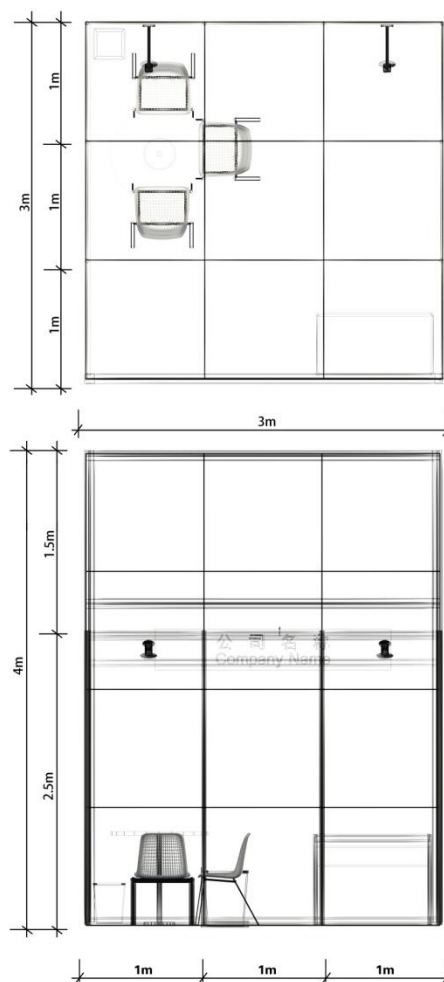
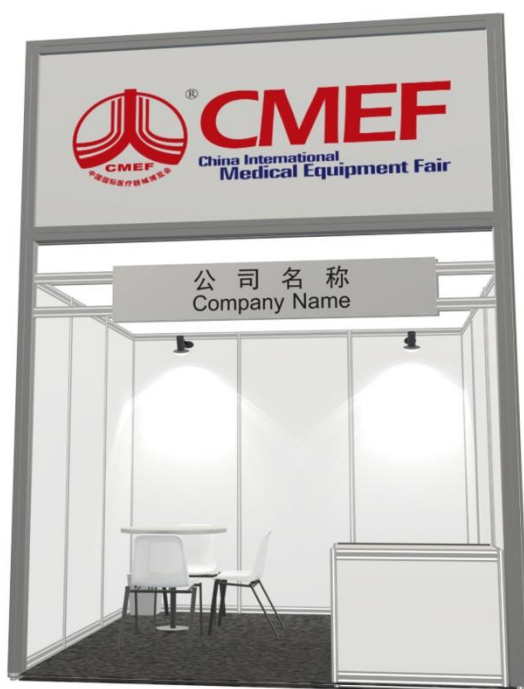
2. Fascia Name Board

- The Shell Scheme Package includes one set of company name in English and Chinese on the fascia name board for each Exhibitor.
- Please type or write the information below in caps. (The Organizer cannot be held responsible for any mistakes due to illegible handwriting in the submission of forms.)

Chinese Characters

English Characters

International Area Standard Shell Scheme Specification



Standard furniture (9 sqm) :

information counter (780mmH) × 1

waste case × 1

socket × 1

long arm spotlight × 2

round table × 1

white plastic chair × 3

Booth description:

90 cubix do the hightening lintel, metallic frame ceiling with pvc pastlc, wooden fascia panel with foam board.

Form 4C. FURNITURE RENTAL

(FOR INTERNATIONAL SHELL SCHEME BY SYMA)

Return before April 13th, 2021

Return to:	Beijing SYMA EXPO Co., Ltd.	Contact:	Ms. Queenie Xie (谢钦)
Address:	32th Floor, Inspiring Space No.	Email:	CMEF@syma.com.cn
	25 GanluyuanNanli Chaoyang	Tel:	+86 10 65568330 ext.223
	District, Beijing 100025 P.R.C	Mobile:	+86 188 1177 0367
		Fax:	+86 10 65568331

COMPANY NAME: _____
CONTACT PERSON: _____ **JOB TITLE:** _____
ADDRESS: _____
POST CODE: _____ **COUNTRY:** _____
TEL: _____ **FAX:** _____
EMAIL: _____
WEBSITE: _____ **STAND NO:** _____

- If you wish to order booth equipment in addition to the items which we have already included in the standard booth package, please fill in the form below and return to BEIJING SYMA EXPO CO., LTD.
- **Any order received from Apr.14th to Apr.18th will be subjected to a 30% surcharge. Any order received from Apr.19th to Apr.25th will be subjected to a 50% surcharge. We will stop the rental service after Apr.25th because the new policy of hall. You can't order any furniture on site. Please give us the order ASAP.** You will receive our INVOICE after you send the order within 2 working days. Please pay the order within 7 days after you receive the INVOICE. Otherwise, the order will be canceled automatically.
- If you Order Electronics (like plasma TV, fax machine, lights, tall glass show case, etc.), please send us their location floor plan before April 25th, or we will install them according to our standard, and any changes onsite will be subjected to 30% surcharge of the price.
- If you want to order a storeroom, you must order the MS01 and MS04 or MS03 together; otherwise, we will cancel this item.

Please see the next page for a complete list which we can order (All prices include supply and set-up).

Form 4C. FURNITURE RENTAL

(FOR INTERNATIONAL SHELL SCHEME BY SYMA)

Return before April 13th, 2021

Item		Unit Price (USD)	Qty	Total
Stand lighting				
EL02	Long arm spotlight	\$50		
H01	HQI light	\$75		
EL16	Fluorescent tube, 40 W, 1.2 M	\$40		
EM02	15A220V Socket (Max.500W)	\$70		
Furniture				
WPC	White plastic chair	\$35		
CD04	Black leather chair	\$30		
CD19	Bar stool	\$35		
TB01	Information counter	\$40		
TB02	Square Table	\$45		
TB03	Rectangular table	\$50		
TB04	Glass coffee table	\$40		
TB05-W	Round Table	\$45		
TB19-W	High round table	\$45		
DP01	Lockable cupboard	\$50		
DP02	Low glass showcase	\$120		
DP03	Tall glass showcase	\$250		
DP04	Display cube	\$40		
MS01	Wall panel (use in storeroom)	\$45		
MS02	Curtain	\$40		
MS03	Lockable door (use in storeroom)	\$110		
MS04	Lockable folding door	\$80		
MS06	Movable Clothes Rack	\$80		
MS05	Coat hanger	\$20		
MS07	Shelf rack	\$80		
MS08-W	Flat Shelf	\$25		
MS09-W	Slope shelf	\$25		
MS10	A4 literature rack	\$30		

MS11	Free standing literature rack	\$50		
	Ash-bin	\$3		
	Potted plant(800mmh)	\$30		
	New color carpet (1 Sq.)	\$30		
	Small refrigerator with socket, without 24h(90L)	\$120		
	Large refrigerator with socket, without 24h (160L)	\$200		
	Coffee machine (Incl.100nos.capsule, disposable cups, stirring rods, mate)	\$600		
	Water dispenser (with two barrels of water)	\$55		
	42" Plasma Flat Screen (with the TV rack and USB)	\$300		

Graphic

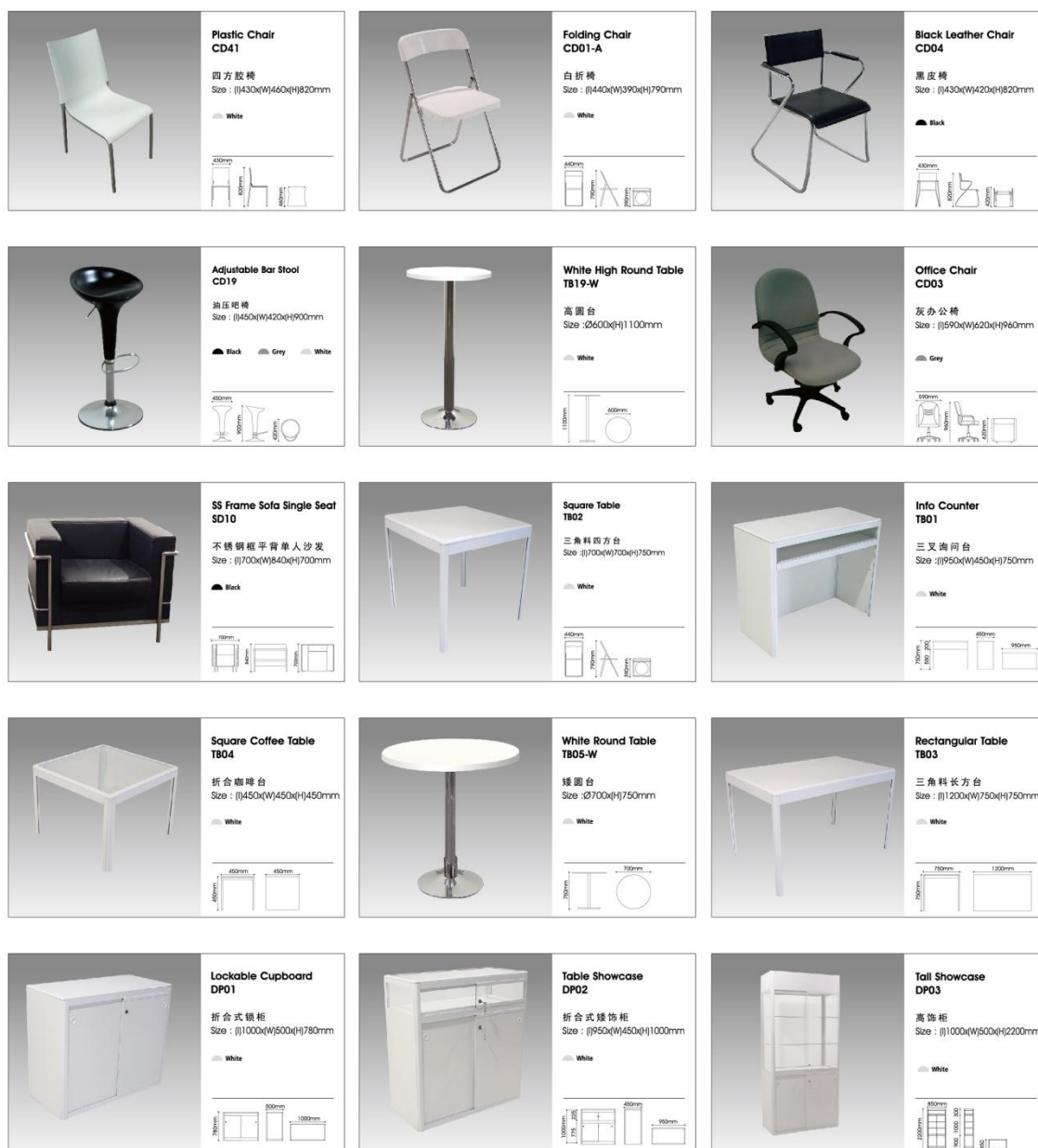
	Sticker logo on fascia board (20cm)	\$30		
	Sticker logo on Information counter or panel (50 cm)	\$45		
	Digital print painting (1 Sq.)	\$35		
	Foam board painting (1 Sq.)	\$45		

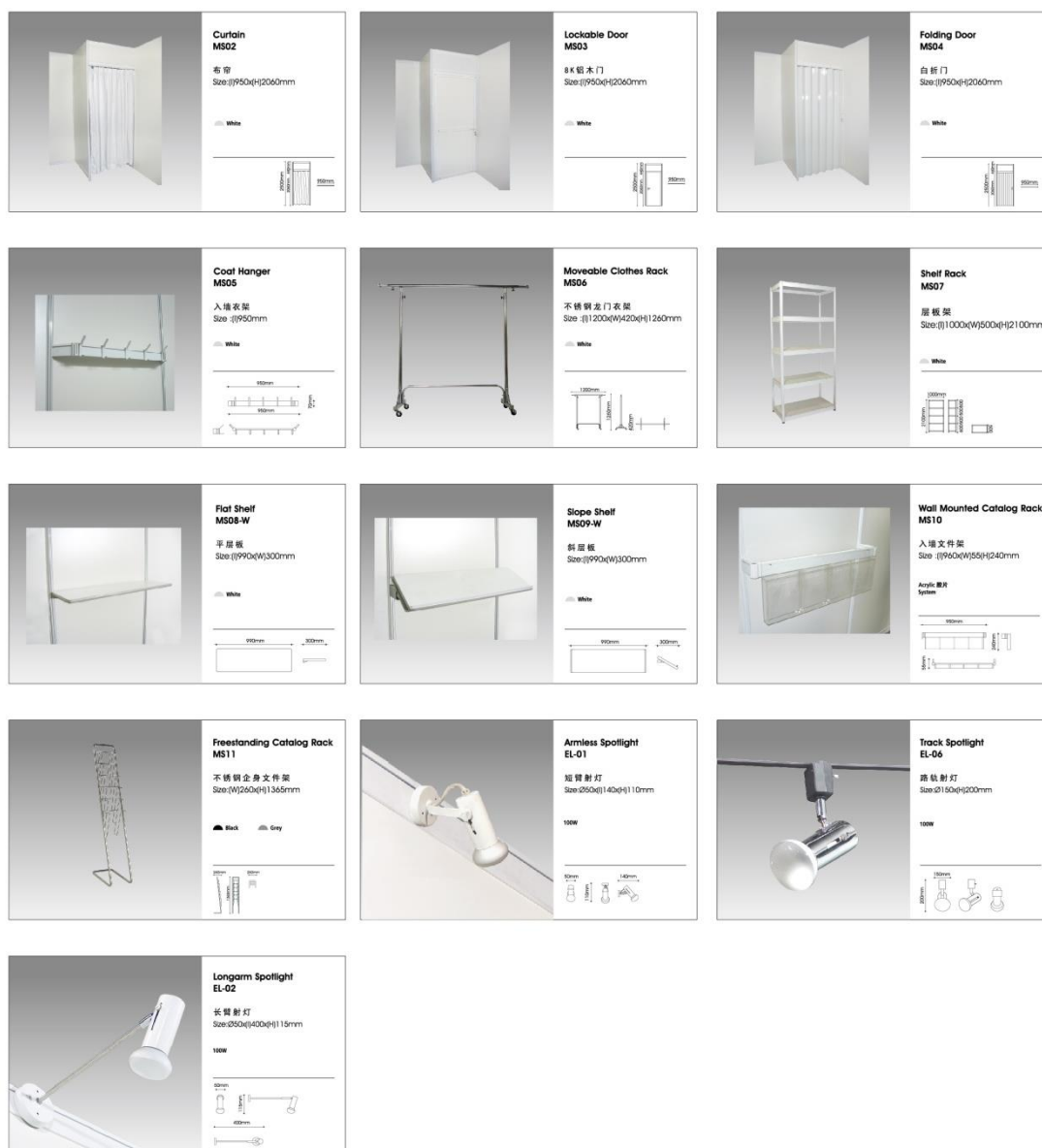
Labor

	Craftsman per hour charge	\$15		
	Distribute of 380V electricity box	\$100		

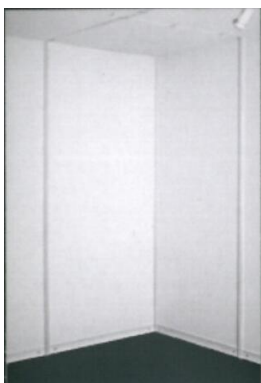
- If you wish to order booth equipment in addition to the items which we have already included in the standard booth package, please fill in the form below and return to BEIJING SYMA EXPO CO., LTD.
- **Any order received from Apr.14th to Apr.18th will be subjected to a 30% surcharge. Any order received from Apr.19th to Apr.25th will be subjected to a 50%surcharge. We will stop the rental service after Apr.25th because the new policy of hall. You can't order any furniture on site. Please give us the order ASAP.** You will receive our INVOICE after you send the order within 2 working days. Please pay the order within 7 days after you receive the INVOICE. Otherwise, the order will be canceled automatically.
- If you Order Electronics (like plasma TV, fax machine, lights, tall glass show case, etc.), please send us their location floor plan before April 25th, or we will install them according to our standard, and any changes onsite will be subjected to 50% surcharge of the price.
- If you want to order a storeroom, you must order the MS01 and MS04 or MS03 together; otherwise, we will cancel this item.

Please see the next page for a complete list which you can rent (All prices include supply and set-up).





WPC
White plastic chair



MS01
System wall panel 1000*2500mmH



DP04
Display cube 500*500*800mmH

Form 5. Water, Gas and Internet Services

(FOR ALL EXHIBITORS)

Return before April 9th, 2021

Return to:	Beijing Oriental Magic Expo Co., Ltd	Contact:	Mr. Jianyong Ji (冀建勇)
	9th Floor, Building No. 2 (Design Building),	Tel:	+86 10 84662797
Address:	No. 8 East Huixin Street, Chaoyang	Email:	cmef@bjome.com.cn
	District, Beijing		

Water				
Item	Dimension	Rate before April 9	QTY	Total
Water for Booth	DN15mm	RMB 2300		
Water for Equipment	DN20mm	RMB 2500		

Water price will be charged extra 50% by submission after April 9, 2021

Gas			
Item	Rate before April 9	QTY	Total
Displacement 0.4m ³ / Minute, DN15mm, Pressure 8bar	RMB 3500/Outlet		
Displacement 0.9m ³ / Minute, DN20mm, Pressure 8bar	RMB 4000/Outlet		
Displacement 1m ³ / Minute, DN25mm, Pressure 8bar	RMB 4500/Outlet		

Gas price will be charged extra 50% by submission after April 9, 2021.

Internet			
Item	Rate before April 9	QTY	Total
15 Mbps (Up to 10 Terminals)	RMB 5500/Outlet		
30 Mbps (Up to 20 Terminals)	RMB 8000/Outlet		
10Mbps Dedicated Network (Including One Normal Public IP)	RMB 10000/Outlet		
15 Mbps Dedicated Network (Including One Normal Public IP)	RMB 11200/Outlet		
30 Mbps Dedicated Network (Including One Normal Public IP)	RMB 27600/Outlet		

Internet price will be charged extra 50% by submission after April 9, 2021.

Invoice Title: _____

Exhibitor Name: _____ Booth Number: _____

Invoice Mailing Address: _____

Contact: _____ Mobile: _____ Tel: _____ Fax: _____

Email: _____

Exhibitor Stamp: _____ Authorized Signature: _____

Date: _____

Form 6. Lifting Point Service

(FOR RAW SPACE)

Return before April 1st, 2021

Contact: Mr. Varus Zhang
Tel: +86-21-69761559

Mobile: +86-19821858622
Email: hf1@cantonfairad.com

1. General Information

Shanghai High-fair Advertising & Engineering Co., Ltd. is the designated service provider of lifting points for the 84th China International Medical Equipment (Spring) Fair.

- 1) All booths applying for lifting point service shall meet the requirements on booth design and construction stipulated in this Manual and other relevant regulations.
- 2) Applications for lifting point service shall be made in advance according to the declaration time. Applications for lifting points of on-site drawings are not allowed after move-in.
- 3) Users applying for lifting point service can rent hoists equipment uniformly provided by the exhibition hall or bring their own hoists equipment that meet the standards.
- 4) Shanghai High-fair Advertising & Engineering Co., Ltd. and National Exhibition and Convention Center (Shanghai) Co., Ltd. reserve the right of final interpretation.

2. Scope of application

- 1) Lifting point service of the CMEF is available in the ground floor of the double-floor exhibition hall (4.1H, 5.1H, 6.1H, 7.1H and 8.1H), and the second floor of the double-floor exhibition hall (5.2H, 6.2H, 7.2H and 8.2H) of National Exhibition and Convention Center (Shanghai).
- 2) What to be lifted: lighting fixtures, projectors, lamphouses, signboards, suspended ceilings, as well as trusses and metal frame structures used to suspend these facilities.
- 3) Lightweight hanging flags with advertisement (including but not limited to printing cloth, gridding cloth, movable gum, and light cloth) are not included in lifting point service.
- 4) The lifting point service provider is responsible for providing lifting points, installing hoists and retrieving chains.
- 5) Users may prepare hoists equipment and Truss connecting the suspended objects and the lifting points or apply for rental from the Exhibition Venue.
- 6) Suspended objects shall be prepared and assembled by the user of the lifting point.

3. Parameters of lifting points

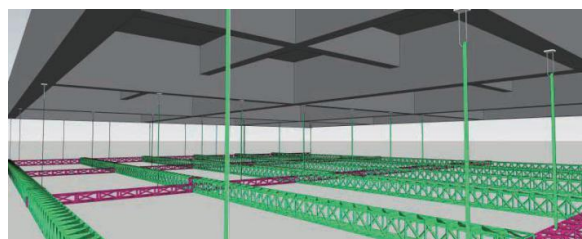
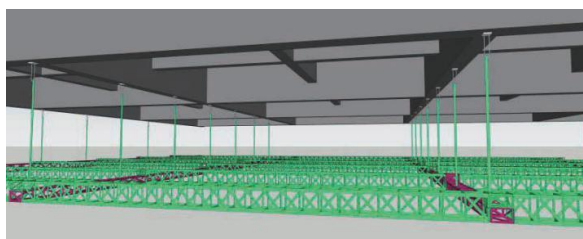
Hall No.	4.1H/5.1H/6.1H/7.1H/8.1H	5.2H/6.2H/7.2H/8.2H
Load-bearing	$\leq 150\text{kg}$	
Load limitation of single structure	$\leq 150\text{kg}$	
Height of first-floor basic structure	--	17m
Height of second-floor basic structure	10.3m	11.5m
Limitation for suspended objects	The upper edge of suspended objects shall be no more than 8.5 m from the ground.	

Note:

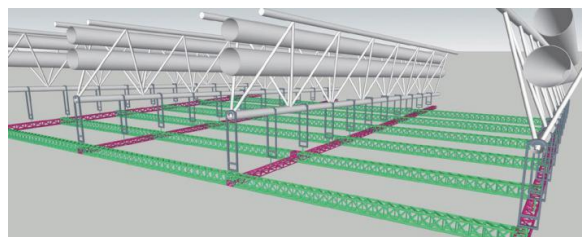
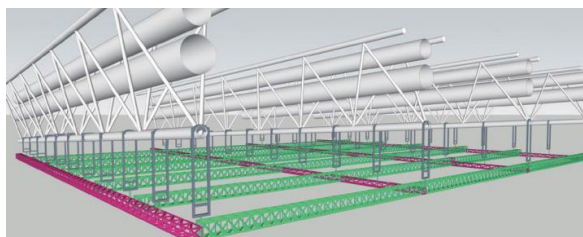
If the single structure exceeds the weight limit, lifting points shall be added based on regulations and electric hoists shall be used for lifting.

4. Schematic Diagram of lifting point system in exhibition halls

Schematic Diagram of the first-floor basic structure



Schematic Diagram of the second-floor basic structure



5. Charging Standards

1) Lifting point service charge

Item	Specification	Unit price (yuan) (RMB/exhibition period)
Lifting point service charge	Lifting point	2320 yuan/piece

Note:

Lifting point service charge must be paid to the Exhibition Venue before **April 28, 2021**, and the Exhibition Venue will arrange the system order and installation after receiving the payment.

2) Equipment rental fees

Item	Name/Specification	Unit price (yuan)(RMB/exhibition period)
Hoist rental	Manual hoist 15m chain (1 ton)	348 yuan/piece
	Manual hoist 25m chain (1 ton)	522 yuan/piece
	Electric hoist 15m chain (1 ton)	1392 yuan/piece
	Electric hoist 25m chain (1 ton)	1740 yuan/piece
Truss rental	Truss (original Aluminum color) 300*300	116 yuan/m
	Truss (original Aluminum color) 400*400	174 yuan/m

Notes:

Hoist rental service includes the placement of electric hoists, collection of hoists and hoist chains, and hoist electric charge. Truss rental service includes Truss and related parts and components required for assembly. Please prepare adapters should you need special assembly.

The length of Truss that can be rented shall be whole numbers, with meter as the unit.

Equipment rental fees must be paid to the Exhibition Venue before **April 28, 2021**, and the Exhibition Venue will arrange the system order and installation after receiving the payment.

6. Requirements of lifting point service application

6.1 Requirements of lifting point service application

- 1) Lifting point users shall submit lifting point service or equipment rental applications and the first edition of application documents (electronic version) before **April 1, 2021**. The number of lifting points, lifting point positions, or equipment rentals shall be confirmed before **April 1, 2021**, and the confirmed version of application documents (one printout with seal) shall be submitted to the official lifting point service provider. Application after the deadline is not acceptable.
- 2) Applications for lifting points of on-site drawings are not allowed after the move-in.
- 3) Applications for equipment rental submitted after the deadline can be confirmed to place orders after document review and on-site implementation confirmation.
- 4) List of documents of reviewing applications for lifting point services:

1	Confirmation Form of Lifting Point Service Supplies in Exhibition Halls (Please see Appendix 1 for details) The confirmed version shall be the printout with seal.
2	Letter of Commitment on Application for and Use of Lifting Point Service in Exhibition Halls (Please see Appendix 2 for details) The confirmed version shall be the printout with seal.
3	Application for Elevating and Lowering Lifting Points (Please see Appendix 3 for details) Application shall be submitted one day in advance, and the confirmed version shall be the printout with seal.
4	Application for Bringing in Hoists (Please see Appendix 4 for details) The confirmed version shall be the printout with seal.
5	Map of Lifting Point Structures (Template attached hereto) The Map shall clearly indicate the size and weight of each lifting point structure, the type, specification, and number of the facilities on the structure, and their weight. Please consult the service provider for specific requirements.

- 5) After the suspension proposal is confirmed, the construction shall be conducted in accordance with the confirmed proposal. If lifting points are not installed as the proposal specifies or weigh more than what is described in the application, the Exhibition Venue and the service provider have the right to call off the installation, and the applicant shall increase the number of lifting points or reduce their weight as required.
- 6) If applications are overdue due to the reasons of the booth constructor that include failed suspension proposal, the booth constructor shall bear the costs incurred. If the booth constructor installs lifting points not based on the weight described in the application, the correction costs and losses incurred shall be borne by the booth constructor. The correction costs and losses incurred by personal reasons such as inconformity of the actual weight of lifting points and the approved weight of lifting points.

6.2 Application and notes for bringing in hoists

In the CMEF, the users are allowed to bring hoists as they deem necessary in the service of lifting points in exhibition halls, and shall observe the following reminders:

- 1) The lifting point user shall submit Appendix 4: Application for Bringing in Hoists.
- 2) The hoists brought in must meet the relevant national safety standards and be accepted as qualified products, and they shall provide relevant documents, including but not limited to hoist product certificates and quality control reports.
- 3) The single structure of lifting points must use hoists of the same brand and specification.
- 4) The lifting point service provider shall provide the arrangement of the lifting point and sling, and the lifting point user shall install the hoists, collect the hoists and the chains, and prepare and install necessary aerial trucks, hoist consoles, etc. The related construction operations must comply with the relevant regulations of the Exhibition Venue and others.
- 5) Aerial workers involved in the operation must be licensed, and the aerial work licenses of construction workers shall be submitted.
- 6) Operators of electric hoists must have electrician licenses, and the electrician licenses of construction workers shall be submitted.

6.3 Application and reminder for elevating and lowering lifting points

- 1) The suspended objects of the user shall be inspected by the service provider after assembly. Appendix 3: Application for Elevating and Lowering Lifting Points shall be signed by both the user of the lifting point and the provider for each operation of suspended objects, and the operating in booth must be jointly supervised by security personnel and lifting point service provider on site.
- 2) The elevating and lowering of suspended objects at manual hoist booth shall be operated by the user of the lifting points.
- 3) The elevating and lowering of suspended objects at electric hoist rental booth can be operated by the lifting point service provider, and the service provider can adjust the time according to the on-site situation, or arrange console to lift and lower the lifting points according to the application time. The elevating and lowering of suspended objects at the booth with electric hoist brought by the user shall be operated by the user with its own console.

7. Relevant requirements for using the lifting points

- 1) Any person is strictly forbidden to climb or pull the lifting point structures or suspended objects directly. The adjustment and installation of suspended objects must be based on the height needs,

- with the corresponding scaffold or aerial truck, scissors lift and other facilities to facilitate the operation.
- 2) The lifting point users shall not increase or decrease the number of lifting points without authorization. If the unit weight of the suspended objects exceeds the total capacity of the lifting point applied for, the user must apply for additional lifting points.
 - 3) If the single structure suspended by the manual hoist possesses more than 10 (including 10) lifting points, it needs to be disassembled first. If the structure cannot be disassembled, it needs to be lifted by the electric hoist.
 - 4) The size of the Truss used for suspended objects shall be less than or equal to 400 mm * 400 mm.
 - 5) The steel core wires or special lifting straps must be connected separately and vertically with the lifting point provided by the exhibition service provider, in accordance with the lifting height limits of the structure.
 - 6) The links used between hanging structure and hoist hook must be the special hoisting shackle, and detailed schematic diagram must be provided when submitting the working drawings.
 - 7) The suspended objects to be lifted through the lifting points must be solid and reliable metal or steel-wood assembly structure, and pure wood structure, ultra-low acoustics and linear acoustics shall not be hanged. Structures linked to the ground or not supported by lifting points shall not be reinforced or connected by any lifting point.
 - 8) All lamps must be constructed according to the application working plan.
 - 9) It is necessary to ensure that each lifting point for the suspended objects and each hoist are under balanced stress, so as to avoid any potential resultant safety hazards in the process of elevating and lowering.
 - 10) When the manual hoists are operated, no one is allowed to be directly under the suspension structures.
 - 11) The construction materials used for lifting suspended objects shall comply with the fire safety regulations.
 - 12) Before elevating the manual hoist, the user must inform the service provider and lift the suspended objects under the supervision of the service provider.
 - 13) During the elevating or lowering of the hoist, the structure shall be balanced, and all hoists shall rise or fall synchronously to avoid any unbalance.
 - 14) In case of any damage to the lifting points of the exhibition halls and related equipment or any injury to personnel due to improper operation of the lifting point user, the user shall bear all consequences and the Exhibition Venue reserves the right to investigate the relevant legal responsibilities.

1. Booth Position & Orientation

[illegible]

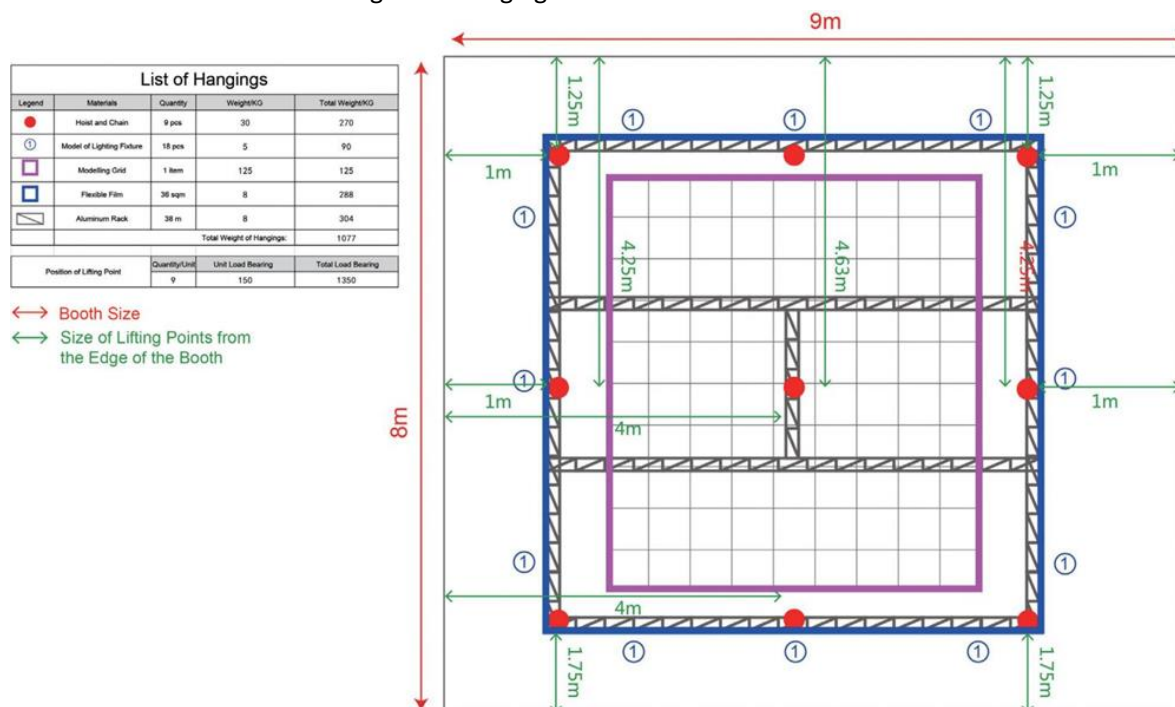
Attach the top view of all booths applying for lifting points to the floor plan of the exhibition hall with the center line to confirm the opening direction of the booths.

The red line is the centerline of the gates of the exhibition hall, and the green line is the construction road of the exhibition hall.

2. Distribution of Lifting Points in the Booth +

Booth No: _____

Illustration of Materials and Weights of Hangings



Notes:

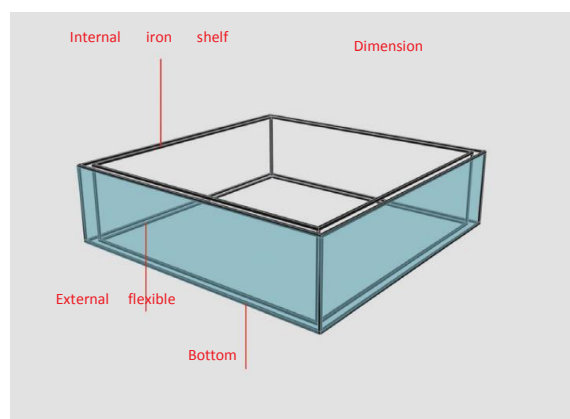
Mark the position of the lifting points applied by the booth and the distance of each lifting point from the edge of the booth.

Provide the point positions, quantity and weight of each hanging.

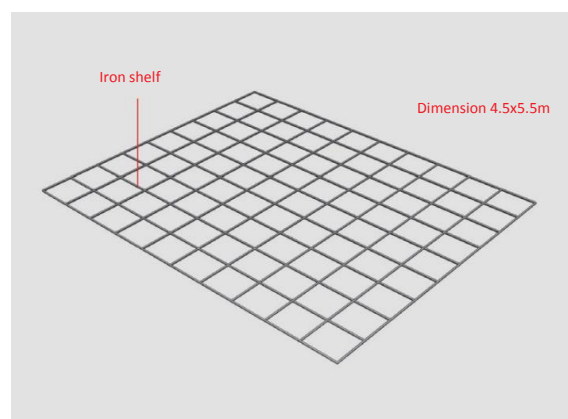
Provide the specification, weight and length for the lifting rack.

3. Detailed Illustration of Materials and Weight of the Hanging Structure

Booth No: _____



Iron shelf=8Kg (per sqm) x36m=288Kg



Iron shelf=5Kg (per sqm) x25m=125Kg

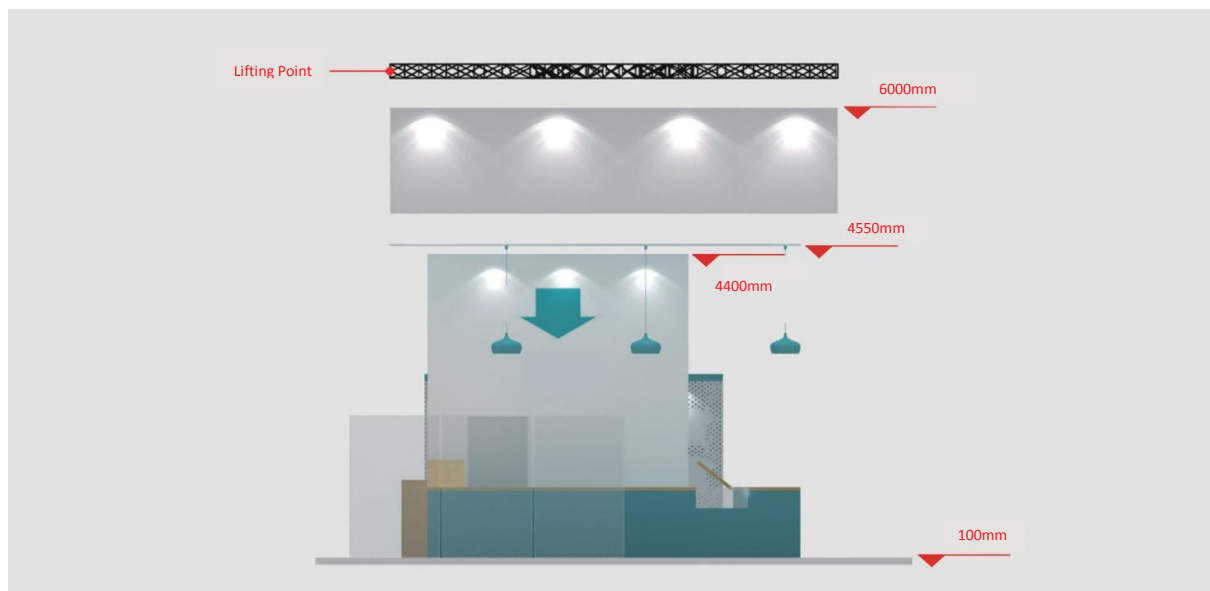
Notes:

Mark the material, dimension and weight of each structure of the hanging. Provide a construction drawing of the metal structure.

It is required to provide a construction drawing of the internal metal structure for hangings with steel-wood structure.

4. Height Chart of Hanging from the Ground

Booth No: _____

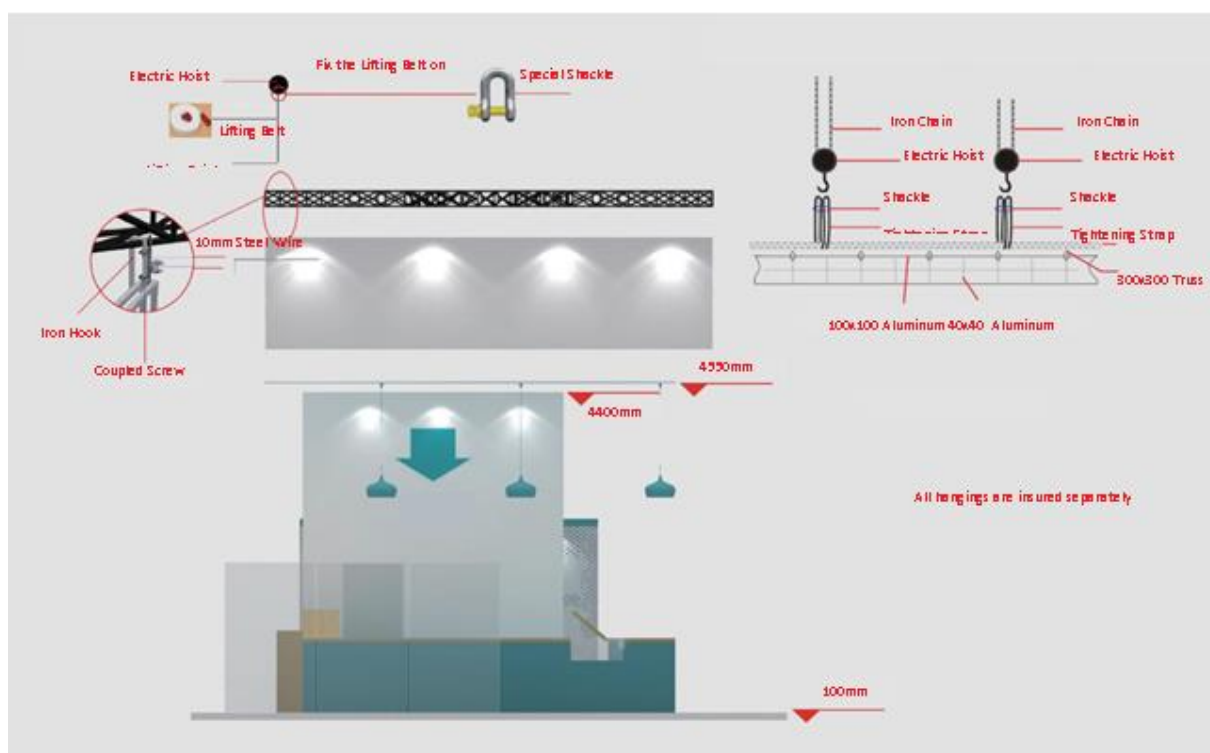


Note:

Mark the height of the upper edge of hanging from the ground.

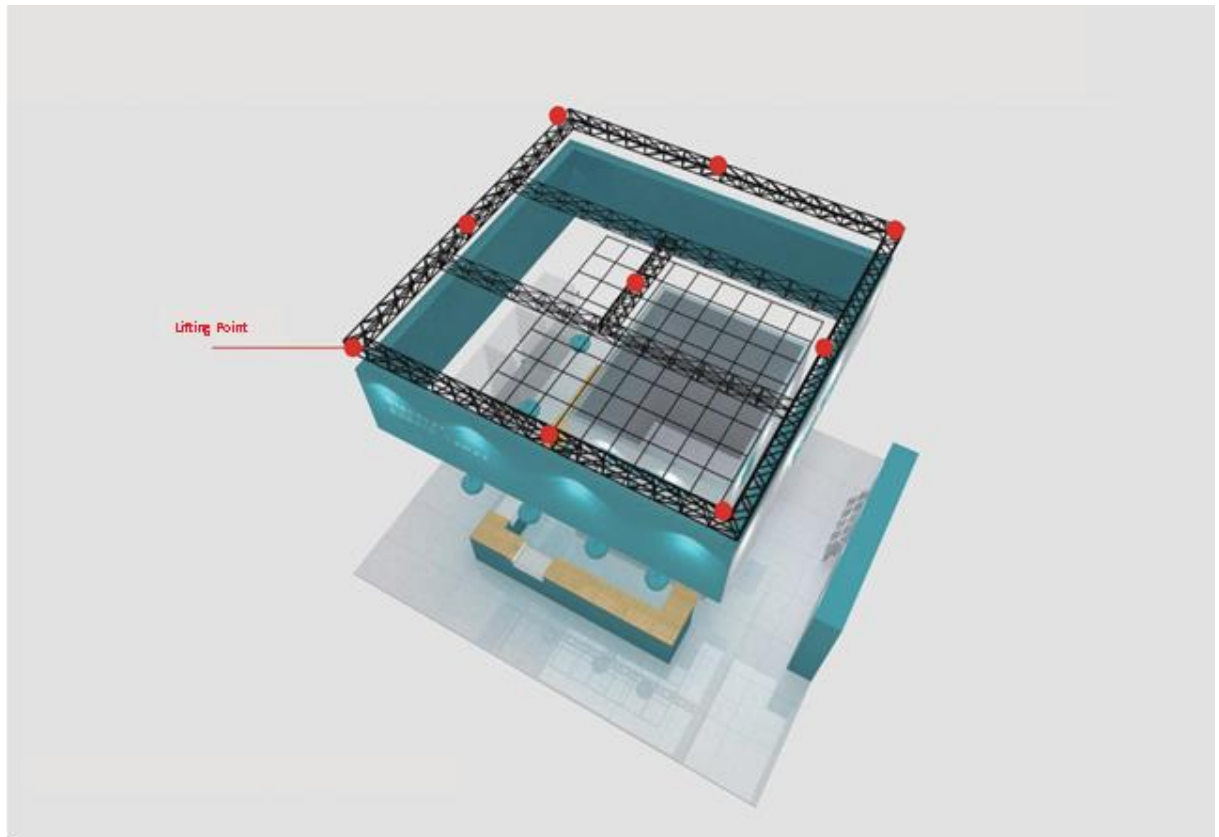
5. Connection Mode of Hangings

Booth No: _____



6. Multi-Angle Rendering

Booth No: _____



Note:

A multi-angle booth rendering, including but not limited to front view, side view, top view and others.

Form 7A. SHOW CATALOGUE ADVERTISING

Return before April 2nd, 2021

Return to:	Beijing Oriental Friendship Advertising Co., Ltd	Contact:	Xingjian Gao
Address:	9th Floor, Building No. 2 (Design Building), No. 8 East Huixin Street, Chaoyang District, Beijing.	Tel:	+86 10 84662350 +86 10 84629966(operator)
Zip Code:	100029	Fax:	+86 10 84662568
		Email:	1450058827@qq.com

Company Name			Stand No.	
Address			Zip Code	
Tel			Email	
Items		Price (USD)	Quantity	
Front Cover		9300		
Inside Front Cover		4500		
Inside Back Cover		4500		
Back Cover		7800		
Colored Head Page		1800		
Colored Insert Page		1500		
B/W Manuscript (with pictures)		500		
B/W Manuscript		400		
Company Logo		100		
Special Position		Negotiable		

*** Payment Deadline: April 2, 2021**

Notice of the Advertisement Collection of

The 84th China International Medical Equipment Fair Catalogue

Dear Madam/Sir,

To prepare for the editing, publishing and issuing of *"The 84th China International Medical Equipment Fair Catalogue"*, we notify the relative items of the advertisement collection as follows:

A. Manuscript

- a) Please fill out the registration form for the exhibitors, based on which the manuscript will be published in the *Official Catalogue*. **Please indicate the booth No. of the exhibitors.**
- b) Please submit both electronic files and printed manuscripts, those saved by CD are recommended.
- c) All exhibitor groups should send manuscripts by e-mail.

B. Black-and-white manuscript (with pictures)

- a) Qualified black-and-white/colored photographs or films are needed for black-and-white pictures, emblems, trademarks and other marks reflecting enterprises culture. If submitted by e-mail, the pictures in electronic files should be the same size of finally printed pictures at least, and the resolution ratio should be **300 dpi** or higher to assure the printing effect.
- b) If the customers provide their self-designed manuscript, please offer the accurate proof. For those customers without special requirement, the editing department would design for them.
- c) The customers providing CD **are required to offer the proof.**
- d) The format of the picture in manuscript should be: **tif** or **eps**. The electronic files should be made with **Apple Computer**. The composing software should be **illustratorCS5**、**coreldrawX4** or lower version. **The special typeface in the file should be changed into path** or recorded into the CD and provided together with the file.
- e) **For the purpose of changing**, do not change the submitted files into **picture format**, please make them with composing software.

C. Colored manuscript (with picture)

- a) Qualified colored photographs, pictures and films are needed for colored pictures, emblems and trademarks published in the colored manuscript. If the customers require special color, please offer the accurate one. If submitted the electronic version of the pictures, they should be the same size of the finally printed pictures at least, and the resolution ratio would be **300 dpi** or higher to assure the printing effect.
- b) For the customers providing their self-designed pictures by floppy disk, a colored printed model is needed to assure the printings loyal to original color. If the customers offer their self-designed manuscript, the editing department would make the advertisement in accordance with their design. Any problems would be resolved through negotiations, but the deadline for printing must be assured.
- c) Each page of colored manuscript (with pictures) should contain no more than **3** pictures (except the ones who offer the ending films), or the customers should give **200 RMB** for each extra picture as the plate-making fee.
- d) The format of the pictures in manuscript should be: **tif** or **eps**. The electronic files should be made with **Apple Computer**. The composing software should be **illustratorCS5**、**coreldrawX4** or lower version. **The special typeface in the file should be changed into path** or recorded into the CD and provided together with the file.
- e) **For the purpose of changing**, do not change the submitted files into **picture format**, please make them with composing software. The layout of the printed sheet should be: **210*285mm (without 3mm bleeding)**. Please follow this.

D. The deadline

The deadline of the *spring Fair Catalogue* is **April 2nd, 2021**. Please hand over the manuscript on time.

The payment deadline is **April 2nd, 2021**.

E. Points of attention

- a) **The enterprises who want to publish their products information in the *Catalogue* should provide the *medical device advertisement inspection sheet* and the *approval No. of drug advertisement* issued by the drug regulatory administration of the province, autonomous region or the municipality where the enterprise is located in. The advertisement of imported medical device should be approved by the State Food and Drug Administration of P. R. China. Please pay attention to this.**
- b) **The language clearly forbidden in *advertisement law* should not exist in the manuscript of the products advertisement, such as “the best”, “the top” “sales**

volume”, “award-winning” etc. The editing department reserves the right to edit them in the manuscript.

- c) The customers belongs to non-exhibitor groups should **pay the advertisement fee as soon as the manuscripts are handed over**, or the advertisement would not be published. If the customers give up advertising in the midway, certain service fee would be charged.
- d) If the customers provide the manuscript after the deadline, certain urgent charge would be considered.
- e) After filling out the contract, please fax/post it to the editing department of *Catalogue of Beijing Oriental Friendship Advertising Co., Ltd.*

F. Info for the Payment

All the exhibitor groups/enterprises should remit the charge before April 2nd, 2021 to the following address:

Beneficiary: Beijing Oriental Friendship Advertising Co., Ltd.

Beneficiary Bank: Bank of Communications Beijing Branch, East Yuhui Road Sub-branch

Account No.: 110060971018010010447

Swift Code: COMMCNSHBJG

Address: 9th Floor, Building No.2(Design Building), No.8 East Huixin Street, Chaoyang District, Beijing

Post Code: 100101

Form 7B. On-site Advertisement

Return before April 16th, 2021

Return to:	Beijing Oriental Friendship Advertising Co., Ltd	Contact:	Xingjian Gao
Address:	9th Floor, Building No. 2 (Design Building), No. 8 East Huixin Street, Chaoyang District, Beijing.	Tel:	+86 10 84662350
Zip Code:	100029	Fax:	+86 10 84662568
		Email:	1450058827@qq.com

Party A: Beijing Oriental Friendship Advertising Co., Ltd

Party B: _____

Date _____ Contact Person _____

Address of Advertiser (PC) _____

Tel _____ Fax _____

Size of Advertising _____ Position _____

Number of issues _____ Terms of Payment _____

Date of Publishing May 13th, 2021 Payment deadline April 16th, 2021

Rate _____ Total Amount _____

Remarks: _____

This contract includes the following terms:

1. The advertisement manuscript will be included in the contract attachment conditions, which has the equally authentic legality as this contract.
2. Party B should offer the advertisement manuscript, or Party B provides the advertisement materials to Party A for design. If the advertisement designed by Party A doesn't meet the Party B's expectation, Party B should design the advertisement by its own, and provide it to Party A before the **April 16th, 2021**
3. Party B shall not presume to withdraw the advertisement manuscript after the contract taking effect, or Party B should pay Party A a penalty fee equaling 30% of the total advertising cost. If Party B has to withdraw the manuscript under certain circumstances, the withdrawal should be agreed by Party A and won't affect Party A's normal business.
4. As soon as the agreement comes into effect, Party A shall not bear the responsibility for any mistake or neglect of the advertisement caused by Party B, hence shall not refund the advertising payment to Party B.
5. Party B shall be fully responsible for the validity and authenticity of the documents, testifying materials and the advertising content provided to Party A. Party B shall also secure that the provision hereinbefore will not harm the third Party's rights and interests. In the event that Party B violates the responsibility hereto, and further brings Party A into any loss, Party B has the obligation to pay Party A with full breach penalty. Meanwhile, Party A has the right of recovery.
6. Both parties shall not reveal any information and content in the agreement. Both sides will realize the valued commercial data and secret information of the other side in accordance with this agreement, while

those data and information are acknowledged as proprietary property and secrets by each party. The two parties should strictly keep commercial secrets during the enforcement of this agreement. The default party should compensate the occurred damage in the event that either side disobeys the agreement terms and causes any damage to the other side.

7. During the contract period, in the event that the contract is failed to perform due to force majeure (such as flood, fire, earthquake, draught and war etc.) or any other events that can not be controlled, Party A should inform Party B on writing basis. Party A may provide Party B with a replacing plan. The contract can be further performed if the replacing plan is accepted by Party B. If the replacing plan is not accepted by Party B, Party A should calculate the advertising rate based on the cost and the actual publishing days, hence, the contract should automatically terminate.
8. All duties arising from the contract under the discussion shall be settled through consultation by the Parties hereto. In case no settlement can be reached; the duties shall be submitted to the local People's Court of the plaintiff to be settled.
9. IN WITNESS THEREOF, This contract shall come into effect immediately after it is signed and stamped by the Parties to the Contract. Any changes to the contract shall be reached into the negotiation by the Parties.

Signature _____ Signature of Advertiser _____

Address: 9th Floor, Building No.2 (Design Building), No.8 East Huixin Street, Chaoyang District, Beijing, P.R.C
Postcode: 100029

Tel: (+86)-010-84662350

Fax: (+86)-010-84662568

Beneficiary: Beijing Oriental Friendship Advertising Co., Ltd.

Beneficiary Bank: Bank of Communications Beijing Branch, East Yuhui Road Sub-branch

Account No.; 110060971018010010447

Swift Code: COMMCNSHBJG

Contact: Xingjian Gao

E-mail: 1450058827@qq.com

Website: www.cyy123.com

Form 8. INTERPRETER SERVICES

Return before April 30th, 2021

Return to:	Shenzhen Longwin Information Consultation Co., Ltd.	Contact:	Ms. Chen Ke
	Room 204, 2F, SZCEC, Shenzhen, China	Tel:	+86 13714658483
		Fax:	+86-755-82908515
		Email:	longwin2004@aliyun.com
		Web:	www.longwinsz.com

Company Name: _____

Contact Person: _____ **Job Title:** _____

Address: _____ **Post Code:** _____

_____ **Tel:** _____

_____ **Fax:** _____

Country: _____ **Email:** _____

Website: _____ **Booth No.:** _____

Please fill out the form according to your requirements and email to longwin2004@aliyun.com

Staff (minimum 1-day charge)	Daily Rate (RMB)	Booth Set-up		Show Time				Amount	Remark
		May 11	May 12	May 13	May 14	May 15	May 16		
General Interpreter: Chinese/ English	600								
Experience Interpreter: Chinese/English	1000								For special need, please email us
General Interpreter: Chinese/Japanese	1000								
General Interpreter: Chinese/Korean	900								
General Interpreter: Chinese/Russian	1400								
General Interpreter: Chinese/French	1400								
General Interpreter:	1400								

Chinese/German									
General Interpreter: Chinese/Spanish	1400								
General Interpreter: Chinese/Italian	1400								
Receptionist/ hostess	350								Speak Simple English+ Uniform
Total Amount:									

N.B. All the language services provided by Longwin will be charged in RMB.

Notice:

- 1) Please email this application to us via the mailbox above.
- 2) All the language services provided by Longwin will be charged in RMB.
- 3) If you request a specific language pair which is not on the list above, please email us for quotation.

Form 9. Visa Application Form

● VISA APPLICATION TO CHINA

All foreigners must obtain an entry visa before proceeding to China. Exhibitors & Visitors are strongly recommended to process the application **one month before departure** from the country of origin. Attention: for several countries like Pakistan, Iran, Syria, Bangladesh and many African countries, we cannot issue the invitation letter. Citizen from those countries should apply for a visa via the Chinese Embassy on their country or via their own Embassy in China.

This form must be returned before

April 13th, 2021

Email: bj@burnaby.com.cn

Fax: (86) 10 8460 2480

● EXHIBITORS & VISITORS WITH INVITATION

All the applicants for visas are required to have an **Invitation Letter from the Chinese authority**. Our company will coordinate and forward the information of the application to the Chinese authorities for issuing the Invitation Letter which will be ready within 7 working days and presented to your company by fax or mail.

Upon receipt of this visa authorization, the applicant is required to present his/her passport, a recent photograph, a completed visa application form (available from local Chinese Embassy) and forward to the local Chinese Embassy or Consulate for completion of the formalities.

The cost to issue of Invitation Letter for tourism visa application is RMB 160.00 per person.

ATTENTION:

- 1) Passports must be valid for at least **SIX MONTHS** beyond the intended date of entry into China
- 2) Please make enough copies for each applicant and return the typewritten form to us before the deadline.

Visa Invitation Letter Application Form for ☐ Exhibitor ☐ Visitor (Please tick)

Surname		First Name (Full name as passport)	
Gender (Female/Male)		Nationality	
Date of Birth		Place of Birth	
Passport No		Passport Expire Date	
Entry China Date(dd/mm/yy)		Exit China Date(dd/mm/yy)	
Company Name			
Address in full			
Tel	(+)	Fax	(+)
Contact email			
Nearest China Embassy or consulate to apply visa			
Have you been to China? If yes, please write down the date(dd/mm/yy)			
Letter to be sent by (Please tick)	<input type="checkbox"/> fax	<input type="checkbox"/> email	

We understand that our visa invitation will only be processed when we return this form with full payment of the application fee before deadline

● PAYMENT BY CREDIT CARD

I hereby authorize to debit my card (details as follows) for all the above service arranged:

☐ Visa Card ☐ Amex Card ☐ Master Card

Name of Credit Cardholder: _____ Expiry Date (mm/yy): _____

Credit Card Number: _____ CVV Code: _____

Credit Cardholder's Signature: _____

Your Personal Checklist:

The most important things to do!

- ☐ Do you have a valid passport?
- ☐ Have you applied for a visa?
- ☐ Have you registered for all on-site staff for Exhibitor badges?
- ☐ Have you made your travel arrangements? Booked your hotel rooms?
- ☐ Have you printed Chinese business cards?
- ☐ Have you printed necessary information in Chinese (e.g. product / company description)?
- ☐ Have you checked all the forms and regulations?
- ☐ Have you applied special permit for importing endangered exhibits in China?
- ☐ Have you arranged the shipment of your goods?
- ☐ Have you checked your booth equipment?
- ☐ Have you ordered an interpreter or booth assistant?
- ☐ Have you sent your information for show catalogue entry with product groups?
- ☐ Have you thought about advertising in the show catalogue?

Note: Any inconvenience caused by failure to observe the deadlines and / or to follow the rules and regulations will not be the responsibility of the organizer.

CMEF Spring 2021 / ICMD Spring 2021
NECC Shanghai, CHINA
13-16 MAY 2021

CMEF Spring 2021 / ICMD Spring 2021

NECC, Shanghai
May 13-16, 2021

Dear Exhibitor,

It is with honor and pleasure to inform you that TOP-TRANS is the Official Freight Forwarder appointed by the organizer for the subject exhibition. In order to ensure the smooth customs clearance and handling of your exhibits at the above event, we wish to bring the following important points, which are reiterated in the latest Customs Notice, to your attention.

1) DEADLINE OF THE DOCUMENTS REQUIRED FOR CUSTOMS CLEARANCE

Please be informed that due to the rigid customs formalities and high rate of customs inspection in Shanghai, advance submission of 'List of Exhibits (with HS code)' form are required by Shanghai Customs. Therefore, please complete this document in English (in Excel Format) and send it to TOP-TRANS no later than 12 Apr 2021. Late submission of 'List of Exhibits' form will not be accepted by the Customs!

The 'List of Exhibits' form is attached herewith. – Please note that this form is the only approved format accepted by the Chinese Customs Authorities. Every exhibitor must submit this form to us without exception. Please do not use your own agents or company letterhead on any packing lists.

2) ACCURACY OF THE CUSTOMS DOCUMENTS

Your cargo will probably be opened for inspection by customs, so please make sure there is no any discrepancy between 'List of Exhibits' and actual content of the cargo.

3) CUSTOMS REJECT TO CLEAR ANY ITEMS UNRELATED

And any items unrelated with the exhibition are not allowed to be packed into the shipment.

4) NO VALUED ITEMS CAN BE SOLD OR CONSUMED

Your cargo is cleared under the temporary importation with the exhibition license so it is supposed all your items should have to be returned after the exhibition. Reasonable quantities of no commercial value items can be consumed. Please consult us for the details before shipping them out.

Thank you for your attention to this matter. Should you have any queries or difficulties providing the 'List of Exhibits' before 13 Apr 2021, please feel free to contact:

Mr. Jerry CHEN

Tel: (+86) 21 5835 0858

Fax: (+86) 21 5835 0929

Mobile: (+86) 138 7221 7021

Email: jerry.chen@top-trans.com.cn

Mr. Anthony NIE

Tel: (+86) 21 5835 0858

Fax: (+86) 21 5835 0929

Mobile: (+86) 138 1872 1467

Email: anthony.nie@top-trans.com.cn

Yours Sincerely,

Top-Trans Expo Logistics Co., Ltd.

SHIPPING MANUAL

FOR DIRECT SHIPMENTS TO SHANGHAI AIRPORT/SEAPORT

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A. SCHEDULE

	For air shipments	For sea shipments
CARGO RECEIVING PERIOD	1st May – 6th May 2021	26th Apr- 5th May 2021
DOCUMENTS REACHING TOP-TRANS		
Airway bills for air shipments	48 hours prior to arrival of flight	
Ocean bills of lading for sea shipments		7 days prior to arrival of vessel
Other Documents on or before(Final LOE)	13rd Apr 2021	13rd Apr 2021
INBOUND PAYMENT ON OR BEFORE	13rd May 2021	

**Pls strictly follow our shipping schedule. If any cargo arrives before/beyond the cargo receiving period, or any documents are submitted later than the above schedule, the Customs may deny the declaration for the relevant shipment.

- Above schedule is subject to the final decision of move-in dates from the organizer.
- Holiday Adjustments during Chinese New Year, Labour Day, Dragon Boat Festival, and National Day definitely affect the regular arrangement of customs clearance and collection of cargoes; adhering to the above documents and cargoes receiving period is **IMPORTANT** as there is no room for any delay.

B. DOCUMENTS CHECKLIST

DOCUMENTS INCLUDING	REMARKS	DETAILS IN SECTION
Airway bills for air shipments	- 1 original with 3 copies to consignee	C-2
Ocean bills of lading for sea shipments	- 1 original with 3 copies to consignee	C-2
List of Exhibits (LOE)	- 1 original with 3 copies attached to the airway bill or ocean bill of lading	C-3
Censorship items (literature / films / slides / videotapes / advertising gifts, etc)	- 3 samples to TOP-TRANS	D
Corresponding IMCO certificate for dangerous goods / hazardous goods, if any	- 1 original attached to the original airway bill or ocean bill of lading; - 1 copy by fax or by email in advance.	E
Original "Fumigation Certificate" for wooden packing/products or "Declaration of non-wooden packing materials"	- 1 original attached to the original airway bill or ocean bill of lading; - 1 original to TOP-TRANS ; - 1 copy by fax or by email in advance.	I
Insurance Policy (if insured)	- 1 copy brought to fair site	N

C. DOCUMENTATION

1. CONSIGNMENT INSTRUCTION

*****SHIPMENTS SENT BY COURIER WILL NOT BE ACCEPTED!*****

For air shipments - to Shanghai Airport:	For sea shipments - to Shanghai Seaport:
<p><u>Master Air Waybills:</u> CONSIGNEE:</p> <p>JIANGSU FEILIKS INTERNATIONAL LOGISTICS INC SHANGHAI BRANCH(KSF) RM. A615 NO.1333 WENJU ROAD PUDONG NEW AREA SHANGHAI CHINA (201202) ATTN: CANDY TEL: +862150962051 USCI+91310115X07304429N</p> <p>NOTIFY PARTY: TOP-TRANS EXPO LOGISTICS CO., LTD. ATTN: ANTHONY&JERRY TEL: (+86) 21 5835 0858 FOR: CMEF SPRING 2021 /ICMD SPRING 2021 USCI+91310115MA1H82265B</p> <p><u>House Air Waybills:</u> <u>CONSIGNEE:</u></p> <p>TOP-TRANS EXPO LOGISTICS CO., LTD. ATTN: ANTHONY&JERRY TEL: (+86) 21 5835 0858 E-MAIL: ANTHONY.NIE@TOP-TRANS.COM.CN FOR: CMEF SPRING 2021/ICMD SPRING 2021 USCI+91310115MA1H82265B</p> <p>NOTIFY PARTY: SAME AS CNEE</p>	<p>CONSIGNEE&NOTIFY PARTY: TOP-TRANS EXPO LOGISTICS CO., LTD. ATTN: ANTHONY&JERRY TEL: (+86) 21 5835 0858 E-MAIL: ANTHONY.NIE@TOP-TRANS.COM.CN FOR: CMEF SPRING 2021/ICMD SPRING 2021 USCI+91310115MA1H82265B</p>

The description on bill of lading or waybill should be complete and accurate. Vague descriptions: such as: 'EXHIBITION GOODS', 'CLOTHES' will not be accepted. Pls send us the draft bill of lading or waybill to check in advance.

Due to the Customs System updating, all air consignments now require HAWB manifest data in the customs system. Therefore, please consign the air consignment under MAWB with back to back HAWB. **The consignee on MAWB and HAWB are not the same.** Otherwise, air consignment under MAWB without HAWB will no longer be distributed to our airport warehouse. This will take longer time for customs clearance and incur more cost for terminal handling. Exhibitors are, no doubt, to bear unexpectedly high forwarders' handling fee in China if consignments are covered by wrong waybills of lading.

All shipments must be consigned "Freight prepaid" to the above consignee.

2. PRE-ALERT OF SHIPPING INFORMATION AND DISPATCH OF DOCUMENTS

****According to the New Customs Regulation, the customs declaration must commence immediately after the cargo arrives. Therefore, the pre-alert must reach us as soon as possible according to the schedule.**

- **For air shipments – to Shanghai Airport:**

The following information must be sent to **TOP-TRANS** as pre-alert:

- a. Flight number of aircraft.
- b. Date of departure from foreign airport and date of arrival Shanghai
- c. Master airway bill and house airway bill
- d. Number of pieces, weight and measurement of each package
- e. List of Exhibits (LOE)
- f. Declaration of non-wooden packing materials (original)
- g. Heat treatment and / or MB fumigation certificate for wooden packing materials (original)
- h. Special handling instruction

- **For sea shipments - to Shanghai Seaport:**

The following information must be sent to **TOP-TRANS** as pre-alert:

- a. Name of vessel and voy. no.
- b. Date of departure from foreign seaport and date of arrival Shanghai
- c. Ocean bill of lading no.
- d. Number of pieces, weight and measurement of each package
- e. List of Exhibits (LOE)
- f. Declaration of non-wooden packing materials (original)
- g. Heat treatment and / or MB fumigation certificate for wooden packing materials (original)
- h. Special handling instruction

3. LIST OF EXHIBITS (LOE)

Please complete one “LIST OF EXHIBITS” (Appendix III) for each package (except literature) and return to TOP-TRANS according to the schedule herein.

IMPORTANT - This is the most important document to arrange the customs clearance for temporary importation of exhibits into China. Please ensure all the items listed on each column of the form have been completed precisely, including the Brand value, net weight, HS code number to identify the tax rate for Customs data entry.

MODEL and SERIAL Numbers of Equipment

Please be informed that, for all exhibitions in China, exhibitor must provide the **MODEL and SERIAL numbers** of their exhibiting equipment with declared value at or over US\$500.00 (per unit).

Customs officers will record the **MODEL and SERIAL numbers** of all the equipment (especially of machinery products) during their inspection when import. This record will be checked again during the export.

In such case, it is strongly recommended that the exhibitor should print the **MODEL and SERIAL numbers** of the exhibition equipment on each packing case in order to shorten the time that is spent on the Customs Inspection for return/re-export/transfer/sold exhibits.

- **Material of the Exhibits**

Exhibitors must declare the material of each exhibit on the LOE (especially for stand fitting materials. E.g. made by plastic; wooden; iron; steel; metal or other material, etc) in order to identify the HS code numbers for input of Customs data.

- **ATA CARNET**

ATA Carnet is accepted for temporary import in China, but ONLY for purpose as 'Exhibition & Fairs'.

For ATA carnet shipment, please note that individual House AWB or B/L must be issued for ATA Carnet shipment and it is a 'MUST' to have ATA Carnet number on HAWB or B/L.

Original signed power of attorney with company stamp should be attached with ATA.

The shipment under ATA Carnet MUST totally return after the exhibition, all listed items can not consumed on-site. If necessary, please issue one HAWB for consumed items, and one HAWB for ATA shipment, under one MAWB.

Exhibits import under ATA Carnet can only be re-exported as one shipment and can't be separated for return to different destination port or airport.

All listed items on ATA Carnet MUST totally same as the exhibits.

D. CENSORSHIP ITEMS

It is stipulated by the General Administration of Press and Publication of the People's Republic of China (hereafter as GAPP) and the Chinese Customs that : Advertising materials and technical information materials including but not limited to literature, films, slides, audio tapes, videotapes, photos, advertising gifts, map illustrations, directions and other publicity materials shall not be allowed for display or use or distribution at the exhibition before approved by GAPP in Beijing. **The Chinese Customs has the right to reject import if prior approval is not granted.** Therefore, it is **NOT** recommended to ship these items to the exhibition directly.

Please submit 3 samples each to **TOP-TRANS** for censorship at least 6 weeks before the show. **TOP-TRANS** will then on forward them to the Chinese Authorities for inspection. GAPP will decide whether to approve or not the display or use or distribution of the materials. If approved, an import approval permit will be issued; if not, GAPP will advise the reasons.

Please be aware that the Chinese Customs may charge tax/duties for these items and the cost is for account of the exhibitors. **Distribution of periodicals in the exhibition is strictly prohibited.**

E. DANGEROUS GOODS/HAZARDOUS GOODS

Corresponding IMCO certificate is a must for any dangerous goods / hazardous goods dispatched. The original certificate must be attached to the original airway bill or ocean bill of lading sending to the consignee. Please send a copy of this document to **TOP-TRANS** by fax or by email before the original is sent out.

Surcharge for handling of dangerous cargo will incur. Please refer to the attached tariff for the rate.

F. HAND-CARRIED EXHIBITS (FOR GENERAL CARGO ONLY)

Exhibitors are strongly advised **NOT** to hand carry goods to exhibition. Should it be inevitable, exhibitor must declare to the Customs that their hand-carried goods are for exhibition purpose in case they are detained. Please immediately hand over the detention slip and the duly-filled "**LIST OF EXHIBITS**" (**Appendix III**) to **TOP-TRANS**' staff at fair-site.

Only with these documents, can **TOP-TRANS** apply for the Customs Cover to collect those detained exhibits at exhibitor's expenses according to the attached tariff. Please allow 1-2 working days to finish this Customs clearance and collection procedures.

G. PACKING INSTRUCTIONS

It is recommended that whenever possible, freight must be packed in cases and/or crates suitable for use for return shipments, if necessary. To protect goods against multiple handling during transit, it is recommended that contents should be securely choked, blocked and braced. Any damage and claims will not be accepted caused by unsuitable packing. Please ensure the followings:

- All cases should be bolted rather than screwed or nailed.
- Stapled or Stitched-nailed crates or cartons should not be used except for disposable goods.
- If cases cannot be slung, they should be mounted on skids to facilitate the handling with forklift trucks.
- Exhibitor, at their discretion, may plan to exhibit equipment on skid, as the floor may not always be completely level. These skids must however be suitably covered to preserve the overall presentation of the exhibition.
- To minimize risk of loss, damage or delay, please avoid shipping your cargoes in small packages (individual package for over 1 cbm is recommended, e.g. 1m x 1m x 1m). We recommend you use big strong cases with small cartons collected together inside.
- It is advisable to include a quantity of spare packing materials (e.g. wrapping paper, plastic foil, etc.) in your original shipment to replace any that may be inadvertently destroyed during unpacking.

- **Protection against Damage and Rain**

Please be advised that cargoes will be placed outdoors many times including open-air storage at the exhibition site. It is recommended that the packing of case must be strong enough to protect the cargoes from damage and rain. Packing in cartons is not recommended, as it is not suitable for repeated handling and repacking.

When cargoes are repacked with used packing materials, these packing are regarded as no longer suitable to protect cargoes against damage/moisture compared with the originals. Exhibitors shall therefore bear the responsibility for the consequences arising therefrom.

- **Heavy and Oversized Cargoes**

Exhibitors with heavy or oversized cargoes must be on-site early and direct the operation of unpacking and positioning heavy cargoes. If a mobile crane or forklift is required for installation of equipment, exhibitors should send their requirements to **TOP-TRANS** in advance. For quotation of hiring such equipment, please refer to the attached tariff. A detailed layout should also be provided to **TOP-TRANS** for better on-site operations.

Cases for heavy cargoes should be so constructed that the sides are joined by bolts rather than by nails or screws. This will prevent the case from being damaged during unpacking and will save considerable time, especially during exhibition closing. Please mark the front side of the case clearly to ensure correct positioning.

H. MARKING INSTRUCTIONS

Shipping labels are provided (Appendix II). Please apply a minimum of two shipping labels per package.

- **SPECIAL MARKINGS**

Please indicate below markings on the sides of the crates/cases if applicable:

- Label **FRAGILE** items on all sides.
- Items, which must be kept in upright position, on 2 sides, label **THIS SIDE UP**.
- Items which cannot be stored outdoors must be marked on 2 sides with **THE UMBRELLA SYMBOL**.
- Stripes should be painted on vessels, tanks and similar equipment to indicate where slings must be placed for hoisting, also label **SLING** in the proper location.
- Cases containing spare parts must be marked **SPARE PARTS** and contain only spare parts.
- **CENTER OF GRAVITY, FRONT, BACK** and **LIFTING POINT** signs must be clearly marked externally for uneven loads and bulky items.

- Other markings should conform to the International Rules and Regulations governing packing signs and symbols.

I. DECLARATION OF WOODEN OR NON-WOODEN PACKING

- **Observe District**

All countries / Cities (Including Hong Kong SAR, Macau SAR and Taiwan)

- **Observe Scope**

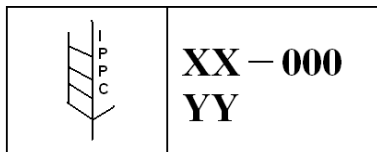
All non-manufactured wooden packing materials to be used to carry, pack, pad and support, and reinforce the goods, such as wooden case, crate, pallet, frame, pal, wooden pole, wedge, sleeper and pad.

- **Exempted Scope**

- Those wooden composite products after being heated and pressed treatment, such as plywood, particleboard and fiberboard.
- Veneer core, saw dust, wood fiber and particle and other wood materials with its thickness equal or less than 6mm.

- **Observe Requirement**

All import wooden packing materials must be treated by Heat Treatment (HT) or Methyl Bromide (MB) fumigation at the origin, and put the Mark of IPPC (sample shown as below) on two opposite sides of the wooden packing material. The Mark should contain the valid symbol approved by IPPC, country code, unique number of producer / treatment designated by the National Plant Protection Organization (NPPO) of exporting countries and treatment methods (HT, MB). For wooden packing materials without the approved mark or with approved mark but intercepts the live harmful pest, the cargoes will be disposed or returned to the origin.



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 countries or territories;
YY - The phytosanitary treatment measures, Methyl Bromide Fumigating - MB, Heat Treatment - HT

Please issue 2 original certificates. One original certificate must be attached to the original airway bill or ocean bills of lading sending to consignee for submitting to China Entry & Exit Inspection and Quarantine. The second original must be sent to **TOP-TRANS**. Please send a copy of this document to **TOP-TRANS** by fax or by email before the originals are sent out.

- **Non-Wooden Packing Materials**

For goods that are not packed with wooden packing materials or are not loaded on a wooden pallet, exhibitors are required to issue a "Declaration of non-wooden packing materials". Please issue 2 originals with company stamp and signature. One original must be attached to the original airway bill or ocean bills of lading sending to consignee for submitting to China Entry & Exit Inspection and Quarantine. The second original must be sent to **TOP-TRANS**. Please send a copy of this document to **TOP-TRANS** by fax or by email before the originals are sent out.

If failed to make the necessary arrangement for the handling of wooden packing goods, exhibitor should be responsible for the penalties from Chinese Authorities and the delay of exhibits delivery to stand.

J. UNPACKING, REPACKING AND DELIVERY OF EXHIBITS

TOP-TRANS will deliver cargoes to stands, assist unpacking and repacking and customs clearance against signature of exhibitors or their authorized agents. Exhibitors are highly recommended that their representatives be present on-site during move-in and move-out period to supervise positioning, unpacking and repacking of exhibits, as the on-site operations will be carried out at exhibitor's risk. **TOP-TRANS** will not be responsible for delay of customs clearance and positioning / displaying of exhibits due to late arrival of exhibitors' representatives or without receiving explicit instruction from exhibitors beforehand.

No exhibits are allowed to unpack on or take away from the show ground without Authorities' approval through

TOP-TRANS as they are imported to China on the basis of temporary importation permission. **TOP-TRANS** will not be responsible for any confiscation and / or fines arising therefrom.

During the move-in and move-out, all exhibitors or their authorized agents should defer to the on-site arrangement of **TOP-TRANS**' staff on site strictly. If exhibitors or their authorized agents take action without the permission of **TOP-TRANS**' staff on site, **TOP-TRANS** will not be responsible for any result and / or damage therefrom.

K. STORAGE OF CARGOES DURING THE EXHIBITION

Exhibitors requiring their cargoes (as opposed to empty cases) stored during the exhibition are requested to notify **TOP-TRANS** as soon as possible, allowing the staff to make special arrangements. Access to cargoes once stored may be possible at certain times during the exhibition. These times, if available, will be published at a later date.

L. MOVE-OUT

During the exhibition, **TOP-TRANS** staff will give the exhibitor forms for return/disposal instructions, i.e. return; sold; consumed or abandoned; etc., of your goods. Please complete and return the form to **TOP-TRANS** on or before the closing day for further arrangements.

Return exhibits can only be shipped out upon the completion of customs clearance, which normally takes 14 working days to finish, counting from the first working day after the move-out operation is done. Should exhibitor ask for priority or express service to accommodate its needs, please inform **TOP-TRANS** earlier for earlier arrangement; while the final decision is subject to the Customs' approval. Surcharge for priority or express service applies. Please refer to the attached tariff for the rate.

All temporary import shipment must be returned after the show, we are not allowed to transfer shipment from temporary import to permanent import. Therefore, if shipment has to stay in China permanently after the show, please contact us in advance before shipping to check the feasibility of permanent import. Pls refer to section D for details on permanent import.

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, toner or ink cartridge, liquid and gel are controlled dangerous cargo by airline. Please note the exhibitors should take full responsibility to remove above controlled items before re-packing.** if exhibitors can't provide certificate for safe transport of chemical goods. (Such as: batteries in the computer motherboard, mouse, keyboard, etc.)
- 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.

Please pay attention that **the new customs system requires** one temporary import shipment **should return all items together as one shipment and no separate / partial return as different shipments or to different destinations can be handled** after show close.

M. EXHIBITS TO BE RETAINED IN CHINA FOR SALE OR DONATION

Per the new regulation of Chinese Customs, exhibits are not allowed to be kept in the fair site after the show. All exhibits will therefore be transferred to a Bonded Warehouse under the custody of Chinese Customs.

The warehouse handling and storage charges occurred would be settled directly between the exhibitor/ buyer and the warehouse. **TOP-TRANS** will not be involved in this handling unless **TOP-TRANS** receive any written instruction from exhibitor to handle on their behalf in China.

According to the current regulation, exhibits are allowed to be kept in Bonded Warehouse for no longer than six months from the date of import. After that, the exhibits will be at the disposal of the Chinese Customs.

N. PAYMENT

- **Payment terms**

Inward: Cargoes will be delivered to fair booth upon full payment is settled according to **the schedule**.

Outward: Return shipment will be effective and / or Airway Bills or Ocean Bills of Lading will be released upon receipt of full payment.

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

Please kindly pay off all the charges timely and send the bank slip by email. **TOP-TRANS** is entitled to cancel the services without any liability if the charges fail to reach **TOP-TRANS** in time.

O. INSURANCE & CONDITIONS OF BUSINESS

All cargoes are requested for fully covered insurance during the whole journey, including the exhibition period. A copy of the insurance policy should be brought to the fair in case of any necessary survey.

If any loss or damages occur, please inform **TOP-TRANS** timely and **TOP-TRANS** will inform the Customs for handling. As the procedure is complicated, please take care of your goods during the fair to avoid such case happen. Please be kindly noted that even the exhibits are insured, there levant tax and duty are still inevitable.

All services and work undertaken by **TOP-TRANS** are carried out exclusively according to the terms and conditions outlined in the Company Terms and Conditions of Trading, which, in certain cases, exclude or limit the company's liability. Copies available upon request.

Use of services from **TOP-TRANS**, be it partial or complete, and any requirement for additional services at any time before, during or after the exhibition, expressed orally and/or in writing and/or by conduct, implies acknowledgement and acceptance to the foregoing.

SERVICES AND RATES

For General Cargoes

I. INWARD MOVEMENT

1) From Shanghai port to booth

For freight arriving directly in Shanghai: customs clearance on a temporary basis, transport from terminal to the storage area of fair-site, sorting and delivery to fair-booth, assisting exhibitors in unpacking and positioning of exhibits (assembling & 2nd time positioning excluded), removing empty cases and packing materials to on-site storage place (outdoor).

Air Freight

Basic handling rate	RMB8.00 per chargeable weight kilo
Min. charge	RMB1,200.00 per consignment per exhibitor

Land / Sea Freight

Basic handling rate	RMB620.00 per cbm or 1,000kgs, whichever is greater
Min. charge LCL	RMB1,860.00 per consignment per exhibitor
Min. charge FCL 20' GP	RMB13,000.00 per 20' GP container
Min. charge FCL 40' GP	RMB26,000.00 per 40' GP container
Min. charge FCL 40' HQ	RMB28,250.00 per 40' HQ container

II. OUTWARD MOVEMENT

Services and rates same as Inward movement (item I).

III. HEAVY-LIFT / OVER-SIZE SURCHARGES

For individual package				Rates	
Parameter					
Length (metre)	Width (metre)	Height (metre)	Weight (ton)	Attaining or exceeding 1-2 parameter(s)	Attaining or exceeding 3-4 parameters
≥ 5 m	≥ 2.1 m	≥ 2.1 m	≥ 3 ton	20 %	30 %
≥ 5 m	≥ 2.1 m	≥ 2.1 m	≥ 5 ton	30 %	50 %
≥ 5 m	≥ 2.1 m	≥ 2.1 m	≥ 10 ton	To be advised	

** Applicable to all the items I-II.

IV. DOCUMENTATION FEE

Service rate	RMB560.00 per consignment per exhibitor
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V. MISCELLANEOUS CHARGES

1) EDI customs fee

(Applicable to both inward and / or outward movement)

Handling	RMB350.00 per consignment per exhibitor
Input data on "List of Exhibits" into Customs computer	RMB60.00 per page

2) Quarantine declaration fee

(Applicable to both inward and / or outward movement)

Handling	RMB350.00 per consignment per exhibitor
Input data on "List of Exhibits" into Customs computer	RMB60.00 per page

3) Translation of "List of Exhibits" form

Service rate	RMB70.00 per page
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4) Fill-in the H.S. No. on "List of Exhibits" form

Service rate	RMB40.00 per page
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5) Re-completion of "List of Exhibits" form

(Applicable only to any submission in the format other than EXCEL, in computer typing, or by e-mail)
(Applicable to inward movement only)

Service rate	RMB40.00 per page
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6) Customs clearance fee for exhibits against undertaking licence for ATA CARNET

Service rate	RMB1,000.00 per licence or carnet per entry per city
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7) Quarantine service and handling charge

(Applicable to both air and / or sea freight)

a) Wooden case or skid or pallet	RMB90.00 per case
b) Non-wooden packing	RMB50.00 per case
c) Per 20' Container	RMB300.00 per 20' container
d) Per 40' Container	RMB600.00 per 40' container

**Items (a - b) are applicable to LCL shipments.

** Items (a - d) are applicable to FCL shipments.

8) Quarantine and / or customs inspection at cost

9) Fumigation charges

(Applicable to both air and / or sea freight)

a) Under 2 cbm	RMB800.00 per consignment per exhibitor
b) 2 cbm or over	RMB1,280.00 per consignment per exhibitor
c) 20' container or 40' container	RMB1,280.00 per container per consignment

**Items (a - b) are applicable to LCL shipment.

** Items (a - c) are applicable to FCL shipment.

10) Terminal charges at Shanghai seaport/airport

Air freight

Terminal Charges	RMB2.80 per chargeable weight kilo
Min. charge	150 kilo per consignment per exhibitor

Sea freight (LCL)

Terminal charges	RMB400.00 per cbm
Delivery order fee	RMB300.00 per cbm
Min. charge	3 cbm per consignment per exhibitor

Sea freight (FCL)

Terminal charges	20' GP container	RMB2,400.00 per unit
	40' GP container	RMB4,600.00 per unit
	20' special cntr	RMB2,600.00 per unit
	40' special cntr	RMB5,000.00 per unit
Delivery order fee		RMB1,000.00 per unit

*if above rates can not cover actual costs, all third party's charges incurred will be charged as per outlay.

11) Warehousing services in China

Storage charges are counted from the date of exhibits arrival, exhibition period, and till departure of the site / bonded warehouse / China Port. if below rates can not cover actual costs, all third party's charges incurred will be charged as per outlay.

Air freight

Storage Charges	RMB0.90 per kg per day
Warehouse handling	RMB0.18 per kg per single entry / exit
Min. charge	150 kiloper consignment per exhibitor

Sea freight (LCL)

Storage Charges	RMB9.00 per cbm per day
Warehouse handling	RMB18.00 per cbm per single entry / exit
Min. charge	3 cbm per consignment per exhibitor

Sea freight (FCL)

Storage Charges	RMB175.00 per teu per day
Warehouse handling	RMB18.00 per cbm per single entry / exit
Min. charge	23cbm per 20' GP, 46cbm per 40' GP, 50cbm per 40' HQ

12) Container haulage

Return of empty container from exhibition-site to Shanghai sea terminal for FCL shipments or vice versa.

Container haulage	Per 20' Container	Per 40' Container
	RMB2,100.00 per trip	RMB3,200.00 per trip

13) Cash deposit for temporary importation

a. Deposit fee for inbound shipment without ATA Carnet, which must be paid before the goods arrival China port. The deposit fee will be returned after the goods departed China port without any argument by Chinese Customs	35% x Cargo Value (CIF Value)
b. Agent handling fee	5% on item a.

REMARKS

- Above charges exclude freights, lashing, purchasing of tarpaulin, and any materials required for lashing, or special container loading, tax/duties, or any items not covered in this tariff. Exhibitors should reimburse **TOP-TRANS** for the cost if they incur, plus 5% commission.
- Volume/Weight Conversion for airfreight is 6 cbm equal to 1,000 kgs. Volume/Weight Conversion for rail-freight is 3 cbm equal to 1,000 kgs.
- All inbound shipments (sea freight, air freight, or land / rail freight) must be consigned as per our consignment instruction and on "**FREIGHT PREPAID**" basis; otherwise we shall levy **10% commission** on the freight, which we pay on your behalf to the local carriers. The willingness of payment on behalf of the client is solely at the discretion of TOP-TRANS.
- To ensure safe and orderly quality on-site operation, all shipments consigned to the subject exhibition are requested to be communicated with TOP-TRANS in advance. Failure in doing that or the inconsistency in cargo details that is considered to interrupt normal operation may lead to delay in operation, plus 30%

surcharge. TOP-TRANS does not take any responsibility for anything thus caused.

5. Additional charges incurred for wrong consignee details will be **RMB1,200.00 per consignment per exhibitor**.
6. All shipments arriving in Shanghai by HAWB will incur additional agency handling fee at **RMB380.00 per HAWB** and vice versa.
7. For cargoes and / or documents arrive after deadline, a surcharge at **30% of inward movement charge, EDI customs fee and quarantine declaration fee (Min. RMB1,000.00 per consignment per exhibitor)** and RMB650.00 per consignment for late document submission will be levied to cover the additional cost, but this is not a guarantee of the late-come cargoes' arrival at the site in time.
8. Above rates are based on general cargoes only, for specialized cargoes, e.g. dangerous cargo, temperature-controlled cargo, valued goods, additional charges will be levied. The definition of dangerous cargoes is subject to the declaration on the freight bills issued by carriers in accordance to the International Maritime Dangerous Goods (IMDG Code) for surface shipments, and Dangerous Goods Regulations (DGR) of International Air Transport Association (IATA) for air shipments.
9. Return exhibits can only be shipped out upon the completion of customs clearance, which normally takes 14 working days to finish, counting from the first working day after the move-out operation is done. Should exhibitor ask for priority or express service to accommodate its needs, please inform us earlier. A **30% surcharge on top of the official tariff** will be requested to cover the extra effort spent; while the final decision is subject to the Customs' approval.
10. Costs will incur for the disposal handling of stand structures, stand elements, floor coverings, machinery & parts of machinery (Excluding removal of waste materials and products, and toxic materials). Please consult TOP-TRANS for the rate.
11. For safety reasons, all containers are required to be grounded onsite at the fair ground to facilitate loading and unloading. Grounding cost based on the actual condition of the container to be advised.
12. If any cargoes arrive at / depart from Yang Shan Seaport, which is out of Shanghai, additional charge will incur.
13. Unless otherwise specified, the Min chargeable weight for Air is 150kgs, the chargeable volume for LCL is 2cbm, the Min chargeable volume for 20GP is 23cbm, for 40GP is 46cbm, for other 40' container is 50cbm.
14. No unpacked cargoes without container are accepted.
15. According to "Tax Policy Concerning Nationwide Implementation of VAT Pilot Program for Transport and Modern Services Sectors" (referred to Cai Shui [2013] No. 37), jointly issued by the Ministry of Finance (MOF) and the State Administration of Taxation (SAT) of PRC on 24th May 2013, Value Added Tax (VAT) will be expanded national wide for logistics and other selective modern service industries and the relevant tax policies for initial pilots will be repealed simultaneously. Effective from 1st Aug'2013, all the services provided by **TOP-TRANS** will be subject to 6% VAT.
16. Any service required from exhibitors not covered by this tariff will be quoted separately upon request.
17. **TOP-TRANS** does not take any responsibility for:
 - a) any exhibits not allowed by the organizer or Chinese Customs to be sold or displayed in fair site.
 - b) any tax / duty for sold exhibits.
18. This tariff is compiled on volume or weight basis and has no correlation with the value of cargoes, thus no insurance coverage is included. All cargoes are requested for fully covered insurance
19. All services and work undertaken by **TOP-TRANS** are carried out exclusively according to the terms and conditions outlined in the Company Terms and Conditions of Trading, which, in certain cases, exclude or limit the company's liability. Copies available upon request.
20. Use of services from **TOP-TRANS**, be it partial or complete, and any requirement for additional services at any time before, during or after the exhibition, expressed orally and / or in writing and / or by conduct, implies acknowledgement and acceptance to the foregoing.